

ORDINANCE NO. 2017-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2017-2018 (OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018); PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2017-2018; and

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete financial plan for Fiscal Year beginning October 1, 2017 and ending September 30, 2018; and,

WHEREAS, the City Council on September 12, 2017 conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notices were duly posted in the *Bastrop Advertiser*; and

WHEREAS, the City has acknowledged that this budget will raise more total property taxes than last year's budget by \$252,465 or 5.6%, and of that amount \$102,355 is tax revenue to be raised from new property added to the tax roll this year; and

WHEREAS, the City Council having considered the proposed budget and minor changes, at length, and having provided input in its preparation, has determined that the proposed budget and the revenues and expenditures contained therein are in the best interest of the City and, therefore, the Council desires to approve and adopt the budget by formal action.

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

Section 1: The proposed budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018, as submitted to the City Council by the City Manager, which budget is attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2017-2018; and

Section 2: The sum of thirty-nine million, seven hundred thirty thousand, and eighty-three U.S. Dollars (\$39,730,083) is hereby appropriated for the City's FY2017-2018 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2017-2018 budget document.

Section 3: Should any paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not

affect the validity of this Ordinance, as a whole or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section 4: This Ordinance shall be in full force and effect from and after its adoption by the City Council, pursuant to applicable State and local laws and the City Charter.

Section 5: All other ordinances and Code provisions that are in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

Section 6: The City Council of the City of Bastrop, Texas met in a public meeting on September 26, 2017, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Gary Schiff	YEA <input checked="" type="checkbox"/>	NAY <input type="checkbox"/>	ABSTAIN <input type="checkbox"/>	ABSENT <input type="checkbox"/>
Council Member Bill Peterson	YEA <input checked="" type="checkbox"/>	NAY <input type="checkbox"/>	ABSTAIN <input type="checkbox"/>	ABSENT <input type="checkbox"/>
Council Member Lyle Nelson	YEA <input checked="" type="checkbox"/>	NAY <input type="checkbox"/>	ABSTAIN <input type="checkbox"/>	ABSENT <input type="checkbox"/>
Council Member Bill Ennis	YEA <input checked="" type="checkbox"/>	NAY <input type="checkbox"/>	ABSTAIN <input type="checkbox"/>	ABSENT <input type="checkbox"/>
Council Member Deborah Jones	YEA <input checked="" type="checkbox"/>	NAY <input type="checkbox"/>	ABSTAIN <input type="checkbox"/>	ABSENT <input type="checkbox"/>

READ and ACKNOWLEDGED on First Reading on the 12th day of September 2017.

READ and ADOPTED on Second Reading on the 26th day of September 2017.


APPROVED:

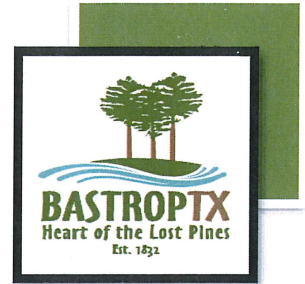

Connie B. Schroeder, Mayor

ATTEST:


Ann Franklin, City Secretary

APPROVED AS TO FORM:


Joseph J. Gorfida, Jr.
Interim City Attorney



CITY OF BASTROP, TEXAS

Annual Proposed Operating Budget

Fiscal Year 2017-2018

City Council Record Vote

The members of the governing body voted on the adoption of the budget as follows:

William Ennis-
Deborah Jones-
Lyle Nelson-
Willie Peterson-
Gary Schiff, Mayor Pro-Tem-

"This budget will raise more revenue from property taxes than last year's budget by an amount of \$252,465, which is a 5.6% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$102,355".

TAX RATE					
Fiscal Year	Property Tax Rate	Effective Tax Rate	Effective M&O Tax Rate	Rollback Tax Rate	Debt Rate
2017-2018	0.5640	0.5383	0.3643	0.5733	0.1997
2016-2017	0.5640	0.5577	0.3640	0.5674	0.2000

The total amount of municipal debt obligation secured by property taxes for the City of Bastrop is \$13,580,457.



Annual Operating Budget

City of Bastrop, Texas

Fiscal Year

October 1, 2017 through September 30, 2018

~ Mayor ~

Connie Schroeder

~ Council Members ~

Gary Schiff, Mayor Pro-Tem

Deborah Jones

Willie "Bill" Peterson

Bill Ennis

Lyle Nelson

~ City Manager ~

Lynda Humble

Operating Budget document prepared by the
Finance Department



City of Bastrop City Council

The City of Bastrop is governed by a Council-Manager form of government in which the Council establishes City policy through ordinances and resolutions and the City Manager carries out City policy and is responsible for City operations. The Bastrop City Council consists of the Mayor and five Council members. The Mayor and Council are elected at-large, which means they represent the entire City and that all registered voters may vote for all six places.



(back row) Gary Schiff, Bill Ennis, Lyle Nelson
(front row), Bill Peterson, Connie Schroeder, Deborah Jones

	<u>Term Expires</u>
Connie Schroeder, Mayor	May 2020
Willie Peterson, Place 1	May 2019
Gary Schiff, Mayor Pro-Tem, Place 2	May 2018
Lyle Nelson, Place 3	May 2020
Bill Ennis, Place 4	May 2018
Deborah Jones, Place 5	May 2019



Government Finance Officers Association

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Texas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2016

Christopher P. Morrell

Executive Director/CEO

TABLE OF CONTENTS

OVERVIEW

City Manager's Budget Letter	
Priorities and Issues.....	11-35
Budget Process.....	39
Budget Cycle.....	40
Organizational Chart.....	41
Community Profile	42
Departmental Staffing Summary.....	43
History of Bastrop.....	45-46
Fund Structure.....	47

FINANCIAL SUMMARY

All Fund Summary: Graph of Total Available Resources and Expenditures.....	51
All Fund Summary: <i>Revenues, Expenditures and Changes in Fund Balance</i>	52-54
Proposed Revenues and Expenditures for All Funds Graphs.....	55-58
Revenue Summary.....	59-62
Property Tax Rate Calculations.....	63
Property Tax Rate History.....	64-65

GENERAL FUND

Narrative.....	68
Revenue Summary.....	69-71
Statement of Revenues & Expenditures.....	72
General Fund Proposed Expenditures by Function.....	73
Legislative.....	76-77
Organizational.....	78
City Manager.....	80-81
City Secretary.....	82-83
Finance.....	84-86
Human Resources.....	88-89
Information Technology.....	90-91
Broadcasting & Filming.....	92-93
Police.....	94-100
Fire (Volunteer).....	102-103
Municipal Court.....	104-105
Development Services.....	106-109
Public Works.....	110-112
Recreation	113-114
Parks.....	115-117
Building Maintenance.....	118-119
Library.....	120-121

TABLE OF CONTENTS

PROPRIETARY FUNDS

Water/Wastewater Fund.....	124-127
Impact Fee Funds.....	128-129
Bastrop Power & Light Fund.....	130-131

HOTEL TAX FUNDS

Hotel Tax Funds Summary.....	134
Hotel/Motel Tax Fund.....	135-136
Hospitality & Downtown Fund.....	137-138
Arts in Public Places Fund.....	139

SPECIAL REVENUE/OTHER FUNDS

Vehicle/Equipment Replacement Fund #380.....	142
Designated Fund #102.....	143
Library Board Fund #505.....	144
Fairview Cemetery Operating Fund #525/ Permanent Fund #526.....	145
Hunter's Crossing Public Improvement District.....	146
Bastrop Economic Development Corporation.....	147-150

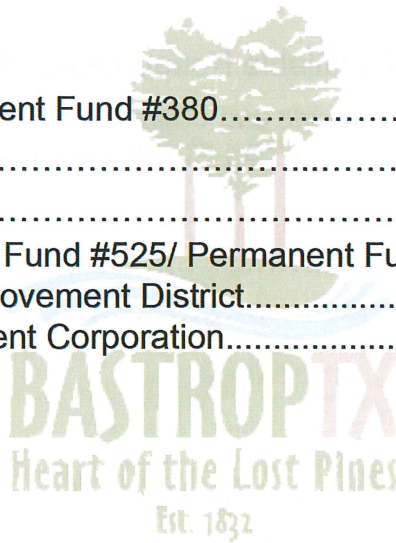


TABLE OF CONTENTS

CAPITAL PROJECTS FUNDS

Park/Trail Land Dedication.....	153
Bond Funds.....	154
Innovation Fund.....	155

DEBT SERVICE

Debt Service Schedules.....	158
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GLOSSARY

Glossary of Terms.....	161
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BUDGET MEMORANDUM

TO: Honorable Mayor & Councilmembers

FROM: Lynda K. Humble, City Manager

DATE: September 26 , 2017

SUBJECT: Presentation of the Proposed FY 2018 Budget

As required by the City's Charter, I am providing the proposed FY 2018 Budget for your consideration. This budget meets the thirty-day requirement prior to adoption, which is scheduled for September 26th. To provide perspective, municipal budgets really are not about the numbers, even though most pages contain nothing but numbers. This budget is the single most important document that staff will create this year. It also represents the single most important decision you will make all year as well. So, why is it so important? This document serves as the conduit for funding required for all programs, services, and projects to be delivered in FY 2018 by the City of Bastrop, whether it is through personnel, equipment, professional services, or community support.

It has been five (5) short months since I began as Bastrop's City Manager. However short the journey, we have covered a lot of ground! As I prepared this budget for your consideration, I want to acknowledge that this budget represents a starting point. It is the starting point of a multi-year plan designed to address the following elements:

Strategic Considerations

- Adoption of the Comprehensive Plan
- Creation of Vision & Mission Statements
- Creation of Focus Areas & Council's Priority List
- Creation of an Organizational Multi-Year Workplan

Financial opportunities

- Sales Tax – Flat & Significant Piece of Revenue
- Diversification of Revenue
- HOT Funds – More Strategic Approach

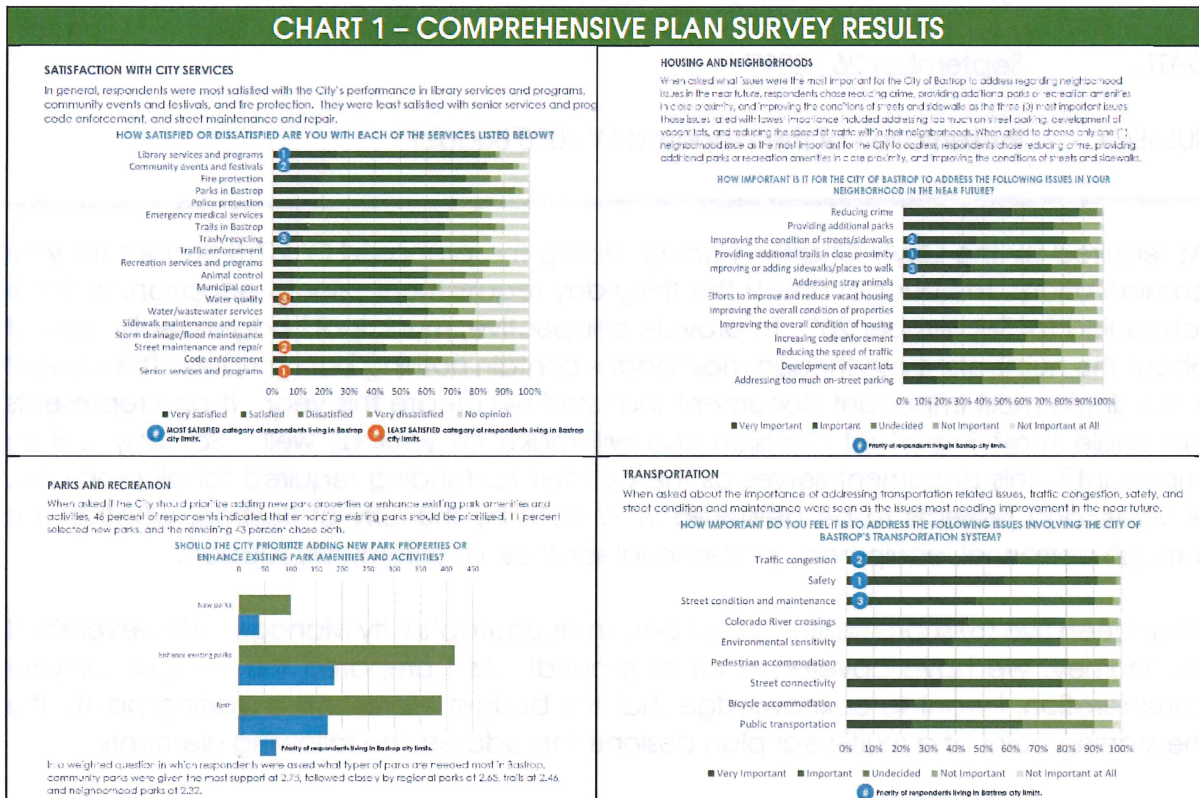
Economic Development + Community Development

- Future Growth
- AAA 4 Diamond – Economic Development (Tourism) Challenges
- Community Renewal anticipating New Growth

Strategic Elements:

Bastrop Comprehensive Plan (2016-2036):

Since the adoption of the FY 2017 Budget, the City Council adopted the Comprehensive Plan (2016 – 2036) on November 22, 2016. This document reflected significant community involvement including an online survey, which generated responses from 975 city residents, a response rate of nearly 14% of Bastrop’s total population. Survey results, as noted in Chart 1 below, included satisfaction with City Services, Housing and Neighborhoods, Parks and Recreation, and Transportation.



The Comprehensive Plan addresses growth for the City of Bastrop over the next twenty years. Each budget cycle must address targeted elements, as identified in the plan, to address the goals and objectives provided throughout all nine chapters. The FY 2018 Proposed Budget represents the first budget prepared since its adoption. Therefore, numerous references to strategic elements included in the Bastrop Comprehensive Plan are made throughout this memorandum, including addressing several identified issues in Chart 1 above.

Vision & Mission Statements:

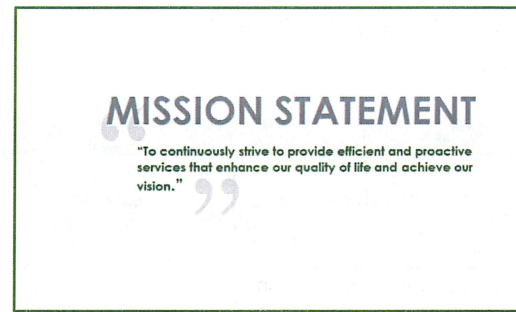
Each May as a part of the City’s election process, there is an opportunity for new Councilmembers to be elected to serve our citizens. It is appropriate to review the organization’s Vision and Mission Statement each year, to ensure it reflects the entire Council’s perspective on our direction and purpose. At the Council Retreat in July 2017,

Council adopted the Vision and Mission Statements, modifying the statements included in the Comprehensive Plan, as noted below in Charts 2 and 3:

CHART 2



CHART 3



The Vision Statement sets a defined direction for our growth. The Mission Statement is an expression of the Council's intent for the organization. Both statements are critical elements to developing this strategic budget for FY 2018.

Council's Areas of Focus:

To strategically execute the Organization's Vision and Mission Statements, Council established and defined nine (9) areas of focus at the July Council Retreat. These areas, as shown below in Chart 4, are considered fundamental elements vital to the successful execution of our organizational vision and mission.

CHART 4 – COUNCIL FOCUS AREAS		
Fiscal Responsibility	Manage Growth	Communication
Prepare and manage budget; fiduciary responsibility.	Plan for and manage growth, development, and redevelopment to maintain Bastrop's unique feel and character.	Support and enhance open 2-way communication between the City and its residents and businesses.
Uniquely Bastrop	Organizational Excellence	Economic Vitality
Maintain and enhance our historic community feel by leveraging the unique combination of community, cultural and recreational assets that make Bastrop a special place to live and work.	Organizational governance; progressive operational efficiency; employee and citizen volunteer recognition.	Create sustainability by leveraging tourism; infrastructure renewal and investment; enhancing public/private partnerships; efficient planning & development processes; and fostering an inclusive & diverse environment that encourages entrepreneurial ventures.
Community Safety	Unique Environment	Multi-Modal Mobility
Keep citizens, businesses, and visitors safe.	Continue beautification of natural areas, green spaces, parks, river, and landscaping.	Improved mobility for all modes of transit; manage traffic congestion.

On page 8 of this memorandum, all new programs and services proposed in the FY 2018 Budget are listed under each area of focus to illustrate how each item will strategically impact our organization in the future.

Council's List of Priorities:

Recognizing that there are always more needs than available resources, Council developed a List of Priorities. These items were given "priority" status, as a way to help staff "prioritize our priorities." Chart 5, as shown below, summarizes their priorities and serves to determine what programs and services were included in the FY 2018 proposed budget.

CHART 5 – COUNCIL'S LIST OF PRIORITIES			
Staffing Needs	Aging Critical Infrastructure	Parks – Current: Maintain partnerships	Parks – Future: Explore dedicated funding to develop and maintain future park projects
Development/Permit System – empower staff to negotiate within limits to meet CC goals	Bastrop – "Family Friendly"	Revenues: Diversification; Infrastructure Needs	Financial Policy requiring fees to cover costs
Rodeo Area – Private Initiative	Youth Recreation Needs	Workforce Housing	Communication/Social Media/ PIO Position
Annexation	Develop policy for Tier 2 & 3 Funding that complements Visit Bastrop (DMO)	Water & Wastewater Plants/Infrastructure	Street connection between Lowe's and Riverside Grove
Fire Station on West Side of City	Fire Department Staffing	Hold Developers Accountable – Hunters' Crossing Punch List	Historic Landmark Ordinance Review
Address Chickens and Impact on Neighborhoods	ROW Management Policy	Evaluate Number of Boards/Commission	Hold Joint Workshops with all Boards & Commissions to evaluate purpose with Vision & 2017 Conditions
Tie all work plan items back to the Comprehensive Plan	Information Technology Security Protocols	Golf Course at State Park with Private Investment & Council support (No City \$)	

Financial Opportunities:

As shown in Chart 6 below, the City represents 21.9% of taxes paid by Bastrop citizens. The majority of taxes paid by our citizens go to the Bastrop Independent School District at 54.8%. The remaining 23.3% paid by citizens go to Bastrop County.

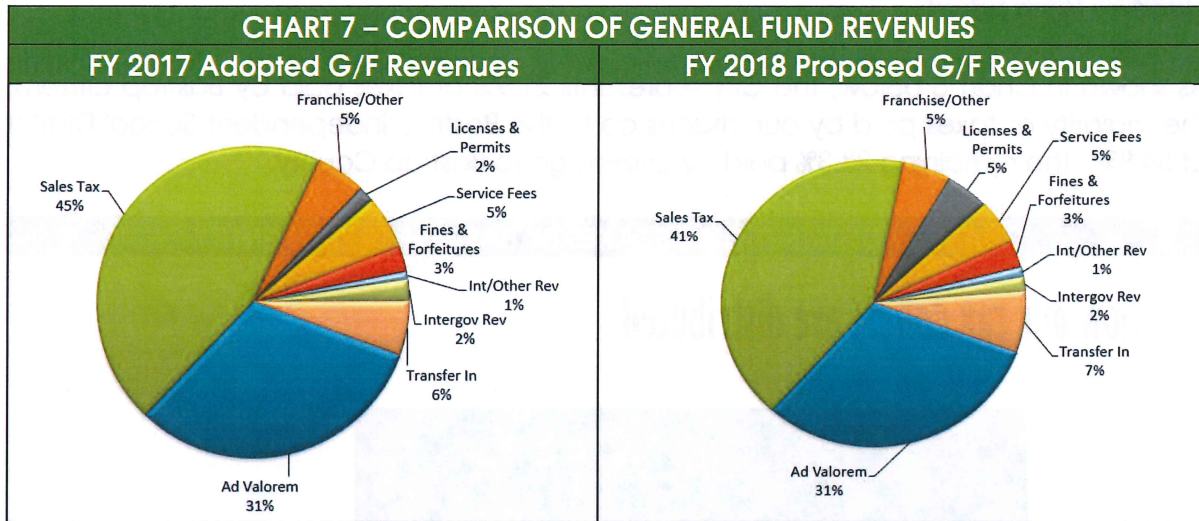
CHART 6 – DISTRIBUTION OF TAXES BY BASTROP TAXING ENTITY

How our tax dollars are distributed:

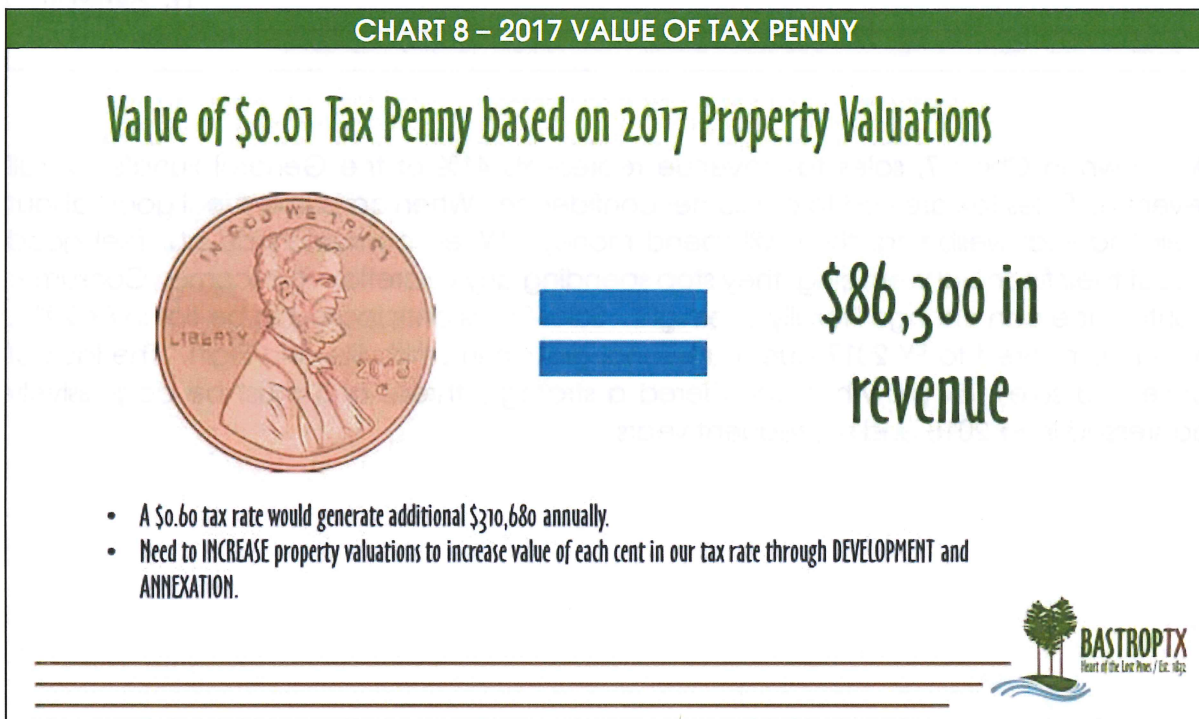
Taxing Entity	2011 Tax Rate	2012 Tax Rate	2013 Tax Rate	2014 Tax Rate	2015 Tax Rate	2016 Tax Rate	Percent of Total 2016 Tax Bill
Bastrop ISD	1.4810	1.4810	1.4610	1.44100	1.44100	\$1.4100	54.8%
Bastrop County	.6175	.6314	.6290	.629000	.61900	.599000	23.3%
City of Bastrop	.5840	.5840	.5840	.564000	.564000	.564000	21.9%
Total	\$2.6825	\$2.6964	\$2.674	\$2.634	\$2.624	\$2.673	100.0%



As shown in Chart 7, sales tax revenue represents 41% of the General Fund's overall revenue. Sales tax are tied to consumer confidence. When consumers feel good about their financial wellbeing, they will spend money. When consumers do not feel good about their financial wellbeing, they stop spending any discretionary income. Consumer confidence can change literally overnight. Sales Tax is anticipated to be flat in FY 2018, when compared to FY 2017 due to regional growth in Smithville and Elgin. The lack of projected sales tax growth is considered a strategic threat and must be aggressively addressed in FY 2018 and subsequent years.



It is imperative that we diversify our revenue sources and increase property tax valuations, which is a much more stable source of income. Increase in property tax revenue can come from annexation and future development. As shown below in Chart 8, one tax penny in 2017 equals \$86,300. While no tax increase is proposed in FY 2018, a 60 cent tax rate would only generate \$310,680 annually. Clearly, there must be strategic focus on economic development to reduce the City's dependence on sales tax, which is projected to be flat in FY 2018.



Economic Development + Community Development

As shown in Chart 9 below, my budgetary goal for FY 2018 and the next several budgets, is to diversify our dependence on sales tax and grow property tax valuations through development and annexation. Very simply, economic development is critical to our financial future. In order to maintain current infrastructure, we need additional recurring revenue sources. While I recognize that much of our discussions relate to future growth, the City does not have sufficient resources to maintain and replace its existing infrastructure within a reasonable expected life cycle.

Since the City's primary source of revenue comes from Sales Tax, the City must work to offset Smithville & Elgin's growth and its impact to our sales tax. Simply put, community development is required to increase tourism to stabilize sales tax. Fortunately, Hyatt Lost Pines Resort is located in Bastrop, along with other community amenities, that serve as an attraction for tourism. However, the City needs to improve its "curb-appeal" through increased mowing, landscaping, and code enforcement. Lastly, the City receives approximately \$2,875,000 annually in Hotel Occupancy Tax funds. It is critical that these funds be leveraged to maximize the City's opportunity to attract tourism.

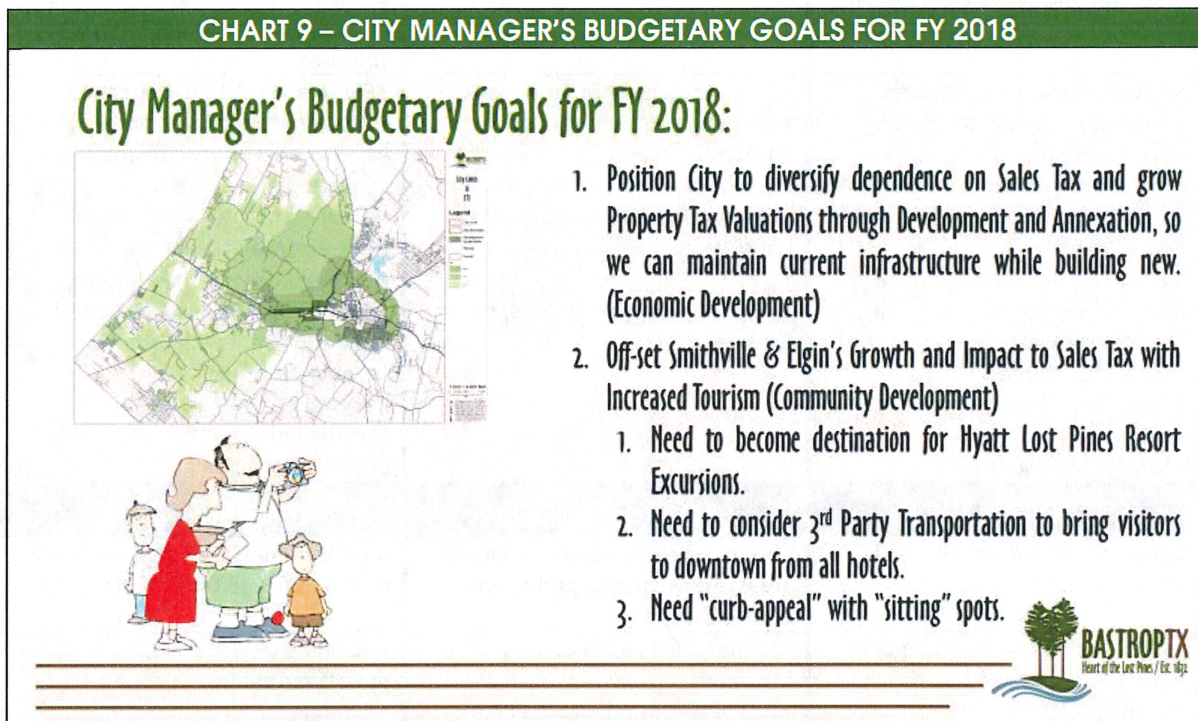


Chart 10 incorporates Economic Development + Community Development elements, included in the proposed FY 2018 budget, which will better position Bastrop for success. Programs and services have been listed by Council focus area, to provide a "strategic" context for their inclusion in the FY 2018 budget.

CHART 10
NEW RECOMMENDED PROGRAMS/SERVICES
BY COUNCIL FOCUS AREAS

PROPOSED FY 2018 BUDGET ITEMS BY FOCUS AREA		
Fiscal Responsibility	Manage Growth	Communication
Prepare and manage budget; fiduciary responsibility.	Plan for and manage growth, development, and redevelopment to maintain Bastrop's unique feel and character.	Support and enhance open 2-way communication between the City and its residents and businesses.
<ul style="list-style-type: none"> ▪ Increase Building & Development Fees to cover cost of service and reduce subsidy ▪ Creation of Innovation Fund 	<ul style="list-style-type: none"> ▪ Full-Time Planning & Zoning Director Position ▪ Assistant Public Works Director Position 	<ul style="list-style-type: none"> ▪ Full-Time Employee - Film & Broadcasting ▪ Increase frequency of newsletter from quarterly to monthly.
Uniquely Bastrop	Organizational Excellence	Economic Vitality
Maintain and enhance our historic community feel by leveraging the unique combination of community, cultural and recreational assets that make Bastrop a special place to live and work.	Organizational governance; progressive operational efficiency; employee and citizen volunteer recognition.	Create sustainability by leveraging tourism; infrastructure renewal and investment; enhancing public/private partnerships; efficient planning & development processes; and fostering an inclusive & diverse environment that encourages entrepreneurial ventures.
<ul style="list-style-type: none"> ▪ Additional part-time hours at Convention Center for bookings 7 days per week ▪ Increased Part-Time Custodian to Full-Time for Convention Center & Downtown ▪ Increased Part-Time Admin. Assistant to Full-Time for Main Street, Visit Bastrop, and Convention Center ▪ Funding of Year 1 with Visit Bastrop ▪ Wayfinding signage 	<ul style="list-style-type: none"> ▪ Salary Increases for Employees ▪ I.T. Systems Administrator Position ▪ Server Replacements ▪ Council Chamber Upgrade - VoteLynx ▪ NeoGov Software ▪ 1st Annual Volunteer Recognition Banquet 	<ul style="list-style-type: none"> ▪ Foreman for Utility System ▪ Pavement Condition Index Assessment to evaluate and score streets ▪ Creation of Drainage Fund for Increased Maintenance ▪ Partnership with Keep Bastrop County Beautiful – Adopt A Street Program; Parklet Beautification, & School Education ▪ Household Hazardous Waste – Partnership with Bastrop County & City of Smithville
Community Safety	Unique Environment	Multi-Modal Mobility
Keep citizens, businesses, and visitors safe.	Continue beautification of natural areas, green spaces, parks, river, and landscaping.	Improved mobility for all modes of transit; manage traffic congestion.
<ul style="list-style-type: none"> ▪ CAD/Records Management Package ▪ Additional Hours for 2 Firefighters – 7 Days a Week – 12 hours per day ▪ Equipment for First Responders ▪ Sign Replacement to Improve Reflectivity ▪ Striping to increase driver/pedestrian safety ▪ Sidewalks to increase pedestrian safety 	<ul style="list-style-type: none"> ▪ Contract for Rights-of-Way Mowing ▪ Contract for Facilities & Parks Mowing ▪ Emphasis on Downtown Landscape & Litter and additional Special Events support to enhance Tourism experience 	<ul style="list-style-type: none"> ▪ Funding for Sidewalks to increase pedestrian safety ▪ Funding for River Trail Project ▪ Funding for increased CARTS Service ▪ Consulting Fee for State Park Trail

GENERAL FUND

REVENUE:

Total proposed projected revenue in the General Fund for FY 2018 is estimated to be \$9,912,819, which is a \$523,208 or 5.57% increase in revenue, when compared to FY 2017 adopted revenues.

Licenses & Permits:

During the June 29, 2017 Budget Workshop, staff presented the results of an internal cost of service study on the Planning & Zoning and Building Inspection Departments. This study divided the responsibilities of both departments into four service areas: (1) building, (2) development, (3) internal, and (4) community.

The study identified expenses of \$660,000 in all four (4) service areas. Associated expenses for building and development were \$420,000, yet only generated \$186,000 in offsetting revenue based on the City's existing fees. Therefore, the citizens are subsidizing the cost of development by \$234,000 or the equivalent of almost three cents (\$0.03) on the tax rate.

Staff conducted a survey of area cities, including Buda, Kyle, Hutto, and Manor, to determine their required building and development permits and associated fees. The survey results showed a need to significantly increase building, development, subdivision, and zoning fees. In addition, several fees were identified to be added to cover expected services, currently not listed in the City's master fee structure. Bastrop's current building and development fees have been in place since 1995, which were based on now defunct 1991 Standard Building Code. Today, the City has adopted the 2009 International Building Code and the 2011 Electric Code. The current subdivision and zoning fees were adopted in 1999.

By consensus, Council agreed to increase building and development fees to cover the cost of providing these services. These fees are scheduled for Council action on August 22nd and September 12th. Based on the new fee structure, the General Fund is expected to increase revenue by \$340,000 in FY 2018, when compared to FY 2017 adopted budget.

EXPENDITURES:

The expenditures are budgeted much lower than last year due to no capital projects being funded out of General Fund. Most department budgets stayed the same. New expenditures included in the General Fund are:

- Salary & Benefits for employees in the amount of a 2% increase effective October 1, 2017 and 2.5% increase on their anniversary. Because we are a service industry, the City is very fortunate to have dedicated employees providing great service to our citizens. Our ability to retain great employees is imperative and competitive salary and benefits are key to employee retention.
- Workers Compensation Costs decreased \$27,000 this year thanks to focus on safety by our employees.
- Insurance benefits were limited to a 9.18% increase with plan changes to deductibles and co-pays. The City's insurance is still competitive, when compared to other cities.
- New Positions are included to address several of the items listed on Council List of Priorities, as shown in Chart 5 on Page 4. Those positions include:
 - Director of Planning & Zoning
 - Assistant Public Works Director
 - I.T. Systems Administrator
 - F/T Film & Broadcasting (Position funded from General, Water/Wastewater, BP&L)
 - Additional Resources for Associate Judges. Our judge works seven (7) days a week to fulfill the requirements of her position. With increased growth over the past several years, additional resources are needed to provide support for weekend responsibilities.

INNOVATION FUND:

The Innovation Fund will be created from a \$487,500 transfer from excess fund balance from the General Fund and \$256,500 from excess fund balance from Bastrop Power & Light on September 30, 2017, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations. By creating a separate fund, this will allow improvements to occur over a period of time, which may exceed a fiscal year timeframe.

Currently, the General Fund has a 25% fund balance requirement. After the \$487,500 transfer, it is anticipated that the General Fund will have an ending balance in FY 2018 of 26.9%, which is equivalent to the anticipated fund balance of 26.5% of the FY 2017 adopted budget. Bastrop Power & Light has a 35% fund balance requirement. After the \$256,500, it is anticipated that Bastrop Power & Light will have an ending balance in FY 2018 of 45.6%. Chart 11 below summarizes the proposed expenditures included in this budget with an explanation of benefit.

