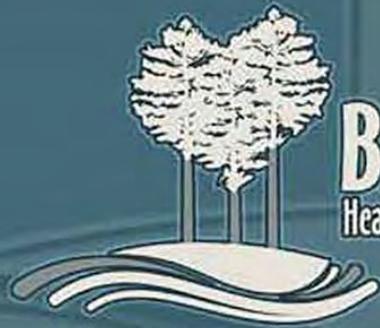
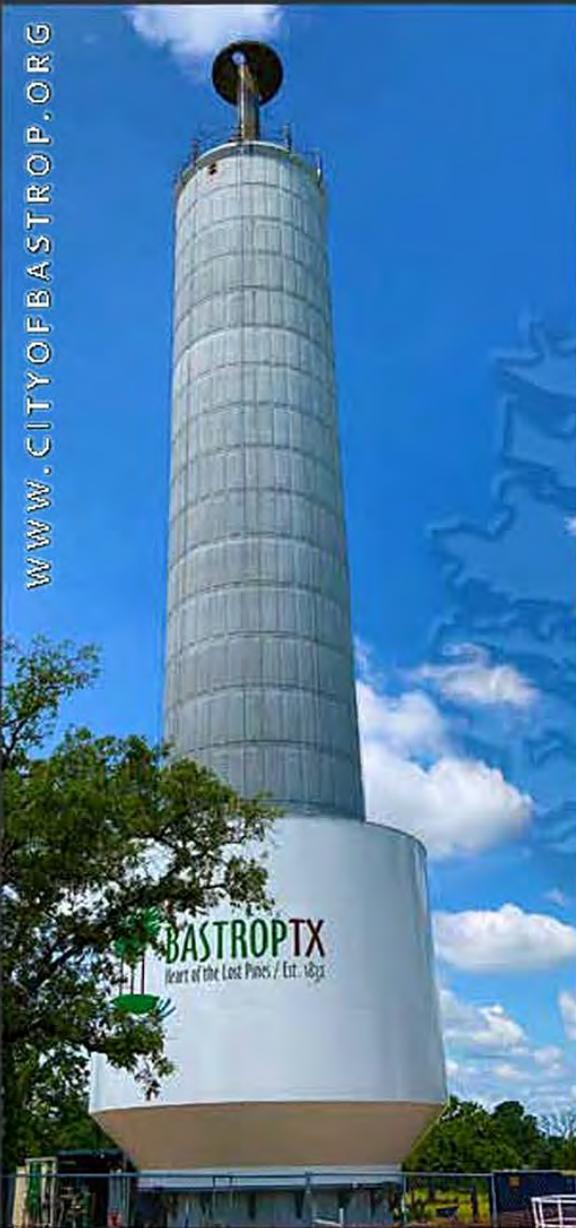


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BASTROPTX
Heart of the Lost Pines / Est. 1832

FY20-FY21

ANNUAL BUDGET

CITY OF BASTROP, TEXAS

Annual Operating Budget Fiscal Year 2020-2021

City Council Record Vote

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

William Ennis-Yea
 Dock Jackson-Yea
 Lyle Nelson, Mayor Pro-Tem-Yea
 Willie Peterson-Yea
 Drusilla Rogers-Yea

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$188,288, which is an .05% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$134,825”.

TAX RATE					
Fiscal Year	Property Tax Rate	No-New-Revenue Tax Rate	No-New-Revenue M&O Tax Rate	Voter-Approval Tax Rate	Debt Rate
2020-2021	0.5794	0.5656	0.3715	0.5961	0.1949
2019-2020	0.5640	0.5322	0.3477	0.5704	0.1949

Municipal Debt Obligations – Principal & Interest		
Tax Supported	Revenue Supported	Total
\$29,504,554	\$51,474,661	\$80,979,215



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Bastrop

Texas

For the Fiscal Year Beginning

October 1, 2019

Christopher P. Morill

Executive Director

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The primary purpose of the budget document is to develop both the operating and capital improvement plans in accordance with the policies of the City of Bastrop. By adopting this budget, the City Council establishes the level of services to be provided, the amount of taxes and utility rates to be charged, and various programs and activities to be undertaken.

The **OVERVIEW** section includes the City Manager's transmittal letter to the Mayor and City Council highlighting significant changes in the adopted budget. It also provides the reader with a synopsis of the Adopted Budget, including information on expenditures and revenues, major program changes, and a schedule of staffing levels detailing changes in the City's authorized positions. This section also includes an in-depth Community Profile, FY2020 Achievements, Compensation Plan Update, Organizational Chart, Annual Budget Process and FY2021 Budget Calendar.

The **FINANCIAL SUMMARY** section includes information about organizational structure as well as financial information as it relates to the functional divisions and departments of our city. It also provides revenue and expense information in both summary and detail format.

The City's budgeted governmental funds include the **GENERAL FUND**, which accounts for all financial resources except those required to be accounted for in another fund, and includes basic governmental services such as Police, Fire, and Parks functions.

Funds such as **BP&L, HOTEL OCCUPANCY TAX, WATER/WASTEWATER FUND AND OTHER FUNDS** are specific revenue funds and/or proprietary funds. Each fund provides details on its purpose, and provides a brief summary highlighting the FY 2021 priorities.

The **CAPITAL PROJECTS** section provides information about the upcoming capital improvement program Capital Improvement Plan (CIP).

The **DEBT** section provides a summary for each of the City's bond types, such as tax supported and self-supporting certificates of obligation, and utility revenue bonds. The City's debt management policy and an overall outstanding debt summary are also included.

The **REFERENCE** section includes the City's Fiscal and Budgetary Policy, which guides not only the development of the City's annual budget, but also much of the City's financial operations. This policy is updated annually as part of the budget process. This section also includes utility rate schedules and copies of the ordinances adopting both the budget and tax rate, and statistical data. Finally, this section includes the detailed listing of authorized full-time equivalent positions and the glossary of terms.





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MEMORANDUM

TO: Honorable Mayor & City Council Members

FROM: Paul Hofmann, City Manager

DATE: September 8, 2020

SUBJECT: FY 2021 Proposed Budget



Introduction and Appreciation

It is with pleasure I submit the City Manager's FY 2021 Budget for the City of Bastrop. The proposed budget represents a great deal of work on the part of many people, especially Chief Financial Officer Tracy Waldron and Assistant City Manager Trey Job. They both produce a lot of work, and both care a great deal about the service they provide this community. They both have had a chance to display their leadership skills these past few months. I'm looking forward to working with both of them long into the future.

Thanks, are also due to the City Council for the leadership shown during this strange time. In particular, thank you for the direction and feedback provided during the April 28 and July 30 workshops. I believe you will find the proposed budget is responsive to Council priorities.

Revisions since the July 30 workshop

The budget recommendations on August 11 included the following revisions from the version of the budget document discussed with the City Council on July 30.

The salary increase (2.5% Step increase) described to Council on July 30 is not being recommended at this time. As discussed in response to Council questions, a salary study has not been conducted since 2016. The City Manager's recommended budget now includes funding for a compensation and classification system market study.

The recommended tax rate has been lowered to \$0.5794 per \$100 valuation. This is less than the \$0.5818 rate described to Council on July 30 and August 4. The Maintenance and Operations rate component of the recommended tax rate is \$.3845, which represents a 3.5 percent increase over the No New Revenue Rate.

The City Manager's recommended budget now includes six months of salary for the currently vacant Planning Director position. Steps are being taken to improve efficiencies and communication within the Planning Department now. The success of those steps are not

dependent on filling the Planning Director position right away, and we are still learning and evaluating precisely what it is we need in that role.

We are now recommending that we do not eliminate the vacant planner position but will be looking to reclassify the position into a role that better meets our needs.

The recommended budget does not include funding for a Community Relations Director. We are taking a different approach to integrating our messaging efforts.

These changes will increase the amount of unappropriated reserves. What this means is as we move forward throughout the budget year and better information is available the unallocated reserve can be brought to City Council for approval at a later date. This is a prudent approach given our uncertain property, Hotel-Motel, and sales tax future.

There are two budget workshops scheduled with City Council, August 18th & 19th, to discuss the contents of this proposed budget and come to a final budget document that will be adopted on September 22, 2020.

Revisions since August 11 Proposed Budget

This final budget document includes the additions discussed with City Council at their regular meeting held August 25, 2020.

In the Grant Fund the revenue and expense has been added for granting CARES Act Relief funds in the amount of \$126,651 to the Bastrop Economic Development Corporation. This amount represents 25% of the total allocation the City was awarded that can be used towards economic support.

In the Hotel Tax Fund, the true up credit due from Visit Bastrop for FY2020, in the amount of \$91,839, has been removed, increasing their funding amount for FY2021.

Highlights of Changes from the FY 2020 Budget

The FY 2021 Budget Book will have a simplified format but still provide excellent transparency. We started with FY 2020 as the base budget for FY 2021 with the following significant changes:

- Staff changes in the City Manager's budget: Elimination of the Council Liaison and part-time Office Assistant positions, and the addition of Assistant City Manager (ACM) (100%). This position was previously split between Public Works and Water/Wastewater.
- Increase in health insurance premiums of 3 percent (\$24,000) and an increase to split the cost of the increase of dependent care coverage (\$3,200).
- Increase in Administrative Overhead allocation from Water/Wastewater (W/WW), BP&L and Convention Center to cover moving the ACM 100% to General Fund, moving Multi-Media back to General Fund and the increase in annual software maintenance costs for AMI program.

- Moved Special Events & Reservation and the Multi-Media Departments back to the General Fund. The Multi-Media Department is absorbing 85% of the Chief Storyteller position with the other 15% allocated to the Hotel Tax Fund. This change reflects an increase of ~\$94,000 in the General Fund.
- Move the right-of-way (ROW) mowing back to General Fund. This increased expense in the General Fund by \$171, 035
- Move CARTS funding back to General Fund from Innovation Fund - \$20,000
- Automated Meter Infrastructure software upgrade \$62,045 – One-time fee of \$36,456 split between Water/Wastewater (W/WW) and BP&L. Annual fee increase of \$15,070 included in Utility Customer Service budget and covered by Administrative Overhead from W/WW and BP&L.
- Increase in the Vehicle & Equipment Replacement lease to reflect the new equipment purchased during FY2020 \$71,826 (General Fund only \$64,685).
- \$40,000 (\$20,000 from the General Fund) is being provided for a Compensation and Classification System study. The last study was done in 2016. It's important to know how our salaries and benefits compare to market. It's also beneficial to evaluate how our positions are classified and to assess internal and external equity. The results of this evaluation should be presented to Council prior to any comprehensive decisions regarding employee compensation.
- During FY2020, the Fire Department was challenged with covering their part-time shifts due to restrictions placed by COVID-19. Most of the firefighters that work part-time for the City of Bastrop are full-time firefighters in other jurisdictions. Some of these other jurisdictions did not want their staff working outside of their jurisdiction for public safety reasons due to COVID-19. By moving to full-time firefighters, Bastrop will have stability in knowing that all shifts will be filled. In an effort to move to full-time firefighters, the city has applied for a SAFR grant. The grant would fund ten (10) full time firefighters which would be an annual increase of \$75,690. If the SAFR grant is not approved the annual increase to convert our part-time firefighter budget to six (6) full-time firefighters would be an increase of \$58,856. The proposed budget includes the higher estimate and will be adjusted pending the outcome of the SAFR grant application.

FY 2021 Revenue Assumptions – General Fund Overview:

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2021 are \$12,471,919 which represents a 2.7% increase or \$331,656 over FY 2020 year-end projected.** Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Proposed FY 2021 Sales Tax revenue is forecasted to be \$5,266,932, which is a 1.8% increase or \$84,555 more than FY 2020 budget and \$94,432 over the FY2020 year-end projection. Despite the COVID-19 pandemic, the FY2020 projected year-end is \$5,172,500 which is 1.7% of the FY2020 budget amount and 1.7% more than FY2019 actual amount.

Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Operations & Maintenance tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem Taxes total 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Values for FY 2021 show a net taxable value of \$967,902,273, which is a 0% increase over the net taxable values used to establish the FY 2020 budget.** Net taxable values will generate \$4,039,083 in revenue, which is \$254,022 more than FY 2020 year-end budget projections. This proposed budget recommends increasing the property tax rate to \$0.5794, which will increase the M&O portion of the tax rate by 3.5% over the M&O no-new-revenue rate, leaving the I&S rate at \$0.1949.

A detailed summary of all sources of General Fund revenue can be found in the Budget Summary, located at the beginning of the General Fund section of the FY 2021 Budget.

CHART 1

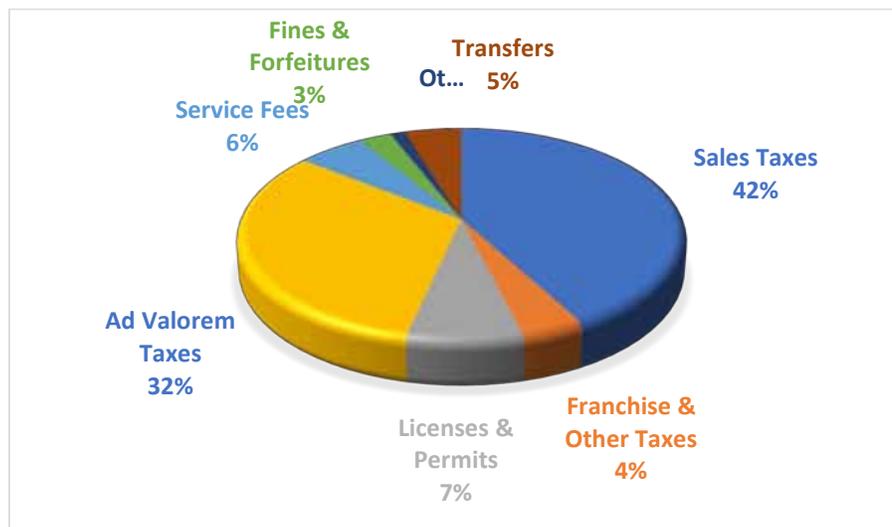
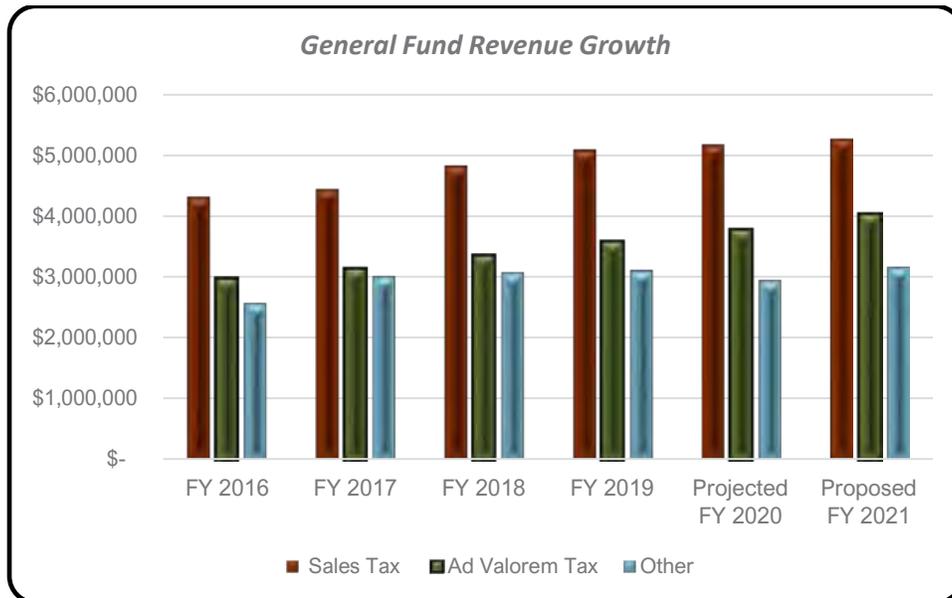


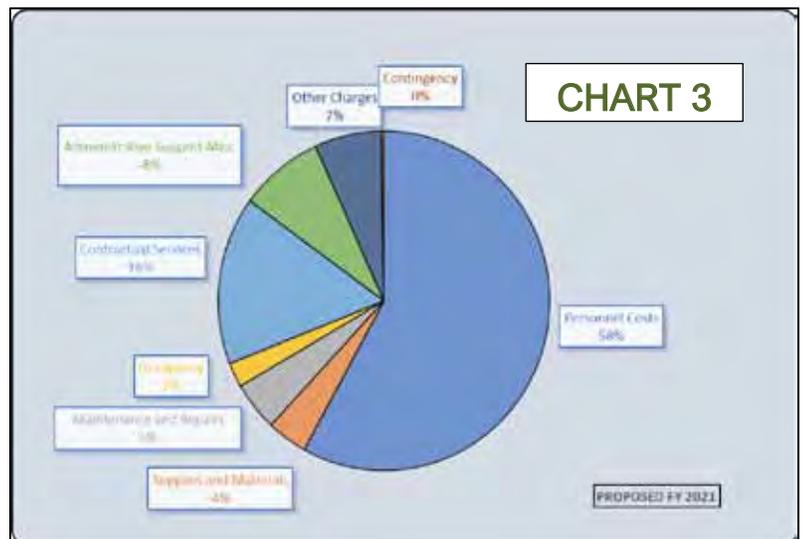
CHART 2



FY 2021 Expenditure Synopsis – General Fund Overview:

Proposed General Fund expenditures for FY 2021 are \$12,333,505, which represents a 2.5% increase or \$303,138 over FY 2020 budget. The increase is largely attributed transitioning the right-of-way mowing to General Fund, reallocation of the Special Events & Reservations and Multi-Media departments from Hotel Tax Fund to the General Fund, and the increase in lease payments to the Vehicle & Equipment Replacement Fund. A breakdown and description of the General Fund expenditures by account category and by function is provided below. As shown in Chart 3 below, the FY2021 Proposed Budget for the General Fund is broken into nine (8) major categories, which are personnel costs, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, administrative support allocation and contingency.

Details of how these categories compare to FY2020 budget and year-end projections can be found in the General Funds Fund Summary section.



Outlined below is a brief overview of the new expenditures, which are included in the FY 2021 Budget:

Short term Tax Note - \$1M

The City has the ability to sell a \$1,000,000 Certificate of Obligation without raising the debt service tax rate. Therefore, staff recommends selling a short-term tax note for five (5) years to fund a variety of requests, as identified below, to fill needs in multiple departments. The priorities will be deferred building maintenance and the remediation of the Public Works Facility.

- Digital records storage
- Walk behind roller for Public Works
- Crew Cab Truck for Public Works
- Backhoe for Public Works
- Tractor/Shredder for Public Works
- Two small SUV's for Development Services (Building Inspections & Building Official)
- Drainage Master Plan
- Deferred Building Maintenance
- Mold Remediation at Public Works Facility

Other Funds

We do not have a rate increase proposed in this budget for Water/Wastewater since we approved the last rate increase in Spring of 2020. We continue to monitor the rate model as construction costs, land acquisition costs and wholesale agreements are received. We will come back to Council with rate recommendations as needed.

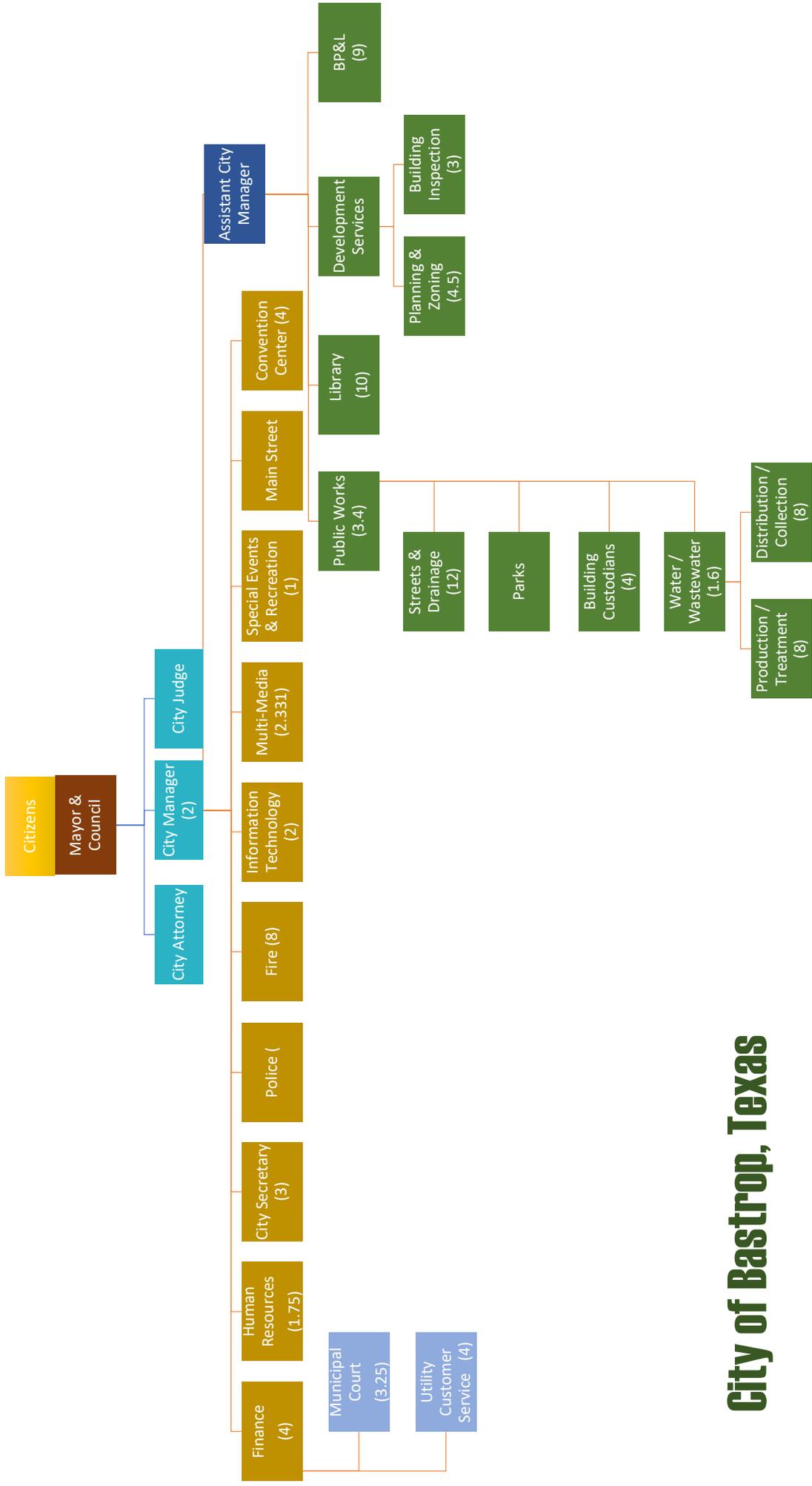
There are no rate changes recommended for BP&L.

The cemetery lot prices are increasing as follows:

Residents of City of Bastrop	\$1,500 (previously \$1,000)
Non-Residents of City of Bastrop	\$3,500 (previously \$1,500)

Street Maintenance continues to be a focus for Council. This budget does not include any funds for Old Austin Highway. This road was patched during FY2020 after the quotes for reconstruction exceeded the budget available. The improvements performed in FY 2020 will extend this road until funds will allow for the total reconstruction of this road.

Community Support and Hotel – Motel funding requests are listed in the budget document and will be the subject of a Council Workshop discussion.



City of Bastrop, Texas



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Goals & Objectives – Updated September 2020

Bastrop Comprehensive Plan 2036 was adopted in November 2016 and serves as only the second Comprehensive Plan adopted by the City. The first plan, Bastrop Comprehensive Plan 2020, was adopted in 2001. Much had changed in the community during this 15 year period. Therefore, an extensive citizen engagement process was initiated including over 2,545 cumulative survey responses throughout the planning process. The online response to the survey elicited responses from 975 city residents, which is a response rate of nearly 14% of Bastrop’s total population. There is a strong commitment on the part of Bastrop’s current Council to ensure this document serves as a significant cornerstone to the strategic planning initiatives under taken by the organization. This document highlights the adopted goals and any anticipated or completed progress.

■ Community Growth ■



Goal 2.1 - Maintain and enable a policy of “measured growth” as represented by the Bastrop Growth Program.

Goal 2.1 Status – On-going
<p>City Council has taken the following action to achieve this goal:</p> <ul style="list-style-type: none"> • Bastrop Building Block Codes were adopted in October 2019, which address zoning, subdivision, sign, and development technical standards. • 2018 International Code Council family of codes were adopted in November 2019.

Goal 2.2 - Ensure long-term water system capacity and water quality for existing customers while accommodating incremental growth and development.

Goal 2.2 Status – In Progress - FY 2023 Completion
<p>City Council has taken the following action to achieve this goal:</p> <ul style="list-style-type: none"> • City now owns 7,613-acre feet in Simsboro Aquifer, which provides long-term water system capacity for decades into the future. • Reached consensus at March 24, 2018 Special Workshop to build consolidated water treatment plant that treats for improved aesthetics in water quality. • Approved a wholesale water agreement with Aqua Water Corporation to manage excess demand until plant is complete. • Approved Engineering Scope of Service with Freese & Nichols on September 11, 2018 to design and manage construction of consolidated water treatment plant at XS Ranch and distribution lines to Willow Plant. • Estimated design complete is 30% as of October 1, 2020. • Estimated timeline for water plant production is FY 2023.

Goal 2.3 - Mitigate expected increases in water demand through enhanced conservation practices.

Goal 2.3 Status – On-going
<ul style="list-style-type: none"> • Updated the Water Conservation and Drought Contingency Plan in June 2020. • Continue to utilize a tiered water rate design to promote conservation.

Goal 2.4 - Expand wastewater collection and treatment capacity in a cost-effective manner

Goal 2.4 Status – In Progress – FY 2022 Completion – Phase 1

City Council has taken the following action to achieve this goal:

- Reached consensus at March 24, 2018 Special Workshop to build a consolidated activated sludge wastewater treatment facility on 26-acre site, owned by City of Bastrop for this purpose.
- Approved Engineering Scope of Service with KSA Engineering on August 28, 2018 to design and manage construction of consolidated wastewater treatment plant and related distribution system.
- KSA Engineering has completed design for a regional wastewater treatment plant at ultimate build-out (initial phase plus 3 expansions) will treat 8 million gallons daily for 32,000 homes.
- Construction of Phase 1 will begin in early 2021, a 2-million-gallon facility.

Goal 2.5 - Enhance Wastewater System Efficiency.

Goal 2.5 Status – Completed Planning; Ongoing Implementation

The following action has been taken to achieve this goal:

- Developed a 10-year replacement schedule for all pumps, lift stations, and manholes, which is fully funded in the adopted rates. Year 1 was completed in FY 2019.
- Evaluating all wastewater collection lines associated with failed streets to be replaced at time of street reconstruction.
- Replaced wastewater lines, as a part of North Bastrop Community Rehabilitation Project, completed October 2019.
- Developed three (3) year plan to routinely test for Inflow & Infiltration into wastewater system. Completed Year 1 in FY 2018 by testing 56,000 feet and identifying/fixing 166 deficiencies. Completed Year 2 in FY 2019 by testing 58,980 feet and identified 191 deficiencies. There was no testing performed in FY 2020.

Goal 2.6 - Reduce Flood Hazards in Bastrop through the programmed improvement of the City storm water system.

Goal 2.6 Status – On-Going

City Council has taken the following action to achieve this goal:

- Received Drainage Study from Halff Associates on February 20, 2018.
- Enacted a Drainage Moratorium on August 14, 2018. (Repealed May 2019).
- Adopted updated Stormwater Drainage Regulations with Stormwater Drainage Technical Manual in May 2019 that included updated Atlas 14 data.
- Completed 2-D model of Gills Branch, developed by Halff Associates, which identified a 3-phase improvement project to increase capacity in Gills Branch.
- A Drainage Master Plan (DMP) is proposed in the FY 2021 budget (through a Limited Tax Note) to evaluate all localized drainage concerns, rank projects for a future Capital Improvement Program, and develop a drainage maintenance program. The DMP will evaluate the feasibility of creating a Drainage Utility Fund.
- Funding for the design of the Gills Branch Flood Mitigation Project was included in the FY 2020 Budget to be designed by Halff Associates. This should be completed early FY 2021. Having the completed design will allow the City to apply for grants or low interest funding with a “shovel-ready” project.
- Funded City’s match for three (3) Hazard Mitigation Grant Program improvement projects including Public Works Detention Pond, Pine Street Drainage Improvements, and Jasper/Newton Drainage Improvements. All these projects were substantially completed in FY 2020.
- Improved local drainage infrastructure associated with the North Main Sewer and Street Improvement Project.

Goal 2.7 - Protect water quality in the Lower Colorado River Watershed by mitigating storm water discharges associated with growth and development.

Goal 2.7 Status – No action

Public Facilities

Goal 3.1 - Provide adequate and appropriate public facilities and services to maintain the safety and quality of life for residents, visitors, and workers in Bastrop.

Goal 3.1 Status – Ongoing

The following action has been taken to achieve this goal:

- Renovations of the unfinished area at City Hall completed in December 2019 improving Development Services space and adding additional offices.
- Remediation of the Public Works facility is in FY 2021 budget.
- Completing necessary tasks to obtain Texas Police Chiefs' Recognition Program – FY 2021.
- Responded to the Coronavirus pandemic in FY 2020 with emergency orders, Stay Home/Stay Safe campaign, and continuous communication to our citizens.
- Implemented semi-annual Cyber Security training for all staff.
- Remodeled the Fire Station #1 to incorporate sleeping and living quarters.
- Funded full-time fire in the FY2021 budget.
- Appointed a Chief of Police and Assistant Chief of Police.

Goal 3.2 - Improve the long-term fiscal and environmental efficiency of public facilities.

Goal 3.2 Status – Ongoing

The following action has been taken to achieve this goal:

- Conducted a perpetual care actuarial study for Fairview Cemetery in FY 2020 to ensure long-term financial sustainability.
- Developed a 10-year building maintenance plan including inspections and annual contracts in FY 2020-2021.
- Developed a 10-year park maintenance plan including inspections and annual contracts in FY 2020-21.
- Update Citywide Network Systems in FY 2020.

Goal 3.3 - Engage in partnership with other public entities to maximize the utilization of and accessibility to public buildings and grounds.

Goal 3.3 Status – Ongoing

City Council has taken the following action to achieve this goal:

- Expanded YMCA contract in FY 2019 to include Movies in the Park and two (2) sessions of tennis lessons, which will be held at Bastrop Independent School District (BISD) facilities.
- Approved a lease to the Bastrop Senior Center in FY 2018 of the Bastrop Activity Center (i.e. Emergency Shelter) for senior programming in turn for assistance when providing shelter services.
- Approved an Adopt-a-Street Program with Keep Bastrop County Beautiful, who have adopted 12 streets since inception in early 2018.
- Funding a Partnership Agreement with Bastrop County Long-Term Recovery Team to provide support services to Bastrop Emergency Shelter in times of emergency situations.
- Long-term lease agreement with Bastrop County at Mayfest Park.

■ Housing and Neighborhoods ■

Goal 4.1 - Provide a greater diversity of housing options in Bastrop while protecting the character of the City’s existing neighborhoods.

Goal 4.1 Status – On-going

City Council has taken the following action to achieve this goal:

- Council approved a Resolution of No Objection supporting The Preserve at Hunters Crossing, LP, a development of 140 affordable rental housing units, on property zoned for multi-family development.
- Bastrop Building Block Codes will allow a variety of housing options, including accessory dwelling units.
- Building fees are based on square footage and provides a reduced fee for housing 1,000 square foot or less.
- Council approved a Resolution of support for the Farm Street Village Affordable Senior Living Multi-Family Development.

Goal 4.2 – Maintain the overall quality of existing housing stock in Bastrop.

Goal 4.2 Status - No Action

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Goal 4.3 - Develop housing targets that align with local demand.

Goal 4.3 Status – No Action

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Goal 4.4 - Provide home ownership opportunities to Bastrop’s low-to-moderate income and special needs populations

Goal 4.4 Status - No Action

.

Goal 4.5 - Maintain or enhance the health of Bastrop's older and historic neighborhoods.

Goal 4.5 Status – On-Going

The following action has been taken to achieve this goal:

- Strengthened Local Preservation Ordinance in FY 2018.
- Will obtain Certified Local Government designation in Fall 2021.
- Adopted the Iredell Historic District with the Bastrop Building Block Codes.

■ Land Use and Community Image ■

Goal 5.1 -- Utilize the Future Land Use Plan to guide decisions regarding proposed development and redevelopment activities in Bastrop and the City's ETJ.

Goal 5.1 - Status – On-going

The following action has been taken to achieve this goal:

- Planning Staff reference the Future Land Use Plan in all staff reports, which provides basis for recommendations to Planning & Zoning Commission and City Council.
- The Future Land Use Plan was incorporated into the Code Updates – Phase I and II, updated the zoning ordinance and technical design standards.

Goal 5.2 – Enhance community character and design through the amendment of city land development regulations and projects to improve the function and aesthetics of public properties.

Goal 5.2 - Status – In Progress – FY 2020 Completion

City Council has taken the following action to achieve this goal: (Please see Goal 2.1 for additional information)

- Bastrop Building Block Codes are designed around “Character Districts,” which represent specific neighborhoods throughout Bastrop. Each Character District recognizes the geographic attributes and its history, which serve as the foundation for decisions regarding future development and increased public realm.
- TxDOT has created landscaped gateways at SH 71 & Tahitian and SH 71 & Childers.

■ Transportation ■

Goal 6.1 - Manage traffic congestion and improve system reliability.

Goal 6.1 - Status - On-going

The following action has been taken to achieve this goal:

- TxDOT completed overpass improvements at SH 71 and SH 95, which significantly improved traffic congestion.
- TxDOT will award bids for SH71 Package 4 in July 2019: Phase 1- Construction of service roads over the Colorado River – Estimated completion 8 -12 months; Phase 2 – Main Lane Construction; Phase 3 – Old Bridge demolition. Completion – 2022.

Goal 6.2 – Enhance transportation system connectivity.

Goal 6.2 - Status - On-going

The following action has been taken to achieve this goal:

- Chapter Five (5), Thoroughfare Master Plan of the Transportation Master Plan (TMP) was updated in November 2019 and will require a gridded street network as new development occurs. This action will significantly improve connectivity throughout the community.
- Agnes Street was constructed from SH 304 to the eastern boundary of the Seton Hospital property.
- Included future Agnes Street and Blakey Lane in the submission of a Community Development Block Grant – Mitigation Project application.

Goal 6.3 - Preserve and maintain existing transportation assets.

Goal 6.3 - Status - On-going

The following action has been taken to achieve this goal:

- Completed a Pavement Condition Index Study in January 2018.
- Developed a multi-year Street Maintenance Program to “Keep the Good Streets Good.”
- Funded Year 1 - 3 of the Street Maintenance Program from the 2018 Certificate of Obligations Series bonds.
- Implementing Year 1 and 2 of Street Maintenance Program in FY 2020.
- Implementing Year 3 of the Street Maintenance Program in FY 2021.
- Reconstructing Main Street from Water Street to Farm Street as a part of the Main Street Rehabilitation Project scheduled to be completed Fall of 2020.
- Multiple sections of failing streets, including parts of Maple, Magnolia, and Locust, were completed as a part of North Main Community Rehabilitation Project in October 2019.
- Applied for a grant to rehabilitate the sidewalks and streets on Water Street from Farm Street to Walnut Street.

Goal 6.4 – Improve the safety of the Bastrop Transportation System for all users.

Goal 6.4 - Status - On-going

The following action has been taken to achieve this goal:

- Ensuring compliance with City’s access management policies during site plan review on all development.
- Utilize traffic counter data, provided by Public Works, to address identified priority locations for targeted enforcement of speeding and other unsafe behaviors by the Police Department on an as needed basis.
- Adoption of Multi-Modal street cross sections for new and future redevelopment projects to ensure a safe environment for cars, pedestrians and bicycles.

Goal 6.5 – Improve active transportation options.**Goal 6.5 - Status – On-going**

The following action has been taken to achieve this goal:

- Completing gaps in residential sidewalks for traffic safety in the downtown corridor – FY 2021.
- Addressing ADA enhancements along Main Street as a part of the Main Street Rehabilitation Program, which is considered a high pedestrian traffic corridor.

Goal 6.6 – Expand and enhance transit services.**Goal 6.6 - Status – On-going**

The following action has been taken to achieve this goal:

- Interlocal Agreement with CARTS was executed in FY 2018.

Goal 6.7 – Enhance multi-modal freight capacity**Goal 6.7 - No action****Goal 6.8 – Build a network of complete streets and preserve quality of place.****Goal 6.8 - Status – In Progress – FY 2020 Completion**

The following action has been taken to achieve this goal:

- Bastrop Building Block Codes, scheduled for adoption in October 2019, will require complete streets to ensure walkability. The B3 Technical Manual will have street cross sections, which incorporate Complete Street principles.
- Pop-up Project of Bastrop Building Block Codes was held on June 8, 2019 on Main Street to show how context of public space, sidewalks, and roadway will interface with the Main Street Rehabilitation Project.
- Main Street Rehabilitation Project was substantially completed in FY 2020.

Goal 6.9 – Support the land use, economic development and urban design goals of the Comprehensive Plan.**Goal 6.9 - Status – In Progress – FY 2020 Completion**

The following action has been taken to achieve this goal:

- Adopted the Bastrop Building Block Codes.

■ Parks and Recreation ■

Goal 7.1 – Provide a sufficient amount of public park land and open space for current and future residents

Goal 7.1 - Status - On-going

The following action has been taken to achieve this goal:

- Pecan Park Developers have installed a linear trail along the Colorado River, providing access to homeowners and the public, and serving as a future trail connection.
- Council awarded Professional Services Agreement to Kimley-Horn on August 28, 2018 for the assessment and cost estimate of the rehabilitation of the Old Iron Bridge.
- Construction of Downtown River Loop Trail has been funded through a CAMPO Grant of \$485,000, Keep Bastrop County Beautiful - \$130,000; and BEDC - \$65,000. Pedestrian crossing over River will occur with the completion of the TxDOT Service Roads.
- New infill developments must provide adequate civic space as required by the B3 codes.

Goal 7.2 – Address current and future recreation needs through the provision and maintenance of indoor and outdoor recreational facilities.

Goal 7.2 - Status - On-going

The following action has been taken to achieve this goal:

- Developing a plan for private initiative to program and operate the City's rodeo arena – FY 2021.
- Developing a 10-year park maintenance plan including inspections and annual contracts – FY 2021.

Goal 7.3 – Meet future recreational demand through adjustments to the City's operational capacity.

Goal 7.3 - Status - No Action

Goal 7.4 – Ensure that residents have access to recreational opportunities through the equitable distribution of park land and open space.

Goal 7.4 - Status - On-going

The following action has been taken to achieve this goal:

- Bastrop Building Block Codes will require open space and public realm as a part of new and infill developments, which are key elements to building a fiscally sustainable community.
- Contracted with a local vendor to utilize the boat ramp at Fisherman's Park to promote tourism and recreation opportunities.

■ Cultural Arts and Tourism ■

Goal 8.1 – Leverage existing downtown assets to spur additional business activity.

Goal 8.1 - Status – On-going

The following action has been taken to achieve this goal:

- Provide funding from Hotel Occupancy Tax to support offerings provided by the Bastrop Museum & Visitor Center, Bastrop Opera House, and Lost Pines Art Center on an annual basis.
- Visit Bastrop has developed great relationships with the Museum & Visitor Center, Bastrop Opera House, Lost Pines Art Center, and the Bastrop Convention Center. Visit Bastrop promotes downtown assets throughout the year.

Goal 8.2 – Diversify supply chain of natural assets.

Goal 8.2 - Status – No action

Goal 8.3 – Bolster family and heritage tourism assets.

Goal 8.3 - Status – On-going

The following action has been taken to achieve this goal:

- Increased rentals at the Bastrop Convention Center by 50% in FY 2019 over FY 2018, with repeat conventions booked through FY 21.
- Revised contracts, marketing materials, and time offerings making renting the Bastrop Convention Center competitive.
- Provide full-service rentals at the Bastrop Convention Center including catering services (through contractual services with outside vendors), room setups and teardowns, tablecloths, table decorations, and drink stations.
- Provide successful programming including Farm Street Opry monthly, Boogie Back to Bastrop annually, and Red White & You Dance annually.

Goal 8.4 – Create a long-term strategy for placement of visual and performing arts assets.

Goal 8.4 - Status – On-going

The following action has been taken to achieve this goal:

- Cultural Arts Master Plan (CAMP) was adopted by Council in Fall 2019.
- Creation of an Ad Hoc Working Group to review the CAMP and make recommendation to City Council.

Goal 8.5 – Strengthen Bastrop’s brand throughout the region and the rest of the country.

Goal 8.5 - Status - On-going

The following action has been taken to achieve this goal:

- Council approved a contract with Visit Bastrop on September 12, 2017 to provide specific services related to providing “brand” marketing for Bastrop as a destination, to serve as primary brand advocate, and to better utilize existing facilities.
- Visit Bastrop has created a robust website to enhance visitors’ experience with consistent results.
- Visit Bastrop has implemented their “branding” strategy for Bastrop, which has already netted results including Bastrop being designated as “One of the Top 10 Coolest Small Towns in America.”
- Continue ongoing development of the Bastrop visitor experience to include the community’s culinary and cultural assets.
- City continues relations and connectivity with the Hyatt Lost Pines Resort through various methods.

Goal 8.6 – Adjust City ordinances to accommodate arts, entertainment, and recreation uses; and to manage their impact on the community.

Goal 8.6 - Status - On-going

The following action has been taken to achieve this goal:

- A Mobile Food Vendor Program was adopted in May 2020 to allow mobile food vendors to operate.

Policy & Operational FY 2020 Strategic Review

The City Council adopted nine (9) focus areas to provide structure around how organizational resources should be allocated to achieve their Vision. A Five (5) Year Operational Workplan was created in September 2017 and built around these nine (9) areas. Outlined below is a summary highlighting the FY 2020 Work Plan accomplishments by focus area, which underscores the strong partnership between policy and operations.

***Authentic Bastrop***

Maintain and enhance our historic community feel by leveraging the combination of community, cultural, and recreational assets that make Bastrop a special place to live and work.

FY 2020 Achievements:

- Commenced with construction of the Main Street sidewalk and street rehabilitation project.
- Established an Ad Hoc Working Group to review the Cultural Arts Master Plan, adopted by Council in Sept. 2019, and make recommendations to City Council.
- Registered 373 people for the 2020 Virtual Summer Reading Program.
- Partnered with various community groups and organizations including the Bastrop Audubon Society, the YMCA, and the Bastrop County Complete Count Committee.
- Awarded the Congress for New Urbanism Charter Award for Emerging Projects and the Central Texas APA General Plan Award for the Bastrop Building Block (B³) Code.
- Won the 2019 Texas Downtown Association Best Promotional Event under 50,000 for our Summer in the City Pop-Up Event.
- Hosted our largest ever Lost Pines Christmas Parade with an estimated 5,000 attendees.

***Communication***

Support and enhance open two-way communication between the City and its residents and businesses

FY 2020 Achievements:

- Expanded Wi-Fi access at the library for improved connectivity for patrons.
- City partnered with Texas Department of Transportation to communicate impacts of Highway 71 construction on traffic, river traffic, emergency management and special events.
- Police Department implemented “Coffee with the Chiefs” and “Baskets with BPD” to facilitate open communication.
- Established the Mayor’s Council Brief Blog.
- Created the first Capital Improvement Project Communication Plan for the Main Street Rehabilitation Project.
- Created weekly Mayor COVID-19 update videos to connect with our community and provide transparency throughout the pandemic response.
- Led the Joint Information Center through Bastrop County Joint Emergency Operations Center that was created in response to the pandemic.
- Received the Texas Association of Telecommunication Operators and Advisors Kurt Ugland Programming Impact Award for our video on Martin Luther King, Jr.



Community Safety

Keep citizens, businesses, and visitors safe.

3

FY 2020 Achievements:

- Started construction on Elevated Water Tower and Ground Storage Tank at Hwy 20.
- Obtained the permit from TCEQ and started the process to acquire the additional land for full expansion of the wastewater plant allowing the city to move forward with the Wastewater Treatment Plant #3 construction bidding process.
- Completed the North Main Sewer Project funded in part by a grant.
- Participated with the Bastrop County Joint Emergency Operations Center for the declared disaster of COVID-19.
- Initiated a contract to design Gills Branch Flood Mitigation Project.
- Substantially completed construction on several drainage projects including Public Works Detention Pond, Newton/Jasper drainage and Pine Street channel improvements.
- Created a comprehensive Stay Home/Stay Safe Campaign to help inform the community on best habits during the pandemic.
- Designed and delivered signage to businesses across the city outlining the mask requirements of the City's Emergency Order.



Economic Vitality

Create sustainability by leveraging infrastructure renewals and investment, enhancing public/private partnerships, and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.

4

FY 2020 Achievements:

- Adopted a Mobile Food Vendor Program to offer temporary and start up opportunities for restaurants.
- Executed a Wholesale Water and Wastewater Agreement with the developer for West Bastrop Village.
- Contracted with a local vendor to utilize Fisherman's Park to promote tourism and recreation opportunities for the public benefit.
- Developed the Downtown Bastrop Curbside Program to help support both our restaurant and retail industries during the Governor's Emergency Orders limiting occupancy. The program along with Restaurant Bingo Game obtained finalist status in the 2020 Texas Downtown Association President Awards in the category of Best Digital Campaign under 50,000.



Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.



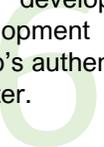
FY 2020 Achievements:

- Responded to the pandemic responsibly by immediately estimating lost revenue and establishing a savings plan to respond to the shortfall.
- Performed annual review of Water and Wastewater Impact Fees and proposed increased rates to ensure that development is contributing to the capital projects required by this utility.
- Obtained grant writing services to apply for available funding through the General Land Office Community Development and Revitalization Program.
- Applied for various grants to aid in COVID-19 response including FEMA and CARES Act Relief.
- Library implemented online bill pay to make it convenient for patrons to pay fines and fees.
- Updated the Planning, Inspection, and Fire Review fees to reflect true cost of service.



Manage Growth

Plan for and manage growth, development, and redevelopment to maintain Bastrop's authentic feel and character.



FY 2020 Achievements:

- Adopted the Bastrop Building Block (B³) Code to regulate growth with new and authentically Bastrop subdivision, zoning, and sign codes.
- Created the Iredell Historic District to continue to protect the downtown core of the city and maintain the historic character.
- Adopted the 2018 International Code Council Codes, including the International Building Code, International Residential Code, and International Fire Code.



Multi-Modal Mobility

Improved mobility for all modes of transit to integrate the community through connectivity.



FY 2020 Achievements:

- Substantially completed the Main Street Rehabilitation Project.
- Updated the Transportation Master Plan to include a gridded network of streets and blocks to provide connectivity for pedestrian, vehicular, and other forms of transportation.
- Reviewed and adopted eleven street cross-sections that will implement the multi-modal network through City and development driven road projects.



Organizational Excellence

Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition.

