

# CITY OF BASTROP, TEXAS

## Annual Proposed 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-TBD  
 Dock Jackson-TBD  
 Lyle Nelson, Mayor Pro-Tem-TBD  
 Willie Peterson-TBD  
 Drusilla Rogers-TBD

*“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



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# MEMORANDUM

TO: Honorable Mayor & City Council Members

FROM: Paul Hofmann, City Manager

DATE: August 11, 2020

SUBJECT: Proposed FY 2021 Budget



## *Introduction and Appreciation*

It is with pleasure I submit the City Manager's Proposed FY 2021 Proposed 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 being recommended on August 11 will include 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 \$.5794 per \$100 valuation. This is less than the \$.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 18<sup>th</sup> & 19<sup>th</sup>, to discuss the contents of this proposed budget and come to a final budget document that will be adopted on September 22, 2020.

### ***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.

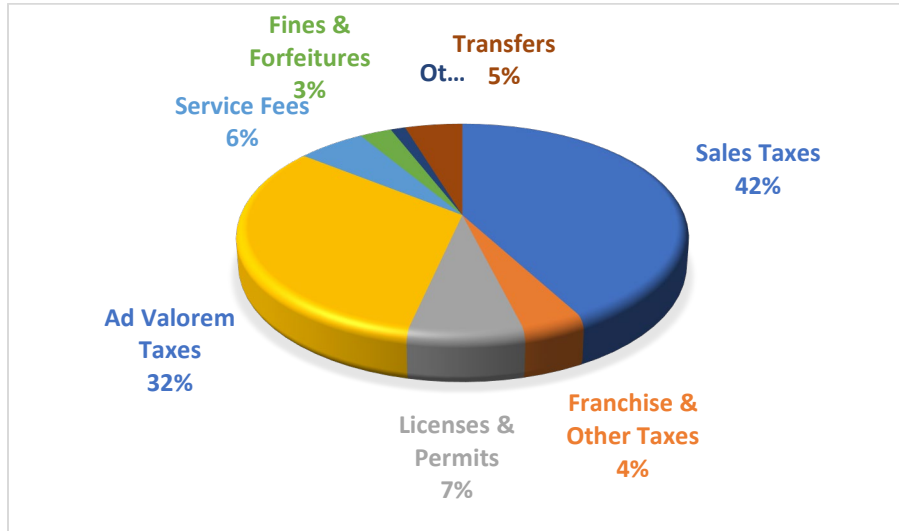
The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Proposed FY 2021 Sales Tax revenue is forecasted to be \$5,266,932, which is a 1.8% increase or \$84,555 more than FY 2020 budget and \$94,432 over the FY2020 year-end projection. Despite the COVID-19 pandemic,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

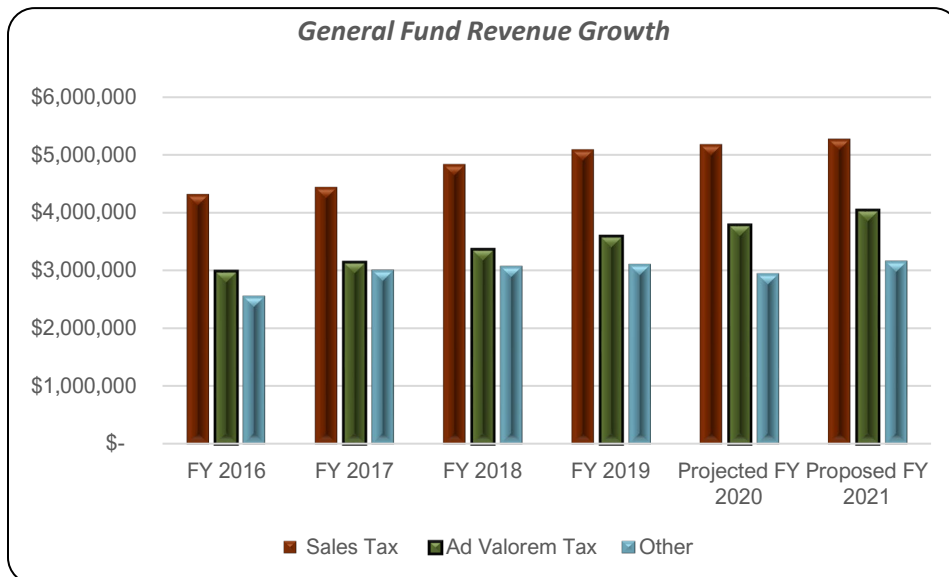
more than FY 2020 year-end budget projections. This proposed budget recommends increasing the property tax rate to \$0.5794, which will increase the M&O portion of the tax rate by 3.5% over the M&O no-new-revenue rate, leaving the I&S rate at \$0.1949.