CHART 11 – INNOVATION FUND EXPENDITURES		
Proposed Expenditure	Explanation of Benefit	Amount
Public Safety CAD/RMS System	<p>The City contracts with Bastrop County to provide dispatch services for Police and Fire. Bastrop County Dispatch and Sheriff Departments uses Tyler Technology CAD/RMS System. Tyler's computer aided dispatch (CAD) software allows dispatch personnel to accelerate the sharing of mission-critical information with first responders. This CAD solution is integrated with Tyler's public safety and courts software to deliver a 360 degree view of the incident, the associated parties and location information.</p> <p>Mobile functionality allows officers to continuously communicate with dispatchers, other officers and their agency while in the field. With laptops, tablets, or handhelds, mobile operations functionality connect officers directly to the main system through encrypted transmissions over a secure wireless network. Officers in the field can access records, create reports, receive "silent" dispatch command, and more. Staying in touch and up-to-date ensures officers work safely and more efficiently.</p>	<p>Total Purchase Price – \$210,179. Municipal Court's portion is \$23,263, which will be paid from their Technology Fund. The remaining \$186,916 will be funded through a loan from BP&L at 3% interest over 5 years. Annual loan payment will be \$42,000.</p>
Server Replacements	Funding will be transferred into the City's Vehicle & Equipment Replacement Fund (VERF) to replace servers, who have met or exceeded their recommended useful life.	
Design Consulting Fee for State Park Trail	Funding for the City's portion of the design consulting fee for the State Park Trail was included in the FY 2017 Budget. However, the Building Permit & Development Fees were not approved in the fall. The City uses Bureau Veritas to augment the capacity available in Building Inspection on large projects, given their skill set and available resources. Without the additional fee revenue, the City subsidizes the cost of development. Funding allocated for this project in FY 2017 paid for the consulting fees associated with Bureau Veritas. Funding is required in FY 2018 to meet the requirements of this grant.	\$160,000
Parking for Delgado Park	In FY 2017, the City purchased this park located on the north side of the City. Playground and restroom facilities are being installed in FY 2017. A parking lot is needed at the park.	\$60,000
Pavement Condition Index Study	To effectively manage the sizable investment in streets, the city must gather data and establish a baseline rating for all streets. Information is gathered in the field using sophisticated truck mounted equipment and computer software. Once gathered, the information will be used to establish a Street Maintenance Program, based on the ranking for each street. Necessary repairs will be identified and used to develop cost estimates for capital improvements. The information from the pavement	\$45,000

	assessment will be used to prioritize street maintenance based on individual street scores and available funding.	
Fire Department Staffing – Part-Time Firefighters – 7 days a week – 12 hour shifts	Currently, part-time firefighters work Monday through Friday on 10-hour shifts since most of the City's volunteers work in the Austin area. However, traffic congestion makes it difficult for volunteers, who most live west of river, to get to Station #2 and respond to a call with equipment. By staffing Station #2 with firefighters 7 days a week on 12 hour shifts, the goal will be to improve response times for fire calls.	\$82,000
Facilities & Park Mowing Contract	Staff did a Request for Proposals for landscape mowing for city parks and facilities. The lowest response is \$158,000. There are two (2) vacant positions in Parks, which total \$91,272. Staff is recommending these positions be eliminated and the funding go toward a mowing contract. This mowing contract will provide additional capacity for improved park maintenance, while ensuring our facilities are mowed and maintained at an appropriate level.	\$67,000
Rights-of-Way Mowing Contract	TxDot has significant ROW along SH 71, SH 21, SH 150, and SH 95, which are main arterials through our community. The state mows on a limited mowing schedule, which exceed current City ordinances. The Railroad has significant ROW, which runs through the middle of our community. The railroad mows on a limited mowing schedule, which exceeds current City ordinances. The City has significant ROW that must be mowed, and is not always mowed in compliance with City ordinances due to limited staff capacity. Staff is reluctant to enforce city ordinances when the City is a known violator. Citizens and visitors do not distinguish who owns the ROW, just that it needs mowing. In order to significantly improve the City's "curb appeal" and to ensure compliance with City Code Enforcement ordinances, staff is recommending a ROW Mowing contract to augment existing capacity.	\$90,000
CART Funding	Staff will meet with CART officials to add an additional route to Bastrop, which will reduce the amount of time required to get to local destinations. Discussions will include bus stops and accountability measurements such as ridership, route times, etc. Council will have to approve an Interlocal Agreement prior to execution of any contract.	\$20,000
Design Consulting Fee for Skatepark	Parkland dedication funds were used to purchase Delgado Park, which used the majority of available funds. It was anticipated that the revenue generated from the Mayfest Park lease with the County would generate additional parkland funds. However, this lease has been terminated until the County gets approval to proceed from the State. Parkland dedication funds were earmarked for the design fees of a skatepark in FY 2018.	\$35,000
Neogov	On-line recruitment is a standard practice nationwide in all industry categories. Applicants are used to doing an on-line search for positions, applying for the position with just a click of a button, while being kept up to date throughout the application process. If hired, applicants are used to electronic on-boarding processes. The City's	\$16,000

	current employment application is a word document that requires applicants to deliver in person, fax or mail. On-boarding happens in-person. Copying applications to review and share with departments is very labor intensive. Neogov is an on-line recruitment and on-boarding system designed for government applications. It will significantly improve the efficiency of our recruitment, hiring, and on-boarding process.	
Council Chamber Improvements – VoteLynx System	VoteLynx XLG Voting, Meeting Management and Control System with 10 integrated panels with MiniTouch member Vote/RTS, amplifier, small speaker headphone jack and gooseneck microphones, Video Display Unit, 15" touch panel at secretary, 12" touch panel at mayor position, LCD Timer Display at podium, 24 input X 12 output DSP audio mixer, two channel amplifier, engineering/installation	\$52,000
Total Innovation Fund Expenditures		\$706,500

WATER/WASTEWATER FUND:

At the July 20th Budget Workshop, staff indicated that more work was needed on this fund to make final decisions regarding the establishment of rates to fund Capital Improvement Projects and required on-going maintenance based on the outcome of a biological study on our existing wastewater treatment plan. Therefore, staff is recommending Council adopt the Water/Wastewater Fund, based on FY 2017 funding level adding in salary adjustments and a Foreman position. This position is needed to free up capacity of the Public Works Superintendent, who will now oversee the drainage crew in addition to his current duties.

In the fall, staff will hold several workshops with Council to discuss rates for a January 1, 2018 implementation date. A budget amendment will be required at the time of the adoption of rates.

BASTROP POWER & LIGHT (BP&L):

Total projected revenue in the BP&L Fund for FY 2018 is estimated to be \$7,323,696, which is \$184,331 or a 2.5% increase, when compared to FY 2017 adopted revenues.

Total projected expenditures in the BP&L Fund for FY 2018 are estimated to be \$7,399,534, which is \$383,890 or a 5.47% increase, when compared to FY 2017 adopted expenditures.

BP&L has a 35% fund balance requirement. At the end of FY 2017, BP&L is anticipated to have a 56.4% fund balance. Therefore, staff is recommending the following expenditures from excess fund balance:

- “River of Lights” Christmas Lights – \$125,000 (See explanation on Page 16)

- Innovation Fund - \$256,500 – (See explanation on Page 10)
- Community Festival Events - \$27,700 (See explanation on Page 16)
- VERF - \$100,000 – Annual transfer to the Vehicle & Equipment Replacement Fund

At the end of FY 2018, BP&L is projected to have a 45.6% fund balance after funding these one-time expenditures.

Community Support Funding (Included in Expenditures)

FY 2018 Community Support Funding recommendations are provided in Chart 12 below. Organization, highlighted in yellow, received funding in FY 2017 and are funding at the same level in FY 2018.

Given the number and size of the community support funding requests this year, staff recognizes that there are needs not being met in our community. Therefore, staff would like to require all organizations, noted in yellow, be required to attend a monthly meeting with the City Manager in order to receive their funding. The purpose of these meetings will be to explain their mission, share community statistics on needs, collaborate with other organizations to more efficiently serve our citizens, and find ways for the City to participate with in-kind services and not just funding. These meetings will provide critical information for the City to better serve our citizens and partner with our community organizations.

Bastrop County First Responders, highlighted in green, have been paid through the Red Light Camera Fund in past years. This year, staff recommended participation in the BP&L Community Support Program. The Bastrop Police Department views the Bastrop County First Responders as a critical element to our emergency response. This group is very responsive and offers critical medical support, while patients are waiting for medical transport. Their request is for five (5) AED machines and five (5) Motorola radios, which allow communication with first responders. Given the significant life safety features of this request, full funding is recommended.

Organizations, highlighted in pink, did not attend the Council meeting to present their request. Some effort should have been made to have someone present at the meeting, send a video stating their case, or acknowledge their lack of attendance in writing, if community support dollars are really important. Therefore, no funding was recommended. However, at the August 14th Budget Workshop, several Council members requested that consideration be made for the Pregnancy Resource Center to receive funding at the same level as last year. A majority of Council members agreed so this amount was added. Also, at this same meeting, it was brought up that the Literacy Volunteers were left off the list and so we have added them as well.

Bastrop Long-Term Recovery Team, highlighted in purple, have served this community well through multiple disasters in recent years. As the disasters are closed out, FEMA and other funding sources are no longer available. These disasters have educated this team on the significant community need for preparedness for future disasters. Therefore, this organization wants to transition from recovery to preparedness through public education

and continue their assistance, when disaster such as a fire or flood strikes individuals. Prepared citizens, in a time of disaster, help themselves and the community's ability to quickly recover. Staff will meet with Board Leadership to establish clear accountability measures prior to October 1st. Funding will occur monthly contingent upon agreed upon measures being met. In addition, Bastrop Long-Term Recovery Team will provide quarterly updates to Council.

CHART 12 – BP&L FY 2018 COMMUNITY SUPPORT FUNDING	
Organization	Recommended FY 2018 Funding
Austin Habitat for Humanity	\$6,575.00
Bastrop County Child Welfare Board	\$0.00
	\$16,158.00
Bastrop County First Responders	\$20,347.00
Bastrop County Women's Shelter	\$8,000.00
Bastrop Long-Term Recovery Team	\$7,500.00
Bastrop Pregnancy Resource Center	\$6,483
Children's Advocacy Center of Bastrop, Lee and Fayette Counties	\$5,558.00
Combined Community Action Inc	\$5,567.00
Court Appointed Special Advocates of Bastrop County	\$5,558.00
Honor Choir	\$0.00
In the Streets Hands Up High Ministry	\$5,692.00
Keep Bastrop County Beautiful	\$15,000.00
Literacy Volunteers	\$10,000.00
MEELJ	\$0.00
Mission U-Too	\$5,992.00
BISD Student Backpack Program	\$17,500.00
Total Community Support Funding for FY 2018	\$135,930.00

Keep Bastrop County Beautiful:

Staff met with representatives from Keep Bastrop County Beautiful (KBCB). This year, KBCB won the Texas Governors' Award in the amount of \$130,000. They have agreed to partner with the City of Bastrop and Bastrop Economic Development Corporation to fund a portion of the River Trail in TxDOT right-of-way, which is a grant requirement.

We believe that there is a great opportunity for a partnership to provide more beautification, clean-up, and youth leadership programs in the City. Therefore, \$15,000 has been included in this year's budget and in return KDCB will provide the following:

- Pocket Parks/Parklets: KBCB will work with Master Gardeners, Master Naturalists, Bastrop Independent School District, and Bastrop Art in Public Places on partnerships and community input.
- Adopt-A-Street Program: KBCB will research and implement an Adopt-A-Street Program in 2018.
- Quarterly Litter Pick-ups: KBCB will organize four (4) clean-ups, two (2) of which will be river clean-ups in the Spring and Fall.
- Youth Executive Council: KBCB will organize a Youth Executive Council with BISD Schools to promote recycling and beautification within the community and schools. There will be additional discussions on using the funding provided by Progressive Waste to put together a program(s) with some type of incentives to encourage recycling.
- In addition, KBCB has agreed to assist staff in organizing volunteers to pick-up illegal dump sites or areas that have a significant amount of litter and debris.

Staff will meet with Board Leadership to establish clear accountability measures prior to October 1st. Funding will occur monthly contingent upon agreed upon measures being met. In addition, KBCB will provide quarterly updates to Council.

Staff is not recommending funding for the Honor Choir or MEELJ. The Honor Choir is an important organization in our community. However, their request is better suited for fund-raising and private donations. MEELJ did not provide adequate statistics on the services provided to Bastrop citizens. Therefore, no funding was recommended.

Staff included the BISD Student Backpack Program for funding. Currently, there are 300 homeless children in BISD, who count on the free lunch program for their food. When they leave school on Friday afternoon, these children will most likely not eat until they return to school on Monday. Staff is recommending funding for 100 backpacks for 35 weeks in the amount of \$17,500. The Bastrop County Emergency Food Pantry & Support Center has been asked to coordinate this program on behalf of BISD. The City of Bastrop employees will volunteer at the Food Pantry to pack these backpacks weekly, as a way to give back to those in the community, who need us the most.

Community Festival Funding (Included in One-Time Funding from Excess Fund Balance)

There is an expectation in every community that July 4th, Christmas, and Juneteenth are celebrated. These festivals may or may not attract tourists, but are clearly important for a sense of community. Therefore, BP&L will be providing funding to the Hospitality & Downtown Fund for Christmas Lights, known as the River of Lights, in the amount of \$125,000. Funding for the Patriotic Festival will be provided in the amount of \$22,700 for items not covered by HOT. In addition, Juneteenth will receive \$5,000 since this celebration is more of a community event than a draw for tourists.

HOTEL/MOTEL TAX FUND:

By State Law, the City of Bastrop collects a Hotel Occupancy Tax (HOT) from hotels, bed and breakfasts, and other lodging facilities. Under state law, revenue from HOT may be used only to directly promote tourism and the hotel and convention industry. Chapter 351 of the Tax Code provides the requirements on how HOT funds may be spent.

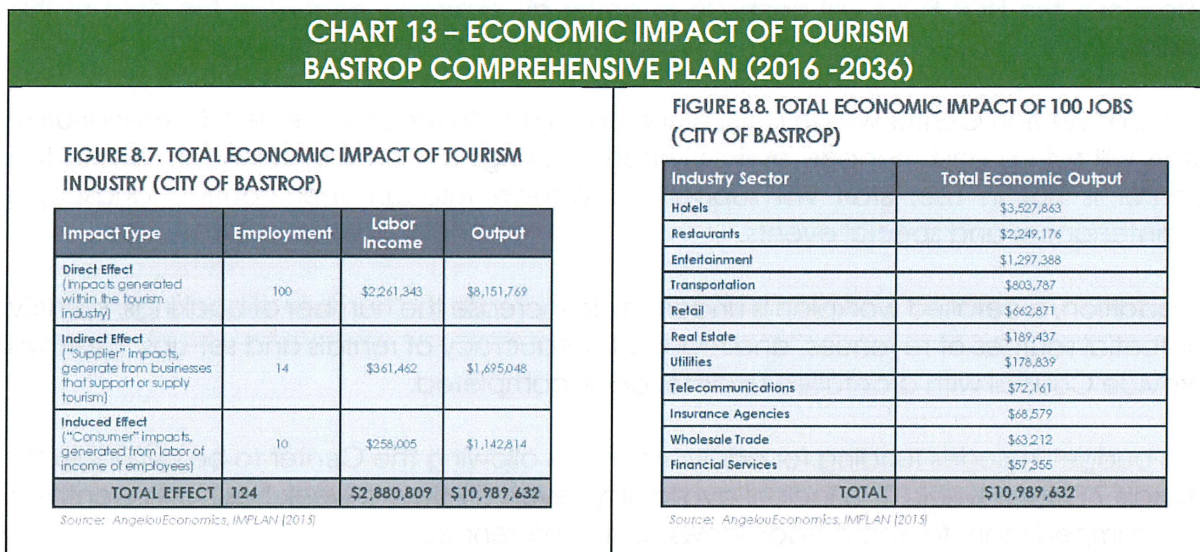


Chart 13 above shows the important role that tourism plays in the Bastrop economy. It is important that the HOT funds be leveraged to attract tourism to strengthen our sales tax while we diversify our property tax valuations. Therefore, it is imperative that all resources funded from HOT funds work together toward strategic goals. Therefore, staff will work toward structuring the HOT Fund similar to the General Fund in future years. All departments/divisions that receive HOT should be shown and accounted for in the HOT Fund.

Hospitality & Downtown Department:

Staff is recommending the creation of a Hospitality & Downtown Department to provide a more strategic approach to the HOT funds. Currently, funding is provided to the Main Street Program, Convention Center, Vision Bastrop, art groups, etc. Each group has acted independently in the past based on the specificity of their funding.

The Main Street Director, Convention Center Director, and Visit Bastrop Team will all be located in the Laake Building. A staff retreat was held among the team members, who have made a strong commitment to the overall mission of creating a GREAT tourist experience based on cooperation and strong teamwork. Staff understands the urgency needed to maintain sales tax levels while we diversify and grow our property tax base.

Convention Center

During the July 20th Budget Workshop, staff recommended transferring a portion of the Convention Center debt to the General Fund due to the lack of revenue generated by the Center for tourism. Thanks to information provided by some interested and engaged citizens, the HOT law bases funding for convention centers on bookings, not revenue, with the intent that more than 50% of the bookings for the facility should be to host conventions or meetings that directly promote tourism and the hotel and convention industry. Based on the proposed work plan for FY 2018, the creation of Visit Bastrop, and the team approach created within the Hospitality & Downtown department, staff is optimistic that bookings for the center will exceed 51% meeting the intent of the law. **Therefore, the HOT Fund will continue to cover all expenses related to the debt of this facility.**

The Convention Center will be dark, when not in use, to reduce overhead expenditures. Staff will set-up and manage events, when bookings are on the calendar. When the center is not in use, staff will support downtown through litter control, landscape maintenance, and special events.

In addition, a detailed workplan is underway to increase the number of bookings, identify potential sources of revenues, and reduce bureaucracy of rentals and set-ups. Staff will provide Council with a detailed update, once completed.

This budget includes funding for additional hours allowing the Center to be available for rentals 7 days a week. The lack of availability seven (7) days a week has been identified as an impediment for some tradeshow and conferences.

Community Festival Funding

As noted above in the BP&L section, there is an expectation in every community that July 4th, Christmas, and Juneteenth are celebrated. These festivals may or may not attract tourists, but are clearly important for a sense of community. Therefore, BP&L will be providing funding to the Hospitality & Downtown Fund for Christmas Lights, known as the River of Lights, in the amount of \$125,000. Funding for the Patriotic Festival will be provided in the amount of \$22,700 for items not covered by HOT. There is \$40,835 allocated from HOT to support the Patriotic Festival. Staff is EXTREMELY appreciative of the partnership we have with the Bastrop Chamber of Commerce, who coordinates this festival. Without them, it would be a tremendous drain on staff capacity to put on this festival and could negatively impact other services we provide. Business sponsorships raised by the Chamber are anticipated to generate \$20,000 in support. In addition, Juneteenth will receive \$5,000 from BP&L since this celebration is more of a community event than a draw for tourists. However, all community festival funding will be coordinated through the Hospitality & Downtown Department.

Visit Bastrop:

The Comprehensive Plan acknowledged the need for a destination marketing organization (DMO) to ensure that Bastrop's varied marketing efforts promote our goal of expanding and sustaining its tourism economy. The contract between the City and Visit Bastrop is under review by the City Attorney and will be on a Council agenda for

approval in the near future. The contract stipulates a target of 50% of HOT revenue will be provided to Visit Bastrop annually, which is met in the FY 2018 proposed budget.

HOT Application Requests

After reviewing the state law requirements of HOT, HOT application requirements for use of Bastrop logo on all marketing, and the urgent need to maximize HOT funds to attract tourists to stabilize our sales tax while growing our property tax base, staff is recommending postponing any recommendations on HOT application until the adoption of the budget on September 26th. Staff needs time to meet with each

organization to account for how HOT funds have been spent in FY 2017. In addition, Staff needs to help develop deliverables for FY 2018 that can be measured, reviewed, and add to the City's ability to attract tourism.

Bastrop Comprehensive Plan (2016 – 2036)

GOAL 8.4: Create a long-term strategy for placement of visual and performing art assets.

Therefore, there is \$225,000 in funding for future FY 2018 allocation to HOT Applications that can prove they meet the City's criteria.

Bastrop Art in Public Places (BAIPP):

In the 2016 Comprehensive Plan, the work of the BAIPP Board is recognized for laying the groundwork for enhancing the aesthetic appeal of Bastrop's built environment. The Comprehensive Plan, Chapter 8, page 8-12, specifically calls for a "strategic plan that establishes measurable actions and initiatives necessary to create a coordinated series of art events funded and promoted by the City, art exhibitions on City property, and art calls and competitions. City support for these initiatives should be based in part on the degree to which each can grow the **local cultural arts and tourism sector.**" Because HOT funds BAIPP, it is important that a Strategic Plan be developed that meets Chapter 351 of the Tax Code related to the Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry, which requires:

"the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms."

As noted throughout this memorandum, it is critical that we better leverage our available resources to promote tourism to grow our sales tax base while we increase our property tax base. A Cultural Art Strategic Plan should be created, as recommended by the Comprehensive Plan, to drive future funding decisions related to cultural art. Therefore, staff is recommending the following:

- BAIPP create a community-wide “Cultural Arts Master Plan” as recommended by the Comprehensive Plan in FY 2018 to provide a “roadmap” for future funding decisions related to HOT funds for Cultural Arts.
- Council and BAIPP hold a joint workshop to establish an agreed upon purpose and “non-negotiables” for the plan in Fall of 2017.
- Art purchases for the City’s permanent collection and the Cultural Heritage Trail Project be put on hold in FY 2018 pending the creation of a Master Plan to drive future funding decisions. Therefore, no funding is allocated to this line item in FY 2018. These two requests total \$97,000.

Fairview Cemetery:

Total projected revenue in the Fairview Cemetery Fund for FY 2018 is projected to be \$90,700, which is a \$17,900 or 24.58% increase in revenue, when compared to FY 2017 adopted revenues. FY 2017 revenue is projected to be \$91,950, due primarily to an increase in sales of lots to non-Bastrop residents.

Total projected expenditures in this fund for FY 2018 are projected to be \$131,177, which is a \$46,347 or 54.6% increase in expenditures, when compared to FY 2017 adopted expenditures. This fund is projected to start FY 2018 with a fund balance of \$198,742. There are three (3) proposed expenditures that will be funded out of excess fund balance, leaving an estimated ending fund balance in FY 2018 of \$158,128.

- **\$10,000 for Mower.** This proposed budget includes the purchase of a replacement mower for grounds maintenance of the cemetery.
- **\$32,000 for Ground Truthing.** In the west section of the cemetery, it is believed that there are unmarked graves. This ground truthing technology will survey half of the west section to help identify lots where unmarked graves exist. While we may not know, who is buried there, identified grave sites will be properly marked. Lots, where no burials are identified, will become available for future sale.
- **\$5,000 for Actuarial Study.** The Fairview Cemetery is a perpetual care cemetery. The International Cemetery, Cremation, & Funeral Association defines perpetual care in cemeteries as “providing of funds, to be held in perpetual trust, the income of which is to be expended in keeping up forever the necessary care of the individual lots and graves, and the maintenance, repair and future renewal of the borders, drives, water and sewer systems, enclosures and necessary buildings.” This study will provide needed information to set future rates and establish a target amount for the Fairview Cemetery Permanent Fund, which will fund the perpetual care of the cemetery, once all lots are sold. The Permanent Fund will have an estimated fund balance of \$383,649 at the end of FY 2018.

RED LIGHT CAMERA FUNDS:

During the June 29th Budget Workshop, staff made a presentation on utilization of existing fund balance in the Red Light Camera Fund. There is \$488,419 in fund balance, after opting out of this program.

As background, James Watson filed suit on April 23, 2015 against the State of Texas and 53 Texas Cities, including Bastrop, alleging defendants were participating in the enforcement of red light cameras in violation of the Texas Constitution. The City is being represented by Talory, Olson, Adkins, Sralla, & Elam on this matter. This matter will likely be litigated for many years to come, including potentially being appealed to the Texas Supreme Court. It is possible that the cities will lose and need to refund the money, but the attorney does not see any reason to not spend the money according to state law parameters.

Staff is recommending the following expenditures in compliance with State Law:

- **\$152,000 - Improve Street Signage and Striping** to meet Section 2A.07 of the Federal Highway Administration Manual on Uniform Traffic Control Devices, which states “retro-reflectivity and illumination: regulatory, warning, and guide signed and object markers to be retro-reflective or illuminated to show the same shape and similar color both day and night, unless otherwise provided in the text discussion in this manual for a particular sign or group of signs. The requirement for sign illumination shall not be considered to be satisfied by street or highway lighting.” Nighttime driving statistics show that 40% of all fatal car accidents occur at night. The fatal crash rate of 16-year-olds is nearly twice as high at night.
- **\$311,000 – Sidewalk Connectivity.** In the spring, a pregnant citizen spoke to Council during citizen input. She and her small child, who she was pushing in a stroller, were hit by a motorist. Fortunately, all were uninjured, but she made a strong plea for sidewalks in the north area of downtown. The need for sidewalk connectivity is also noted in the Comprehensive Plan. Therefore, the best program for pedestrian safety, given this citizen’s plea, is to complete the gaps in existing sidewalks, where pedestrians will most likely walk in the street in the downtown area.

Since there is on-going litigation regarding the red-light camera funds, there will be a remaining fund balance of \$25,000 to cover future attorney fees.

PROPOSED DRAINAGE FUND (RECOMMENDED FOR ADOPTION IN OCTOBER):

The City of Bastrop has a history of flooding events, including 100+ year storm events on Memorial Day 2015, October 25, 2015, April 17, 2016, and May 27, 2016. Thus, one of the most significant city-wide citizen concerns is the need for improved drainage. An area-wide drainage study is being conducted by Halff Associates, which will develop a plan

to address several large-scale issues. This plan is anticipated to be completed by late August – early September.

Routine maintenance of the City's existing 25+ year storm drainage system is critical to ensure the drainage functions properly in much smaller rain events. As shown in Chart 14 below, culverts need to be cleaned out and in some cases, replaced in order to function properly. Ditch lines need to be regraded to have the appropriate level of slope to drain. Gills Branch and Piney Creek need to be maintained to ensure both are free of debris prior to any major storm event.



In June, staff cleaned the debris and tall weeds and grass from Gills Branch in the downtown area in anticipation of several tropical storms circulating in the Gulf of Mexico. Given our current level of staffing, the Public Works crew left Spring Street unpaved for several weeks, while crews worked on drainage. Given our current staffing level, there is not adequate staff to dedicate to pro-active maintenance of our drainage system.

Purpose of Fund

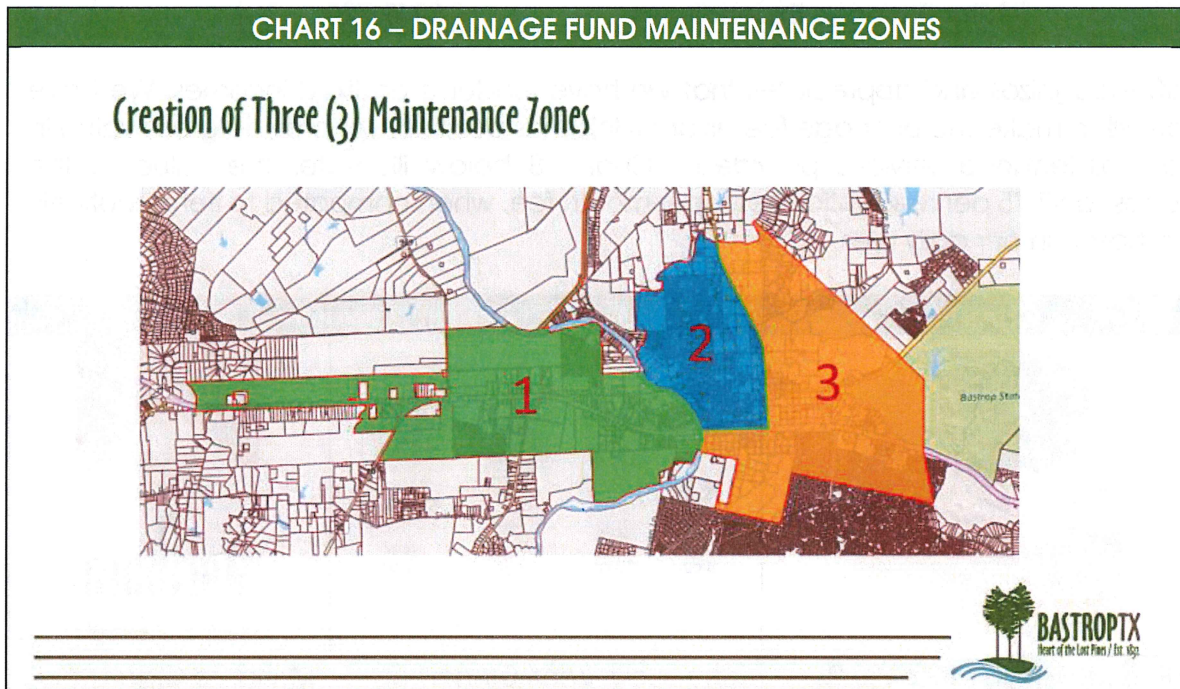
Chapter 552 of the Texas Local Government Code permits municipalities to establish a drainage utility system, when there is a need to protect the health and safety of the public from loss of life and property caused by surface water overflows. A separate fund is created, which can only be used for the use, operation, and maintenance of a drainage system. Council must adopt an ordinance that establishes the purpose of the fund, sets rules and procedures, and sets a fee.

Maintenance Expectations

As noted in Chart 15, staff has developed a 52 week per year maintenance schedule.

CHART 15 – DRAINAGE FUND MAINTENANCE SCHEDULE			
Routine Maintenance & Minor Improvements (40 weeks)	System Maintenance & Inspection	Pre-Storm Activities (2 weeks)	Post-Storm Activities (4 weeks)
<ul style="list-style-type: none"> ▪ Ditch, Channel Cleaning (mowing, tree trimming, debris clearing) ▪ Driveway Culvert Replacement ▪ Detention Pond Maintenance ▪ Inlet, Pipe Cleaning ▪ Install New Inlets, Storm Sewers 	<ul style="list-style-type: none"> ▪ System Inspection, Data Collection ▪ Equipment Maintenance 	<ul style="list-style-type: none"> ▪ Check Major Bridge Crossings ▪ Material Staging ▪ Road Closures and Barricades 	<ul style="list-style-type: none"> ▪ Check Critical Infrastructure ▪ Clear Debris ▪ Cleanup ▪ Assessment

Clearly, this schedule will vary annually based on the number and size of storm events that occur. This fund will have three (3) employees: Crew Leader, Equipment Operator, and Maintenance Worker II. It is anticipated to take several years to complete the necessary, routine maintenance required in all three (3) identified drainage zones, as shown below in Chart 16. However, the crew will allocate time annually in each zone.






Staff is recommending a monthly residential fee of \$3.75 per meter and a monthly commercial fee of \$7.50 per service unit equivalent (3/4" meter = 1). Based on the current number of residential and commercial meters, this fee will generate \$320,625 annually. With interest and \$28,500 in existing drainage funding from the General Fund, **total projected annual revenue will be \$350,125.** This amount is the targeted amount based on the maintenance schedule established in Chart 15.

The collection of this monthly fee will generate sufficient revenue to cover the following expenses as shown in Chart 17 below:

CHART 17 – LIST OF DRAINAGE FUND EXPENDITURES	
Personnel – Crew Leader, Equipment Operator, Maintenance Worker	\$155,720
Supplies & Materials (Culverts, Equipment, Fuel)	\$133,000
Equipment Maintenance	\$ 5,000
Contracted Services (Concrete, tree service)	\$ 50,000
Administrative Support	\$ 6,000
Total Drainage Expenditures	\$349,720

Staff recognizes and appreciates that we have residents on fixed incomes. We have worked to make the drainage fee as affordable as possible, yet provide great value in the maintenance services provided. Chart 18 below illustrates the value of the proposed \$3.75 per residential meter per month fee, when compared to items routinely purchased in our daily lives.

CHART 18 – VALUE COMPARISONS OF MONTHLY DRAINAGE FEE		
		
Egg McMuffin Meal - \$3.99 each	Starbucks Venti Cinnamon Dolce Latte - \$5.35 each.	Marlboro Cigarettes - \$7.00 each.

Public Meetings

Staff will provide a detailed public education schedule at the Budget Workshop scheduled for Tuesday, August 15, 2017. Public meetings on this proposed drainage fee will be held in Tahitian Village, Hunters' Crossing, Riverside Grove, Kerr Community Center, and a location in North Bastrop. A video is being produced to broadcast on

the City's cable channel. A newsletter will be mailed city-wide explaining the proposed fee.

Because we appreciate the time required to educate the public, staff is recommending that the drainage fee be adopted in October rather than as a part of the budget adoption process scheduled for the September 26th Council meeting

At the end of September, Staff has a 2 ½ day retreat scheduled to develop a multi-year work plan that incorporates the Bastrop Comprehensive Plan, Council's List of Priorities, other items identified to improve operational efficiencies, and items needed to meet the goals set forth in this budget. A retreat will be scheduled with Council to review for implementation in FY 2018.

In future years, a proposed workplan will be included in the budget as a part of the adoption process.

CLOSING:

The development of any budget is a team effort! I want to say a BIG thanks to Tracy Waldron and her team for all of the time and effort put into the construction of this budget document. I also appreciate the Executive Cabinet and their staff for all of their efforts to bring me up to speed on the needs of the organization and community during my first five (5) months, along with the time allocated to getting quality funding information. Last, but certainly not least, I appreciate the strategic vision provided by Council at the retreat to provide some much-needed perspective on prioritization to ensure we continue to provide quality programs and services to our citizens. I appreciate the time and efforts of all who will participate over the next six (6) weeks providing input on this budget prior to its final adoption on September 26th.

the City of Bastrop is seeking information regarding the purchase of land for the proposed project.

The project is located in the area of the proposed project. The project is located in the area of the proposed project. The project is located in the area of the proposed project.

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OVERVIEW SECTION





Budget Process

OPERATING BUDGET

PREPARATION – The City’s “operating budget” is the City’s annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation debt service fund. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and cooperation of all City departments. The City Manager transmits the document to the City Council. The budget should be enacted by the City Council prior to the beginning of the fiscal year. The operating budget may be submitted to GFOA annually for evaluation and possible recognition with the Award for Distinguished Budget Presentation.

BALANCED BUDGETS – An operating budget will be balanced, with current revenues, inclusive of beginning resources, and greater than or equal to current expenditures/expenses.

PLANNING – The budget process will be coordinated so as to identify major policy issues for City Council.

REPORTING – Periodic financial reports are available within INCODE to enable the department managers to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Summary monthly financial reports will be presented to the City Council within 45 days after the end of each month, if Council meetings do not interfere with the reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures.

CONTROL – The level of budgetary control is at the department in all funds. Department Heads can make transfers between accounts within their budget through a budget transfer. When budget adjustments have to be made between departments and/or funds, they must be approved by City Council.

PERFORMANCE MEASURES – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process and reported to the City Council at least quarterly.

CAPITAL BUDGET

PREPARATION – The City’s capital budget will be included in the City’s operating budget. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city

APPROPRIATION – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from, or encumbrance of, the appropriation. Any funds not expended, disbursed, or encumbered shall be deemed excess funds.