FY 2020 Achievements:

- Obtained the Government Finance Officer Association Distinguished Budget Presentation Award for the FY 2020 Budget.
- No opposition for the May election for City Council.
- Updated and finalized the Police Department's Use of Force and De-Escalation Policies.
- Continue completion of tasks necessary to obtain for the Texas Police Chief's Recognition Program.
- Started cooperative efforts with regional law enforcement partner agencies to investigate cold cases.
- Held 3rd Annual Boards and Commissions Volunteer Banquet.
- Implemented MyGov, a new online system which allows the public to request new planning and building permitting review, utility and street work orders, open record requests, code violations, and other general request to multiple city departments through one web portal.
- 1st Annual participation in Public Service Recognition Week Campaign which featured appreciation for the Library, Police, Fire, Bastrop Power & Light, Public Works, and City Hall. The series of 5 posts were viewed by over 17,000 people and liked 432 times.
- In response to the pandemic and the Governor's alteration of the Open Meetings Act, city staff implemented processes to host online as well as hybrid meetings of the City Council and Boards and Commissions. This included the need to develop new systems for citizen engagement and transparency.
- Produced a video in recognition of Officer "Monty" Sanford's acceptance of the Guardian Angel Award granted by the 100 Club of Central Texas. This tribute is the most viewed video on the history of the 100 Club's Facebook page.



Unique Environment

Continue beautification of natural areas, parks, river, and landscape.

FY 2020 Achievements:

- Received Texas Bird City designation in February 2020. City Council approved a Bird City Mural Project that was completed in Fisherman's Park.
- Appointment of Mayor Pro Tem to the Clean Air Coalition of the Capital Area Council of Governments.

City of Bastrop
FY 2020-21 Budget Planning Calendar
 (if proposed rate is 8% or less than voter-approval rate)
Amended from 3.5% adopted Dec. 10, 2019



Preparation	January 13	Staff Budget/CIP Planning Retreat
	March 3	Budget Kick-Off Meeting (Manuals Available)
	May 1	Receive preliminary notices of appraised value from Chief Appraiser
	May 7	Budgets due from Departments
	May 11	City Manager and Directors review of budget submittals
	May 15	Community Support Applications available at City Hall and on City's website
	May 18	City Manager and Directors review of department pages including performance measures
	May 25-27	Verify revenue projections of all funds; Meet with Non-Special Event HOT Tourism Related Organizations
	June 8	Budget book to City Manager
	June 15-19	City Manager and Directors - Discuss budget submittals and priorities
	June 22	City Manager and Directors review of budget priorities and 5 Year Financial Forecast
	June 30	Deadline - Community Support Applications & Non-Special Event HOT Organization funding requests 5:00pm
	July 14*	Community Support Organizations present their funding request to Council (limit 3 minutes)
	July 16*	Special Council Budget Workshop (if needed)
July 20	CFO - Final review of revenue projections for all funds	
July 22	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments	
July 24	Deadline for Chief Appraiser to certify rolls to taxing units	
Adoption	August 1	Publish Notice of proposed Special Assessments (must be posted 10 days prior to Public Hearing)
	August 4*	Meeting of the Governing Body to discuss the proposed tax rate; if proposed tax rate will exceed the No-New-Revenue Tax Rate or the Voter-Approval Tax Rate (whichever is lower), take record vote and schedule public hearing
	August 11*	Council Meeting - Distribute Budget to Council in Work Session and highlight major topics Set date, time and place of a public hearing (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	August 11*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	August 18*	Budget Workshop - Review Proposed Budget
	August 19*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 25*	Council Meeting - Adopt Financial and Purchasing Policies; Second Reading of the Amended and Restated Service and Assessment Plan.
	August 29	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice)
	September 8*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.
September 22*	Council Meeting to adopt tax rate and budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue.	
Implementation	October 1	Fiscal Year begins
	October 13	Distribute Final FY2021 Adopted Budget Book
	December 7	Begin FY2020 audit
	December 15	Presentation of preliminary unaudited financial report for FY2020

* **Council Meeting**

Annual Budget Process



Operating Budget

PLANNING & PREPARATION – The City’s “operating budget” is the City’s annual financial operating plan. It is based on Council goals, anticipated revenues, level of service desired, and capital equipment needs. It consists of all funds. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and in cooperation with all City Departments. The preparation process starts in January of each year. Staff meets to discuss priorities and Councils’ goals and objectives. There is a mid-year budget workshop held with City Council in April. All department budget submittals are due early May. The City Manager and Chief Financial Officer meet with each department to review their budget requests. The months of June and July are used to prioritize the requests, discuss financing options, and finalize the revenue projections. The City Manager submits a budget to City Council in August and conducts a work session to discuss the highlights. Budget workshops are scheduled with Council following the initial presentation of the budget, to address any questions and receive feedback.

ADOPTION – The budget with all the supporting schedules will be filed with the City Secretary and available for public inspection. At the Council meeting at which time the budget is submitted, the Council will name the time and place of the public hearing. A notice of the public hearing will be published in the local newspaper and on the City’s website. The City Council will adopt the budget by Ordinance after the second reading. Final adoption will constitute the official appropriations as proposed expenditures for the current year and shall constitute the basis of the official levy of the ad valorem tax to be assessed and collected for the corresponding tax 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.

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 must be made between departments and/or funds, they must be approved by City Council through a budget amendment.

REPORTING – Periodic financial reports are available within the City’s financial software 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.

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 departments.

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.

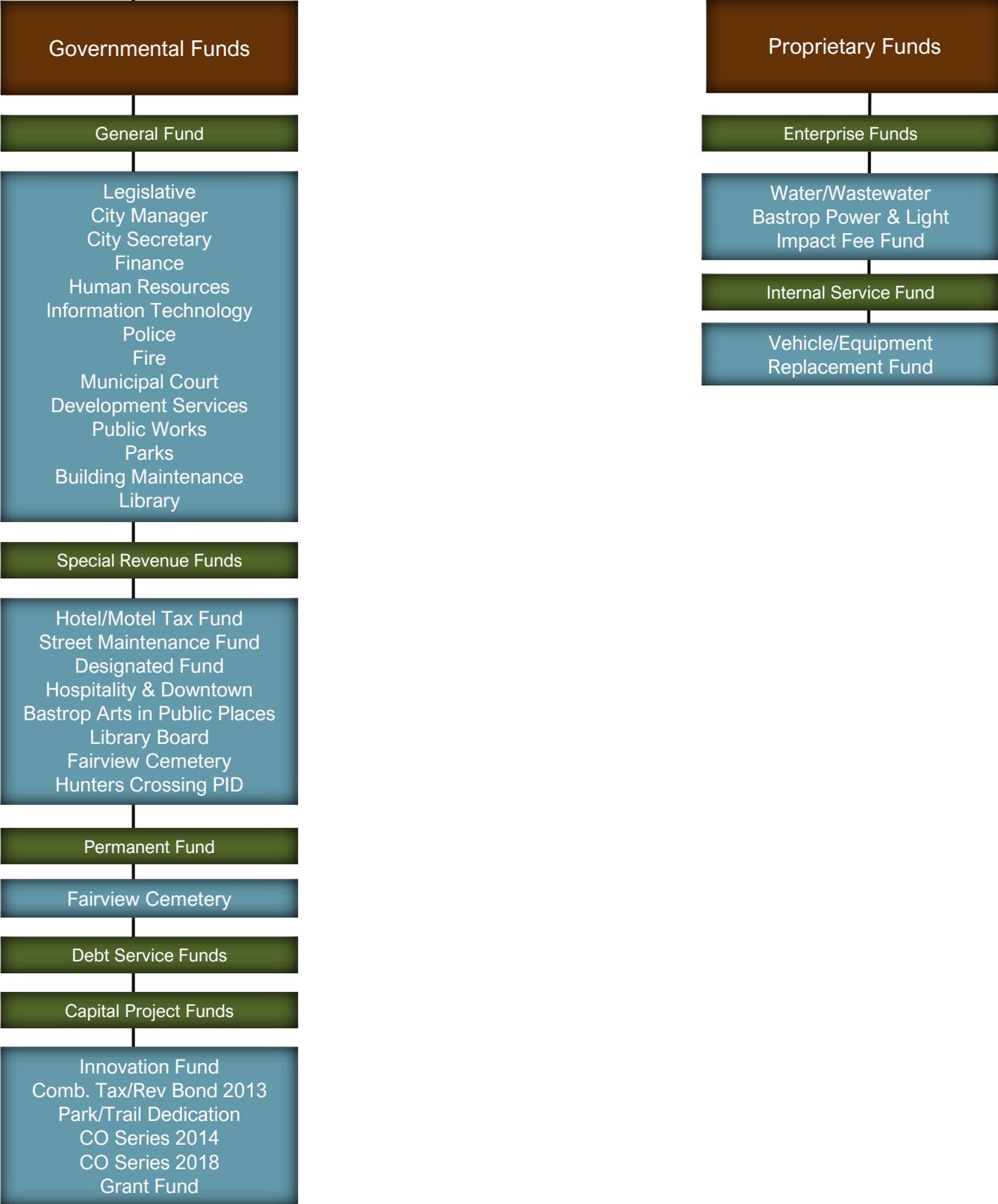


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ALL FUND SUMMARY FY 2020-2021

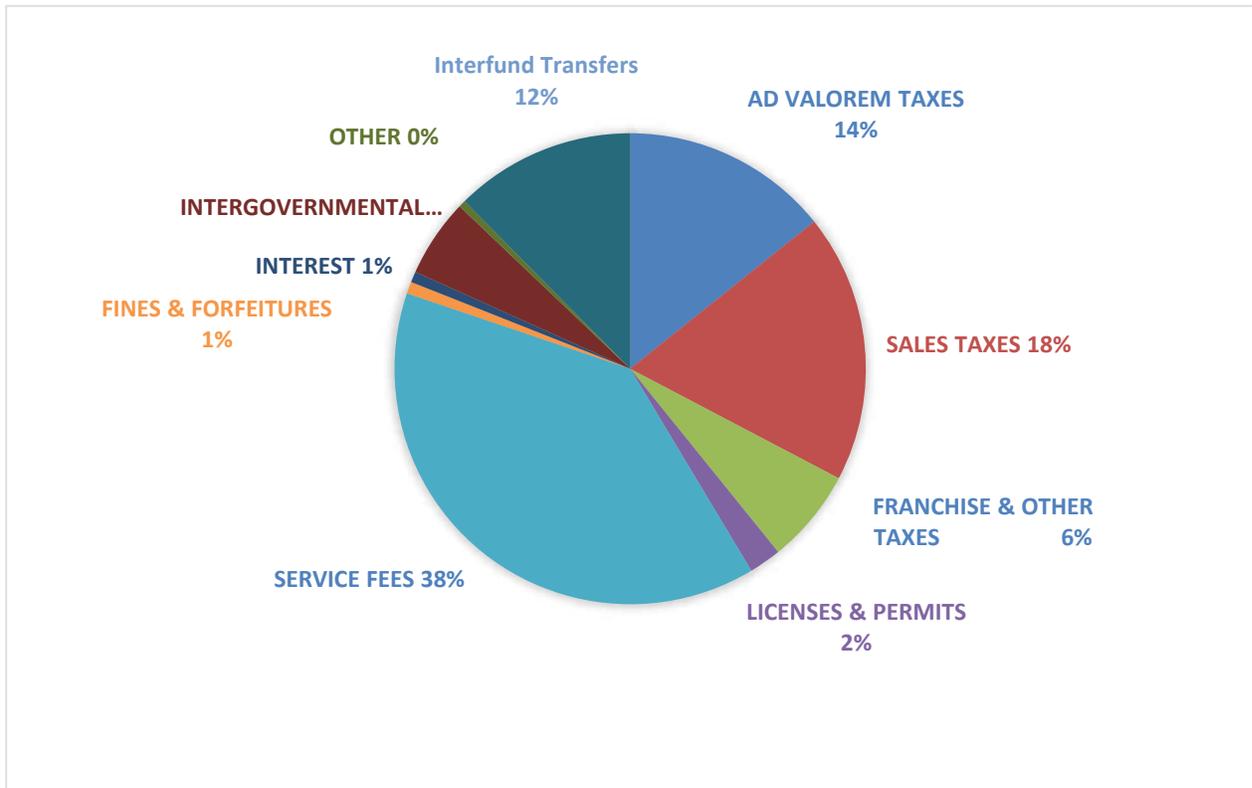
	GENERAL FUND	DEBT SERVICE FUNDS	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
BEGINNING FUND BALANCES	\$ 3,364,275	\$ 162,685	\$ 3,797,361	\$ 2,397,872	\$ 3,640,639	\$ 3,555,535	\$ 23,956,263	\$ 2,817,995	\$ 5,409,325	\$ 49,101,950
REVENUES:										
AD VALOREM TAXES	4,039,083	2,051,124	-	-	-	-	-	-	-	6,090,207
SALES TAXES	5,266,932	-	-	-	-	-	-	-	2,611,200	7,878,132
FRANCHISE & OTHER TAXES	486,000	-	2,264,400	23,500	-	-	-	-	-	2,773,900
LICENSES & PERMITS	943,000	-	-	-	-	-	-	-	-	943,000
SERVICE FEES	671,150	-	181,500	1,509,681	6,545,900	7,110,050	-	371,192	177,370	16,566,843
FINES & FORFEITURES	335,200	-	-	12,800	-	-	-	-	-	348,000
INTEREST	30,000	20,000	25,000	24,850	25,600	30,000	109,293	16,000	35,000	315,743
INTERGOVERNMENTAL	69,804	249,802	62,312	731,851	-	-	150,000	-	1,030,000	2,293,769
OTHER	40,000	-	-	42,383	7,000	14,000	1,365	-	100,000	204,748
TOTAL REVENUES	11,881,169	2,320,926	2,533,212	2,345,065	6,578,500	7,154,050	260,658	387,192	3,953,570	37,414,342
OTHER SOURCES										
Other Financing Sources	-	-	-	-	-	-	1,000,000	-	-	1,000,000
Interfund Transfers	590,750	542,255	-	-	3,080,425	-	1,021,000	65,000	-	5,299,430
TOTAL REVENUE & OTHER SOURCES	12,471,919	2,863,181	2,533,212	2,345,065	9,658,925	7,154,050	2,281,658	452,192	3,953,570	43,713,772
TOTAL AVAILABLE RESOURCES	\$ 15,836,194	\$ 3,025,866	\$ 6,330,573	\$ 4,742,937	\$ 13,299,564	\$ 10,709,585	\$ 26,237,921	\$ 3,270,187	\$ 9,362,895	\$ 92,815,722
EXPENDITURES:										
GENERAL GOVERNMENT	4,858,996	-	-	15,000	-	-	307,000	-	-	5,180,996
PUBLIC SAFETY	4,682,622	-	-	50,000	-	-	15,032	-	-	4,747,654
DEVELOPMENT SERVICES	937,127	-	-	-	-	-	-	-	-	937,127
COMMUNITY SERVICES	1,854,760	-	-	234,778	-	-	-	-	-	2,089,538
UTILITIES	-	-	-	15,000	4,028,696	6,306,462	-	-	-	10,350,158
DEBT SERVICE	-	2,997,157	-	-	2,174,352	168,238	143,668	-	447,012	5,930,427
ECONOMIC DEVELOPMENT	-	-	2,252,757	-	-	-	319,055	-	2,209,079	4,780,891
CAPITAL OUTLAY	-	-	-	1,493,351	200,000	300,000	24,079,835	241,800	2,475,000	28,789,986
TOTAL EXPENDITURES	12,333,505	2,997,157	2,252,757	1,808,129	6,403,048	6,774,700	24,864,590	241,800	5,131,091	62,806,777
OTHER USES										
Interfund Transfers	-	-	542,255	898,250	2,185,176	652,750	1,021,000	-	-	5,299,430
TOTAL EXPENDITURE & OTHER USES	12,333,505	2,997,157	2,795,012	2,706,379	8,588,224	7,427,450	25,885,590	241,800	5,131,091	68,106,207
ENDING FUND BALANCES	\$ 3,502,689	\$ 28,709	\$ 3,535,561	\$ 2,036,558	\$ 4,711,340	\$ 3,282,135	\$ 352,331	\$ 3,028,387	\$ 4,231,804	\$ 24,709,515

City of Bastrop Fund Structure



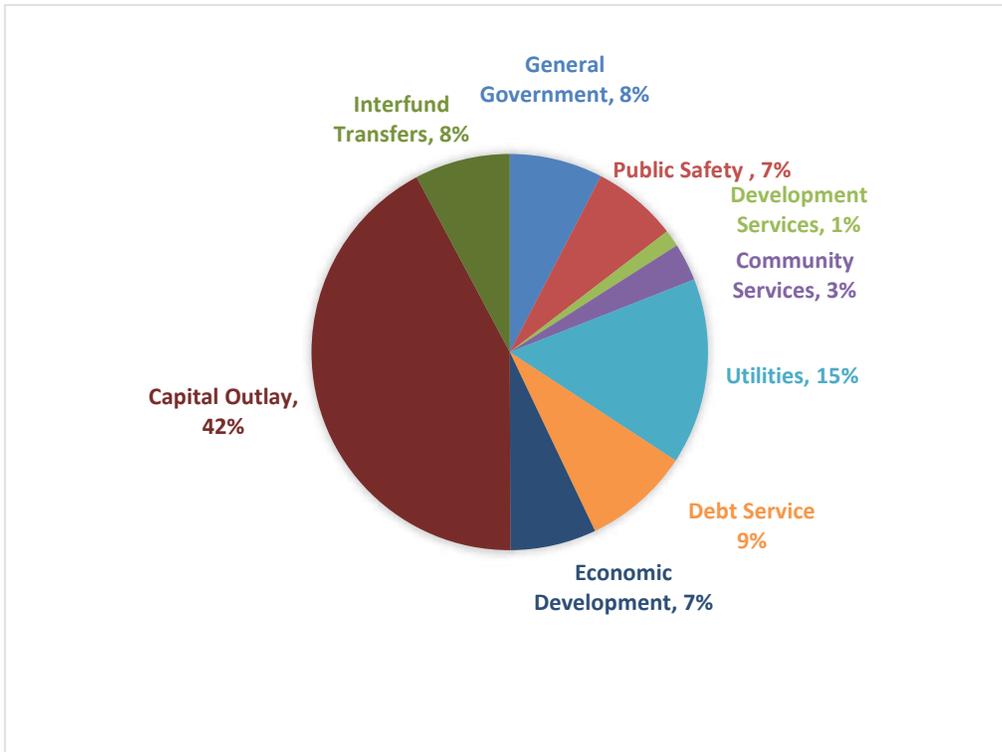
Consolidated Summary of Revenue

	Actual FY 2018-2019	Budget FY 2019-2020	Projected FY 2019-2020	Proposed FY 2020-2021
REVENUES				
AD VALOREM TAXES	5,463,201	5,857,657	5,655,653	6,090,207
SALES TAXES	7,631,537	7,644,400	7,732,500	7,878,132
FRANCHISE & OTHER TAXES	3,386,101	3,321,580	2,536,300	2,773,900
LICENSES & PERMITS	563,305	821,032	973,647	943,000
SERVICE FEES	15,190,096	15,650,291	17,804,227	16,566,843
FINES & FORFEITURES	330,609	362,235	308,947	348,000
INTEREST	840,061	598,694	535,743	315,743
INTERGOVERNMENTAL	711,571	3,261,863	1,752,103	2,293,769
OTHER	87,218	4,940,290	2,960,552	204,748
TOTAL REVENUES	34,203,699	42,458,042	40,259,672	37,414,342
OTHER SOURCES				
Other Sources	473,187	30,000	22,420,000	1,000,000
Interfund Transfers	8,860,907	6,897,736	7,577,881	5,299,430
TOTAL REVENUE & Other Sources	43,537,793	49,385,778	70,257,553	43,713,772



Consolidated Summary of Expenditures

	Actual FY 2018-2019	Budget FY 2019-2020	Projected FY 2019-2020	Proposed FY 2020-2021
EXPENDITURES				
General Government	\$ 5,408,827	7,845,135	4,413,161	5,180,996
Public Safety	4,127,827	4,626,258	4,402,423	4,747,654
Development Services	1,017,850	1,184,324	702,126	937,127
Community Services	1,539,016	2,307,213	1,501,642	2,089,538
Utilities	10,294,591	10,058,697	9,682,095	10,350,158
Debt Service	4,041,643	5,412,473	4,972,408	5,930,427
Economic Development	4,511,347	5,394,444	4,921,588	4,780,891
Capital Outlay	6,184,091	17,952,534	17,466,386	28,789,986
Total Expenditures	37,125,192	54,781,078	48,061,829	62,806,777
OTHER FINANCING USES				
Other Financing Uses		-		
Interfund Transfers	8,860,907	6,897,736	7,577,881	5,299,430
Total Expenditures & Other Uses	45,986,099	61,678,814	55,639,710	68,106,207



Fund Description

General Fund is the City's primary operating fund. It is utilized to account for all financial resources, except those required to be accounted for in other funds. Primary sources of revenue for this fund include taxes, fees, and permits.

Departments appropriated in the General Fund include Legislative, Organizational, City Manager's Office, City Secretary's Office, Finance, Utility Customer Service, Human Resources, Information Technology, Multi-Media, Special Events & Reservations, Police, Fire, Municipal Court, Development Services, Public Works, Park Maintenance, Building Maintenance, and Library.



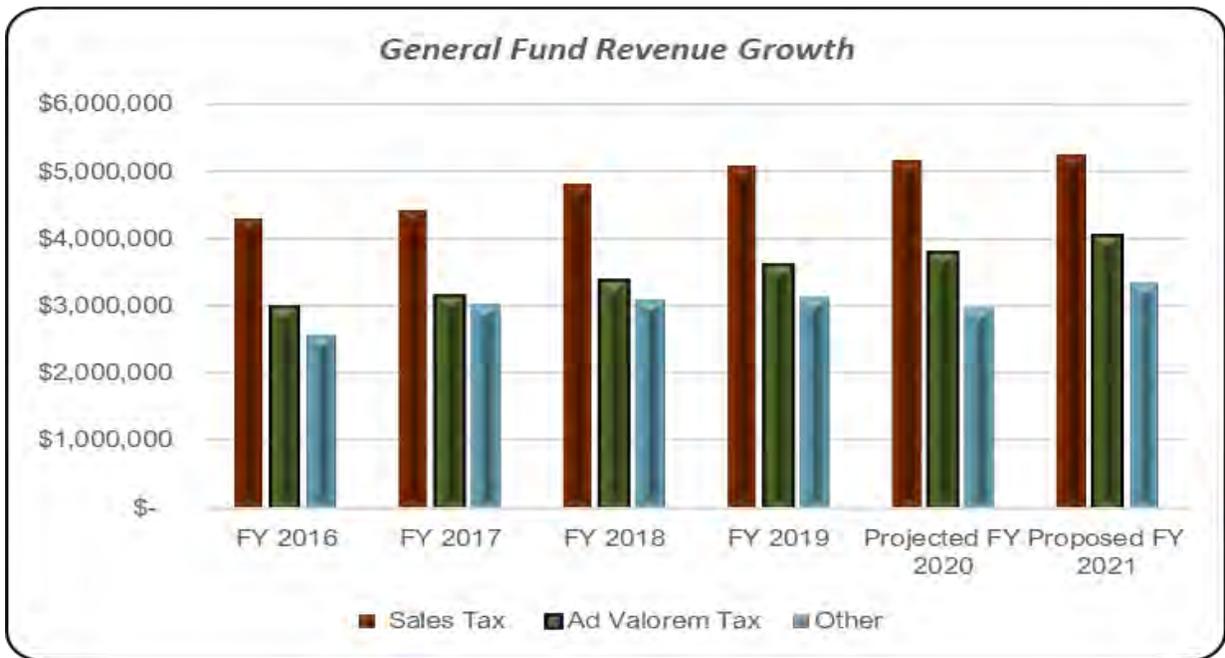
	ACTUAL 2018-2019	ORIGINAL BUDGET 2019-2020	PROJECTED 2019-2020	PROPOSED 2020-2021	PLANNING 2021-2022
BEGINNING FUND BALANCE	\$ 2,607,679	\$ 2,643,264	\$ 2,982,362	\$ 3,364,281	\$ 3,502,695
REVENUES:					
Ad Valorem Taxes	3,589,932	3,850,795	3,785,061	4,039,083	4,181,933
Sales Taxes	5,087,945	5,084,400	5,172,500	5,266,932	5,499,287
Franchise & Other Taxes	534,651	467,830	483,000	486,000	511,000
Licenses & Permits	560,225	819,032	972,847	943,000	898,000
Service Fees	571,732	673,100	604,250	671,150	709,300
Fines & Forfeitures	316,968	349,585	296,147	335,200	335,200
Interest	81,936	65,000	60,000	30,000	35,000
Intergovernmental	70,347	89,878	179,183	69,804	69,804
Other	67,261	60,000	19,525	40,000	42,000
TOTAL REVENUE	10,880,997	11,459,620	11,572,513	11,881,169	12,281,524
OTHER RESOURCES					
Transfer from Library Board	3,000	3,000	-	3,000	3,000
Transfer from Innovation Fund	349,000	198,991	-	-	-
Transfers from Electric (ILOT) & Special	557,750	567,750	567,750	587,750	587,750
TOTAL OTHER RESOURCES	909,750	769,741	567,750	590,750	590,750
TOTAL REVENUE & OTHER RESOURCES	11,790,747	12,229,361	12,140,263	12,471,919	12,872,274
TOTAL AVAILABLE RESOURCES	\$ 14,398,426	\$ 14,872,625	\$ 15,122,625	\$ 15,836,200	\$ 16,374,969
EXPENDITURES:					
General Government:					
Legislative	37,663	40,357	36,333	39,983	39,695
Organizational	1,649,185	1,283,110	1,334,795	1,379,294	1,375,687
City Manager	387,752	502,008	626,026	453,893	447,803
City Secretary	158,665	148,629	129,695	281,656	281,656
Finance	1,301,311	1,336,502	1,293,514	1,403,459	1,432,812
Human Resource	201,505	223,626	214,691	228,707	224,567
Information Technology	312,653	426,382	407,251	413,458	421,725
Public Works (Admin & Streets/Drainage)	1,183,857	1,201,861	1,089,632	1,561,440	1,536,900
Building Maintenance	283,318	289,900	279,592	307,946	298,051
Administrative Support Reimb.	(991,092)	(998,368)	(998,368)	(1,210,840)	(1,271,382)
Public Safety:					
Police	3,153,421	3,406,413	3,283,335	3,363,945	3,422,985
Fire	631,529	862,042	797,793	980,776	983,496
Court	342,877	336,853	321,295	337,901	338,516
Development Services:					
Planning & Zoning	553,725	618,720	435,650	552,583	555,633
Engineering & Development	464,125	152,405	89,583	75,200	75,207
Building Inspection	-	313,199	176,893	309,344	309,484
Community Services:					
Special Events & Reservations	-	-	-	167,550	167,550
Multi-Media	-	-	-	202,253	198,253
Parks	878,477	906,469	792,030	738,840	725,605
Library	660,539	741,267	709,612	746,117	755,537
TOTAL OPERATING EXPENDITURES	11,209,510	11,791,375	11,019,352	12,333,505	12,319,780
Transfer to Hotel Tax Fund	206,554	238,992	238,992	-	-
Transfer to Innovation Fund	-	-	500,000	-	-
TOTAL TRANSFER OUT	206,554	238,992	738,992	-	-
TOTAL EXPENDITURES & TRANS OUT	11,416,064	12,030,367	11,758,344	12,333,505	12,319,780
<i>Excess of Revenue over (under) Exp</i>	<i>374,683</i>	<i>198,994</i>	<i>381,919</i>	<i>138,414</i>	<i>552,494</i>
ENDING FUND BALANCE	\$ 2,982,362	\$ 2,842,258	\$ 3,364,281	\$ 3,502,695	\$ 4,055,189
Reserves %	26%	24%	30%	28%	33%

Overview

The General Fund Summary section includes revenue summary information, expenditure summary information, and departmental detail information for the FY 2021 proposed budget, while providing a comparison to FY 2020 year-end budget projections. Professional and technical vocabulary and abbreviations are defined in the Budget Glossary of Terms located in the Acronyms / Glossary / Index section. Operational accomplishments are reported within the departmental pages.

Revenue Assumptions

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2021 are \$12,471,919 which represents a 2.7% increase or \$331,656 over FY 2020 year-end projected.** Funding in the City’s General Fund is derived from 8 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.

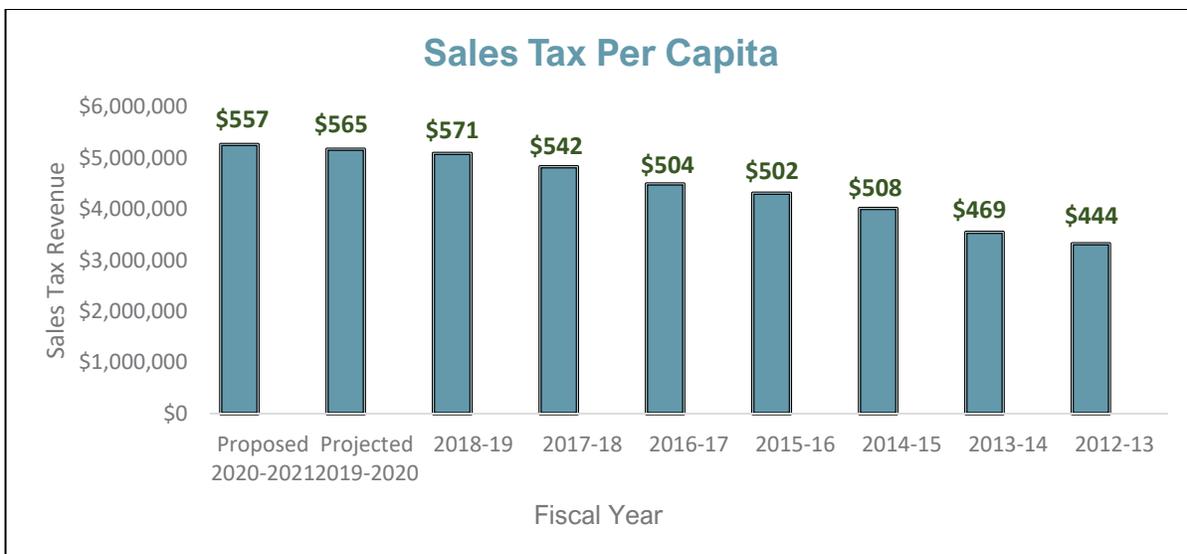
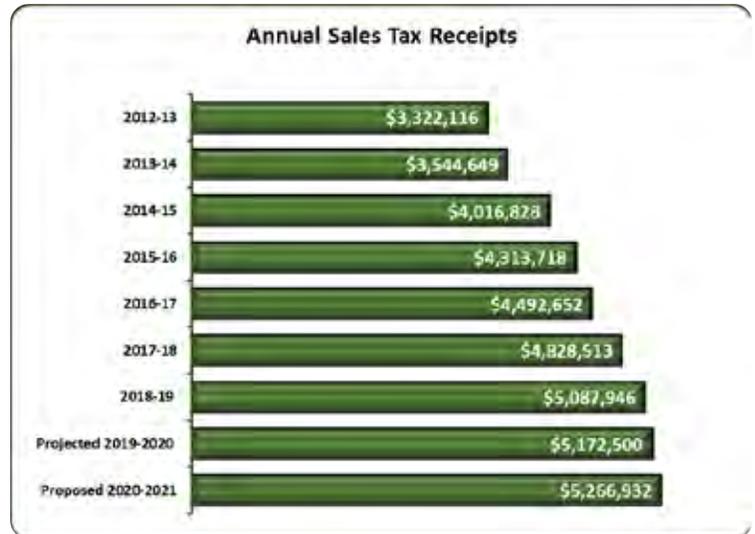


Sales Tax Allocation

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, quarterly basis. The State retains 6.25%, the County retains .5%, Bastrop Economic Development Corporation retains .5%, and the remaining 1% is distributed to the City of Bastrop within 40 days following the period for which the tax is collected by the businesses. Therefore, the Sales Tax reported on the City’s monthly financial statement is typically two (2) months in arrears. However, at the end of the year, collections are aligned by fiscal year.

Sales and Use Tax Collection

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Sales Tax revenue has experienced steady growth over the last 10 years. This growth has slowed down slightly over the last several years. Considering COVID-19, FY2020 projections were conservative but are still exceeding the FY2020 budget by \$84,555. Proposed FY 2021 Sales Tax revenue is forecasted to be \$5,266,932, which is a 1.8% increase or \$94,432 more than FY 2020 year-end budget projections. Finance staff feel comfortable with this moderate increase based on the FY2020 projections.



Ad Valorem Taxes

Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Maintenance & Operations tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem M&O Taxes total 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Properties for FY 2021 show a net taxable value of \$967,902,273, which is a 0% increase over FY 2020 taxable value used to project the budget.** Property values will generate \$4,039,083 in budgeted revenue, which is \$254,022 more than FY 2020 year-end budget projections and \$188,288 over FY2020 budget.

Ad Valorem Tax Forecast

The City anticipates the Ad Valorem tax roll to grow over the next few years based on the current development activity. The Preserve at Hunters Crossing, a multi-family apartment, was completed during FY2020. Pecan Park and Piney Creek subdivisions have new sections under construction ongoing, which provides additional opportunities for new home construction. The Riverwood Commons II, Quik Trip Convenience Store, Austin Regional Clinic, are all currently under construction and should be completed by January 1, 2021 to be included on future tax rolls.

Appraisal Process

Ad Valorem (Property) 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 tax roll on January 1, 2020, upon which the tax levy is based, is \$967,902,273. 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.

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 99% of the levy and will generate \$6,183,207 in revenues, which includes \$533,761 of frozen tax levy, delinquent tax collections, and penalty and interest.

In Texas, countywide central appraisal districts are required to assess all property within the appraisal district based on 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 five years; however, the City may, at its own expense, require annual reviews of appraised values.

Property Tax Calculation	
	FY2021
	TAX YEAR 2020
TAX ROLL:	
Net Taxable Value (100%)	\$967,902,273
Rate per \$100	0.5794
Tax Levy Freeze Adjusted	5,608,026
Tax Levy - Frozen (Disabled / over 65)*	539,153
Total Tax Levy	6,147,179
Percent of Collection	99.0%
SUMMARY OF TAX COLLECTIONS:	
Current Tax	5,551,946
Revenue From Tax Freeze Property	533,761
Delinquent Tax	55,500
Penalty and Interest	42,000
TOTAL TAX COLLECTIONS	\$6,183,207

Truth-in-Taxation

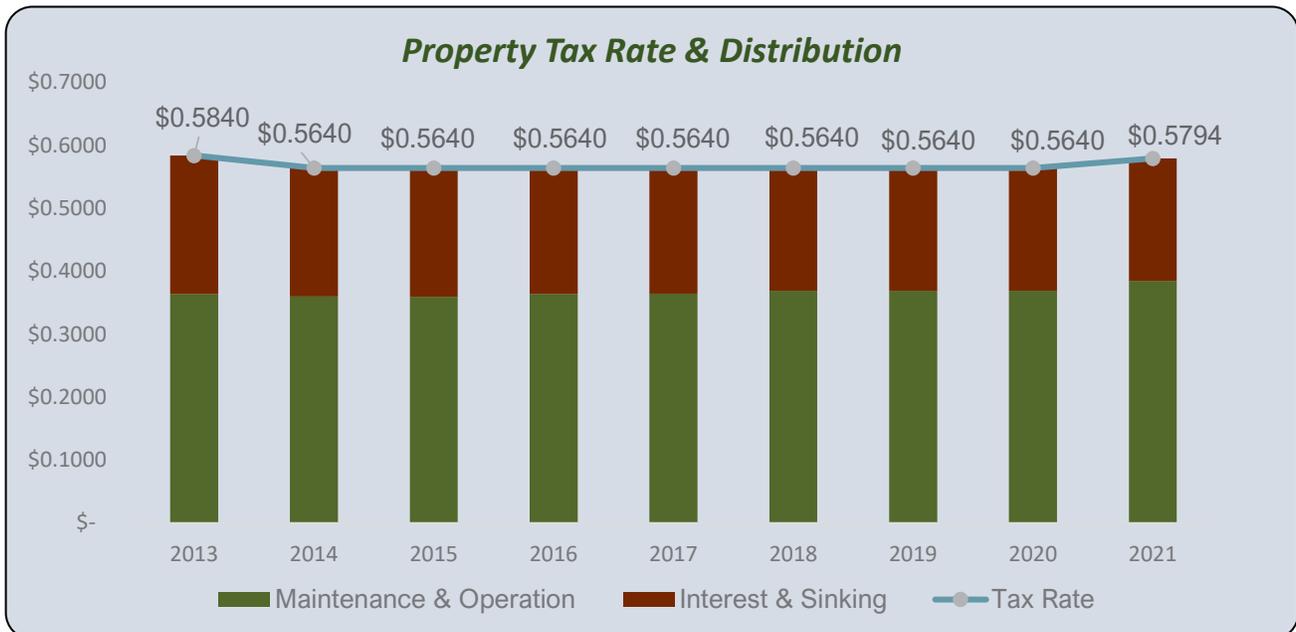
The Truth-in-Taxation laws of the State of Texas require notices to be published to and hold a public hearing if an entity’s proposed tax rate exceeds the no-new-revenue or voter-approval tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the proposed tax rate. The City of Bastrop’s no-new-revenue tax rate is \$0.5656/ \$100, voter-approval tax rate is \$0.5961/ \$100, and the proposed rate published for the public hearing is \$0.5961/ \$100. The proposed rate did exceed the lower of the no-new-revenue or voter-approval rate therefore the City was required to publish certain notices and hold a public hearing on the proposed tax rate. This proposed budget is based on a recommended rate of \$0.5794/\$100 which is 3.5% higher than the no-new-revenue M&O rate plus the debt rate.

Property Tax Distribution			
	TAX RATE	PERCENT OF TOTAL	
GENERAL FUND:			
Current Tax	\$0.3845		3,684,369
Revenue From Tax Freeze Property			354,213
Delinquent Tax			33,500
Penalty and Interest			30,000
Total General Fund	\$0.3845	66.36%	\$4,102,082
DEBT SERVICE FUND:			
Current Tax	\$0.1949		1,867,577
Revenue From Tax Freeze Property			179,548
Delinquent Tax			22,000
Penalty and Interest			12,000
Total Debt Service	\$0.1949	33.64%	\$2,081,125
DISTRIBUTION	\$0.5794	100.00%	\$6,183,207

Tax Rate

The recommended tax rate for the year ending September 30, 2021, is \$0.5794/\$100. The amount allocated for general government operations is \$0.3845/\$100, while the remaining \$0.1949/\$100 is allocated for general obligation long-term debt service. The General Fund budgeted amount is net of any 380 agreement rebates due from this revenue source.

Property Tax Rate Distribution History



Franchise & Other Taxes

Franchise fees represent those revenues collected from utilities operating within the City's rights-of-way to conduct business including Time Warner, AT&T, Bluebonnet Electric, and CenterPoint Energy. This revenue source was significantly changed by Senate Bill 1152. Those companies that were paying for both communications and cable were able to choose to drop the lowest of the two. This did have about a \$40,000 impact on this revenue source. This did not go into effect until January 1, 2020. The proposed FY2021 is budgeting an increase in this revenue source due to growth. Mixed Beverage Tax and Occupancy Tax are also included in this revenue category. There was a significant decline in Mixed Beverage Tax due to COVID-19 during FY2020. Proposed FY2021 budget is \$486,000, which is \$3,000 more than FY 2020 year-end budget projections. The electric and solid waste franchise fees are projected to increase during this fiscal year.

License & Permits

Licenses and permits are based on construction such as plan review, business permits, construction inspections, and permit fees. This revenue source is projected to end FY 2020 higher than budgeted by 19% or \$153,815. The FY2021 is proposing slightly less than FY2020 year-end projections at \$943,000. There are based on estimates provided by the Planning and Development Department.

Service Fees

Service Fees represent revenue generated through fees associated with receiving a specific service. The largest fee in this category is Sanitation, the charge for curbside solid waste and recycling pick-up. The contractor notified that they would not be exercising their rights under the contract to increase the rates up to 5% annual. Therefore, this budget does not reflect a rate increase just an increase due to additional accounts being added through growth. A library fee for non-residence is also in this category with the proposed amount much less than what was budgeted for FY2020 based on year-end projections. Other fees are animal control, and accident reports. Proposed FY2021 budget is \$671,150, which is 11% or \$66,900 more than FY 2020 year-end budget projections.

Fines & Forfeitures

Fines and forfeitures represent revenue generated through the Municipal Court. During FY2020, the court was not able to conduct as many warrant round-ups as anticipated due to COVID-19. Proposed FY2021 budget is \$335,200, which is 13% or \$39,053 more than FY 2020 year-end budget projections.

Interest

The interest earned is from city investments in Money Market accounts, Government Pools, Certificates of Deposit and Agency Securities. FY2020 saw a decline in rate of return which continues to go down. These FY2021 proposed budget is reflecting a 50% decrease over FY2020 year-end projections.

Intergovernmental

This revenue represents funding received from federal, state and local sources due to grants, interlocal agreements and funding agreements. It also includes any funding provided by Bastrop Economic Development Corporation to the City. The FY2020 year-end projections includes the first 20% of the Coronavirus CARES Relief Funding of \$101,321. The FY2021 proposed budget is \$69,804. This proposed budget does not include additional CARES funding but if the city submits eligible reimbursements, this item will be brought to City Council for a budget amendment.

Other

Revenue not included in another category are classified as other. The largest source in this category is the Citibank rebate the City receives for using the purchasing cards through the state program. The proposed FY2021 budget is \$40,000, which is 105% higher than FY2020 year-end projections.

Transfers In

This revenue represents funding received from other funds as follows: Library Board \$3,000 to cover summer reading interns, BP&L \$587,750 of which \$30,000 is for YMCA pool operations and the rest is payment in lieu of taxes.

Expenditure Synopsis

Proposed General Fund expenditures for FY 2021 are \$12,333,505, which represents a 2.5% increase or \$303,138 over FY 2020 budget. The increase is largely attributed to transitioning the right-of-way mowing to General Fund, reallocation of the Special Events & Reservations and Multi-Media departments from Hotel Tax Fund to the General Fund, and the increase in lease payments to the Vehicle & Equipment Replacement Fund. A breakdown and description of the General Fund expenditures by account category and by function is provided below.

Expenditures by Account Category

The General Fund is broken into nine (10) major categories, which are personnel costs, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, administrative support allocation, contingency, capital outlay, and transfers out. A comparison between the budget for FY2021 and FY2020 is provided below:

Expenditures by Category	FY2021	FY2020	% Change
Personnel Costs	\$8,555,788	\$8,317,235	2.9%
Supplies & Materials	\$579,696	\$571,036	1.5%
Maintenance & Repairs	\$692,516	\$632,769	9.4%
Occupancy	\$354,288	\$335,903	5.5%
Contractual Services	\$2,364,480	\$1,939,346	21.9%
Other Charges	962,577	939,589	2.4%
Admin Support Allocation	(\$1,210,840)	(\$998,368)	21.3%
Contingency	\$35,000	\$35,363	-1.0%
Capital Outlay	\$0	\$18,500	-100%
Transfer Out	\$0	\$238,994	-100%
TOTAL EXPENDITURE	\$12,333,505	\$12,030,367	2.5%

Personnel Costs

The Human Resources Department calculates personnel costs, including any increases in compensation rates. Since the City is a service organization, personnel costs are the single largest expenditure category for the General Fund representing 69% and includes the costs related to salaries, insurance, and retirement benefits. The FY 2021 Budget is not including an increase in wages. However, it does include the cost of a compensation study. The Receptionist position moved from part-time to full-time and the Finance Specialist II position was reclassified as an Accountant. There was a 3% increase for health insurance in FY 2021. The city's contribution to the retirement program also experienced a slight increase. This category increased year over year by 2.9%.

Supplies and Materials

These object classifications are expendable materials and operating supplies necessary to conduct departmental activities. The increase is attributed to additional safety equipment and clothing for fire and public works. This category increased year over year by 1.5%.

Maintenance and Repairs

These object classifications are for expendable upkeep of physical properties which are used in carrying out operations and include building maintenance, vehicle repair, and computer and equipment repair. It also includes the maintenance paid for software utilized in the course of business. The FY 2021 budget is due to increased software maintenance agreements and needed equipment upkeep. This also included the addition of MyGov software that will benefit various departments and enhance the citizen's experience. This category increased year over year by 9.4%

Occupancy

These object classifications are for the utilities and related expenses required to maintain a building such as electricity, water, telephone, gas, property insurance, and communications. There was an adjustment needed in the Parks budget to recognize the actual amount in utilities for all city facilities. This category increased year over year by 5.5%.

Contractual Services

These object classifications include services rendered to city activities by private firms or other outside agencies. Some of the largest contracts in this budget are for solid waste, police and fire dispatch, city engineering. The FY 2021 budget increase in this category included the mowing contract moving back into General Fund, CARTS funding moving back to General Fund, compensation plan consultant, codification fees, Single Audit requirement, and additional lease payments to the Vehicle & Equipment Replacement Fund. This category increased year over year by 21.9%

Other Charges

These object classifications are expenditures that do not apply to other expenditure classifications and includes travel and training, membership dues, equipment rental, prisoner housing, 380 agreement reimbursements, administrative support allocation, election services, and historical structure refund. This list is not exclusive. The largest increase within this category was for the City's 380 development agreements. This category increased year over year by 2.4%.

Administrative Support Allocation

This allocation represents a percentage allocation for administrative services from the Water/Wastewater (W/WW), BP&L and Convention Center Funds. The departments providing support include Legislative, Organizational, City Secretary, City Manager, Finance, Utility Customer Service, Human Resources, Information Technology, Communications and Building Maintenance. This percentage is based on various factors including number of employees, amount of debt, etc. This allocation increased in the FY2021 Proposed Budget for several factors. The Assistant City Manager was moved 100% to General Fund so the allocation from W/WW was increased to cover this change. Also, moving the Multi-Media Department back to General Fund increased this allocation to the General Fund (used to be allocated to the Hotel Tax Fund). The overall allocation may increase due to rising total expenditures in the departments providing services. This category increased year over year by 21.3%.

Contingency

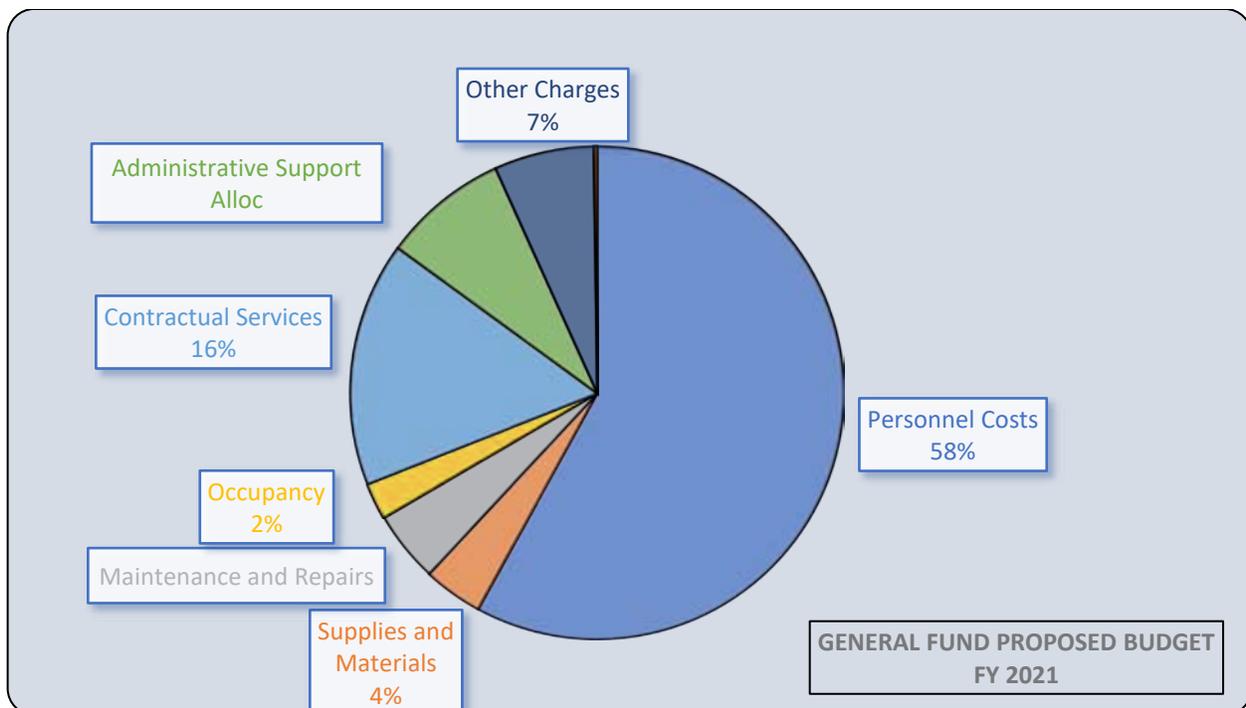
The Contingency category is funding for any unforeseen expenditures that may occur during the fiscal year. The Financial Management Policy states a minimum of \$35,000 must be appropriated in the budget. Expenses are not charged to this account directly; the budget is moved to the appropriate account for the expenditure.