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**



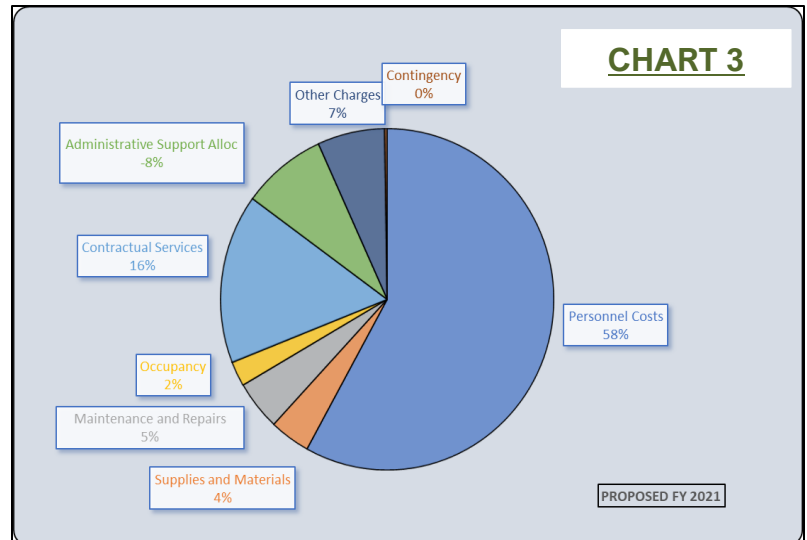


### ***FY 2021 Expenditure Synopsis – General Fund Overview:***

**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 above, 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.

- 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 SUV's for Development Services (Building Inspections)
- Drainage Master Plan
- Deferred Building Maintenance
- Mold Remediation at Public Works Facility