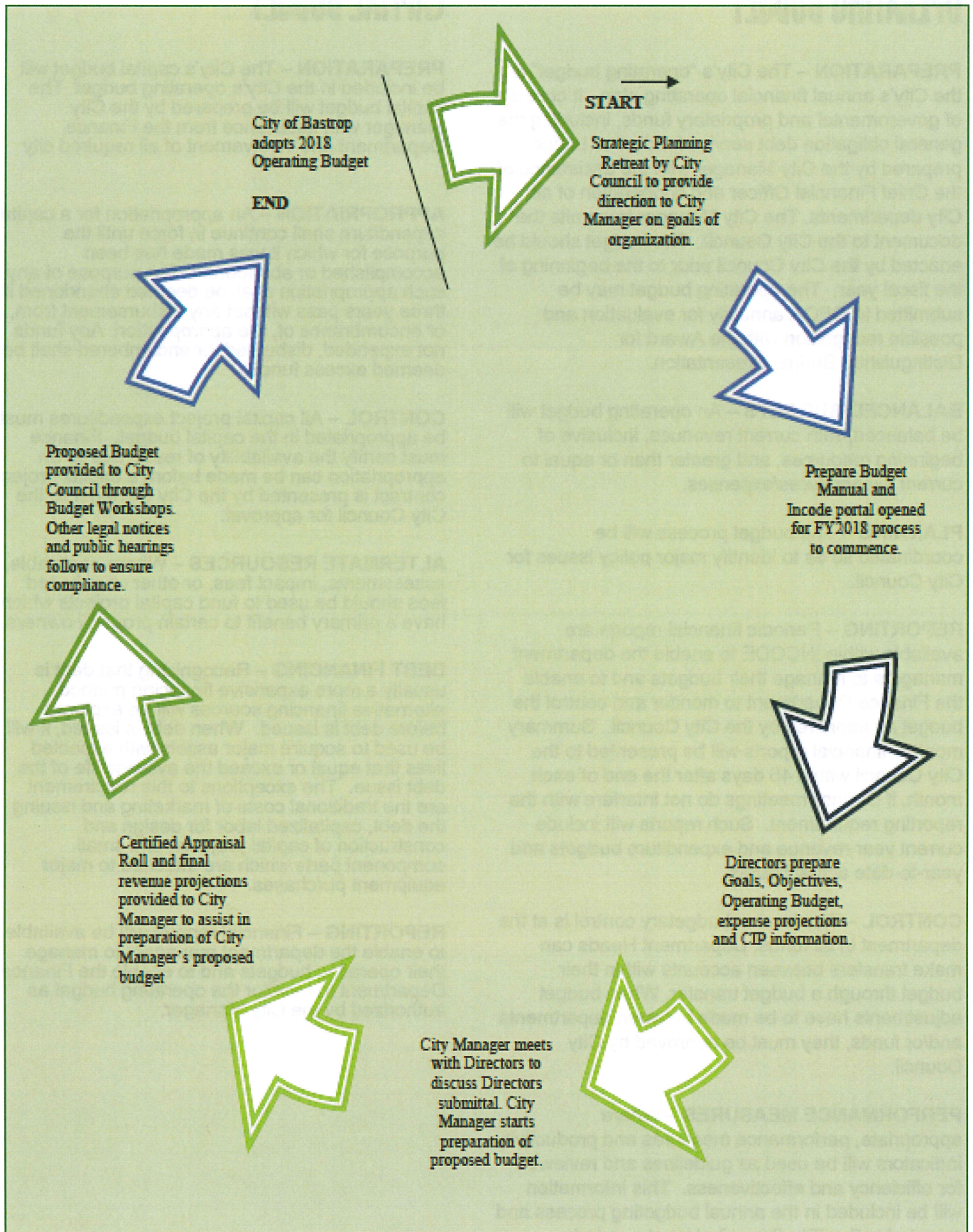
CONTROL – All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

ALTERNATE RESOURCES – Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

DEBT FINANCING – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

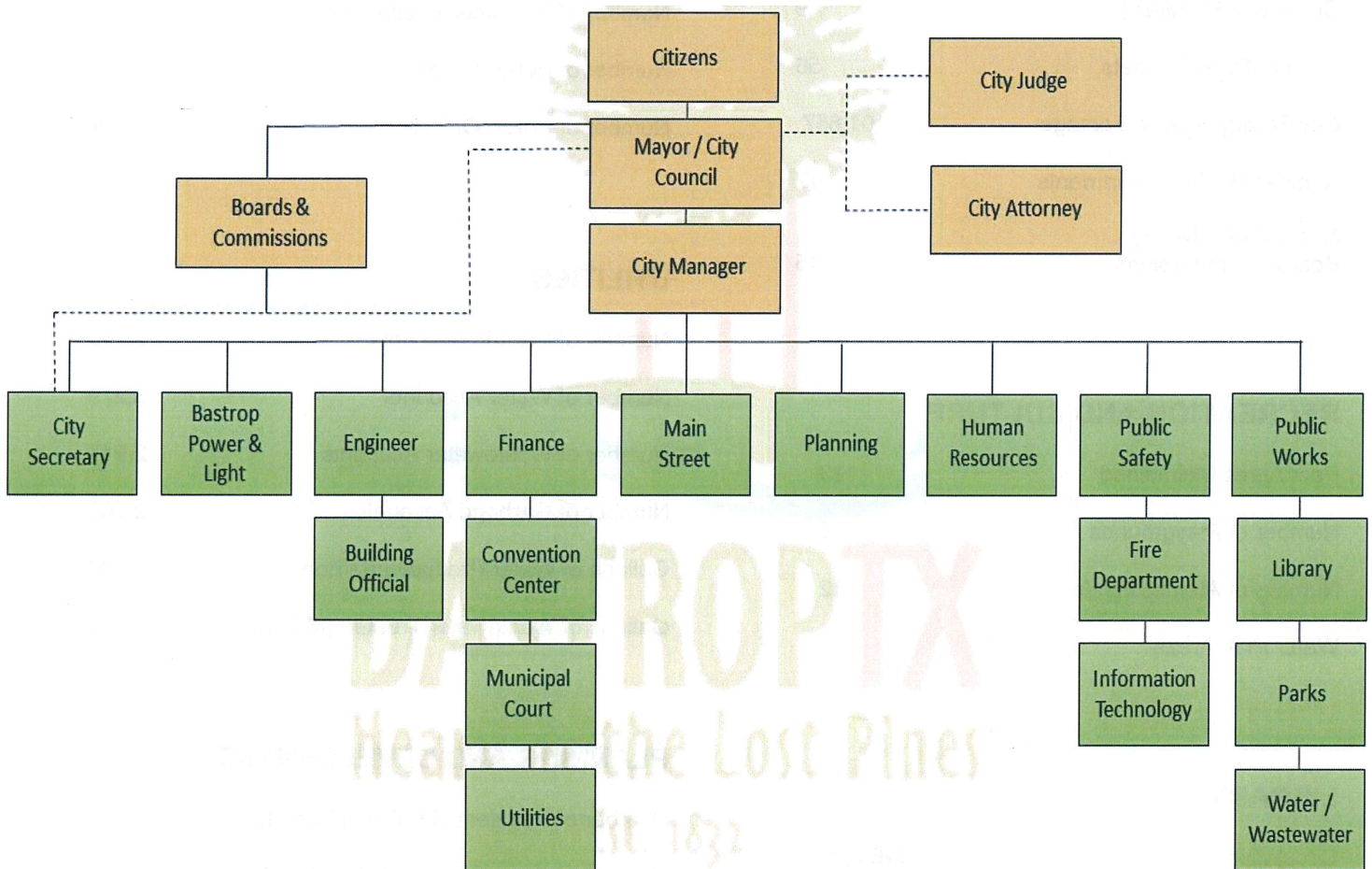
REPORTING – Financial reports will be available to enable the department managers to manage their operating budgets and to enable the Finance Department to monitor the operating budget as authorized by the City Manager.

Fiscal Year 2018 Budget Cycle



Current Organizational Chart

FY2017-2018



COMMUNITY PROFILE

GENERAL

	8,642
City Area (Sq. Miles)	9
Miles of Paved Streets	56
City Facility Square Footage	101,857
Number of City Departments	17
Number of Advisory Boards/Commissions	15

RECREATION AND CULTURE

Park Acres Maintained	123
Number of Playgrounds	5
Number of Athletic Fields	12
Water Play Areas	1

LIBRARY

Circulation	146,325
Cataloged Collection	54,186
User Population	32,512

PUBLIC SAFETY

Number of Fire Stations and Substations	2
Number of Volunteer Firefighters	25
Number of Police Stations	1
Number of Police Officers	22

UTILITIES

Number of Electric Accounts	2,740
Number of Water Accounts	3,279
Number of Wastewater Accounts	2,917
Number of Garbage Accounts	2,567
Gallons of Water Produced (Million)	497
Gallons of Wastewater Treated (Million)	346

PLANNING AND DEVELOPMENT

Number of Residential Building Permits	42
Number of Commercial Building Permits	9

City of Bastrop

Departmental Staffing Summary

PAID PERSONNEL ALL FUNDS

Full-Time Equivalents (FTE)

FUND TYPE	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
General Fund	91.7	88.7	92.2	98.5
Water/Wastewater Utility	13	13	17	18.5
Bastrop Power & Light	9	9	9	9
Hospitality & Downtown	5.5	5.5	6	6
Bastrop Economic Development Corporation	2	3.5	3.7	4
Fairview Cemetery	1.5	1.5	1	1
Total All Funds	122.7	121.2	128.9	137
FTE New Positions:	2.9	1.5	5.7	8

Personnel Additions FY2017-2018

Public Works – Assist. Public Works Director (50% General, 50% Water/Wastewater)

Planning & Development – Director

IT System Administrator-General

Water/Wastewater – Foreman

Fire Dept. – Temporary part time positions equal 4 FTE positions

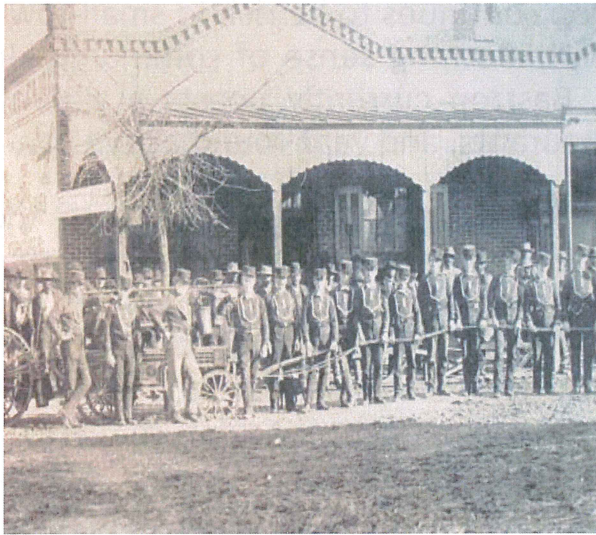


History of Bastrop, Texas

BASTROP, TEXAS, The area was first occupied in 1804, when a fort was established at a strategic Colorado River crossing of the Old San Antonio Road and named Puerta del Colorado.

In 1823, Baron de Bastrop obtained permission from the Spanish to form a German colony, but subsequently failed to establish a settlement. In 1827, Stephen F. Austin established a "Little" of 100 families along the east bank of the Colorado River. The town was probably named Bastrop by Stephen F. Austin in honor of Felipe Enrique Neri, Baron de Bastrop, a longtime friend and business associate. The town was platted in 1832 and settlements continued despite tension with the Indians and Mexican authorities. To accommodate the government of Mexico, the City changed its name to Mina. After disagreements and mediation not providing remediation, volunteers joined in the armed uprising against Mexico in 1835-1836.

The town was incorporated under the laws of Texas on December 18, 1837 and the name was changed back to Bastrop. The City was comprised of a courthouse, a hotel, a stockade, a gunsmith shop, a general store, and a number of residences. The pine forest on the westernmost section provided the only timber available in what was then western Texas. The Bastrop timber mills provided lumber for building in Austin, San Antonio and other settlements.



In 1862 fire destroyed most of the downtown buildings located in the 900 block on Main Street. Rebuilding was difficult due to the stress of the war and scarcity of money in the area. To make matters worse, Bastrop experienced a flood of area creeks in 1869, which forced evacuation of the town as waters rose as high as forty-six feet. Fortunately, in 1886 Railroad entered Bastrop bringing trade.

History of Bastrop, Texas continued

population in Bastrop increased to about 5,000 during World War II, after the establishment of nearby Camp Swift seven miles north of Bastrop. Camp Swift was the largest army training and transshipment camp in Texas at approximately 90,000 troops. When the camp gradually closed after the war, the Bastrop population eventually shrank to 3,158 in 1950.

In 1979, the National Register of Historic Places admitted 131 Bastrop buildings and sites to its listings. This earned Bastrop the title of the "Most Historic Small Town in Texas." In the 2000 census the population was 5,340 and grew to 7,218 by the 2010 census.

In 2011, the County experienced the Bastrop County Complex Fire that started Labor Day weekend of 2011 which was deemed the most destructive wildfire in Texas history. On September 4, 2011, it is reported that three separate fires merged into a large wildfire that burned east of the City of Bastrop. The fire continued burning until October 9th when fire officials declared the fire was finally 100% contained. The fire forced thousands of evacuations and destroyed 32,400 acres, 1,696 homes and killed 2 people. The Bastrop County Complex Fire is recorded as the third largest wildland urban interface home loss fire to date in the nation.

In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. It has also been recognized as a Texas Cultural Arts District by the Texas Commission on the Arts since 2012. Bastrop continues to be rich in small-town character while combining big-city conveniences with a strong sense of community. In addition to nationally known stores and services, Bastrop currently boasts a vibrant, historic downtown filled with a variety of shops, restaurants, and year-round activities.

Beginning in 2015, the City of Bastrop increased its focus on the arts through the Downtown Bastrop Sculpture Project and Transformer Cabinet Mural Project. Since that time, numerous beautifully crafted pieces have been displayed publicly for visitors and citizens to enjoy. In 2016, the historic Powell Cotton Seed Mill on Chestnut Street was renovated to become the new Lost Pines Art Center and Sculpture Garden. Its 9,000-square-foot building includes a state-of-the-art gallery, reflective sculpture garden, classroom spaces, artist studios, a gift shop, and a wine/coffee shop. Finally, in 2017, the arts program was expanded to include the 2-D Art Project. This project displays 2-dimensional artwork, such as paintings and photography, in public locations throughout the city.







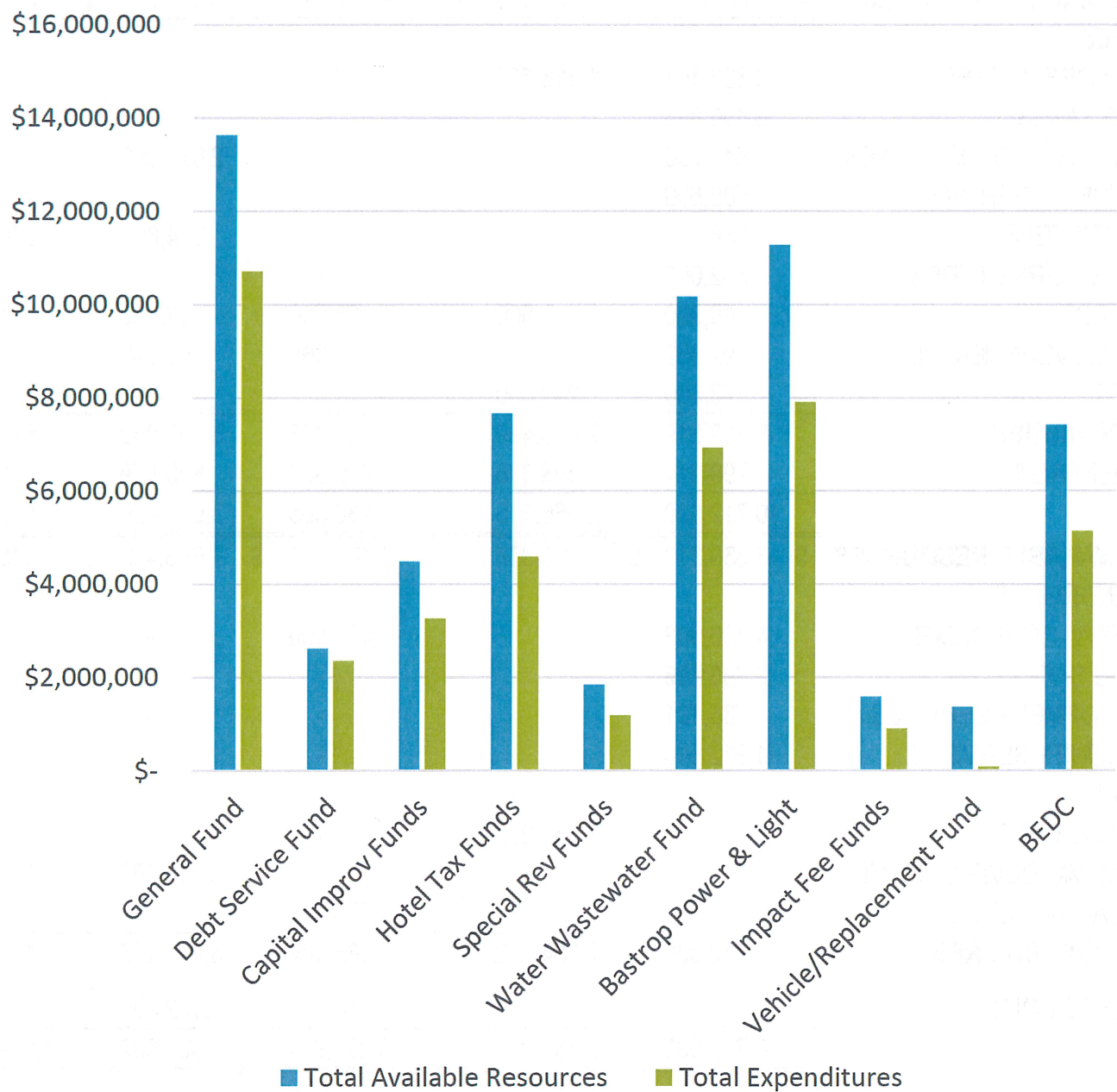
Financial Summary





Fiscal Year 2017-2018

All Funds Total Resources and Expenditures



CITY OF BASTROP, TEXAS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018 BUDGET

DESCRIPTION	GOVERNMENTAL FUNDS				
	GENERAL FUND	DEBT SERVICE FUNDS	CAPITAL IMPROVEMENT FUNDS	HOTEL TAX FUNDS	SPECIAL REVENUE FUNDS
PROJ BEGINNING BALANCES	\$ 2,927,289	\$ 55,873	\$ 4,197,525	\$ 3,671,599	\$ 1,307,198
REVENUES:					-
AD VALOREM TAXES	3,326,107	1,816,399	-	-	
SALES TAXES	4,456,850		-	-	
FRANCHISE & OTHER TAXES	549,766		-	2,875,000	
LICENSES & PERMITS	505,500		-	-	
SERVICE FEES	536,244		-	224,800	526,337
FINES & FORFEITURES	332,000		-	-	
INTEREST	40,500	9,500	28,500	13,050	5,200
INTERGOVERNMENTAL	92,352		1,365	50,000	
OTHER	73,500	242,600		-	6,000
TOTAL REVENUES	9,912,819	2,068,499	29,865	3,162,850	537,537
TRANSFERS IN	799,211	496,616	256,500	828,979	1,000
TOTAL	10,712,030	2,565,115	286,365	3,991,829	538,537
TOTAL AVAILABLE RESOURCES	\$ 13,639,319	\$ 2,620,988	\$ 4,483,890	\$ 7,663,428	\$ 1,845,735
EXPENDITURES:					-
GENERAL GOVERNMENT	4,100,603		430,000	-	
PUBLIC SAFETY	3,893,786		-	-	571,000
DEVELOPMENT SERVICES	785,101		-	-	
COMMUNITY SERVICES	1,932,540		-	-	607,852
UTILITIES			-	-	
DEBT SERVICE		2,354,272	-	-	
ECONOMIC DEVELOPMENT			-	3,418,407	
CAPITAL PROJECTS			2,556,444	-	
TOTAL EXPENDITURES	10,712,030	2,354,272	2,986,444	3,418,407	1,178,852
TRANSFER OUT	-	-	276,500	1,172,895	3,461
TOTAL	10,712,030	2,354,272	3,262,944	4,591,302	1,182,313
ENDING FUND BALANCE	\$ 2,927,289	\$ 266,716	\$ 1,220,946	\$ 3,072,126	\$ 663,422
<i>% of Expenditures</i>	27.3%	11.3%	40.9%	89.9%	56.3%

CITY OF BASTROP, TEXAS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018 BUDGET

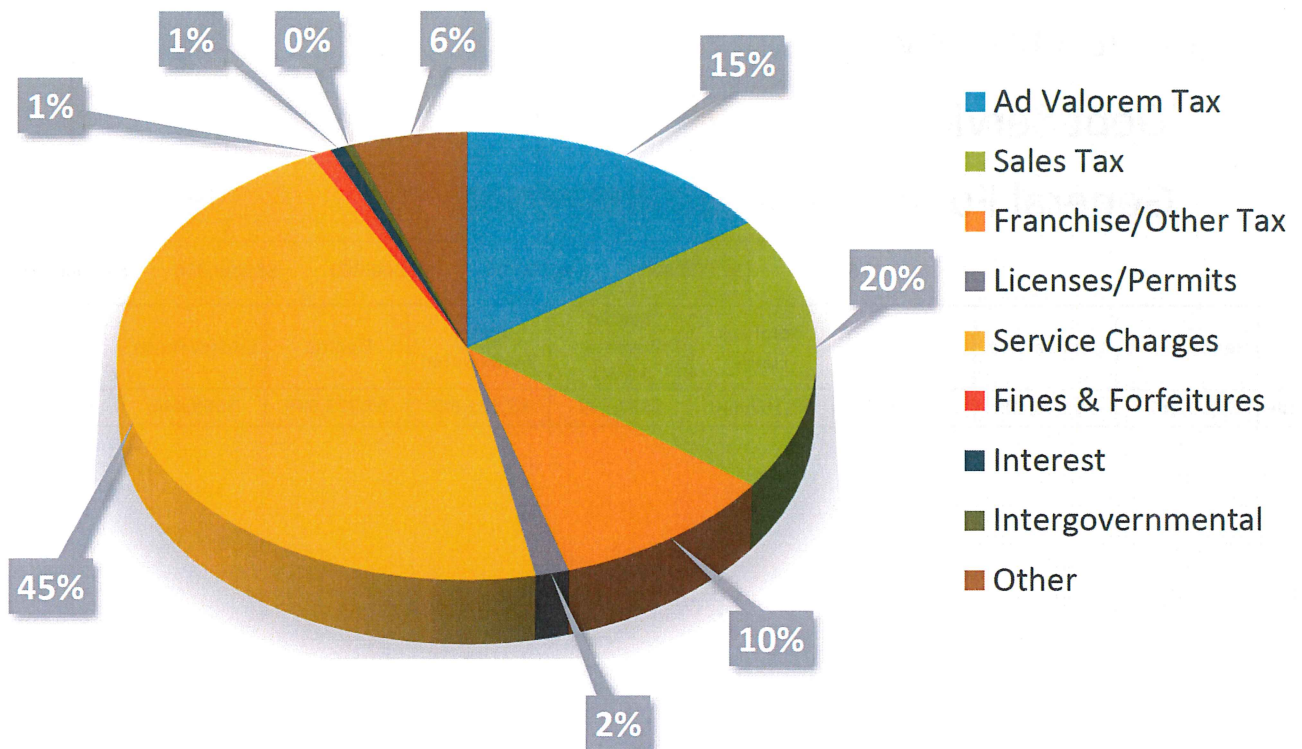
DESCRIPTION	ENTERPRISE FUNDS		
	WATER/ WASTEWATER FUNDS	ELECTRIC FUND	IMPACT FEE FUNDS
PROJ BEGINNING BALANCES	\$ 4,237,586	\$ 3,956,045	\$ 688,883
REVENUES:			
AD VALOREM TAXES			-
SALES TAXES			-
FRANCHISE & OTHER TAXES			-
LICENSES & PERMITS			-
SERVICE FEES	5,078,640	7,280,696	885,940
FINES & FORFEITURES			-
INTEREST	43,000	40,000	13,500
INTERGOVERNMENTAL		3,000	-
OTHER			-
TOTAL REVENUES	5,121,640	7,323,696	899,440
TRANSFERS IN	812,139	-	-
TOTAL	5,933,779	7,323,696	899,440
TOTAL AVAIL. RESOURCES	\$ 10,171,365	\$ 11,279,741	\$ 1,588,323
EXPENDITURES:			
GENERAL GOVERNMENT			-
PUBLIC SAFETY			-
DEVELOPMENT SERVICES			-
COMMUNITY SERVICES			-
UTILITIES	3,793,473	6,348,789	90,500
DEBT SERVICE	1,440,212	157,995	-
ECONOMIC DEVELOPMENT			-
CAPITAL PROJECTS	1,690,644	335,000	-
TOTAL EXPENDITURES	6,924,329	6,841,784	90,500
TRANSFER OUT	-	1,066,950	812,139
TOTAL	6,924,329	7,908,734	902,639
ENDING FUND BALANCE	\$ 3,247,036	\$ 3,371,007	\$ 685,684
% of Expenditures	62.0%	51.8%	757.7%

CITY OF BASTROP, TEXAS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018 BUDGET

DESCRIPTION	INTERNAL SERVICE FUND	COMPONENT UNIT	TOTAL ALL FUNDS
	VEHICLE/EQUIP REPLACEMENT FUND	BASTROP ECONOMIC DEVELOPMENT CORP.	
PROJ BEGINNING BALANCES	\$ 801,903	\$ 3,712,346	\$ 25,509,058
REVENUES:			
AD VALOREM TAXES			5,142,506
SALES TAXES		2,209,500	6,666,350
FRANCHISE & OTHER TAXES			3,424,766
LICENSES & PERMITS			505,500
SERVICE FEES	403,871		14,936,528
FINES & FORFEITURES			332,000
INTEREST	10,000	25,000	228,250
INTERGOVERNMENTAL			146,717
OTHER	10,000	1,474,422	1,806,522
TOTAL REVENUES	423,871	3,708,922	33,189,139
TRANSFERS IN	137,500	-	3,331,945
TOTAL	561,371	3,708,922	36,521,084
TOTAL AVAIL. RESOURCES	\$ 1,363,274	\$ 7,421,268	\$ 62,030,142
EXPENDITURES:			
GENERAL GOVERNMENT	82,000		4,612,603
PUBLIC SAFETY			4,464,786
DEVELOPMENT SERVICES			785,101
COMMUNITY SERVICES			2,540,392
UTILITIES			10,232,762
DEBT SERVICE		381,480	4,333,959
ECONOMIC DEVELOPMENT		1,550,485	4,968,892
CAPITAL PROJECTS		3,209,500	7,791,588
TOTAL EXPENDITURES	82,000	5,141,465	39,730,083
TRANSFER OUT	-	-	3,331,945
TOTAL	82,000	5,141,465	43,062,028
ENDING FUND BALANCE	\$ 1,281,274	\$ 2,279,803	\$ 18,968,114
<i>% of Expenditures</i>	1562.5%	118.0%	58.8%

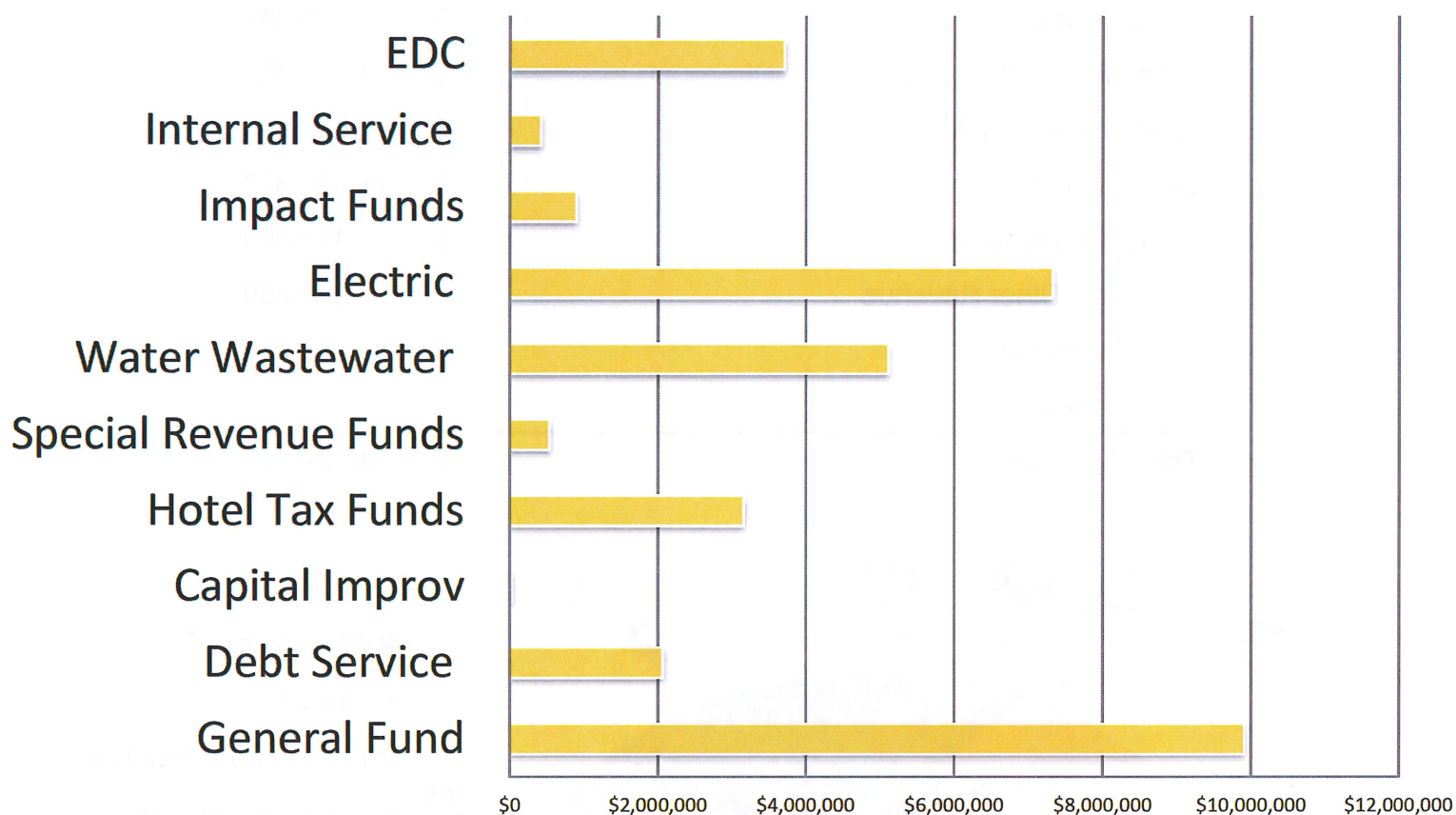
Fiscal Year 2017-2018 Proposed Revenues for All Funds by Category

	FY2017-2018
Ad Valorem Taxes	\$ 5,142,506
Sales Taxes	\$ 6,666,350
Franchise & Other Taxes	\$ 3,424,766
Licenses & Permits	\$ 505,500
Service Fees	\$ 14,936,528
Fines & Forfeitures	\$ 332,000
Interest & Other Revenue	\$ 228,250
Intergovernmental	\$ 146,717
Miscellaneous	
Total Revenues	\$ 33,189,139



Fiscal Year 2017-2018 Proposed Revenues for All Funds by Fund Type

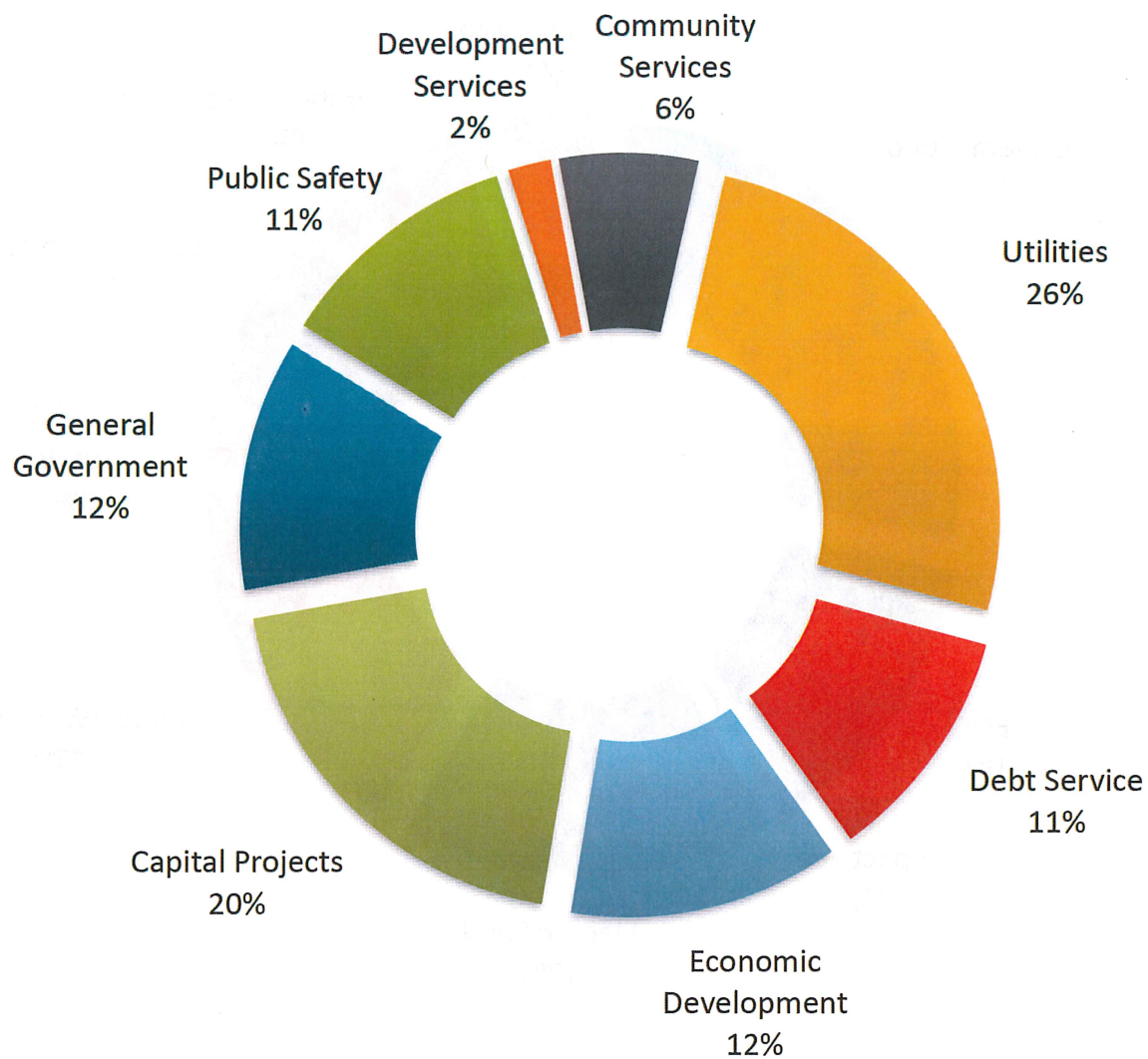
Total Revenue \$33,189,139



	General Fund	Debt Service		Hotel Tax Funds	Special Revenue Funds	Water Wastewater	Electric	Impact Funds	Internal Service	EDC
Revenue	\$9,912,819	\$2,068,499	\$29,865	\$3,162,850	\$537,537	\$5,121,640	\$7,323,696	\$899,440	\$423,871	\$3,708,922

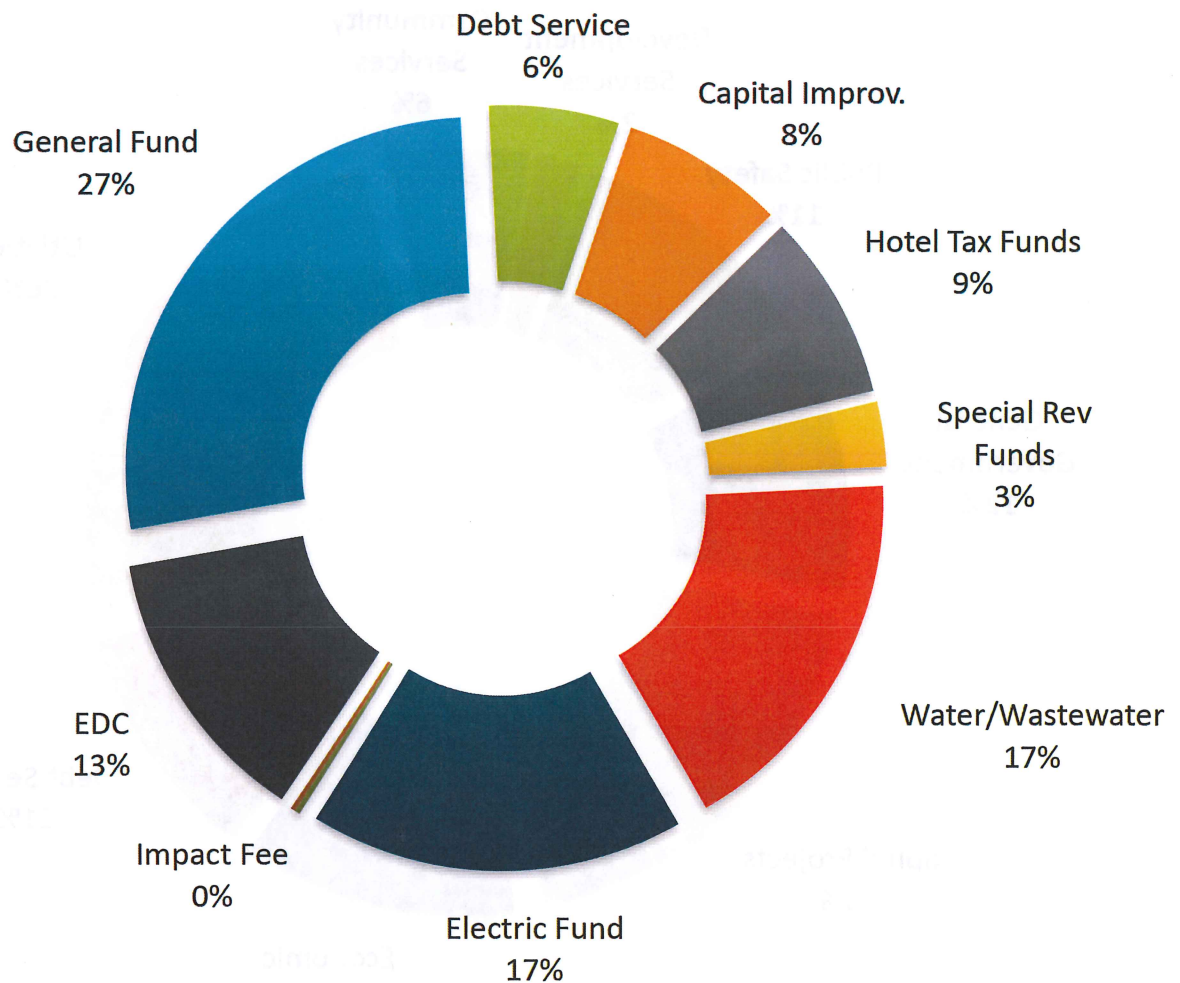
Fiscal Year 2017-2018 Proposed Expenditures for All Funds by Function

Total Expenditures \$39,730,083



Fiscal Year 2017-2018 Proposed Expenditures for All Funds by Fund Type

Total Expenditures \$39, 730,083





Revenue Summary

PROPERTY, AD VALOREM TAXES attach as an enforceable lien on property as of January 1st of each year. The City's property tax is levied each October 1st on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Bastrop County Central Appraisal District at 100% of the estimated market value and certified by the Appraisal Review Board.

The assessed taxable value of the roll on January 1, 2017, upon which the tax levy is based, is \$863,072,067. The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general government services including the payment of principal and interest on general obligation long-term debt. The tax rate for the year ending September 30, 2018, is \$0.5640 per \$100 assessed valuation. The amount allocated for general government operations is \$0.3643, while the remaining \$0.1997 is allocated for general obligation long-term debt service.