Capital Outlay

Capital Outlay expenditures have a useful life longer than a year and have a value of over \$5,000. This budget does not include any items in this category within the General Fund.

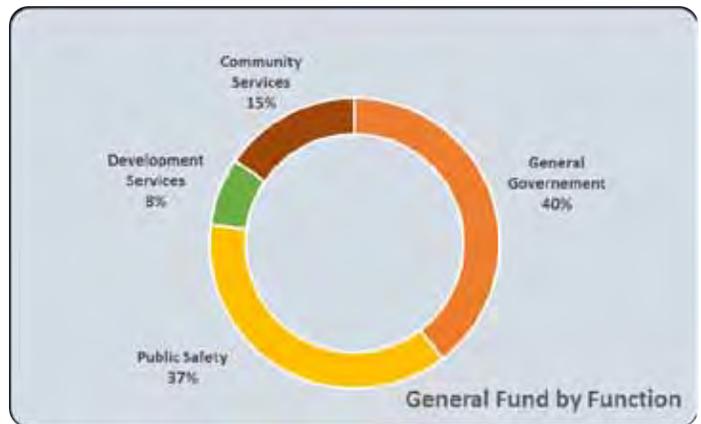
Transfers Out

Transfers Out reflect a transfer from the General Fund to another fund within the City’s operating and capital budgets. In FY 2020, funding for Multi-Media and Special Events and Reservations were being transferred to the Hotel Tax Fund. In FY2021, this transfer was eliminated by moving these departments back into the General Fund.



Expenditures by Function

There are four main functions in the General Fund including General Government, Public Safety, Development Services, and Community Services. A breakdown of FY 2021 proposed departmental expenditures and a brief description is given comparing the functions to the FY 2020 budget and year-end projections. The pie chart, General Fund by Function, shows the percentage breakdown of each function.



General Government

General Government handles the administrative functions of the City and is comprised of Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance. FY 2021 Proposed Budget increase of 9.1% is attributed to many of the previously mentioned items in the category break down. Also, the addition to two Public Works Maintenance Workers moved from the Parks Department. No new positions were added just a reallocation of current positions.

Public Safety

Public Safety function handles all aspects related to citizen protection and is made up of Police Services, Fire Services, and Municipal Court. FY 2021 Proposed Budget increase of 1.7% is attributed to moving to Full-time Fire, an increase in equipment associated with life safety.

Development Services

Development Services function handles both commercial and residential development through the Departments of Engineering and Development, Building Inspection and Planning & Zoning. FY 2021 Proposed Budget decrease of 13.6% is largely attributed to funding the Director of Planning for only 6 months.

Community Services

Community Services function includes Multi-Media, Special Events & Reservations, Parks and Library services. FY2021 Proposed Budget reflects a 1.7% decrease. This decrease can be attributed to the transfer of two positions from the Parks Department to the Public Works Department which is under General Government.

FY 2021 Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
AD VALOREM TAXES	\$3,589,935	\$3,850,795	\$3,785,061	\$4,039,083	\$4,181,933
FRANCHISE AND OTHER TAXES	\$534,652	\$467,830	\$483,000	\$486,000	\$511,000
SALES TAX	\$5,087,946	\$5,084,400	\$5,172,500	\$5,266,932	\$5,499,287
LICENSES AND PERMITS	\$560,225	\$819,032	\$972,847	\$943,000	\$898,000
CHARGES FOR SERVICES	\$571,731	\$673,100	\$604,250	\$671,150	\$709,300
FINES AND FORFEITURES	\$316,967	\$349,585	\$296,147	\$335,200	\$335,200
INTEREST	\$81,936	\$65,000	\$60,000	\$30,000	\$35,000
INTERGOVERNMENTAL	\$70,345	\$89,878	\$179,183	\$69,804	\$69,804
OTHER	\$67,261	\$60,000	\$19,525	\$40,000	\$42,000
TRANSFERS IN	\$909,748	\$769,741	\$567,750	\$590,750	\$590,750
TOTAL REVENUE	\$11,790,746	\$12,229,361	\$12,140,263	\$12,471,919	\$12,872,274

Mission 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.

Department Description

The City of Bastrop is a home-rule city. The City Council consists of five (5) Council 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.

Goals and Objectives – FY 2021

MANAGE GROWTH - Ensure the implementation of the Comprehensive Plan 2036.

ORGANIZATIONAL EXCELLENCE:

- Support the outstanding employees that work diligently to implement the City’s Vision and Mission.
- Continue to establish policies that support the City’s Vision and Mission and nine (9) focus areas.
- Continue to provide positive and pro-active leadership.

Recent Accomplishments - FY 2020

- ✓ Led the City of Bastrop during the Coronavirus pandemic.
- ✓ Appointed City Manager
- ✓ Met with all Boards & Commissions, who are scheduled to regularly meet, in Joint Workshops to discuss Vision / Mission and Board goals.
- ✓ Updated the Council’s Rules of Procedure.
- ✓ Participated in numerous local, regional, and state events representing the City of Bastrop.

Significant Base Budget changes for FY2021

- None
- Other Category includes Travel & Training, Dues, and Advertising.

FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	01 LEGISLATIVE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$6,915	\$6,807	\$6,807	\$6,804	\$6,514
SUPPLIES AND MATERIALS	\$3,721	\$2,700	\$2,500	\$2,969	\$2,971
OCCUPANCY	\$8,304	\$7,500	\$6,826	\$7,650	\$7,650
CONTRACTUAL SERVICES	\$276	\$4,100	\$2,850	\$4,700	\$4,700
OTHER CHARGES	\$18,444	\$19,250	\$17,350	\$17,860	\$17,860
TOTAL EXPENDITURES	\$37,660	\$40,357	\$36,333	\$39,983	\$39,695
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
COUNCIL MEMBER	5.000	5.000	5.000	5.000	5.000
MAYOR	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	6.000	6.000	6.000	6.000	6.000

Department Description

To provide better efficiency when processing expenditures that benefit all departments and to capture expenditures that are for the City as a whole, this department was created to track those expenditures in one place. Some examples would be insurance, legal services, retirees insurance, 380 agreements, communications and consulting services. The credit represents the amount being reimbursed to General Fund from BP&L, Water/Wastewater and Convention Center for administrative support. The City Manager and Chief Financial Officer are responsible for the budget in this department.

Significant Base Budget changes for FY2021

- There was an additional retiree added to insurance.
- MyGov subscription cost was added in this department since it benefits multiple departments.
- Move the CARTS \$20,000 contract amount back to General Fund from Innovation Fund.
- Increased professional services and engineering services for unforeseen projects.
- Increased the 380 agreement for Burleson Crossing due to an estimated increase in sales tax revenue.
- Increased the administrative support reimbursement to offset the Assistant City Manager being moved 100% to City Manager budget.
- Included a compensation study estimate to be conducted during this fiscal year.
- The FY2020 estimated transfer out includes a one-time transfer of \$500,000 to the Innovation Fund to set aside for future loan payments to BP&L

FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	02 ORGANIZATIONAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$62,334	\$66,248	\$56,248	\$86,579	\$88,247
SUPPLIES AND MATERIALS	\$20,204	\$13,350	\$12,240	\$13,425	\$14,425
MAINTENANCE AND REPAIRS	\$127	\$225	\$145	\$22,595	\$22,620
OCCUPANCY	\$73,691	\$73,000	\$73,060	\$73,000	\$73,000
CONTRACTUAL SERVICES	\$844,149	\$456,164	\$551,035	\$496,900	\$484,500
OTHER CHARGES	(\$352,884)	(\$359,608)	(\$356,303)	(\$559,045)	(\$613,487)
CONTINGENCY	\$0	\$35,363	\$0	\$35,000	\$35,000
TRANSFERS OUT	\$206,554	\$238,994	\$738,994	\$0	\$0
TOTAL EXPENDITURES	\$854,175	\$523,736	\$1,075,419	\$168,454	\$104,305

The City Manager is the Chief Administrative Officer of the City of Bastrop and is appointed by the Council.

Mission Statement

Responsible implementation and administration of policies, making recommendations concerning policies and programs to the Council, and developing methods to ensure the efficient operation of city services.

Department 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 proved 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 departments, 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.

Goals and Objectives - FY 2021

COMMUNITY SAFETY: Lead the Capital Improvement Programs for FY 2021.

ORGANIZATIONAL EXCELLENCE: Lead the implementation of the Operational Work Plan, with emphasis on communication.

FISCAL RESPONSIBILITY: Lead the development of multi-year budgets and financial planning as part of the annual budget process.

Recent Accomplishments - FY 2020

- ✓ Lead the Bastrop Building Block Codes Update.
- ✓ Developed multi-year financial and operational work plans as a part of the annual budget process to implement City Council's Strategic Goals.
- ✓ Established partnerships with other local, regional, and state agencies.
- ✓ Ensured operational consistency and accountability during a period of significant transition.

Significant Base Budget changes for FY2021

- Assistant City Manager was moved to this department (100% allocation)
- Moved the Receptionist and Executive Assistant positions to the City Secretary's budget.
- Personnel costs includes the rest of the settlement agreement for insurance coverage for former City Manager through January 2021.
- Dues and Subscriptions was increased to pay for essential organizational dues.
- Ensured safe practices and internal and external communication during the Covid-19 pandemic.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	03 CITY MANAGER		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$374,573	\$487,858	\$440,170	\$439,433	\$433,233
SUPPLIES AND MATERIALS	\$2,235	\$3,450	\$2,875	\$3,460	\$3,470
OCCUPANCY	\$3,623	\$4,900	\$3,650	\$4,300	\$4,400
CONTRACTUAL SERVICES	\$2,250	\$200	\$174,075	\$200	\$200
OTHER CHARGES	\$5,070	\$5,600	\$5,256	\$6,500	\$6,500
TOTAL EXPENDITURES	\$387,751	\$502,008	\$626,026	\$453,893	\$447,803
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT CITY MANAGER OF DEVELOPMENT SERVICES	0.000	0.000	0.000	1.000	1.000
CITY MANAGER	1.000	1.000	1.000	1.000	1.000
COMMUNITY/COUNCIL LIAISON	1.000	1.000	1.000	0.000	0.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	0.000	0.000
OFFICE ASSISTANT	0.625	0.625	0.625	0.000	0.000
RECEPTIONIST	0.625	0.625	0.625	0.000	0.000
TOTAL FTEs	4.250	4.250	4.250	2.000	2.000

Mission Statement

Provide documented accountability of the City of Bastrop's policies, functions, and transactions in order to protect both the legal and financial rights of the citizens of Bastrop.

Department Description

The City Secretary prepares and maintains the agendas and minutes of all City Council Meetings and posts and maintains all agendas for Boards & Commissions meetings and maintains the minutes. Prepares and maintains ordinances, resolutions, proclamations, and election orders. Acts as Chief Election Officer. Serves as Records Management Officer. Responsible for the preservation of City records, including storage, retention, and destruction. Keeps current in changes of the law and technology and the practices of job responsibilities through continued participation in professional associations and education.

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE

- Converting Energov database to MyGov database for licenses and permits.
- Post all meeting agendas in compliance with regulations and statutes.
- Conduct a Boards & Commission Application and Appointment process.
- Hold 3rd Annual Boards & Commission Volunteer Appreciation Banquet.
- Administer May 2021 General Election.

Recent Accomplishments - FY 2020

- ✓ Canceled the 2020 General Election, saving the City \$11,991.83.
- ✓ Posted all meeting agendas in compliance with regulations and statutes.
- ✓ Conducted a Boards & Commission Application and Appointment process in lieu of COVID19.
- ✓ Created and implemented a Records Management process.

Significant Base Budget changes for FY2021

- Moved the Receptionist and Executive Assistant positions into this department from City Manager.
- Increase of hours for Receptionist/Administrative Assistant position from part-time to full-time, including additional benefit costs.
- Contractual services went up due to increased costs for codification services.
- Other Charges category had a net neutral change after Special Events (ie. Volunteer Banquet) and Travel & Training accounts were reduced but Elections Services had an increase.





FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	04 CITY SECRETARY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$106,745	\$112,124	\$110,144	\$243,688	\$243,688
SUPPLIES AND MAINTENANCE	\$1,572	\$2,775	\$1,155	\$2,775	\$2,775
MAINTENANCE AND REPAIRS	\$41	\$0	\$0	\$0	\$0
OCCUPANCY	\$1,339	\$1,580	\$1,393	\$1,416	\$1,416
CONTRACTUAL SERVICES	\$11,096	\$8,700	\$9,881	\$10,600	\$10,600
OTHER CHARGES	\$37,872	\$23,450	\$7,121	\$23,177	\$23,177
TOTAL EXPENDITURES	\$158,665	\$148,629	\$129,695	\$281,656	\$281,656
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CITY SECRETARY	1.000	1.000	1.000	1.000	1.000
EXEC. ADMIN ASSIST	0.000	0.000	0.000	1.000	1.000
RECEPTIONIST	0.000	0.000	0.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	3.000	3.000

Performance Measures

City Secretary

	Goal FY 2020	Actual FY	Goal FY 2021
Open Records Request	Fulfill within 10 days of receipt	95%	Respond within 10 days of receipt
Resolutions/Ordinances	Post online within 5 days of final Council action	95%	Post online within 5 days of final Council action and executed exhibits.
Minutes	Approved without error 95% of the time.	95%	Approved without error 95% of the time.
Records Management Training	N/A	N/A	Train all City Department's Records Management Liaison

The Finance department consists of two divisions, Finance Administration and Utility Customer Service. The Chief Financial Officer oversees the operations of both divisions.

Mission Statement

Maintaining financial integrity through compliance, transparency, and efficiency while providing excellent service to our City as well as the community.

Department Description

Finance Administration is responsible for managing all financial affairs of the City including payroll, accounts receivable, accounts payable, fixed assets, inventory, audit, revenue collection and reconciliation, cash management, debt management, purchasing compliance, risk management, and cemetery administration.

Goals and Objectives - FY 2021

FISCAL RESPONSIBILITY - continue to receive an unmodified audit opinion and award from GFOA for CAFR.

COMMUNICATION - Apply for and receive the GFOA award for Distinguished Budget Presentation for the FY 2021 budget. This award requires the budget document to be of the highest quality and reflect excellent financial transparency to our citizens.

COMMUNICATION - Continue to provide high level of financial transparency on the City's website by uploading funding information, tax ordinances, and debt detail.

ORGANIZATIONAL EXCELLENCE – Create a training program for new employee's in positions that interact with financial functions.

FISCAL RESPONSIBILITY – Increase the Citibank rebate amount by utilizing the use of credit card payments for eligible purchases.

Recent Accomplishments - FY 2020

- ✓ Received the Government Finance Officers Association Award for the Comprehensive Annual Finance Report (CAFR) for FY2019 for the 9th straight year.
- ✓ Received an unmodified audit opinion with no findings.
- ✓ City continues to receive the highest credit rating on its general obligation debt of "AA" from Standard & Poors.
- ✓ Received "AA-" on the Revenue Bond issuance for Water and Wastewater infrastructure financing.
- ✓ Maintained one (1) of five (5) Transparency Stars in the Texas Comptroller's transparency program.
- ✓ Submitted to Government Finance Officers Association for recognition of the Distinguished Budget Presentation Award for the FY2019 Budget Document.
- ✓ Sold 57 plots, scheduled 36 burials, located 42 plots in Fairview Cemetery.
- ✓ Processed 4,483 payments, 11 Insurance claims

Significant Base Budget changes for FY2021

- Personnel costs have increased in part to upgrade a Finance Specialist II position to an Accountant position. This upgrade will assist the Chief Financial Officer in ensuring the city continues to stay in compliance with all the many regulations that apply to city finances. The function of this position has been missing since the Assistant Finance Director position was froze in FY2020.
- The supplies budget increased slightly to budget for replacement scanners.
- There will always be an increase in maintenance year to year. This increase is for the continued maintenance of the financial software. There was an additional increase by the provider of our budgeting program.
- Contractual services include the Actuarial Valuation Report (required annually by the Governmental Accounting Standards Board) and the auditing services. The actuarial report is a full report every other year. FY2021 is a full report year which is part of the increase in this category. The audit is always a slight increase but for FY2021 a Single Audit will be required due to the level of grant money the City will have received in FY2020.
- The other category increased in the Travel & Training line item. Every other year Tyler Technologies (our financial software provider) host their annual conference in Texas. This is the case for FY2021. When this happens, we try and send two staff members (rotating if possible) to this very valuable and informative conference. This does increase the cost of our training budget in those years.
- The Other category is a negative due to an administrative support allocation from Cemetery Operating Fund the offsets some of the administrative costs the Finance Department incurs on behalf of the cemetery.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$352,456	\$348,461	\$315,717	\$359,063	\$359,003
SUPPLIES AND MATERIALS	\$2,455	\$1,950	\$1,750	\$2,950	\$2,500
MAINTENANCE AND REPAIRS	\$29,806	\$30,500	\$30,500	\$36,775	\$38,365
OCCUPANCY	\$3,364	\$3,200	\$3,300	\$3,412	\$3,415
CONTRACTUAL SERVICES	\$38,171	\$41,500	\$40,600	\$57,300	\$54,050
OTHER CHARGES	(\$2,404)	(\$4,410)	(\$5,650)	(\$2,545)	(\$3,900)
TOTAL EXPENDITURES	\$423,848	\$421,201	\$386,217	\$456,955	\$453,433
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ACCOUNTANT	0.000	0.000	0.000	1.000	1.000
CHIEF FINANCIAL OFFICER	1.000	1.000	1.000	1.000	1.000
FINANCE SPEC I	1.000	1.000	1.000	1.000	1.000
FINANCE SPEC II	2.000	2.000	2.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

Mission Statement

To administer accurate and timely billing, while providing exemplary customer service and education of utilities to the City of Bastrop's utility customers.

Department Description

Utility Customer Service is responsible for processing new account applications and disconnection requests, meter reading, billing and collections of the City-owned utilities, data analysis for leak detection, and customer service for the sanitation service offered through a third-party provider.

Goals and Objectives – FY 2021

MANAGE GROWTH – Offer online and remote options for utility customers, enhancement and development of fillable forms for connect and disconnect of service.

ORGANIZATIONAL EXCELLENCE – Provide education and utility facts and tips to customers using the customer portal platform.

FISCAL RESPONSIBILITY – Researching payment options that are less expensive for the city but continue to offer the payment flexibility to our customers.

FISCAL RESPONSIBILITY – Reduce the cost of paper/postage by migrating those customers utilizing the customer portal off of receiving a paper bill.

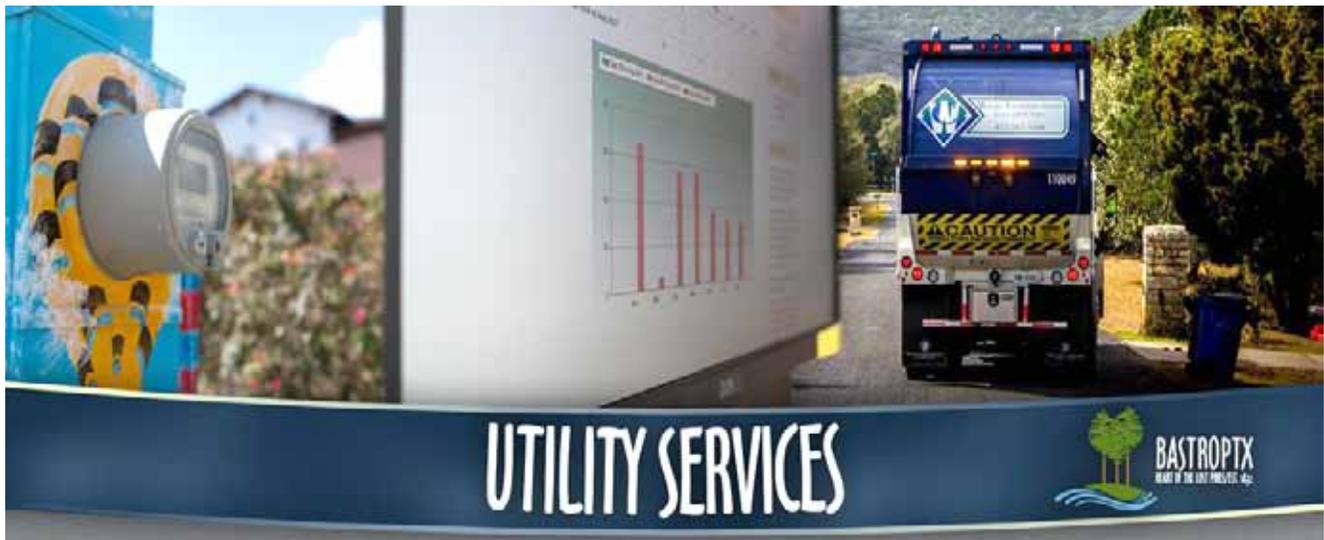
Recent Accomplishments - FY 2020

- ✓ Upgraded Customer Portal/added new features. Giving customers the ability to have all of their accounts linked to one "master account", and pay by ACH option
- ✓ Processed 54,478 payments annually
- ✓ Set 1,200 new accounts
- ✓ Review leak reports weekly and sent out 311 leak notices and calls. Continue reminder calls until leak is resolved.
- ✓ Processed 2,655 work orders
- ✓ Reduced the number of printed bills by shifting customers registered in portal to receiving electronic bill. This reduced the printed copies and postage down by 1,200. Also, all new customers are asked to be on eBill, unless otherwise refuse.
- ✓ Created 637 Landlord Accounts to reduce the number of workorders to BP&L & Water Departments. Landlord account automatically goes into the Landlords name without any work order issued.
- ✓ Assisting Finance with reconciliations by reconciling all payments processed through Utilities Cash Collections
- ✓ Integration of work orders being processed through MyGov
- ✓ Serve as the liaison for commercial solid waste customers to provide excellent customer service.
- ✓ Management and production of extensive Payment Arrangement due to COVID-19
- ✓ Processed and turned over 60 accounts to collection agent up to March of 2020 (stopped with COVID-19)
- ✓ Since March 2020 (COVID-19), increased ability to service customers in more innovative methods. Customers can download forms/applications online, complete all service request via email or utility portal.

Significant Base Budget changes for FY2021

- Personnel costs overall have decreased due to a change in staff (long time employee retired during FY2020).
- The supplies category was decreased to reflect the projected savings in postage due to the elimination of mailing utility bills to those active customers using the city's customer portal. This initiative was started during FY2020.
- The maintenance and repair category reflects a large increase due to a required upgrade of the software that supports the automated meters. The one-time cost to this upgrade is being split between the two utilities (water/wastewater and electric) and can be found in their respective budgets. This increase is the annual increase in maintenance of the software.
- There is no rate increase for the Solid Waste Contract with Waste Connections but an estimated increase in expense due to additional households being added (which is offset in the Sanitation revenue line item).

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		15 UTILITY CUSTOMER SERVICE		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$250,139	\$255,391	\$237,239	\$237,999	\$237,999
SUPPLIES AND MATERIALS	\$23,758	\$23,870	\$24,795	\$16,350	\$16,350
MAINTENANCE AND REPAIRS	\$33,088	\$38,630	\$37,205	\$49,900	\$50,395
OCCUPANCY	\$9,711	\$9,750	\$9,650	\$9,750	\$9,750
CONTRACTUAL SERVICES	\$558,857	\$584,460	\$596,508	\$629,305	\$661,435
OTHER CHARGES	\$1,910	\$3,200	\$1,900	\$3,200	\$3,450
TOTAL EXPENDITURES	\$877,463	\$915,301	\$907,297	\$946,504	\$979,379
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CS SPECIALIST II	1.000	1.000	1.000	1.000	1.000
CUSTOMER SERV SUPERVISOR	1.000	1.000	1.000	1.000	1.000
CUSTOMER SERVICE COORDINATOR	1.000	1.000	1.000	1.000	1.000
CUSTOMER SERVICE SPECIALIST I	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

Performance Measures

Finance - Administration

	Goal FY 2020	Actual FY2020	Goal FY 2021
Maintain General Obligation Bond rating	AA	AA	AA
Awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting	YES	UNKNOWN	YES
Awarded the GFOA Distinguished Budget Presentation	YES	YES	YES
Cemetery deeds filed within 31 days of the plot sale date	95%	100%	100%
Bank Reconciliations complete by 10 th of each month	92%	75%	92%
Previous month closed by 12 th of each month	92%	75%	92%
Complete a training packet for new employees that interact with Finance to set them up for success	JAN 2020	N/A	JAN 2021

Utility Customer Service

	FY 2018	FY 2019	Goal FY 2020	Actual FY2020	Goal FY 2021
Minimal manual reads caused by malfunctioning registers. (1% or 60 meters)	35 average .006% (5,881 meters)	35 average .006% (6,070 meters)	30 average .004% (6,200 meters)	30/mo average .004% (6,477 meters)	30 average .004%
Increasing the number of active customers on our utility customer portal. (Customer count 3,625)	N/A	1,564 (web payments)	1,900	1,800	1,900
Leak reports produced and reviewed weekly	N/A	N/A	100%	100%	100%
Produce bills in 28-31 days	N/A	N/A	100%	100%	100%
Development of fillable forms for Connect and Disconnect services to upload data to CIS	N/A	N/A	May 2020	N/A	December 2020

Mission Statement

Human Resources supports the City in attracting and retaining a qualified, capable, diverse, and citizen-centered workforce to provide the highest quality of exemplary services to the citizens of Bastrop.

Department Description

Human Resources provides responsible leadership and direction in human resource services, including managing and administering recruitment, compensation, benefits, employee relations, training, and records management program. 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.

Goals and Objectives for FY 2021

COMMUNICATION

- Launch Neogov Onboarding module.
- Update Human Resources website.
- Increase and be bold with social media.
- Continue to update all job descriptions.

ORGANIZATIONAL EXCELLENCE

- Continue scanning all HR documents into Laser fiche.
- Continue compliance training.
- Enhance safety training for all personnel.
- Maintain pay plan integrity.
- Monitor and maintain personnel policies for compliance with local, state, and federal laws that govern municipal employment practices.
- Strive to be a cultural change agent within the organization.

Recent Accomplishments for FY 2020

- ✓ 3rd Year for Alight Medical Concierge Services: Saving \$196,000 in medical costs YTD, with 39% employee engagement.
- ✓ NIBBLES Backpack Program: City employees-built food bags, feeding 142 food insecure BISS students each weekend during the school year bridging the gap between Fridays and Mondays. Thirty-three employees participated, logging 70 volunteer hours.
- ✓ Updated 36 job descriptions.
- ✓ Received 12 Workers Compensation claims with <5 lost time claims.
- ✓ Implemented Neogov Software to improve efficiency related to on-line job applications.
- ✓ Tanya Cantrell attended the Certified Public Communicator Program at TCU.

Significant Base Budget changes for FY2021

- Other Charges increased for additional Public Information Officer training as backup for emergency management. This category also includes special events and city appreciation (employee appreciation), along with advertising and dues.



**Tanya Cantrell, PHR
Director**



**Zana Jones
Executive Administrative
Assistant**

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	06 HUMAN RESOURCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$171,830	\$189,675	\$187,381	\$189,123	\$187,913
SUPPLIES AND MATERIALS	\$1,575	\$3,000	\$2,625	\$2,150	\$2,150
MAINTENANCE AND REPAIRS	\$8,803	\$8,803	\$9,082	\$9,536	\$9,856
OCCUPANCY	\$1,922	\$2,268	\$2,268	\$2,268	\$2,268
CONTRACTUAL SERVICES	\$0	\$2,000	\$0	\$2,000	\$2,000
OTHER CHARGES	\$17,375	\$17,880	\$13,335	\$23,630	\$20,380
TOTAL EXPENDITURES	\$201,505	\$223,626	\$214,691	\$228,707	\$224,567
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
EXEC. ADMIN ASSIST	0.625	0.750	0.750	0.750	0.750
HR DIRECTOR	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.625	1.750	1.750	1.750	1.750

Performance Measures

Objective	Performance Measure	FY 2018	FY 2019	Goal FY 2020	Actual FY2020	Goal FY 2021
Continue to update job descriptions	A total of 107 Job Descriptions	15	20	20	36	24
Contribute to low turnover rate through recognition of employees	Recognize 100% of all employees who reach employment milestones in 5 year increments	100%	100%	100%	100%	100%
Ensure Bastrop meets high safety standards for city employees	Continue to have less than 25 claims with less than 5 lost time claims annually	7	16	<25 <5 lost claims	<25 <5 lost claims	<25
	Employee Safety/Compliance Trainings through HR	n/a	n/a	4	2	4
Continue to scan existing employee documents in to Laserfiche	We have approximately 340 employee folders	n/a	n/a	A-F	A-F	G-L

Mission Statement

Information Technology Department provides technical support to the organization, implements state-of-the-art technology, and plans for future technology initiatives.

Department Description

Information Technology Department provides automated solutions that are effectively aligned with business requirements and tailored to provide support and service to internal and external customers. Our customers are diverse, ranging from elected officials, city management and staff, to citizens, businesses, and visitors.

Goals and Objectives - FY 2021

COMMUNICATION - Manage various interconnected local-area networks that form the City's wide-area network.

COMMUNICATION - Upgrade City network security, accessibility and wireless access hardware.

ORGANIZATIONAL EXCELLENCE - Ensure security, redundancy and availability requirements continue to be met and improved.

ORGANIZATIONAL EXCELLENCE - Install and maintain IT equipment (such as workstations, printers, servers, and network / telecommunications hardware).

FISCAL RESPONSIBILITY - Analyze emerging technology and determine how and when its application becomes relevant and cost effective to City business.

Recent Accomplishments - FY 2020

- ✓ Utilized ten-year technology replacement schedule program to ensure replacement of hardware before it becomes obsolete.
- ✓ Replaced 54 workstations in first round of three-year desktop replacement program.
- ✓ Replaced old backup batteries in data centers.
- ✓ Assisted all departments with new workflow requirements due to COVID, including implementation and support for consistent use of teleconferencing and telecommute solutions.
- ✓ Refreshed Public Library public access infrastructure - upgraded wireless for full building coverage and assisted with workflow modifications as a result of COVID safety.

Significant Base Budget changes for FY2021

- Software Maintenance account was increased to add additional security with the cybersecurity on the rise.



FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	07 INFORMATION TECHNOLOGY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$157,227	\$198,513	\$198,792	\$200,477	\$200,477
SUPPLIES AND MATERIALS	\$12,096	\$26,370	\$39,320	\$17,035	\$16,938
MAINTENANCE AND REPAIRS	\$102,974	\$150,090	\$138,890	\$139,340	\$144,464
OCCUPANCY	\$10,667	\$8,780	\$8,620	\$10,200	\$10,620
CONTRACTUAL SERVICES	\$9,356	\$33,629	\$19,629	\$39,906	\$39,906
OTHER CHARGES	\$2,849	\$9,000	\$2,000	\$6,500	\$9,320
CAPITAL OUTLAY	\$17,484	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$312,653	\$426,382	\$407,251	\$413,458	\$421,725
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
IT DIRECTOR	1.000	1.000	1.000	1.000	1.000
IT SYSTEM ADMINISTRATOR	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	2.000	2.000	2.000	2.000	2.000

Performance Measures

Information Technology

	Goal FY 2020	Actual FY2020	Goal FY 2021
Resolution Time Compliance: Percentage of service desk incidents resolved within the time frame specified for their priority level	100%	98%	100%
Server Uptime: Availability of City servers for use	99.5%	99.6%	99.5%
Main server memory capacity used	<66%	19%	<66%
Storage capacity used	<66%	38%	<66%

Department Description

This department is responsible for communication, transparency, and telling the City's story. Documenting and promoting the projects, initiatives, and services that our organization provides and reaching our audience with vibrant, useful, and quality information is our daily focus. We offer the full spectrum of digital media services including video production, photography, graphic design, social media management, written and verbal communications, television, web, and print publication, and audio/visual solutions.

Goals and Objectives - FY 2021

COMMUNICATION - Define and enhance the City of Bastrop brand through study of existing branding, development of tools to assist in a cohesive and consistent brand, and further exploration of our ever-evolving brand.

ORGANIZATIONAL EXCELLENCE - Develop a style guide for internal use to guide in the creation of all City of Bastrop communications.

COMMUNICATION - Work with every City of Bastrop department to create content and stories about the services and value provided to our customers and increase engagement with the general public through various forms of media.

COMMUNICATION - Continue to live-stream the public meetings and develop new and creative ways to connect our citizens with the actions of the council and other boards.

Recent Accomplishments - FY 2020

- ✓ Received the Texas Association of Telecommunication Operators and Advisors Kurt Uglund Programming Impact Award for our video on Martin Luther King, Jr.
- ✓ Successfully pivoted and directed substantial resources toward the COVID-19 state of disaster and have amassed tens of thousands of engagements and views of our updates and information posts, graphics, and videos. The creation of a Mayor's Update video series, and two campaigns, #stayhomebastrop and #staysafebastrop. Our post announcing Mask Requirements had an audience reach of 44,700, and our live video of the first COVID-19 press conference was seen by an audience of 24,900.
- ✓ Repurposed and restructured the Building Bastrop brand to include all capital improvement projects and even other, more minor, construction and infrastructure projects.
- ✓ National Recognition on #CityHallSelfieDay for social media post with City staff.

Significant Base Budget changes for FY2021

- Software Maintenance account was increased to add additional support for the software used to run the Council meetings.
- The other charges in the FY2020 budget included an administrative support allocation from other funds to offset this budget. Since moving this department back into the General Fund, the administrative support allocation into the General Fund covers a portion of this departments support to other funds.



FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	08 MULTI-MEDIA		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$176,722	\$207,549	\$187,185	\$168,553	\$168,553
SUPPLIES AND MATERIALS	\$1,296	\$5,150	\$2,400	\$5,000	\$1,000
MAINTENANCE AND REPAIRS	\$5,207	\$7,650	\$6,650	\$9,500	\$9,500
CONTRACTUAL SERVICES	\$4,324	\$6,115	\$5,680	\$6,750	\$6,750
OCCUPANCY	\$1,776	\$12,500	\$5,000	\$6,350	\$6,350
OTHER CHARGES	(\$61,540)	(\$65,252)	(\$39,878)	\$6,100	\$6,100
TOTAL EXPENDITURES	\$127,785	\$173,712	\$167,037	\$202,253	\$198,253
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
CHIEF STORY TELLER	1.000	1.000	1.000	0.850	0.850
DIGITAL MEDIA SPECIALIST	1.000	1.000	1.000	1.000	1.000
DOWNTOWN & HOSPITALITY DIRECTOR	0.150	0.000	0.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.100	0.100	0.000	0.000
TEMP ASST. CHIEF STORYTELLER	0.481	0.481	0.481	0.481	0.481
TOTAL FTEs	2.631	2.581	2.581	2.331	2.331

Performance Measures

Communications

Please note that the Communications team serves internal customers in a wide variety of disciplines and is implementing a ticket system to help manage, track, and measure these types of tasks for FY 2021.

Objective	Performance Measure	FY 2018	FY 2019	Goal FY 2020	Actual FY2020	Goal FY 2021
Social media reach and engagement are good indicators that the content that we share is both valuable and interesting to our audience.	We seek a 5% per post average increase year-to-year in the categories of reach across our social media platforms.	N/A	1,510	1,661	*2,169 Average per post	2,277 Average per post
Open transparency and communication with the community is important to establish trust, morale, and citizen awareness.	Meetings that are subject to the Open Meeting Act will be filmed live, broadcast to the City PEG channel, and live streamed to the City Facebook page. Within 72 hours, these meetings will also be edited for sound and video clarity and posted to the City's Facebook page as well as linked to the City Website.	N/A	100%	100%	*100%	100%

Department Description

This department is responsible for special event permitting and coordination, parks reservations, and assisting with community programming. This department's role also contributes support to the entire Hospitality & Downtown division's administrative, billing, and communication efforts and acts as a liaison between special events and internal City resources.

Goals and Objectives - FY 2021

AUTHENTIC BASTROP - Create an improved Special Event Planning and Implementation Guide for our users; equipped with information on how to request an event, timeline example, thus making the user experience more pleasant.

AUTHENTIC BASTROP - Educate the public and community about the new Special Event portal (built within MYGOV), through social media marketing and a user-friendly public portal located on the City website for easier submissions.

AUTHENTIC BASTROP - Create an improved experience by reviewing the Special Events Ordinance, improving event process efficiencies, drafting Special Event Planning and Implementation Guide for users; equipped with information on how to request an event, timeline example, thus making the experience more pleasant.

AUTHENTIC BASTROP - Create and implement a Park Reservation Campaign to include but not limited to an information brochure, website redesign, post-rental evaluation and updated reservation portal to increase community usage of our parks.

Recent Accomplishments - FY 2020

- ✓ Created and implemented a Special Event online submission and payment portal (through MYGOV).
- ✓ Introduced a new project management software, TRELLO, to the department to improve the workflow of city wide and departmental projects.
- ✓ Communicated in a timely manner with event organizers through the COVID-19 responses to reflect the ever-changing requirements and updates within event operations.

Significant Base Budget changes for FY2021

- The Food Pantry's NIBBLES program was budgeted in this department in FY2020 but funded with a transfer in from BP&L. For FY2021 this program is being funded directly out of BP&L.
- The other charges increased to allow additional funds to support Snow Day, a popular community event during the Christmas programming.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	10 SPECIAL EVENTS AND RESERVATIONS			00 NON-DIVISION	
SUMMARY					
CATEGORIES	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$47,868	\$61,906	\$46,277	\$62,250	\$62,250
SUPPLIES AND MAINTENANCE	\$739	\$4,250	\$1,000	\$3,300	\$3,300
OCCUPANCY	\$0	\$1,282	\$250	\$1,000	\$1,000
CONTRACTUAL SERVICES	\$79,800	\$98,000	\$97,300	\$82,000	\$82,000
OTHER CHARGES	\$6,204	\$15,000	\$15,000	\$19,000	\$19,000
TOTAL EXPENDITURES	\$134,611	\$180,438	\$159,827	\$167,550	\$167,550
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
DOWNTOWN & HOSPITALITY DIRECTOR	0.100	0.000	0.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.075	0.075	0.000	0.000
RECREATION COORDINATOR	0.667	0.667	0.667	1.000	1.000
TOTAL FTEs	0.767	0.742	0.742	1.000	1.000

Performance Measures

Objective	Performance Measure	FY 2018	FY 2019	Goal FY 2020	Actual FY2020	Goal FY 2021
Rental Revenue from parks and pavilion rental not only allows a small revenue stream to help maintain our parks but also is a good indicator of park usage by the community.	Increase the number of park and pavilion rentals by 10%.	N/A	66	71	20	22
Well-developed Event Action Plans are an important feature of ensuring an event is successful and efficient.	Have all Event Action Plan Packages published within 24 hours of the event.	N/A	N/A	N/A	100%	100%

* Extrapolated from August through end of year

Mission Statement

The sole reason we exist is to protect and serve the citizens of Bastrop.

Department Description

Providing enhanced safety and an overwhelming sense of security to our community is what the dedicated men and women of the Bastrop Police Department strive to accomplish every minute of every day. The twenty-four (24) sworn officers, two (2) reserve officers and four (4) civilians compose this premier law enforcement agency and are committed to integrity, service, and professionalism. The Bastrop Police Department consists of the following Divisions/Sections: Police Administration, Patrol Division, Criminal Investigations Division, Community Resource/Crime Prevention, Animal Control/Code Compliance, and Emergency Management.

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE –

- Complete the Texas Chief's Association Best Practices Recognition Program.
- Perfect gathering and utilizing data to form decisions.
- Prepare citywide community survey to solicit feedback.
- Create a Recruiting and Retention Committee.
- Maintain an above average clearance rate greater than 9% the State of Texas' clearance rate.

COMMUNICATION –

- Expand community education to the next generation of Bastropians (e.g. Baskets with BPD).

Recent Accomplishments - FY 2020

- ✓ Despite COVID-19, no officers or personnel have become sick although we engage with the public consistently and routinely.
- ✓ Forty-seven percent (47%) clearance rate for all crimes this year compared to the State of Texas' twenty-six percent (26%).
- ✓ 52% of all officers have achieved the highest Peace Officer Certification, Master Peace Officer.
- ✓ Completed overhaul of nuisance codes and general health and sanitation regulations to make them practical and enforceable.

Significant Base Budget changes for FY2021

- Personnel costs in the Patrol Division includes the anticipated costs of two officers that will be retiring in December 2020. This category also includes Field Officer training stipend.
- The Emergency Management budget decreased significantly. The FY2021 budget does not include a significant amount for incident supplies. If the city were to have an incident and incurred costs because of it, a budget amendment would be required.
- Contractual services in the Administrative Division increased due to the addition of vehicles purchased in FY2020 into the Vehicle & Equipment replacement fund which increased the lease payment transferred into that fund.
- The Other Category includes Travel & Training, Dues, contract with Bastrop County for animal shelter, and Prison Housing.