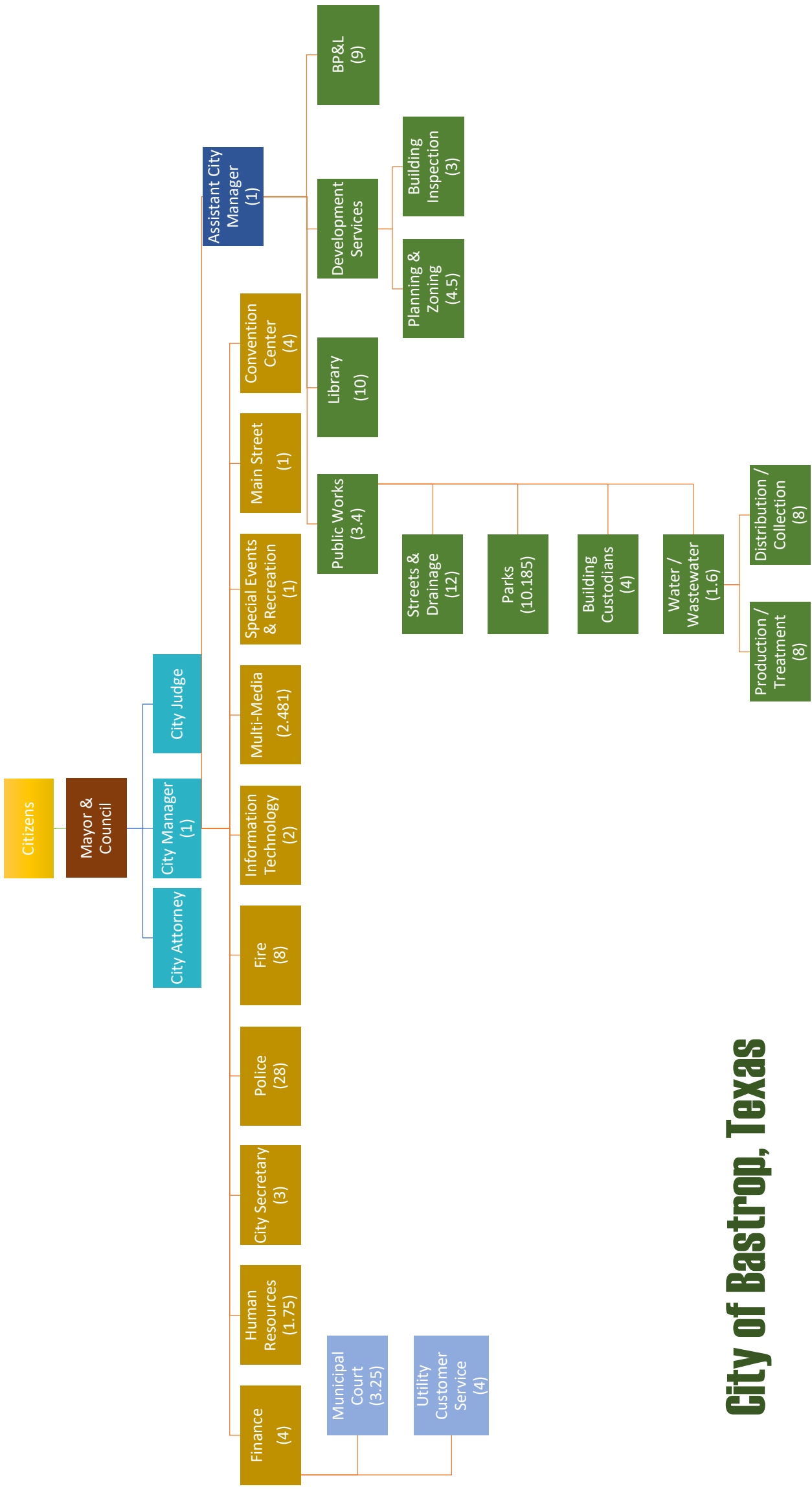
## Other Funds

No rate changes are proposed for the Water/Wastewater or Bastrop Power & Light funds.

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

## Questions

Once Council has received the proposed budget, please submit your budget related questions to me. I will make sure each Council Member receives answers to any question raised, and those questions can be the subject of Council workshop discussion as necessary and appropriate.



# City of Bastrop, Texas



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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
<b>BEGINNING FUND BALANCES</b>	\$ 3,364,275	\$ 162,685	\$ 3,797,361	\$ 2,397,872	\$ 3,640,639	\$ 3,555,535	\$ 23,694,263	\$ 2,817,995	\$ 5,409,325	\$ 48,839,950
<b>REVENUES:</b>										
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	2,830,500	23,500	-	-	-	-	-	-	3,340,000
LICENSES & PERMITS	943,000	2,000	1,509,681	-	-	-	-	-	-	945,000
SERVICE FEES	671,150	275,250	12,800	24,850	6,545,900	7,110,050	-	371,192	177,370	16,660,593
FINES & FORFEITURES	335,200	20,000	65,000	605,200	-	-	-	16,000	35,000	348,000
INTEREST	30,000	249,802	62,312	42,383	7,000	14,000	1,365	109,293	1,030,000	355,743
INTERGOVERNMENTAL	69,804	-	-	2,218,414	-	-	-	150,000	100,000	2,167,118
OTHER	40,000	-	-	4,616,286	-	-	-	25,975,921	3,270,187	204,748
<b>TOTAL REVENUES</b>	11,881,169	2,320,926	3,235,062	2,218,414	6,578,500	7,154,050	260,658	387,192	3,953,570	37,989,541
<b>OTHER SOURCES</b>										
Other Financing Sources	-	542,255	-	-	3,080,425	-	1,000,000	65,000	-	1,000,000
Interfund Transfers	590,750	2,863,181	3,235,062	2,218,414	9,658,925	7,154,050	2,281,658	452,192	3,953,570	5,299,430
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	12,471,919	2,863,181	3,235,062	4,616,286	13,299,564	10,709,585	25,975,921	3,270,187	9,362,895	44,288,971
<b>TOTAL AVAILABLE RESOURCES</b>	\$ 15,836,194	\$ 3,025,866	\$ 7,032,423	\$ 4,616,286	\$ 13,299,564	\$ 10,709,585	\$ 25,975,921	\$ 3,270,187	\$ 9,362,895	\$ 93,128,921
<b>EXPENDITURES:</b>										
GENERAL GOVERNMENT	4,858,996	-	-	15,000	-	-	285,000	-	-	5,158,996
PUBLIC SAFETY	4,682,622	-	-	50,000	-	-	15,032	-	-	4,747,654
DEVELOPMENT SERVICES	937,127	-	-	-	-	-	-	-	-	937,127
COMMUNITY SERVICES	1,854,760	354,150	234,778	7,500	4,028,696	6,312,862	-	-	2,443,688	10,349,058
UTILITIES	-	2,667,170	3,327,999	-	2,174,352	168,238	143,668	447,012	-	5,600,440
DEBT SERVICE	-	-	-	-	-	-	319,055	2,199,084	-	5,846,138
ECONOMIC DEVELOPMENT	-	1,485,200	200,000	1,485,200	200,000	300,000	23,813,835	241,800	2,475,000	28,515,835
CAPITAL OUTLAY	12,333,505	2,667,170	3,682,149	1,792,478	6,403,048	6,781,100	24,576,590	241,800	5,121,096	63,598,936
<b>TOTAL EXPENDITURES</b>	12,333,505	2,667,170	3,682,149	1,792,478	6,403,048	6,781,100	24,576,590	241,800	5,121,096	63,598,936
<b>OTHER USES</b>										
Interfund Transfers	-	-	542,255	898,250	2,185,176	652,750	1,021,000	-	-	5,299,430
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	12,333,505	2,667,170	4,224,404	2,690,728	8,588,224	7,433,850	25,597,590	241,800	5,121,096	68,898,366
<b>ENDING FUND BALANCES</b>	\$ 3,502,689	\$ 358,696	\$ 2,808,019	\$ 1,925,558	\$ 4,711,340	\$ 3,275,735	\$ 378,331	\$ 3,028,387	\$ 4,241,799	\$ 24,230,555