Taxes are due by January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections are estimated to be 98% of the levy and will generate \$5,142,506 in revenues, which includes \$390,632 of frozen tax levy. Delinquent taxes, penalties less 380 reimbursements are expected to add an additional \$16,500 in revenues.

In Texas, countywide central appraisal districts are required to assess all property within the appraisal district on the basis of 100% of its appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every _____ years; however, the City may, at its own expense, require annual reviews of appraised values.

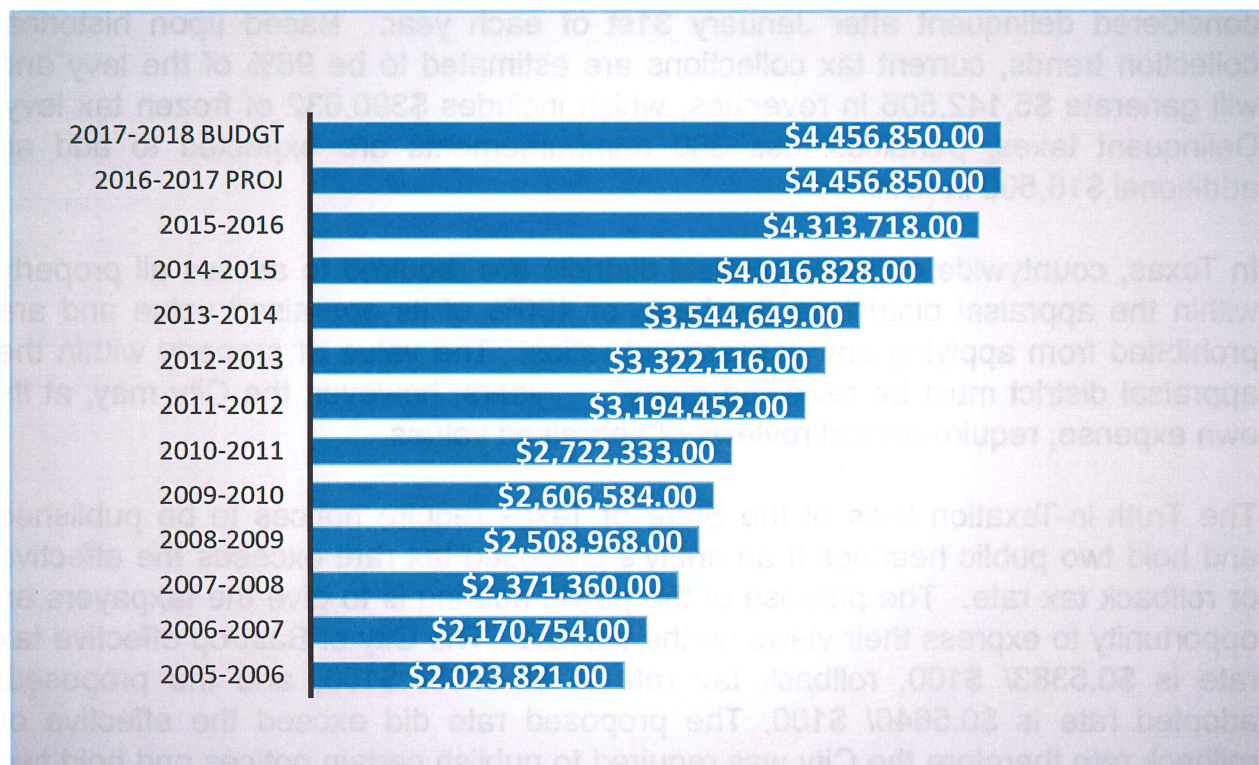
The Truth-in-Taxation laws of the State of Texas require notices to be published and hold two public hearings if an entity's proposed tax rate exceeds the effective or rollback tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the tax rate. The City of Bastrop effective tax rate is \$0.5383/ \$100, rollback tax rate is \$0.5733/ \$100, and the proposed/ adopted rate is \$0.5640/ \$100. The proposed rate did exceed the effective or rollback rate therefore the City was required to publish certain notices and hold two public hearings on the tax rate.

Revenue Summary continued.

SALES TAX in the City of Bastrop is collected at a rate of 8.25% of the goods and services sold within the City's boundaries. The tax is collected by businesses making the sale and is remitted to the State's Comptroller of Public Accounts on a monthly, and, in some cases, a quarterly basis. The State retains 6.25%, the county retains .5%, BEDC retains .5%, and the remaining 1% is distributed to the City of Bastrop within forty days following the period for which the tax is collected by the businesses.

For the year ending September 30, 2017, the City of Bastrop expects to receive \$4,456,850 in sales and use tax revenue in the General Fund. The Bastrop Economic Development Corporation is expected to receive \$2,209,500. Fiscal year 2017 experienced a dip in sales tax revenue due to economic growth in our neighboring communities.

Annual Sales Tax Receipts – General Fund



continued.

FRANCHISE FEE & OTHER TAXES The City of Bastrop receives franchise payments from utilities which use the City's rights-of-way to conduct their business. Other Taxes include Hotel/ Motel Tax Receipts, and Hunters Crossing Public Improvement District assessment revenue, Mixed Beverage Tax, and Occupation Tax.

LICENSE & PERMIT REVENUE Business services requiring licenses or permits to operate within the city. Permits are genuinely issued for the location and conduct of business, enterprise, or activities. A permit is required for new construction, repair of existing structures, and alteration of an existing structure including residential, commercial, and industrial. Plans must be submitted for examination and approval, and permit applications must be approved by permits issued by the Building Inspector before construction begins.

SERVICE FEES

General Fund Service Fee Revenue includes Animal Control Receipts, Parks Receipts, PD Accident Reports, Drug Dog Visit Receipts, and Special Event Reimbursement Receipts. Revenue is collected through Sanitation Fees. Fees collected for curbside garbage pick up, including recycling and special pick-ups. The City contracts with Progressive Waste Services for garbage service.

Water and Wastewater Sales: These Utility fees are funded primarily through user fees. The City's growing customer base and recent past summer seasons have placed the City's water utility system under a substantial test as the effects of the aging equipment, and increase of population, continue to set new requirements for the delivery of potable water and treatment of wastewater.

Generally, utility revenue projections are based on five-year forecasting models for each utility. The City prepares a financial model of each utility, forecasting revenues, expected infrastructure needs and other expected expenses. The models are prepared based upon assumptions regarding customer growth, forecasted increases in costs, including personnel, and historical data. The models serve as a planning tool to forecast the ability to pay cash for infrastructure, anticipate debt needs for the upcoming five to ten year period, as well as predict rate increases for customers.

Revenue Summary continued.

FINES & FORFEITURES The City of Bastrop Municipal Court charges fines upon conviction of violation of various local and state laws. Revenue accounts include Municipal Court Fines, Administration Justice, Municipal Court Building Security Fees, Municipal Court Technology Fees, and Juvenile Case Manager fees.

INTEREST INCOME The City has diversified its investment types over the past year thus increasing projected interest revenue. Projections are based on anticipated cash balances from contingency reserves, bond proceeds invested through the life of construction projects and fund balances, as well as continued existing market conditions.

INTERGOVERNMENTAL REVENUE The City periodically receives funding from federal/state agencies as the result of new programs, temporary programs or from grant applications. The City also has local agreements with the Economic Development Corp. to provide administrative support for an agreed upon fee.

MISCELLANEOUS REVENUE Revenues not falling into another category are classified as miscellaneous revenue.

PROPERTY TAX CALCULATIONS

FY2018

TAX YEAR 2017

TAX ROLL:

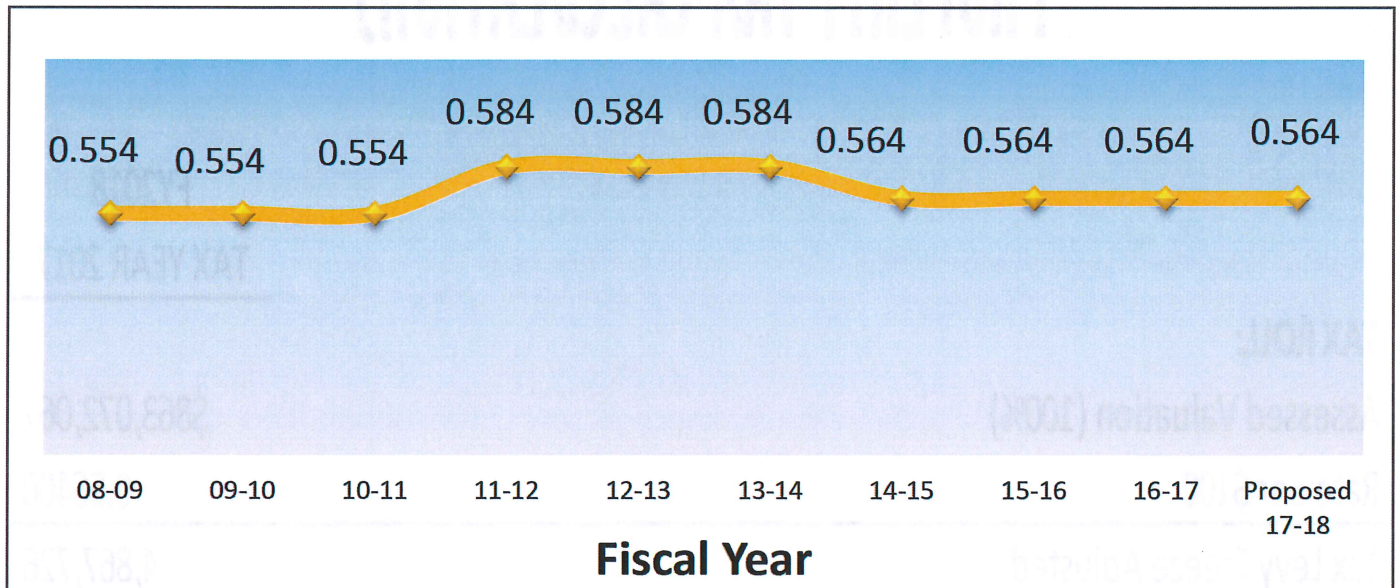
Assessed Valuation (100%)	\$863,072,067
Rate per \$100	0.56400
Tax Levy Freeze Adjusted	4,867,726
Tax Levy - Frozen (Disabled/ over 65)*	398,605
Total Tax Levy	5,266,331

Percent of Collection	98.00%
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SUMMARY OF TAX COLLECTIONS:

Current Tax	4,770,372
Revenue From Tax Freeze Property	390,632
Delinquent Tax	31,000
Penalty and Interest	45,500
TOTAL TAX COLLECTIONS	\$5,237,504

Tax Rate History

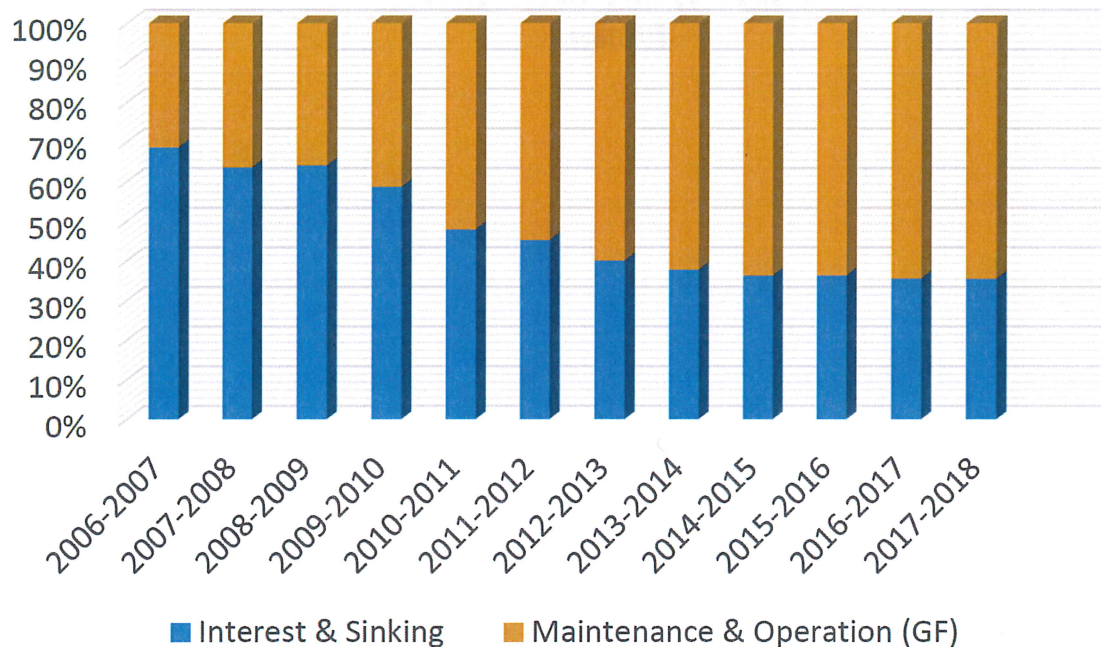


Property Tax Distribution

	TAX RATE	PERCENT OF TOTAL	
<u>GENERAL FUND:</u>			
Current Tax	\$0.3643		3,081,289
Revenue From Tax Freeze Property			252,318
Delinquent Tax			21,000
Penalty and Interest			31,500
Total General Fund	\$0.3643	64.59%	\$3,386,107
<u>DEBT SERVICE FUND:</u>			
Current Tax	\$0.1997		1,689,083
Revenues From Tax Freeze Property			138,315
Delinquent Tax			10,000
Penalty and Interest			14,000
Total Debt Service	\$0.1997	35.41%	1,851,397
DISTRIBUTION	\$0.5640	100.00%	\$5,237,504

Property Tax Rate Distribution History

<u>FISCAL</u> <u>YEAR</u>	<u>M & O</u>		<u>I & S</u>		<u>RATE</u>	
2007	\$	0.1834	\$	0.4001	\$	0.5835
2008	\$	0.1952	\$	0.3398	\$	0.5350
2009	\$	0.1992	\$	0.3548	\$	0.5540
2010	\$	0.2292	\$	0.3248	\$	0.5540
2011	\$	0.2889	\$	0.2651	\$	0.5540
2012	\$	0.32027	\$	0.26373	\$	0.5840
2013	\$	0.3504	\$	0.2336	\$	0.5840
2014	\$	0.3638	\$	0.2202	\$	0.5840
2015	\$	0.3598	\$	0.2042	\$	0.5640
2016	\$	0.3596	\$	0.2044	\$	0.5640
2017	\$	0.3640	\$	0.2000	\$	0.5640
2018	\$	0.3643	\$	0.1997	\$	0.5640





BASTROPTX

Heart of the Lost Pines

Est. 1832

BastropTX is a 501(c)(3) nonprofit organization. All proceeds from the sale of our products and services are used to support our mission.

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General Fund



General Fund

General Fund accounts for resources traditionally associated with governments that are not required to be accounted for in another fund. During the budget process the General Fund receives extensive scrutiny from City staff, City Council, and the public.

The attention is deserved because this fund has many critical issues affecting the community. The issues vary from establishing a tax rate to determining employee staffing and benefits. Operational accomplishments are reported within the departmental narratives.

Departments located within the General Fund include Legislative, Organizational, City Manager's Office, City Secretary's Office, Finance, Human Resources, Information Technology, Filming/Broadcasting, Police, Fire, Municipal Court, Planning, Public Works, Recreation, Parks, Building Maintenance, and Library.



GENERAL FUND

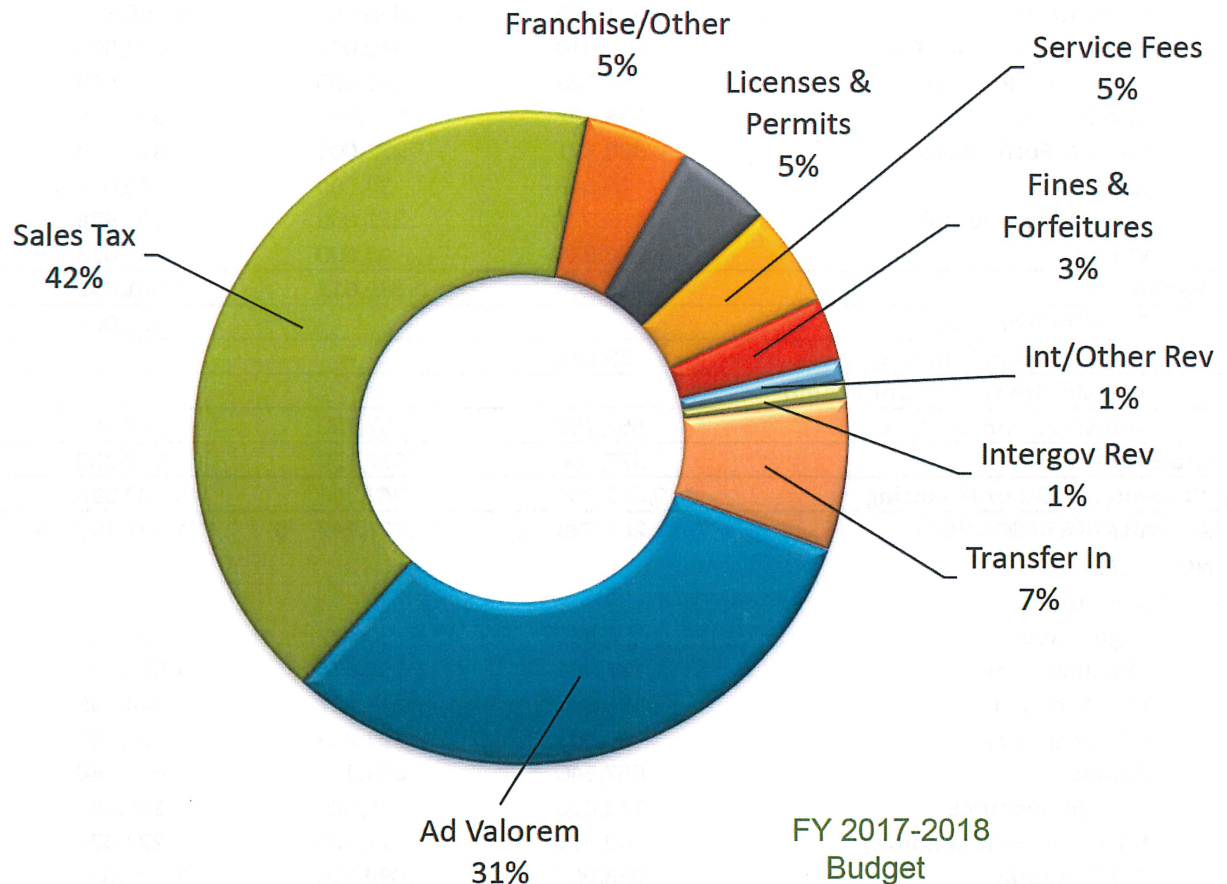
REVENUE SUMMARY

	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 PROJECTED	2017-2018 BUDGET
TAXES & PENALTIES				
CURRENT TAXES M&O	\$ 2,987,049	\$ 3,131,361	\$ 3,141,449	\$ 3,333,607
DELINQUENT TAXES M&O	27,011	21,000	21,000	21,000
PENALTIES & INTEREST M&O	31,149	31,500	30,000	31,500
FRANCHISE TAX	471,810	454,000	475,000	478,800
CITY SALES TAX	4,313,718	4,456,850	4,456,850	4,456,850
OCCUPATION TAX	4,780	8,000	4,500	8,000
MIXED BEVERAGE TAX	58,162	48,000	55,000	62,966
380 AGREEMENT PROP REFUND	(46,607)	(47,000)	(61,804)	(60,000)
TOTAL	7,847,071	8,103,711	8,121,995	8,332,723
LICENSES & PERMITS				
BUILDING PERMITS	110,375	120,000	195,000	360,000
ZONING FEES	3,333	3,500	5,000	3,500
PLATTING FEES	64,594	40,000	40,000	140,000
SPECIAL EVENT PERMIT FEE	1,744	2,000	2,500	2,000
TOTAL	180,047	165,500	242,500	505,500
CHARGES FOR SERVICES				
ANIMAL SERVICE RECEIPTS	215	200	200	200
PARKS RECEIPTS	1,990	5,000	8,000	6,130
PD ACCIDENT REPORTS	1,891	1,800	1,800	1,800
SPECIAL EVENTS HOT REIMB	17,412	25,000	12,000	15,000
PROJ ESCROW REIMB	9,813	-	10,000	-
TRANSFER STATION RECEIPTS	8,812	8,000	350	-
SANITATION REVENUE	480,813	475,000	475,000	505,614
SANITATION PENALTIES	6,533	7,500	7,500	7,500
FILMING/BROADCASTING FEES	126	26,400	525	-
TOTAL	527,604	548,900	515,375	536,244
FINES & FORFEITURES				
MUNICIPAL COURT FINES	299,721	245,000	300,000	305,000
LIBRARY RECEIPTS	17,575	17,000	17,000	17,000
JUVENILE CASE MANAGER-M/C	11,075	9,000	11,000	9,000
TEEN COURT (MC)	887	1,000	-	1,000
TOTAL	329,258	272,000	328,000	332,000

REVENUE SUMMARY - Page 2

	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 PROJECTED	2017-2018 BUDGET
INTEREST INCOME				
INTEREST RECEIPTS	\$ 23,302	\$ 30,000	\$ 40,000	\$ 40,500
TOTAL	23,302	30,000	40,000	40,500
INTERGOVERNMENTAL				
EMERGENCY MANAGEMENT ASSIST	-	-	56,131	-
LIBRARY	-	-	-	8,500
DEPT OF JUSTICE GRANT REIMB	-	-	1,063	-
EMERGENCY MANAGEMENT	47,614	32,000	32,000	32,000
PROPERTY LIEN PAYMENTS	-	-	2,744	-
SERVICES TO OTHER FUNDS	20,005	-	-	-
BEDC IN-KIND	125,455	189,000	100,000	51,852
TOTAL	193,073	221,000	191,938	92,352
MISCELLANEOUS				
GENERAL DONATIONS	2,347	1,500	1,100	1,500
OTHER FINANCING SOURCES	12,234	-	4	-
PARKS/RECREATION DONATIONS	-	2,000	-	2,000
MISCELLANEOUS	80,866	40,000	57,500	65,000
INSURANCE PROCEEDS	51,757	3,299	3,434	-
DEVELOPER REIMBURSEMENT	41,765	-	-	-
FIRE DEPT CALLS-REIMB	-	5,000	-	5,000
CAPITAL CONTRIBUTIONS	-	350,000	350,000	-
TOTAL	188,968	401,799	412,038	73,500
TRANSFERS-IN				
TRANSFERS IN - W/WW #202	7,530	-	-	-
TRANSFERS IN - ELECTRIC FUND	557,750	707,750	557,750	557,750
TRANS IN - DESIGNATED FUND	12,084	-	-	-
TRANS IN-SPECIAL PROJECT	-	-	-	239,000
TRANSFER-IN LIBRARY BOARD 50	-	-	-	2,461
TOTAL	577,364	707,750	557,750	799,211
TOTAL REVENUE	\$ 9,866,688	\$ 10,450,660	\$ 10,409,596	\$ 10,712,030

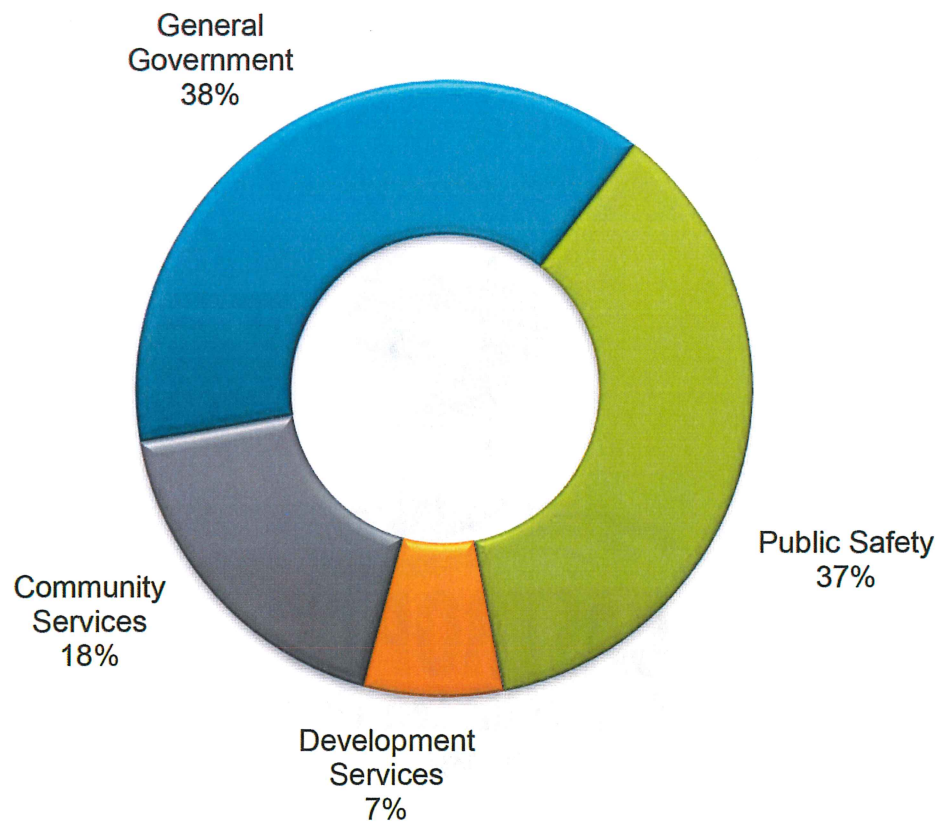
FY 2017-2018 General Fund Proposed Revenues by Category



FY 2017-2018 Budget	
Ad Valorem Taxes	
Sales Taxes	\$ 4,456,850
Franchise & Other Taxes	\$ 549,766
Licenses & Permits	\$ 505,500
Service Fees	\$ 536,244
Fines & Forfeitures	\$ 332,000
Interest & Other Revenue	\$ 114,000
Intergovernmental	\$ 92,352
Transfer In	\$ 799,211
Total Proposed Revenues	\$ 10,712,030

GENERAL FUND SUMMARY				
REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE				
	ACTUAL 2015-2016	ORIGINAL BUDGET 2016-2017	PROJECTED 2016-2017	PROPOSED 2017-2018
BEGINNING BALANCE	\$ 5,418,094	\$ 3,779,786	\$ 3,833,587	\$ 2,927,289
REVENUES:				
Ad Valorem Taxes	2,998,602	3,136,861	3,130,645	3,326,107
Sales Taxes	4,371,880	4,456,850	4,456,850	4,456,850
Franchise & Other Taxes	471,810	510,000	534,500	549,766
Licenses & Permits	184,826	165,500	242,500	505,500
Service Fees	528,492	548,900	515,375	536,244
Fines & Forfeitures	328,371	272,000	328,000	332,000
Interest	25,649	30,000	40,000	40,500
Intergovernmental	193,074	221,000	191,938	92,352
Other	186,636	48,500	62,038	73,500
Total Revenues	9,289,340	9,389,611	9,501,846	9,912,819
Transfer from EDC			350,000	-
Transfer from Library Board	19,614	-	-	2,461
Transfer from Innovation Fund				239,000
Transfers from Electric (ILOT)	557,750	557,750	557,750	557,750
Total Transfers	577,364	557,750	907,750	799,211
Total Revenues & Other Financing	9,866,704	9,947,361	10,409,596	10,712,030
TOTAL AVAILABLE RESOURCES	\$ 15,284,798	\$ 13,727,147	\$ 14,243,183	\$ 13,639,319
EXPENDITURES:				
General Government:				
Legislative	8,315	30,471	25,531	41,470
Organizational	1,787,904	1,158,674	1,097,697	199,660
City Manager	193,840	215,837	244,995	362,125
City Secretary	86,503	127,265	138,462	138,196
Finance	667,346	694,147	676,640	1,277,836
Human Resource	113,036	125,585	129,244	178,788
Information Technology	240,371	227,425	224,974	357,058
Public Works	958,067	1,090,510	1,082,005	1,282,837
Building Maintenance	139,968	168,738	173,648	262,633
Public Safety:				
Police	2,632,398	2,966,073	2,911,736	3,017,079
Fire	402,808	464,871	439,931	540,865
Court	287,283	316,770	300,722	335,842
Development Services:				
Planning	896,180	628,596	689,558	487,490
Engineering/Building Inspectio	-	-	-	297,611
Community Services:				
Community Relations	-	57,187	46,199	104,464
Recreation	39,500	83,875	99,610	128,807
Parks	775,609	869,188	750,346	975,810
Library	686,812	712,160	707,210	723,459
Total Operating Expenditures	9,915,940	9,937,372	9,738,508	10,712,030
Excess of Revenue over (under) Exp	(49,236)	9,989	671,088	-
Fund Balance before One-time capital	\$ 5,368,858	\$ 3,789,775	\$ 4,504,675	\$ 2,927,289
Reserves %	54.1%	38.1%	46.3%	27.3%
Capital Outlay	785,271	1,119,800	1,052,386	
Transfer to Innovation Fund			487,500	
Transfer to VERF Fund	750,000	37,500	37,500	
Fund Balance before One-time capital	\$ 3,833,587	\$ 2,632,475	\$ 2,927,289	\$ 2,927,289
Reserves % after one-time capital	38.7%	26.5%	30.1%	27.3%

FY 2017-2018 General Fund Proposed Expenditures by Function



	FY 2017-2018 Budget
General Government	\$ 4,100,603
Public Safety	\$ 3,893,786
Development Services	\$ 785,101
Community Services	\$ 1,932,540
Total Proposed Expenditures	\$ 10,712,030



General Fund Departmental Summaries



LEGISLATIVE

Vision Statement

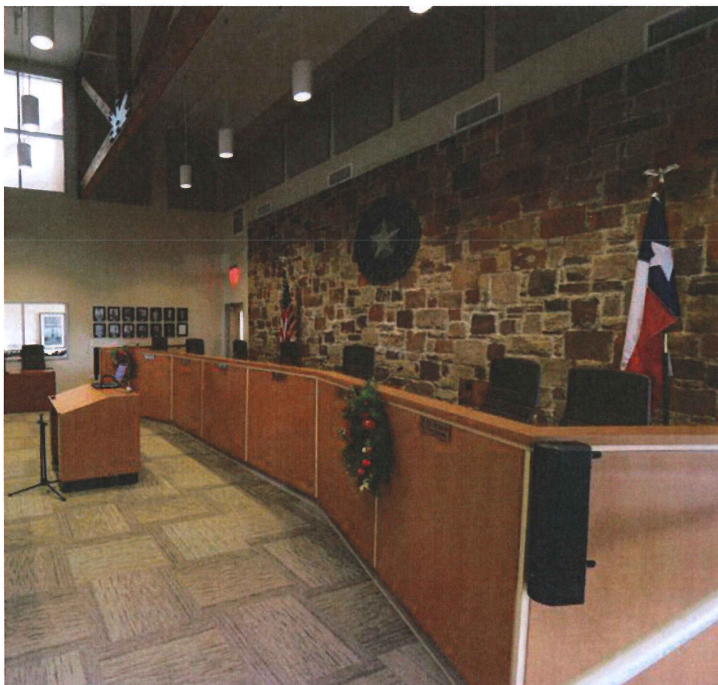
Bastrop – a welcoming community with a compassion for our diversity, a tapestry of people, arts and structures; preserving our history and character while embracing progress around our unique environment.

Mission Statement

To continuously strive to provide efficient and proactive services that enhance our quality of life and achieve our vision.

Description

The City of Bastrop is a home-rule city. The City Council consists of five members and a mayor. The mayor only votes in the instance of a tie-vote. The City Council operates under a City Charter, City Ordinances and State law. They are charged with appointing the City Manager, City Attorney, Municipal Court Judge and various citizen boards and commissions. The City Council are elected officials. They shall enact local legislation, adopt the annual budget, and determine policies. The City Council adopts the City's ad valorem tax rate and authorizes the issuance of bonds.



Recent Accomplishments

2016-2017

- Creation of Focus Areas & Priority list
- Creation of new Vision & Mission statements
- Adoption of Comprehensive Plan

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Salaries	\$ 6,000	\$ 6,300	\$ 6,300	\$ 6,300
FICA	\$ 459	\$ 485	\$ 485	\$ 485
Worker's Comp	\$ 204	\$ 230	\$ 230	\$ 225
Total Personnel Costs	<u>\$ 6,663</u>	<u>\$ 7,015</u>	<u>\$ 7,015</u>	<u>\$ 7,010</u>
Supplies & Materials				
Supplies	\$ 2,158	\$ 4,180	\$ 3,800	\$ 3,800
Postage	\$ 136	\$ 350	\$ 50	\$ 350
Office Equipment	\$ 25	\$ 2,360	\$ 2,500	\$ -
Forms Printing	\$ 31	\$ -	\$ 100	\$ 380
Total Supplies & Materials	<u>\$ 2,349</u>	<u>\$ 6,890</u>	<u>\$ 6,450</u>	<u>\$ 4,530</u>
Occupancy				
Communications	\$ 3,563	\$ 3,500	\$ 4,050	\$ 1,440
Utilities	\$ 4,989	\$ 4,500	\$ 4,500	\$ 4,500
Total Occupancy	<u>\$ 8,552</u>	<u>\$ 8,000</u>	<u>\$ 8,550</u>	<u>\$ 5,940</u>
Contractual Services				
Professional Services	\$ 12,472	\$ 7,640	\$ 7,640	\$ 10,000
Recording Fees	\$ 86	\$ 900	\$ -	\$ 900
Total Contractual Services	<u>\$ 12,558</u>	<u>\$ 8,540</u>	<u>\$ 7,640</u>	<u>\$ 10,900</u>
Other Charges				
Advertising	\$ 741	\$ 2,300	\$ 2,300	\$ 2,300
Travel & Training	\$ 1,371	\$ 7,200	\$ 3,200	\$ 7,200
Dues, Subscriptions & Pul	\$ 2,966	\$ 3,340	\$ 3,340	\$ 3,340
Equipment Rental	\$ 84	\$ 250	\$ 100	\$ 250
Overhead Allocation	\$ (26,970)	\$ (13,064)	\$ (13,064)	\$ -
Total Other Charges	<u>\$ (21,809)</u>	<u>\$ 26</u>	<u>\$ (4,124)</u>	<u>\$ 13,090</u>
Total Legislative	<u>\$ 8,313</u>	<u>\$ 30,471</u>	<u>\$ 25,531</u>	<u>\$ 41,470</u>

ORGANIZATIONAL

Description

To administer expenditures related to the overall organization including legal, professional, 380 agreements, retiree benefits, tax appraisal and tax collection services. We have made a change this year to capture, in this department, city wide expenses that were being allocated such as rental on postage machine, copier, phones, internet and long distance. We also moved the credit for overhead allocation (coming from proprietary funds) to this department instead of distributing it out. The City Manager and the Chief Financial Officer oversee the programs established in the Organizational section of this budget.

Expenditure Type	ACTUAL FY2015-2016		BUDGETED FY2016-2017		PROJECTED FY2016-2017		ADOPTED FY2017-2018	
Personnel Costs								
Group Insurance	\$	36,512.42	\$	37,680.00	\$	37,680.00	\$	31,080.00
Retirees Benefits	\$	16,890.60	\$	15,581.00	\$	15,581.00	\$	18,463.80
Total Personnel Costs	\$	53,403	\$	53,261	\$	53,261	\$	49,544
Total Supplies & Materials	\$	20,637	\$	17,990	\$	15,890	\$	14,640
Total Maintenance & Repair	\$	19,506	\$	24,150	\$	20,700	\$	1,700
Occupancy								
Communications	\$	-	\$	-	\$	-	\$	74,220
Total Maintenance & Repair	\$	-	\$	-	\$	-	\$	74,220
Total Contractual Services	\$	1,158,931	\$	484,725	\$	463,748	\$	417,811
Other Charges								
Total Other Charges	\$	535,425	\$	518,548	\$	544,098	\$	(393,255)
Total Contingency	\$	-	\$	-	\$	-	\$	35,000
Total Capital Outlay	\$	32,740	\$	-	\$	-	\$	-
Total Transfers Out	\$	750,000	\$	37,500	\$	37,500	\$	-
Total Organizational	\$	2,570,642	\$	1,136,174	\$	1,135,197	\$	199,660

Changed how we account for overhead allocation that is why the negative in other charges for FY2018



CITY MANAGER

Description

The City Manager is appointed by and reports to the City Council, and advises the City Council on present conditions and future City requirements. The City Manager is ultimately responsible for all services provided by the City. The City Manager's Office creates and presents the City budget, administers policies established by the City Council, and has administrative oversight of all City department, programs, and projects. The City Manager represents the interests and positions of the City in dealing with other governmental entities and agencies, with various business interests, and within the community at large.

STAFFING			
Title	2015-16	2016-17	2017-18
City Manager	1	1	1
Executive Admin. Assistant	1	1	1
Receptionist	.625	.625	.625
Total Staffing	2.625	2.625	2.625



Recent Accomplishments

2016-2017

- Improved agenda process to include detailed staff reports and work session briefings for better education and improved transparency.
- Developed a more comprehensive, open and transparent budget memorandum and presentation process.
- Created a Cabinet staff that meets regularly to identify, discuss and address strategic operational issues.