FY 2021 Fund Summary & Personnel Schedule



COFFEE WITH THE CHIEFS



CLINT NAGY, CHIEF

VICKY STEFFANIC, ASSISTANT CHIEF

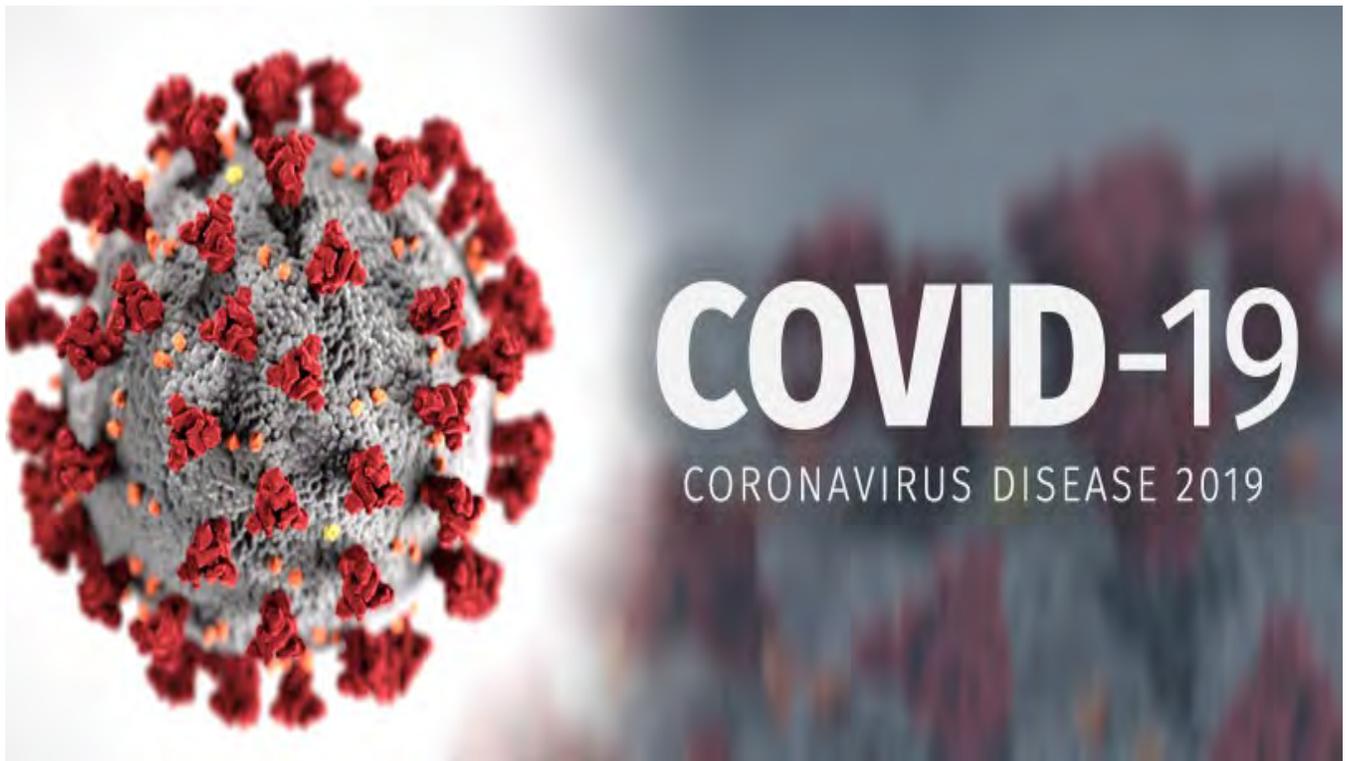
CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$549,817	\$544,965	\$487,118	\$523,442	\$523,442
SUPPLIES AND MATERIALS	\$27,738	\$40,191	\$22,130	\$31,567	\$25,397
MAINTENANCE AND REPAIRS	\$29,925	\$44,152	\$41,352	\$44,543	\$46,543
OCCUPANCY	\$48,223	\$49,074	\$41,914	\$46,622	\$48,522
CONTRACTUAL SERVICES	\$358,315	\$358,886	\$356,687	\$378,551	\$378,551
OTHER CHARGES	\$22,949	\$36,808	\$16,890	\$25,910	\$27,785
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,036,967	\$1,074,076	\$966,091	\$1,050,635	\$1,050,240
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
ADMIN. OFFICER	1.000	1.000	1.000	1.000	1.000
ASSISTANT POLICE CHIEF	1.000	1.000	1.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	1.000	0.650	0.650	0.000	0.000
INTERIM ASSISTANT CHIEF OF POLICE	0.000	0.000	0.000	1.000	1.000
INTERIM CHIEF OF POLICE	0.000	0.000	0.000	1.000	1.000
RECORDS TECHNICIAN	2.000	2.000	2.000	2.000	2.000
TOTAL FTEs	6.000	5.650	6.000	6.000	6.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		12 CODE ENFORCEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$51,627	\$62,462	\$62,500	\$62,204	\$62,204
SUPPLIES AND MATERIALS	\$2,315	\$5,172	\$1,820	\$3,875	\$3,895
MAINTENANCE AND REPAIRS	\$1,043	\$4,102	\$1,551	\$4,102	\$2,102
OCCUPANCY	\$64	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$2,674	\$10,615	\$1,000	\$5,225	\$4,400
OTHER CHARGES	\$15,534	\$20,350	\$13,600	\$19,800	\$19,800
TOTAL EXPENDITURES	\$73,257	\$102,701	\$80,471	\$95,206	\$92,401
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CODE COMPLIANCE	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	1.000	1.000

FY 2021 Fund Summary (No personnel assigned to this division)



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		14 EMERGENCY MANAGEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SUPPLIES AND MATERIALS	\$4,651	\$35,600	\$63,895	\$14,800	\$14,800
MAINTENANCE AND REPAIRS	\$0	\$3,200	\$2,750	\$3,200	\$3,200
OCCUPANCY	\$7,210	\$9,070	\$7,820	\$9,070	\$9,070
CONTRACTUAL SERVICES	\$10,000	\$10,000	\$25,000	\$7,253	\$7,253
OTHER CHARGES	\$2,237	\$3,750	\$693	\$3,750	\$3,750
TOTAL EXPENDITURES	\$24,098	\$61,620	\$100,158	\$38,073	\$38,073

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		21 CID		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$257,961	\$276,708	\$281,693	\$281,515	\$281,515
SUPPLIES AND MATERIALS	\$5,219	\$12,818	\$3,150	\$3,550	\$2,550
MAINTENANCE AND REPAIRS	\$180	\$5,112	\$2,000	\$5,914	\$5,914
CONTRACTUAL SERVICES	\$3,846	\$7,086	\$2,400	\$3,000	\$3,000
OTHER CHARGES	\$6,363	\$10,076	\$4,890	\$6,796	\$6,796
TOTAL EXPENDITURES	\$273,569	\$311,800	\$294,133	\$300,775	\$299,775
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
OVERTIME	0.000	0.000	0.000	0.000	0.000
POLICE DETECTIVE	3.000	3.000	3.000	3.000	3.000
TOTAL FTEs	3.000	3.000	3.000	3.000	3.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	09 POLICE			22 PATROL	
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$1,511,761	\$1,573,434	\$1,574,336	\$1,601,325	\$1,591,295
SUPPLIES AND MATERIALS	\$83,786	\$100,399	\$88,016	\$103,275	\$178,325
MAINTENANCE AND REPAIRS	\$29,438	\$28,830	\$45,300	\$30,330	\$28,830
CONTRACTUAL SERVICES	\$14,214	\$17,171	\$13,500	\$15,000	\$15,000
OTHER CHARGES	\$3,887	\$15,411	\$13,720	\$13,720	\$13,720
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,643,086	\$1,735,245	\$1,734,872	\$1,763,650	\$1,827,170
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
POLICE OFFICER	3.000	3.000	3.000	3.000	3.000
POLICE OFFICER I	1.000	1.000	1.000	0.000	0.000
SENIOR OFFICER	8.000	8.000	8.000	9.000	9.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		23 CRIME PREVENTION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$91,462	\$104,035	\$102,505	\$104,824	\$104,824
SUPPLIES AND MATERIALS	\$5,349	\$8,170	\$2,100	\$3,650	\$3,650
MAINTENANCE AND REPAIRS	\$1,659	\$3,144	(\$245)	\$3,144	\$3,144
CONTRACTUAL SERVICES	\$1,344	\$1,963	\$1,300	\$1,338	\$1,338
OTHER CHARGES	\$2,630	\$3,659	\$1,950	\$2,650	\$2,370
TOTAL EXPENDITURES	\$102,444	\$120,971	\$107,610	\$115,606	\$115,326
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SENIOR OFFICER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	1.000	1.000

Performance Measures

Administration

	FY 2019	FY 2020	Goal FY 2021	Goal FY 2022
Community Event Participation	17	5	25	25
Formal Cases Processed - Records	1807	1437	1800	1800
Open Records Requests - Records	102	123	Incident driven	Incident driven
Crash Investigations Tracked - Records	810	764	725	725
Formal Crash Investigations Completed	396	345	360	360
Self-Reported Crashes Completed.	414	419	374	374

Code Compliance/ Animal Services

	FY 2019	FY 2020	Goal FY 2021	Goal FY 2022
Animal Service Calls	452	417	Incident Driven	Incident Driven
Code Enforcement Calls	232	222	244	244
Patrol Officer Processed Animal Services			Incident Driven	Incident Driven
Patrol Officer processed Code Compliance calls.	228		250	
Total Calls for Service	651		Incident Driven	Incident Driven
% Voluntary Code Compliance	N/A	82%	75%	75%
% Voluntary Animal Services Compliance	N/A	90%	75%	75%
Total number of Chickens captured and relocated.	186	29	10	0

Emergency Management

	FY 2019	FY 2020	Goal FY 2021	Goal FY 2022
Training Hours (Formal or Independent Course Study)	199	0	Personnel Driven	Personnel Driven
Training Hours (Exercises)	132	40	195	195
Training Hours (shelter)	12	16	16	16
Incident/Event Action Plans Implemented	21	6	21	21
Total # of Personnel Hours for Events	567.5	2000	575	575
Incidents Debriefed	21	4	21	21
# of Informational Social Media Posts	176	315	150	150
# of Individuals who received Social Media Posts.	505,145	831,653	Incident Driven	Incident Driven

Performance Measures

Criminal Investigations

	FY 2019	FY 2020	Goal FY 2021	Goal FY 2022
Total Uniform Crime Reports (Part I and II)	993	865	Incident Driven	Incident Driven
% Clearance Rate for all crimes (Part I and II)	42%	55%	42%	42%
Average Case Load per Detective	85	104	65	55
% Clearance Rate for Part I Index Crimes	32%	25%	36%	36%
Incidents submitted to District Attorney within 90 days.	39	40	60	60

Patrol

	FY 2019	FY 2020	Goal FY 2021	Goal FY 2022
Dispatched Calls for Service	9142	8787	Incident Driven	Incident Driven
Formal Crashes Investigated	396	345	322	322
Crash reports (injury and non-injury)	376	328	305	305
Self-Initiated Contacts	12,108	12718	12,000	12,000
Community Patrols	5572	6825	6200	6200
Emergency Call Response Time	4:02	4:06	4:04	4:04

Crime Prevention

	FY 2019	FY 2020	Goal FY 2021	Goal FY 2022
Drug Buyback Program	1	1	1	1
Total # of Neighborhoods / Groups participating in National Night Out	11	11	9	9
Crime Prevention Meeting w/ Apartment Complexes	3	3	36	36
Citizen Police Academy Participants	13	11	25	25
Junior Police Academy Participants	41	0	40	40
# of Sex Offenders Verifications Completed	35	32	100%	100%
# of register Sex offenders in the city limits	20	18	100%	100%
# of Unannounced Sex Offender Verifications.	7	19	25%	25%
# of hours of Citizens on Patrol a year	1159	517	1870	1870

Mission Statement

Our purpose is to protect the lives and property of the citizens, businesses, and visitors to our community.

Department Description

The Fire Department's primary purpose is to protect the lives and property of the citizens, businesses, and visitors to our community. The department is called on to handle anything from minor emergencies to major disasters and continually seeks opportunities to serve and engage our community through outstanding customer service. Service is accomplished through the delivery of fire suppression operations, fire prevention, and public education.

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE

- Convert part-time firefighters to full-time for better coverage during disasters and alleviate the need to hire additional part-time to meet demand.
- Continue to maintain response times less than the required standard of 10 minutes, 80 percent of the time.
- Respond to all requests for service with a high level of efficiency and preparedness.
- Manage all scenes to ensure the safety of all citizens and fire personnel.
- Conduct training for operational effectiveness and standardization for all personnel.
- Provide and promote fire safety education to all.

Recent Accomplishments - FY 2020

- ✓ Increased paid coverage from 3 part-time shifts to 4 part-time shifts. This allowed for 2 part-time firefighters 24 hours a day, 7 days a week.
- ✓ Hired a full-time Assistant Fire Chief / Fire Inspector and integrated them into the planning review process.
- ✓ Reduced nighttime response times from 19-20 minutes to an average of 6-8 minutes by adding 24 hour paid coverage.
- ✓ Purchased 3 new apparatus and added them to fleet. Provided training before placing them into service.

Significant Base Budget changes for FY2021

- There are significant personnel cost changes in this budget. In the Operations Division the increase is related to moving to full-time fire keeping the same shifts (unless the SAFR grant is approved) and adding benefit costs. In the Volunteer Division the stipend that is paid quarterly has been moved from contracted services to personnel cost and is paid through payroll.
- The supplies and materials have been increased to provide needed safety equipment to our firefighters. This includes protective gear, wildland clothing and equipment for performing their duties.
- The training budget for the Operational Division was increased to account for training any new staff.
- The vehicle maintenance line item has been underfunded in prior years. This has been corrected in this budget.
- Contractual services in the Administrative Division increased due to the addition of vehicles purchased in FY2020 into the Vehicle & Equipment replacement fund which increased the lease payment transferred into that fund.
- The Other Category includes Travel & Training, Dues and Special Events (employee appreciation).

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	11 FIRE		10 ADMIN		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$341,691	\$245,892	\$245,697	\$254,994	\$254,994
SUPPLIES AND MATERIALS	\$58,309	\$22,340	\$27,640	\$26,890	\$27,700
MAINTENANCE AND REPAIRS	\$81,840	\$7,900	\$5,200	\$10,414	\$10,414
OCCUPANCY	\$43,111	\$47,000	\$42,500	\$51,510	\$52,510
CONTRACTUAL SERVICES	\$79,175	\$57,590	\$57,040	\$73,993	\$73,993
OTHER CHARGES	\$16,464	\$17,025	\$15,525	\$16,315	\$16,315
CAPITAL OUTLAY	\$10,939	\$18,500	\$18,461	\$0	\$0
TOTAL EXPENDITURES	\$631,529	\$416,247	\$412,063	\$434,116	\$435,926
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT FIRE CHIEF	0.000	1.000	1.000	1.000	1.000
FIRE CHIEF	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	2.000	2.000	2.000	2.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	11 FIRE		11 OPERATIONAL		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$310,215	\$259,170	\$387,042	\$387,042
SUPPLIES AND MATERIALS	\$0	\$37,935	\$29,785	\$37,035	\$37,870
MAINTENANCE AND REPAIRS	\$0	\$55,705	\$55,705	\$58,861	\$58,861
CONTRACTUAL SERVICES	\$0	\$950	\$950	\$950	\$950
OTHER CHARGES	\$0	\$5,025	\$5,680	\$9,930	\$9,930
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$409,830	\$351,290	\$493,818	\$494,653
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
FIREFIGHTER*	6.300	8.400	8.400	0.000	0.000
FIREFIGHTER/EMT	0.000	0.000	0.000	6.000	6.000
TOTAL FTEs	6.300	8.400	8.400	6.000	6.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	11 FIRE		13 VOLUNTEER		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$0	\$2,440	\$27,422	\$27,497
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$15,570	\$15,570
CONTRACTUAL SERVICES	\$0	\$24,000	\$24,000	\$3,600	\$3,600
OTHER CHARGES	\$0	\$10,000	\$8,000	\$6,250	\$6,250
TOTAL EXPENDITURES	\$0	\$34,000	\$34,440	\$52,842	\$52,917

Performance Measures

	FY 2018	FY 2019	FY 2020	Goal FY 2021
Response Times				
Average amount of time for Daytime response to Calls for Service (CFS)	NA	NA	5 Minutes	4 Minutes
Daytime % of arrival to CFS within 10 minutes	NA	NA	98%	100%
Average amount of time for Nighttime response to Calls for Service (CFS)	NA	NA	8 Minutes	6 Minutes
Nighttime % of arrival to CFS within 10 minutes	NA	NA	5%	100%
Educational Programs				
Number of "Sound the Alarm" educational programs conducted for the elderly and/or disabled population	8	15	18	20
Number of "Staying Safe & Staying Alive" educational programs conducted for children in kindergarten through 5 th grade students	2	3	3	3
Number of "Staying Safe & Staying Alive" educational programs conducted for middle school and high school students	3	3	3	3
Training				
Total number of training hours conducted this year	NA			
% of firefighters who received a minimum of 56 hours of training this year	NA	95%	98%	100%
% of total training hours dedicated to specialty training (i.e., swift water rescue, high & low angle rescue, hazardous materials training, etc.)	NA	4%	10%	20%
Fire Inspections & Planning Review				
# of fire inspections conducted	NA	NA	30	50
# of violations identified during the fire inspection	NA	NA	5	2
% of voluntary compliance after receiving education and assistance was received and further enforcement actions were not required	NA	NA	85%	95%
# of planning reviews conducted	NA	NA	55	60
Average time to complete planning review	NA	NA	7 Days	7 Days

Mission Statement

Our purpose is to provide a fair and equitable Court of Record in a user-friendly environment.

Department Description

Municipal Court is a Court of Record and processes approximately 2,600 cases annually, which translates into this Court sees more people than any other court in the County. This Court processes complaints filed by Bastrop Police Department, Bastrop Fire 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, manage payment plans, track community service hours, sign warrants for failure to comply with Court Orders, Failure to Appear or Violation of Promise to Appear, and issue warrants on A and B misdemeanor and felony cases originating in the City of Bastrop.

Goals and Objectives - FY 2021

- ORGANIZATIONAL EXCELLENCE** - Treat all internal and external customers with professional courtesy and respect.
- ORGANIZATIONAL EXCELLENCE** - Complete the life cycle of cases where defendants are actively engaging as simply and expeditiously as possible.
- COMMUNICATION** - Provide more education – Juvenile Case Manager will provide education to reduce the percentage of recidivism.
- FISCAL RESPONSIBILITY** – Work in cooperation with the Bastrop Police Dept. to hold multiple warrant roundups each year to reduce the amount of outstanding warrants.

Recent Accomplishments - FY 2020

- ✓ As of April 2020, all clerks are state certified.
- ✓ Collected and closed court cases from 1992, 1994 and 1998
- ✓ Managing 287 payment plans and 62 community service cases – 16 currently open
- ✓ Administered monthly pre-trials and 1 Bench Trial
- ✓ Coordinated with Bastrop Police Dept. to conduct warrant round up
- ✓ Processed 1743 payments to date
- ✓ Issued 459 warrants to date

Significant Base Budget changes for FY2021

- None to report

FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	12 MUNICIPAL COURT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$213,662	\$199,971	\$195,855	\$202,251	\$201,366
SUPPLIES AND MATERIALS	\$7,415	\$7,800	\$7,400	\$7,900	\$8,000
MAINTENANCE AND REPAIRS	\$6,154	\$8,578	\$7,500	\$8,300	\$8,700
OCCUPANCY	\$4,203	\$4,250	\$4,200	\$4,400	\$4,400
CONTRACTUAL SERVICES	\$106,931	\$108,604	\$99,723	\$107,200	\$108,200
OTHER CHARGES	\$4,873	\$7,650	\$6,617	\$7,850	\$7,850
TOTAL EXPENDITURES	\$343,238	\$336,853	\$321,295	\$337,901	\$338,516
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
COURT ADMINISTRATOR	1.000	1.000	1.000	1.000	1.000
COURT CLERK/JUVENILE CASES	1.000	1.000	1.000	1.000	1.000
COURT CLERK/TRIAL COORD	1.000	1.000	1.000	1.000	1.000
JUDGE	1.000	0.000	0.000	0.000	0.000
MC VOE CLERK	0.250	0.250	0.250	0.250	0.250
TOTAL FTEs	4.250	3.250	3.250	3.250	3.250

Performance Measures**Municipal Court**

	FY 2018	FY 2019	Goal FY 2020	Actual FY2020	Goal FY 2021
Organizational Excellence - monitor open docket report and reduce open cases (589)	Unable to calculate	672	10%	656 2% reduction	10%
Time to disposition – within 30 days	N/A	N/A	50%	46%	50%
Juvenile Case Manager making contact with Teen Court participant, school, and/or parent once per month	100%	100%	100%	90%	100%
Reduce the # of outstanding warrants (2,543)	2,599	2,601	10%	2,435 6.8% reduction	10%

Mission Statement

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

Department Description

Development Services consists of the Building & Permitting, Engineering, and Planning & Development. **Engineering** facilitates development and ensures the implementation of a plan through development by providing project engineering analysis, guidance, and direction to assure projects meet objectives and sound fail-safe engineering practices, and transportation planning. **Planning & Development** facilitates land planning related to zoning, conditional use, platting, historical significance, and variances. Planning staff accepts and processes development applications as they relate to land planning; and provides expertise and guidance on the update of codes and ordinances. The development process provides document review for compliance with building codes and standards. **Building Inspection** includes the permitting and inspections of private improvements to maintain consistency in field directives and assures construction and building code compliance are met.

Goals and Objectives - FY 2021

- **MANAGE GROWTH** - Continue with the implementation of the Bastrop Building Block (B³) Code while reviewing for Code revision every six months.
- **COMMUNITY SAFETY** – Educated the public on the newly adopted 2018 International Building Codes.
- **COMMUNITY SAFETY** - Ensure life-safety measures for infrastructure and construction are being upheld throughout the community.
- **ORGANIZATIONAL EXCELLENCE** - Meet scheduled plan review completion dates through new processes, development schedule, and online plan review submittal.
- **ORGANIZATIONAL EXCELLENCE** - Implement new Development Review Process in conjunction with the adoption of the new codes.
- **MANAGE GROWTH** - Complete annual Comprehensive Plan Review with the P&Z Commission.
- **AUTHENTIC BASTROP** - Complete application and achieve Certified Local Government Status with the Texas Historical Commission

Recent Accomplishments - FY 2020

- ✓ Adopted the Bastrop Building Block (B³) Code, replacing the Zoning, Subdivision and Sign Ordinances.
- ✓ Adopted the 2018 International Code Council Codes, including the International Building Code, International Residential Code, and International Fire Code.
- ✓ Adopted a Mobile Food Vendor Program.
- ✓ Issued 1,648 permits totaling \$537,742.54 in revenue. (Residential–1303 \$374,257.43; Commercial – 345 \$163,485.11)
- ✓ Implemented a new Planning and Building Permitting review and inspection tracking system with MyGov Online.
- ✓ Updated building and development fees.
- ✓ Awarded the Congress for New Urbanism Charter Award for Emerging Projects for the Bastrop Building Block Code.
- ✓ Received Certificate of Achievement for Planning Excellence from the American Planning Association Texas Chapter.

Significant Base Budget changes for FY2021

- The City Engineer moved from personnel to contracted from FY2020 to FY2021 budget.
- The personnel costs are reduced in the Planning & Zoning Division with only funding the Director of Planning position for 6 months.
- Contractual services went up to account for the cost of digitizing our public infrastructure maps into GIS. Also, the city needs to updated Orthoimagery which provides the staff with the most up to date aerial views of the city.
- The Other Category includes Travel & Training, Dues, Advertising and Historical Structure Refund accounts.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		16 ENGINEERING AND DEVELOPMENT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$322,458	\$80,473	\$0	(\$0)	\$7
SUPPLIES AND MATERIALS	\$4,298	\$3,732	\$1,260	\$200	\$200
MAINTENANCE AND REPAIRS	\$6,992	\$9,000	\$5,008	\$0	\$0
OCCUPANCY	\$1,430	\$1,500	\$1,300	\$0	\$0
CONTRACTUAL SERVICES	\$123,328	\$50,500	\$80,000	\$75,000	\$75,000
OTHER CHARGES	\$5,619	\$7,200	\$2,015	\$0	\$0
TOTAL EXPENDITURES	\$464,125	\$152,405	\$89,583	\$75,200	\$75,207
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CITY ENGINEER (50%)	0.500	0.500	0.500	0.000	0.000
TOTAL FTEs	0.000	0.000	0.000	0.000	0.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$468,778	\$532,212	\$341,724	\$446,223	\$446,223
SUPPLIES AND MATERIALS	\$17,240	\$6,510	\$5,774	\$11,350	\$10,400
MAINTENANCE AND REPAIRS	\$14,628	\$16,270	\$14,627	\$16,750	\$16,750
OCCUPANCY	\$7,802	\$5,936	\$5,936	\$5,960	\$5,960
CONTRACTUAL SERVICES	\$2,926	\$10,037	\$28,215	\$27,700	\$27,700
OTHER CHARGES	\$42,351	\$47,755	\$39,374	\$44,600	\$48,600
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$553,725	\$618,720	\$435,650	\$552,583	\$555,633
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASST. PLANNING DIRECTOR	1.000	1.000	1.000	1.000	1.000
PLANNER	2.000	2.000	2.000	2.000	2.000
PLANNING DIRECTOR	1.000	1.000	1.000	0.500	0.500
PLANNING TECH	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	5.000	5.000	5.000	4.500	4.500

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		18 BUILDING INSPECTION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$292,024	\$136,738	\$286,334	\$286,334
SUPPLIES AND MATERIALS	\$0	\$4,500	\$2,200	\$6,600	\$6,600
MAINTENANCE AND REPAIRS	\$0	\$6,000	\$1,500	\$3,000	\$3,000
OCCUPANCY	\$0	\$2,592	\$2,160	\$2,160	\$2,300
CONTRACTUAL SERVICES	\$0	\$900	\$30,800	\$1,500	\$1,500
OTHER CHARGES	\$0	\$7,184	\$3,495	\$9,750	\$9,750
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$313,199	\$176,893	\$309,344	\$309,484
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
BUILDING INSPECTOR	1.000	1.000	1.000	1.000	1.000
BUILDING OFFICIAL	1.000	1.000	1.000	1.000	1.000
PERMIT TECHNICIAN	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	3.000	3.000	3.000	3.000	3.000

Performance Measures

Building Inspection

	Goal FY 2020	FY 2020 Completed	Goal FY 2021
Maintain 14-day turnaround on building plan review (non-trade)	95%	90%	95%
Complete permit application completeness checks within 24 hours	100%	90%	100%
Turnaround trade permits within 2 business days	100%	95%	100%
Complete daily digital catalog for all building permits and inspections	95%	90%	95%
Develop records management policy for permit and inspections records	Complete	Complete	Complete
Provide building inspections within 24 hours of request	95%	95%	95%

Planning and Zoning

	Goal FY 2020	FY 2020 Completed	Goal FY 2021
Percentage of required development applications processed on time under HB 3167	N/A	100%	100%
Achieve Certified Local Government designation	In Progress	50%	Complete
Implement new Development Process and Schedule	In Progress	100%	Complete
Develop records management policy for development records	N/A	25%	Complete
Record and update GIS mapping to reflect new development	N/A	N/A	100%

Mission Statement

Public Works, through its dedicated employees, strive 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.

Department Description

Public Works maintains all City street surfaces, street signage, storm drainage, and building maintenance. Streets & Drainage maintains 60.5 miles of paved streets, 50 miles of open drainage ditches, 78 miles of storm sewer, 1450 street signs, 98,562 linear feet of sidewalk, and mow 25.5 miles of rights-of-way. Building Maintenance maintains 11 public facilities, 115,000 square feet of space, daily cleaning, property maintenance including painting, lighting, and inspections of roofing, HVAC, foundations, etc. Parks mows 106.1 acres of parkland, 10.5 acres of facilities, perform rodeo arena maintenance and rental, and maintain trails.

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE

- Design and Bid Yr. 3 of the Street Maintenance Program.
- Continue quarterly Street striping schedule.
- Complete phase one of a design to improve flow and capacity in Gills Branch.
- Provide monthly CIP updates at the 1st Council meeting of each month to update community on progress of each project.
- Implement a Public Works Procurement schedule to ensure all materials are ordered timely in accordance to state law requirements.
- Oversee the Sidewalk Improvement Program.

Recent Accomplishments - FY 2020

- ✓ Completed the Gills Branch 2D Analysis.
- ✓ Completed year 2 of Right-of-Way mowing contract.
- ✓ Reconstructed all streets associated with the North Main Street Sewer Relocation Project.
- ✓ Install new fence at Delgado Park.
- ✓ Completed Year 1 & 2 of Street Maintenance Plan with the exception of Old Austin Hwy. based on PCI Study completed in January 2018.
- ✓ Awarded the Skate Park bid for final design and construction.
- ✓ Develop a 10-year maintenance schedule for Parks.
- ✓ Develop a 10-year maintenance schedule for Building Maintenance.

Significant Base Budget changes for FY2021

- There were significant changes in the personnel cost category. The Director of Public Works transitioned to the Assistant City Manager and was moved to the City Manager's budget. The Assistant Public Works Director was promoted to Director of Public Works. This budget includes some reallocation of staff between the Streets & Drainage and Parks divisions. Two positions moved from Parks to Streets & Drainage.
- Supplies and materials shows an increase for additional safety gear for the staff.
- The right-of-way and facilities mowing contract was moved back into General Fund from the Hotel Tax Fund and is included in contractual services.
- There was also an increased amount of engineering costs associated with surveying needed for sidewalk projects.
- Contractual services in the Administrative Division increased due to the addition of vehicles purchased in FY2020 into the Vehicle & Equipment replacement fund which increased the lease payment transferred into that fund.
- Advertising was increased for cost of publishing Request for Proposals. Other accounts in Other Category are Travel & Training, Dues, and Equipment Rental (copier).

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$171,745	\$309,635	\$307,795	\$339,188	\$339,188
SUPPLIES AND MATERIALS	\$12,708	\$9,980	\$9,500	\$13,270	\$11,290
MAINTENANCE AND REPAIRS	\$1,022	\$0	\$0	\$0	\$0
OCCUPANCY	\$10,019	\$12,000	\$12,000	\$12,000	\$12,000
CONTRACTUAL SERVICES	\$232,072	\$86,586	\$83,006	\$272,008	\$259,138
OTHER CHARGES	\$8,267	\$10,046	\$9,600	\$13,615	\$12,075
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$435,833	\$428,247	\$421,901	\$650,081	\$633,691
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT PW DIRECTOR	0.250	0.250	0.250	0.500	0.500
CONSTRUCTION MANAGER	0.000	1.000	1.000	1.000	1.000
DIRECTOR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.000	0.000
MECHANIC	1.000	1.000	1.000	1.000	1.000
PW TECHNICIAN	0.375	0.375	0.375	0.900	0.900
TOTAL FTEs	1.875	2.875	2.875	3.400	3.400

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		15 STREETS / DRAINAGE		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL	\$613,903	\$625,614	\$547,121	\$723,954	\$718,454
SUPPLIES AND MATERIALS	\$79,079	\$64,125	\$53,200	\$92,630	\$90,880
MAINTENANCE AND REPAIRS	\$45,770	\$70,100	\$59,410	\$79,800	\$78,600
CONTRACTUAL SERVICES	\$9,272	\$12,375	\$8,000	\$13,475	\$13,775
OTHER CHARGES	\$0	\$1,400	\$0	\$1,500	\$1,500
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$748,024	\$773,614	\$667,731	\$911,359	\$903,209
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
EQUIPMENT OPERATOR I	3.000	3.000	3.000	3.000	3.000
EQUIPMENT OPERATOR II	3.000	3.000	3.000	3.000	3.000
OVERTIME	0.000	0.000	0.000	0.000	0.000
PW CREW LEADER	1.000	1.000	1.000	1.000	1.000
PW-MAINT II	1.000	1.000	1.000	3.000	3.000
PW-MAINTENANCE WORKER II	1.000	1.000	1.000	1.000	1.000
UTIL. FIELD SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	10.000	10.000	10.000	12.000	12.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	18 PUBLIC WORKS			19 PARKS	
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$676,466	\$701,578	\$633,444	\$513,938	\$513,938
SUPPLIES AND MATERIALS	\$33,447	\$36,150	\$30,015	\$36,650	\$37,400
MAINTENANCE AND REPAIRS	\$78,839	\$84,650	\$58,300	\$89,365	\$83,700
OCCUPANCY	\$70,112	\$56,420	\$52,450	\$73,620	\$59,400
CONTRACTUAL SERVICES	\$9,280	\$21,921	\$13,021	\$19,517	\$25,017
OTHER CHARGES	\$4,490	\$5,750	\$4,800	\$5,750	\$6,150
CAPITAL OUTLAY	\$5,843	50	50	50	50
TOTAL EXPENDITURES	\$878,477	\$906,469	\$792,030	\$738,840	\$725,605
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT PUBLIC WORKS DIR	0.250	0.250	0.250	0.000	0.000
ATHLETIC FIELD MAINT. TECH	1.000	1.000	1.000	1.000	1.000
DIRECTOR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.000	0.000
EQUIP OPERATOR I	1.000	1.000	1.000	1.000	1.000
FACILITIES MAINT WORKER II	1.000	1.000	1.000	1.000	1.000
MAINTENANCE SPECIALIST	1.000	1.000	1.000	1.000	1.000
PARKS & REC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
PARKS CREW LEADER	1.000	1.000	1.000	1.000	1.000
PARKS-MAINT WORKER II	5.000	5.000	5.000	3.000	3.000
PW TECHNICIAN	0.375	0.375	0.375	0.000	0.000
SEASONAL EMPLOYEES	0.185	0.185	0.185	0.185	0.185
TOTAL FTEs	12.060	12.060	12.060	9.185	9.185

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT	DIVISION			
101 GENERAL FUND	18 PUBLIC WORKS	20 BUILDING MAINTENANCE			
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$196,180	\$204,911	\$194,073	\$207,610	\$207,610
SUPPLIES AND MATERIALS	\$21,409	\$26,100	\$22,500	\$30,800	\$25,900
MAINTENANCE AND REPAIRS	\$61,059	\$51,120	\$58,600	\$61,267	\$56,522
OCCUPANCY	\$858	\$1,200	\$500	\$600	\$600
CONTRACTUAL SERVICES	\$3,812	\$5,269	\$3,619	\$6,369	\$6,119
OTHER CHARGES	\$0	\$1,300	\$300	\$1,300	\$1,300
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$283,318	\$289,900	\$279,592	\$307,946	\$298,051
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CUSTODIAN	3.000	3.000	3.000	3.000	3.000
CUSTODIAN CREW LEADER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

Performance Measures

Streets & Drainage

	FY 2019	FY 2020 Target Outcome	Outcome FY 2020	Goal FY 2021
Provide quality road infrastructure and maintenance programs for our community (Continuous PCI assessment and identification of road segments: 50% annually)	60.5 Linear Miles Evaluated	70 > PCI	1 Linear Miles	30 Linear Miles
		21.9	.05%	21.9
Provide responsive service to customer requests and inquiries within prescribed parameters (Response times: severe potholes 24-hrs or the next business day; stop signs down two hours.)	480 Work orders	100%	70%	100%
# of Stop & Traffic signs replaced annually	1500	300	28	300
School zones striped	3	5	5	5
Cross walks	74	74	0	109
LF of Fire lanes stripped	1080	616	516	790
LF Parking striped in ROW	25350	25350	0	26400
Parking lots	3	4	0	4

Construction Management (part of Administration budget)

	FY 2019	FY 2020 Target Outcome	Outcome FY 2020	Goal FY 2021
Inspections reports completed	N/A	365	365	365
Weekly construction meetings held	N/A	52	26	52

Parks

	FY 2019	FY 2020 Target Outcome	Outcome FY 2020	Goal FY 2022
# of Park facility rentals	235	272	114	280
# of Park equipment repairs	258	293	311	295
# of Park inspections performed annually	84	88	136	108
Acres of Parkland mowed	66.5	66.5	66.5	76.5

Building Maintenance

	FY 2019	FY 2020 Target Outcome	Outcome FY 2020	Goal FY 2022
Building roof inspections	11	11	11	11
Work orders completed or scheduled with 48hr.	228	206	85%	100%

Mission Statement

The Library provides 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.

Department Description

The Library collects, classifies, organizes, and makes information in all formats, including print, audiovisual, and digital, available for the community. The Library encourages reading by providing materials and enrichment programs for patrons of all ages along with access to local history and genealogical resources, and on-line access to the TexShare databases. The Library provides a variety of programs, including regular preschool story time and summer reading programs; public access to computers; and meeting rooms for the general public, clubs, and non-profit organizations.

Goals and Objectives - FY 2021

AUTHENTIC BASTROP

- Continue to partner with other City departments and local organizations to disseminate information and provide programs to the community.

COMMUNICATION

- Implement a new electronic newsletter service to improve communication with the public and increase awareness of library materials and services.
- Increase technology access and digital literacy in the community through expanded eBook collections; mobile device lending; and remote printing capability.

ORGANIZATIONAL EXCELLENCE

- Continue to provide access to a current and diverse collection of popular reading materials.
- Conduct a review of Library policies and procedures and update them to enhance the customer experience.
- Prepare an updated strategic five-year plan utilizing stakeholder feedback.

Recent Accomplishments - FY 2020

- ✓ Registered more than 350 participants for our virtual Summer Reading Program
- ✓ Increased eBook lending 25% over FY 2019.
- ✓ Conducted 350 curbside transactions, circulating more than 1,500 items, per month.
- ✓ Implemented online library card applications and online bill pay for fines and fees.
- ✓ Awarded grant funding to implement touchless and contactless material checkout.
- ✓ Improved wifi accessibility throughout the facility.
- ✓ Streamlined public computer access for a more user-friendly experience.

Significant Base Budget changes for FY2020

- Personnel costs went up slightly due to transitioning a Library Associate from 38 to 40 hours.
- All other categories remained fairly neutral from FY2020 budget.
- Other Category includes Travel & Training, Dues, and Equipment Rental.



FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	21 LIBRARY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$525,542	\$588,029	\$588,057	\$599,552	\$598,952
SUPPLIES AND MATERIALS	\$67,713	\$72,050	\$61,380	\$70,670	\$72,950
MAINTENANCE AND REPAIRS	\$4,270	\$6,658	\$6,290	\$5,880	\$6,015
OCCUPANCY	\$28,744	\$33,920	\$26,020	\$29,000	\$30,435
CONTRACTUAL SERVICES	\$21,786	\$24,140	\$15,050	\$23,140	\$24,035
OTHER CHARGES	\$12,484	\$16,470	\$12,815	\$17,875	\$18,150
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$5,000
TOTAL EXPENDITURES	\$660,539	\$741,267	\$709,612	\$746,117	\$755,537
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
LIBRARY ASSOCIATE	1.950	1.950	1.950	2.000	2.000
LIBRARY ASSOCIATE II/ADMIN SVCS	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/CHLD SRVS	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/WEB & GRAPHICS	1.000	1.000	1.000	1.000	1.000
LIBRARY CLERK-VOE	1.000	1.000	1.000	1.000	1.000
LIBRARY DIRECTOR	1.000	1.000	1.000	1.000	1.000
SUPERVISOR OF PUBLIC SERVICE	1.000	1.000	1.000	1.000	1.000
TECHNICAL SERVICES & CIRCULATION SUPERVISOR	1.000	1.000	1.000	1.000	1.000
YOUNG ADULT LIBRARIAN	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	9.950	9.950	9.950	10.000	10.000

Performance Measures

Library

	FY 2019	FY 2020	Goal FY 2021	Goal FY 2022
Partnerships and outreach	13 Program partners 17 Outreach activities	9 Program partners 9 Outreach activities	8 Program partners 4 Outreach activities	10 Program partners 6 Outreach activities
Communication and engagement (newsletter open rate)	n/a	n/a	15%	18%
Communication and engagement (Social media engagements)	n/a	60,000	65,000	70,000
Communication and engagement (program attendance)	13,603	8,700	9,000	10,000
Access to digital materials	14,083 eBooks checked out	17,000 eBooks checked out	Over 18,000 eBooks checked out	Over 20,000 eBooks checked out
Popular reading materials (Circs per capita)	2.8	2.6	2.8	3
Popular reading materials (Turnover rate)	2.3	1.2	1.5	2
Popular reading materials (% of collection published in last five years)	n/a	23%	24%	25%

Mission Statement

Provide safe, reliable electric service to the citizens of Bastrop, Texas in a cost-effective, efficient manner through careful maintenance, and thoughtful capital improvements to the system.

Department Description

Bastrop Power & Light (BP&L) Fund is utilized to account for the financial activities related to the provision of electricity services to residents in the BP&L service territory. BP&L is responsible for the City's 7200-volt electric distribution system. There are 41.4 miles of overhead electrical lines and 4.8 miles of underground electrical lines, which provide services to approximately 2,802 customers. Lower Colorado River Authority (LCRA) generates the electricity purchased by BP&L, acts as the liaison to the Electric Reliability Council of Texas (ERCOT) on behalf of BP&L and provides engineering studies and infrared and visual inspections that helps pinpoint required system maintenance. LCRA also provides mutual assistance during disasters providing manpower and equipment, when needed.

Goals and Objectives – FY 2021

ORGANIZATIONAL EXCELLENCE – Provide consistently reliable service to our residential and commercial customers.

ORGANIZATIONAL EXCELLENCE – Complete system maintenance according to LCRA Annual Engineering Study.

ORGANIZATIONAL EXCELLENCE – Complete line extensions in a timely manner.

COMMUNICATION – Create a BP&L webpage on the City's website to communicate with citizens and contractors on the responsibilities and policies of the department.

Recent Accomplishments - FY 2020

- ✓ Completed all work orders the same day and within a couple of hours of receipt.
- ✓ All staff completed HB4150 Training and filed the new required annual report to the Public Utility Commission.
- ✓ Converted to a new work order software to help better track work and time.

BP&L is sharing the cost of the software used with the Automated Meter Infrastructure with Water/Wastewater Fund. This is a one-time cost of \$18,228 for this upgrade and is in the operating expense.

System Study Improvements

In FY 2020, BP&L performed the engineering and ordered materials for the last two projects included in the 2014-2019 System Study Report. The first project was rebuilding the northern portion of the tap line (approximately 2,200 feet) near the intersection of Loop 150 & Perkins Street, ending near Hospital Drive utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles. The second project was rebuilding the southern portion of the tap line near the intersection of Loop 150 & Perkins Street, along Eskew and across to Perkins Street (approximately 1,700 feet) utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles.

The cost of labor is estimated to be \$150,000 and has been included in the FY2021 budget. Staff is not confident these projects will move into the construction phase before the end of FY2020.

The next Electric System Study should be completed in FY 2021 to identify capital improvements in future years.

Line Extensions

Line Extension revenue and expense can vary from year to year depending on development within the BP&L service area. The FY2019 and FY2020 budgets included significant increases in these accounts due to the Piney Creek Subdivision development. There are not any significant projects slated for FY2021, so these accounts have gone back down to a historical average.

Special Projects

FY2020 included \$250,000 for upgrading and adding additional street lighting to promote pedestrian safety, traffic safety, enhanced walkability, and an opportunity to address citizen concerns regarding the need for more lighting in residential neighborhoods. During FY2020 materials were ordered to start the replacement of the light's city

wide in the amount of \$42,000. This will be a 3-5-year project of upgrading and enhancing the entire street lighting system. The FY2021 includes an additional \$75,000 to continue this project.

Community Event Support

In FY 2021, there will be only \$137,000 budgeted in this line item. Due to COVID-19, several of the supported community events were canceled. Council made the decision to not ask for a refund from these organizations but to allow their FY2020 funding to carryover to FY2021. The following projects are supported out of the FY2021 budget:

- Christmas Lights - \$137,000
- Patriotic Festival - \$0 (FY2020 carryover)
- Bastrop Homecoming & Rodeo - \$0 (FY2020 carryover)
- Juneteenth Celebration - \$0 (FY2020 carryover)

Community Support Funding

In FY 2021, there will be \$139,785.50 in this funding line item. The following are supported out of the line item:

- Funding requests \$119,498.50
- PHI Cares membership fee \$20,287

CITY OF BASTROP COMMUNITY SUPPORT FUNDING REQUESTS FY2020-2021				
Organization	FY18-19 Approved Funding	FY19-20 Approved Funding	COMMUNITY SUPPORT FY2020-2021	
			FY20-21 REQUESTED FUNDING	FY20-21 PROPOSED FUNDING
Austin Habitat for Humanity, Inc.	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 12,000.00
Bastrop County Child Welfare Board	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Bastrop County Emergency Food Pantry (incl NIBBLES prog)	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00
Bastrop County First Responders	\$ -	\$ 14,787.00	\$ 15,840.50	\$ 15,840.50
Bastrop County Long Term Recovery Team	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Bastrop County Women's Shelter, Inc. - Family Crisis Center	\$ 9,200.00	\$ 9,200.00	\$ 10,000.00	\$ 10,000.00
Bastrop Pregnancy Resource Center	\$ 7,500.00	\$ 7,500.00	\$ 15,437.00	\$ 8,000.00
Children's Advocacy Center of Bastrop County	\$ 6,400.00	\$ 6,400.00	\$ 15,000.00	\$ 7,000.00
Combined Community Action, Inc.	\$ 6,400.00	\$ 6,400.00	\$ 8,000.00	\$ 7,000.00
Court Appointed Special Advocate of Bastrop County	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	\$ 7,000.00
Feed The Need	\$ 6,500.00	\$ 6,500.00	\$ 8,000.00	\$ 7,000.00
In the Streets-Hands Up High Ministry	\$ 6,200.00	\$ 6,200.00	\$ -	\$ -
Literacy Volunteers of Bastrop	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
TOTAL	\$ 112,258.00	\$ 129,045.00	\$ 139,335.50	\$ 119,498.50

Transfer Out

In FY 2021, there will be \$30,000 transferred to the General Fund to cover the following:

- YMCA pool operations - \$30,000

	ACTUAL FY-18	ACTUAL FY-19	BUDGETED FY-20	ESTIMATED FY-20	PROPOSED FY-21	PLANNING FY-21
BEGINNING FUND BALANCE	\$ 4,264,411	\$ 4,308,148	\$ 3,959,859	\$ 3,959,859	\$ 3,555,535	\$ 3,282,135
REVENUES						
Electric Sales	\$ 7,140,226	\$ 6,939,857	\$ 6,678,682	\$ 6,399,800	\$ 6,980,050	\$ 7,015,270
Service Fees	\$ 31,028	\$ 26,360	\$ 31,000	\$ 28,000	\$ 30,000	\$ 30,000
Extension Fees	\$ 270,626	\$ 462,153	\$ 328,000	\$ 90,000	\$ 100,000	\$ 100,000
Pole Attachment	\$ 7,865	\$ 7,880	\$ 7,880	\$ 7,880	\$ 8,000	\$ 8,000
Interest	\$ 67,533	\$ 93,389	\$ 72,000	\$ 62,000	\$ 30,000	\$ 30,000
Other	\$ 42,068	\$ 11,469	\$ 9,000	\$ 11,500	\$ 6,000	\$ 6,000
Total Revenues	\$ 7,559,346	\$ 7,541,108	\$ 7,126,562	\$ 6,599,180	\$ 7,154,050	\$ 7,189,270
TOTAL REVENUE & OTHER RESOURCES	\$ 11,823,757	\$ 11,849,256	\$ 11,086,421	\$ 10,559,039	\$ 10,709,585	\$ 10,471,405
EXPENDITURES:						
Operating Expense	\$ 5,923,913	\$ 5,983,502	\$ 5,924,106	\$ 5,582,542	\$ 6,029,676	\$ 6,048,381
Line Extensions	\$ 161,075	\$ 105,560	\$ 185,000	\$ 185,000	\$ 75,000	\$ 75,000
System Study Improvements	\$ 48,551	\$ 193,997	\$ 180,000	\$ 45,000	\$ 150,000	\$ -
Special Project	\$ -	\$ -	\$ 250,000	\$ 42,000	\$ 75,000	\$ 75,000
Community Support	\$ 155,930	\$ 104,758	\$ 130,545	\$ 114,460	\$ 139,786	\$ 146,500
Community Event Support	\$ -	\$ -	\$ -	\$ -	\$ 137,000	\$ 187,000
Debt Service	\$ 159,196	\$ 160,005	\$ 159,847	\$ 157,352	\$ 168,238	\$ 171,072
Transfer out - GF (lieu of taxes)	\$ 557,748	\$ 557,750	\$ 557,750	\$ 557,750	\$ 557,750	\$ 557,750
Transfer out - Special Projects	\$ 409,200	\$ 683,825	\$ 240,000	\$ 244,400	\$ 30,000	\$ 30,000
Transfer out - VERF	\$ 99,996	\$ 100,000	\$ 75,000	\$ 75,000	\$ 65,000	\$ 65,000
TOTAL OPERATING EXPENDITURES	\$ 7,515,609	\$ 7,889,397	\$ 7,702,248	\$ 7,003,504	\$ 7,427,450	\$ 7,355,703
NET INCOME (LOSS)	\$ 43,737	\$ (348,289)	\$ (575,686)	\$ (404,324)	\$ (273,400)	\$ (166,433)
ENDING FUND BALANCE	\$ 4,308,148	\$ 3,959,859	\$ 3,384,173	\$ 3,555,535	\$ 3,282,135	\$ 3,115,702
<i>Fund Balance %</i>	<i>57%</i>	<i>50%</i>	<i>44%</i>	<i>51%</i>	<i>44%</i>	<i>42%</i>

FY 2021 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHARGES FOR SERVICES	\$384	\$3,000	\$0	\$0	\$0
ELECTRIC REVENUES	\$7,443,607	\$7,051,562	\$6,537,180	\$7,124,050	\$7,159,270
INTEREST INCOME	\$93,389	\$72,000	\$62,000	\$30,000	\$30,000
MISCELLANEOUS	\$4,114	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$7,541,494	\$7,126,562	\$6,599,180	\$7,154,050	\$7,189,270

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	60 POWER AND LIGHT DEPT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$720,836	\$734,689	\$730,999	\$748,391	\$748,391
SUPPLIES AND MATERIALS	\$32,646	\$41,500	\$34,650	\$41,500	\$41,500
MAINTENANCE AND REPAIRS	\$220,037	\$237,000	\$199,500	\$250,228	\$232,000
OCCUPANCY	\$10,365	\$10,780	\$10,780	\$10,780	\$10,780
CONTRACTUAL SERVICES	\$4,765,786	\$4,809,915	\$4,542,813	\$4,900,277	\$4,933,210
OTHER CHARGES	\$70,317	\$90,222	\$63,800	\$78,500	\$82,500
COMMUNITY SUPPORT	\$104,759	\$130,545	\$114,460	\$139,786	\$146,500
COMMUNITY EVENT SUPPORT	50	50	50	\$137,000	\$187,000
CAPITAL OUTLAY	\$299,556	\$615,000	\$272,000	\$300,000	\$150,000
DEBT SERVICE	\$160,005	\$159,847	\$157,352	\$168,238	\$171,072
TRANSFERS OUT	\$1,341,568	\$872,750	\$877,150	\$652,750	\$652,750
TOTAL EXPENDITURES	\$7,725,875	\$7,702,248	\$7,003,504	\$7,427,450	\$7,355,703
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
DIRECTOR OF BP&L	1.000	1.000	1.000	1.000	1.000
ELECTRIC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
FOREMAN	1.000	1.000	1.000	1.000	1.000
LINEMAN APPRENTICE	2.000	2.000	2.000	2.000	2.000
LINeworker-JOURNEYMAN	3.000	3.000	3.000	3.000	3.000
OVERTIME	0.000	0.000	0.000	0.000	0.000
TOTAL FTEs	9.000	9.000	9.000	9.000	9.000

Performance Measures**Bastrop Power & Light**

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Reliability % of Electrical System	99.995%	99.988%	99.50%	99.50%
Provide same-day response to customer requests and work orders	100%	100%	100%	100%
Average time of Power Outage	59 minutes	76 minutes	<60 minutes	<60 minutes
Line Extensions	23	21	20	22

Mission Statement

Protection of the public's health and safety is through proper treatment, operation and maintenance of the water and wastewater systems the most essential functions of the Water and Wastewater Department.