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**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
<b>BEGINNING FUND BALANCE</b>	<b>\$ 2,607,679</b>	<b>\$ 2,643,264</b>	<b>\$ 2,982,362</b>	<b>\$ 3,364,281</b>	<b>\$ 3,502,695</b>
<b>REVENUES:</b>					
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
<b>TOTAL REVENUE</b>	<b>10,880,997</b>	<b>11,459,620</b>	<b>11,572,513</b>	<b>11,881,169</b>	<b>12,281,524</b>
<b>OTHER RESOURCES</b>					
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
<b>TOTAL OTHER RESOURCES</b>	<b>909,750</b>	<b>769,741</b>	<b>567,750</b>	<b>590,750</b>	<b>590,750</b>
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b>11,790,747</b>	<b>12,229,361</b>	<b>12,140,263</b>	<b>12,471,919</b>	<b>12,872,274</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 14,398,426</b>	<b>\$ 14,872,625</b>	<b>\$ 15,122,625</b>	<b>\$ 15,836,200</b>	<b>\$ 16,374,969</b>
<b>EXPENDITURES:</b>					
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
<b>TOTAL OPERATING EXPENDITURES</b>	<b>11,209,510</b>	<b>11,791,375</b>	<b>11,019,352</b>	<b>12,333,505</b>	<b>12,319,780</b>
Transfer to Hotel Tax Fund	206,554	238,992	238,992	-	-
Transfer to Innovation Fund	-	-	500,000	-	-
<b>TOTAL TRANSFER OUT</b>	<b>206,554</b>	<b>238,992</b>	<b>738,992</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANS OUT</b>	<b>11,416,064</b>	<b>12,030,367</b>	<b>11,758,344</b>	<b>12,333,505</b>	<b>12,319,780</b>
<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>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,982,362</b>	<b>\$ 2,842,258</b>	<b>\$ 3,364,281</b>	<b>\$ 3,502,695</b>	<b>\$ 4,055,189</b>
Reserves %	26%	24%	30%	28%	33%