CITY MANAGER EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 248,602	\$ 176,597	\$ 172,500	\$ 260,700
Moving/Living expense	\$ -	\$ 2,500	\$ 2,500	\$ -
Longevity	\$ 1,149	\$ 607	\$ 607	\$ 666
FICA	\$ 16,526	\$ 12,820	\$ 13,500	\$ 20,030
Retirement	\$ 37,199	\$ 19,045	\$ 20,303	\$ 30,255
Group Insurance	\$ 31,694	\$ 18,541	\$ 12,500	\$ 32,059
Worker's Comp	\$ 457	\$ 785	\$ 452	\$ 500
Total Personnel Costs	<u>\$ 335,627</u>	<u>\$ 230,895</u>	<u>\$ 222,362</u>	<u>\$ 344,210</u>
Supplies & Materials				
Supplies	\$ 4,289	\$ 5,000	\$ 5,000	\$ 2,150
Postage	\$ 60	\$ 300	\$ 100	\$ 300
Office Equipment	\$ 2,205	\$ 2,000	\$ 4,050	\$ 2,000
Forms Printing	\$ -	\$ 250	\$ 100	\$ -
Total Supplies & Materials	<u>\$ 6,554</u>	<u>\$ 7,550</u>	<u>\$ 9,250</u>	<u>\$ 4,450</u>
Occupancy				
Communications	\$ 5,785	\$ 7,100	\$ 5,300	\$ 3,200
Utilities	\$ 2,159	\$ 2,300	\$ 2,300	\$ 2,300
Total Occupancy	<u>\$ 7,944</u>	<u>\$ 9,400</u>	<u>\$ 7,600</u>	<u>\$ 5,500</u>
Contractual Services				
Professional Services	\$ 34,473	\$ 130,459	\$ 135,000	\$ 150
Employee Bond	\$ 87	\$ 200	\$ -	\$ 200
Vehicle/Equip replc	\$ -	\$ -	\$ -	\$ 3,375
Total Contractual Services	<u>\$ 34,560</u>	<u>\$ 130,659</u>	<u>\$ 135,000</u>	<u>\$ 3,725</u>
Other Charges				
Advertising	\$ -	\$ 100	\$ 100	\$ 100
Travel & Training	\$ 2,069	\$ 2,375	\$ 2,000	\$ 2,600
Dues, Subscriptions & Pul	\$ 6,383	\$ 5,175	\$ 3,000	\$ 1,500
Equipment Rental	\$ 6	\$ 40	\$ 40	\$ 40
Overhead Allocation	\$ (199,304)	\$ (134,357)	\$ (134,357)	\$ -
Total Other Charges	<u>\$ (190,846)</u>	<u>\$ (126,667)</u>	<u>\$ (129,217)</u>	<u>\$ 4,240</u>
Total City Manager	<u>\$ 193,839</u>	<u>\$ 251,837</u>	<u>\$ 244,995</u>	<u>\$ 362,125</u>

CITY SECRETARY

Mission Statement

The City Secretary's office records, certifies, preserves, manages and makes accessible sufficient information to ensure continuity in government. It also provides documented accountability of City of Bastrop's policies, functions, and transactions in order to protect both the legal and financial rights of the citizens of the City. The City Secretary's office also provides information to the public and helps the public locate government information maintained by and for the City in accordance with requirements established by law and by City Charter.

Description

Prepares & maintains the Agendas & Minutes of all City Council Meetings. Prepares & maintains ordinances, resolutions, proclamations & election orders. Acts as Chief Election Officer. Serves as records management officer, responsible for preservation of the City's records, including storage, retention and destruction. Keeps current in the changes of the law and technology & the practices of job responsibilities through continued participation in professional associations and education.

STAFFING			
Title	2015-16	2016-17	2017-18
City Secretary	1	1	1
Total Staffing	1	1	1



Recent Accomplishments

2016-2017

- With new Energov software – automated the license renewal process
- Held the first run-off election in the history of the City

CITY SECRETARY EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 71,901	\$ 75,156	\$ 75,156	\$ 78,685
Longevity	\$ -	\$ 52	\$ -	\$ 88
FICA	\$ 5,723	\$ 6,905	\$ 6,905	\$ 6,055
Retirement	\$ 7,944	\$ 8,700	\$ 8,700	\$ 9,120
Group Insurance	\$ 8,334	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 152	\$ 254	\$ 254	\$ 160
Total Personnel Costs	<u>\$ 94,054</u>	<u>\$ 99,352</u>	<u>\$ 99,300</u>	<u>\$ 103,106</u>
Supplies & Materials				
Supplies	\$ 1,344	\$ 3,156	\$ 2,500	\$ 2,500
Postage	\$ 69	\$ 175	\$ 175	\$ 175
Office Equipment	\$ 1,889	\$ -	\$ -	\$ -
Forms Printing	\$ -	\$ 100	\$ 100	\$ 100
Election	\$ -	\$ 2,544	\$ 2,700	\$ 3,200
Total Supplies & Materials	<u>\$ 3,301</u>	<u>\$ 5,975</u>	<u>\$ 5,475</u>	<u>\$ 5,975</u>
Occupancy				
Communications	\$ 1,612	\$ 1,440	\$ 1,440	\$ 780
Utilities	\$ 770	\$ 750	\$ 750	\$ 750
Total Occupancy	<u>\$ 2,381</u>	<u>\$ 2,190</u>	<u>\$ 2,190</u>	<u>\$ 1,530</u>
Contractual Services				
Codification of Ordinance	\$ 9,436	\$ 5,000	\$ 5,000	\$ 5,000
Records Retention	\$ -	\$ 500	\$ -	\$ 500
Employee Bond	\$ -	\$ 100	\$ 130	\$ 100
Total Contractual Services	<u>\$ 9,436</u>	<u>\$ 5,600</u>	<u>\$ 5,130</u>	<u>\$ 5,600</u>
Other Charges				
Advertising	\$ 116	\$ 400	\$ 400	\$ 400
Travel & Training	\$ 2,042	\$ 4,215	\$ 3,000	\$ 4,215
Dues, Subscriptions & Pul	\$ 339	\$ 370	\$ 370	\$ 370
Special Events	\$ -	\$ -	\$ -	\$ 5,000
Equipment Rental	\$ 24,230	\$ 23,320	\$ 23,250	\$ -
Overhead Allocation	\$ (60,736)	\$ (25,257)	\$ (25,257)	\$ -
Election Expense	\$ 11,338	\$ 30,800	\$ 24,604	\$ 12,000
Total Other Charges	<u>\$ (22,670)</u>	<u>\$ 33,848</u>	<u>\$ 26,367</u>	<u>\$ 21,985</u>
Total City Secretary	<u>\$ 86,503</u>	<u>\$ 146,965</u>	<u>\$ 138,462</u>	<u>\$ 138,196</u>

FINANCE DEPARTMENT

Mission Statement

Maintaining financial integrity through compliance, transparency, and efficiency while providing

Description

The Finance Department consists of Finance, and Utility Customer Service. Finance is responsible for managing the financial affairs of the City. This includes payroll, accounts receivable, accounts payable, fixed assets, inventory, audit, revenue collection and reconciliation, cash management, and debt management and cemetery administration. Utility Customer Service is responsible for the meter reading, billing and collections of the City owned utilities and the Sanitation service offered through a third party provider.

STAFFING			
Title	2015-16	2016-17	2017-18
Chief Financial Officer	1	1	1
Assistant Finance Director	1	1	1
Accountant		1	1
Finance Specialist II	2	1	1
Finance Specialist I*	0.45	1	1
Customer Service Supervisor	1	1	1
Customer Service Specialist	3	3	3
Meter Service Coordinator	1	0	0
Meter Service Technician	2	0	0
Total	11.45	9.0	9.0

Recent Accomplishments

2016-2017

Finance

- Received the Debt Obligation Star from State Comptroller
- Increased purchasing card rebate \$29K to \$44K
- Received CAFR award for 6th year in a row for Financial reporting
- Implemented Inventory tracking software

Utilities

- Streamlined new application process through email templates with forms attached



Utility Customer Service staff may be contacted at (512) 332-8830.

City Hall- 1311 Chestnut Street, Bastrop, Texas 78602 (512) 332-8800
Hours- 8:00 AM to 5:00 PM, Monday - Friday, excluding holidays

FINANCE DEPARTMENT EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 277,560	\$ 299,936	\$ 299,936	\$ 313,880
Pre-Employment	\$ 35	\$ -	\$ -	\$ -
Longevity	\$ 546	\$ 750	\$ 654	\$ 825
Overtime	\$ 273	\$ 150	\$ 50	\$ 150
FICA	\$ 22,004	\$ 23,070	\$ 23,070	\$ 24,145
Retirement	\$ 30,699	\$ 34,785	\$ 34,785	\$ 36,445
Group Insurance	\$ 32,776	\$ 41,415	\$ 41,415	\$ 44,990
Worker's Comp	\$ 797	\$ 1,000	\$ 800	\$ 650
Total Personnel Costs	\$ 364,690	\$ 401,106	\$ 400,710	\$ 421,085
Supplies & Materials				
Supplies	\$ 1,873	\$ 2,260	\$ 1,500	\$ 2,260
Postage	\$ 1,185	\$ 1,400	\$ 1,200	\$ 1,400
Office Equipment	\$ 1,684	\$ 100	\$ 100	\$ 100
Comp. Repair/Placement	\$ -	\$ 200	\$ -	\$ 200
Forms Printing	\$ 637	\$ 500	\$ 400	\$ 500
Total Supplies & Materials	\$ 5,379	\$ 4,460	\$ 3,200	\$ 4,460
Maintenance & Repairs				
Equip./Soft. Maint.	\$ 20,596	\$ 33,500	\$ 25,000	\$ 25,300
Total Maint. & Repairs	\$ 20,596	\$ 33,500	\$ 25,000	\$ 25,300
Occupancy				
Communications	\$ 4,617	\$ 5,510	\$ 4,820	\$ -
Utilities	\$ 1,917	\$ 2,040	\$ 1,800	\$ 2,040
Total Occupancy	\$ 6,534	\$ 7,550	\$ 6,620	\$ 2,040
Contractual Services				
Professional Services	\$ 9,732	\$ 11,600	\$ 11,600	\$ 6,600
Uniforms	\$ 214	\$ 400	\$ 400	\$ 400
Audit	\$ 43,818	\$ 43,860	\$ 43,860	\$ 44,370
Legal Services	\$ 3,240	\$ -	\$ -	\$ -
Total Contractual Services	\$ 57,004	\$ 55,860	\$ 55,860	\$ 51,370
Other Charges				
Advertising	\$ 1,146	\$ 875	\$ 1,000	\$ 1,225
Travel & Training	\$ 6,396	\$ 7,270	\$ 8,000	\$ 7,270
Dues, Subscriptions & Pul	\$ 1,217	\$ 1,730	\$ 500	\$ 1,630
Equipment Rental	\$ 1,062	\$ 1,400	\$ 300	\$ 1,400
Overhead Allocation	\$ (231,667)	\$ (268,776)	\$ (268,776)	\$ (12,000)
Total Other Charges	\$ (221,846)	\$ (257,501)	\$ (258,976)	\$ (475)
Total Finance	\$ 232,357	\$ 244,975	\$ 232,414	\$ 503,780

FINANCE DEPARTMENT EXPENDITURES- UTILITY CUSTOMER SERVICE

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 181,218	\$ 151,055	\$ 151,055	\$ 160,525
Pre-Employment Expense	\$ -	\$ 100	\$ -	\$ -
Longevity	\$ 1,311	\$ 1,075	\$ 1,074	\$ 1,220
Overtime	\$ 5,139	\$ 3,000	\$ 3,000	\$ 3,000
FICA	\$ 14,346	\$ 11,900	\$ 11,900	\$ 12,635
Retirement	\$ 20,689	\$ 17,940	\$ 17,940	\$ 19,070
Group Insurance	\$ 41,744	\$ 33,130	\$ 33,130	\$ 35,992
Worker's Comp	\$ 1,897	\$ 515	\$ 515	\$ 340
Total Personnel Costs	\$ 266,344	\$ 218,715	\$ 218,614	\$ 232,782
Supplies & Materials				
Supplies	\$ 1,108	\$ 2,300	\$ 1,500	\$ 2,300
Postage	\$ 19,673	\$ 20,240	\$ 20,240	\$ 20,240
Office Equipment	\$ -	\$ 750	\$ 750	\$ 750
Safety/ First Aid	\$ 259	\$ 300	\$ 25	\$ 300
Small Tools	\$ 73	\$ -	\$ -	\$ -
Fuel & Lube	\$ 1,650	\$ 50	\$ -	\$ 50
Total Supplies & Materials	\$ 22,762	\$ 23,640	\$ 22,515	\$ 23,640
Maintenance & Repairs				
Equip./Software Maint.	\$ 21,616	\$ 23,500	\$ 23,500	\$ 22,000
Main. Of Vehicle	\$ 63	\$ -	\$ -	\$ -
Meter Repairs	\$ 4,930	\$ -	\$ -	\$ 1,500
Total Maint. & Repairs	\$ 26,610	\$ 23,500	\$ 23,500	\$ 23,500
Occupancy				
Communications	\$ 7,248	\$ 7,565	\$ 7,565	\$ 4,824
Utilities	\$ 3,280	\$ 3,600	\$ 3,600	\$ 3,600
Total Occupancy	\$ 10,528	\$ 11,165	\$ 11,165	\$ 8,424
Contractual Services				
Professional Services	\$ 9,248	\$ 10,800	\$ 10,800	\$ 14,400
CC Processing Fee	\$ -	\$ -	\$ -	\$ 45,600
Uniforms	\$ 488	\$ 240	\$ 240	\$ 240
Contractual Services	\$ 422,558	\$ 420,000	\$ 420,000	\$ 420,000
Total Contractual Services	\$ 432,294	\$ 431,040	\$ 431,040	\$ 480,240
Other Charges				
Advertising	\$ -	\$ 100	\$ -	\$ 100
Travel & Training	\$ 2,094	\$ 2,850	\$ 1,000	\$ 2,850
Dues, Subscriptions & Pub	\$ -	\$ 80	\$ -	\$ 80
Equipment Rental	\$ 354	\$ 440	\$ 250	\$ 440
Overhead Allocation	\$ (327,224)	\$ (264,358)	\$ (264,358)	\$ -
Bad Debt Expense	\$ 1,226	\$ 2,000	\$ 500	\$ 2,000
Total Other Charges	\$ (323,551)	\$ (258,888)	\$ (262,608)	\$ 5,470
Total Util Cust Srv	\$ 434,988	\$ 449,172	\$ 444,226	\$ 774,056



HUMAN RESOURCES

Mission Statement

The Human Resources mission is to safeguard the City's consistent commitment to equal opportunity, encouraging diversity in its workforce, upholding fair and equitable treatment for all employees and applicants, and maintaining a qualified and productive staff necessary to meet the goals and expectations of the City and its citizens.

Description

Provides responsible leadership and direction in human resource services, including managing and administering recruitment, compensation, benefits, employee relations, training and records programs. Monitors personnel policies and practices for compliance with local, state and federal laws that govern municipal employment practices. Conducts and/or coordinates training and seminars for employee orientation, policies and procedures, performance management, safety and other programs that benefit the organization and employees.

STAFFING			
Title	2015-16	2016-17	2017-18
Human Resources Director	1	1	1
Administrative Assistant	0	.625	.625
Total	1	1.625	1.625



Employee appreciation breakfast



Recent Accomplishments

2016-2017

- Initiated the paperless office utilizing laser fiche
- Increasing training to keep the Worker's Comp claims low and promote a safety work environment
- Revising and updating job descriptions and job postings



HUMAN RESOURCES EXPENDITURES

Expenditure Type	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Operational Salaries	\$ 93,933	\$ 111,855	\$ 111,855	\$ 115,430
Pre-Employment Expense	\$ -	\$ -	\$ -	\$ 1,250
Longevity	\$ 573	\$ 706	\$ 730	\$ 860
FICA	\$ 7,214	\$ 8,175	\$ 8,175	\$ 8,915
Retirement	\$ 10,414	\$ 12,330	\$ 12,330	\$ 13,460
Group Insurance	\$ 8,484	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 152	\$ 350	\$ 350	\$ 240
Total Personnel Costs	\$ 120,770	\$ 141,701	\$ 141,725	\$ 149,153
Supplies & Materials				
Supplies	\$ 1,452	\$ 1,200	\$ 1,200	\$ 1,250
Postage	\$ 29	\$ 175	\$ 50	\$ 175
Office Equipment	\$ 805	\$ 1,529	\$ 800	\$ 500
Forms Printing	\$ 74	\$ 500	\$ 250	\$ 500
Training Materials	\$ -	\$ 500	\$ 100	\$ -
Total Supplies & Materials	\$ 2,360	\$ 3,904	\$ 2,400	\$ 2,425
Occupancy				
Communications	\$ 2,391	\$ 2,445	\$ 2,445	\$ -
Utilities	\$ 922	\$ 1,000	\$ 1,000	\$ 1,200
Total Occupancy	\$ 3,313	\$ 3,445	\$ 3,445	\$ 1,200
Contractual Services				
Professional Services	\$ 138	\$ 165	\$ 165	\$ 4,200
Employee Bond	\$ -	\$ 160	\$ -	\$ -
Total Contractual Services	\$ 138	\$ 325	\$ 165	\$ 4,200
Other Charges				
Advertising	\$ 248	\$ -	\$ -	\$ -
Travel & Training	\$ 1,085	\$ 2,571	\$ 2,000	\$ 4,000
Dues, Subscriptions & Publications	\$ 334	\$ 680	\$ 600	\$ 1,880
Special Events	\$ 11,676	\$ 11,500	\$ 11,500	\$ 12,600
Equipment Rental	\$ 8	\$ 30	\$ 30	\$ 30
Overhead Allocation	\$ (30,818)	\$ (35,421)	\$ (35,421)	\$ -
City Pins/ Appreciation	\$ 3,922	\$ 2,800	\$ 2,800	\$ 3,300
Total Other Charges	\$ (13,545)	\$ (17,840)	\$ (18,491)	\$ 21,810
Total Human Resources	\$ 113,036	\$ 131,535	\$ 129,244	\$ 178,788

INFORMATION TECHNOLOGY

Mission Statement

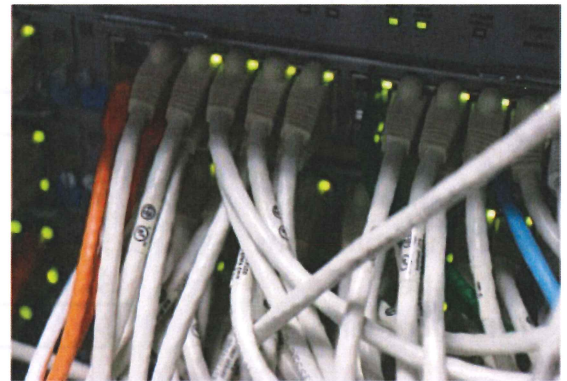
The Information Technology Department's mission is to provide technical support to the organization, implement state of the art technology, and plan for future technology initiatives.

Description

The Information Technology Department provides technical support to the organization for current software and equipment as well as planning for future technology initiatives. Support includes assisting in the development and implementation of technology related policies and procedures. Responsible for the implementation of technology as well as planning for future technology initiatives and vision. This includes design, development, and implementation of all voice, data, and video applications within the city.

STAFFING

Title	2015-16	2016-17	2017-18
Information Technology Director	1	1	1
Information Technology Technician	0	.5	0
Information Technology Systems Administrator	0	0	1
Total	1.0	1.5	2



Recent Accomplishments

2017-2018

- Replaced and upgraded firewall at City Hall.
- Maintained a 99% reliability throughout the year.

INFORMATION TECHNOLOGY EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 132,313	\$ 114,968	\$ 114,968	\$ 160,595
Longevity	\$ 297	\$ 358	\$ 357	\$ 370
Overtime	\$ 1,915	\$ 2,000	\$ 1,000	\$ 1,000
FICA	\$ 10,706	\$ 8,985	\$ 8,985	\$ 12,400
Retirement	\$ 14,954	\$ 13,565	\$ 13,565	\$ 18,750
Group Insurance	\$ 15,937	\$ 12,425	\$ 12,425	\$ 17,996
Worker's Comp	\$ 953	\$ 950	\$ 950	\$ 815
Total Personnel Costs	<u>\$ 177,075</u>	<u>\$ 153,251</u>	<u>\$ 152,250</u>	<u>\$ 211,926</u>
Supplies & Materials				
Supplies	\$ 4,415	\$ 3,900	\$ 3,900	\$ 2,400
IT Supplies	\$ 5,010	\$ 9,000	\$ 9,000	\$ 6,500
Postage	\$ 95	\$ 400	\$ 100	\$ 400
Office Equipment	\$ 4,176	\$ 1,000	\$ 1,000	\$ 4,000
Small Tools	\$ 595	\$ 1,700	\$ 1,200	\$ 1,700
Fuel & Lube	\$ 744	\$ 900	\$ 800	\$ 500
Total Supplies & Materials	<u>\$ 15,035</u>	<u>\$ 16,900</u>	<u>\$ 16,000</u>	<u>\$ 15,500</u>
Maintenance & Repairs				
Equip/Software Maint.	\$ 142,166	\$ 136,800	\$ 136,800	\$ 95,910
Maint. Of Vehicles	\$ 355	\$ 1,000	\$ 850	\$ 1,000
Total Maint. & Repairs	<u>\$ 142,521</u>	<u>\$ 137,800</u>	<u>\$ 137,650</u>	<u>\$ 96,910</u>
Occupancy				
Communications	\$ 9,403	\$ 9,840	\$ 9,840	\$ 273
Utilities	\$ 3,152	\$ 3,312	\$ 3,312	\$ 3,312
Total Occupancy	<u>\$ 12,555</u>	<u>\$ 13,152</u>	<u>\$ 13,152</u>	<u>\$ 3,585</u>
Contractual Services				
Professional Services	\$ 3,539	\$ 7,600	\$ 7,600	\$ 18,000
Uniforms	\$ 45	\$ 600	\$ 200	\$ 500
Vehic/Equip Replacement	\$ -	\$ 3,637	\$ 3,637	\$ 3,637
Total Contractual Services	<u>\$ 3,584</u>	<u>\$ 11,837</u>	<u>\$ 11,437</u>	<u>\$ 22,137</u>
Other Charges				
Travel & Training	\$ 3,166	\$ 6,000	\$ 6,000	\$ 6,500
Dues, Subscriptions & Pub	\$ 813	\$ 500	\$ 500	\$ 500
Overhead Allocation	\$ (114,379)	\$ (112,015)	\$ (112,015)	\$ -
Total Other Charges	<u>\$ (110,400)</u>	<u>\$ (105,515)</u>	<u>\$ (105,515)</u>	<u>\$ 7,000</u>
Capital Outlay				
Vehicles	\$ 24,245	\$ -	\$ -	\$ -
Total Capital Outlay	<u>\$ 24,245</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Information Tech.	<u>\$ 240,370</u>	<u>\$ 227,425</u>	<u>\$ 224,974</u>	<u>\$ 357,058</u>

BROADCASTING & FILMING

Mission Statement

To produce video content for various departments to provide the citizens of Bastrop with information, news, government transparency through coverage of the City meetings, emergency alerts, and other programming that will promote, document, and celebrate the Bastrop community

Description

This department is responsible for creating promotional material for all departments of the City. Our in-house services and production capabilities are available to local individuals, non-profits, governmental agencies, and business for a reasonable fee. This includes broadcasting on our Public Access Channel and other social media outlets.

STAFFING			
Title	2015-16	2016-17	2017-18
Information Technology Technician	-	.5	1
Total	0	.5	1

Recent Accomplishments

2016-2017

- 38,000 video views on City's Facebook page
- Able to hire an intern with budget savings



BROADCASTING & FILMING EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016		BUDGETED FY2016-2017		PROJECTED FY2016-2017		ADOPTED FY2017-2018	
Personnel Services								
Operational Salaries	\$	-	\$	21,929	\$	21,929	\$	55,870
Longevity	\$	-	\$	24	\$	24	\$	85
Overtime	\$	-	\$	2,000	\$	1,000	\$	1,000
FICA	\$	-	\$	1,840	\$	1,840	\$	4,360
Retirement	\$	-	\$	2,770	\$	2,770	\$	5,435
Group Insurance	\$	-	\$	4,141	\$	4,141	\$	8,998
Worker's Comp	\$	-	\$	195	\$	195	\$	256
Total Personnel Costs	\$	-	\$	32,899	\$	31,899	\$	76,004
Supplies & Materials								
Supplies	\$	-	\$	5,000	\$	4,000	\$	2,000
Office Equipment	\$	-	\$	4,900	\$	1,000	\$	-
Fuel & Lube	\$	-	\$	500	\$	-	\$	500
Total Supplies & Materials	\$	-	\$	10,400	\$	5,000	\$	2,500
Maintenance & Repairs								
Equip/Software Maint.	\$	-	\$	7,388	\$	7,000	\$	7,100
Total Maint. & Repairs	\$	-	\$	7,388	\$	7,000	\$	7,100
Occupancy								
Communications	\$	-	\$	1,680	\$	500	\$	2,280
Utilities	\$	-	\$	1,320	\$	300	\$	1,380
Total Occupancy	\$	-	\$	3,000	\$	800	\$	3,660
Contractual Services								
Professional Services	\$	-	\$	1,000	\$	1,000	\$	9,200
Total Contractual Services	\$	-	\$	1,000	\$	1,000	\$	9,200
Other Charges								
Travel & Training	\$	-	\$	2,000	\$	500	\$	5,500
Dues, Subscriptions & Pub	\$	-	\$	500	\$	-	\$	500
Total Other Charges	\$	-	\$	2,500	\$	500	\$	6,000
Total B & F	\$	-	\$	57,187	\$	46,199	\$	104,464

POLICE DEPARTMENT

Mission Statement

The mission of the Bastrop Police Department is to effectively and efficiently provide for the protection of lives and property, preserve the public peace, and provide needed community services with the highest level of professionalism and ethical standards.

Description

The Police Department is vested with the responsibility of protecting human lives, property, and improving the quality of life for visitors and citizens alike. As a community service provider, the Department is responsible for routine residential, commercial, and highway patrols. Responding to calls for services regardless of the nature or severity of the incident. The Police Department provides law enforcement and community policing services to the citizens of Bastrop twenty-four hours a day, 365 days of the year. The Department conducts criminal investigations, motor vehicle accident investigations, traffic direction, crime prevention seminars, testifying in courts on behalf of the state, and the enforcement of local, state, and federal laws, including the Texas Transportation Code. The Department also provides animal control services within the city limits. Code Enforcement, Emergency Management and Animal Control are divisions under the Police Department.



Recent Accomplishments

2016-2017

- Of all sworn personnel - 52% have their Master Peace Officer Certification and 76% have their Intermediate Peace Officer Certification.
- For the first time, 2 separate week long Junior Police Academies were conducted. (72 children participated)
- Crime rate was reduced by 18% from last year.
- Clearance rate is 38.55% - Significantly higher than the State average of 29.1%

Police Department- Adell Powell Police and Courts Building
104 Grady Tuck Lane, Bastrop, Texas 78602.
Hours- 8:00 AM to 5:00 PM, Monday -Friday, excluding holidays.

Administration and non-emergency phone
(512) 332-8600
For emergencies dial 911.



Title	2015-16	2016-17	2017-18
<u>CERTIFIED</u>			
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Sergeant	3	3	3
Corporal	2	2	2
Detective	2	2	3
Administrative Officer	1	1	1
School Resource Officer	1	-	-
Police Officer	11	12	11
SUBTOTAL	22	22	22
<u>NON-CERTIFIED</u>			
Administrative Assistant	1	1	1
Code Compliance/Animal Control	1	1	1
Records Clerk	1	1	1.5
File Clerk (part-time)	.5	.5	0
SUBTOTAL	3.5	3.5	3.5
TOTAL	25.5	25.5	25.5

POLICE DEPARTMENT EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Administration				
Personnel Services				
Operational Salaries	\$ 362,421	\$ 383,285	\$ 383,285	\$ 399,290
Sign on Bonus/Retention	\$ -	\$ 5,000	\$ 5,000	\$ -
Pre-Employment Exp	\$ 188	\$ 230	\$ 230	\$ 165
Longevity	\$ 1,799	\$ 1,990	\$ 1,990	\$ 2,190
Overtime	\$ 1,538	\$ 700	\$ 700	\$ 700
FICA	\$ 258,196	\$ 29,980	\$ 29,980	\$ 30,840
Retirement	\$ 40,617	\$ 45,210	\$ 45,210	\$ 46,550
Group Insurance	\$ 42,502	\$ 41,415	\$ 41,415	\$ 44,990
Worker's Comp	\$ 4,461	\$ 6,885	\$ 6,885	\$ 4,895
Total Personnel Costs	\$ 711,722	\$ 514,695	\$ 514,695	\$ 529,620
Supplies & Materials				
Supplies	\$ 16,334	\$ 20,595	\$ 20,595	\$ 18,820
Postage	\$ 1,121	\$ 1,265	\$ 1,265	\$ 1,265
Janitorial	\$ 3,955	\$ 4,000	\$ 4,000	\$ 4,156
Special Printing	\$ 403	\$ 1,810	\$ 1,810	\$ 650
Ammunition/Targets	\$ 500	\$ 500	\$ 500	\$ -
Evidence	\$ 1,979	\$ 2,000	\$ 2,000	\$ 2,000
Fuel	\$ 3,508	\$ 3,700	\$ 3,700	\$ 4,200
Total Supplies & Materials	\$ 27,802	\$ 33,870	\$ 33,870	\$ 31,091
Maintenance & Repairs				
Maint Agreements	\$ 15,152	\$ 31,917	\$ 30,917	\$ 30,842
Maint. Of Equip	\$ -	\$ 500	\$ -	\$ 250
Maint. Of Computer	\$ 1,468	\$ 1,500	\$ 1,400	\$ 1,500
Maint. Of Radio	\$ -	\$ 200	\$ -	\$ 100
Maint. Of Vehic	\$ 2,611	\$ 2,202	\$ 2,202	\$ 3,386
Maint. Of Building	\$ 10,253	\$ 4,500	\$ 4,500	\$ -
Total Maint. & Repairs	\$ 29,484	\$ 40,819	\$ 39,019	\$ 36,078
Occupancy				
Communication	\$ 40,161	\$ 39,780	\$ 40,000	\$ 27,420
Utilities	\$ 12,683	\$ 16,200	\$ 13,000	\$ 16,200
Total Occupancy	\$ 52,843	\$ 55,980	\$ 53,000	\$ 43,620
Contractual Services				
Professional Services	\$ 47	\$ 2,465	\$ 200	\$ 1,250
Medical	\$ 681	\$ 680	\$ 680	\$ 700
Uniforms	\$ 2,358	\$ 3,255	\$ 2,417	\$ 5,074
Dispatch Services	\$ 188,667	\$ 233,783	\$ 233,783	\$ 233,783
Veh/Eq Rplc Fee	\$ -	\$ 109,929	\$ 109,929	\$ 126,908
Total Contractual Services	\$ 191,752	\$ 350,112	\$ 347,009	\$ 367,715
Other Charges				
Advertising	\$ -	\$ 500	\$ -	\$ 250
Travel & Training	\$ 9,747	\$ 9,650	\$ 9,650	\$ 12,135
Dues, Substriptions & Pub	\$ 2,407	\$ 2,608	\$ 2,108	\$ 3,388
Equipment Rental	\$ 283	\$ 200	\$ 1,020	\$ 2,700
Prisoner Housing	\$ 22,005	\$ 20,400	\$ 20,000	\$ 20,400
Total Other Charges	\$ 34,442	\$ 33,358	\$ 32,778	\$ 38,873
Capital Outlay	\$ 1,498	\$ 449,189	\$ 400,000	\$ -
Total Administration	\$ 1,049,543	\$ 1,478,023	\$ 1,420,371	\$ 1,046,997

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Code Enforcement/Animal Control				
Personnel Services				
Operational Salaries	\$ 39,735	\$ 41,240	\$ 41,240	\$ 43,135
Longevity	\$ 99	\$ 140	\$ 140	\$ 175
Overtime	\$ 10	\$ 300	\$ 300	\$ 300
FICA	\$ 3,162	\$ 3,200	\$ 3,200	\$ 3,345
Retirement	\$ 4,392	\$ 4,820	\$ 4,820	\$ 5,050
Group Insurance	\$ 8,277	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 1,386	\$ 1,400	\$ 1,400	\$ 1,130
Total Personnel Costs	\$ 57,061	\$ 59,385	\$ 59,385	\$ 62,133
Supplies & Materials				
Supplies	\$ 2,253	\$ 2,850	\$ 1,000	\$ 1,850
Postage	\$ 215	\$ 300	\$ 300	\$ 425
Special Printing	\$ 216	\$ 275	\$ 150	\$ 275
Fuel	\$ 1,400	\$ 1,500	\$ 1,400	\$ 1,650
Total Supplies & Materials	\$ 4,084	\$ 4,925	\$ 2,850	\$ 4,200
Maintenance & Repairs				
Maint. Of Computer	\$ -	\$ 200	\$ -	\$ 200
Maint. Of Radio	\$ -	\$ 250	\$ -	\$ 250
Maint. Of Vehic	\$ 1,436	\$ 2,552	\$ 800	\$ 2,456
Total Maint. & Repairs	\$ 1,436	\$ 3,002	\$ 800	\$ 2,906
Contractual Services				
Professional Services	\$ -	\$ 300	\$ -	\$ 200
Recording Fees	\$ 200	\$ 600	\$ 300	\$ 450
Uniforms	\$ 384	\$ 395	\$ 395	\$ 575
Veterinary Expense	\$ -	\$ 1,575	\$ 500	\$ 1,575
Contractual Services	\$ 1,350	\$ 7,500	\$ 5,000	\$ 7,500
Total Contractual Services	\$ 1,934	\$ 10,370	\$ 6,195	\$ 10,300
Other Charges				
Advertising	\$ -	\$ 600	\$ -	\$ 600
Travel & Training	\$ 10	\$ 1,800	\$ 1,800	\$ 2,000
Dues, Subscriptions & Pul	\$ 90	\$ 150	\$ 106	\$ 150
Animal Shelter Exp	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Equipment Rental	\$ 26	\$ 100	\$ 75	\$ 100
Code Enf. Clean Up	\$ -	\$ 10,000	\$ -	\$ 5,000
Total Other Charges	\$ 12,125	\$ 24,650	\$ 13,981	\$ 19,850
Total CE/AC- PD	\$ 76,640	\$ 102,332	\$ 83,211	\$ 99,389

Emergency

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Supplies & Materials				
Supplies	\$ 829	\$ 370	\$ 370	\$ 370
Postage	\$ -	\$ 30	\$ -	\$ -
Fuel	\$ -	\$ 1,000	\$ -	\$ 500
Total Supplies & Materials	\$ 829	\$ 1,400	\$ 370	\$ 870
Maintenance & Repairs				
Equipment	\$ 1,632	\$ 3,950	\$ 1,600	\$ 3,950
Total Maint. & Repairs	\$ 1,632	\$ 3,950	\$ 1,600	\$ 3,950
Other Charges				
Travel & Training	\$ 1,623	\$ 2,500	\$ 1,750	\$ 2,000
Total Other Charges	\$ 1,623	\$ 2,500	\$ 1,750	\$ 2,000
Total Emerg. Mgmt	\$ 4,085	\$ 7,850	\$ 3,720	\$ 6,820

CID

Personnel Services				
Operational Salaries	\$ 177,010	\$ 181,544	\$ 181,544	\$ 202,810
Pre-Employment Expense	\$ -	\$ 200	\$ -	\$ -
Longevity	\$ 771	\$ 1,030	\$ 1,030	\$ 1,335
Overtime	\$ 6,545	\$ 6,000	\$ 6,000	\$ 6,000
FICA	\$ 13,569	\$ 14,450	\$ 14,450	\$ 16,100
Retirement	\$ 20,330	\$ 21,810	\$ 21,810	\$ 24,325
Group Insurance	\$ 24,583	\$ 24,850	\$ 24,850	\$ 26,994
Worker's Comp	\$ 3,725	\$ 5,350	\$ 5,350	\$ 4,180
Total Personnel Costs	\$ 246,531	\$ 255,234	\$ 255,034	\$ 281,744
Supplies & Materials				
Office Equipment	\$ 20	\$ 250	\$ 250	\$ 250
Special Printing	\$ 122	\$ 360	\$ 360	\$ 360
Ammunition/Targets	\$ 500	\$ 500	\$ 500	\$ -
Evidence	\$ 930	\$ 1,000	\$ 1,000	\$ 1,250
Police Equipment	\$ -	\$ -	\$ -	\$ 600
Fuel	\$ 1,665	\$ 1,800	\$ 1,800	\$ 1,800
Total Supplies & Materials	\$ 3,236	\$ 3,910	\$ 3,910	\$ 4,260
Maintenance & Repairs				
Maint. Of Equipment	\$ -	\$ 200	\$ -	\$ -
Maint. Of Computer	\$ -	\$ 1,005	\$ -	\$ 200
Maint. Of Radio	\$ -	\$ 360	\$ -	\$ 180
Maint, of Vehicle	\$ 631	\$ 2,353	\$ 1,000	\$ 1,938
Total Maint. & Repairs	\$ 631	\$ 3,918	\$ 1,000	\$ 2,318
Contractual Services				
Medical	\$ 1,319	\$ 1,800	\$ 500	\$ 1,800
Uniforms	\$ 689	\$ 1,904	\$ 1,404	\$ 2,297
Total Contractual Services	\$ 2,008	\$ 3,704	\$ 1,904	\$ 4,097
Other Charges				
Advertising	\$ -	\$ 400	\$ -	\$ 400
Travel & Training	\$ 1,493	\$ 2,500	\$ 2,000	\$ 2,000
Dues, Subs, & Pubs	\$ 3,878	\$ 3,090	\$ 2,100	\$ 2,690
Total Other Charges	\$ 5,372	\$ 5,990	\$ 4,100	\$ 5,090
Total CID	\$ 257,778	\$ 272,756	\$ 265,948	\$ 297,509