Fund Description

Water/Wastewater Fund is utilized to account for the financial activities related to the provision of water and wastewater services to residents in the City's service territory. The City's Water and Wastewater divisions are separated into four (4) subcategories: Water Distribution, Wastewater Collection, Wastewater Treatment, and Water Treatment. Water distribution is provided through 76.59 miles of water main lines. It provides clean water to approximately 3,502-meter connections. The system pressure helps lower cost of insurance by providing adequate fire flow at one of 669 fire hydrants. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 63 miles of sewer main lines. Wastewater treatment is vital to maintaining a safe and clean drinking water source and protection of our river's ecosystem.

Goals and Objectives – FY 2021

- Provide maintenance on 76.59 miles of water mains, 63 miles of wastewater lines, 658 manholes, 6 alluvial wells, 1 deep well, 21 lift stations, 3502-meter connections from ¾" to 10", and 669 fire hydrants.
- Provide safe drinking water.
- Conserve the City's water source.
- Collect and treat approximately 1.1 million gallons of wastewater per day.
- Maintain a 98% compliance with TCEQ required drinking water standards annually.
- Maintain accuracy of well entry point meters at 97% annually.
- Maintain 3%-meter accuracy between gallons of water produced and gallons of water distributed.
- Maintain a 98% compliance rate with TCEQ required effluent discharge quality standards annually.
- Track reliability and response time to work orders for water leaks, after hours call outs and sewer stoppages.
- Ensure Wastewater Treatment Plant is under construction by end of FY 2020.

Recent Accomplishments - FY 2020

- ✓ Tested accuracy of 100 water meters
- ✓ Continued to provide logistical support for 50+ special events.
- ✓ Started design of a new wastewater treatment plant.
- ✓ Started design of a new water treatment plant.
- ✓ Completed year 2 comprehensive list and maintenance schedules for equipment at Water & Wastewater Treatment Facilities and Lift Stations.
- ✓ Began process to camera City sewer lines based on streets requiring rehabilitation per Pavement Condition Index Report.
- ✓ Completed maintenance of 669 Fire Hydrants
- ✓ Completed the North Bastrop Water & Wastewater replacement Project (Maple, Mesquite, Magnolia, Locust from Main to Pecan)
- ✓ Completed new 250,000 ET at Hwy 20 & 71

Utility System Overview

Consensus was reached to construct a new consolidated Wastewater Treatment Plant on the City's 26-acre site on FM 304 and a consolidated Water Treatment Plant at XS Ranch. Since that time, several of the projects to reach those broad goals have been completed or are underway. The Wastewater plant has submitted the Texas Commission on Environmental Quality (TCEQ) and approved. Additionally, the preliminary design technical memorandum for the water treatment plant has been completed and presented to City Council in June of 2020 bringing us one step closer to building the plant located at XS Ranch.

Water/Wastewater Rates

Knowing that a significant rate increase will be required to cover debt payments for the wastewater treatment plant by FY 2021, when the plant is expected to go on-line, Council determined that the expected rate increase should be spread over the three (3) years. Council adopted a rate increase March 2020. Although there is not a rate increase built into this proposed budget, it may be required. We will be letting the WWTP#3 in September 2020 and depending on the construction costs will dictate another request for a rate increase.

Revenue Bond Sale

Given the length of the useful life of both the water and wastewater treatment facilities and the difference in coverage areas included in the Certificate of Convenience and Necessity (CCN), it is prudent to issue revenue bonds to fund the debt of both facilities. **In FY 2020, \$ 21 million in Revenue bonds were sold to fund capital needs. These bonds were rated AA- by Standard & Poor, which is an excellent rating for a sale given our size.** Much of the bond sale in FY 2020 was to cover the costs of construction for the WWTP#3. Although the project has not started yet, it is expected to be underway by November 2020. Based on the construction schedule there will most likely need to be another bond sale in FY2021 and the potential for a rate increase.

Utility System Improvements

Water System

In this fiscal year, the focus will be on the design and construction of a new water treatment plant and any ancillary component needed to provide a connection to the current water system. This will ultimately provide a more reliable, more efficient, and more dependable overall system. The Improvement will include an additional three water wells, a three million six hundred-thousand-gallon water treatment plant and the transmission line to connect it to the water distribution system.

Wastewater System

Much like the drinking water system the current wastewater treatment plants are quite old and are at the end of their useful life. Not only are the Wastewater Treatment Plants 1 & 2 threadbare out but that are also a level of capacity that requires the construction of a third wastewater treatment plant.

Texas Administrative Code (TAC) Title 30. Environmental Quality Part 1. TCEQ Chapter 305. Consolidated Permits Subchapter F. Permit Characteristics and Conditions. Section 305.126 (a): At 75% of daily average flow for three (3) consecutive months, start designing. At 90% of the daily average flow for three (3) consecutive months, a new plant must be permitted to be built.

The City currently processes approximately 1,200,000 gallons per day, which is 82% of 1.4 million gallons per day (MGD). At 75%, the trigger to design a new plant, which is under design. At 90%, the trigger to permit the construction of a new plant. The new plant is at approximately 95% design. The project is undergoing some value engineering to stretch the rate payer's dollars as far as possible. Once that is complete the project will begin the bidding process and start construction in FY21. The construction of the WWTP is expected to be eighteen months.



	ACTUAL 2018-2019	BUDGET 2019-2020	PROJECTED 2019-2020	PROPOSED 2020-2021	PLANNING 2021-2022
BEGINNING BALANCE	\$ 1,966,830	\$ 1,801,782	\$ 1,801,782	\$ 1,935,883	\$ 2,294,911
REVENUES:					
WATER					
Water Service	\$ 2,989,867	\$ 3,176,945	\$ 3,135,628	\$ 3,208,600	\$ 3,292,500
Water Service Fees	\$ 20,240	\$ 19,800	\$ 13,000	\$ 20,200	\$ 20,604
Penalties	\$ 34,177	\$ 39,500	\$ 28,000	\$ 40,600	\$ 40,600
Water Tap Fees	\$ 11,500	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000
Interest	\$ 28,195	\$ 25,200	\$ 25,200	\$ 12,000	\$ 15,000
Other	\$ 10,984	\$ 6,500	\$ 8,759	\$ 6,500	\$ 6,500
WATER TOTAL	\$ 3,094,963	\$ 3,307,945	\$ 3,255,587	\$ 3,332,900	\$ 3,420,204
WASTEWATER					
Sewer Service	\$ 2,341,037	\$ 2,702,819	\$ 2,742,000	\$ 3,061,500	\$ 3,398,500
Sewer Tap Fees*	\$ 2,100	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000
Penalties	\$ 28,054	\$ 25,500	\$ 23,000	\$ 25,000	\$ 26,000
Wholesale Sewer Contracts	\$ 140,341	\$ 148,000	\$ 132,500	\$ 135,000	\$ 138,000
Interest	\$ 18,796	\$ 16,800	\$ 16,800	\$ 8,000	\$ 10,000
Other	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
WASTEWATER TOTAL	\$ 2,530,328	\$ 2,903,619	\$ 2,919,800	\$ 3,240,000	\$ 3,583,000
TOTAL REVENUES	\$ 5,625,291	\$ 6,211,564	\$ 6,175,387	\$ 6,572,900	\$ 7,003,204
Proceeds from Bond Sale	\$ -	\$ -	\$ 21,000,000	\$ -	\$ -
TOTAL RESOURCES	\$ 7,592,121	\$ 8,013,346	\$ 28,977,169	\$ 8,508,783	\$ 9,298,115
EXPENDITURES:					
Administration	\$ 1,420,856	\$ 1,264,918	\$ 1,298,342	\$ 1,336,661	\$ 1,316,554
Distribution/ Collection/ Liftstation	\$ 757,766	\$ 815,815	\$ 700,663	\$ 726,572	\$ 972,937
Production/ Treatment	\$ 968,878	\$ 971,774	\$ 894,163	\$ 1,005,587	\$ 1,077,312
Wastewater Treatment Plant	\$ 759,274	\$ 786,539	\$ 819,925	\$ 959,876	\$ 1,057,271
Debt Service Transfer	\$ 1,641,565	\$ 1,303,193	\$ 1,303,193	\$ 2,060,176	\$ 2,266,643
Capital replacement Reserve	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
TOTAL OPERATING EXPENDITURES	\$ 5,673,339	\$ 5,267,239	\$ 5,141,286	\$ 6,213,872	\$ 6,815,717
NET INCOME (LOSS)	\$ (48,048)	\$ 944,325	\$ 1,034,101	\$ 359,028	\$ 187,487
ENDING FUND BALANCE	\$ 1,918,782	\$ 2,746,107	\$ 23,835,883	\$ 2,294,911	\$ 2,482,398
TRANSFERS OUT					
Transfer to VERF - New Trucks	\$ 117,000	\$ -	\$ -	\$ -	\$ -
Transfer to Innovation Fund	\$ -	\$ 7,500	\$ -	\$ -	\$ -
Transfer to Bond Fund	\$ -	\$ -	\$ 21,000,000	\$ -	\$ -
Transfer to W/WW Capital Fund	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ -
TOTAL TRANSFERS OUT	\$ 117,000	\$ 907,500	\$ 21,900,000	\$ -	\$ -
ENDING FUND BAL AFTER TRANSFERS	\$ 1,801,782	\$ 1,838,607	\$ 1,935,883	\$ 2,294,911	\$ 2,482,398
Reserve Requirement 35%	\$ 1,985,669	\$ 1,843,534	\$ 1,799,450	\$ 2,174,855	\$ 2,385,501
Reserve %		36%	39%	38%	37%

FY 2021 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
WATER REVENUES	\$3,055,490	\$3,276,245	\$3,221,628	\$3,314,400	\$3,398,704
WASTEWATER REVENUES	\$2,511,528	\$2,886,819	\$2,903,000	\$3,232,000	\$3,573,000
INTEREST INCOME	\$46,840	\$42,000	\$42,000	\$20,000	\$25,000
MISCELLANEOUS	\$6,000	\$6,500	\$5,500	\$6,500	\$6,500
OTHER SOURCES	\$5,433	\$0	\$21,003,259	\$0	\$0
TOTAL REVENUE	\$5,625,291	\$6,211,564	\$27,175,387	\$6,572,900	\$7,003,204

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$321,571	\$415,277	\$261,871	\$165,452	\$202,310
SUPPLIES AND MATERIALS	\$19,814	\$29,410	\$24,463	\$28,700	\$28,700
MAINTENANCE AND REPAIRS	\$1,338	\$10,430	\$16,710	\$33,658	\$15,430
OCCUPANCY	\$14,468	\$16,032	\$15,735	\$16,000	\$16,000
CONTRACTUAL SERVICES	\$822,657	\$742,549	\$955,572	\$1,049,381	\$1,010,494
OTHER CHARGES	\$109,866	\$41,220	\$23,991	\$33,470	\$33,620
CONTINGENCY	\$0	\$10,000	\$0	\$10,000	\$10,000
CAPITAL OUTLAY	\$5,000	\$0	\$0	\$0	\$0
DEBT SERVICE	\$6,033	\$0	\$0	\$0	\$0
TRANSFER OUT	\$3,794,775	\$2,335,693	\$23,328,193	\$2,185,176	\$2,391,643
TOTAL EXPENDITURES	\$5,095,522	\$3,600,611	\$24,626,535	\$3,521,837	\$3,708,197

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		41 W/WW DISTRIBUT/COLLECT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$485,538	\$465,767	\$403,142	\$463,629	\$645,004
SUPPLIES AND MATERIALS	\$68,688	\$96,263	\$92,704	\$73,262	\$73,262
MAINTENANCE AND REPAIRS	\$147,983	\$150,499	\$135,358	\$108,000	\$172,990
OCCUPANCY	\$333	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$52,230	\$98,251	\$66,208	\$77,181	\$77,181
OTHER CHARGES	\$3,000	\$5,036	\$3,251	\$4,500	\$4,500
CAPITAL OUTLAY	\$41,999	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$799,771	\$815,815	\$700,663	\$726,572	\$972,937
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
FOREMAN	1.000	1.000	1.000	1.000	1.000
W/WW SYSTEMS TECH	6.000	6.000	6.000	6.000	6.000
W/WW SYSTEMS TECH CREW LEADER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	8.000	8.000	8.000	8.000	8.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		43 WATER PRODUCTION/TREAT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$174,675	\$277,529	\$222,899	\$297,889	\$396,614
SUPPLIES AND MATERIALS	\$62,375	\$82,286	\$76,116	\$83,750	\$83,750
MAINTENANCE AND REPAIRS	\$448,629	\$273,900	\$267,545	\$280,800	\$285,800
OCCUPANCY	\$123,719	\$141,000	\$140,965	\$145,800	\$145,800
CONTRACTUAL SERVICES	\$158,550	\$191,377	\$185,588	\$191,666	\$159,666
OTHER CHARGES	\$937	\$5,682	\$1,050	\$5,682	\$5,682
TOTAL EXPENDITURES	\$968,885	\$971,774	\$894,163	\$1,005,587	\$1,077,312
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	1.000	1.000	1.000	1.000	1.000
W/WW SUPERINTENDENT	0.500	0.500	0.500	0.500	0.500
WWW OPERATOR C	2.000	2.000	2.000	2.000	2.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		46 WW TREATMENT PLANT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$221,516	\$273,927	\$205,005	\$291,232	\$388,627
SUPPLIES AND MATERIALS	\$36,058	\$40,118	\$39,934	\$40,260	\$40,260
MAINTENANCE AND REPAIRS	\$221,692	\$218,014	\$284,744	\$286,500	\$286,500
OCCUPANCY	\$212,182	\$167,548	\$208,300	\$244,000	\$244,000
CONTRACTUAL SERVICES	\$66,182	\$81,252	\$80,692	\$92,204	\$92,204
OTHER CHARGES	\$1,643	\$5,680	\$1,250	\$5,680	\$5,680
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$759,273	\$786,539	\$819,925	\$959,876	\$1,057,271
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	2.000	2.000	2.000	2.000	2.000
W/WW SUPERINTENDENT	0.500	0.500	0.500	0.500	0.500
WWW OPERATOR B	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

Performance Measures by Water & Wastewater Division

Water Treatment

	FY 2018	FY 2019 Target Outcome	Goal FY 2020	Goal FY 2021
Maintain a 98% compliance rate with the state required drinking water quality standards	100%	98%	100%	100%
Maintain Accuracy of well entry point meters at 97% annually	98%	98%	98%	< 3% variance
Perform annual water loss audit	12%	<15%	16.24	<15%
Work orders completed or scheduled	100% with 48 hours of receiving			

Wastewater Treatment

	FY 2018	FY 2019 Target Outcome	Goal FY 2020	Goal FY 2021
Maintain a 98% percent compliance with state required effluent discharge quality standards annually	100%	98%	100%	100%
Have a response time of 25 minutes for SCADA automated call outs 95% of the time	100%	100%	100%	100%
Track Reliability & Response time to after hour call outs.	100% with 48 hours of receiving			

W/WW Collection and Distribution

	FY 2018	FY 2019 Target Outcome	Goal FY 2020	Goal FY 2021
Maintain 1272 Valves annually	1272	1272	1272	100% of Valves
Track Percentage of annual water used from hydrant flushing	100% annually	100% annually	100% annually	100% annually
Track # of emergency water leaks repaired	100% annually	100% annually (109)	100% annually (123)	100% annually
Track # of Sewer Stops	100% annually	100% annually (74)	100% annually	100% annually
Track reliability & response time to work orders for water leaks, after hours call outs, and sewer stoppages	100% with 2 hours of receiving			
Hydrants maintenance	601	601	669	100%

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
250 CIP W/WW UTILITY FUND	00 NON-DEPT		00 NON-DIV		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$52,970	\$45,000	\$55,000	\$5,000	\$5,000
TRANSFERS IN	\$125,004	\$3,025,000	\$3,396,011	\$125,000	\$125,000
TOTAL REVENUE	\$177,974	\$3,070,000	\$3,451,011	\$130,000	\$130,000
CAPITAL OUTLAY	\$1,233,498	\$2,300,400	\$2,762,070	\$200,000	\$200,000
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
TOTAL WATER EXPENDITURES	\$1,233,498	\$2,300,400	\$2,762,070	\$200,000	\$200,000
CONTRACTUAL SERVICES	\$0	\$0	\$21,616	\$0	\$0
CAPITAL OUTLAY	\$169,292	\$1,850,000	\$1,853,171	\$0	\$0
TOTAL WASTEWATER EXPENDITURES	\$169,292	\$1,850,000	\$1,874,787	\$0	\$0

Fund Description

The Impact Fee Funds were established under Chapter 395, Texas Local Government Code, to finance water and wastewater capital improvements required by new development. Because the city is in a growth stage, the impact fee for water and wastewater fees are being reviewed annual. In July 2020, the city completed an annual review and approved in increase in both fees.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
306 IMPACT FEE FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
WATER REVENUES	\$142,878	\$135,300	\$331,081	\$267,750	\$267,750
WASTEWATER REVENUES	\$253,723	\$266,550	\$732,600	\$627,500	\$627,500
INTEREST INCOME	\$37,401	\$19,000	\$12,000	\$12,000	\$12,000
TOTAL REVENUE	\$434,002	\$420,850	\$1,075,681	\$907,250	\$907,250
CONTRACTUAL SERVICES	\$9,242	\$7,500	\$7,500	\$7,500	\$7,500
CAPITAL OUTLAY	\$22,934	\$150,000	\$150,000	\$0	\$0
TRANSFER OUT	\$1,175,937	\$249,784	\$275,000	\$267,750	\$267,750
TOTAL WATER CIP EXPENDITURES	\$1,208,113	\$407,284	\$432,500	\$275,250	\$275,250
CONTRACTUAL SERVICES	\$9,242	\$7,500	\$7,500	\$7,500	\$7,500
CAPITAL OUTLAY	\$81,139	\$0	\$0	\$0	\$0
TRANSFER OUT	\$340,273	\$317,907	\$611,320	\$627,500	\$627,500
TOTAL WASTEWATER CIP EXPENDITURES	\$430,654	\$325,407	\$618,820	\$635,000	\$635,000



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Fund Description

The Hotel Tax Fund is utilized primarily to account for the receipt and expenditures of funds received by the City from the assessment of hotel occupancy tax. This fund contains the Convention Center, Main Street Program, Bastrop Art In Public Places, and the Rodeo Arena.

Hotel Occupancy Tax Fund Overview

For the last two budget years the Special Events & Reservations and the Multi-Media departments have been in this fund. Both being partially funded by transfers in from various funds. For FY2021 these departments are being moved to the General Fund.

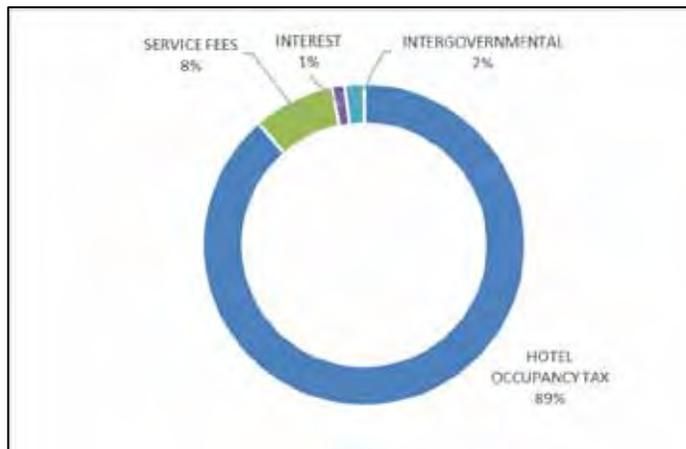
Revenue Assumptions

This fund took a significant hit during FY2020 due to COVID-19. The Hyatt Lost Pines closed for the months of April and May and the utilization in all the hotels was reduced. The overall FY2020 year-end projected revenue is down by 36%. Total Revenue & Other Sources are budgeted to be \$2,533,212 for FY 2021, which is 45% or \$1,163,344 less than FY 2020 year-end budget projections. This includes the removal of \$461,494 transfers in related to community event support funding and partial funding of the Special Events & Reservations and Multi-Media departments.

Outlined below are explanations on two (2) major sources make up 97% of the Fund’s revenue.

Hotel Occupancy Tax

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and our ETJ. Of the tax collected, 6% goes to the State, 7% goes to the City, and .5% goes to the County, if in the City’s ETJ. Hotel Occupancy Tax is budgeted at \$2,264,400 which is 25% decrease from the FY2020 budget. With the tourism industry being hit heavy due to the Coronavirus during FY2020, the proposed revenue is a conservative amount.



Service Fees

Service Fees represent those revenues collected from Convention Center sponsored events, such as Farm Street Opry and Western Swing Festival; Main Street sponsored events, such as Table on Main, Red, White & Brews; Convention Center rentals, and catering services. The FY2021 budgeted amount is \$181,500 which is approximately 50% below FY2020 budget. The effects of COVID-19 on the tourism industry is unknown and this budget is being set conservatively to keep this fund financially healthy.



	ACTUAL FY2018-2019	ORIGINAL BUDGET FY2019-2020	PROJECTED FY2019-2020	PROPOSED FY2020-2021	PLANNING FY2021-2022
BEGINNING FUND BALANCES	\$ 3,606,721	\$ 3,797,361	\$ 3,849,732	\$ 3,154,452	\$ 2,892,652
REVENUES:					
HOTEL OCCUPANCY TAX	2,829,049	2,830,500	2,030,300	2,264,400	2,830,500
LICENSE & PERMITS	3,080	2,000	800	-	-
SERVICE FEES	285,517	275,250	97,411	181,500	256,500
INTEREST	80,250	65,000	55,000	25,000	30,000
INTERGOVERNMENTAL	66,554	62,312	62,312	62,312	62,312
OTHER	1,642	-	-	-	-
TOTAL REVENUES	3,266,092	3,235,062	2,245,823	2,533,212	3,179,312
OTHER SOURCES					
Interfund Transfers - General Fund	206,554	238,994	238,994	-	-
Interfund Transfers - Electric Fund	220,000	222,500	222,500	-	-
TOTAL REVENUE & OTHER SOURCES	3,692,646	3,696,556	2,707,317	2,533,212	3,179,312
TOTAL AVAILABLE RESOURCES	\$ 7,299,367	\$ 7,493,917	\$ 6,557,049	\$ 5,687,664	\$ 6,071,964
EXPENDITURES:					
ORGANIZATIONAL	1,486,615	1,970,119	1,544,435	1,234,696	1,645,198
CONVENTION CENTER	652,704	761,506	555,270	617,819	631,432
MAIN STREET PROGRAM	470,566	471,642	437,352	272,610	262,610
MULTI-MEDIA	127,785	173,712	167,037	-	-
SPECIAL EVENTS & RESERVATIONS	134,608	180,438	159,827	-	-
BAIPP	57,986	124,732	29,650	124,732	124,732
RODEO ARENA	3,185	-	2,800	2,900	2,900
TOTAL EXPENDITURES	2,933,449	3,682,149	2,896,371	2,252,757	2,666,872
OTHER USES					
TRANSFER TO INNOVATION FUND		7,500	-		
DEBT SERVICE TRANSFER	516,186	514,416	506,226	542,255	545,702
TOTAL EXPENDITURE & OTHER USES	3,449,635	4,204,065	3,402,597	2,795,012	3,212,574
BAIPP - RESTRICTED FB - LT PROJECTS	60,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
ENDING UNRESTRICTED FUND BALANCES	\$ 3,789,732	\$ 3,209,852	\$ 3,074,452	\$ 2,812,652	\$ 2,779,390
<i>Fund balance Policy Amount</i>	\$ 2,615,171	\$ 3,289,853	\$ 2,693,510	\$ 2,551,200	\$ 2,893,762

FY 2021 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
TAXES AND PENALTIES	\$2,829,050	\$2,830,500	\$2,030,300	\$2,264,400	\$2,830,500
LICENSES AND PERMITS	\$3,080	\$2,000	\$800	\$0	\$0
CHARGES FOR SERVICES	\$285,517	\$275,250	\$97,411	\$181,500	\$256,500
INTEREST INCOME	\$80,249	\$65,000	\$55,000	\$25,000	\$30,000
INTERGOVERNMENTAL	\$66,563	\$62,312	\$62,312	\$62,312	\$62,312
OTHER	\$1,642	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN-GENERAL FUND	\$206,558	\$238,994	\$238,994	\$0	\$0
TRANSFERS IN-BP&L	\$219,996	\$222,500	\$222,500	\$0	\$0
TOTAL REVENUE	\$3,692,655	\$3,696,556	\$2,707,317	\$2,533,212	\$3,179,312

Department Description

This department is where the city appropriates funding to our community assets and to Visit Bastrop. Those community assets include the Bastrop Opera House, Bastrop County Historical Society & Visitor Center, and the

Community Assets Funding

These organizations received the full amount of funding that was requested in FY2020, despite the reduction in services due to COVID-19. The City Council asked each organization to review their budgets and to roll-over any funds underutilized in FY2020 into FY2021. They also were asked to consider these available funds when submitting their FY2021 requests for funding.

The FY2021 proposed funding for each organization is:

- Bastrop Historical Society & Visitor Center \$126,497 (this is \$42,627 less than FY2020)
- Bastrop Opera House \$66,175 (this is \$59,825 less than FY2020)
- Lost Pines Art Center \$65,000 (this is \$20,000 less than FY2020)

Visit Bastrop

Funding provided to Visit Bastrop is established through a contracted agreement. The contract states the City will target 50% of the new Hotel Occupancy Tax (HOT) revenue collected, defined as HOT revenue minus the provision of payment satisfying the City’s outstanding debt secured by HOT funds. The amount should not be less than 45% of the total HOT revenues. The FY2021 payment was calculated per the contract at \$934,356 and does not include any amount for a FY2020 true-up.

Contractual Service

The city contracts with Avenu Insights & Analytics to provide administrative support with collecting, auditing and discovery related to Hotel Tax.

Transfer Out

This transfer represents the outstanding debt secured by HOT funds to the Debt Service Fund.

FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	80 ORGANIZATIONAL FUNDING		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$0	\$0	\$15,668	\$15,668
CONTRACTUAL SERVICES	\$1,462,320	\$1,837,654	\$1,525,483	\$1,204,028	\$1,609,530
OTHER CHARGES	\$24,295	\$25,000	\$10,000	\$15,000	\$20,000
CONTINGENCY	\$0	\$107,465	\$8,952	\$0	\$0
TRANSFERS OUT	\$516,186	\$521,916	\$506,226	\$542,255	\$545,702
TOTAL EXPENDITURES	\$2,002,801	\$2,492,035	\$2,050,661	\$1,776,951	\$2,190,900

PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF STORY TELLER	0.000	0.000	0.000	0.150	0.150
TOTAL FTEs	0.000	0.000	0.000	0.150	0.150

Mission Statement – Convention Center

The Bastrop Convention & Exhibit Center is committed to serving our community and guests by working as a team to build local partnerships, enhance local and regional events and provide efficient results ensuring vitality for Bastrop.

Department Description

Nestled in the heart of the historical district of Bastrop, Texas, the 26,000sq. ft. Convention and Exhibit Center opened in April of 2011. This facility was built to host meetings, regional conferences, tradeshows, weddings, concerts, and local special events. State-of-the-art technical amenities, Wi-Fi, a flexible Main Ballroom, multiple meeting rooms, and additional outdoor venue space make this facility both attractive and affordable to local and regional associations, event planners, brides, and special event planners. The staff is also responsible for all event set-up, break-down and coordination between the Center and Lessee working with outside vendors, civic organizations, event planners, local PD and other city departments to ensure a safe and successful event. Repeat business is a large percentage of the yearly rentals and Convention Center Staff take pride in satisfying the community. This department also produces several tourism driven events designed to entertain locals and attract out of town visitors. These events include the Farm Street Opry and Boogie Back to Bastrop, a Western Swing Festival, celebrating Texas Heritage Music. The Convention Center staff assists Main Street and Visit Bastrop with special projects as needed. The staff for the Center consists of the Director, Maintenance Supervisor, Administrative Assistant/Facility Attendant and 1 Full Time Facility Attendant.

Goals and Objectives – FY 2021

- **Organizational Excellence** - Update Policy and Procedures
- **Organizational Excellence** - Implement new Event Software
- **Community Safety** - Establish and Implement health and safety standards within meeting industry to foster trust and enhance revenue.

Recent Accomplishments - FY 2020

- ✓ Revenue up 17% in First 2 Quarters
- ✓ Occupancy up 20% in First 2 Quarters
- ✓ Maintained an enhanced relationship with Visit Bastrop through Board participation and Staff engagement.

Significant Base Budget changes for FY2021

- The decrease in personnel costs relates to the elimination of .5 Administrative Assistant and reallocation of the Recreation Coordinator to 100% General Fund
- FTE's went from 4.9 in FY2020 to 4.0 in FY2021
- Overall, the FY2021 budget is a decrease of \$143,687 or 23% over FY2020



FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	85 HOSPITALITY AND DOWNTOWN		75 CONVENTION CENTER		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL	\$301,738	\$356,908	\$261,790	\$280,868	\$280,868
SUPPLIES AND MATERIALS	\$29,368	\$52,500	\$37,950	\$52,750	\$71,000
MAINTENANCE AND REPAIRS	\$40,354	\$49,350	\$39,650	\$42,650	\$41,150
OCCUPANCY	\$56,547	\$62,838	\$61,500	\$63,838	\$63,838
CONTRACTUAL SERVICES	\$191,673	\$186,130	\$124,880	\$139,613	\$134,296
OTHER CHARGES	\$33,032	\$53,780	\$29,500	\$38,100	\$40,280
TOTAL EXPENDITURES	\$652,712	\$761,506	\$555,270	\$617,819	\$631,432
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.000	0.000
CONVENTION CENTER DIRECTOR	1.000	1.000	1.000	1.000	1.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.075	0.075	0.000	0.000
FACILITY ATTENDANT	2.000	2.000	2.000	2.000	2.000
MAINTENANCE SUPERVISOR	1.000	1.000	1.000	1.000	1.000
RECREATION COORDINATOR	0.333	0.333	0.333	0.000	0.000
TOTAL FTEs	4.833	4.908	4.908	4.000	4.000

Mission Statement – Main Street Program

The mission of the City of Bastrop Main Street Program is to be a stimulant for the economic health, design, and promotion of the entire historic Main Street District through community partnerships and grassroots community involvement.

Department Description

The City of Bastrop Main Street Program has been driven by an active Main Street Advisory Board and volunteer army, public and private partnerships, and community support for over a decade. The program has contributed almost \$35 million in reinvestment into the 62-block program area and tracked 14,000+ volunteer hours since 2007. Bastrop Main Street is part of the Texas Historical Commission's Texas Main Street Program and the national Main Street America network, which provides a time-tested framework for community driven, comprehensive preservation-based downtown revitalization.

The current Main Street Manager, Rebecca Gleason, took on the role of Main Street Manager in January of 2019 and brought several changes to the Main Street Program including a re-envisioning project for the Main Street Advisory Board with the help of the Texas Main Street program. In 2019, as in the past, the Main Street program hosted the annual Sip, Shop & Swirl, Table on Main, and assisted with Lost Pines Christmas. They also hosted a new event this year in June called Summer in the City to allow the community to come together and spend the day enjoying activities on Main Street. In addition to events, the Main Street Program has worked hard to increase communication and improve relationships with businesses within the Main Street District and provide comprehensive Downtown Bastrop marketing through our website and social media channels.

Goals and Objectives – FY 2021

AUTHENTIC BASTROP - Enhance the user experience with heavy focus on the physical environment for the user with the newly constructed Downtown being "authentically Bastrop" through our Main Street Advisory Board Design Committee and our partnerships with Bastrop Art in Public Places (BAIPP) and the Lost Pines Art Center.

AUTHENTIC BASTROP - Educate the public and community about the Main Street Program through community presentations, social media engagement and passionate board participation.

ECONOMIC VITALITY - Increase business touch points with greater communication, more frequent visitations, increased visibility, and greater access to resources.

Recent Accomplishments - FY 2020

- ✓ During the 2019 Lost Pines Christmas season, the Main Street Program hosted four events including Wassail Fest, the City Christmas Tree Lighting, Downtown Open House, and the Lost Pines Christmas Lighted Parade.
- ✓ Throughout the COVID-19 response, the Main Street Program had to remain agile in the way we served our downtown businesses. We implemented a variety of programs to help our downtown businesses, such as Downtown Curbside, Restaurant Bingo, More than a Business Campaign, specialized promotions, additional resources, and educational opportunities.
- ✓ We broke ground on the Main Street Rehabilitation Project which was rolled out with the Building Bastrop Capital Improvement Project Communication Plan.

Significant Base Budget changes for FY2021

- The decrease in personnel costs relates to the elimination of .5 Administrative Assistant
- FTE's went from 1.6 in FY2020 to 1.0 in FY2021
- The Community Event Support (Homecoming, patriotic festival and Juneteenth Celebration) were in this budget for FY2020 with a transfer in from BP&L. For FY2021, these community events are simply funded out of BP&L.
- Overall, net of BP&L transfer, the FY2021 budget increased by \$18,520, related to promotional activities and sponsored events.

FY 2021 Fund Summary & Personnel Schedule



FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	85 HOSPITALITY AND DOWNTOWN		80 MAIN STREET PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL	\$180,672	\$143,372	\$148,697	\$100,820	\$100,820
SUPPLIES AND MATERIALS	\$7,962	\$11,900	\$9,885	\$18,900	\$18,900
MAINTENANCE AND REPAIRS	\$567	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,064	\$1,800	\$1,500	\$1,500	\$1,500
CONTRACTUAL SERVICES	\$12,175	\$16,450	\$14,950	\$13,590	\$13,590
OTHER CHARGES	\$263,343	\$261,120	\$235,320	\$102,800	\$102,800
CONTINGENCY	\$3,789	\$37,000	\$27,000	\$35,000	\$25,000
TOTAL EXPENDITURES	\$470,571	\$471,642	\$437,352	\$272,610	\$262,610
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.000	0.000
DOWNTOWN & HOSPITALITY DIRECTOR	0.750	0.000	0.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.100	0.100	0.000	0.000
MAIN STREET MANAGER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	2.250	1.600	1.600	1.000	1.000

Mission Statement – Bastrop Art In Public Places (BAIPP)

To increase awareness and appreciation of art, as well as increase civic pride through the display of art in the City of Bastrop, Texas.

Department Description

At the center of Bastrop Art in Public Places FY 2021 budget is the funding for the two-dimensional and three-dimensional art calls. This undertaking requires an enormous effort from the board’s subcommittee and places early 50 pieces of art in public spaces around the city. A major component of BAIPP’s future is the Cultural Arts Master Plan (CAMP) which proposed the creation of a Cultural Arts Commission. We hope to see creation of the Commission through a Task Force in FY 2021. A \$50,000 allocation is being made for the implementation of the CAMP which will include initiatives lined out by the plan itself.



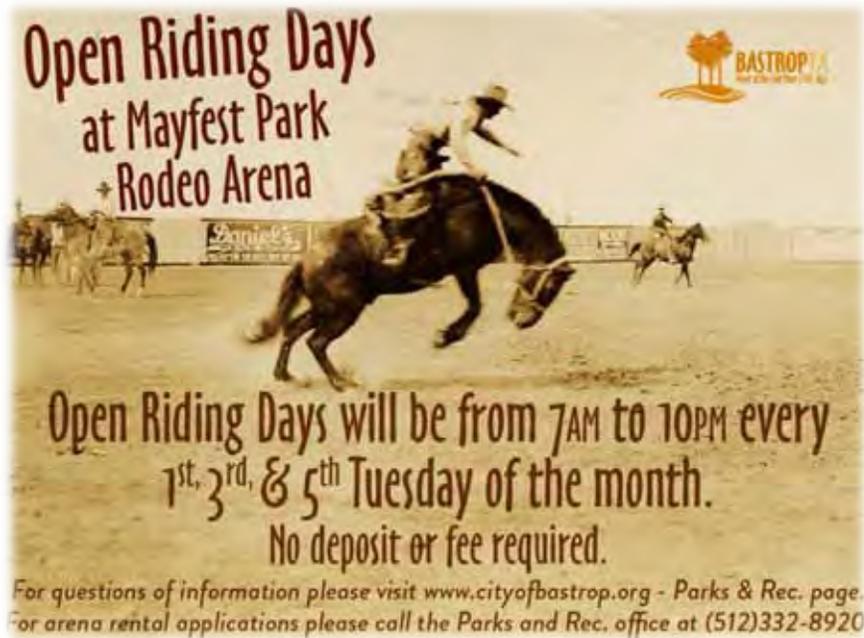
FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	86 BASTROP ART IN PUBLIC PLACES		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$1,105	\$5,000	\$5,000	\$5,000	\$5,000
CONTRACTUAL SERVICES	\$42,729	\$47,232	\$17,150	\$47,232	\$47,232
OTHER CHARGES	\$14,100	\$22,500	\$7,500	\$22,500	\$22,500
CONTINGENCY	\$48	\$50,000	\$0	\$50,000	\$50,000
TOTAL EXPENDITURES	\$57,982	\$124,732	\$29,650	\$124,732	\$124,732

Department Description

This department was created in FY2016 as a result of a change in Legislation through HB3615 that added rodeos as an activity that Hotel Tax dollars can be used to promote tourism by enhancement and upgrading the facility.

During FY2021, Council has requested that staff study options for utilization of this city asset. During this process the facility will be offered for special events.



FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	87 RODEO ARENA		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SUPPLIES AND MATERIALS	\$270	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,916	\$0	\$2,800	\$2,900	\$2,900
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,186	\$0	\$2,800	\$2,900	\$2,900

Convention Center

Objective	Performance Measure	FY 2018	FY 2019	Goal FY 2020	Actual FY2020	Goal FY 2021
Increase Rental Revenue	Increase rental revenue by 15%.	\$110,699	\$122,244	*\$170,747	\$85,355	*95,000
Increase Occupancy	Increase occupancy by 15%.	92	134	*160	109	119
Increase Catering Service Revenue	Increase catering service revenue by 50%.	\$6,194	\$7,355	*\$10,900	\$3,900	*N/A
Maintain/Enhance Relationship with Visit Bastrop	Increase Visit Bastrop partnership by board engagement and brand awareness promotion. Attend 12 VB Board Meetings and 1 Annual Retreat.	*N/A	*N/A	13	12	13

*Unable to project due to COVID-19

Main Street

Objective	Performance Measure	FY 2018	FY 2019	Goal FY 2020	Actual FY2020	Goal FY 2021
Maintain the City of Bastrop Main Street Program Accreditation in both the State and National Main Street Associations.	Actively engaging and maintaining Main Street Accreditation status (13 Reports per year) *Reporting Requirements Changed Mid-Year	N/A	17	17	13	9
Increase the Economic Vitality of the District by increasing private investment.	Reinvestment ratio (ratio of public and private investment)	\$.67	\$2.00	\$2.20	\$4.09	\$2.20
Increase the Economic Vitality of the District by increasing efforts around Business Retention, Expansion and Relocation.	Number of new businesses oriented into Main Street District (Reducing 2021 Goal due to COVID)	N/A	N/A	12	14	6

*Extrapolated from August through end of year



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Department	Fund Page #	Project Name	Budget FY2021
ELECTRIC			
BP&L	103	Line Extentions	\$ 75,000
BP&L	103	Light Installation Project	\$ 75,000
BP&L	103	System Study Improvements Projects #5 & #11	\$ 150,000
		Subtotal	\$ 300,000
FACILITIES			
Public Works	142	Building Maintenance Year 1	\$ 300,000
Public Works	142	Public Works Building Remedation/Remodel	\$ 125,000
EDC	144	Real Property purchase for EDA grant	\$ 1,300,000
		Subtotal	\$ 1,725,000
FLEET/EQUIPMENT			
Planning	142	Building Inspector small SUV	\$ 24,500
Planning	142/153	Building Official small SUV	\$ 24,500
Parks	142	Tractor/Shredder	\$ 70,000
Parks	153	Zero Turn Mower	\$ 10,000
Public Works	142	Ford F250 Crew Cab	\$ 31,653
Public Works	153	Ford F250 Crew Cab	\$ 27,500
Public Works	142	Backhoe Extendahoe	\$ 123,500
Public Works	142	Walkbehind Roller	\$ 11,250
BP&L	153	47" Digger Dererick Truck	\$ 195,000
		Subtotal	\$ 517,903
QUALITY OF LIFE			
Parks	145/152	Skate Park	\$ 266,000
TECHNOLOGY			
IT	142	Digital & Multimedia Records Archive Server	\$ 16,690
TRANSPORTATION			
EDC	144/149	Downtown River Loop	\$ 755,200
EDC	144	Business Park Improvements	\$ 1,451,055
Public Works	146	Sidewalk Project	\$ 405,000
Public Works	154	Year 3 Street Maintenance Program	\$ 744,754
Public Works	137	Old Iron Bridge (Eng only)	\$ 837,388
Public Works	154	Water/Laurel Street Improvements	\$ 46,500
Public Works	154	Arena Dr. Street Improvements	\$ 207,400
		Subtotal	\$ 4,447,297

Department	Fund Page #	Project Name	Budget FY2021
WASTEWATER			
Wastewater	138/141	WWTP#3 (Eng only)	\$ 9,729,874
Wastewater	141	Westside Collection Lines (Eng only)	\$ 6,577,810
Wastewater	141	Transfer Lift Station & Force Main (Eng only)	\$ 1,562,316
		Subtotal	\$ 17,870,000
WATER			
Water	141	XS Ranch Water Plant (Eng only)	\$ 3,130,000
Water	114	XS Water Rights	\$ 200,000
		Subtotal	\$ 3,330,000

TOTAL CAPITAL IMPROVEMENT PROJECTS \$ 28,472,890

Overview of Bonds

Major capital improvements such as streets, drainage, buildings, water/wastewater infrastructure and other major infrastructure projects are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

Debt Management Policy

The Financial Management Policies include debt financing and debt management. Debt financing is 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.

The debt management policy states that self-supporting debt will be supported by self-supporting revenues. Other financing alternatives might be grants, leasing, developer contributions, impact fees, and use of reserves. The City shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the City may elect to obtain voter authorization for Revenue Bonds. The City will attempt to maintain base bond ratings of AA (Standard & Poor's) on its General Obligation debt. In an attempt to keep the debt service tax rate flat, retirement of debt principle will be structured to ensure constant annual debt payments when possible. The City will have a written policy for monitoring compliance with IRS laws and regulations as they relate to tax exempt debt.

City's Current Bond Ratings

General Obligation Bonds:

Standard & Poor's "AA"

Fitch Ratings "AA-"

Revenue Bonds:

Standard & Poor's "AA-"

Debt Service Funds

General Debt Service

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax, sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for the City purposes.

Calculation of Legal Debt Margin October 1, 2020	
Taxable Assessed Valuation	\$967,902,273
Constitutional Limit	2.50% of assessed value
Maximum Constitutional Revenue Available	\$24,197,557
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2020-2021	\$0.5794/\$100 of valuation
Available unused Constitutional Max Tax Rate	76.8% of assessed valuation

Utility Debt Service

This fund derives its revenue from rates determined by City Council. The function of this fund is to retire bonded indebtedness for water and wastewater capital equipment and infrastructure. The Electric fund bond indebtedness is not recorded and tracked in a separate debt service fund.

Total Outstanding Debt as of October 1, 2020			
Series	Principle	Interest	Total
2005 GO	815,000	93,781	908,781
2006 GO	140,000	22,674	162,674
2006 CO	200,000	31,573	231,573
2007 GO	560,000	83,640	643,640
2007 CO	1,065,000	157,459	1,222,459
2012 GO Refunding	925,000	70,500	995,500
2012 CO	2,960,000	709,750	3,669,750
2013 CO	9,290,000	2,996,688	12,286,688
2014 CO	5,325,000	1,361,363	6,686,363
2014 GO Refunding	2,005,000	581,450	2,586,450
2016 GO Refunding	1,935,000	314,700	2,249,700
2017 GO Refunding	3,670,000	891,600	4,561,600
2018 CO	4,220,000	1,402,100	5,622,100
2019 Limited Tax Note	450,000	31,417	481,417
2019 W/WW Util Sys Rev	1,835,000	643,999	2,478,999
2020 CO	2,615,000	473,300	3,088,300
2020 GO Refunding	2,395,000	47,438	2,442,438
2020 W/WW Util Sys Rev	20,065,000	10,595,782	30,660,782
TOTAL ALL	\$60,470,000	\$20,509,214	\$80,979,214

Total Outstanding Debt All Issues			
Fiscal Year	Principle	Interest	Total
2021	3,290,000	2,006,378	5,296,378
2022	3,790,000	1,873,520	5,663,520
2023	3,820,000	1,765,333	5,585,333
2024	3,765,000	1,644,766	5,409,766
2025	3,485,000	1,518,418	5,003,418
2026	3,405,000	1,395,677	4,800,677
2027	3,445,000	1,267,608	4,712,608
2028	3,510,000	1,137,788	4,647,788
2029	3,385,000	1,000,988	4,385,988
2030	3,300,000	875,688	4,175,688
2031	2,940,000	762,676	3,702,676
2032	2,690,000	657,301	3,347,301
2033	2,485,000	560,513	3,045,513
2034	1,515,000	470,438	1,985,438
2035	1,085,000	422,063	1,507,063
2036	1,115,000	395,462	1,510,462
2037	1,140,000	368,062	1,508,062
2038	1,175,000	335,625	1,510,625
2039	925,000	302,162	1,227,162
2040	810,000	278,362	1,088,362
2041	825,000	260,138	1,085,138
2042	845,000	241,576	1,086,576
2043	870,000	216,225	1,086,225
2044	895,000	190,125	1,085,125
2045	925,000	163,275	1,088,275
2046	950,000	135,525	1,085,525
2047	980,000	107,025	1,087,025
2048	1,010,000	77,625	1,087,625
2049	1,035,000	52,375	1,087,375
2050	1,060,000	26,498	1,086,498
TOTAL ALL	\$60,470,000	\$20,509,214	\$ 80,979,214

Fund Description

General Fund Debt Service is funded by the Interest & Sinking (I&S) portion of the City's Ad Valorem tax rate. Of the City's \$0.5794 tax rate, \$0.1949 is allocated to I&S, which goes to fund all outstanding debt owed by the General Fund. The I&S portion of the tax rate represents 33.6% of the total tax rate.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
120 GENERAL FUND-DEBT SERVICE	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
AD VALOREM TAXES	\$1,873,266	\$2,006,862	\$1,870,592	\$2,051,124	\$2,065,312
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$22,724	\$20,000	\$18,500	\$20,000	\$20,000
MISCELLANEOUS INCOME	\$0	\$246,548	\$246,548	\$249,802	\$293,519
TRANSFERS IN	\$516,186	\$514,416	\$506,226	\$542,255	\$545,702
TOTAL REVENUE	\$2,412,176	\$2,787,826	\$2,641,866	\$2,863,181	\$2,924,533
OTHER CHARGES	\$16,839	\$16,500	\$16,411	\$17,000	\$17,000
DEBT SERVICE	\$2,452,221	\$2,736,118	\$2,721,290	\$2,980,157	\$2,948,653
TOTAL EXPENDITURES	\$2,469,060	\$2,752,618	\$2,737,701	\$2,997,157	\$2,965,653

Fund Description

Water/Wastewater Fund – Debt Service is funded by a portion of the rate allocated to fund all outstanding debt, interest and principle, owed by the Utility Fund.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
220 W/WW DEBT SERVICE	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$37,635	\$30,000	\$8,000	\$600	\$600
TRANSFERS IN W/WW FUND	\$1,641,564	\$1,303,193	\$1,303,193	\$2,060,176	\$2,266,643
TRANSFERS IN - IMPACT FEES	\$1,516,210	\$567,692	\$1,846,920	\$895,250	\$895,250
TOTAL REVENUE	\$3,195,409	\$1,900,885	\$3,158,113	\$2,956,026	\$3,162,493
DEBT SERVICE	\$1,441,891	\$1,870,887	\$1,535,206	\$2,174,352	\$2,477,820
TRANSFERS OUT	\$0	\$2,000,000	\$2,000,000	\$0	\$0
TOTAL EXPENDITURES	\$1,441,891	\$3,870,887	\$3,535,206	\$2,174,352	\$2,477,820

Fund Description

2013 Combination Revenue/Tax Bond was issued for (i) constructing, improving, extending, and/or expanding City streets, including drainage, sidewalks, parking and right-of-way's; (ii) constructing, improving, extending, and/or expanding the City's water and wastewater system including an additional water supply well and related pipeline, and improvements for storm water drainage and detention and related roadway improvements; and (iii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Certificates.