Patrol

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2016-2017-2018
Personnel Services				
Operational Salaries	\$ 959,596	\$ 933,310	\$ 933,310	\$ 951,960
Sign On Bonus/Retention	\$ 5,000	\$ 10,000	\$ 10,000	\$ 15,000
Pre-Employment Expense	\$ 400	\$ 1,250	\$ 1,250	\$ 44
Longevity	\$ 4,188	\$ -	\$ -	\$ 3,865
Overtime	\$ 20,508	\$ 30,000	\$ 30,000	\$ 30,000
FICA	\$ 76,648	\$ 74,915	\$ 74,915	\$ 76,700
Retirement	\$ 109,684	\$ 113,020	\$ 113,020	\$ 115,845
Group Insurance	\$ 133,280	\$ 124,235	\$ 124,235	\$ 134,970
Worker's Comp	\$ 29,797	\$ 27,705	\$ 27,705	\$ 19,900
Total Personnel Costs	\$ 1,339,101	\$ 1,314,435	\$ 1,314,435	\$ 1,348,284
Supplies & Materials				
Supplies	\$ 611	\$ 959	\$ 959	\$ 1,634
Office Equipment	\$ 3,104	\$ 525	\$ 525	\$ 525
Special Printing	\$ 631	\$ 1,263	\$ 1,263	\$ 1,263
Ammunition/Targets	\$ 4,942	\$ 6,850	\$ 5,000	\$ 8,600
Police Equipment	\$ 47,687	\$ 38,296	\$ 38,296	\$ 14,200
Fuel	\$ 39,654	\$ 44,400	\$ 40,000	\$ 40,800
Total Supplies & Materials	\$ 96,628	\$ 92,293	\$ 86,043	\$ 67,022
Maintenance & Repairs				
Maint. Of Equipment	\$ 178	\$ 750	\$ -	\$ 400
Maint. Of Computer	\$ -	\$ 700	\$ 700	\$ 700
Maint. Of Radio	\$ 358	\$ 1,000	\$ -	\$ 400
Maint. Of Vehic	\$ 20,279	\$ 19,309	\$ 15,000	\$ 15,534
Total Maint. & Repairs	\$ 20,815	\$ 21,759	\$ 15,700	\$ 17,034
Contractual Services				
Professional Services	\$ 2	\$ -	\$ -	\$ -
Uniforms	\$ 8,954	\$ 12,960	\$ 12,960	\$ 14,125
Total Contractual Services	\$ 8,955	\$ 12,960	\$ 12,960	\$ 14,125
Other Charges				
Advertising	\$ -	\$ 250	\$ -	\$ -
Travel & Training	\$ 6,444	\$ 10,450	\$ 10,950	\$ 9,950
Dues, Subscriptions & Pul	\$ -	\$ 1,040	\$ 500	\$ 820
Total Other Charges	\$ 6,444	\$ 11,740	\$ 11,450	\$ 10,770
Capital Outlay				
Police Vehicle	\$ 218,061	\$ -	\$ -	\$ -
Total Capital Outlay	\$ 218,061	\$ -	\$ -	\$ -
Total Patrol	\$ 1,690,005	\$ 1,453,187	\$ 1,440,588	\$ 1,457,235

Crime Prevention

Expenditure Type	ACTUAL FY2015-2016		BUDGETED FY2016-2017		PROJECTED FY2016-2017		ADOPTED FY2017-2018	
Personnel Services								
Operational Salaries	\$	-	\$	68,572	\$	68,572	\$	71,690
Longevity	\$	-	\$	691	\$	691	\$	730
Overtime	\$	-	\$	1,000	\$	1,000	\$	1,000
FICA	\$	-	\$	5,380	\$	5,380	\$	5,625
Retirement	\$	-	\$	8,125	\$	8,125	\$	8,500
Group Insurance	\$	-	\$	8,285	\$	8,285	\$	8,998
Worker's Comp	\$	-	\$	1,965	\$	1,965	\$	1,440
Total Personnel Costs	\$	-	\$	94,018	\$	94,018	\$	97,983
Supplies & Materials								
Supplies	\$	2,248	\$	2,725	\$	2,000	\$	3,175
Postage	\$	13	\$	100	\$	30	\$	50
Special Printing	\$	-	\$	200	\$	-	\$	220
Fuel	\$	-	\$	1,000	\$	100	\$	1,000
Total Supplies & Materials	\$	2,261	\$	4,025	\$	2,130	\$	4,445
Maintenance & Repairs								
Maint. Of Vehic	\$	-	\$	1,576	\$	200	\$	2,036
Total Maint. & Repairs	\$	-	\$	1,576	\$	200	\$	2,036
Contractual Services								
Uniforms	\$	774	\$	1,974	\$	1,000	\$	2,345
Total Contractual Services	\$	774	\$	1,974	\$	1,000	\$	2,345
Other Charges								
Travel & Training	\$	842	\$	2,400	\$	500	\$	1,900
Dues, Substriptions & Pub	\$	35	\$	150	\$	50	\$	420
Total Other Charges	\$	877	\$	2,550	\$	550	\$	2,320
Total Crime Prevention	\$	3,913	\$	104,143	\$	97,898	\$	109,129

FIRE DEPARTMENT

Mission Statement

To provide fire/rescue protection to all areas of the city limits from two City owned and supported fire houses. We provide support and mutual-aid to Bastrop County Emergency District #2 outside the city limits.

Description

Responds to and extinguishes structure, vehicle, grass and brush fires in the City of Bastrop and surrounding fire districts. Responds to other emergency situations in conjunction with other emergency agencies. Provides mutual aid to neighboring emergency agencies. Conducts fire prevention activities and inspections. Serves as primary water rescue team to the central part of the county. Provides equipment and personnel for local parades, festivals and sporting events.



STAFFING			
Title	2015-16	2016-17	2017-18
Chief	1	1	1
Firefighter	0	0	4
<u>ALL VOLUNTEERS</u>			
Assistant Chief	1	1	1
Lieutenant	2	2	2
Captain	2	2	2
Firefighter	31	28	25
TOTAL	37	34	35

Recent Accomplishments

2016-2017

- Hired a pool of part-time firefighters to work day time shifts to improve response time

Department Location

- Fire Station 1 is located at 802 Chestnut St.
- Fire Station 2 is located at 120 Corporate Dr.

FIRE DEPARTMENT

Expenditure Type	ACTUAL FY2015-2016		BUDGETED FY2016-2017		PROJECTED FY2016-2017		ADOPTED FY2017-2018	
Personnel Services								
Operational Salaries	\$	59,687	\$	127,515	\$	127,515	\$	216,635
Pre-Employment Expense	\$	-	\$	-	\$	-	\$	-
Longevity	\$	-	\$	50	\$	-	\$	75
FICA	\$	3,626	\$	9,755	\$	9,755	\$	16,585
Retirement	\$	6,592	\$	9,470	\$	9,470	\$	9,915
Group Insurance	\$	6,260	\$	8,285	\$	8,285	\$	8,998
Worker's Comp	\$	5,416	\$	5,250	\$	5,250	\$	6,015
Total Personnel Costs	\$	81,580	\$	160,325	\$	160,275	\$	258,223
Supplies & Materials								
Supplies	\$	5,412	\$	5,000	\$	5,000	\$	5,400
Postage	\$	75	\$	75	\$	75	\$	100
Safety Supplies	\$	614	\$	1,500	\$	1,500	\$	1,430
Small Equipment	\$	13,499	\$	4,400	\$	4,200	\$	1,350
Special Clothing	\$	3,362	\$	6,050	\$	6,250	\$	2,820
Equipment	\$	12,900	\$	34,499	\$	33,899	\$	15,000
Protective Gear	\$	13,319	\$	34,500	\$	34,500	\$	24,600
Small Tools	\$	1,576	\$	1,600	\$	1,500	\$	1,700
Fire Prevention Materials	\$	3,342	\$	1,800	\$	1,900	\$	3,000
Fuel & Lube	\$	7,251	\$	7,500	\$	7,500	\$	7,500
Total Supplies & Materials	\$	61,351	\$	96,924	\$	96,324	\$	62,900
Maintenance & Repairs								
Maint. of Equipment	\$	12,041	\$	14,000	\$	12,000	\$	16,000
Maint. Of Radio	\$	1,900	\$	1,500	\$	1,500	\$	1,500
Maint. Of Vehic	\$	23,302	\$	28,000	\$	28,000	\$	27,100
Maint. Of Building	\$	152,681	\$	10,000	\$	10,000	\$	5,000
Total Maint. & Repairs	\$	189,924	\$	53,500	\$	51,500	\$	49,600
Occupancy								
Communication	\$	16,599	\$	23,585	\$	26,600	\$	21,730
Utilities	\$	12,355	\$	15,400	\$	12,500	\$	16,000
Total Occupancy	\$	28,954	\$	38,985	\$	39,100	\$	37,730
Contractual Services								
Special Services	\$	17,910	\$	37,255	\$	22,000	\$	24,000
Uniforms	\$	3,573	\$	4,815	\$	4,815	\$	7,240
Fireman AD&D	\$	-	\$	-	\$	-	\$	2,650
Veh/Eq Rplc Fee	\$	-	\$	44,242	\$	44,242	\$	71,447
Total Contractual Services	\$	21,483	\$	86,312	\$	71,057	\$	105,337
Other Charges								
Travel & Training	\$	13,588	\$	16,000	\$	12,000	\$	15,000
Dues, Subscriptions & Pub	\$	3,134	\$	4,350	\$	4,350	\$	5,000
Special Events	\$	3,709	\$	4,650	\$	3,500	\$	5,250
Equipment Rental	\$	1,985	\$	1,825	\$	1,825	\$	1,825
Total Other Charges	\$	22,416	\$	26,825	\$	21,675	\$	27,075
Capital Outlay								
Capital Outlay	\$	-	\$	36,000	\$	35,000	\$	-
Equipment	\$	6,624	\$	10,000	\$	10,000	\$	-
Fire Truck	\$	51,132	\$	-	\$	-	\$	-
Total Capital Outlay	\$	57,756	\$	46,000	\$	45,000	\$	-
Total Fire Department	\$	463,464	\$	508,871	\$	484,931	\$	540,865

MUNICIPAL COURT

Mission Statement

The Bastrop Municipal Court provides a fair and equitable Court in a user-friendly environment.

Description

The Municipal Court is an entry-level trial court in the Texas Judicial System. The Municipal Court is the people's court. The court processes approximately 3,000 cases a year; this means the Court sees more people than any other court in the county. The Municipal Court processes complaints filed by Bastrop Police Department, Citizens of the City, Bastrop Independent School District, and Officials of the City of Bastrop. After adjudication, the Court is responsible to impose collection of all fines, maintain all records regarding court cases, prepare reports as required, to magistrate, set bonds, or fines, sign warrants for failure to comply with Court Orders, Failure to Appear, or Violation of Promise to Appear. Issue warrants on A & B Misdemeanor and Felony Cases originating in the City of Bastrop.



STAFFING			
Title	2015-16	2016-17	2017-18
Judge	1	1	1
Municipal Court Administrator	1	1	1
Court Clerk – Juvenile Case Mg	1	1	1
Court Clerk – Customer Svc/Trial Coordinator	1	1	1
Court Clerk - Collections	1	0	0
Document Imaging Clerk	.5	.5	.5
Total	5.5	4.5	4.5

Recent Accomplishments

2016-2017

- Completed remodel of the administrative offices
- Received the Municipal Traffic Safety Award
- Re-establish Teen Court

MUNICIPAL COURT EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016		BUDGETED FY2016-2017		PROJECTED FY2016-2017		ADOPTED FY2017-2018	
Personnel Services								
Operational Salaries	\$	168,872	\$	169,600	\$	169,600	\$	177,155
Longevity	\$	790	\$	605	\$	582	\$	715
Overtime	\$	720	\$	1,000	\$	800	\$	1,000
FICA	\$	13,024	\$	13,115	\$	13,115	\$	13,705
Retirement	\$	12,977	\$	14,075	\$	14,075	\$	14,965
Group Insurance	\$	25,311	\$	28,990	\$	28,990	\$	31,493
Worker's Comp	\$	914	\$	550	\$	575	\$	370
Total Personnel Costs	\$	222,607	\$	227,935	\$	227,737	\$	239,403
Supplies & Materials								
Supplies	\$	5,691	\$	5,700	\$	5,000	\$	8,200
Postage	\$	3,123	\$	3,600	\$	3,200	\$	4,200
Office Equipment	\$	-	\$	21,200	\$	10,000	\$	5,000
Janitorial Supplies	\$	-	\$	100	\$	-	\$	100
Total Supplies & Materials	\$	8,815	\$	30,600	\$	18,200	\$	17,500
Maintenance & Repairs								
Software Maintenance	\$	7,602	\$	7,800	\$	7,800	\$	7,800
Maint. Of Equipment	\$	-	\$	500	\$	150	\$	500
Maint. Of Building	\$	681	\$	50	\$	150	\$	-
Total Maint. & Repairs	\$	8,283	\$	8,350	\$	8,100	\$	8,300
Occupancy								
Communication	\$	5,676	\$	5,910	\$	5,910	\$	2,500
Utilities	\$	3,171	\$	3,500	\$	3,500	\$	3,500
Total Occupancy	\$	8,847	\$	9,410	\$	9,410	\$	6,000
Contractual Services								
Professional Services	\$	13,985	\$	14,400	\$	14,400	\$	34,400
Credit Card Processing Fee	\$	8,607	\$	8,500	\$	8,500	\$	10,000
Uniforms	\$	-	\$	250	\$	-	\$	250
Jury Expense	\$	132	\$	750	\$	-	\$	750
Deb Collection Service	\$	3,511	\$	6,500	\$	5,000	\$	6,500
Contracted Services	\$	3,668	\$	3,500	\$	3,500	\$	2,808
Teen Court Administrator	\$	78	\$	300	\$	300	\$	1,500
Employee Bond	\$	142	\$	200	\$	-	\$	200
Total Contractual Services	\$	30,123	\$	34,400	\$	31,700	\$	56,408
Other Charges								
Advertising	\$	284	\$	200	\$	-	\$	200
Travel & Training	\$	3,904	\$	3,000	\$	3,000	\$	5,000
Dues, Substriptions & Pub	\$	564	\$	575	\$	575	\$	731
Equipment Rental	\$	1,913	\$	2,300	\$	2,000	\$	2,300
Over/Short	\$	(57)	\$	-	\$	-	\$	-
Total Other Charges	\$	6,608	\$	6,075	\$	5,575	\$	8,231
Total Municipal Court	\$	285,282	\$	316,770	\$	300,722	\$	335,842

DEVELOPMENT SERVICES

Mission Statement

Preserving the past while facilitating growth and quality of life in harmony with the vision for the City of Bastrop's future.

Description

Planning & Zoning

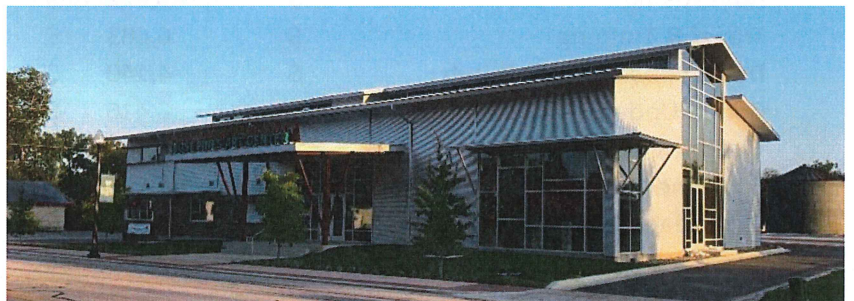
This department includes the divisions of Planning & Zoning and Engineering & Development. For community planning the process includes: maximize community strengths and minimize weaknesses; protect property rights and enhance property values; anticipate growth and provide adequate public facilities and services; balance economic growth with quality of life issues; and, avoid unmanageable concentrations or dispersal of population. Staff liaison to Planning and Zoning Commission (P&Z), Board of Adjustments (BOA) and Municipal Sign Review Board, Historic Land Commission (HLC), Construction Standard Board, Form Based Code Task Force, Impact Fee Advisory Committee and Comprehensive Steering Committee.

PLANNING STAFFING			
Title	2015-16	2016-17	2017-18
Planning Director	1	1	1
Asst. Planning Director	0	0	1
Project Coordinator	1	1	0
Planning Technician	1	1	1
Planner	0	0	1
Total	3	3	4

Recent Accomplishments

2016-2017

- Completion and adoption of the Comprehensive Plan
- Completion and adoption of the City's Master Transportation Plan
- Received the APA Comprehensive Planning Award



PLANNING & ZONING

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
PLANNING & ZONING				
Personnel Services				
Operational Salaries	\$ 369,548	\$ 398,911	\$ 350,000	\$ 215,690
Pre-Employment Expense	\$ 35	\$ -	\$ -	\$ -
Longevity	\$ 2,347	\$ 2,410	\$ 1,980	\$ 280
Overtime	\$ 3,521	\$ 5,000	\$ 3,000	\$ 1,250
FICA	\$ 28,608	\$ 30,460	\$ 26,800	\$ 16,635
Retirement	\$ 41,441	\$ 45,880	\$ 39,300	\$ 25,145
Group Insurance	\$ 48,471	\$ 48,695	\$ 42,300	\$ 26,994
Worker's Comp	\$ 1,646	\$ 2,000	\$ 1,463	\$ 450
Total Personnel Costs	\$ 495,616	\$ 533,356	\$ 464,843	\$ 286,444
Supplies & Materials				
Supplies	\$ 3,618	\$ 4,600	\$ 4,600	\$ 4,600
Postage	\$ 796	\$ 2,000	\$ 500	\$ 1,000
Office Equipment	\$ 1,898	\$ 4,000	\$ 4,000	\$ 3,200
Special Printing	\$ 1,254	\$ 500	\$ 500	\$ 600
Fuel & Lube	\$ 2,204	\$ 3,000	\$ 2,000	\$ -
Total Supplies & Materials	\$ 9,770	\$ 14,100	\$ 11,600	\$ 9,400
Maintenance & Repairs				
Equip/Software Maint	\$ -	\$ 24,450	\$ 20,000	\$ 12,900
Maint. Of Vehicles	\$ 3,677	\$ 2,000	\$ 1,500	\$ -
Total Maint. & Repairs	\$ 3,677	\$ 26,450	\$ 21,500	\$ 12,900
Occupancy				
Communication	\$ 6,145	\$ 8,000	\$ 8,000	\$ 2,800
Utilities	\$ 3,734	\$ 3,200	\$ 3,200	\$ 3,800
Total Occupancy	\$ 9,879	\$ 11,200	\$ 11,200	\$ 6,600
Contractual Services				
Professional Services	\$ 224,974	\$ 160,000	\$ 160,000	\$ 90,000
Credit Card Processing Fee	\$ 856	\$ 750	\$ 750	\$ 750
Recording Fees	\$ 178	\$ 500	\$ 500	\$ 800
Uniforms	\$ 542	\$ 1,100	\$ 1,100	\$ 800
Legal Services	\$ 105,450	\$ 20,000	\$ 23,725	\$ -
Engineering	\$ 2,100	\$ -	\$ 1,000	\$ -
Total Contractual Services	\$ 334,100	\$ 182,350	\$ 187,075	\$ 92,350
Other Charges				
Advertising	\$ 6,822	\$ 5,000	\$ 5,000	\$ 6,000
Travel & Training	\$ 6,683	\$ 7,800	\$ 5,000	\$ 7,346
Dues, Subscriptions & Pub	\$ 4,140	\$ 3,500	\$ 3,500	\$ 3,500
Comp. Updates-Training	\$ 8,416	\$ -	\$ -	\$ -
Historical Structure Refund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Equipment Rental	\$ 6,584	\$ 6,000	\$ 6,000	\$ 6,000
Overhead Allocation	\$ (14,508)	\$ (51,160)	\$ (51,160)	\$ -
Total Other Charges	\$ 43,137	\$ (3,860)	\$ (6,660)	\$ 47,846
Capital Outlay	\$ 27,894	\$ 50,000	\$ 50,000	\$ 10,000
Total Planning & Zoning	\$ 924,072	\$ 813,596	\$ 739,558	\$ 465,540

DEVELOPMENT SERVICES

Description

Engineering & Development

Engineering and Development is the professional staff that provides and facilitates the building process and ensures the implementation of the plan through the development process. The development process includes the enforcement of regulations on individual site construction to ensure compliance with the codes adopted by the City Council designed to achieve the goals and objectives of the plans.

ENGINEERING & DEVELOPMENT STAFFING			
Title	2015-16	2016-17	2017-18
Building Official	1	1	1
Administrative Assist.	1	1	1
City Engineer	1	1	.5
Total	3	3	2.5



ENGINEERING & DEVELOPMENT EXPENDITURES

Expenditure Type	ACTUAL		BUDGETED		PROJECTED		ADOPTED	
	FY2015-2016		FY2016-2017		FY2016-2017		FY2017-2018	
Engineering & Development								
Personnel Services								
Operational Salaries	\$	-	\$	-	\$	-	\$	221,090
Longevity	\$	-	\$	-	\$	-	\$	135
Overtime	\$	-	\$	-	\$	-	\$	1,250
FICA	\$	-	\$	-	\$	-	\$	17,035
Retirement	\$	-	\$	-	\$	-	\$	25,750
Group Insurance	\$	-	\$	-	\$	-	\$	31,561
Worker's Comp	\$	-	\$	-	\$	-	\$	790
Total Personnel Costs	\$	-	\$	-	\$	-	\$	297,611
Supplies & Materials								
Fuel & Lube	\$	-	\$	-	\$	-	\$	3,000
Total Supplies & Materials	\$	-	\$	-	\$	-	\$	3,000
Maintenance & Repairs								
Equip/Software Maint	\$	-	\$	-	\$	-	\$	7,350
Maint. Of Vehicles	\$	-	\$	-	\$	-	\$	2,000
Total Maint. & Repairs	\$	-	\$	-	\$	-	\$	9,350
Occupancy								
Communication	\$	-	\$	-	\$	-	\$	2,000
Utilities	\$	-	\$	-	\$	-	\$	-
Total Occupancy	\$	-	\$	-	\$	-	\$	2,000
Contractual Services								
Uniforms	\$	-	\$	-	\$	-	\$	300
Total Contractual Services	\$	-	\$	-	\$	-	\$	300
Other Charges								
Travel & Training	\$	-	\$	-	\$	-	\$	4,300
Comp. Updates-Training	\$	-	\$	-	\$	-	\$	3,000
Total Other Charges	\$	-	\$	-	\$	-	\$	7,300
Capital Outlay	\$	-	\$	-	\$	-	\$	-
Total Engineering & Dev	\$	-	\$	-	\$	-	\$	319,561

First year this division has been recorded separately from planning & zoning

PUBLIC WORKS

Public Works provides essential services to the citizens of Bastrop in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strives to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.

Description

Maintains all City street surfaces (i.e., sweeping streets, crack sealing, resurfacing, tree trimming, pot-hole, utility cut repairs). Maintain street signage (street names and traffic control signage) Storm drainage, which is covered in two different categories: 1) underground storm sewer systems; 2) open gravity flow bar ditches. Building maintenance and repair service for all City facilities. Special events and other activities assistance, such as: Market Days, Yester fest, Patriotic Festival, Movies in the Park, parades, Christmas / Holiday lighting, etc. Construction of City facilities such as City parks, enhancements to City trails in the form of landscaping amenities and other improvements. Maintain TxDOT ROW within the jurisdictional boundaries of the City.

STAFFING			
Title	2015-16	2016-17	2017-18
Public Works Director	.5	.25	.25
Asst. PW Director	0	0	.5
Util. Field Superintendent	1	.5	.75
Mechanic	1	1	1
Crew Leader	1	1	1
Equipment Operator II	2	2	3
Equipment Operator I	3	3	3
Maintenance Worker II	1	2	3
Maintenance Worker I	1	0	0
Administrative Assistant	.5	.5	.5
TOTAL	11	10.25	13

Recent Accomplishments

2016-2017

- Completion of Buttonwood
- Tahitian Drive Street Improvements
- Reconstruction of Homonu Ct., Olaa Dr. & Pahala Ct.
- Replaced 600 ft. of culvert to reduce localized flooding
- New parking lot at Pine and Water Street adding additional parking
- Completion of Cypress St.
- Installed storm sewer from Gills Branch to Pine & MLK



Parking lot at Alley D

PUBLIC WORKS EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 409,832	\$ 452,080	\$ 425,000	\$ 551,515
Pre-employment	\$ 35	\$ 300	\$ 750	\$ -
Longevity	\$ 4,100	\$ 4,430	\$ 4,328	\$ 4,360
Overtime	\$ 11,738	\$ 15,000	\$ 13,000	\$ 13,000
FICA	\$ 33,359	\$ 38,638	\$ 34,000	\$ 42,627
Retirement	\$ 46,989	\$ 58,221	\$ 51,235	\$ 64,343
Group Insurance	\$ 82,151	\$ 83,240	\$ 83,000	\$ 107,976
Worker's Comp	\$ 28,404	\$ 32,700	\$ 28,400	\$ 21,377
Total Personnel Costs	\$ 616,607	\$ 684,609	\$ 639,713	\$ 805,198
Supplies & Materials				
Supplies	\$ 5,091	\$ 5,900	\$ 5,000	\$ 3,900
Postage	\$ 16	\$ 400	\$ 50	\$ 400
Office Equipment	\$ 376	\$ 2,990	\$ 2,000	\$ 400
Computer Equipment	\$ 15	\$ -	\$ -	\$ 1,000
Safety/ First Aid	\$ 1,534	\$ 1,625	\$ 1,500	\$ 1,500
Equipment	\$ 5,754	\$ 19,220	\$ 15,000	\$ 4,400
Mosquito Supplies	\$ -	\$ 1,000	\$ 1,000	\$ 3,700
Chemicals	\$ 17	\$ 1,000	\$ 50	\$ 1,000
Small Tools	\$ 1,026	\$ 1,500	\$ 1,500	\$ 1,500
Fuel & Lube	\$ 26,311	\$ 27,600	\$ 27,600	\$ 27,600
Street Signs & 911 Addr	\$ 4,181	\$ 5,000	\$ 5,000	\$ 2,000
Total Supplies & Materials	\$ 44,322	\$ 66,235	\$ 58,700	\$ 47,400
Maintenance & Repairs				
Equipment Maint.	\$ 23,530	\$ 27,000	\$ 23,000	\$ 17,000
Vehicle Maint.	\$ 11,057	\$ 15,000	\$ 10,000	\$ 15,000
Building Maint.	\$ 2,466	\$ 8,500	\$ 8,000	\$ -
Sidewalks	\$ 1,033	\$ 4,500	\$ 4,500	\$ 2,500
Streets & Bridges	\$ 40,182	\$ 99,724	\$ 75,000	\$ 115,005
Drainage	\$ 130,273	\$ 25,000	\$ 25,000	\$ 28,500
Public Parking Lot Maint	\$ 281	\$ 2,500	\$ 1,000	\$ 2,000
Total Maint. & Repairs	\$ 208,822	\$ 182,224	\$ 146,500	\$ 180,005

PUBLIC WORKS EXPENDITURES continued

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Occupancy				
Communication	\$ 7,421	\$ 7,910	\$ 7,910	\$ 5,900
Utilities	\$ 3,740	\$ 6,100	\$ 4,000	\$ 6,100
Total Occupancy	\$ 11,160	\$ 14,010	\$ 11,910	\$ 12,000
Contractual Services				
Professional Services	\$ 20,431	\$ 147,500	\$ 142,000	\$ 146,843
Uniforms	\$ 11,583	\$ 12,375	\$ 12,375	\$ 12,375
Engineering	\$ 6,485	\$ 33,500	\$ 33,500	\$ 7,500
Property & Liability Ins.	\$ 32	\$ 1,000	\$ -	\$ 1,000
Unemployment Tax	\$ 437	\$ 6,145	\$ 6,145	\$ -
Transfer Station/Haul	\$ 20,051	\$ 2,000	\$ 1,790	\$ -
Haul Off-Misc	\$ 2,273	\$ 4,050	\$ 3,500	\$ 4,050
Vehic/Equip Rplc Fee	\$ -	\$ 10,462	\$ 10,462	\$ 55,066
Total Contractual Services	\$ 61,290	\$ 217,032	\$ 209,772	\$ 226,834
Other Charges				
Advertising	\$ 571	\$ 1,500	\$ 1,200	\$ 500
Travel & Training	\$ 3,673	\$ 5,000	\$ 2,000	\$ 2,000
Dues, Subs & Pubs	\$ 113	\$ 6,210	\$ 6,010	\$ 200
Damage Claims	\$ 65	\$ 700	\$ 700	\$ 700
Equipment Rental	\$ 4,320	\$ 7,500	\$ 5,500	\$ 7,500
Building/Security Cams	\$ -	\$ 500	\$ -	\$ 500
Total Other Charges	\$ 8,742	\$ 21,410	\$ 15,410	\$ 11,400
Equipment	\$ 4,000	\$ 306,800	\$ 306,800	
Building	\$ 7,121	\$ -	\$ -	
Street Improvements	\$ 140,037	\$ 213,000	\$ 70,000	
Total Capital Outlay	\$ 151,159	\$ 519,800	\$ 376,800	\$ -
Total Public Works	\$ 1,102,103	\$ 1,705,320	\$ 1,458,805	\$ 1,282,837

RECREATION

Description

The Recreation Department includes funding for a recreation coordinator, programs provided by the City and funding for the YMCA. Collaboration with BISD and the YMCA to provide various free recreational opportunities for the citizens of Bastrop.

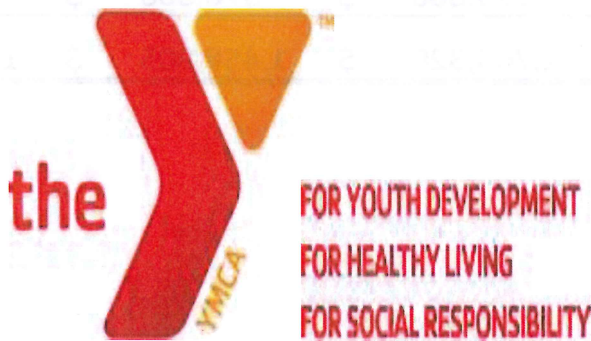
STAFFING			
Title	2015-16	2016-17	2017-18
Recreation Coordinator	-	1	1
Total Staffing		1	1



Recent Accomplishments

2016-2017

- Summer play days
- Snow Day
- Started Construction of the Shelter/Activity Center
- Developed a workplan for recreation events



Goals for the YMCA of Austin in Bastrop area

To research the need for recreational programs and services in the Bastrop area

RECREATION EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016		BUDGETED FY2016-2017		PROJECTED FY2016-2017		ADOPTED FY2017-2018	
Personnel Services								
Operational Salaries	\$	-	\$	29,100	\$	29,100	\$	43,600
Longevity	\$	-	\$	-	\$	-	\$	58
Overtime	\$	-	\$	750	\$	750	\$	700
FICA	\$	-	\$	1,850	\$	1,850	\$	3,342
Retirement	\$	-	\$	3,225	\$	3,225	\$	5,053
Group Insurance	\$	-	\$	5,300	\$	5,300	\$	8,998
Worker's Comp	\$	-	\$	-	\$	-	\$	106
Total Personnel Costs	\$	-	\$	40,225	\$	40,225	\$	61,857
Supplies & Materials								
Supplies	\$	-	\$	150	\$	150	\$	150
Postage	\$	-	\$	100	\$	10	\$	100
Office Equipment	\$	-	\$	2,000	\$	100	\$	2,000
Fuel & Lube	\$	-	\$	100	\$	-	\$	100
Total Supplies & Materials	\$	-	\$	2,350	\$	260	\$	2,350
Maintenance & Repairs								
Equip/Software Maint	\$	-	\$	200	\$	25	\$	200
Maint. Of Vehicles	\$	-	\$	50	\$	-	\$	50
Total Maint. & Repairs	\$	-	\$	250	\$	25	\$	250
Occupancy								
Communication	\$	-	\$	250	\$	-	\$	250
Total Occupancy	\$	-	\$	250	\$	-	\$	250
Contractual Services								
Professional Services	\$	39,500	\$	42,000	\$	42,000	\$	42,000
Uniforms	\$	-	\$	100	\$	100	\$	100
Recreation Programs	\$	-	\$	2,880	\$	1,000	\$	-
Total Contractual Services	\$	39,500	\$	44,980	\$	43,100	\$	42,100
Other Charges								
Advertising	\$	-	\$	500	\$	500	\$	500
Travel & Training	\$	-	\$	500	\$	-	\$	500
Dues, Subscriptions & Pul	\$	-	\$	500	\$	-	\$	500
Recreation Programs	\$	-	\$	15,000	\$	15,000	\$	20,000
Equipment Rental	\$	-	\$	500	\$	500	\$	500
Total Other Charges	\$	-	\$	17,000	\$	16,000	\$	22,000
Total Recreation	\$	39,500	\$	105,055	\$	99,610	\$	128,807

PARKS DEPARTMENT

The Parks Department is responsible for maintaining all City parks, playgrounds, picnic areas, restroom facilities, and hike and bike trails within the City limits. The crew mows and maintains all street right-of-ways, city facilities, and ensures that downtown sidewalks and hike and bike trails remain clean. As part of their downtown maintenance routine, the department provides a trash pickup service three times weekly which includes the major thoroughfares of the TxDOT right-of-way on Chestnut Street and other locations as needed. The department provides trash pick up services and routine maintenance to Bastrop's Industrial Park, and Farmers Market on a weekly basis.