Projects Funded:

✓ The only funds left in this bond funded by BEDC are for improvement of streets and drainage facilities in the Industrial Park.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
724 2013 COMB REV/TAX BOND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$30,153	\$26,644	\$13,500	\$0	\$0
INTERGOVERNMENTAL	\$0	\$0	\$14,310	\$0	\$0
TOTAL REVENUE	\$30,153	\$26,644	\$27,810	\$0	\$0
MAINTENANCE AND REPAIRS	\$15,105	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$111,522	\$1,035,407	\$775,400	\$319,055	\$0
TRANSFER OUT	\$0	\$154,000	\$154,000	\$0	\$0
TOTAL EXPENDITURES	\$126,627	\$1,189,407	\$929,400	\$319,055	\$0

Fund Description

2018 Certificate of Obligation Series was issued for (i) constructing, improving, and upgrading the City’s streets including drainage, sidewalks, right-of-way and bridge repair; and (ii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of the issuing the Certificates. The FY 2020 projects include match for drainage projects, Old Iron Bridge engineering, and Main St. Improvement.

Projects Funded:

- ✓ Preliminary engineering of Old Iron Bridge
- ✓ Jasper/Newton drainage project (partially funded through a grant)
- ✓ Pine Street drainage project (partially funded through a grant)
- ✓ Public Works detention pond improvements (partially funded through a grant)
- ✓ North Main Street Improvements (associated with the North Main Sewer project funded by a grant)
- ✓ Main Street sidewalk/street improvement (additional funded required to complete the project)



FY 2021 Fund Summary

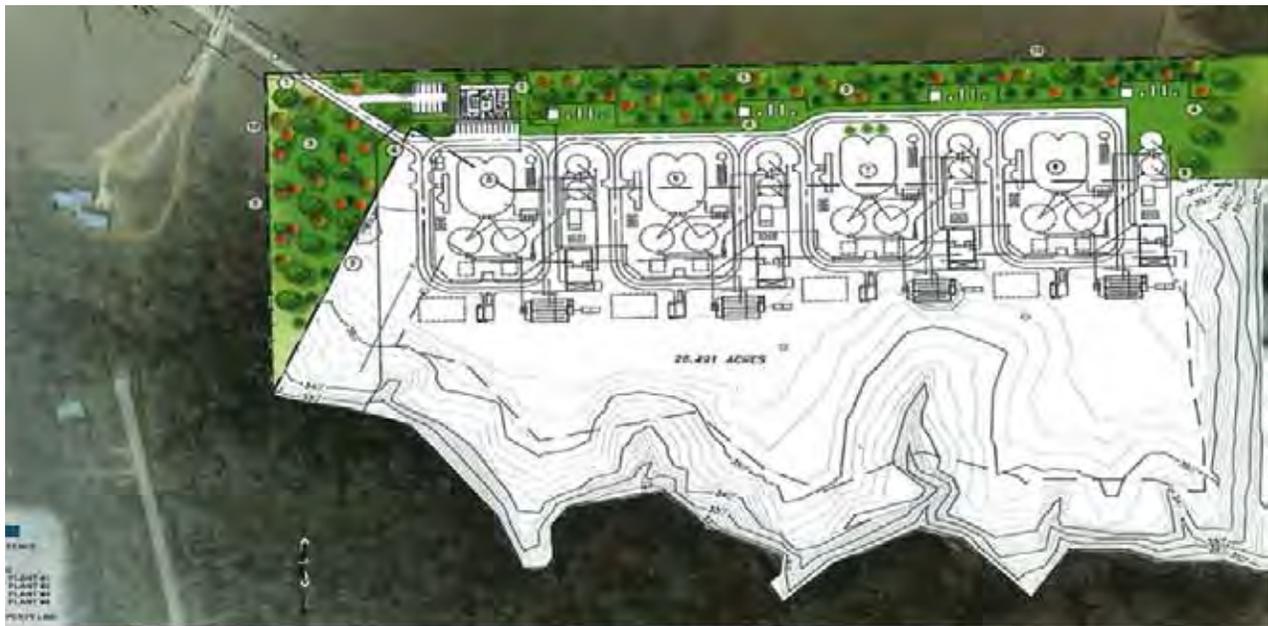
CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
726 CO 2018 SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$85,488	\$50,000	\$50,000	\$3,000	\$0
TOTAL REVENUE	\$85,488	\$50,000	\$50,000	\$3,000	\$0
CAPITAL OUTLAY	\$200,992	\$3,175,697	\$1,601,095	\$837,388	\$0
TRANSFERS OUT	\$1,100,000	\$0	\$84,000	\$1,021,000	\$0
TOTAL EXPENDITURES	\$1,300,992	\$3,175,697	\$1,685,095	\$1,858,388	\$0

Fund Description

2019 Water and Wastewater Utility System Revenue Series Bonds were issued for (1) paying costs of acquiring, purchasing, constructing, improving, renovating, enlarging or equipping the City’s Utility System including constructing, acquiring, improving, renovating and equipping City waterworks and sewer system facilities and (2) paying the costs of issuing such Bonds.

Projects Funded:

- ✓ WWTP#3 engineering



FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
2019 REVENUE BONDS	00 NON-DEPARTMENTAL		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$17,827	\$8,000	\$10,000	\$0	\$0
TRANSFERS IN	\$1,911,207	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$1,929,034	\$8,000	\$10,000	\$0	\$0
CONTRACTUAL SERVICES	\$38,884	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$1,045,802	\$57,185	\$852,347	\$0	\$0
TOTAL EXPENDITURES	\$1,084,686	\$57,185	\$852,347	\$0	\$0

Fund Description

2019 Limited Tax Note was issued for (i) constructing, improving, and upgrading the City’s streets including drainage, sidewalks, right-of-way and bridge repair; and (ii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Notes.

These funds were used to contract with Half & Associates to prepare engineering design plans, specifications, probable construction cost estimate, and engineering design report for channel and road crossing improvements to mitigate flooding along Gills Branch.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
727 2019 CO SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
OTHER REVENUE	\$465,000	\$465,000	\$0	\$0	\$0
INTEREST INCOME	\$0	\$0	\$5,000	\$0	\$0
TOTAL REVENUE	\$465,000	\$465,000	\$5,000	\$0	\$0
OTHER CHARGES	\$23,330	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$465,000	\$446,670	\$0	\$0
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$23,330	\$465,000	\$446,670	\$0	\$0

Fund Description

2020 Certificate of Obligation was issued to purchase much needed fire equipment to include: (1) Aerial Platform Engine; (2) PUC Pumper Engine; and replacement of Self-Contained Breathing Apparatus equipment.

In FY2021 the available balance will be used to purchase equipment for public safety departments as an allowed use of the funds. This specific equipment has not yet been identified. If a small balance remains those funds will be transferred to the Debt Service Fund to go toward the future debt obligations.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
728 CO 2019 SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
OTHER REVENUE	\$0	\$2,800,000	\$2,868,975	\$0	\$0
INTEREST INCOME	\$0	\$0	\$100	\$0	\$0
TOTAL REVENUE	\$0	\$2,800,000	\$2,869,075	\$0	\$0
OTHER CHARGES	\$0	\$0	\$67,504	\$0	\$0
CAPITAL OUTLAY	\$0	\$2,800,000	\$2,786,539	\$15,032	\$0
TRANSFER OUT	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$2,800,000	\$2,854,043	\$15,032	\$0

Fund Description

2020 Water and Wastewater Utility System Revenue Series Bonds were issued for (1) paying costs of acquiring, purchasing, constructing, improving, renovating, enlarging or equipping the City’s Utility System including constructing, acquiring, improving, renovating and equipping City waterworks and sewer system facilities and (2) paying the costs of issuing such Bonds.

Projects Funded:

- ✓ WWTP#3 engineering and construction
- ✓ WWTP#3 collection lines
- ✓ XS Ranch Water Plant engineering



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
262 WWW REVENUE BOND, SERIES 2020	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$0	\$0	\$10,000	\$100,000	\$0
TRANSFER IN	\$0	\$0	\$21,000,000	\$0	\$0
TOTAL REVENUE	\$0	\$0	\$21,010,000	\$100,000	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$3,130,000	\$0
TOTAL WATER CIP EXPENDITURES	\$0	\$0	\$0	\$3,130,000	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$17,980,000	\$0
TOTAL WASTEWATER EXPENDITURES	\$0	\$0	\$0	\$17,980,000	\$0

Fund Description

2021 Limited Tax Note is proposed replacing old and outdated equipment for Public Works, digital storage for Multi-Media, replacement of several fleet vehicles for Building Inspection and Public Works, funding the Drainage Master Plan, remediation and repair of the Public Works Facility, perform deferred building maintenance, and a tractor/shredder for Parks Department.

The vehicles and equipment that are being replaced are all well past the useful life. The building maintenance is mainly for A/C units and roof repairs for all facilities in the General Fund. The tractor for Parks Department is not a replacement but an addition due to new parks being added over the last several years. The Public Works building is not being used currently due to mold detection.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
729 LIMITED TAX NOTE SERIES 2021	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
BOND PROCEEDS	\$0	\$0	\$0	\$1,000,000	\$0
INTEREST INCOME	\$0	\$0	\$0	\$2,793	\$0
TOTAL REVENUE	\$0	\$0	\$0	\$1,002,793	\$0
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$285,000	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$717,793	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$1,002,793	\$0

Fund Description

The mission of the Economic Development Corporation is to enhance the quality of life in the City of 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
601 BASTROP E.D.C. FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SALES TAX	\$2,543,591	\$2,560,000	\$2,560,000	\$2,611,200	\$2,640,000
CHARGES FOR SERVICES	\$13,800	\$13,800	\$13,800	\$15,870	\$15,870
OTHER INCOME	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$134,913	\$80,000	\$65,000	\$35,000	\$40,000
MISCELLANEOUS INCOME	\$118,892	\$40,000	\$0	\$1,291,500	\$161,500
TRANSFER IN	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES	\$0	\$1,520,000	\$1,420,000	\$0	\$0
TOTAL REVENUE	\$2,811,196	\$4,213,800	\$4,058,800	\$3,953,570	\$2,857,370

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
601 BASTROP E.D.C. FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$415,130	\$490,151	\$367,394	\$433,262	\$528,325
SUPPLIES AND MATERIALS	\$19,556	\$22,360	\$11,000	\$12,560	\$12,560
MAINTENANCE AND REPAIRS	\$8,734	\$26,200	\$10,500	\$16,000	\$16,000
OCCUPANCY	\$50,638	\$54,000	\$53,000	\$52,800	\$52,800
CONTRACTUAL SERVICES	\$507,129	\$448,200	\$301,976	\$378,148	\$345,600
OTHER CHARGES	\$576,711	\$1,000,534	\$1,289,537	\$1,291,309	\$1,216,200
CONTINGENCY	\$0	\$25,000	\$0	\$25,000	\$25,000
CAPITAL OUTLAY	\$1,314,691	\$2,692,000	\$2,778,550	\$2,475,000	\$0
DEBT SERVICE	\$419,938	\$485,453	\$414,891	\$447,012	\$501,893
TOTAL EXPENDITURES	\$3,312,527	\$5,243,898	\$5,226,848	\$5,131,091	\$2,698,378
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF EXECUTIVE OFFICER	1.000	1.000	1.000	1.000	1.000
MARKETING & COMMUNICATIONS MANAGER	0.000	1.000	1.000	0.000	0.000
OFFICE MANAGER	1.000	1.000	1.000	1.000	1.000
OPERATIONS MANAGER	1.000	1.000	1.000	1.000	1.000
PROJ MGR/ECO DEV COORD	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	5.000	5.000	4.000	4.000

Fund Description

The Innovation Fund is funded from excess fund balance from the General Fund and Bastrop Power & Light, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations.

Projects Funded:

The City was able to transfer \$500,000 of excess fund balance into the Innovation Fund at the end of FY2020. These funds were available because of a reduction in expenses associated with the COVID-19 pandemic. It was Council's decision to set these excess funds aside to make sure that the loan amounts to BP&L did not go unfunded, shown as debt service in the budget.

There is a carry-over into FY 2021 for the construction of the skate park. The website upgrade was budgeted in FY 2020 but the decision was made that this upgrade was not needed. Also, the customer relations software in combination with planning permitting and development software was covered in the General Fund.

This is also the fund utilized to account for projects funded by the Bastrop Economic Development Corporation (BEDC). In FY2020 and FY2021, the BEDC is funding the non-grant portion of the Downtown River Loop sidewalk project.



FUND SUMMARY	AMOUNTS
Beginning Fund Balance FY2021	\$706,233
Total Revenue	\$150,000
Total Expenditures	\$503,668
Ending Fund Balance FY2021	\$352,565

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
105 INNOVATION FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$21,788	\$24,500	\$15,000	\$0	\$0
INTERGOVERNMENTAL	\$66,600	\$0	\$60,137	\$150,000	\$0
OTHER SOURCES	\$0	\$30,000	\$0	\$0	\$0
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
TRANSFER IN	\$453,828	\$22,500	\$500,000	\$0	\$0
TOTAL REVENUE	\$2,210,169	\$1,053,059	\$575,137	\$150,000	\$0
SUPPLIES AND MATERIALS	\$25,185	\$0	\$62,579	\$0	\$0
MAINTENANCE AND REPAIRS	\$22,712	\$60,000	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$836,113	\$63,000	\$37,949	\$0	\$0
CAPITAL OUTLAY	\$365,437	\$510,400	\$390,956	\$360,000	\$0
DEBT SERVICE	\$42,002	\$143,668	\$143,668	\$143,668	\$143,668
TRANSFERS OUT	\$376,504	\$198,991	\$0	\$0	\$0
TOTAL EXPENDITURES	\$2,210,169	\$1,053,059	\$635,152	\$503,668	\$143,668

Fund Description

The Designated Fund contains revenue generated from fees collected for specific uses. Fees include Court Technology, Court Security, Juvenile Diversion (Case Manager), Public Education & Government (PEG), Designated Parks Fund, Police Seizure, Child Safety Fund and Police, Fire and Parks Donations. **There is \$405,000 in Red Light Camera Funds designated for Sidewalk Connectivity to improve pedestrian safety that will be rolled over from FY2020 for this project.** The budget includes the available funds for each type of funding to allow the funds to be spent during the year. Expenses that comply with the restrictions on these funds will be applied to these funds first before charging the General Fund budget. The Designated Parks Funds would need approval from City Council for a parks project to be funded out of these funds.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
102 DESIGNATED FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
FRANCHISE AND OTHER TAXES	\$22,399	\$23,250	\$23,000	\$23,500	\$23,500
CHARGES FOR SERVICES	\$3,231	\$1,900	\$1,964	\$1,900	\$1,900
FINES AND FORFEITURES	\$13,642	\$12,650	\$12,800	\$12,800	\$12,800
INTEREST INCOME	\$15,358	\$10,000	\$13,800	\$3,000	\$3,000
INTERGOVERNMENTAL	\$1,052	\$0	\$1,695	\$0	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$5,000	\$9,950	\$10,550
OTHER REVENUE	\$12,315	\$11,910	\$11,413	\$12,433	\$12,433
TOTAL REVENUE	\$67,997	\$59,710	\$69,672	\$63,583	\$64,183
CONTRACTUAL SERVICES	\$7,047	\$405,000	\$0	\$0	\$0
OTHER CHARGES	\$17,860	\$51,950	\$10,000	\$61,000	\$26,000
CAPITAL OUTLAY	\$53,449	\$15,000	\$0	\$420,000	\$15,000
TOTAL EXPENDITURES	\$78,356	\$471,950	\$10,000	\$481,000	\$41,000

Fund Description

Fairview Cemetery #525 is used for the operations of the cemetery. This fund collects all fees associated with plot sales and the expenses associated with the perpetual care and upkeep of plots and graves in the cemetery.

Significant Base Budget changes for FY2021

- FY2020 included contractual services for an Actuarial Study that was a one-time expense reflecting a reduction in this category for FY2021
- Staff is recommending an increase in the price of a plot and allocating plot sales between the Operating Fund and Permanent Fund 80%/20%. The average price of \$2,000 per plot was used for the proposed revenue. This budget document includes the price increase of \$1,500/Resident and \$3,500/Non-Resident for Councils consideration and approval.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
525 FAIRVIEW CEMETERY-OPERAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$4,642	\$4,800	\$1,250	\$1,250	\$2,000
MISCELLANEOUS INCOME	\$73,970	\$92,050	\$77,700	\$84,500	\$84,700
TRANSFERS IN	\$6,106	\$4,700	\$0	\$0	\$0
TOTAL REVENUE	\$84,718	\$101,550	\$78,950	\$85,750	\$86,700
PERSONNEL COSTS	\$48,767	\$49,439	\$49,352	\$50,818	\$51,329
SUPPLIES AND MATERIALS	\$4,221	\$3,400	\$3,700	\$4,000	\$4,000
MAINTENANCE AND REPAIRS	\$3,113	\$9,200	\$3,475	\$5,475	\$5,500
OCCUPANCY	\$2,098	\$2,600	\$2,600	\$2,600	\$2,600
CONTRACTUAL SERVICES	\$15,664	\$44,890	\$45,215	\$15,910	\$15,910
OTHER CHARGES	\$3,015	\$1,200	\$1,580	\$1,000	\$1,000
CONTINGENCY	\$0	\$3,000	\$0	\$0	\$0
CAPITAL OUTLAY	\$117,900	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$194,778	\$113,729	\$105,922	\$79,803	\$80,339
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
GROUNDKEEPER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	1.000	1.000

Fund Description

Fairview Cemetery Permanent Fund is the perpetual trust fund created by the city. A portion of the sale of plots goes into this fund to be invested for the long-term to be able to have the funds necessary to maintain the cemetery when there is no longer plots to sell.

Significant Base Budget changes for FY2021

- Staff is recommending an increase in the price of a plot and allocating plot sales between the Operating Fund and Permanent Fund 80%/20%.
- FY2020 and FY2021 reflect a change in allocation of interest and show the permanent fund retaining any interest earned for growth of this perpetual care fund.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
526 FAIRVIEW CEMETERY-PERMAN	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$4,187	\$4,700	\$1,000	\$3,000	\$3,000
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$20,000	\$20,000
TOTAL REVENUE	\$4,187	\$4,700	\$1,000	\$23,000	\$23,000
TRANSFER OUT	\$6,106	\$4,700	\$0	\$0	\$0
TOTAL EXPENDITURES	\$6,106	\$4,700	\$0	\$0	\$0

Fund Description

The Grant Fund is used to account for grants received from local, state and federal agencies for capital projects and the application of the funds in accordance with stated requirements.

One project included in the FY2021 budget is the Downtown River Loop. The city received grants from Keep Bastrop County Beautiful \$130,000 and CAMPO \$475,200.

This budget also includes the CARES Act Relief funding related to economic support. There is \$126,651 available, which represents 25% of the City of Bastrop’s funding allocation. This would be a grant to the Bastrop Economic Development Corp. to reimburse them for the COVID-19 grants they have distributed to local businesses.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
801 GRANT FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTERGOVERNMENTAL	\$284,631	\$745,000	\$1,202,228	\$731,851	\$0
MISCELLANEOUS INCOME	\$0	\$2,118,125	\$0	\$0	\$0
TOTAL REVENUE	\$284,631	\$2,863,125	\$1,202,228	\$731,851	\$0
CONTRACTUAL SERVICES	\$9,377	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$275,255	\$2,863,125	\$1,202,228	\$731,851	\$0
TOTAL EXPENDITURES	\$284,632	\$2,863,125	\$1,202,228	\$731,851	\$0

Fund Description

The Hunters Crossing PID Fund was established as a Public Improvement District under Chapter 372, Texas Local Government Code, to fund public infrastructure improvements within the Hunter’s Crossing Improvement District. This fund collects the assessments approved by the City Council of the City of Bastrop and paid for by the property owners within the District. The assessments fund the expenses associated with maintaining the assets of the District and reimbursing the developer annually from the capital portion of the assessment.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
710 HUNTERS CROSSING PID	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
TAXES AND PENALTIES	\$576,166	\$620,403	\$3,001,332	\$508,031	\$508,031
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$5,886	\$5,000	\$6,093	\$5,000	\$5,000
TOTAL REVENUE	\$582,052	\$625,403	\$3,007,425	\$513,031	\$513,031
MAINTENANCE/REPAIRS	\$81,491	\$82,898	\$78,522	\$86,250	\$86,250
CONTRACTUAL SERVICES	\$13,893	\$42,250	\$58,845	\$37,275	\$37,280
OTHER CHARGES	\$1,858	\$911,000	\$3,270,821	\$356,500	\$356,500
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$97,242	\$1,036,148	\$3,408,188	\$480,025	\$480,030

Fund Description

The Library Board Fund is used to account for the application of any gifts and donations received for the benefit of the Library.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
505 LIBRARY BOARD FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$909	\$550	\$500	\$600	\$600
MISCELLANEOUS INCOME	\$29,518	\$20,000	\$30,000	\$20,000	\$20,000
TOTAL REVENUE	\$30,427	\$20,550	\$30,500	\$20,600	\$20,600
PERSONNEL COSTS	\$0	\$0	\$0	\$0	\$0
SUPPLIES AND MATERIALS	\$12,936	\$18,750	\$8,850	\$18,750	\$18,750
MAINTENANCE AND REPAIRS	\$0	\$200	\$200	\$200	\$200
CONTRACTUAL SERVICES	\$500	\$1,000	\$350	\$1,000	\$1,000
OTHER CHARGES	\$0	\$500	\$1,000	\$500	\$500
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$3,000	\$3,003	\$0	\$3,000	\$3,000
505-00-00 TOTAL	\$16,436	\$23,453	\$10,400	\$23,450	\$23,450

Fund Description

The Park / Trail Land Dedication is used to account for receipts and disbursement of funds received designated for special improvement projects related to City parks and trails.

Projects Funded

The Skate Park, that will be located in Fisherman’s Park, will be partially funded out of this fund. The balance of the project will be in the Innovation Fund. Total balance of the project is \$266,000.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
520 PARK/TRAIL LAND DEDICAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHARGES FOR SERVICES	\$20,473	\$0	(\$17,402)	\$1,365	\$1,365
INTEREST INCOME	\$2,517	\$1,000	\$2,000	\$500	\$0
TOTAL REVENUE	\$22,990	\$1,000	(\$15,402)	\$1,865	\$1,365
CAPITAL OUTLAY	\$0	\$100,000	\$0	\$56,000	\$0
TOTAL EXPENDITURES	\$0	\$100,000	\$0	\$56,000	\$0

Fund Description

The Vehicle and Equipment Replacement Fund has been established to account for activities related to vehicle and equipment replacement services provided to other departments within the City on a cost-reimbursement basis.

Funded Assets

- Public Works F250 Regular Cab Truck with safety light bar
- Parks Zero Turn mower
- Building Inspector small SUV (partial funding)

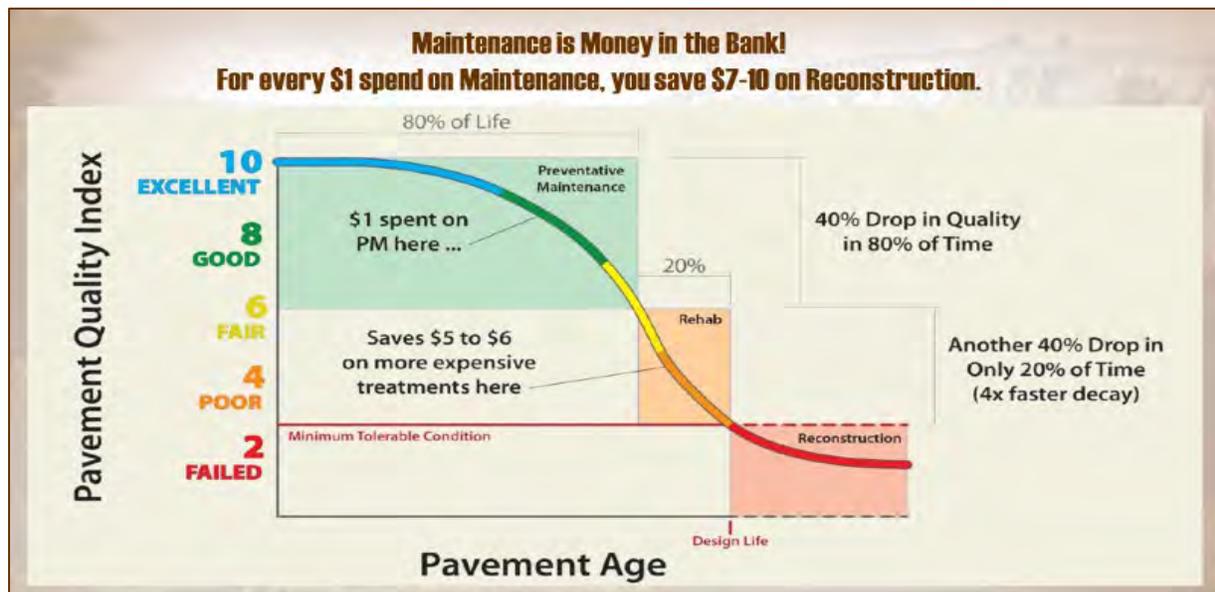


CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
380 VEHICLE AND EQUIP REPL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHARGES FOR SERVICES	\$311,568	\$371,192	\$311,563	\$371,192	\$371,192
INTEREST INCOME	\$33,439	\$15,500	\$15,000	\$16,000	\$16,000
TRANSFERS IN	\$254,500	\$75,000	\$254,500	\$65,000	\$65,000
OTHER SOURCES	\$2,754	\$0	\$5,000	\$0	\$0
TOTAL REVENUE	\$602,261	\$461,692	\$586,063	\$452,192	\$452,192
CAPITAL OUTLAY	\$323,971	\$356,500	\$320,112	\$241,800	\$0
TOTAL EXPENDITURES	\$323,971	\$356,500	\$320,112	\$241,800	\$0

Fund Description

The Street Maintenance Fund was created to contain revenue generated specifically for street maintenance to improve the City's overall Pavement Condition Index.

The City of Bastrop's street system has 54.6 miles of asphaltic concrete, 2.1 miles of Portland cement, and 3.8 miles of gravel surface. In FY 2018, the City Council funded a Pavement Condition Index study to evaluate and grade the City's street infrastructure. Applied Pavement Technology was hired to conduct the study using enhanced data gathering equipment. Results of the study indicate that the City's asphaltic concrete streets have an overall score of 66. The City's 2.1 miles of Portland cement concrete have an overall score of 89. The City's combined overall score is 68.



Street Maintenance is a Good Investment:

Every year the City's streets do not receive maintenance, the quicker the street will deteriorate. Therefore, Staff has put together a five (5) year strategy to stabilize road conditions.

The proven method to stabilize road conditions and minimize additional deterioration is to "keep the good streets good." Therefore, the Street Maintenance Fund will focus on streets in excellent, good, and fair conditions to minimize the need for road rehabilitation and reconstruction.

The city has completed years 1 & 2 out of the five (5) year plan. The FY2021 Proposed Budget is transferring available 2018 Certificate of Obligation fund, originally set aside for the Old Iron Bridge, to be used for year (3) of the plan. The year 3 plan includes seal coat on streets in Hunter's Crossing, Riverside Grove, and several streets in the historic areas of Bastrop.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
110 STREET MAINTENANCE FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$24,827	\$10,000	\$15,000	\$3,000	\$0
TRANSFERS IN	\$1,100,000	\$154,000	\$238,000	\$1,021,000	\$0
TOTAL REVENUE	\$1,124,827	\$164,000	\$253,000	\$1,024,000	\$0
MAINTENANCE AND REPAIRS	\$0	\$463,242	\$0	\$22,000	\$0
CONTRACTUAL SERVICES	\$23,065	\$0	\$8,790	\$0	\$0
CAPITAL OUTLAY	\$64,406	\$720,703	\$1,256,787	\$998,654	\$0
TOTAL EXPENDITURES	\$87,471	\$1,183,945	\$1,265,577	\$1,020,654	\$0



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Position	Department	FY 2019 Actual	FY 2020 Actual	FY 2021 Proposed
City Manager	Administration	1.000	1.000	1.000
Assistant City Manager of Development Services.	Administration	0.000	0.000	1.000
Executive Assistant/Deputy City Secretary	Administration	1.000	1.000	0.000
Executive Administrative Assistant	City Secretary	0.000	0.000	1.000
Receptionist/Office Assistant	Administration	1.250	1.250	0.000
Community/Council Liaison	Administration	1.000	1.000	0.000
City Secretary	City Secretary	1.000	1.000	1.000
Receptionist/Clerical Assistant	City Secretary	0.000	0.000	1.000
Assistant Finance Director	Finance	1.000	0.000	0.000
Chief Financial Officer	Finance	1.000	1.000	1.000
Finance Specialist I	Finance	1.000	1.000	1.000
Finance Specialist II	Finance	2.000	2.000	1.000
Finance Accountant	Finance	0.000	0.000	1.000
Customer Service Coordinator	Finance	1.000	1.000	1.000
Customer Service Specialist II	Finance	2.000	2.000	1.000
Customer Service Specialist I	Finance	0.000	0.000	1.000
Customer Service Supervisor	Finance	1.000	1.000	1.000
Director	Human Resources	1.000	1.000	1.000
Executive Administrative Assistant	Human Resources	0.625	0.750	0.750
Director	IT	1.000	1.000	1.000
System Administrator	IT	1.000	1.000	1.000
Chief of Police	Police	0.000	0.000	1.000
Administrative Assistant	Police	1.000	1.000	1.000
Administrative Officer	Police	1.000	1.000	1.000
Assistant Police Chief	Police	1.000	1.000	1.000
Assistant City Manager of Public Safety & Community Support	Police	1.000	0.650	0.000
Records Technician	Police	2.000	2.000	2.000
Code Compliance/Animal Control Officer	Police	1.000	1.000	1.000
Police Detective	Police	3.000	3.000	3.000
Police Officer	Police	4.000	3.000	3.000
Senior Officer	Police	6.000	9.000	10.00
Sergeant	Police	5.000	5.000	5.000

<i>Position</i>	<i>Department</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Actual</i>	<i>FY 2021 Proposed</i>
Fire Chief	Fire	1.000	1.000	1.000
Assistant Fire Chief/Inspector	Fire	0.000	1.000	1.000
Firefighters	Fire	6.300	8.400	6.000
Court Administrator	Municipal Court	1.000	1.000	1.000
Court Clerk/Juvenile Cases	Municipal Court	1.000	1.000	1.000
Court Clerk/Trial Coordinator	Municipal Court	1.000	1.000	1.000
Court VOE Clerk	Municipal Court	0.250	0.250	0.250
Judge	Municipal Court	1.000	0.000	0.000
Director of Planning & Development	Development Services	1.000	1.000	0.500
Assistant Planning Director	Development Services	1.000	1.000	1.000
Planner	Development Services	2.000	1.000	1.000
Planner II	Development Services	0.000	1.000	1.000
Planning Technician	Development Services	1.000	1.000	1.000
Permit Technician	Development Services	0.000	1.000	1.000
Building Inspector	Development Services	1.000	1.000	1.000
Building Official	Development Services	1.000	1.000	1.000
City Engineer (50%)	Development Services	0.500	0.500	0.000
GIS/Permit Specialist	Development Services	1.000	0.000	0.000
Assistant City Manager of Development Services	Public Works	0.250	0.250	0.000
Assistant Public Works Director	Public Works	0.250	0.250	0.500
Construction Manager	Public Works	0.000	1.000	1.000
Mechanic	Public Works	1.000	1.000	1.000
Public Works Technician	Public Works	0.375	0.375	0.900
Equipment Operator I	Public Works	3.000	3.000	3.000
Equipment Operator II	Public Works	3.000	3.000	3.000
Public Works Crew Leader	Public Works	1.000	1.000	1.000
Public Works Maintenance Worker II	Public Works	2.000	2.000	4.000
Utility Field Superintendent	Public Works	1.000	1.000	1.000
Assistant Public Works Director	Parks	0.250	0.250	0.000
Athletic Field Maintenance Technician	Parks	1.000	1.000	1.000
Assistant City Manager of Development Services	Parks	0.250	0.250	0.000
Equipment Operator I	Parks	1.000	1.000	1.000
Facilities Maintenance Worker II	Parks	1.000	1.000	1.000
Maintenance Specialist	Parks	1.000	1.000	1.000
Parks & Recreation Superintendent	Parks	1.000	1.000	1.000
Parks Crew Leader	Parks	1.000	1.000	1.000
Parks Maintenance Worker II	Parks	5.000	5.000	3.000
Public Works Technician	Parks	0.375	0.375	0.000
Seasonal Employees	Parks	0.185	0.185	0.185
Custodian	Public Works	3.000	3.000	3.000
Custodian Crew Leader	Public Works	1.000	1.000	1.000

<i>Position</i>	<i>Department</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Actual</i>	<i>FY 2021 Proposed</i>
Library Associate Supervisor	Library	1.000	0.000	0.000
Library Associate II/Circulation Services	Library	1.950	1.950	2.000
Library Associate II/Administrative Services	Library	1.000	1.000	1.000
Library Associate I/Children Services	Library	1.000	1.000	1.000
Library Associate II/Communications	Library	0.800	0.000	0.000
Library Associate II/Web & Graphics	Library	1.000	1.000	1.000
Library Clerk – VOE	Library	1.000	1.000	1.000
Library Director	Library	1.000	1.000	1.000
Supervisor of Public Service	Library	1.000	1.000	1.000
Young Adult Librarian	Library	1.000	1.000	1.000
Technical Services & Circulation Supervisor	Library	0.000	1.000	1.000
Assistant Public Works Director	Water/Wastewater	0.500	0.500	0.500
City Engineer (50%)	Water/Wastewater	0.500	0.500	0.000
Assistant City Manager of Development Services	Water/Wastewater	0.500	0.500	0.000
Public Works Technician	Water/Wastewater	0.250	0.250	0.100
Special Programs Coordinator	Water/Wastewater	1.000	1.000	1.000
Foreman	Water/Wastewater	1.000	1.000	1.000
WWW Systems Technician	Water/Wastewater	6.000	6.000	6.000
WWW Systems Technician Crew Leader	Water/Wastewater	1.000	1.000	1.000
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
WWW Plant Operator C	Water/Wastewater	2.000	2.000	2.000
WWW Plant Operator	Water/Wastewater	1.000	1.000	1.000
WWW Superintendent/Production	Water/Wastewater	0.500	0.500	0.500
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
WWW Plant Operator B	Water/Wastewater	1.000	1.000	1.000
WWW Plant Operator C	Water/Wastewater	1.000	1.000	1.000
WWW Plant Operator	Water/Wastewater	1.000	1.000	1.000
WWW Superintendent/Treatment	Water/Wastewater	0.500	0.500	0.500
Director	BP&L	1.000	1.000	1.000
Electric Superintendent	BP&L	1.000	1.000	1.000
Executive Administrative Assistant	BP&L	1.000	1.000	1.000
Foreman	BP&L	1.000	1.000	1.000
Lineman Apprentice	BP&L	1.000	2.000	2.000
Lineman Trainee	BP&L	1.000	0.000	0.000
Lineworker - Journeyman	BP&L	3.000	3.000	3.000
Assistant City Manager of Public Safety & Community Support	Multi-Media	0.000	0.350	0.000
Chief Storyteller & Resident Artist	Multi-Media	1.000	1.000	0.850
Chief Storyteller & Resident Artist	Organizational Funding	0.000	0.000	0.150
Digital Media Specialist	Multi-Media	1.000	1.000	1.000
Downtown & Hospitality Director	Multi-Media	0.150	0.000	0.000
Temporary Assistant Chief Storyteller	Multi-Media	0.481	0.481	0.481

<i>Position</i>	<i>Department</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Actual</i>	<i>FY 2021 Proposed</i>
Downtown & Hospitality Director	Special Events & Reservations	0.100	0.000	0.000
Recreation Coordinator	Special Events & Reservations	1.000	1.000	1.000
Convention Center Director	Hospitality & Downtown	1.000	1.000	1.000
Facility Attendant	Hospitality & Downtown	2.00	2.00	2.00
Maintenance Supervisor	Hospitality & Downtown	1.000	1.000	1.000
Administrative Assistant/Convention Center	Hospitality & Downtown	0.500	0.500	0.000
Administrative Assistant/Main Street	Hospitality & Downtown	0.500	0.500	0.000
Main Street Manager	Hospitality & Downtown	1.000	1.000	1.000
Downtown & Hospitality Director	Hospitality & Downtown	0.750	0.000	0.000
Groundskeeper	Cemetery	1.000	1.000	1.000
Chief Executive Officer	BEDC	1.000	1.000	1.000
Marketing & Communications Manager	BEDC	1.000	1.000	0.000
Operations Manager	BEDC	1.000	1.000	1.000
Office Manager	BEDC	1.000	1.000	1.000
Project Manager/Economic Development Coordinator	BEDC	1.000	1.000	1.000
Total Authorized Positions		145.841	148.266	142.166

GENERAL PROVISIONS

SEC Reference	Last updated	Description	Amount of fee
A1.07		RECORDS MANAGEMENT PROGRAM	
A1.07.017	1995 Code	Charges for printing copies for public information	
		Standard size paper copy (per page)	\$0.10
		Non-standard-size copy-Diskette (each)	\$1.00
		Non-standard-size copy-Magnetic tape (each)	\$10.00
		Non-standard-size copy-VHS videocassette (each)	\$2.50
		Non-standard-size copy-Audio cassette (each)	\$1.00
		Non-standard-size copy-Paper (each)	\$.50
		Non-standard-size copy-Other	Actual Cost
		Personnel Charge per hour	\$15.00
		Overhead charge-20% of personnel charge	Actual
		Microfiche or Microfilm-paper copy	\$.10
		Microfiche or Microfilm-copy	Actual Cost
		Remote document retrieval charge	Actual Cost
		Computer resource charge-Mainframe-per minute	\$17.50
		Computer resource charge-Midsize- per minute	\$ 3.00
		Computer resource charge: Client/server-per minute	\$1.00
		Computer resource charge-PC or LAN-per minute	\$.50
		Programming time charge-per hour	\$26.00
		Miscellaneous supplies	Actual Cost
		Postage and shipping charge	Actual Cost
		Fax charge-Local per page	\$.10
		Fax charge-long distance- same area code-per page	\$.50
		Fax charge-long distance-different area code-per page	\$1.00
		Other costs	Actual Cost

PARKS

SEC Reference	Last updated	Description	Amount of fee/Deposit
1.10		PARKS	
1.10.002	Ord. No. 2016-06 3/22/2016	Noncommercial fees and deposits: Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
		Less than 100 Patrons	\$50.00/\$50.00
		101-200 Patrons	\$100.00/\$150.00
		201-300 Patrons	\$150.00/\$250.00
		Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code).	\$0.00/\$50.00
		Multipurpose fields: Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.	
		Less than 100 Patrons	\$50.00/\$100.00
		101-300 Patrons	\$75.00/\$150.00
		301-500 Patrons	\$100.00/\$200.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Additional park amenities fees non-commercial use.	
		Softball fields -daily/practice use	\$20.00 per hour/\$50.00 flat fee
		Softball fields-additional lighting (6-10 pm)	\$10.00 per hour
		Softball fields-tournament use	\$150.00 per day/\$100.00 flat fee
		Softball fields-tournament use-additional lighting (6-10pm)	\$10.00 per hour
		Sand volleyball court (no lighting available)	\$40.00 per 4- hour block
		Pier/scenic outlook	\$40.00 per 4-hour block
		Pier/scenic outlook-seating at additional cost	\$2.00 per chair
		Tennis & Basketball courts	\$4.00 per 4-hour block
		Tennis & Basketball courts-limited lighting available	\$10.00 per hour (6-10pm)
		Additional equipment required	Standard FEMA rates apply
		Barricades – Type I	\$3.00 each
		Barricades – Type II	\$10.00 each
		Barricades – Type III	\$20.00 each
		Cones 24-36 inches	\$1.00 each
		Cones 48 inches	\$2.00 each
		Commercial fees and deposits:	
		Pavilions (including BBQ pits when available). Schedule for commercial use fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
		Less than 100 patrons	\$100.00/\$200.00
		101-200 patrons	\$200.00/\$300.00
		201-300 patrons	\$300.00/\$400.00
		Greater than 300	Special event permit required
		Multipurpose fields	
		Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
		0-100 patrons	\$100.00/\$200.00
		101-200 patrons	\$250.00/\$400.00
		201-500 patrons	\$400.00/\$600.00
		Additional park amenities fees commercial use.	
		Softball fields-daily practice use	\$30.00 per hour/\$100.00 deposit
		Softball fields-additional lighting (6-10pm)	\$10.00 per hour
		Softball fields-tournament use	\$250.00 per day/\$200.00 deposit
		Sand volleyball court – 4-hour block (no lighting)	\$80.00
		Pier/Scenic outlook – additional seating	\$3.00 per chair
		Tennis & Basketball courts – 4-hour block	\$80.00
		Tennis & Basketball courts-limited lighting available (6-10 pm)	\$10.00 per hour

SEC Reference	Last updated	Description	Amount of fee/Deposit
		City staff – required with 100+ Additional equipment required	\$25.00 per hour Standard FEMA rates
		Barricades Type I	\$5.00 each
		Barricades Type II	\$20.00 each
		Barricades Type III	\$25.00 each
		Cones 24-36"	\$2.00 each
		Cones 48"	\$4.00 each
<p>The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.</p>			
Rodeo Arena Rental Fees			
		Rodeo Arena Rental includes lighting	\$200.00 per day
		Security Deposit for entire event	\$400.00
		Rodeo Arena Rental-4-hour block before dark	\$50.00
		4-hour block before dark security deposit	\$100.00 per 4-hr block
		Rodeo Arena Rental-4-hour block after dark	100.00
		4-hour block after dark security deposit	\$200.00 per 4-hr block
Services required during event			
		Arena dirt work-City crew-tractor, drag	See Fee Schedule \$50.00 per hour
		City Staff (litter, assistance, etc.)	\$20.00 per hour, per person
		Electricity for arena lights	\$10.00 per hour
		Water for arena dirt work	\$5.00 per 1,000 gallons
		RV and/or campsites with hook-ups (includes water/electric)	\$35.00 per day
		Concession stand/kitchen	See concession stand agreement
Dog training			
		Dog training classes in Bark Park only per class	\$25.00
		Deposit	\$50.00

LIBRARIES

SEC Reference	Last updated	Description	Amount of fee/Deposit
A1.12	Ord. No. 2019-42 9/24/2019	Membership Fees	
		Annual Membership	Resident: \$0.00 Non-Resident: \$25.00
		Six-month Membership	Resident: \$0.00 Non-Resident: \$15.00
Circulating Material Fines & Fees			
		Material Returned After Due Date	\$0.10 per item per day after a five-day grace period, \$5.00 cap per item.

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Replacement of Bastrop Public Library materials lost or damaged beyond repair	Manufacturer's suggested retail price (MSRP)
		Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
		Interlibrary Loan return shipping costs	\$3.00 per item
Meeting Rooms			
		Maynard Conference Room	General: \$25.00 per hour
		Pressley Meeting Room	General: \$50.00 per hour
Supply and Equipment Fees			
		Printing – Black & White, Letter-sized paper	\$0.10 per page
		Printing – Color, Letter-sized paper	\$1.00 per page
		Printing – Black & White, Ledger-sized paper (11X17")	\$0.20 per page
		3D Printing, except as part of an official Library program	\$0.10 per gram
Miscellaneous Fees			
		Replacement library card	\$1.00

FILM AND BROADCASTING

SEC Reference	Last updated	Description	Amount of fee/Deposit
A1.18		FILM AND BROADCASTING	
A1.18.002	Ord. No. 2016-32 11/8/2016	Film and Broadcasting	
		BTXN field production rates	
		Preproduction (Crew coordination, call sheet, and one meeting)	\$35.00
		Raw show transfer (*No charge if BTXN is editing requires approximately ½ hour each for set-up and breakdown)	\$20.00*
		Administration charge	12% of total bill
		BTXN crew member studio production rates per hour (2-hour minimum)	
		Producer	\$50.00
		Director/technical director	\$35.00
		Audio technician	\$35.00
		Floor manager	\$30.00
		Camera operator	\$30.00
		Graphics and CG technician/teleprompter operator	\$30.00
		Audio assistant	\$25.00
		Production assistant	\$20.00
		BTXN studio editing rates per hour (2-hour minimum)	
		Editor	\$40.00 per hour
		Graphics/audio mix/color correct	\$50.00 per hour

BTXN studio miscellaneous rates

Additional DVDs (first one no charge with editing time)	\$15.00
Additional video files (one full quality high resolution file included with editing time)	\$15.00
Additional ½ hour editor review session (first one included with editing time)	\$20.00

ANIMAL CONTROL

SEC Reference	Last updated	Description	Amount of fee/Deposit
A2.02		VACCINATION AND LICENSING OF DOGS AND CATS	
A2.02.005	Ord. No. 2005-15 03/22/2005	Guard dog permit	\$35.00
A2.02.008	Ord. No. 2008-10 02/26/2008	License fee Altered dog Unaltered dog per animal	\$5.00 \$25.00 per animal, per year
A2.03	Ord. No. 2005-15 03/22/2005	KENNELS AND MULTIPLE PET OWNERSHIP	
A2.03.002		Kennel permit Multiple pet owner's permit Private breeder's permit	\$35.00 \$35.00 \$35.00
A2.003.006		Commercial animal sales permit	\$35.00
A2.04	Ord. No. 2005-15 03/22/2005	IMPOUNDMENT	
A2.04.001		Authorized fees Initial impoundment fee Dog or cat per additional day	\$40.00 per animal \$3.50 per animal
A2.04.002		Owner surrender fees Animals surrendered by owner/harbinger: owner surrender one pet Owner surrender pets in litter, 8 weeks-3 months Owner surrender under 8 weeks of age	\$20.00 \$25.00 per litter \$10.00 per animal
A2.04.007		Adoption of impounded animals Adoption fee with mandatory spay/neuter agreement	\$15.00
A2.04.035		Livestock and estray impoundment fees Cattle, per head Equine, per head	\$40.00 each \$40.00 each

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Swine, per head	\$40.00 each
		Exotic fowl, per bird	\$40.00 each
A2.08	Ord. No. 2005-15 03/22/2005	DANGEROUS DOGS	
A2.08.010		Permit and tag	
		Dangerous dog, unspayed/unneutered	\$100.00 each
		Dangerous dog, spayed/neutered	\$50.00 each
		Dangerous dog, renewal, unspayed/unneutered	\$50.00 each
		Dangerous dog, renewal, spayed/neutered	\$25.00 each

BUILDING REGULATIONS

SEC Reference	Last updated	Description	Amount of fee/Deposit
A3.01		GENERAL PROVISIONS	
A3.01.002	Ord. No. 2017-23 09/27/2017	Charges for consulting services	
		Professional fees and related charges incurred by the City for the services of consultant(s):	Actual fee plus 15% administrative fee
A3.01.003	Ord. No. 2017-23 09/27/2017	Work commencing prior to permit issuance- The greater of:	100% of the calculated permit and inspection fees or \$150, in addition to the required permit and inspection fees
A3.01.004	Ord. No. 2019-42 9/24/2019	Re-inspection and certificate fees:	
		Failed inspections or re-inspections	\$75.00 per inspection
		Certificate of Occupancy	\$250
		Copies/Re-issue Certificates of Occupancies, inspections copies	\$25
		Courtesy Inspections	\$25.00
		Administration fee (per permit application)	5% of permit fee
		Emergency Repair	50% reduction (must be verified by Building Official)
A3.04		BUILDING CODE	
A3.04.002	Ord. No. 2019-42 09/24/2019	Schedule of permit fees	
		All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:	

SEC Reference	Last updated	Description	Amount of fee/Deposit
		<u>New Construction Permit - Commercial</u>	<u>*SF Value based on ICC Building Valuation Data</u>
		\$1,000,000.00 and less	\$7.50 per \$1,000.00 of valuation
		\$1,000,001.00 and up	\$7,500 for the first \$1,000,000.00 plus \$4.00 per additional \$1,000
		 New Construction Permit - Residential	 Less than 900 sf; \$650 (includes trade permits) 901 to 1,500 sf; \$1,200 plus \$0.25 per sf 1,500 to 4,999 sf; \$1,500 plus \$0.25 per sf Greater than 5,000 sf; \$2,000 plus \$0.25 per sf
		Minimum (Base) Permit Fees if no fees mentioned are applicable:	
		Residential	\$100
		Commercial	\$500
		Commercial Shell Building Permit	65% of the New Construction Permit Fee
		Commercial Tenant Finish out	65% of the New Construction Permit Fee, per finish out area
		Commercial Remodel Permit Fee	\$1,000 plus \$.50 per sqft.
		Residential Inspection Fee (with New Construction Permit)	35% of New Construction Permit Fee
		Commercial Inspection Fee (with New Construction Permit)	35% of New Construction Permit Fee
		Miscellaneous Inspections Commercial	\$75 per inspection; After hours \$75 per hour 2- hr min.
		Miscellaneous Inspections Residential	\$25
		Failed re-inspections	\$75 per inspection
		Other fees not listed above:	

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Roofing permit – Residential	\$150.00
		Roofing permit – Commercial	\$500.00 + \$.10 s Sq.ft.
		Construction Trailer – includes hookup fee for electrical and plumbing, excludes fees charged by other utility entities)	\$500 <i>Does not include fees from other utilities</i>
		Accessory Buildings	160 sf or less: \$75 Over 160 sf: \$300
		Accessory Dwelling Unit Finish-Out	\$500 (includes trade permits)
		Accessory Structure (non-habitable)	\$75 (No 5% Admin fee)
		Accessory Building (electric, plumbing, etc.)	\$200 (No 5% Admin fee)
		Residential Kitchen Remodel	\$100 (includes trade permits) (No 5% Admin fee)
		Residential Bathroom Remodel	\$75 (includes trade permits) (No 5% Admin fee)
		Residential Misc. Remodel	\$75 (includes trade permits) (No 5% Admin fee)
		Fences –Commercial	\$175.00
		Fences - Residential	\$25.00
		Floodplain Development Permits:	
		Single Family, community facility	\$150.00
		Multifamily, commercial, industrial	\$250.00
		Appeal to Construction Standards Board	\$150.00
A3.04.005		Amendment to schedule of permit fees:	
		B102. Moving fees will be divided into 2 categories:	
		For the moving of a portable building or structure	\$25.00
		For the moving of a permanent building or structure	\$100.00
A.3.05		ELECTRICITY - ELECTRICAL CODE	
A.3.05.035	Ord. No. 2017-23 9/26/17	Electrician licensing fees.	
		Commercial trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all project on which work is performed.	\$150.00
		Residential trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all projects on which work is performed.	\$75.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
	Ord. No. 2019-42 9/24/2019	Permit and Inspection fees:	
		Residential Trade Fee (each project/permit)	\$75
		Commercial Trade Fee (each project/permit)	\$200 per building, plus \$150 per additional floor (+1 stories)
		Inspection Fees (Re-inspect or Failed)	\$100
		Emergency Electric Repair (upgrade required)	No Fee
A3.06	Ord. No. 2019-42 9/24/2019	PLUMBING CODE	
		Residential Trade Fee (each project/permit)	\$75
		Commercial Trade Fee (each project/permit)	\$200 per building, plus \$150 per additional floor (+1 stories)
		Inspection Fees (Re-inspect or Failed)	\$100
		Water Heater Replacement	\$50 (No 5% Admin fee)
A3.06.037	Ord. No. 2019-42 9/24/2019	Plumbing inspection fees.	
		Commercial Irrigation Permit	\$200.00
		Residential Irrigation Permit	\$75.00
		Inspection Fees (Re-inspect or Failed)	\$100
A.3.07		MECHANICAL CODE	
A3.07.001	Ord. No. 2019-42 9/24/2019	Inspection and mechanical trade fees.	
		Residential Trade Fee (each project/permit)	\$75
		Commercial Trade Fee (each project/permit)	\$200 per building, plus \$150 per additional floor (+1 stories)
		Inspection Fees (Re-inspect or Failed)	\$100
		HVAC Replacement	\$50 (No 5% Admin fee)
A3.15		SWIMMING POOLS	
A3.15.001	Ord. No. 2019-42 9/24/2019	Permit and inspection fees.	
		Commercial Swimming pool permit	\$750
		Residential Swimming Pool Permit	\$200.00
		Inspection Fees (Re-inspect or Failed)	\$100

SEC Reference	Last updated	Description	Amount of fee/Deposit
A3.16.001	Ord. No. 2019-42 9/24/2019	Permit and inspection fees.	
		Demolition Permit:	
		Residential	\$350
		Commercial	\$500
		Moving Permit:	
		160 sq. ft. or less	\$25
		Over 160 sq. ft.	\$200
		Road Closure/ROW obstruction Inspection fee	\$150 \$75.00 per inspection
A3.18		MOBILE HOME PARKS	
A3.18.002	1995 Code	New Mobile Home Park Permit	\$500.00 plus \$25 per space
A3.18.003	1995 Code	License.	
		Original license	\$1,000.00
		Annual Renewal License	\$500.00
		Transfer of Mobile Home license fee.	\$500.00
		SIGNS	
A3.20.053	Ord. No. 2019-42 9/24/2019	Signs: Fees	
		New free-standing sign permit application:	\$200 plus \$2/ft. of sign height and \$2/sq. ft. of sign area
		New wall sign permit application:	\$100 plus \$1 per square foot
		[Note electrical permit are in addition, see A3.05.0385]	
		Temporary signs	\$50 per month
		Repair or reface of existing sign cabinet	\$75
		Comprehensive Sign Plan	\$500.00
A3.20.054	Ord. No. 2017-23 9/26/17		
A3.21		STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY	
A3.21.064	Ord. No. 2019-42 9/24/2019	Work within the Right-of-Way Permit (driveway, sidewalks, culvert or drainage channel mod., etc.)	\$200
A3.22	Ord. No. 2017-23 09-26-2017		

BUSINESS REGULATIONS

SEC Reference	Last updated	Description	Amount of fee/Deposit
A4.03	Ord. No. 2017-03	TAXICABS, SHUTTLES AND TOURING VEHICLES	
A4.03.001		License Fee – Annual license and inspection fee for taxicabs, shuttles, touring and alternative vehicles.	\$25.00 Per Vehicle \$12.00 Additional fee, per driver.
A4.04	Ord. No. 2005-7	PEDDLERS, SOLICITORS AND VENDORS	
A4.04.033		Fees	
		Individual peddler, solicitor and vendor permit (60 days).	\$30.00
		Individual peddler, solicitor, vendor permit (each agent or employee).	\$10.00
		Renewal of individual peddler, solicitor and vendor permit.	\$15.00
		Replacement permit.	\$10.00
A4.04.073	Ord. No. 2005-7	Permit for temporary/seasonal and multiple vendors – Fee; right of city to refuse permit	
		Temporary/seasonal and/or multiple vendors or events permit (30 days).	\$100.00
		Temporary/seasonal and/or multiple vendors or events permit (60 days).	\$150.00
		Temporary/seasonal and/or multiple vendors or events permit (90 days).	\$200.00
		Replacement permit.	\$10.00
A4.05	1995 Code	COIN-OPERATED MACHINES	
A4.05.001		Occupation Tax – Charge for release of machine sealed for nonpayment.	\$5.00
A4.06		SPECIAL EVENTS PERMITS, PUBLIC GATHERINGS AND PARADES	
A4.06.008	Ord. No. 2009-12, 6/9/09	Application Processing Fee	
		With proof of non-profit status (i.e., 501-C)	\$100.00
		Processing fee all others.	\$300.00
		Security deposit for damages/cleanup.	\$500.00
		Refundable if the location of the special event is clean and free of litter and damage.	
		Inspection fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs.	\$50.00
		Re-inspection fee required for above-described items.	\$75.00
A4.07	1995 Code	SEXUALLY ORIENTED BUSINESSES	
A4.07.033		Division 2. License - Fee	
		Initial Application	\$2,000.00
		Annual Fee	\$500.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
A4.10	Ord. No. 2014-5, 4/22/14	VEHICLE TOWING	
A4.10.011		Fees for non-consent tows. (Maximum fees allowed)	
		Regular towing charge (for vehicles not requiring the use of heavy-duty wrecker) for vehicles 10,000 pounds or less.	\$150.00
		If medium duty or heavy-duty wrecker is used to tow vehicles in excess of 10,000 pounds.	\$300.00
		The following additional fees may be charged if verified by the peace officer in charge of the accident scene:	
		Exceptional labor such as clearing debris. Exceptional labor does not include normal hook-up procedure or routine cleanup not to exceed 30 minutes. and does not include the disposal of classified hazardous waste or vehicle cargo.	\$75.00 per hour
		Winching, one-hour minimum, only if normal hook-up is not possible because of conditions or location of vehicle	\$75.00 per hour
		Wait time, if it exceeds 30 minutes from time of arrival at the accident scene.	\$35.00 per hour
		Flat fee for use of medium duty or heavy-duty wrecker, if it exceeds 30 minutes from time of arrival.	\$100.00 per hour
		If an additional operator is required to complete a tow, the second operator may charge a fee.	\$35.00 per hour
		Towing fee study: Towing company(ies) requesting a towing fee study from the city shall deposit prior to the city beginning the study.	\$500.00

FIRE PREVENTION AND PROTECTION

SEC Reference	Last updated	Description	Amount of fee																					
A5.08	Ord. No. 2017-18, Exh. A, 7/11/17	EMERGENCY, FIRE AND RESCUE SERVICES																						
A5.08.001		Fees and Charges																						
		<table border="1"> <thead> <tr> <th>Unit of Measure</th> <th>Apparatus</th> <th>Price per Hour</th> </tr> </thead> <tbody> <tr> <td>Per engine</td> <td>Class A engine</td> <td>\$500.00</td> </tr> <tr> <td>Per aerial</td> <td>Aerial</td> <td>\$500.00</td> </tr> <tr> <td>Per rescue unit</td> <td>Rescue (heavy)</td> <td>\$600.00</td> </tr> <tr> <td>Per brush unit</td> <td>Brush truck</td> <td>\$400.00</td> </tr> <tr> <td>Per command unit</td> <td>Command car/truck</td> <td>\$200.00</td> </tr> <tr> <td>Per PPV fan</td> <td>PPV fan</td> <td>\$55.00</td> </tr> </tbody> </table>	Unit of Measure	Apparatus	Price per Hour	Per engine	Class A engine	\$500.00	Per aerial	Aerial	\$500.00	Per rescue unit	Rescue (heavy)	\$600.00	Per brush unit	Brush truck	\$400.00	Per command unit	Command car/truck	\$200.00	Per PPV fan	PPV fan	\$55.00	
Unit of Measure	Apparatus	Price per Hour																						
Per engine	Class A engine	\$500.00																						
Per aerial	Aerial	\$500.00																						
Per rescue unit	Rescue (heavy)	\$600.00																						
Per brush unit	Brush truck	\$400.00																						
Per command unit	Command car/truck	\$200.00																						
Per PPV fan	PPV fan	\$55.00																						

Per generator	Generator, portable	\$55.00
Per generator	Generator	\$55.00
Per saw	Chain saw	\$45.00
Per pump	Portable pump	\$95.00
Per pump	Float pump	\$65.00

Unit of Measurement	Tool	Price
Per incident	Foam nozzle	\$55.00
Per incident	Foam eductor	\$50.00
Per gallon	AFFF foam	\$40.00
Per gallon	Class A foam	\$25.00
Per incident	Piercing nozzle	\$40.00
Per incident	M/S fog nozzle	\$55.00
Per incident	M/S straight bore nozzle	\$30.00
Each used	Salvage cover	\$28.00
Each used	SCBA pack	\$85.00
Per incident	Hall runner	\$18.00
Per incident	Portable tank	\$75.00
Per incident	Water extinguisher	\$22.00
Per incident	Dry chemical extinguisher	\$45.00
Per incident	CO ₂ extinguisher	\$45.00
Each used	Scene lights	\$22.00
Each used	Water vests	\$30.00
Per incident	Thermal imaging camera	\$75.00
Per incident	Sawzall	\$55.00
Unit of Measurement	Supplies/Service	Price
Per bag	Absorbent	\$17.00
Each used	Absorbent booms	\$40.00
Each used	Top sol	\$35.00
Each used	Disposable coveralls	\$30.00
Each used	Neoprene gloves	\$20.00
Each used	Latex gloves	\$6.00
Each used	Over boots	\$25.00
Each used	Disposable goggles	\$15.00
Each used	Gas plug kit	\$50.00

Each used	Plug and dike	\$65.00
Each used	Drum liners	\$10.00
Each used	Barricade tape	\$22.00
Each used	Poly sheeting	\$55.00
Per incident	Removal of hazardous material	\$150.00
Per incident	Disposal of hazardous material	\$150.00
Per incident	Gas multimeter	\$65.00
Per incident	CO ₂ meter	\$65.00
Per quart	Microblaze	\$10.00
Per 5 gallons	Microblaze	\$150.00
Unit of Measurement	Tool	Price
Per incident	Spreaders	\$250.00
Per incident	Cutters	\$250.00
Per incident	Rams	\$250.00
Per incident	Air bags	\$250.00
Per incident	K-12 saw	\$55.00
Per incident	Target saw	\$55.00
Per incident	Ajax tool	\$25.00
Per incident	K-tool	\$25.00
Per incident	Windshield tool	\$15.00
Each used	Rescue blanket	\$32.00
Each used	Rope	\$25.00

Collision investigation fee. Charged in responses where no mitigation services, debris removal, or rescue services are performed:

\$275.00

MUNICIPAL COURT

SEC Reference	Last updated	Description	Amount of fee
A7.01		MUNICIPAL COURT - GENERAL PROVISIONS	
A7.01.014	1995 Code	Jurors - Jury fee. Jury fee for defendant convicted after requesting jury trial	\$5.00
A7.01.023	1995 Code	Fee for person requesting driving safety course.	\$10.00
A7.02		MUNICIPAL COURT – BUILDING SECURITY FUND	
A7.02.002	1995 Code	Assessment of fee – Security fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$3.00
A7.03		TECHNOLOGY FUND	
A7.03.002	1995 Code	Assessment of fee - Technology fee for defendants convicted of a misdemeanor offense in the municipal court.	\$4.00
A.7.04		JUVENILE CASE MANAGER FUND	
A.7.04.002	Ord. No. 2005-40, 11/22/05	Assessment of fee - Juvenile case manager fee for defendants convicted of a fine-only misdemeanor offense (except for parking citations) in municipal court.	\$5.00

OFFENSES AND NUISANCES

SEC Reference	Last updated	Description	Amount of fee
A8.05.091	1995 Code	ABANDONED AND JUNKED VEHICLES	
		Fee to accompany report of garage keeper to police department	\$5.00

SUBDIVISIONS

SEC Reference	Last updated	Description	Amount of fee
A10.03.002	Ord. No. 2019-42 9/24/2019	SUBDIVISION ORDINANCE - FILING FEES AND CHARGES	
		Preliminary Plat	\$1700 + \$125 per acre
		Administration fee (per application)	5% of application fee
		Completeness Check	\$250
		Final Plat	\$1,275 + \$125 per acre

		Amended/Administrative Plat	\$1,275 + \$125 per acre
		Replats/Vacation	\$1,275 + \$25 per acre
		Public Improvement Plan Review	\$5,000 minimum + all professional fees*
		Public Improvement Inspections	3.5% of total cost of improvement, \$2,500 minimum
		Public Improvement Plan Agreement Review	\$3,000 + all professional fees*
		Conceptual Drainage Plan Review	\$1,200
		Preliminary Drainage Plan review	\$2,300
		Final Drainage Plan Review	\$1,500
		Infrastructure Plan Review	\$1,900
		Technology Fee (per application)	\$6.00
		Site Development	
		Site Development Plan Review	\$1700 + \$125 per acre
		Site Development Plan Revision	\$500
		Site Development Inspection	\$200
		Final Drainage Plan Review	\$1,500
		Misc. Administrative Plan Review	\$500
		Subdivision Variances	\$1,000
		Plat Recordation with the County	\$150 + fees charged by the County
		Legal Lot of Record Determination, Zoning Determination Letter	\$50.00
		Development/License Agreement	\$3,000, plus professional fees***
		Meeting Re-notification	\$500, if required by applicant action
		Land Disturbance Permit	\$200.00
		License to Encroach, Easement/ROW	\$500, plus professional fees***
		Traffic Impact Analysis Review	\$525.00, plus professional fees***

		Right-of-way Vacation	\$1,700
		Easement Vacation	\$1,700
		Parkland Dedication:	
		Less than 4 dwelling units per building	\$500 per Unit
		4 or more dwelling units per building	\$400 per Unit
		GIS Mapping Fees:	
		Map Printing	\$6.67 per square foot + \$50 an hour
		Custom Map	\$250 per hour
		Improvement Plan Digitizing**	\$250 per hour May be waived if digital plans provided per City specifications
		* Based on certified cost estimate provided by engineer of record and approved by the City	
		** Charged on projects requiring public infrastructure improvements. Fee may be waived if information provided per City specifications.	

UTILITIES

SEC Reference	Last updated	Description	Amount of fee
A13.04.010	Ord. No. 2005-44 11/22/05	On-Site Sewage Facilities Permit Fees	
		Standard System	\$250
		Designed System	\$400
		Modification to Standard Permit	\$100
		Modification to Designed Permit	\$100
		Adjustment from Standard to Design	\$100
		Holding Tank	\$200
		Septic Tank Replacement	\$125
		Reinspection (Failed installation Inspection)	\$125
		Maintenance Contract Renewal	\$25
A13.05.005	1995 Code	Creation of Water Districts	
		Filing Fee for application to create Water Control District or Municipal Utility District	\$10,000

A13.08.015

Ord. No. 2019-42 9/24/2019

Solid Waste

Residential Service monthly charge	\$16.85
Residential Additional Cart monthly charge	\$5.51
Residential Additional Recycling Cart monthly charge	\$2.20

Progressive Waste Solutions directly invoices Commercial Customers for the following Services:

Commercial Solid Waste Dumpster Services

Container Size	Weekly Collection Frequency ¹						Extra Pickups ¹
	1	2	3	4	5	6	
96-Gallon Cart	\$25.42			N/A	N/A	N/A	
2 CY Dumpster	\$73.45	\$200.20	\$246.50	\$261.99	\$301.28	\$316.34	\$68.35
3 CY Dumpster	\$79.93	\$148.15	\$234.57	\$312.47	\$390.33	\$415.68	\$73.87
4 CY Dumpster	\$109.87	\$160.16	\$256.23	\$341.21	\$426.49	\$522.25	\$77.17
6 CY Dumpster	\$120.37	\$196.79	\$332.55	\$417.79	\$522.24	\$626.68	\$91.51
8 CY Dumpster	\$137.32	\$238.16	\$356.19	\$463.56	\$579.45	\$695.33	\$104.74
10 CY Dumpster	\$146.29	\$241.46	\$377.98	\$504.84	\$631.05	\$757.26	\$116.86

Commercial Recycling Dumpster Services (Non-Exclusive)

Container Size	Weekly Collection Frequency						Extra Pickups
	1	2	3	4	5	6	
96-Gallon Cart	\$20.13			N/A	N/A	N/A	
2 CY Dumpster	\$66.10	\$180.18	\$221.39	\$235.78	\$271.16	\$284.71	\$68.35
3 CY Dumpster	\$71.94	\$133.33	\$215.52	\$267.94	\$359.22	\$431.06	\$73.87

4 CY Dumpster	\$86.60	\$155.98	\$233.97	\$311.97	\$389.95	\$467.93	\$77.17
6 CY Dumpster	\$90.28	\$147.59	\$249.42	\$313.35	\$391.67	\$470.02	\$104.74
8 CY Dumpster	\$96.13	\$166.71	\$249.33	\$324.49	\$405.61	\$486.73	\$104.74
10 CY Dumpster	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116.86

Additional Fee Commercial Services

Description of Service	Fee
Lock	\$12.13 per month
Set of casters	\$22.05 per month
Opening and closing of enclosures	No Charge
Excessive maintenance	\$\$110.25 per swap more than 1x per year

Temporary Refuse Roll-off Services (Maximum allowable fee)

Roll-off Type and Size	Container Rental Fee ² (Per Day)	Initial Delivery Fee One-time)	Collection Fee (Per Pull)	Disposal Fee ³ (Per Ton)	Processing Fee ⁴ (Per Ton)
10 CY Roll-off ¹	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
15 CY Roll-off ¹	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
20 CY Roll-off	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
30 CY Roll-off	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
40 CY Roll-off	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00

*Could be subject to fees associated with contamination of materials.

Permanent Refuse Roll-off Services (Maximum Allowable Fees)

Roll-off Type and Size	Container Rental Fee (Per Month)	Compactor Rental Fee ¹ (Per Month)	Collection Fee (Per Pull)	Disposal Fee ² (Per Ton)	Processing Fee ³ (Per Ton)
10 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
15 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
20 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
30 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
40 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
25 CY Roll-off Compactor	N/A	\$330.75	\$344.34	\$25.61	\$0.00
30 CY Roll-off Compactor	N/A	\$358.31	\$344.34	\$25.61	\$0.00
40 CY Roll-off Compactor	\$137.81	\$385.87	\$344.34	\$25.61	\$0.00

¹ Does not apply if the customer owns the compactor unit.

² Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.

³ Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing.

- Container Rental fee only applies if the customer has less than a minimum of 2 pulls per month.
- Processing Fee may be subject to charges relating to contamination.

SEC Reference	Last updated	Description	Amount of fee
UTILITY FEES AND DEPOSITS			
A13.09			
A13.09.003	Ord. No. 2015-16 9/22/15	Return Trip – Failure to have presence of responsible person for connection	\$25
A13.09.004	Ord. No. 2015-16 9/22/15	Credit Check	Actual Cost
A13.09.005	Ord. No. 2015-16 9/22/15	Residential Electric Deposit	\$200
		Residential Water Deposit	\$75

SEC Reference	Last updated	Description	Amount of fee
		Commercial Deposit	Equivalent of twelve (12) months average times two (2), plus fifteen (15)%
		Temporary Deposit follows same rules for Residential and commercial above	
		Temporary Services – nonrefundable fee	\$50
		Solid Waste Deposit	\$50
A13.09.006	Ord. No. 2015-16 9/22/15	Deferred Payment Plan – Administration Fee	\$25
A13.09.007	Ord. No. 2015-16 9/22/15	New Application Fee	\$50
		Disconnect Fee	\$50
		Reconnect Fee	\$50
		After Hours Reconnect Fee	\$75
		Trip Fee – Investigation during regular business hours	\$50
		Trip Fee – Investigation after hours	\$100
		Miscellaneous Service Fee	\$50
		Meter Re-reading Fee	\$25
		Meter Inaccessible Fee	\$25
		Transfer of Service Fee (per account)	\$20
		Returned Check Fee	Actual cost to the City
		Meter Testing Fee – unless City initiated	Actual cost plus \$25 fee
		Tampering with City Meter Charge – Actual costs could include cost of actual amounts of service used without City authorization, and cost associated with investigating the tampering claim.	Minimum \$500 or actual damages or both
A13.11.001	Ord. No. 2015-05 3/24/15	Reclaimed Water for Irrigation – per 1,000 gallons	\$5 Minimum \$5
A13.11.002	Ord. No. 2015-05 3/24/15	Reclaimed Water – Cost related to permitting, inspecting and application	
		Application Fee	\$150
		Resubmission/application review Fee	\$50
		Volume Charges per 1,000 gallons	\$5
		Engineering and other Professional Services	Actual Costs
		Security Deposit	\$500

ZONING

SEC Reference	Last updated	Description	Amount of fee
A14.01		ZONING – GENERAL PROVISIONS	
A14.01.001	Ord. No. 2019-42 9/24/2019	Administration fee (per application)	5% of application fee
		Completeness Check	\$250
		Standard Zoning	\$3,000
		Planned Development Zoning	\$9,000 + \$200 per acre (rounded up)
		Conditional Use Permit (CUP)	\$2,500
		Zoning Variance	\$3,500
		Appeal of Administrative Decision	\$500
		Zoning Text Amendment	\$250.00
		Comprehensive Plan Amendment	\$250.00
		Technology Fee (per application)	\$6
		Development, License, Agreement	\$3,000 + professional fees*
		Consent agreements for MUD, PID, SUD, WCID, etc.	\$25,000 + Professional fees*
		Zoning Verification Letter	\$250
		Meeting Re-notification	\$500, if required by applicant action
		Certificate of Appropriateness	\$50
		Certificate of Appropriateness - Demolition or Relocation	\$100
A14.01.002	Ord. No. 2017-23 9/26/17	Fees for review of variance request or appeal for site plan	\$350 per request

CEMETERIES

SEC Reference	Last updated	Description	Amount of fee
A15.01		FAIRVIEW CEMETERY	
A15.01.012	Ord. No. 2018-21 9/25/18	Cost of one (1) plot – Resident of the City of Bastrop	\$1,500
		Cost of one (1) plot – Non-Resident of the City of Bastrop	\$3,500
		80% of the fee is deposited into the Operating fund	
		20% of the fee is deposited into the Permanent Fund	
		Recording Fee	\$30
		Permit Fee	\$25

Operating Reserves



General Fund

General Fund ending balance will be maintained at an amount up to three (3) months' worth of estimated expenditure or at a level of 25% of budgeted operating expenditures.

Enterprise/Proprietary Funds

Enterprise Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.

Hotel Occupancy Tax

The Hotel Occupancy Tax Fund is equal to one year of expenditures to all the City to ensure the continuity of the organizations promoting tourism.



Utility Rates



Solid Waste Charges

Effective 10/1/19

Residential	\$16.85
Additional Cart	\$5.51
Additional Recycling Bin	\$2.20

Bastrop Power & Light Service Charges

Effective 12/13/05

TYPE OF ACCOUNT	MONTHLY CUSTOMER CHARGE	WIRE CHARGE
Residential	\$10.00	\$0.0328 per KWH
Commercial	\$16.00	\$0.0326 per KWH
Key Accounts	\$16.00	\$0.0318 per KWH
Municipal	-	\$0.0048 per KWH

Generation Charge (same for all Types) - This rate, which may vary from month to month, is set by the City's Wholesale Power provider, and is passed directly through to the customer.

Wastewater Service Charges

Effective 4/1/2020

Minimum Charge	\$41.97
Per 1,000 gallons:	
0-5,000	\$2.45
5,001-10,000	\$2.77
10,001-20,000	\$2.95
20,001-50,000	\$3.18
Over 50,000	\$3.47

Water Service Charges

Effective 4/1/2020

Residential & Commercial – Inside City Limits

Residential & Commercial – Outside City Limits

Meter Size	Minimum Charge	Meter Size	Minimum Charge
¾" (or smaller)	\$27.72	¾" (or smaller)	\$41.59
1"	\$47.13	1"	\$70.70
1 ½"	\$82.06	1 ½"	\$123.09
2"	\$124.19	2"	\$186.29
3"	\$232.86	3"	\$349.29
4"	\$296.46	4"	\$507.34
6"	\$714.14	6"	\$1,071.21
Per 1,000 gallons		Per 1,000 gallons	
0-3,000	\$2.85	0-3,000	\$4.12
3,001-5,000	\$3.04	3,001-5,000	\$4.42
5,001-10,000	\$3.22	5,001-10,000	\$4.70
10,001-20,000	\$3.42	10,001-20,000	\$4.98
20,001-50,000	\$3.69	20,001-50,000	\$5.39
Over 50,000	\$3.87	Over 50,000	\$5.66

Statistical Data



Location

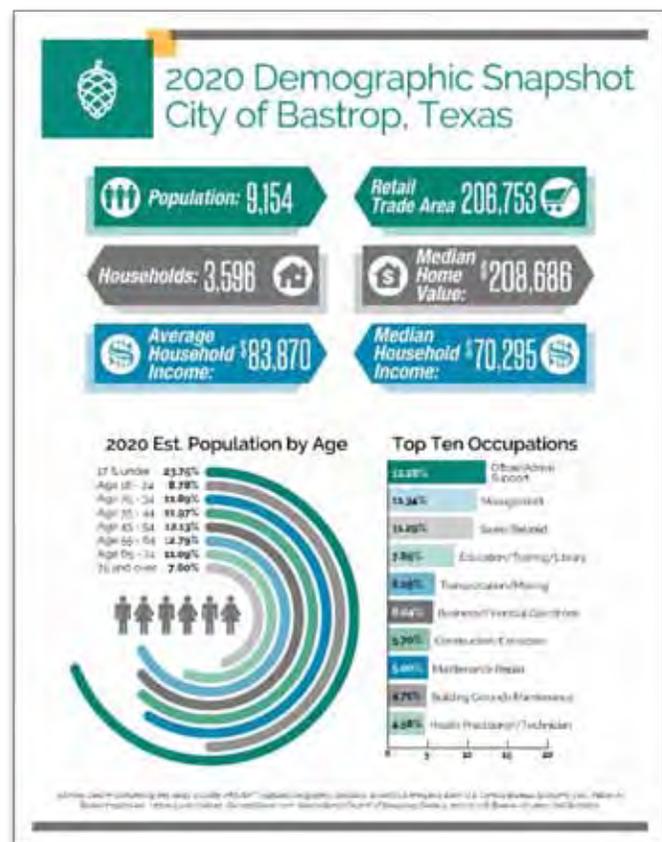
Just 30 minutes southeast of Austin via State Highway 71, Bastrop, Texas, is close to all the action, but worlds away from the congestion. It is centrally located in the heart of the Texas Triangle, offering easy access to Houston, San Antonio and Dallas/Fort Worth. Bastrop offers a cost-effective labor force of 72,000-plus within a 45-minute commute.

Bastrop is just 22 miles from Austin-Bergstrom International Airport, providing companies with convenient air transportation around the globe. Bastrop sits at the intersection of three major divided highways - SH 21, 71 and 95 - for outstanding regional connectivity, while the Union Pacific rail line is directly adjacent to the Bastrop Business and Industrial Park. Bastrop and its business park are served by the Highway 71 fiber corridor, with 1/10 Gigabit Ethernet fiber cable available at key locations.



Demographic Snapshot

The City of Bastrop is 9.47 square miles, has a population of 9,154, and a median age of 40.5 years. There are 3,596 households with an average household income of \$83,870. The City enjoys a retail trade area of 9,600 square miles with over 206,753 people.



Top 10 City of Bastrop Employers & Property Taxpayers

The Bastrop Independent School District (BISD) is the largest employer in the City of Bastrop with 1,300 employees. BISD covers nearly 450 square miles and has a student enrollment over more than 11,000 students and serves the communities of Bastrop, Cedar Creek, Paige, Red Rock, and the vast rural areas of Bastrop County.

Burleson Crossing Shopping Centers is the largest property taxpayer by more than double the value of the second largest property taxpayer.

Top 10 City of Bastrop Employers	
Employer Name	Number of Employees
Bastrop Independent School District	1,427
Hyatt Recency Lost Pines Resort & Spa	650
Bastrop County	464
M.D. Anderson Cancer Center	439
H-E-B Food Store	408
Walmart	311
Agilent Technologies	306
Bastrop Federal Correctional Institution	276
Buc-ee's	169
Bluebonnet Electric Cooperative	168

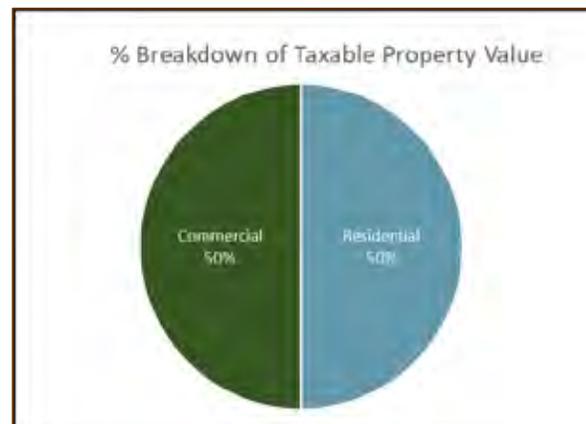
Top 10 City of Bastrop Property Taxpayers	
Taxpayer Name	Taxable Assessed Value
Burleson Crossing Shopping Centers	\$32,314,586
Covert Chevrolet-Oldsmobile	\$30,511,822
The Lodge at Lost Pines LLP	\$13,166,980
Buc-ee's LTD	\$12,892,136
Bastrop Walnut Ridge Apartments	\$12,477,573
Time Warner Cable Texas LLC	\$10,817,905
Walmart Real Estate Bus Trust	\$9,380,000
H E Butt Grocery Company	\$8,565,000
Lowe's Home Center Inc.	\$7,300,000
Matthews-Barnes Bros. Inv. LP	\$6,486,716

Average Taxable Home Value

In 2020, the City of Bastrop experienced a 2.5% increase in average taxable homestead value. Average taxable homestead value in 2019 was \$204,937. In 2020, the average taxable homestead value is \$209,976.

Breakdown of Taxable Property Value

The City of Bastrop enjoys a good balance in the breakdown of taxable property values. Approximately 50% of the tax base is commercial and 50% is residential.



City Services Data

GENERAL		PUBLIC SAFETY	
City Area (Sq. Miles)	9.47	Number of Fire Stations and Substations	2
Miles of Paved Streets	179	Number of Volunteer Firefighters	20
City Facility Square Footage	101,857	Number of Police Stations	1
Number of City Departments	17	Number of Police Officers	22
Number of Advisory Boards/Commissions	14		
		UTILITIES	
RECREATION AND CULTURE		Number of Electric Accounts	2,726
Park Acres Maintained	130	Number of Water Accounts	3,564
Number of Playgrounds	7	Number of Wastewater Accounts	3,130
Number of Athletic Fields	10	Number of Garbage Accounts	2,809
Water Play Areas	1	Gallons of Water Produced (Million)	535
		Gallons of Wastewater Treated (Million)	371
LIBRARY			
Circulation	107,058	PLANNING AND DEVELOPMENT	
Cataloged Collection	69,728	Number of Residential Building Permits	173
User Population	10,059	Number of Commercial Building Permits	6

City of Bastrop, Texas

Financial Management Policy

Approved
September 8, 2020



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I. Purpose Statement

The overriding goal of the Financial Management Policy is to enable the city to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The watchwords of the city's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policy is to provide guidelines for the financial management staff in planning and directing the city's day-to-day financial affairs and in developing recommendations to the City Manager.

The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control and debt management.

II. Accounting, Auditing, And Financial Reporting

A. Accounting – The City of Bastrop finances shall be accounted for in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board. The fiscal year of the City shall begin on October first of each calendar year and shall end on September thirtieth of the following calendar year. This fiscal year shall also be established as the accounting and budget year. Governmental fund types use the modified accrual basis of accounting, revenues are recognized when susceptible to accrue (i.e., when they are measurable and available. Expenditures are recognized when the related funds liability is incurred, if measurable, except for principle and interest on general long- term debt, which are recorded when due.

Proprietary fund types are accounted for on a full accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred

B. Funds – Self-balancing groups of accounts are used to account for city financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project funds.

C. External Auditing – The city will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation and must demonstrate that they have the breadth and depth of staff to conduct the city's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the city's financial statements including any federal grant single audits will be completed within 120 days of the city's fiscal year end, and the auditors' management letter will be presented to the city staff within 150 days after the city's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The city staff and auditors will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

D. External Auditors Responsible to City Council - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the city staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

E. External Auditor Rotation – The city will not require external auditor rotation but will circulate requests for proposal for audit services periodically, normally at five-year intervals or less.

F. External Financial Reporting – The city will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and may be presented annually to the Government Finance Officers Association (GFOA) for evaluation and possibly awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing and auditor availability limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons, therefore.

III. Internal Controls

A. Written Policies & Procedures – The Finance Department is responsible for developing city-wide written policies & procedures on accounting, cash handling, and other financial matters. The Policies will be reviewed by the City Manager and approved by the City Council. The procedures will only need approval by the City Manager.

The Finance Department will assist department managers as needed in tailoring these written procedures to fit each department's requirements.

B. Internal Audit – The Finance Department may conduct reviews of the departments to determine if the departments are following the written procedures as they apply to the departments.

Finance will also review the written policies and procedures on accounting, cash handling and other financial matters. Based on these reviews Finance will recommend internal control improvements as needed.

C. Department Managers Responsible – Each department manager is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal control recommendations are addressed.

IV. Operating Budget

A. 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 using the same basis of accounting as the audited financial statements. 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 thirty (30) days prior to the commencement of the fiscal year per the City Charter. The budget should be enacted by the City Council prior to the fiscal year beginning. The operating budget may be submitted to the GFOA annually for evaluation and possible awarding of the Award for Distinguished Budget Presentation.

The budget document presented to Council will be in compliance with Article VI Section 6.02 of the City Charter.

A copy of the proposed budget shall be filed with the City Secretary, at the Public Library and available on the City's website when it is submitted to the City Council in accordance with the provisions of the City Charter Article VI Section 6.03.

At the Council meeting at which time the budget is submitted, the Council shall, in conformance with the requirements of state law, cause to be published the date, time, and place of a Public Hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving reasons for wishing to increase or decrease any such items. This is in accordance with the provisions of the City Charter Article VI Section 6.04.

After a public hearing, the Council shall analyze the budget, making any additions or deletions considered appropriate, and shall, at least three (3) days prior to the beginning of the fiscal year, adopt the budget by a favorable vote. This in accordance with the provisions of the City Charter Article VI Section 6.05.

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by City Council shall constitute the official appropriations of proposed expenditures for the year and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for that tax year. This in accordance with City Charter Article VI Section 6.06.

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

C. Planning – The budget process will begin with a Staff Budget Retreat followed by a Council Budget Workshop to provide direction to the City Manager on goals of the organization. From Jan. – April, each Department Director will enter their line item budgets into the budget software. Starting in June, meetings are scheduled with the City Manager, Chief Financial Officer and Department Directors, to review their draft budgets. A summary of this draft budget is presented to City Council by the City Manager, at a Budget workshop. There will be several more Council budget workshops as the City Manager and staff work through estimating revenue and making the necessary expense cuts to prepare a balanced budget for final approval.

D. 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 reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures for all major funds.

E. Control – Operating Expenditure Control is addressed in another section of the Policies.

F. 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 final budget document.

V. Capital Budget

A. 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 departments.

B. Appropriation – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned

C. 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.

D. 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.

E. 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.

F. Reporting – Financial reports will be available to enable the department managers to manage their capital budgets and to enable the finance department to monitor the capital budget as authorized by the City Manager.

VI. Revenue Management

A. Simplicity – The city will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

B. Certainty – An understanding of the revenue source increases the reliability of the revenue system. The city will understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.

C. Equity – The city will strive to maintain equity in the revenue system structure. It is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., Over 65 property tax exemptions.

D. Administration – The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost, and cost of services analysis.

E. Revenue Adequacy – The city will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.

F. Cost/Benefit of Abatement – The city will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as a part of such analysis and presented to the appropriate entity considering using such incentive.

G. Diversification and Stability – In order to protect the government from fluctuations in revenue source due to fluctuations in the economy, and variations in weather (in the case of water and wastewater), a diversified revenue system will be sought.

H. Non-Recurring Revenues – One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.

I. Property Tax Revenues – For every annual budget, the City shall levy two property tax rates: Maintenance/Operations and Interest/Sinking (debt service). The debt service levy shall be sufficient for meeting all principle and interest payments associated with the City's outstanding general debt obligations for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the Debt Service Fund. The maintenance and operations levy shall be accounted for in the General Fund. The City will adhere to state law when calculating these tax rates. Property shall be assessed at 100% of the fair market value as appraised by the Bastrop Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 97% collection rate will serve as a minimum goal for tax collection, with the delinquency rate of 4% or less. The 97% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year.

All delinquent taxes will be pursued as part of the collection contract the City has with the Bastrop County Tax Assessor/Collector.

J. User-Based Fees – For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services.

K. General and Administrative Charges – A method will be maintained whereby the General Fund can impose a charge to the enterprise/ proprietary funds for general and administrative services (overhead allocation) performed on the funds' behalf. The details will be documented and said information will be maintained in the Finance Department.

L. Utility Rates – The city will strive to review utility rates annually and, if necessary, adopt new rates to generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.

M. Interest Income – Interest earned from investment of available monies that are pooled will be distributed to the funds monthly in accordance with the claim on cash balance of the fund from which monies were provided to be invested.

N. Revenue Monitoring – Revenues received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the monthly financial report to Council.

VII. Expenditure Control

A. Operating Expenditures - Shall be accounted, reported, and budgeted for in the following categories:

1. Personnel Costs
2. Supplies and Materials
3. Maintenance and Repairs
4. Occupancy
5. Contractual Services
6. Other Charges
7. Contingency

B. Appropriations – The level of budgetary control is the department level budget in all Funds. Transfers between expenditure accounts within a department may occur with the approval of the Department Director. City Manager approval is required if transferring from a personnel or capital accounts within a department. When budget adjustments (i.e., amendments), are required between departments and/or funds, these must be approved by the City Council through an Ordinance

C. Vacancy Savings/Contingency Account – The General Fund Contingency Account will be budgeted at a minimal amount (\$35,000). Increases to the contingency account must be approved by City Council.

D. Contingency Account Expenditures – The City Council must approve all contingency account expenditures over \$35,000. The City Manager must approve all other contingency account expenditures and report them to City Council.

E. Purchasing Control – All purchases shall be made in accordance with the city's Purchasing Policy. Authorization levels for appropriations previously approved by the City Council are as follows: below Directors \$1,000 (Directors can request to have this amount raised by submitting a written request to the Finance Department), for Directors up to \$9,999, for Chief Financial Officer up to \$14,999, and with any purchases exceeding \$15,000 to be approved by the City Manager.

F. Professional Services – Professional services will generally be processed through a request for proposals process, except for smaller contracts. The City Manager may execute any professional services contract less than \$50,000 provided there is an appropriation for such contract.

G. Prompt Payment – All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the city's investable cash, where such delay does not violate the agreed upon terms.

VIII. Asset Management

A. Investments – The city’s investment practices will be conducted in accordance with the City Council approved Investment Policies.

B. Cash Management – The timing and amount of cash needs and availability shall be systematically projected in order to maximize interest earnings from investments.

C. Investment Performance – A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Council in accordance with the City’s Investment Policy.

D. Fixed Assets and Inventory – The City of Bastrop’s Purchasing Policy defines Fixed Assets and “Minor Capital Outlay” items as items with a value over \$1,000 and with a life expectancy of two (2) or more years. Asset control will be conducted in accordance with the City Council approved Purchasing Policy Sec. IV which includes annual inventory count, proper disposal and security measures. The Finance Department has procedures in place to capture these types of purchases, make sure they are added to the Fixed Asset List and be placed on the insurance. All departments should have procedures in place for proper maintenance of all city assets.

IX. Financial Condition and Reserves

A. No Operating Deficits – Current expenditures should be paid with current revenues. Deferrals, short-term loans, or one-time sources should be avoided as budget balancing technique. Reserves will be used only for emergencies on non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

B. Operating Reserves – Failure to meet these standards will be disclosed to the City Council as soon as the situation is recognized and a plan to replenish the ending resources over a reasonable time frame shall be adopted. This should be followed by a plan to mitigate the re-occurrence of this type of shortfall in the future.

1. The General Fund ending fund balance will be maintained at an amount up to three months’ worth of estimated expenditures or at a level of 25% of budgeted operating expenditures.
2. The Enterprise/ Proprietary Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.
3. Fund balances which exceed the minimum level established for each fund may be appropriated for non-recurring capital projects.

C. Risk Management Program – The City Council adopts an Investment Policy annually that outlines the investment strategy guidelines with the first goal being the safety of public funds. These policies mitigate the risk associated with investing these public funds.

D. Loss Financing – All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported claims, and actuarial determinations and such reserves will not be used for any purpose other than for financing losses.

E. Enterprise/ Proprietary Fund Self-Sufficiency – The city’s enterprise funds’ resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in- lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in- lieu-of-property taxes and/or franchise fees until the fund is able to pay them.

F. Hotel Occupancy Tax Fund – This fund has a long-term effect on the City’s economy and the reserve level needs to be sufficient to allow the fund to operate if a downturn in the economy occurred. Sufficient level of reserves should be a minimum of one year of expenditures to allow the City to ensure continuity of the organizations promoting tourism. Policy makers will need to determine priorities and funding levels should the economic downturn be expected to exceed the current adopted budget plus one-year reserves.

X. Debt Management

A. Self-Supporting Debt – When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

B. Analysis of Financing Alternatives – The city will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.

C. Voter Authorization – The city shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the city may elect to obtain voter authorization for Revenue Bonds.

D. Bond Debt – The City of Bastrop will attempt to maintain base bond ratings of AA2(Moody’s Investors Service) and AA (Standard & Poor’s) on its general obligation debt, and AA- on its revenue bonds. In an attempt to keep the debt service tax rate flat, retirement of debt principal will be structured to ensure constant annual debt payments when possible.

E. IRS Compliance – The City will maintain written procedures for Post Bond Issuance Federal Tax compliance with IRS laws and regulations for tax exempt debt.

XI. Staffing and Training

Adequate Staffing – Staffing levels will be adequate for the fiscal functions of the city to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload scheduling alternatives will be explored before adding staff.

Training – The city will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

XII. Grants/Funding Requests Financial Management

A. Grant Solicitation – Each department is responsible for researching and applying for grants that support needs within their department. The purpose of this policy is to ensure grant funding is solicited with prior approval of the City Manager. The grant application should only be made with input from pertinent departments. The grants should be cost beneficial and meet the city's objectives. Communication will be made with City Council to keep them informed on what grants are being solicited.