STAFFING			
Title	2015-16	2016-17	2017-18
Director of Public Works	.50	.25	.25
Parks Superintendent	0	0	1
Parks Foreman	1	1	0
Administrative Assistant	.50	.50	.50
Parks Crew Leader	1	1	1
Parks Maintenance Specialist	1	1	1
Maintenance Worker II	7	9	5
Seasonal Maintenance Worker II	.20	.20	.20
Equipment Operator I	0	0	1
Facilities Maint. Worker	0	0	1
Field Groundskeeper	0	0	1
TOTAL	11.0	12.95	11.95

Recent Accomplishments

2016-2017

- Installed new play scape at Ferry Park
- Installed shade arbors at Bob Bryant Park
- Installed new surface at Splash pad
- Installed new play scape at Jewell Hodges Park



PARKS EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 374,524	\$ 385,237	\$ 375,500	\$ 447,636
Pre-employment	\$ 875	\$ 350	\$ 350	\$ -
Longevity	\$ 1,315	\$ 1,376	\$ 1,145	\$ 1,145
Overtime	\$ 25,983	\$ 15,000	\$ 15,000	\$ 15,000
FICA	\$ 31,556	\$ 32,150	\$ 31,500	\$ 34,397
Retirement	\$ 41,268	\$ 42,940	\$ 41,500	\$ 51,368
Group Insurance	\$ 68,323	\$ 74,035	\$ 70,000	\$ 105,692
Worker's Comp	\$ 8,664	\$ 12,450	\$ 12,450	\$ 8,070
Total Personnel Costs	\$ 552,509	\$ 563,538	\$ 547,445	\$ 663,308
Supplies & Materials				
Supplies	\$ 2,335	\$ 4,990	\$ 5,000	\$ 7,400
Postage	\$ 2	\$ 100	\$ 100	\$ 100
Office Equipment	\$ 63	\$ 100	\$ 100	\$ 100
Safety/ First Aid	\$ 2,151	\$ 2,700	\$ 2,000	\$ 3,700
Irrigation Supplies	\$ 4,652	\$ 4,600	\$ 4,500	\$ 4,000
Janitorial Supplies	\$ 4,972	\$ 3,500	\$ 5,000	\$ 3,500
Equipment	\$ 7,143	\$ 17,220	\$ 11,000	\$ 4,400
Chemicals/Pesticides	\$ 1,928	\$ 5,000	\$ 5,000	\$ 3,000
Small Tools	\$ 1,546	\$ 1,600	\$ 2,000	\$ 2,000
Fuel & Lubs	\$ 11,033	\$ 12,000	\$ 11,000	\$ 10,000
Total Supplies & Materials	\$ 35,824	\$ 51,810	\$ 45,700	\$ 38,200
Maintenance & Repairs				
Equipment Maint.	\$ 11,161	\$ 12,400	\$ 10,000	\$ 10,000
Vehicle Maint.	\$ 9,551	\$ 7,200	\$ 4,000	\$ 11,000
City Hall Grounds	\$ 946	\$ 1,500	\$ 1,500	\$ 1,500
Riverfront Park Expenses	\$ 16,139	\$ 21,000	\$ 17,000	\$ 16,000
Little League Park Expens	\$ 1,569	\$ 1,100	\$ 1,100	\$ 3,900
Dog Bark Park Expenses	\$ 1,044	\$ 2,000	\$ 1,000	\$ 3,500
Old Iron Bridge	\$ 400	\$ 750	\$ 1,250	\$ -
Fireman's Park/Softball Fi	\$ 6,541	\$ 3,250	\$ 3,250	\$ 3,500
Riverwalk Maint.	\$ 2,454	\$ 3,600	\$ 4,000	\$ 6,000
Mayfest Park-Loop 150	\$ 1,089	\$ 1,700	\$ 1,000	\$ 1,700
Splash Pad	\$ 5	\$ 2,500	\$ 500	\$ 2,500
Tree USA Maint. Program	\$ 2,298	\$ 2,499	\$ 2,500	\$ 5,000
Bob Bryant Park	\$ 8,180	\$ 10,000	\$ 10,000	\$ 4,000
Industrial Park Maint.	\$ -	\$ 400	\$ 150	\$ 1,000
Bastrop River of Lights	\$ 6,738	\$ 4,681	\$ 4,680	\$ -
Jewell's Park	\$ 496	\$ 2,700	\$ 2,700	\$ 3,500
Gateways/ Hwy 71 Landsc	\$ 636	\$ 750	\$ 750	\$ 3,250
Kerr Community Park	\$ 1,253	\$ 5,000	\$ 5,000	\$ 2,000
Total Maint. & Repairs	\$ 70,501	\$ 83,030	\$ 70,380	\$ 78,350

PARKS EXPENDITURES continued

	ACTUAL	BUDGETED	PROJECTED	ADOPTED
Expenditure Type	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Occupancy				
Communications	\$ 4,728	\$ 4,940	\$ 4,940	\$ 2,400
Splash Pad Utilities	\$ 14,226	\$ 8,000	\$ 14,000	\$ 14,000
Little League Utilities	\$ 15,290	\$ 12,500	\$ 12,500	\$ 12,500
TXDOT Utility Irrigation	\$ 11,742	\$ 7,000	\$ 12,000	\$ 7,000
Parks & Trails Utilities	\$ 17,363	\$ 14,300	\$ 17,500	\$ 17,300
Total Occupancy	\$ 63,349	\$ 46,740	\$ 60,940	\$ 53,200
Contractual Services				
Professional Services	\$ 4,299	\$ 5,800	\$ 5,000	\$ 127,072
Uniforms	\$ 9,409	\$ 8,430	\$ 8,430	\$ 8,430
Recreation Program	\$ 10,508	\$ 1,500	\$ 1,500	\$ 1,500
Total Contractual Services	\$ 24,216	\$ 15,730	\$ 14,930	\$ 137,002
Other Charges				
Advertising	\$ 2,887	\$ 4,250	\$ 4,250	\$ 250
Travel & Training	\$ 2,995	\$ 4,000	\$ 3,500	\$ 3,300
Dues, Subs & Pubs	\$ 780	\$ 1,500	\$ 1,500	\$ 500
Equipment Rental	\$ 2,144	\$ 1,700	\$ 1,700	\$ 1,700
Total Other Charges	\$ 8,805	\$ 11,450	\$ 10,950	\$ 5,750
Capital Outlay				
Park Equipment	\$ 7,745	\$ 167,000	\$ -	
Bob Bryant Park	\$ 20,405	\$ -	\$ -	
Capital Outlay/Riverfront	\$ 231,104	\$ 112,000	\$ 39,530	
Special Projects	\$ 27,291	\$ 20,000	\$ 25,000	
Total Capital Outlay	\$ 286,545	\$ 299,000	\$ 64,530	\$ -
Total Parks	\$ 1,041,748	\$ 1,071,298	\$ 814,875	\$ 975,810

BUILDING MAINTENANCE

Description

The department consists of four full time employees with the responsibility of cleaning all City facilities. In addition to cleaning, employees are responsible for stocking restroom supplies and performing light maintenance such as replacing light bulbs and cleaning air conditioning filters. On an as needed basis, these employees are responsible for setting up meeting rooms at the Library, City Hall and the Police Department.



STAFFING

Title	2015-16	2016-17	2017-18
Custodian Crew Leader	0	1	1
Custodian	4	3	3
TOTAL	4	4	4

Recent Accomplishments

2016-2017

- More focus put on maintenance and not just repair

BUILDING MAINTENANCE EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 99,696.67	\$ 121,505.00	\$ 121,505.00	\$ 129,331.00
Longevity	\$ 1,041.00	\$ 1,200.00	\$ 1,150.00	\$ 1,330.00
Overtime	\$ 221.11	\$ 700.00	\$ 700.00	\$ 700.00
FICA	\$ 7,708.03	\$ 9,570.00	\$ 9,570.00	\$ 10,025.00
Retirement	\$ 11,164.08	\$ 14,400.00	\$ 14,400.00	\$ 15,124.00
Group Insurance	\$ 27,589.20	\$ 33,130.00	\$ 33,130.00	\$ 35,992.00
Worker's Comp	\$ 4,381.64	\$ 4,650.00	\$ 4,650.00	\$ 3,289.00
Total Personnel Costs	<u>\$ 151,801.73</u>	<u>\$ 185,155.00</u>	<u>\$ 185,105.00</u>	<u>\$ 195,791.00</u>
Supplies & Materials				
Supplies	\$ 1,830.04	\$ 800.00	\$ 800.00	\$ 1,100.00
Equipment	\$ 1,355.83	\$ 2,200.00	\$ 2,200.00	\$ 1,500.00
Safety/First Aid	\$ -	\$ 750.00	\$ 750.00	\$ 750.00
Janitorial Supplies	\$ 12,603.29	\$ 16,900.00	\$ 16,900.00	\$ 10,000.00
Fuel & Lube	\$ 553.34	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00
Total Supplies & Materials	<u>\$ 16,342.50</u>	<u>\$ 22,400.00</u>	<u>\$ 22,400.00</u>	<u>\$ 15,350.00</u>
Maintenance & Repairs				
Equipment Maintenance	\$ 347.99	\$ 600.00	\$ 600.00	\$ 100.00
Vehicle Maintenance	\$ 711.48	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Building Maintenance	\$ 1,046.00	\$ 1,400.00	\$ 1,400.00	\$ 41,850.00
Total Maintenance & Repair	<u>\$ 2,105.47</u>	<u>\$ 3,500.00</u>	<u>\$ 3,500.00</u>	<u>\$ 43,450.00</u>
Occupancy				
Communications	\$ 6.78	\$ 950.00	\$ 500.00	\$ 300.00
Utilities	\$ 407.86	\$ 600.00	\$ 450.00	\$ 600.00
Total Occupancy	<u>\$ 414.64</u>	<u>\$ 1,550.00</u>	<u>\$ 950.00</u>	<u>\$ 900.00</u>
Contractual Services				
Uniforms	\$ 1,627.18	\$ 2,350.00	\$ 1,600.00	\$ 2,350.00
Veh/Equip Rplc fee	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 4,492.01
Total Contractual Services	<u>\$ 1,627.18</u>	<u>\$ 8,350.00</u>	<u>\$ 7,600.00</u>	<u>\$ 6,842.01</u>
Other Charges				
Advertising	\$ 230.79	\$ 300.00	\$ -	\$ 300.00
Travel & Training	\$ (32,554.00)	\$ (45,907.00)	\$ (45,907.00)	\$ -
Total Other Charges	<u>\$ (32,323.21)</u>	<u>\$ (45,607.00)</u>	<u>\$ (45,907.00)</u>	<u>\$ 300.00</u>
Capital Outlay				
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Building Maintenance	<u>\$ 139,968</u>	<u>\$ 175,348</u>	<u>\$ 173,648</u>	<u>\$ 262,633</u>

BASTROP PUBLIC LIBRARY



Mission Statement

The mission of the Bastrop Public Library is to provide free and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

Description

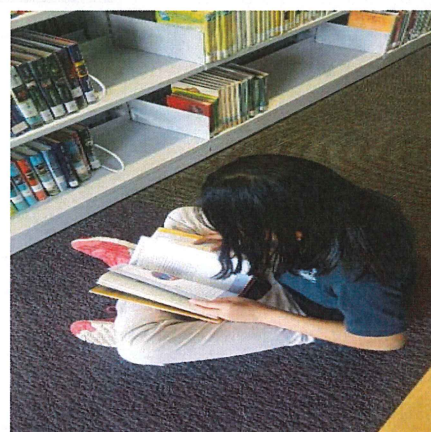
Collects, classifies, organizes and makes available information in all formats for the community. Encourages reading by providing materials and enrichment programs for patrons of all ages. Develops and maintains collections of print, non-print and digital materials for patrons of all ages. Provides a regular preschool story time, monthly programs for teens and summer reading programs for children, teens and adults. Provides public access computers in the Children, Teen, Adult, and WIFI areas of the library. Responds to telephone, on-site information and readers' advisory requests. Provides meeting room areas for the general public, clubs and nonprofit corporations. Provides local history and genealogical resources. Provides access via the internet to the TexShare databases in order to support the community's need for formal education, independent learning and business development.

STAFFING			
Title	2015-16	2016-17	2017-18
Library Director	1	1	1
Assistant Library Director	0	0	0
Librarian – Reference & Young Adult	1	1	1
Librarian – Children's Services	0	0	1
Library Associate Supervisor	0	0	1
Library Supervisor - Technical Svcs./ Circulation	1	1	0
Library Supervisor- Public Svcs./ Programs	1	1	1
Library Associate/Web-Graphic Dev	1	1	0
Library Associate (40 hrs)	1	1	3
Library Associate (38 hrs)	0	0	.95
Library Associate (32 hrs)	.8	.8	0
Library Assistant (40 hrs)	2	2	0
V.O.E. Office Assistant (20 hrs)	1	1	1
Total	9.8	9.8	9.95

Recent Accomplishments

2016-2017

- Gained several new community partners
- Participation of programming increase 23% over last year
- Introduced a MarkerSpace program with a 3D printer & vinyl cutter



Hours- Mon., Wed. & Friday 10:00 AM to 6:00 PM
Tues. & Thurs. from 1:00 PM to 4:00 PM,
Saturday 10:00 AM to 4:00 PM, closed Sunday

Library- 1100 Church St., Bastrop, Texas (512) 332-8880
Web address: www.bastroplibrary.org
Email: Mickey@bastroplibrary.org

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 393,845	\$ 399,455	\$ 399,455	\$ 418,460
Longevity	\$ 2,895	\$ 3,285	\$ 3,269	\$ 3,575
Overtime	\$ -	\$ 500	\$ 500	\$ 500
FICA	\$ 30,266	\$ 30,980	\$ 30,980	\$ 32,455
Retirement	\$ 41,145	\$ 42,360	\$ 45,610	\$ 47,825
Group Insurance	\$ 74,134	\$ 64,545	\$ 74,545	\$ 80,982
Worker's Comp	\$ 1,347	\$ 1,515	\$ 1,515	\$ 1,000
Total Personnel Costs	\$ 543,632	\$ 542,640	\$ 555,874	\$ 584,797
Supplies & Materials				
Supplies	\$ 15,961	\$ 15,276	\$ 15,376	\$ 17,600
Postage	\$ 1,086	\$ 1,336	\$ 1,336	\$ 1,000
Office Furniture	\$ -	\$ -	\$ -	\$ 1,900
Small Equipment	\$ 3,286	\$ 4,800	\$ 4,800	\$ -
Janitorial	\$ 128	\$ 500	\$ 150	\$ 150
Books	\$ 29,405	\$ 30,000	\$ 30,000	\$ 31,500
Audio Visual	\$ 9,497	\$ 9,000	\$ 9,000	\$ 9,000
Total Supplies & Materials	\$ 59,363	\$ 60,912	\$ 60,662	\$ 61,150
Maintenance & Repairs				
Book Maintenance	\$ 2,500	\$ 3,010	\$ 2,500	\$ 2,750
Equipment Maintenance	\$ 698	\$ 750	\$ 500	\$ 550
Computer Maintenance	\$ 1,477	\$ 2,999	\$ 3,000	\$ 3,080
Building Maintenance	\$ 9,931	\$ 8,100	\$ 8,100	\$ -
Total Maint. & Repairs	\$ 14,605	\$ 14,859	\$ 14,100	\$ 6,380
Occupancy				
Communication	\$ 18,939	\$ 19,482	\$ 19,482	\$ 14,320
Utilities	\$ 18,255	\$ 20,000	\$ 19,000	\$ 20,000
Total Occupancy	\$ 37,195	\$ 39,482	\$ 38,482	\$ 34,320
Contractual Services				
Professional Services	\$ 2,845	\$ 4,600	\$ 4,600	\$ 2,600
Library Automation	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Contracted Services	\$ 14,604	\$ 16,640	\$ 16,640	\$ 16,640
Total Contractual Services	\$ 14,604	\$ 25,740	\$ 25,740	\$ 23,740
Other Charges				
Advertising	\$ 871	\$ 1,107	\$ 1,107	\$ 937
Travel & Training	\$ 2,181	\$ 3,800	\$ 3,900	\$ 3,500
Dues, Subs & Pubs	\$ 5,700	\$ 5,770	\$ 5,770	\$ 6,169
Equipment Rental	\$ 1,318	\$ 1,550	\$ 1,650	\$ 2,441
Over/Short	\$ (2)	\$ 25	\$ 25	\$ 25
Total Other Charges	\$ 10,067	\$ 12,252	\$ 12,452	\$ 13,072
Capital Outlay				
Equipment	\$ -	\$ 16,250	\$ 16,245	\$ -
Building	\$ -	\$ 99,811	\$ 99,811	\$ -
Total Capital Outlay	\$ -	\$ 116,061	\$ 116,056	\$ -
Total Public Library	\$ 679,465	\$ 811,946	\$ 823,366	\$ 723,459

Proprietary Funds





WATER WASTEWATER FUND

Description

The City's water and wastewater utilities are financed and operated in a manner similar to private business enterprises, where costs of providing services to the public are financed primarily through user charges.

Divisions include:

- Water/ Wastewater Administration,
- Water/ Wastewater Distribution, Collection, & Lift Station
- Water/ Wastewater Production Treatment
- Wastewater Treatment Plant



STAFFING			
Title	2015-16	2016-17	2017-
Public Works Director	.5	.5	.5
Asst. Public Works Director	0	0	.5
Utility Field Superintendent	0	.5	.25
Plant Operation Supervisor	0	0	1
Chief Plant Operator	1	1	1
W/WW Plant Operator	4	6	3
W/WW Operator C	0	0	3
W/WW Foreman	1	1	1
System Crew leader	1	1	1
System Technician	4	6	6
Special Programs Coordinator	1	1	1
City Engineer	0	0	.5
Total	12.5	17	18.75

Recent Accomplishments

2016-2017

- Installed covers over methane stripper and filters at Willow Plant
- Installed water line to Bob Bryant Plant to blend water from Willow Plant
- New water and sewer line replacements at Alley D
- Fire Hydrant maintenance – Replaced 5 & repaired 11
- Began drilling Well J
- Started design on elevated water tank at HWY 20

WATER WASTEWATER

- Work with City Council and staff to maintain current levels of acceptable services to customers and improve levels of services where needed.
- Ensure annual review of water and wastewater impact fees, capital improvements program and water distribution improvement program.
- Comply with state regulations and reporting requirements including monthly operational reports, consumer confidence reports, backflow prevention and drought contingency planning.
- Calculate water taps, wastewater collection taps and water and wastewater impact fees for new development.
- Support/cooperate with Lost Pines Groundwater Conservation District.
- Provide customers with a high quality drinking water while being cost effective and efficient.
- Support and participate in the Water Conservation Program.
- Provide water services relating to the processing and distribution of the City's water supply.
- Upgrade wastewater mapping system.
- Ensure wastewater operation and maintenance practices are in accordance with Federal/State regulations including compiling daily data for Monthly Discharge Permit report, and Biomonitoring the discharge and the river; measure toxicity from biosolids production.
- Treat wastewater to the best quality achievable while using cost efficient practices and providing customers all the services associated with the operation and maintenance of a safe, dependable, and affordable wastewater treatment and pollution control system.
- Provide assistance and data to possible new developers in the community.
- Receive, prepare/process work orders and line locate requests from customers and excavators.
- Oversee septic hauler discharges to reception location, including manifests and city charge invoices.
- Maintain Department web page, create and distribute informational and educational materials, and create and maintain complex filing system and departmental data.

Water Production/ Treatment in Two (2) Facilities (Willow's Plant and Bob Bryant Plant):

- Operate, monitor and maintain 5 wells at Fisher Man's Park and 2 wells at Bob Bryant Park.
- Comply with TCEQ regulations in the operation and maintenance of the system.
- Adjust water treatment operation based on system demand.
- Perform daily testing of water for chlorine to ensure proper disinfection. Regulate feed rates of treatment process. Maintain logs/records of treatment performance. Collect bacteriological samples from distribution system. Treat raw water for Manganese, Lead and Copper. Add fluoride to the water on the advice of local dentists.
- Maintain 3 chlorine auto analyzers including chemicals and chart recorders.
- Pump potable water throughout the city, averaging above 1.306 million gallons per day.
- Provide operation of treatment plant 24-hours per day, 7-days per week.
- Operate a system that provides water to 3 separate pressure zones.
- Maintain and repair 8 high service pumps and 2 transfer pumps; 6 Variable Frequency Drives; 6 water storage tanks with total capacity of 2,715,000 gallons; 9 pressure reducer, 2 altitude valves, multiple solenoid valves, and 2 chlorine booster systems.

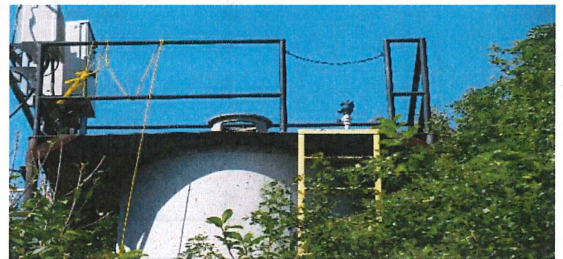
WATER WASTEWATER continued

Water Distribution, Wastewater Collection, Wastewater Lift Stations:

- Monitor/maintain 500 fire hydrants, wastewater lines, and 18 lift stations throughout the city.
- Perform over 240 routine flushing operations in distribution system to maintain chlorine residual.
- Provide 24-hour on-call emergency service in response to citizens requests and repair orders.
- Respond to high volume of water and wastewater customer service requests /repair orders annually.
- Make service taps, install new meters /services, assist Utilities in changing out old water meters.
- Construct/replace water and wastewater mains/service lines and install/replace manholes.
- Operate and maintain the collection system consisting of mains, sub-mains, manholes.

Wastewater Treatment:

- Treat influent wastewater flow, averaging approximately above 870,000 gallons daily.
- Provide operation and maintenance of the wastewater treatment plant 7 days per week.
- Operate and maintain 12 sand drying beds for sludge dewatering.
- Operate and maintain chlorination, polymer/alum, and de-chlorination equipment.
- Operate and maintain a bio-solids belt press.
- Ensure that WWTP effluent discharged into the Colorado River comply with Federal/State requirements (Toxicity Characteristic Leaching Procedure, Bio monitoring and organics concentrations).
- Maintain SCADA system from the wastewater treatment plant.



New covers installed and repaired platform at Well C



New lines at Alley D and Hydrant maintenance

WATER WASTEWATER EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
ADMINISTRATION				
Personnel	\$ 903,588	\$ 132,425	\$ 132,814	\$ 274,744
Supplies	\$ 41,902	\$ 26,910	\$ 20,500	\$ 30,410
Maintenance	\$ 11,612	\$ 14,430	\$ 3,000	\$ 11,430
Occupancy	\$ 18,180	\$ 21,000	\$ 20,000	\$ 16,032
Contractual Serv	\$ 585,684	\$ 581,936	\$ 578,396	\$ 605,497
Other	\$ 753,677	\$ 44,810	\$ 27,000	\$ 49,220
Contingency	\$ -	\$ 10,000	\$ -	\$ 10,000
Capital Outlay	\$ -	\$ -	\$ 25,000	\$ -
Debt Service	\$ 524,916	\$ 1,425,366	\$ 1,667,916	\$ 1,440,212
Transfer out-VERF	\$ 282,530	\$ -	\$ -	\$ -
Total Administration	\$ 3,122,090	\$ 2,256,877	\$ 2,474,626	\$ 2,437,545
W/WW DISTR/COLLECT				
Personnel	\$ -	\$ 410,208	\$ 413,312	\$ 472,366
Supplies	\$ 31,431	\$ 35,710	\$ 52,500	\$ 45,880
Maintenance	\$ 77,449	\$ 85,900	\$ 76,400	\$ 160,900
Contractual Serv	\$ 4,731	\$ 39,296	\$ 39,256	\$ 64,168
Other	\$ 752	\$ 4,000	\$ 4,000	\$ 4,000
Capital Outlay	\$ -	\$ 1,028,043	\$ 23,773	\$ 1,680,000
Total W/WW Dist/Collect	\$ 114,362	\$ 1,603,157	\$ 609,241	\$ 2,427,314
WATER PROD/TRMT				
Personnel	\$ -	\$ 257,661	\$ 267,759	\$ 286,535
Supplies	\$ 33,348	\$ 42,500	\$ 37,000	\$ 43,000
Maintenance	\$ 270,569	\$ 347,291	\$ 352,760	\$ 570,191
Occupancy	\$ 108,002	\$ 130,000	\$ 130,000	\$ 130,000
Contractual Serv	\$ 126,700	\$ 321,669	\$ 313,192	\$ 162,555
Other	\$ -	\$ 2,000	\$ 1,500	\$ 4,000
Capital Outlay	\$ -	\$ 133,004	\$ 52,187	\$ 10,644
Total Water Prod/Trmt	\$ 538,619	\$ 1,234,125	\$ 1,154,398	\$ 1,206,925
WW TRMT PLANT				
Personnel	\$ -	\$ 265,969	\$ 266,211	\$ 284,161
Supplies	\$ 28,017	\$ 33,800	\$ 33,800	\$ 33,800
Maintenance	\$ 163,102	\$ 168,965	\$ 166,600	\$ 282,965
Occupancy	\$ 156,343	\$ 167,548	\$ 165,000	\$ 167,548
Contractual Serv	\$ 55,907	\$ 60,520	\$ 63,520	\$ 80,071
Other	\$ -	\$ 4,000	\$ 2,000	\$ 4,000
Capital Outlay	\$ -	\$ 79,375	\$ 79,375	\$ -
Total WW Trmt Plant	\$ 403,369	\$ 780,177	\$ 776,506	\$ 852,545
Total Water/Wastewater	\$ 4,178,440	\$ 5,874,336	\$ 5,014,771	\$ 6,924,329

Impact Fee Funds

2017-2018 Budget

The City has adopted impact fees to be imposed upon new development to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to new development. Each time the City approves an impact fee, a new fund must be established for tracking these receipts. Each impact fee established is only authorized to be expended on the capital improvements included in the report that established the fee. The city currently has three funds as follows:

- Ordinance 2005-3
- Ordinance 2011-21
- Ordinance 2017-13

Major Capital Projects included in 2017 Impact Study:

Water Projects	Wastewater Projects
<ul style="list-style-type: none"> • Elevated water tower west of Hwy. 20 (supply) • Phase II Infrastructure for Well J & transmission • 16" water main under river • Carter & Mesquite water line extensions • Riverwood waterline improvement • Hunter's Crossing transmission water main • Pine Forest water main extension • Tahitian Drive to McAllister water main extension • Arena Dr. to Pitt Street water main extension • HWY 21 east to City limits water main extension • Water Main extension from SH 304 to WWTP#3 	<ul style="list-style-type: none"> • 1 MGD WWTP#3 Construction & Design • 24" wastewater main for WWTP#3 • Trunk Line #1 • Trunk Line #2 • Trunk Line #3 • HWY 71 from Home Depot to city limits line extension • Trunk Line #4 304 & WWTP#3 connector • McAllister to Tahitian Dr. main extension • Carter & Mesquite line extension • HWY 71 (Duff Dr. to SH 21) main extension • 12" Force Main to Central Lift Station

Impact Fee Funds

Summary of Revenue, Expenditures and Change in Fund Balance

2017-2018 Budget

	Ord. 2011-21		Ord. 2017-13	
DESCRIPTION	Fund 304	Fund 305	Fund 306	Total
PROJ BEGINNING BALANCES	\$ 256,600	\$ 432,283	\$ -	\$ 688,883
REVENUES:				-
AD VALOREM TAXES				-
SALES TAXES				-
FRANCHISE & OTHER TAXES				-
LICENSES & PERMITS				-
SERVICE FEES		198,960	686,980	885,940
FINES & FORFEITURES				-
INTEREST	3,000	5,000	5,500	13,500
INTERGOVERNMENTAL				-
OTHER				-
TOTAL REVENUES	3,000	203,960	692,480	899,440
TRANSFERS IN				-
TOTAL AVAILABLE RESOURCES	259,600	636,243	692,480	1,588,323
EXPENDITURES:				-
GENERAL GOVERNMENT				-
PUBLIC SAFETY				-
DEVELOPMENT SERVICES				-
COMMUNITY SERVICES				-
UTILITIES		90,500		90,500
DEBT SERVICE				-
ECONOMIC DEVELOPMENT				-
CAPITAL PROJECTS				-
TOTAL EXPENDITURES	-	90,500	-	90,500
TRANSFER OUT	172,618	72,147	567,374	812,139
ENDING FUND BALANCE	\$ 86,982	\$ 473,596	\$ 125,106	685,684

BASTROP POWER & LIGHT

Electric Fund

The City's electric utilities are financed and operated in a manner similar to private business enterprises,

Electric Fund, only one department exists: Bastrop Power and Light.

Description

Bastrop Power & Light is responsible for the City's 7200-volt electric distribution system. There are 25 miles of overhead electrical lines and 4 miles of underground electrical lines which provide service to approximately 2,625 electrical customers.

The department also provides support to all other departments, civic organizations, developers, contractors, electricians, property owners, and builders as needed.

STAFFING			
Title	2015-16	2016-17	2017-18
Director of BP&L	1	1	1
Electric Superintendent	0	0	1
Electric Foreman	2	2	1
Electric Line Worker – Journey Level	2	2	3
Electric Line Worker - Apprentice	2	2	1
Electric Line Worker - Trainee	1	1	1
Administrative Assistant	1	1	1
TOTAL	9	9	9

Recent Accomplishments

2016-2017

- Continued to maintenance reliability of the system above 99%
- Completed system improvements identified by the LCRA 5 year system study



BP&L- 1209 Linden Street, Bastrop, Texas (512) 332-8900
Hours- 7:00 AM to 4:00 PM, Monday - Friday, excluding holidays

BASTROP POWER & LIGHT BUDGET

FY 2017-2018

	Projected FY-17	Proposed FY-18
Beginning Fund Balance	\$ 4,069,439	\$ 3,956,045
Projected Revenues	\$ 7,139,365	\$ 7,323,696
Total Resources	\$ 11,208,804	\$ 11,279,741
Projected Expenditures	\$ (5,962,295)	\$ (6,348,789)
Less Transfer to GF	\$ (557,750)	\$ (557,750)
Less Bond Payment	\$ (160,599)	\$ (157,995)
Less Capital Projects	\$ (335,000)	\$ (335,000)
Total Expenditures	\$ (7,015,644)	\$ (7,399,534)
NET INCOME (LOSS)	\$ 123,721	\$ (75,838)
Ending Fund Balance	\$ 4,193,160	\$ 3,880,207
Fund Balance %	59.8%	52.4%
Reserve Requirement 35%	\$ 2,455,475	\$ 2,589,836.90
Excess Fund Balance Available	\$ 1,737,685	\$ 1,290,370
<u>Use of excess:</u>		
River of Lights		\$ 125,000
Delgado Park Equipment	\$ 150,000	\$ -
Innovation Fund Transfer		\$ 256,500
Transfer to Hospitality		\$ 27,700
Less Transfer to VERF	\$ 87,115	\$ 100,000
Adjusted Fund Balance	\$ 3,956,045	\$ 3,371,007
Fund Balance %	56.4%	45.6%

Hotel Tax Funds



Hotel Tax Funds

Summary of Revenue, Expenditures, and Change in Fund Balance

DESCRIPTION	HOTEL /MOTEL TAX FUND	HOSPITALITY & DOWNTOWN	BASTROP ART IN PUBLIC PLACES	ARENA FUND	Total
PROJ BEGINNING BALANCES	\$ 3,439,239	\$ 2,734	\$ 119,009	\$ 110,617	\$ 3,671,599
REVENUES:					
AD VALOREM TAXES					-
SALES TAXES					-
FRANCHISE & OTHER TAXES	2,875,000				2,875,000
LICENSES & PERMITS					-
SERVICE FEES		224,800			224,800
FINES & FORFEITURES					-
INTEREST	7,000	6,050			13,050
INTERGOVERNMENTAL		50,000			50,000
OTHER					-
TOTAL REVENUES	2,882,000	280,850	-	-	3,162,850
TRANSFERS IN	-	753,938	75,041		828,979
TOTAL	2,882,000	1,034,788	75,041	-	3,991,829
TOTAL AVAILABLE RESOURCES	6,321,239	1,037,522	194,050	110,617	7,663,428
EXPENDITURES:					
GENERAL GOVERNMENT					-
PUBLIC SAFETY					-
DEVELOPMENT SERVICES					-
COMMUNITY SERVICES					-
UTILITIES					-
DEBT SERVICE					-
ECONOMIC DEVELOPMENT	2,196,835	1,027,522	94,050	100,000	3,418,407
CAPITAL PROJECTS					-
TOTAL EXPENDITURES	2,196,835	1,027,522	94,050	100,000	3,418,407
TRANSFER OUT	1,172,895	-	-	-	1,172,895
TOTAL	3,369,730	1,027,522	94,050	100,000	4,591,302
ENDING FUND BALANCE	2,951,509	10,000	100,000	10,617	3,072,126

Hotel/Motel Tax Fund

Description

By State Law, the City of Bastrop collects a 7% Hotel Occupancy Tax (HOT) from hotels, bed and breakfasts, and other lodging facilities within the City's extrajurisdiction since 1993. Under state law, revenue from HOT may be used only to directly promote tourism and the hotel and convention industry. Chapter 351 of the Tax Code provides the requirements on how HOT funds may be spent.

The tax collected in this fund supports Hotel Tax Funds which include the following:

Hospitality & Downtown

Staff is recommending the creation of a Hospitality & Downtown Department to provide a more strategic approach to the HOT funds. Currently, funding is provided to the Main Street Program, Convention Center, Visit Bastrop, art groups, etc. Each group has acted independently in the past based on the specificity of their funding.

The Main Street Director, Convention Center Director, and Visit Bastrop Team will all be located in the Laake Building. A staff retreat was held among the team members, who have made a strong commitment to the overall mission of creating a GREAT tourist experience based on cooperation and strong teamwork. Staff understands the urgency needed to maintain sales tax levels while we diversify and grow our property tax base.

Visit Bastrop

The Comprehensive Plan acknowledged the need for a destination marketing organization (DMO) to ensure that Bastrop's varied marketing efforts promote our goal of expanding and sustaining its tourism economy. The contract between the City and Visit Bastrop is under review by the City Attorney and will be on a Council agenda for approval in the near future. The contract stipulates a target of 50% of HOT revenue will be provided to Visit Bastrop annually, which is met in the FY 2018 proposed budget.

Bastrop Art in Public Places

This board is advisory to the City Council in matters related to the City's art in public places program, with the goal of increasing awareness and appreciation of art, as well as increase civic pride, through the display of art in the City of Bastrop.

It has been recommended that this year, that a community-wide "Cultural Arts Master Plan" be created to give guidance for future funding decisions related to HOT funds for Cultural Arts.

Organizational Funding

The City of Bastrop has a funding program that accepts applications for funding to local organizations that are engaging in activities and programs that promote tourism in Bastrop.

HOTEL/ MOTEL TAX FUND #501 FY2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$ 3,439,239
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FY 2018

Proposed Revenues:	\$ 2,882,000
Total FY 2018 Resources	\$ 6,321,239

Proposed Expenditures:

Organizational Funding	\$ (225,000)
Visitor Center (contracted)	\$ (115,000)
Destination Marketing Corporation	\$ (1,441,000)
Special Event Expenses	\$ (60,835)
Professional Services	\$ (40,000)
Legislative Expenses	\$ -
Legal	\$ -
Opportunity Funds	\$ (315,000)
Transfer Out-Bastrop Main Street Program	\$ (110,000)
Transfer Out-Arts in Public Places	\$ (75,041)
Transfer Out-Rodeo Arena	\$ -
Transfer Out-Convention Center-M&O	\$ (491,238)
Transfer Out-Convention Center-Debt Payments	\$ (496,616)
Total Proposed Expenditures	\$ (3,369,730)

Proposed Fund Balance 9-30-2018	\$ 2,951,509
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Hospitality & Downtown

Description

To provide a more strategic approach we are combining the Convention Center and the Main Street Program under one department. This will allow us to use our staff resources better to accomplish the goes of each program. With the creation of the Destination Marketing Organization (Visit Bastrop), the hope is that this will increase convention activity at the Center. These three programs will work collaboratively together to increase tourism in Bastrop

STAFFING			
Title	2015-16	2016-17	2017-18
Director of Center	1	1	1
Main Street Director	1	1	
Administrative Assistant	1	1	1
Maintenance Worker II	1	1	1
Facility Attendant	1	1	1
Custodian	0.5	0.5	1
Event Coordinator	1	0	0
TOTAL	5.5	4.5	6

Recent Accomplishments

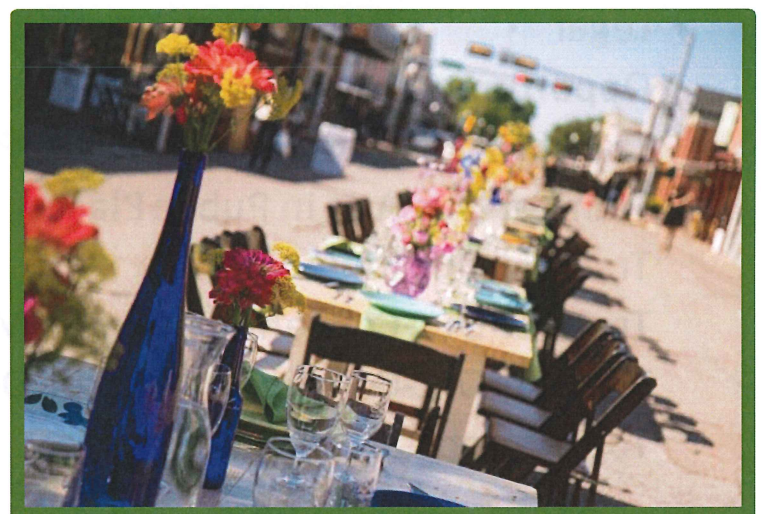
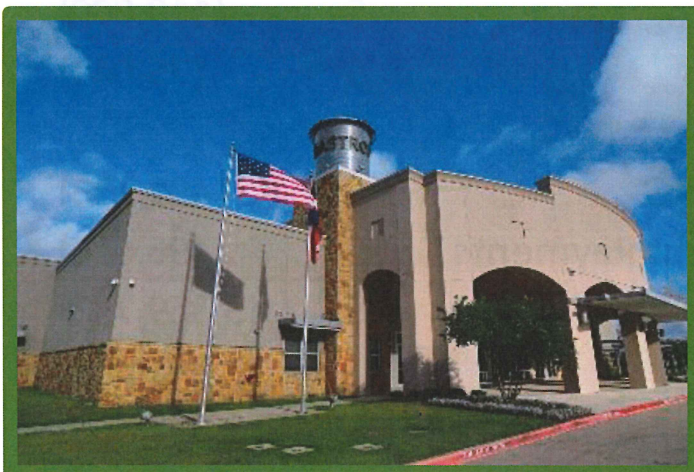
2016-2017

Main Street Program

- 10 Year anniversary and celebrated with Big Idea Event
- 1st Annual Table on Main Event
- Participated in the state wide launch of downtown.tx.org

Convention Center

- Hosted 2nd annual Boogie Back to Bastrop Western Swing Event
- 7 new Conventions used this venue for the first time!