B. Grant Acceptance – All grants awarded to the City of Bastrop must be accepted by action of the City Council. If the grant opportunity is identified early enough for inclusion in the annual budget, it shall be identified and budgeted in revenue and expenditure accounts. If the grant is accepted but has not been included in the annual budget, a budget amendment shall be requested to reflect the revenues and expenditures associated with the grant.

C. Responsibility – Departments will oversee the day to day operations of grant programs, will monitor performance and compliance, and will also keep the Finance Department informed of significant grant-related plans and activities. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants.

D. Funding Requests from Partner Organizations – These organizations are identified as the Bastrop Economic Development Corporation and Visit Bastrop. The City Council will be informed of a funding request from a Partner Organization through an agenda item at a public meeting.

XIII. Annual Review and Reporting

A. Annual Review - These Policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget.

B. Reporting - The Chief Financial Officer will report annually to the City Manager on compliance with these policies.



Tracy Waldron, Chief Financial Officer



Paul Hofmann, City Manager

History of Financial Policies:

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City of Bastrop, Texas

Purchasing Policy

Approved
September 8, 2020



City of Bastrop Purchasing Policy

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I. DEFINITION OF TERMS

Component Purchases – Purchases of component parts of an item that in normal purchasing practices would be accomplished by one purchase. (Purchasing parts and assembling a finished product.)

Pecuniary Benefit – Any form of economic gain (money, gifts, etc.).

Fixed Assets - A piece of equipment with a value of \$5,000 or more and a life expectancy of two (2) year or more.

Separate Purchases – Purchases made separately of items that in normal purchasing practices would be accomplished by one consolidated purchase. (Multiple purchase orders of similar items to avoid bidding procedures.)

Sequential Purchases – Purchases, made over a period, of items in normal purchasing practices would be combined and bid as one purchase. (Similar to above but multiple purchases of the same items to avoid bids.)

II. PURPOSE

It is the policy of the City of Bastrop that all purchasing shall be conducted strictly on the basis of economic and business merit. This policy is intended to promote the best interest of the citizens of the City of Bastrop, Texas.

The City of Bastrop intends to maintain a cost-effective purchasing system conforming to good management practices. The establishment and maintenance of a good purchasing system is possible only through cooperative effort. It must be backed by proper attitudes and cooperation of not only every Department Director and official, but also every Supervisor and Employee of the City of Bastrop.

The purchasing process is not instantaneous. Time is required to complete the steps required by State law. In order to accomplish timely purchasing of products and services at the least cost to the City of Bastrop, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

This Policy reaffirms the City of Bastrop's commitment to strengthen purchasing and property controls to reasonably assure that assets are received and retained in the custody of the City of Bastrop.

III. CODE OF ETHICS

It is important to remember that when employees are participating in the purchasing process, they represent the City of Bastrop. By participating in the purchasing process, employees of the City of Bastrop agree to:

- A. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- B. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
- C. Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Bastrop.
- D. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.
- E. Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- F. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- G. Expose corruption and fraud wherever discovered.
- H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.
- I. Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the two Ethics policies, the stricter of the two would apply.

IV. COMPETITIVE PURCHASING REQUIREMENTS

The City of Bastrop policy requires three quotes for purchases over \$3,000. The only exceptions to this rule are for items purchased under a cooperative contract, sealed bid award, sole source purchases or purchases for an emergency situation.

Under no circumstances shall multiple requisitions be used in combination to avoid otherwise applicable bidding requirements or City Council approval.

A. Who is authorized to make purchases?

Purchases will only be processed if authorized by a Department Head or approved representative in an employee's direct chain of command.

B. Instructions for Soliciting Bids

When soliciting bids, City of Bastrop buyers must follow the steps below:

1. Give the same exact specifications to each vendor.

2. Give each bidder same deadline for turning in bids.

City of Bastrop buyers must inform vendors that bids submitted are all inclusive. Any charges for freight and handling, fuel fees or other costs must be included in the bid. In order to obtain contract status, the Department Head is responsible for first adhering to the procurement requirements stated below. City Manager approval or his designee is required.

C. Purchasing Control

Authorization levels established within INCODE for appropriations previously approved by the City Council are as follows:

- Directors' or their designee not to exceed \$9,999.99
- Chief Financial Officer or designee up to \$14,999.99
- City Manager or designee approving purchases exceeding \$15,000.00

All purchases requiring a purchasing summary must have an approved purchase order before placing the order.

D. Fleet Purchases

The Finance Department will create a Fleet Appropriations List at the beginning of every fiscal year based on the adopted budget. A unit number will be assigned to each vehicle and equipment included on this list. This list will be distributed to each department with vehicles and equipment on the list.

Each department will complete and submit their purchasing summaries to the Finance Department, which should include the unit number assigned, as close to October 1st as possible. The purchasing summaries will be checked against the Fleet Appropriations List and reviewed for accuracy and completeness. Once reviewed by the Finance Department, the summaries will go to the City Manager for approval.

Upon approval by the City Manager, a purchase order will be created and authorized by the Finance Department for each approved purchasing summary. At the time of issuance of the purchase order, budgeted funds will be encumbered to prevent the funds from being reallocated.

Approved purchase orders will be sent to each department with authorized vehicles and equipment on the Fleet Appropriations List. Once the department has received the approved purchase order, fleet orders can be placed with the selected vendor.

E. Dollar Limitations

The following dollar limitations should be used as a guideline. These limitations may not apply in all cases. Dollar limitations pertain to total purchase or invoice total not per single item cost. It is the Department Directors responsibility to insure Purchasing policies are being adhered to.

\$0.01-\$3,000: Purchases of non-contract goods or services totaling \$3,000 or less require no quotation but are recommended.

If invoices for a single service contractor combine to total greater than \$3,000 in a fiscal year, the city will require the standards of \$3,001 to \$49,999 for purchasing to apply. As clearly identified in the II. Code of Ethics H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.

Note that an employee does not commit an offense by making or authorizing component, separate, or sequential purchasing to address unexpected circumstances (such as unanticipated repairs) rather than to avoid competitive bidding requirements. Accordingly, if invoices for a single service contractor combine to total greater than \$3,000 in a fiscal year due to unexpected circumstances (and not to avoid competitive bidding requirements), the standards that apply to purchase totaling \$3,001 to \$49,999 will not apply.

If you have questions about which standards apply, contact the Finance Department.

\$3,001-\$49,999: Except where otherwise exempted by applicable State law, purchases totaling \$3,001 to \$49,999 require three (3) written quotes attached to a Purchasing Summary Form and a purchase order provided to the Finance Department.

No purchase orders of non-contract goods or services will be issued in excess of \$15,000 without City Manager or his designee prior approval.

If the lowest responsible quote is not selected, an explanation should be provided on the Purchasing Summary Form and approval by the City Manager will be required, no matter the dollar amount. Only the City Manager or his designee may determine "Best Value". The City Manager may elect to accept less than three quotes from a Director if due diligence has been documented by the Director in trying to adhere to the purchasing policy. A memo will be required from the Director providing a reason for their inability to obtain three written quotes and the scope of services being provided if applicable. It must be approved and signed by the City Manager and attached to each Purchasing Summary Form and purchase order provided to the Finance Department.

According to State Law, two (2) Historically Underutilized Businesses (HUBs) are to be contacted on a rotating basis. HUB vendors are obtained from the Texas Comptroller of Public Accounts website. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a Purchasing Summary Form and a purchase order. Any vendor specific contracts should be on file with the Finance Department prior to final

approval being given if applicable. It is the Department Director's responsibility to ensure the cooperative information is on file with the Finance Department.

\$50,000+: Except as otherwise exempted by applicable State law, requisitions for item(s) whose aggregate total cost is more than \$50,000 must be processed as competitive solicitations (e.g. sealed bids, request for proposals, and request for offers). Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

The Code requires that sealed bids and request for proposals (RFP) are advertised in a local newspaper for two consecutive weeks prior to the bid opening. All bids must be received sealed and turned in to the City Secretary's Office by the date and time listed in the bid. Any bids received after the stated time will be returned unopened. The bid opening process is open to the public and all vendors that respond to the specific are invited to attend. Questions concerning pricing will not be addressed at the opening. Contracts for services require Errors & Omissions coverage.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a Purchasing Summary Form and a purchase order. All cooperative vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director's responsibility to ensure the cooperative information is on file with the Finance Department. City Manager written approval is required.

Rental Agreement: Vendors who provide rental items to the city are required to carry insurance. The type and amounts of insurance required vary based on the item rented. The Chief Financial Officer must review all rental contracts before the contract is awarded.

F. Personal or Professional Services

Under the Professional Services Procurement Act, a contract for the purchase of a personal or professional service is exempt from competitive bidding requirements. The City also provides exemption for the purchasing of planning services.

The City may not select providers of professional services based on competitive bids. In these situations, the City must make the selection and award based on demonstrated competence and qualifications for performing the services for a fair and reasonable price.

Professional services may include:

- Accounting.
- Architecture.
- Landscape architecture.
- Land surveying.

- Medicine.
- Optometry.
- Engineering.
- Real estate appraisal.
- Nursing.

According to the Texas Attorney General's Office professional services may include "members of disciplines requiring special knowledge or attainment and a high order of learning, skill and intelligence,"

G. Other Exemptions

State law authorizes other categories of exempt purchases. Purchases from other governments, some auctions and going-out-of-business sales, and other purchases are exempt under provisions of the Local Government Code and Vernon's Statutes.

The following is a list of other areas that are exempt from competitive bidding requirements:

1. Land or right-of-way.
2. Items that can be obtained from only one source, including:
 - a. items for which competition is precluded because of the existence of patents, copyrights, secret processes or monopolies;
 - b. films, manuscripts or books;
 - c. electric power, gas, water, and other utility services; and
 - d. captive replacement parts or components for equipment;
3. Food
4. Personal property sold:
 - a. at an auction by a state licensed auctioneer;
 - b. at a going-out-of-business sale; or
 - c. by a political subdivision of the state, a state agency, or an entity of the federal government.
5. Any work performed and paid for by the day is exempt from the competitive bidding process.
6. Work performed under a contract for community and economic development made by a county designed to reasonably increase participation by historically underutilized businesses in public contract awards by establishing a contract percentage goal for HUB businesses.

H. Sole Source Purchases

Sole Source purchases must be approved by the City Manager before purchasing. These conditions occur when the purchase involves compatibility of equipment, accessories or replacement parts or when the goods or services is a one-of-a kind or protected by a patent, copyright, secret process. The product is only available from a regulated or natural monopoly. The product is a component or repair part that may only

be purchased from the original supplier. The following items are necessary to provide sufficient justification for sole source purchase:

1. A memorandum to the City Manager with a statement must be attached to the Purchasing Summary Form that says a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or states the reasons only one source exists. This memorandum should include the City Manager's signature signifying his approval.
2. A bid from the sole source provider on company letterhead.
3. A letter from the vendor stating they are the sole supplier of the good.

A Purchasing Summary Form and purchase order is still required with the above information attached.

I. Change Orders

According to purchasing law, the City of Bastrop may make changes to plans, specifications or quantities after award of the contract, if necessary. However, no increase may exceed 25% of the original contract amount and any decrease of 25% or more must have the consent of the contractor.

Increases that cause a change in dollar limitations or purchasing law may supersede the 25% rule:

Example: If a contract is awarded for \$45,000, the allowable increase under the 25% rule would be \$11,250. However, this would cause the new price to exceed \$50,000, which by State law requires sealed bids and advertising. Increase would be limited.

Any change in a purchasing contract that exceeds 25% of the original amount will void the original contract.

J. Making the Purchase

City of Bastrop buyers are responsible for making sure that the purchased good or service is received as specified. Under no circumstance should a buyer accept more goods or services than ordered. Employees are only authorized to purchase items that have been approved by their Department Head. A purchase over the original amount requires additional approval.

K. 30 Day Accounts Payable Cycle

Texas law requires municipalities to pay invoices within 30 days or be subject to the payment of interest.

It is the responsibility of each department to make sure the signed invoices, purchase orders and any other required paperwork is submitted to the Finance Department as soon as the product is received, or service rendered.

It is the responsibility of Accounts Payable to pay all vendor invoices within 30 days of the date the services or products are received. If the invoice date is different from the service/product receipt date, the department will need to note on the invoice the date of receipt of the product or service. Any Variance between the purchase order and the vendor invoice must be reconciled and documented on the purchase order. Vendor payments can only be made for the original or modified purchase order amount.

L. Emergency Procedures

Valid emergencies are those that occur as a result of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. It is required to get City Manager or his designee approval on any emergency purchases.

The Legislature exempted certain items from sealed bidding in the **Texas Local Government Code Section 252.022(a)**, including, but not limited to:

1. *A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;*
2. *A procurement necessary to preserve or protect the public health or safety of the municipality's residents;*
3. *Procurement necessary because of unforeseen damage to public machinery, equipment or other property.*

The following steps must be taken when making emergency purchases:

1. Employee must receive approval from the City Manager or his designee.
2. Employee will make every effort to solicit bids unless circumstances prevent employee from doing so.
3. A written statement concerning the emergency must be provided following the incident to provide necessary documentation in Accounts Payable and must include the City Managers signature or his designees.

M. Federal Programs

The City of Bastrop has adopted Federal 2 CFR 200.318 - 200.326 and Appendix II to Part 200 for federal programs to ensure City procures materials and services in an efficient and economical manner that is in compliance with the applicable provisions of federal, state and local laws and executive orders. Federal 2 CFR 200 section 318 to 326 cover the following regulations:

- 200.318 – General Procurement Standards
- 200.319 – Competition
- 200.320 – Methods of Procurement to be followed
- 200.321 – Contracting with Small & Minority businesses, women business enterprises & labor surplus area firms
- 200.322 – Procurement of Recovered Materials
- 200.323 – Contract Cost & Price
- 200.324 – Federal awarding agency or pass-through entity review
- 200.325 – Bonding requirements
- 200.326 – Contract Provisions

V. ASSET CONTROL

A. Inventory Control

The purpose of inventory control is to create and maintain a record/inventory of all fixed assets of the City of Bastrop. Fixed assets include all items over \$5,000 with a life expectancy of two (2) or more years. “Minor Capital Outlay” items must also be inventoried. These items will include assets purchased for \$1,000 to \$4,999.

When a fixed asset is received by the city, it is tagged with a City of Bastrop property tag (if feasible) and added to the Departments master list.

Each Department shall keep an inventory list of all fixed assets permanently assigned to employee.

A wall to wall inventory of all fixed assets shall be performed every year or as deemed necessary. It is recommended that Departments perform an annual fixed assets inventory of equipment permanently assigned to employees.

B. Use of Property

City of Bastrop employees should be aware that the use of City property for personal gain is strictly prohibited. City vehicles should only be used for official City business. City Personnel Policies list theft and unauthorized use of City property as grounds for immediate dismissal.

In addition, employees are not to use personal property for the performance of their job or at their work site. Personal items such as radios, coffee pots, picture frame, books, etc. is permissible: however, the City of Bastrop is not responsible for damage to or theft of these items.

C. Disposal of Surplus Materials and Equipment/ Donations

City surplus materials and equipment (a/k/a ‘surplus items’) includes any City owned personal property such as furniture, fixtures, equipment, computers, vehicles, tools,

clothing, or other such items, which have lost useful value to the City, have become non-functional or are obsolete. Such surplus items may be disposed of by one of the following methods:

- Sold competitively, by accepting sealed bids or by public auction;
- Traded in for acquisition of new equipment;
- Donated by the City to a recognized charitable organization;
- Provided to other governmental entities (donation or exchange).
- Sold as 'scrap' (for cash), if the items have no value except for salvage and the City Manager or his designee has authorized the sale for scrap; or
- Disposed of through solid waste collection services, if the item has no salvage or other value and the City Manager or his designee has authorized such disposal.

Trade-In or Donation: Before *trading-in* and/or *donating* surplus items, the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department stating: 1) the identity of the surplus items to be disposed of, traded-in or donated, 2) the reasons for the surplus items being declared surplus, 3) the original purchase price (if ascertainable) of the surplus items, and 4) the value of proposed "trade-in" or "donation", in the estimation of the Department Head. If the Department Head receives approval by City Manager to proceed, the Department Head must coordinate their *trading-in* and/or *donating* surplus items with the Finance Department to insure a Disposed Fixed Asset Form is completed and any other ancillary paperwork.

[Note: All property is owned in the name of the City of Bastrop and is not vested in any specific department.]

Sales: If the surplus items are to be sold, then the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department. The memo should include: 1) the identity of the items to be sold to include year, make, model, and any other identification characteristics, 2) a brief description providing why it is necessary to dispose of the item. The Department Head having received approval to sell a surplus item may then utilize one of the following options: 1) post notice in the local newspaper and/or through an approved on-line auction provider 2) advertise in the local newspaper, 3) request sealed bids, or 4) sell through a public auction, which may take place at a specified location or, by means of an on-line sale.

Preferred Disposition: Whenever reasonably feasible, it is the City's preference that the Department Head dispose of the surplus equipment by means of a public auction or sale held in cooperation with other City departments and surrounding government entities.

Procedures: The City Manager shall have the authority to approve the disposal, sale, trade-in or donation of surplus items when the value of same is less than \$50,000, in total. If the total value exceeds \$50,001, then the City Manager shall obtain Council approval of the proposed disposal, sale, trade-in or donation of surplus items.

Once approved by either the City Manager or Council, as appropriate, in order to document the disposal, sale, trade-in or donation of surplus items a Disposed Fixed Asset Form must be prepared and submitted to the Finance Department in addition to providing the license plates for any vehicles or equipment disposed of. The Finance Department manages the change of ownership and the receipt of funds.

City decals must be removed from all surplus City vehicles, machinery, and equipment before disposal, donation, trade-in or sale.

City employees may participate, on their own time, in public auctions for the purchase of surplus City items.

D. Lost Property

After conducting an annual inventory and property is discovered to be lost, an explanation for the lost must be provided immediately to the Department Head using the Fixed Asset Form. Property losses that come to the attention of the employee before the annual inventory should be reported within 24 hours using the Fixed Asset Form.

All thefts are to be reported to a supervisor or Department Head as soon as possible. The City of Bastrop, Police Department must be notified immediately. Stolen fixed asset must be removed from the Master Inventory List and a copy of the police report attached to the Fixed Asset Form.

E. Security Measures

All equipment will be kept in a secure area when not in use. Access to this area will be limited to the employees assigned to the secure area. In case of theft, the security of the area should be evaluated to determine if changes or re-keying of locks should be necessary.

VI. RESPONSIBILITIES OF PARTIES

A. Department Heads

1. Monitor and approve overall purchases to ensure that funds are spent judiciously and that budgeted resources are within their control and available for all procurement.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Approve all purchases up to \$9,999 excluding budgeted capital.
4. Adhere to the Purchasing Policies and the Code of Ethics.
5. Place cooperative agreements and RFP's on file with Finance and monitor purchases to ensure that supply agreements are used.
6. Ensure that sole source requests meet the guidelines and include required documentation.

7. Inventory all fixed assets every year.
8. Verify goods and services are received as ordered before approving payment.
9. Annually inventory equipment assigned to employee.
10. Keep records of losses occurring in their areas to detect patterns of theft in one area or individual employee.

B. Supervisors

1. Maintain security of equipment on-site
2. Keep a log of equipment issued to employees on a long-term basis.
3. Keep a log of equipment issued to employees on a short-term basis.
4. Forward all receipts and invoices to Department Head as soon as possible.
5. Check that equipment and supplies are returned upon termination of an employee.

C. City of Bastrop Accounts Payable

1. Pay bills in an accurate and timely manner.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Monitor purchases to ensure that supply agreements are used.
4. Ensure that purchasing policy requirement guidelines are met and required documentation included.

D. City of Bastrop Accounting

1. Maintain the master fixed asset property list.
2. Assign inventory tags for fixed assets.
3. Provide Fixed Assets Forms.
4. Produce Master Inventory List as needed.
5. Process fixed asset transfers and retirements.
6. Review, approve and enter all purchase orders for budgeted fleet purchases.

VII. ANNUAL REVIEW AND REPORTING

These policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget. The Chief Financial Officer will report to the City Manager on compliance with these policies.


Tracy Waldron, Chief Financial Officer


Paul Hofmann, City Manager

History of Purchasing Policy:

Previously Approved 09/23/2014

Previously Approved 10/23/2018

Previously Approved 09/24/2019

City of Bastrop, Texas

Purchasing Card Policy

Approved

September 8, 2020



City of Bastrop

Purchasing Card Policy

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I. Purpose

The purpose of the Purchasing Card Program is to provide the City with an efficient and controllable method of making small dollar commodity, service, and travel purchases. This program is to be used to procure low-value maintenance, repair and operational expense items. By using the purchasing card, it will simplify the payment process and take advantage of the rebate program the card provider offers. The City will issue cards via the provider of its choice. This card policy is not intended to replace, but rather supplement existing purchasing, travel, and other City policies. The same restrictions that apply to other methods of purchasing also apply to the purchasing cards.

II. Eligibility

Department Directors and Supervisors can make a request to the City Manager for a purchasing card in their name. Department purchasing cards can be issued to each department and be the responsibility of the Department Director or his designee. Criteria for determining which departments should be issued a department card:

- Will the use of a Credit Card enhance productivity?
- Will the use of a Credit Card reduce paperwork?
- Will the Credit Card be utilized regularly for the purchasing of authorized (budgeted) goods, supplies and services?

III. Usage

Each card will have a daily and monthly limit. The daily limit on the Department Director cards are set by the City Manager. The Department Directors will provide to the Program Administrator in writing, the limits for Supervisors individual cards. The daily limit for the department cards is \$500. Limits can be changed on a temporary or permanent basis when warranted and a written request is received by the Program Administrator from the Department Director.

Purchasing Cards may be used for small dollar purchases which do not exceed the daily transaction limit established by the Purchasing Policy and that do not exceed the cards maximum limit.

Acceptable purchases are:

- Maintenance and repair of equipment
- Operational expense items (within the dollar limits stated above)
- Registration Fees
- Travel expenses (must adhere to the Travel Policy)

Purchases made on the purchasing card will be for City business only. The purchasing card is not a personal line of credit and must never be used for personal or private purchases of any nature. When in doubt as to whether a purchase is allowable under the City policy, the Cardholder should either contact the Program Administrator before making the purchase or make payment personally and seek reimbursement from the

City afterwards. Please remember that reimbursement for any out-of-pocket purchase made without authorization is subject to the City Manager's approval. Unauthorized purchases or use of the purchasing card in violation of this or any other City policy are prohibited, and purchaser will be subject to disciplinary action.

The Finance Department has a purchasing card with a \$125,000 monthly limit. This card is used solely to pay vendors that allow credit card payments and do not charge a processing fee. The advantage to this additional payment method is to obtain the rebate provided through the purchasing card program.

IV. Duties and Responsibilities

A. Cardholder

1. The employee who is issued a card is called a "Cardholder" whether it was issued in their name or just in their custody (ie. department card). The purchasing card has daily transaction limits as well as a maximum monthly limit.
2. Every transaction made using the purchasing card must have corresponding backup and be entered into the accounting system. Only one invoice should be created, per month, for each card account. This invoice is currently being created through an import file. When available, the cardholder can utilize the online export feature, from the card provider, and download the transactions directly into the import file. The Cardholder is responsible for ensuring the invoice balances to the card statement prior to submitting it for approval and payment.
3. Each Cardholder shall use the card only for authorized purchases. A hardcopy itemized receipt must be obtained from the vendor each time the card is used and be signed by the Cardholder and their Supervisor (when applicable).
4. The Cardholder is responsible for immediately notifying the Purchasing Card Provider, their Supervisor, and the Program Administrator if the card is lost or stolen.
5. Each Cardholder must acknowledge receipt of the purchasing card, understand the rules of usage, and sign the Purchasing Cardholder Agreement. Failure to abide by this Purchasing Card Policy may result in disciplinary action, up to and including termination of the employee. The Cardholder will be required to reimburse the City for any unauthorized transaction.
6. Upon resignation or termination of employment of a Cardholder, the Department Director shall notify the Program Administrator immediately, and the card shall be turned in to the Program Administrator.

B. Program Administrator

The Program Administrator is the Chief Financial Officer of their designee. The Program Administrator manages the Purchasing Card Program and has the following responsibilities:

1. Establishing purchasing card accounts and authorized limits
2. Point of contact for any Purchasing Card Program questions
3. Ensure compliance with the Purchasing Card Policy and the Purchasing Policy
4. Reviews all purchasing card transactions monthly
5. Terminating cards as needed

C. Departmental Responsibility

The Department Director determines who will be issued a purchasing card and the daily & monthly limits assigned. The Department Director will also ensure that purchases are authorized and adhere to City policies. Departments may implement more stringent internal authorization procedures that its Cardholders must follow in order to make purchases with the card. Directors or their designee are responsible for approving receipts and making sure the statements for each card are reconciled and turned in to the Finance Department within 15 days of the statement date to facilitate timely payments.

V. **Purchasing Card Provider**

The Purchasing Card Provider will send the Cardholder and the City's Finance Department a billing statement once each month for all transactions that have taken place in the previous month's statement cycle. This statement can also be obtained online. All Cardholders should receive instructions on how to establish a login to their account. The Cardholder is responsible for reconciling their respective statement, matching each transaction with a receipt, as soon as it is received. If a transaction is listed which is not known to the Cardholder, the Cardholder is responsible for immediately notifying the Purchasing Card Provider and the Program Administrator of the disputed charge. It is imperative that each Cardholder promptly process the transactions and forward receipts to their Supervisor.

VI. **Transaction/Card Limits**

Each individual purchasing card will have transaction and/or spending limits. The Chief Financial Officer in coordination with Department Director has the authority to limit types of purchases, places of purchases, and hours of day purchases that can be made on individual cards. The total purchase price as printed on the individual credit card receipt is known as the "transaction amount". The purchasing card may be limited by the merchant type, transaction amount, and monthly transaction limit. Each Cardholder will be set up with limits for each of these categories and will be made aware of the limits. A card transaction will be denied when swiped if the transaction exceeds any of the limits. The card transaction limits may not exceed those set in the policy guidelines.

VII. Sales Tax

As a tax-exempt government agency, the City of Bastrop does not pay sales tax. Cardholders will be provided a copy of the City's Tax Exemption Certificate when requested. Cardholders are responsible for insuring that the merchant does not include sales tax in the transaction, if possible. In the event sales tax is charged, the Cardholder is required to go back to the vendor/merchant to request a refund of the sales tax paid. If a refund is not possible, the Cardholder is required to submit a memorandum monthly to the Finance Department that includes an explanation as to why the sales tax paid cannot be credited along with a copy of the receipts showing the sales tax amount. The Finance Department will deduct the sales tax paid during the monthly sales tax reporting process.

VIII. Returns

Each Cardholder is responsible for coordinating returns with the vendor and making sure a proper credit slip is obtained. Credit shall be issued to the Cardholder's account. **Cash refunds are not allowed.**

IX. Restrictions and Exemptions

A. Employees may **not** use the card for the following:

1. Any purchases of items for personal use.
2. Cash refunds or advances.
3. Any purchase of goods/services or from a merchant type not considered prudent or of good judgment.
4. Any purchases set up as reoccurring.
5. No purchases are to be processed through the employee's personal account online. You must establish a City account to process the purchase.
6. Any transaction amount greater than the Cardholder's transaction limit.
7. Items under contract, unless an emergency exception is granted.
8. Alcohol or liquor of any kind. Patronization of bars, drinking places, and package stores must not be paid for with the purchasing card.
9. Separate, sequential, and component purchases or any transaction made with intent to circumvent the City Purchasing Policy or state law.

10. Any transaction that may cause or be perceived to cause damage to the City of Bastrop's reputation and goodwill, and/or reflect poorly on the ethical and moral decision-making of the Cardholder, staff, and elected officials.

11. Any other purchase specifically excluded in the City's Purchasing Policy.

B. Documentation

Supporting documentation must accompany each transaction including an itemized receipt signed by the Cardholder and Supervisor, when applicable. If a receipt is not obtained, a memo explaining the purchase must accompany the card statement.

C. Personal Use Restrictions

The card may not be used to pay spouse/family expense incurred while traveling. Only City business expenses are allowable, and the Cardholder must pay personal expenses separately.

X. Obtaining a Purchasing Card

A. Steps:

1. Department Director submits in writing requests for a purchasing card and determines the appropriate daily and monthly transaction limits.
2. The Program Administrator will request the Purchasing Card Provider to issue a purchasing cards with these established limits.
3. Upon receipt of the purchasing card, the Program Administrator will have the Cardholder review and sign the Purchasing Cardholder Agreement.
4. The new Cardholder receives copies of:
 - a. Purchasing Cardholder Agreement
 - b. Purchasing Card Policy
 - c. Purchasing Policy
 - d. Travel Policy

XI. Revocation of the Purchasing Card

The purchasing card is subject to revocation at any time at the discretion of the Department Director or Chief Financial Officer. When a card is revoked, changes are made online and take effect immediately. The Program Administrator is further authorized to temporarily suspend use of the card via electronic methods if unauthorized use is discovered and such use poses a threat to internal financial controls.

XII. Annual Review and Reporting

These policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget. The Chief Financial Officer will report annually to the City Manager on compliance with these policies.


Tracy Waldron, Chief Financial Officer


Paul Hofmann, City Manager

History of Financial Policies:

Previously Approved 10/25/2016

ORDINANCE NO. 2020-27

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2020-2021 (OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021), ATTACHED AS EXHIBIT A; MAKING CERTAIN APPROPRIATIONS; AND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A DISTRIBUTION; SEVERABILITY; REPEALER; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

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 2020-2021; and

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and City 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, 2020 and ending September 30, 2021; and

WHEREAS, the City Council on September 8, 2020 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 \$188,288 or .05%, and of that amount \$134,825 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 City Council desires to approve and adopt the budget by formal action; and

WHEREAS, pursuant to the statutory authority granted by the City of Bastrop Home Rule Charter, Section 6.06, this budget shall constitute the official appropriations of proposed expenditures for the Fiscal Year 2020-2021 and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for that tax year; and

WHEREAS, the City Council is authorized to adopt the proposed budget pursuant to the statutory authority granted by Texas Local Government Code Chapter 102.

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

Section 1. Budget Adopted: The proposed budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021, as submitted to the City Council by the City Manager, 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 2020-2021.

Section 2. Appropriation: The sum of sixty-eight million, one hundred six thousand and two hundred seven U.S. Dollars (\$68,106,207) is hereby appropriated for the City's FY2020-

2021 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 2020-2021 budget document.

Section 3. Distribution: Upon final approval, the budget adopted by this Ordinance shall be filed with the Office of the City Secretary and posted on the City's website in accordance with Texas Local Government Code Chapter 102. The budget shall also be printed, or otherwise reproduced, and sufficient copies shall be made available for the use of all offices and agencies and for the use of interested persons and civic organizations in accordance with City of Bastrop Home Rule Charter Section 6.09.

Section 4. Fee Schedule: This Ordinance establishes the administrative fees the City is authorized to impose and collect for providing certain services or processing certain requests for approval. Other specific fees may be imposed by other ordinances of the City or state law. The absence of any certain fee from the Fee Schedule, Appendix A of the City of Bastrop Code of Ordinances, shall not be interpreted to preclude assessment and collection of that fee by the City.

Section 5. Severability: Should any paragraph, sentence, provision, 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 6. Repealer: All other ordinances and provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Code of Ordinances not in conflict herewith shall remain in full force and effect. The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City of Bastrop under any section or provision of any ordinances at the time of passage of this Ordinance.

Section 7. Effective Date: This Ordinance shall be in full force and effect from and after its date of adoption by the City Council and publication of its caption as the law and the City of Bastrop's Charter provide in such cases.

Section 8. Open Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was conducted in compliance with the Open Meetings Act, Texas Government Code, Chapter 551, as may have been modified by any applicable emergency orders.

CONSIDERED and APPROVED on First Reading on the 8th day of September 2020, by the following motion:

"I MOVE THAT THE CITY COUNCIL ADOPT THE BUDGET AS PRESENTED."

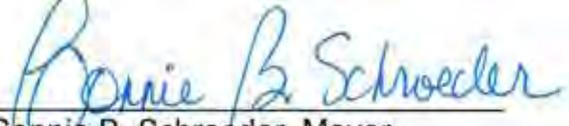
Mayor Pro Tem Lyle Nelson	YEA	<input checked="" type="checkbox"/>	NAY	<input type="checkbox"/>	ABSTAIN	<input type="checkbox"/>	ABSENT	<input type="checkbox"/>
Council Member Bill Peterson	YEA	<input checked="" type="checkbox"/>	NAY	<input type="checkbox"/>	ABSTAIN	<input type="checkbox"/>	ABSENT	<input type="checkbox"/>
Council Member Drusilla Rogers	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 Dock Jackson	YEA	<input checked="" type="checkbox"/>	NAY	<input type="checkbox"/>	ABSTAIN	<input type="checkbox"/>	ABSENT	<input type="checkbox"/>

CONSIDERED and ADOPTED on Second Reading on the 22nd day of September 2020, by the following motion:

"I MOVE THAT THE CITY COUNCIL ADOPT THE BUDGET AS PRESENTED."

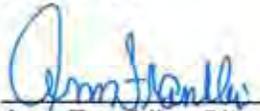
Mayor Pro Tem Lyle Nelson	YEA	<input checked="" type="checkbox"/>	NAY	<input type="checkbox"/>	ABSTAIN	<input type="checkbox"/>	ABSENT	<input type="checkbox"/>
Council Member Bill Peterson	YEA	<input checked="" type="checkbox"/>	NAY	<input type="checkbox"/>	ABSTAIN	<input type="checkbox"/>	ABSENT	<input type="checkbox"/>
Council Member Drusilla Rogers	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 Dock Jackson	YEA	<input checked="" type="checkbox"/>	NAY	<input type="checkbox"/>	ABSTAIN	<input type="checkbox"/>	ABSENT	<input type="checkbox"/>

APPROVED:



 Connie B. Schroeder, Mayor

ATTEST:



 Ann Franklin, City Secretary

APPROVED AS TO FORM:



 Alan Bojorquez, City Attorney

ORDINANCE NO. 2020-28

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX ROLL, ADOPTING THE TAX RATE, AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2020-2021 TO PROVIDE REVENUE FOR THE PAYMENT OF BUDGETED MUNICIPAL EXPENDITURES; AND PROVIDING FOR TAX ASSESSMENT; RECORDS; SEVERABILITY; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for Fiscal Year 2020-2021 (FY 2020-2021); and

WHEREAS, the aforesaid Ordinance anticipates and requires the levy of an ad valorem tax on all taxable property in the City of Bastrop; and

WHEREAS, the Chief Appraiser of the Bastrop Central Appraisal District has prepared and certified the appraisal roll for the City of Bastrop, Texas, that roll being that portion of the approved appraisal roll of the Bastrop Central Appraisal District which lists property taxable by the City of Bastrop, Texas; and

WHEREAS, the Tax Assessor and Collector of Bastrop County has reviewed the statutory calculations performed by the Chief Financial Officer, the employee designated by the governing body, required by Section 26.04 of the Texas Tax Code. The Chief Financial Officer has published the *no new revenue tax rate*, the *voter approval tax rate*, and an explanation of how they were calculated, and has fulfilled all other requirements for publication as required in Chapter 26 of the Texas Tax Code, in a manner designed to come to the attention of all residents of the City of Bastrop, and those rates have been submitted to the City Council; and

WHEREAS, the City Council has complied with all applicable requirements of the Texas Tax Code and the Texas Local Government Code prior to the setting of the tax rate for said City for the fiscal year beginning on October 1, 2020 and ending on September 30, 2021 (i.e., FY 2020-2021) and

WHEREAS, it is necessary to levy such an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2020-2021.

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

Section 1. Tax Roll: The tax roll presented to the City Council, together with any supplements thereto, is hereby accepted and approved.

Section 2. Adoption of Tax Rate: The tax rate of the City of Bastrop, Texas for the tax year FY 2020-2021 shall be, and is hereby set at \$0.5794 on each one hundred dollars

(\$100) of the taxable value of real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of the City of Bastrop.

Section 3. Tax Levy: There is hereby levied for the FY 2020-2021 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property that was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2020, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.5794 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

a) **General Fund.** An ad valorem tax rate of \$0.3845 on each \$100 of assessed valuation of all taxable property is hereby levied for general municipal purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the Fiscal Year ending September 30, 2021, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

b) **General Debt Service Fund:** An ad valorem tax rate of \$0.1949 on each \$100 of assessed valuation of all taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2021.

Section 4. Texas Tax Code Statement: In accordance with Section 26.05 of the Texas Tax Code, the City Council hereby states that:

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.5 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$17.80.

Section 5. Assessment and Lien: The Bastrop County Tax Assessor Collector is hereby authorized to assess and collect the taxes of said City employing the above tax rate. All taxes shall become a lien upon the property against which assessed, and the Bastrop County Tax Assessor Collector for and on behalf of the City of Bastrop shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest; and the penalty and interest collected from such delinquent taxes shall be appropriated for the general fund of the City of Bastrop.

Section 6. Expenditures and General Fund: Revenue collected pursuant to this Ordinance shall be expended as set forth in the City of Bastrop's FY 2020 - 2021 Annual Budget, as may be amended, and all revenue collected that is not specifically appropriated shall be deposited in the General Fund.

Section 7. Records: The City of Bastrop shall keep accurate and complete records of all monies collected under this Ordinance and the purposes for which same are expended.

Section 8. Severability: Should any paragraph, sentence, provision, 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 7. Repealer: All other ordinances and provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Code of Ordinances not in conflict herewith shall remain in full force and effect. The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City of Bastrop under any section or provision of any ordinances at the time of passage of this Ordinance.

Section 9. Effective Date: This Ordinance shall be in full force and effect from and after its date of adoption by the City Council and publication of its caption as the law and the City of Bastrop's Charter provide in such cases.

Section 10. Open Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was conducted in compliance with the Open Meetings Act, Texas Government Code, Chapter 551, as may have been modified by any applicable emergency orders.

CONSIDERED and APPROVED on First Reading on the 8th day of September 2020, by the following motion:

"I MOVE THAT THE PROPERTY TAX BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5794 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 3.5% PERCENT INCREASE IN THE TAX RATE."

Mayor Pro Tem Lyle Nelson	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 Drusilla Rogers	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 Dock Jackson	YEA	<input checked="" type="checkbox"/>	NAY	<input type="checkbox"/>	ABSTAIN	<input type="checkbox"/>	ABSENT	<input type="checkbox"/>

CONSIDERED and ADOPTED on Second Reading on the 22nd day of September 2020, by the following motion:

"I MOVE THAT THE PROPERTY TAX BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5794 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 3.5% PERCENT INCREASE IN THE TAX RATE."

Mayor Pro Tem Lyle Nelson YEA NAY ABSTAIN ABSENT

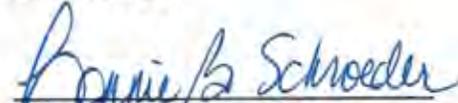
Council Member Bill Peterson YEA NAY ABSTAIN ABSENT

Council Member Drusilla Rogers YEA NAY ABSTAIN ABSENT

Council Member Bill Ennis YEA NAY ABSTAIN ABSENT

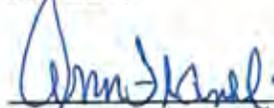
Council Member Dock Jackson YEA NAY ABSTAIN ABSENT

APPROVED:



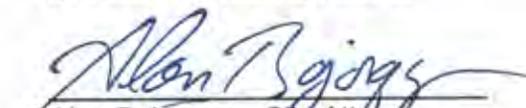
Connie B. Schroeder, Mayor

ATTEST:



Ann Franklin, City Secretary

APPROVED AS TO FORM:



Alan Bojorquez, City Attorney



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 person(s) or organization(s) for goods and services furnished by the City.

Accrual Accounting - The basis of accounting where transactions are recognized in the financial statements when they occur, regardless of when cash is received or spent.

Adopted – Adopted, as used in fund summaries and department and division summaries within the budget document, represents the budget as approved by formal action of the City Council, which sets the spending limits for the fiscal year.

Ad Valorem Tax - A tax computed from the assessed valuation of land and improvements (See Property Tax).

Amended Budget – The adopted budget for a fiscal year plus any budget amendments or budget transfers.

Amortize – Provide for the gradual extinguishment of a liability (as a mortgage) usually by contribution to a sinking fund at the time of each periodic period.

Appropriation - A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

Appropriation Ordinance - An ordinance which gives appropriations legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the City Council.

Assessed Valuation - Valuation set upon real estate or other property by a government as a basis for levying taxes (Note: Property values in Bastrop are established by the Bastrop County Appraisal District).

Assets - Resources owned or held by the City which have monetary value.

Audit - An examination of organization financial statements and the utilization of resources.

Available Cash – Unobligated cash and cash equivalents.

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

Balanced Budget - A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal to or less than the proposed resources.

Benchmarking – A process for measuring progress from a point in time and is something that serves as a standard by which others may be measured.

Bond - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue. Bonds are most frequently used to finance the construction of large capital projects.

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 plan of financial operation that links all planned revenues and expenditures with various municipal services. The term "budget" usually indicates a financial plan for a single fiscal year.

Budget Document - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

Budgetary Control - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

Capital Expenditure – Funds spent for the acquisition of a long-term asset.

Capital Improvement Program Budget - A Capital Improvement Program (CIP) budget is a separate budget from the operating budget. Items in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

Capital Outlay - Expenditures that result in the acquisition of or addition to fixed assets. Fixed assets are defined as a piece of equipment, vehicle, furniture or fixture that cost at least \$5,000.

Cash Management - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

Certificate of Obligations - Legal debt instruments used to finance capital improvement projects, which are authorized by City Council and backed by the full faith and credit of the government entity and are fully payable from a property tax levy.

City Charter – The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas. The charter provides the form, roles and power of the municipal government that is the City of Bastrop.

“Cloud” Computing – On-demand computing, known as “Cloud” computing, is a kind of Internet-based computing that provides shared processing resources and data to computers and other devices on demand.

Comprehensive Plan – It is an all-inclusive approach to addressing a community's future growth and change. The final product of the comprehensive planning process is a document, which is official in nature, used as a policy guide regarding community development and enhancement.

Contingency Fund -A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Coverage Ratio – A term defined by revenue bond indenture, which refers to the ratio of net revenues of an Enterprise Fund after all maintenance and operations expenses are considered, to total debt service.

Current Taxes -Taxes that are levied and due within one year.

Debt Service - The City's obligation to pay the principal and interest of all bonds or other debt instruments according to a pre-determined payment schedule.

Debt Service Fund - A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. May also be called a sinking fund.

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

Delinquent Taxes -Taxes remaining unpaid on and after the date on which a penalty for non- payment is attached.

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

Depreciation - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Disbursement - Payment for goods and services in cash or by check.

Division – A grouping of related activities within a particular 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.

Employee Benefits – For the purpose of budgeting, this term refers to the City’s cost of medical, dental, and life insurance, pension contributions, social security contributions, workers’ compensation, and unemployment insurance costs.

Encumbrances - The pledge to expend appropriated funds to purchase an item or service. To encumber funds means to set aside funds for future expenditures.

Enterprise Fund - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rates for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

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

Escrow Agent – A person or entity that holds property in trust for third parties while a transaction is finalized, or a disagreement is resolved.

Escrow – A contractual arrangement in which a third party receives and disburses money or documents for the primary transacting parties, with the disbursement dependent on conditions agreed to by the transacting parties.

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

Expenditure - The actual outflow of funds paid for an asset obtained or goods and services obtained.

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

Extraterritorial Jurisdiction – It is the legal ability of a government to exercise authority beyond its normal boundaries.

Fiscal Year - A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The Fiscal Year for Bastrop begins October 1 and ends September 30.

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

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

Full Faith and Credit - A pledge of the general taxing power of a government to repay debt obligations. This term is typically used in reference to general obligation bonds.

Full-Time Equivalent – 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 presents a 0.5 F.T.E.

Fund - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions.

Fund Balance - The excess in a fund of current assets over current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

General Fund - The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as police protection, finance, parks, libraries, street maintenance, and general administration.

General Ledger - A file that contains the accounts needed to reflect the financial positions and the results of operations of the City.

General Obligation Debt - Monies owed on interest and principal to holders of the City's general obligation bonds. The debt is backed by the full faith and credit of the City and requires voter approval.

Generally Accepted Accounting Principles - Detailed accounting standards and practices for state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).

Geographic Information System – A computer system used to collect, store, manipulate, analyze, and display spatial or geographic data.

Goals - Targets or plans that are reflective of major departmental activities.

Governmental Fund - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Governmental Funds include the General Fund, Special Revenue funds, Debt Service funds, and Capital Projects funds.

Grants - Contributions of assets from another government to be used or expended for a specified purpose, activity, or facility.

Hotel Occupancy Tax – Hotel occupancy tax is imposed on the rental of a room or space in a hotel costing \$15 or more each day. The tax not only applies to hotels and motels, but also to bed and breakfasts, condominiums, apartments, and houses. Texas Tax Code, Title 3 – Local Taxation, Chapter 351 – Municipal Hotel Occupancy Taxes is the statute governing the collection of and expenditure related to HOT Tax.

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.

Information Technology – It is the use of computers to store, retrieve, transmit, and manipulate data, or information, often in the context of a business, government, or other enterprise.

Interest and Sinking Funds – See Debt Service Fund.

Interfund Transfers - Amounts transferred from one fund to another.

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

Internal Service Fund - A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

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.

Liabilities - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

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 revenue to which it is related.

Line-Item Budget - A budget that lists each expenditure category (personnel, supplies, services, etc.) separately, along with the dollar amount budgeted for each specified category.

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 basic purpose of the department/division; the reason for its existence.

Modified Accrual Accounting - A basis of accounting in which expenditures are accrued but revenues are accounted when they are measurable and available to pay current liabilities. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are measurable and available to pay current liabilities. This type of accounting basis is conservative and is recommended as the standard for most governmental funds.

Non-Operating Expenditures – The costs of government services which are not directly attributable to a specific City program or operation. An example would be 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.

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 - The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

Operating Expenses – Proprietary fund expenses related directly to the fund’s primary activities.

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

Operating Revenue – 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 governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Pavement Condition Index – It is a numerical index between 0 and 100 which is used to indicate the general condition and expected life of a specific section of road pavement.

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

Performance Measure - Measurements that reflect the service that is being provided and permit objective evaluation of the service program.

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 Tax - Taxes are levied on both real and personal property according to the property’s valuation and tax rate.

Proprietary Fund - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Proprietary Funds include Enterprise funds and Internal Service funds.

Public Improvement District – A defined geographical area established to provide specific types of improvements or maintenance within the area which are financed by assessments against property owners within the area.

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 advance refunding).

Reimbursements – Interfund 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 earmark a portion of fund balance to indicate that it is not appropriated for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

Resolution – A special or temporary order of the City Council.

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

Revenue - Funds that the City receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

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

Sales Tax – Tax collected on goods and services sold within the City’s boundaries and remitted to the State’s Comptroller of Public Accounts.

Sinking Fund - See Debt Service Fund.

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

Surplus – The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations, the excess of resources over the obligations.

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 for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

Texas Municipal League – It is a voluntary coalition of Texas municipalities created for the purpose of furthering and enhancing causes of mutual interest to Texas cities.

Texas Municipal Retirement System – It 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.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

Unencumbered Fund Balance – It is the amount of undesignated fund balance of a fund available for allocation.

User Fees – The payment of a fee for the direct receipt of a public service by the party benefiting from the service.

Working Capital – Current assets less current liabilities.