First Annual Table on Main

Hospitality & Downtown Expenditures

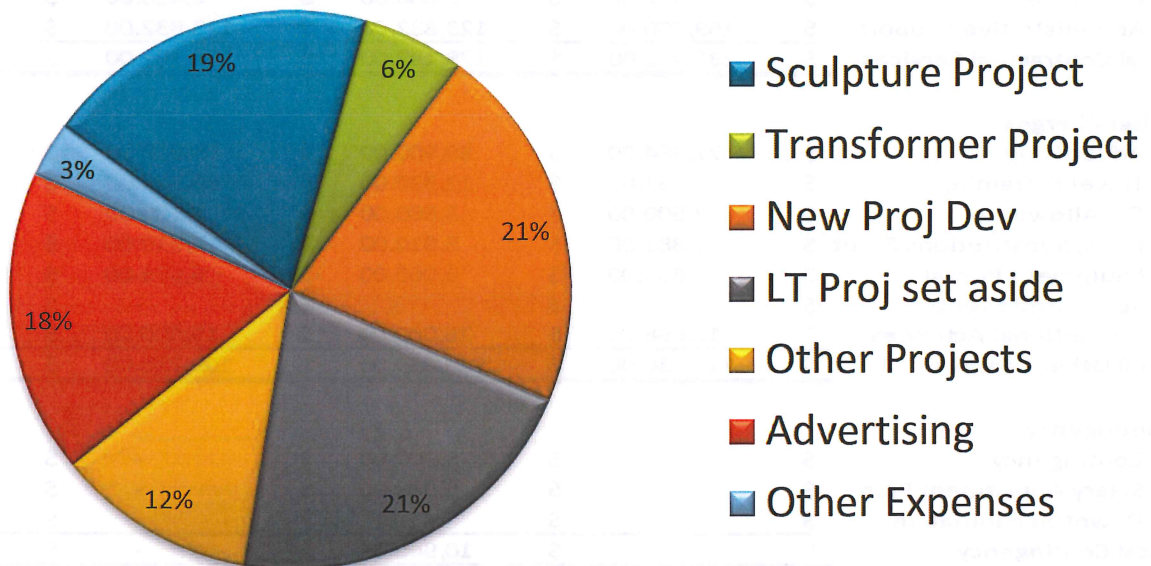
Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 256,706.00	\$ 296,208.00	\$ 296,208.00	\$ 288,245.00
Longevity	\$ 462.00	\$ 705.00	\$ 675.00	\$ 785.00
Overtime	\$ 12,240.00	\$ 13,155.00	\$ 12,655.00	\$ 16,000.00
FICA	\$ 19,835.00	\$ 24,290.00	\$ 27,415.00	\$ 23,023.00
Retirement	\$ 26,120.00	\$ 32,590.00	\$ 32,590.00	\$ 34,790.00
Group Insurance	\$ 33,317.00	\$ 33,655.00	\$ 33,655.00	\$ 53,992.00
Worker's Comp	\$ 9,303.00	\$ 8,110.00	\$ 8,110.00	\$ 5,070.00
Total Personnel Costs	\$ 357,983.00	\$ 408,713.00	\$ 411,308.00	\$ 421,905.00
Supplies & Materials				
Supplies	\$ 13,711.00	\$ 12,708.00	\$ 14,500.00	\$ 8,425.00
Postage	\$ 1,031.00	\$ 1,100.00	\$ 1,025.00	\$ 1,150.00
Office Equipment	\$ 721.00	\$ 1,000.00	\$ 3,500.00	\$ 500.00
Computer Equipment	\$ 1,139.00	\$ 700.00	\$ 700.00	\$ 1,500.00
Janitorial Supplies	\$ 5,418.00	\$ 4,450.00	\$ 3,500.00	\$ 5,554.00
Equipment	\$ 6,165.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Small Tools	\$ 881.00	\$ 1,000.00	\$ 500.00	\$ 500.00
Fuel & Lube	\$ 560.00	\$ 500.00	\$ 500.00	\$ 500.00
Total Supplies & Materials	\$ 29,626.00	\$ 26,458.00	\$ 29,225.00	\$ 23,129.00
Total Maint. & Repairs	\$ 42,151.00	\$ 10,800.00	\$ 11,300.00	\$ 22,050.00
Occupancy				
Communication	\$ 17,160.00	\$ 27,166.00	\$ 26,780.00	\$ 33,360.00
Utilities	\$ 26,669.00	\$ 21,348.00	\$ 28,838.00	\$ 26,838.00
Total Occupancy	\$ 43,829.00	\$ 48,514.00	\$ 55,618.00	\$ 60,198.00
Contractual Services				
Professional Services	\$ 60,555.00	\$ 42,100.00	\$ 22,000.00	\$ 50,496.00
Credit Card Processing Fee	\$ 845.00	\$ 1,000.00	\$ 750.00	\$ 1,000.00
Uniforms	\$ 1,048.00	\$ 800.00	\$ 800.00	\$ 800.00
Legals	\$ 5,471.00	\$ 3,800.00	\$ 300.00	\$ 3,800.00
Insurance	\$ 5,582.00	\$ 6,600.00	\$ 6,420.00	\$ 6,600.00
Administrative Support	\$ 159,260.00	\$ 123,832.00	\$ 123,832.00	\$ 128,229.00
Total Contractual Services	\$ 232,761.00	\$ 178,132.00	\$ 154,102.00	\$ 190,925.00
Other Charges				
Advertising	\$ 77,884.00	\$ 89,900.00	\$ 65,000.00	\$ 58,100.00
Travel & Training	\$ 7,157.00	\$ 12,320.00	\$ 10,300.00	\$ 10,550.00
Car Allowance	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Dues, Subscriptions & Publications	\$ 5,883.00	\$ 5,910.00	\$ 5,910.00	\$ 3,485.00
Equipment Rental	\$ 7,838.00	\$ 9,000.00	\$ 6,025.00	\$ 6,500.00
Sponsored Events	\$ -	\$ -	\$ -	\$ 178,700.00
Promotional Activities	\$ 11,668.00	\$ 26,000.00	\$ 19,000.00	\$ 10,000.00
Total Other Charges	\$ 113,930.00	\$ 146,630.00	\$ 109,735.00	\$ 270,835.00
Contingency				
Contingency	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Salary Adjustment Plan	\$ -	\$ 5,940.00	\$ -	\$ -
Downtown Initiative	\$ -	\$ -	\$ -	\$ 33,480.00
Total Contingency	\$ -	\$ 10,940.00	\$ -	\$ 38,480.00
Total Debt Service	\$ -	\$ 509,927.00	\$ 499,927.00	\$ -
Total Transfers Out	\$ 489,138.00	\$ -	\$ 690,464.00	\$ -
Total H&D	\$ 1,309,418.00	\$ 1,340,114.00	\$ 1,961,679.00	\$ 1,027,522.00

ARTS IN PUBLIC PLACES FUND #504

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$ 119,009
FY 2017-2018	
Budgeted Revenues	\$ 75,041
Budgeted Expenditures	<u>\$ (94,050)</u>
Projected Ending Fund Balance 9-30-2018	\$ 100,000

Arts in Public Places Expenditures



Special Revenue / Other Funds



VEHICLE/EQUIPMENT REPLACEMENT FUND #380 FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$ 801,903
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FY 2017-2018

Budgeted Revenues:	\$ 561,371
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Budgeted Expenditures	<u>\$ (82,000)</u>
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Projected Ending Fund Balance 9-30-2018	\$
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List of equipment to be purchased

DEPT	DESCRIPTION
FIRE	VHF RADIO REPEATER
BP&L	F250 TRUCK
W/WW	½ TON TRUCK

This fund is used to account for the receipt and expenditure of funds restricted for a particular purpose by an outside entity.

DESIGNATED FUND FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	664,831
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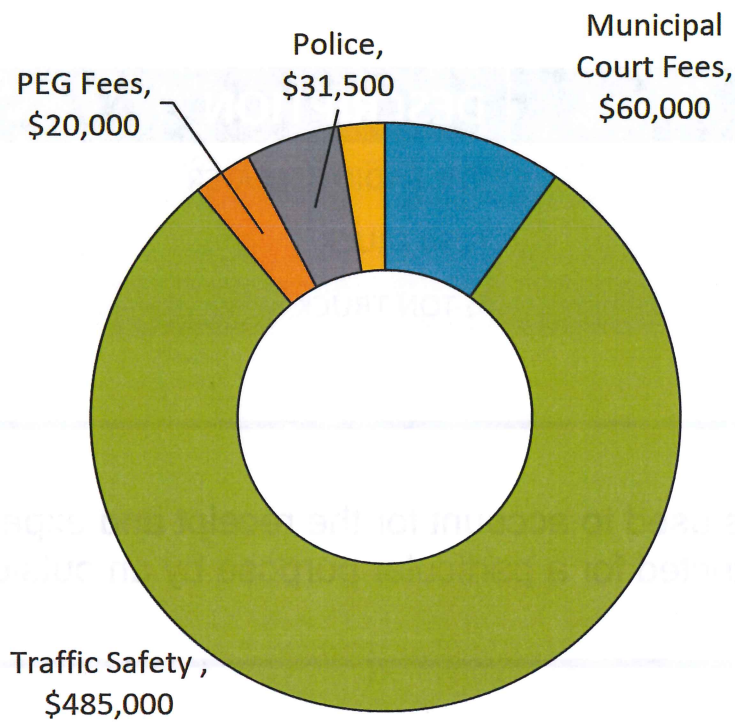
FY 2017-2018

Budgeted Revenues:	\$	47,450
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Budgeted Expenditures	\$	<u>(612,000)</u>
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Projected Ending Fund Balance 9-30-2017	\$	100,281
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Designated Fund Revenue



LIBRARY BOARD FUND #505

FY 2017-2018

Projected Fund Balance 9-30-2017 \$ 16,468

FY 2017-2018

Budgeted Revenues \$ 20,150

Budgeted Expenditures \$ (22,386)

Projected Ending Fund Balance 9-30-2018 \$ 14,232

This fund is used to account for the application of any gifts and donations received for the benefit of the Library.

FAIRVIEW CEMETERY OPERATING FUND #525

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	198,742
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FY 2017-2018

Budgeted Revenues	\$	90,700
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Budgeted Expenditures	\$	<u>(131,177)</u>
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Projected Ending Fund Balance 9-30-2017	\$	158,265
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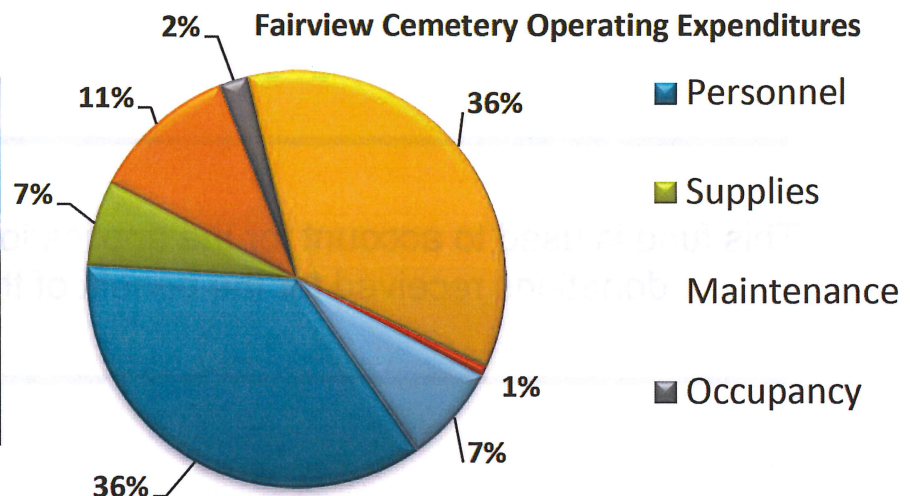
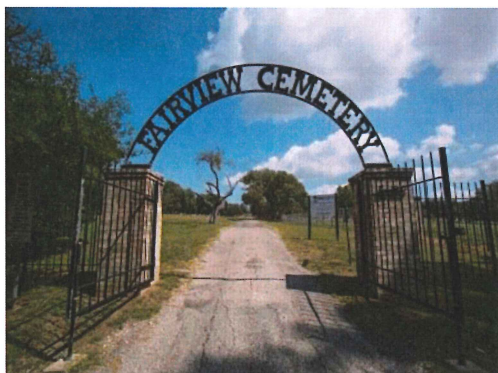
FAIRVIEW CEMETERY PERMANENT FUND #526

Projected Fund Balance 9-30-2017	\$	383,649
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FY 2018 Interest Revenue	\$	<u>1,000</u>
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Transfer to Operating Fund	\$	(1,000)
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Projected Ending Fund Balance 9-30-2017	\$	383,649
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Hunter's Crossing Public Improvement District

FY 2017-2018 BUDGET

	FY16-17		FY17-18		Assessment Amount	
REVENUE	Budget	Projected	Proposed			
M&O Funds						
Commercial - Current - M&O	\$ 37,881	\$ 37,883	\$ 37,881	\$ 0.0317	per square foot	
Commercial - Flat - Current - M&O	\$ 14,348	\$ 14,348	\$ 14,779		HXC 1, Lot1	
Multifamily-M&O	\$ 17,400	\$ 27,412	\$ 17,400	\$ 0.0317	per square foot	
Single Family - Flat - Current - M&O	\$ 11,279	\$ 11,836	\$ 11,742	\$ 23.16	per lot	
Single Family - Flat - Delinquent - M&O	\$ 500	\$ 350	\$ 350			
Penalty and Interest - M&O	\$ 250	\$ 250	\$ 200			
Interest Income	\$ 525	\$ 1,300	\$ 1,300			
TOTAL M&O FUNDS RECEIVED:	\$ 82,183	\$ 93,379	\$ 83,652			
Capital Funds						
Commercial - Current - Capital	\$ 84,844	\$ 84,848	\$ 84,844	\$ 0.0710	per squarefoot	
Multifamily-Capital	\$ 37,325	\$ 58,801	\$ 37,325	\$ 0.0680	per squarefoot	
Single Family - Flat - Current - Capital	\$ 155,353	\$ 162,000	\$ 171,366	\$ 319	per lot	
Single Family - Flat - Delinquent - Capital	\$ 2,200	\$ 500	\$ 500			
Penalty and Interest - Capital	\$ 650	\$ 650	\$ 650			
Interest Income	\$ 375	\$ 735	\$ 900			
TOTAL CIP FUNDS RECEIVED:	\$ 280,747	\$ 307,534	\$ 295,585			
TOTAL AD VALOREM TAXES	\$ 362,930	\$ 400,913	\$ 379,237			
EXPENSES						
Total Maintenance & Repairs	\$ 95,000	\$ 107,055	\$ 15,000			
Total Contractual Services:	\$ 68,500	\$ 88,880	\$ 70,500			
Total Occupancy:	\$ 6,250	\$ 9,264	\$ 6,250			
Miscellaneous Expenses	\$ 500	\$ -	\$ 500			
Reimbursement to Developer for Capital	\$ 285,000	\$ 285,000	\$ 323,500			
Total	\$ 455,250	\$ 490,199	\$ 415,750			

BASTROP ECONOMIC DEVELOPMENT CORPORATION

ABOUT BEDC

The mission of the BEDC is to enhance the quality of life in Bastrop, by providing appropriate infrastructure and by promoting and assisting the kind of economic development in our community which will provide the people of Bastrop meaningful and rewarding employment opportunities and greater access to desirable goods and services.

The Bastrop Economic Development Corporation (BEDC) was established in 1995, after the citizens of Bastrop voted to pass a one-half cent sales tax dedicated to economic development. Because the organization's primary function is to bring meaningful and rewarding employment to the citizens of Bastrop, the BEDC acquired 263 acres near the intersection of Highways 71, 21 and 95 – a prime location for potential businesses – and created the Bastrop Business & Industrial Park.

The City of Bastrop may have a population of only 8,642, but our trade area is over 180,000 -- residents from 20 neighbouring communities come here for shopping, dining, and entertainment. Not only is this good for Bastrop's businesses, it also increases our sales tax revenue, which has more than doubled in the last 10 years!

Accomplishments 2016-2017

AEI Technologies completed their new building in the Bastrop Business and Industrial Park. They have been in the business of manufacturing metabolic measurement systems for 45 years, and recently relocated their facility from Pittsburgh to Bastrop.

AEI's custom pulmonary testing equipment includes carbon dioxide analyzers, oxygen analyzers, and metabolic carts. They sent out their first shipment from the Bastrop location on July 21st.



Small Business Workshops

The Bastrop EDC partnered with small business resource providers to host an educational event on how to launch, market, and finance a small business. The workshops and luncheon were held on May 1st at the Bastrop Convention Center with approximately 50 attendees.

The event featured a panel of five from lending/community development institutions and two experts on business start-up and maintenance: Bill Thompson with the Texas State Small Business Development Center and Carleton Smith, a Small Business Mentor for SCORE.



Texas Economic Development Council Award

The Bastrop received a Workforce Excellence Award from the Texas Economic Development Council for the 2016 Youth Career Day.

Shawn Kirkpatrick and Jean Riemenschneider accepted the award for the EDC at the Mid-Year Conference in June in Plano. Ben Williams from Workforce Solutions and Jennifer Edenfield with Bastrop ISD were also on hand to help accept the award, as well as the EDC's copywriter, Judy Levene.



1G/10G Fiber Project

The EDC held a groundbreaking with FiberLight to commence construction of the dark fiber backbone being installed in the Bastrop Business and Industrial Park. Work began on May 18th, and the project was completed on August 8th.

AEI Technologies was the first tenant in the Business Park to have access to 1G fiber, and other tenants are expected to take advantage of it. Having 1G and 10G fiber available in the Business Park will help to attract those industries who need fiber to conduct business.

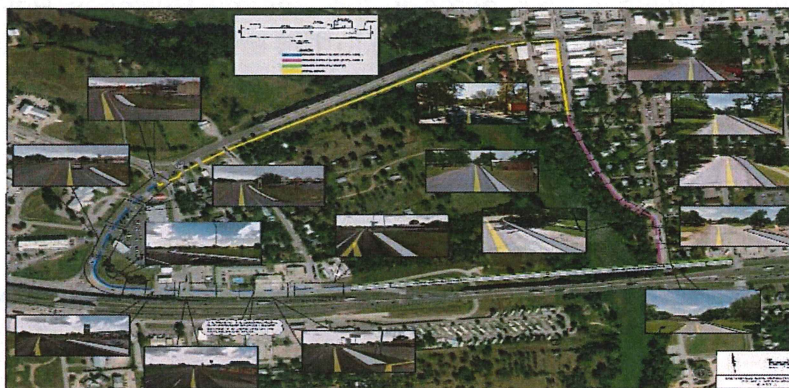


Downtown Trail Expansion Project

Increasing the walkability of Bastrop's downtown area has been suggested by numerous studies done in recent years, including the 2016 Comprehensive Plan for the City of Bastrop.

The BEDC's Downtown Trail Expansion Project will connect east and west of the Colorado River, and north and south of Hwy 71, creating a destination down-town trail system for Bastrop.

Completion of the entire project will create a 1.8-mile loop from downtown to Hwy 71 and back, increasing the connectivity for those who enjoy outdoor recreational activities in the area, including walking, running, and cycling. It will also establish an existing trail that TxDOT will tie into once work starts on the new frontage roads across the Colorado River.



921 Main Street Project

The lot has been empty since a fire destroyed the building in 2003. In 2016, due to damage sustained by the neighboring buildings, the Bastrop City Council approved the BEDC acquiring the lot and determining its future use.

The EDC engaged an engineering and architectural firm, KSA Engineers, to provide an opinion of probable cost on various options for the space. The Texas Historical Commission did a Town Square Initiative Study on the site, and the EDC had a Phase I environmental site assessment and geotechnical investigation performed. Several public input sessions were then held. The BEDC Board selected a finalist from the RFQ process on August 21st.



Also of Note

In partnership with the Bastrop Main Street Program, the EDC has been hosting quarterly Coffee Chats, giving the public an opportunity to have an informal conversation with the BEDC and Main Street staff. These morning meetings will continue through next year.

The EDC and Main Street completed a series of three aerial marketing videos, which can be found on our YouTube channel, BastropTXEDC.

The Third Annual Youth Career Day held on April 13th was the most successful one to date. Over 500 juniors and seniors from all BISD campuses attended the three-hour event hosted at the Performing Arts Center. We're currently working through the logistics of expanding the event to middle school students.

Granite & Stone, LLC, an importer, wholesaler, and fabricator of granite and stone materials, is planning to erect a 50,000-square foot building on 5.5 acres in the Bastrop Business Park, with an approximate capital investment of \$9 million. They will be hiring up to 150 employees. Stay tuned....!

BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND

FY 2017-2018

Projected Fund Balance 9-30-2017	\$ 3,712,346
Revenue	
Sales Tax	\$ 2,209,500
Other	\$ 1,499,422
Total FY 2016 Resources	\$ 7,421,268
Expenditures	
Economic Development	\$ 1,550,485
Capital Projects	\$ 3,209,500
Debt Service	\$ 381,480
Total Proposed Expenditures	\$ 5,141,465
Proposed Ending Fund Balance 09/30/2018	\$ 2,279,803

BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND

FY 2017-2018

3,113,246	2	Original Fund Balance 9-30-2017
2,509,603	2	Grants
1,488,403	2	Other
7,451,054	2	Proposed Ending Fund Balance 9/30/2018
1,720,427	2	Capital Projects
3,200,400	2	Capital Projects
387,488	2	Capital Projects
2,141,445	2	Capital Projects
2,279,000	2	Proposed Ending Fund Balance 9/30/2018



Capital Project Funds



PARK/TRAIL LAND DEDICATION FUND #520

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$ 4,825
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FY 2017-2018

Budgeted Revenues	\$ 1,865
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Budgeted Expenditures	<u>\$ - 0 -</u>
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Projected Ending Fund Balance 9-30-2018	\$ 6,690
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This fund is used to account for sums paid in lieu of land
dedication for Residential development.

BOND FUNDS

FY 2017-2018 BUDGET

DESCRIPTION	CO SERIES 2013	CO SERIES 2014
PROJ BEGINNING BALANCES	\$ 1,109,785	\$ 2,595,415
REVENUES:		
AD VALOREM TAXES		
SALES TAXES		
FRANCHISE & OTHER TAXES		
LICENSES & PERMITS		
SERVICE FEES		
FINES & FORFEITURES		
INTEREST	13,000	15,000
INTERGOVERNMENTAL		
OTHER		
TOTAL REVENUES	13,000	15,000
TRANSFERS IN		
TOTAL AVAILABLE RESOURCES	1,122,785	2,610,415
EXPENDITURES:		
GENERAL GOVERNMENT		
PUBLIC SAFETY		
DEVELOPMENT SERVICES		
COMMUNITY SERVICES		
UTILITIES		
DEBT SERVICE		
ECONOMIC DEVELOPMENT		
CAPITAL PROJECTS	927,360	1,629,084
TOTAL EXPENDITURES	927,360	1,629,084
TRANSFER OUT	-	
ENDING FUND BALANCE	\$ 195,425	\$ 981,331

Projects being funded:

- Main Street Sidewalk improvements
- Industrial Park Improvements (EDC funded)
- Well J and water plant at XS Ranch

Innovation Fund FY 2017-2018

This fund is created to transfer excess fund balance from various other funds to be used to increase efficiency and effectiveness of operations. These improvements may take several years to achieve.

Projected Fund Balance 9-30-2017	\$	487,500
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FY 2017-2018

Budgeted Transfer In-BP&L:	\$	256,500
Budgeted Expenditures	\$	<u>(706,500)</u>
Projected Ending Fund Balance 9-30-2018	\$	37,500

DEPT	DESCRIPTION
Public Safety	CAD/RMS System
IT	Server replacement program
Planning	Design Consultant for State Park trail
Parks	Parking for Delgado Park
Public Works	Pavement Condition Index Study
Fire	Increase Part-Time shift work
Parks/PW	ROW and parks mowing
Organization	CARTS Funding
Parks	Skate park Feasibility Study
HR	Neogov software
Legislative	Votelynx system

Debt Service

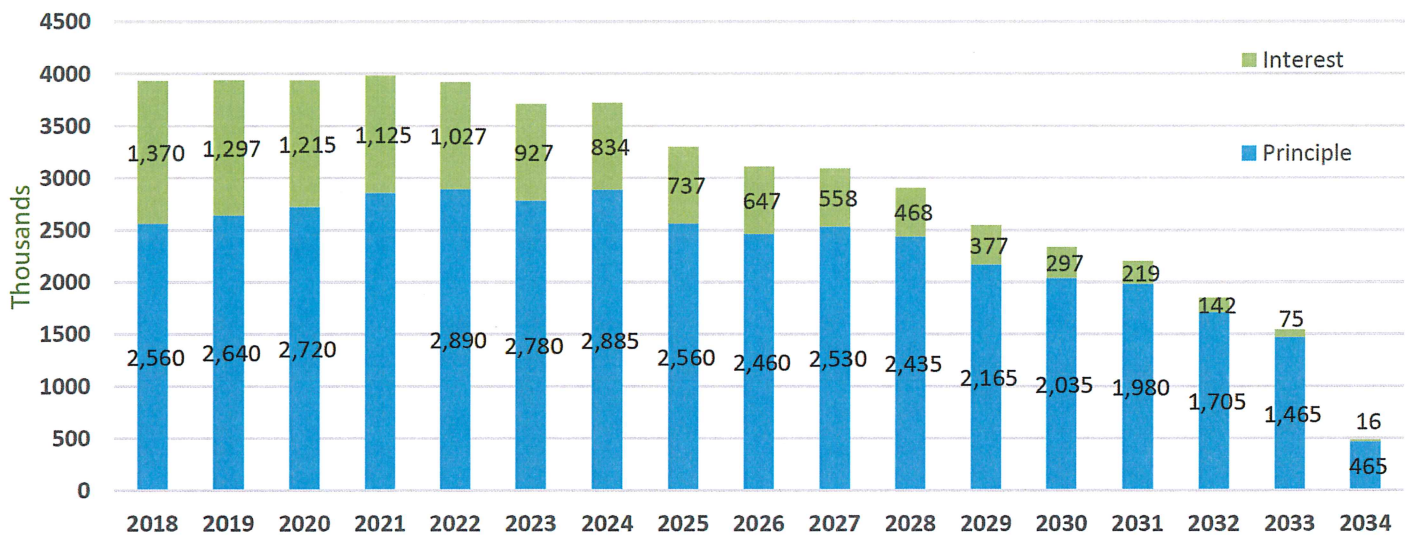




Total Outstanding Debt as of October 1, 2017

Series	Principle	Interest	Total
2005 GO	1,235,000	190,381	1,425,381
2006 GO	200,000	40,280	240,280
2006 CO	285,000	56,670	341,670
2007 GO	755,000	164,526	919,526
2007 CO	1,440,000	309,666	1,749,666
2008 CO	60,000	2,322	62,322
2010 CO	1,925,000	217,563	2,142,563
2010 GO Refunding	1,420,000	219,453	1,639,453
2011 GO Refunding	1,745,000	184,000	1,929,000
2012 GO Refunding	1,555,000	189,800	1,744,800
2012 CO	3,540,000	1,034,600	4,574,600
2013 CO	10,225,000	4,163,088	14,388,088
2014 CO	6,200,000	1,867,288	8,067,288
2014 GO Refunding	2,275,000	830,600	3,105,600
2016 GO Refunding	2,525,000	529,100	3,054,100
2017 GO Refunding	3,745,000	1,334,850	5,079,850
TOTAL ALL	\$39,130,000	\$11,334,185	\$50,464,185

Total Outstanding Debt





Glossary Section



Glossary of Terms

Account Number: A code made up of numbers used to classify how specific dollar amounts come into the City or how they are being spent.

Accounting System: The methods and records established to identify, assemble, analyze, classify, record, and report the City's transactions and to maintain accountability for the related assets and liabilities.

Accounts Payable: A short-term (one year or less) liability reflecting amounts owed for goods and services received by the City.

Accounts Receivable: An asset reflecting amounts due from other persons/organizations for goods and services furnished by the City.

Accrual Basis of Accounting: A basis of accounting in which revenues and expenses are recorded at the time they occur, rather than at the time cash is received or paid by the City.

Ad Valorem Taxes: The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Also known as property taxes.

Amortize: To provide for the gradual extinguishment of a liability (as a mortgage) usually by contribution to a sinking fund at the time of each periodic payment.

Appropriation: An authorization made by the City Council which permits the City to make expenditures and incur obligations.

Assessed Value: A valuation set upon real estate or other property as a basis for levying property taxes. All property values within the City of Bastrop are assessed by the Bastrop Central Appraisal District.

Asset: The resources and property of the City that can be used or applied to cover liabilities.

Audit: A comprehensive examination as to the manner in which the government's resources were actually utilized, concluding in a written report. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals. The City is required to have an annual financial audit conducted by a qualified certified public accountant.

Available Cash: Unobligated cash and cash equivalents.

Balance Sheet: A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specific date.

Glossary of Terms continued

Bond: A written promise to pay a specified sum of money (called the principal amount) at a specified date or dates in the future (called the maturity dates) and carrying interest at a specified rate, usually paid periodically. The difference between a bond and a note is that a bond is issued for a longer period and requires greater legal formality. The most common types of bonds are general obligation and revenue bonds. Bonds are usually used for construction of large capital projects such as buildings, streets and water/wastewater system improvements.

Bonded Debt: The portion of indebtedness represented by outstanding (unpaid) bonds.

Bonds Issued: Bonds sold by the City.

Bonds Payable: The face value of bonds issued and unpaid.

Budget: A financial plan for a specified period of time (fiscal year for the City) that includes an estimate of prepared expenditures and the means for financing them.

Budget Year: From October 1st through September 30th, which is the same as the fiscal year.

Budgetary Basis of Accounting: The method used to determine when revenues and expenses are recognized for budgetary purposes.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Improvements: Expenditures for the construction, purchase or renovation of City facilities or property.

CIP: Capital Improvement Program. A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

Capital Outlay: Expenditures resulting in the acquisition of or addition to the City's fixed assets.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment.

Cash: Current on hand and demand deposits with financial institutions.

Certificate of Obligation (C.O.): Legal debt instruments used to finance capital improvement projects. Certificates of obligation are backed by the full faith and credit of the government entity and are fully payable from a property tax levy. Certificates of obligation differ from general obligation debt in that they are approved by the City Council and are not voter approved.

Glossary of Terms continued

Contingency: The appropriation of funds for future allocation in the event specified budget allocations are insufficient and additional funding is required.

Current Taxes: Taxes that are levied and due within the ensuing fiscal year.

Debt Service: The payment of principal and interest on borrowed funds.

Debt Service Fund: A fund established to account for funds needed to make principal and interest payments on outstanding bonds when due. Also referred to as an Interest and Sinking (I&S) Fund.

Debt Service Requirements: The amount of money required to pay interest and principal for a specified period on outstanding debt.

Delinquent Taxes: Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.

Department: A functional group of the City with related activities aimed at accomplishing a major City service or program.

Division: A grouping of related activities within a particular department. For example, Animal Control is a division of the Police Department.

Effective Tax Rate: The rate that produces the same effect in terms of the total amount of taxes as compared to the prior year. The computation of the effective rate is governed by the State of Texas.

Encumbrance: The commitment of appropriated funds to purchase an item or service. An encumbrance differs from an account payable in that a commitment is referred to as an encumbrance before the goods or services are received. After receipt, the commitment is referred to as an account payable.

Equity: The difference between assets and liabilities of the fund.

Estimated Revenue: The amount of revenue expected to be collected during the year.

Expenditure: If accounts are kept on the accrual basis, this term designates total charges incurred whether paid or unpaid. If they are kept on the cash basis, the term covers only actual disbursements for these purposes. (Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended)

Expense: Charges incurred, whether paid or unpaid, for operation, maintenance, interest and other charges which are presumed to benefit the current fiscal period.

Glossary of Terms continued

Fiscal Year (Period): The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Bastrop's fiscal year begins each October 1st and ends the following September 30th.

Fixed Assets: Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture and equipment.

Franchise Fee: A fee paid by public service businesses for use of City streets, alleys and property in providing their services to citizens of a community. Services requiring franchises include electricity, telephone, natural gas, water, wastewater and cable television.

Full Faith and Credit: A pledge of the City's taxing power to repay debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or tax-supported debt.

Full Time Equivalent (F.T.E.): A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal or temporary employees into hours worked by full-time employees. Full-time employees work 2080 hours annually. A part-time employee working 1040 hours annually represents a 0.5 F.T.E.

Fund: Separate fiscal and accounting entities with their own resources and budgets necessary to carry on specific activities and attain certain objectives.

Fund Balance: The difference between fund assets and fund liabilities of governmental & trust funds. Fund balance for general fund types using modified accrual accounting closely equates to available cash.

GAAP: Generally Accepted Accounting Principles.

General Fund: Accounts for all financial resources except those required to be accounted for in another fund. The General Fund contains the activities commonly associated with municipal government such as police and fire protection, libraries, streets, parks and recreation.

General Obligation Bonds: Bonds that finance a variety of public projects such as streets, building and capital improvements. The repayment of these bonds is usually made from the Debt Service Fund. They are backed by the full faith and credit of the City, and are voter approved.

General Obligation Debt: The supported bonded debt which is backed by the full faith and credit of the City

Goals: Department/division objectives intended to be accomplished or begun within the coming fiscal year.

Glossary of Terms continued

Governmental Fund: Refers to the General Fund, all Special Revenue Funds and the Debt Service Fund.

Grant: Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity or facility.

Indirect Costs: Those costs that are fully expensed within one fund or division that can be allocated to another fund or division; Human Resources is fully expensed to the General Fund but services relate to the Electric Utility Fund as well.

Infrastructure: Long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems and water and wastewater systems.

Interest and Sinking Fund: See Debt Service Fund.

Inter-fund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenue: Revenues received from another governmental entity, such as county, state or federal governments.

Inventory: A detailed listing of property currently held by the City.

Levy: To impose taxes, special assessments or service charges for the support of City activities.

Line Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately along with the dollar amount budgeted for each specified category.

Limited Tax Note: Short-term interest-bearing note issued by a government in anticipation of tax revenues to be received at a later date. The note is retired from the tax revenues to which it is related.

Long-Term Debt: Any un-matured debt that is not a fund liability with a maturity of more than one year.

Maintenance: The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement and so forth needed to maintain the asset so that it continues to provide normal service.

Mission: The basis purpose of the department/division – the reason for its existence.

Non-Operating Expenditures: The costs of government services which are not directly attributable to a specific City program or operation. An example includes debt service obligations.

Non-Operating Revenues: The incomes not received by the government which are directly attributable to providing a service. An example would be interest on investments.

Glossary of Terms continued

O&M: Operations and Maintenance.

Objectives: A specific, measurable and observable result of an organization's activity which advances the organization toward a goal.

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operation budget is the primary means by which most of the financing activities of the City are controlled.

Operating Expenses: Proprietary fund expenses related directly to the fund's primary activities.

Operating Income: The excess of operating revenues over operating expenses.

Operating Revenues: Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

Operating Transfers: Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

Ordinance: A formal legislative enactment by the City Council.

Paying Agent: An entity responsible for paying of bond principal and interest on behalf of the City.

Policy: A plan, course of action or guiding principle design to set parameters for decisions and actions.

Principal: The face value of a bond, payable on stated dates of maturity.

Property Taxes: See Ad Valorem Taxes.

Proprietary Fund: Also referred to as an Enterprise Fund. A governmental accounting fund in which the services provided, such as water and wastewater service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges (e.g. water/wastewater bills).

Refunding: The issuance of new debt whose proceeds are used to repay previously issued debt. The proceeds may be used immediately for this purpose (a current refunding) or they may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at a future time (an advanced refunding).

Reimbursements: Inter-fund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that properly apply to another fund.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Glossary of Terms continued

Resolution: A special or temporary order of the City Council. Requires less formality than an ordinance.

Retained Earnings: An equity account reflecting the accumulated earning of a proprietary fund.

Revenue: All money received by a government other than expense refunds, capital contributions and residual equity transfers.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from the earnings of a proprietary fund.

Risk Management: An organized effort to protect the City's assets against loss, utilizing the most economical methods.

Special Revenue Fund: Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Taxable Value: The assessed value of property less any exemptions available on that specific property. The tax rate is applied to the taxable value to arrive at a tax levy.

Tax Base: The total taxable value of all real and personal property in the City as of January 1st of each year as certified by the Tax Appraisal District, less any exemptions.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Tax Rate: The amount of tax levied for each \$100 of taxable value.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer of property.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

TML: The Texas Municipal League is a voluntary coalition of Texas municipalities created for the purpose of furthering and enhancing causes of mutual interest to Texas cities. The League offers education and training opportunities, legislative activities and legal advisement to its members. Additionally, the League has intergovernmental risk pools that offer insurance coverage on an elective basis.

TMRS: The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information. The City of Bastrop currently offers its employees a retirement plan with 2:1 matching, 5 year vesting and retirement eligibility at age 60 with 5 years of service and at any age with 25 years of service.

Working Capital: Current assets less current liabilities.