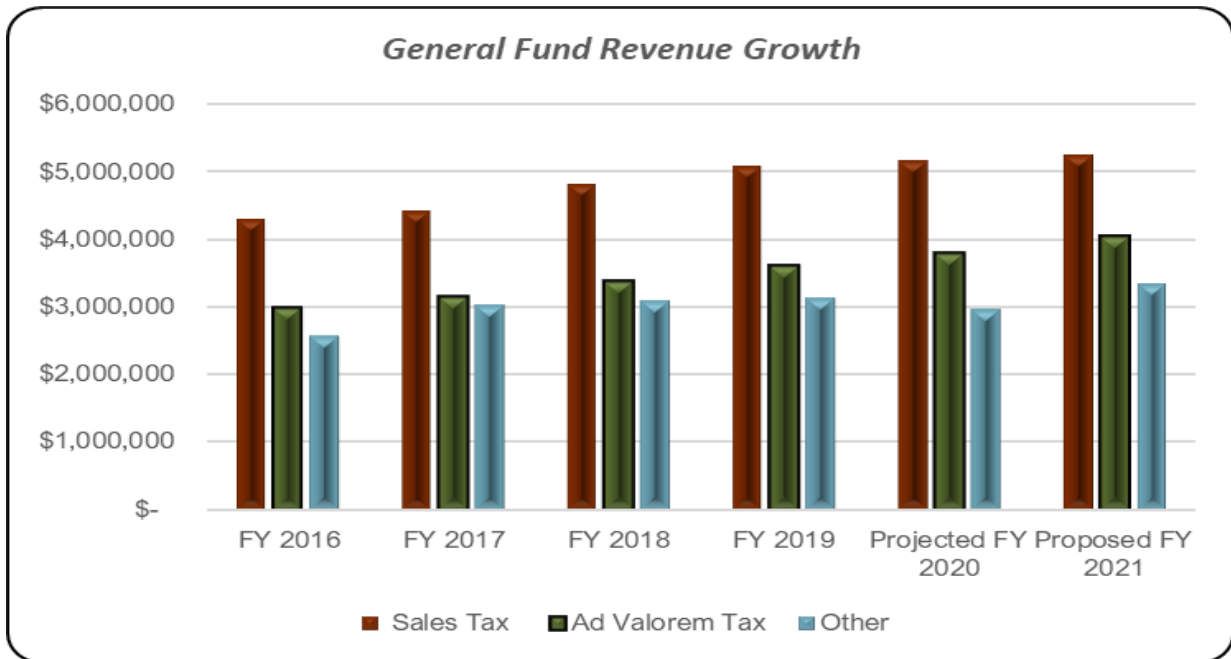
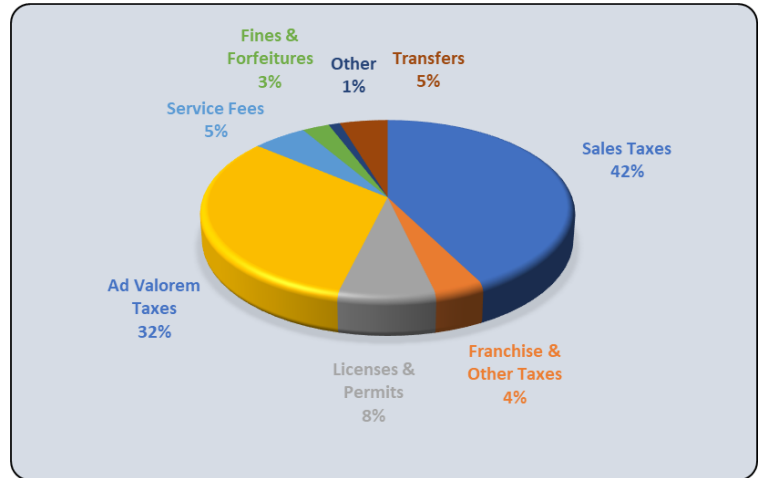


**Overview**

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.

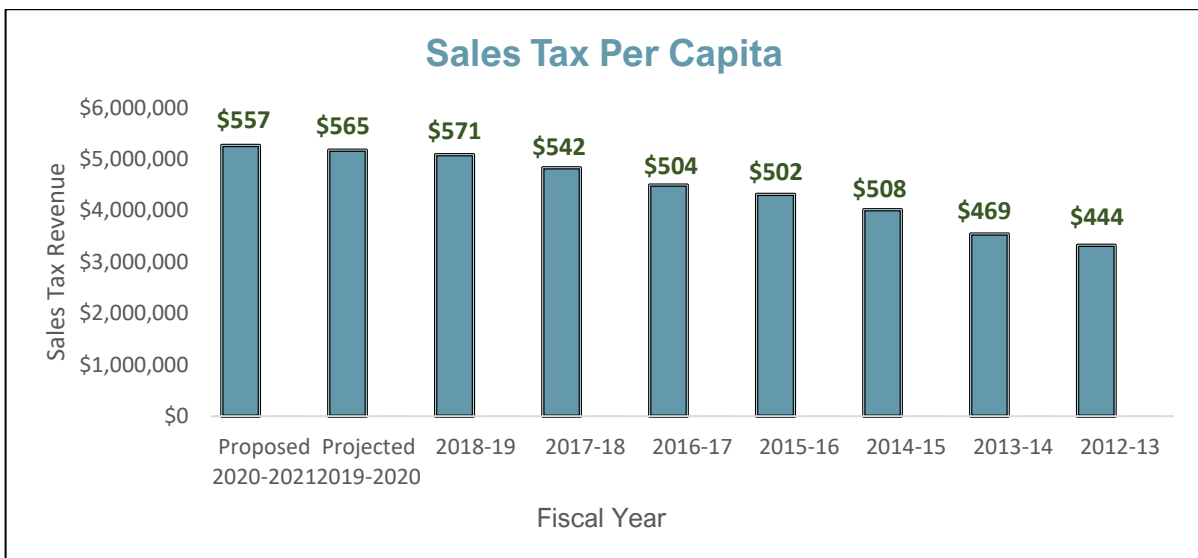
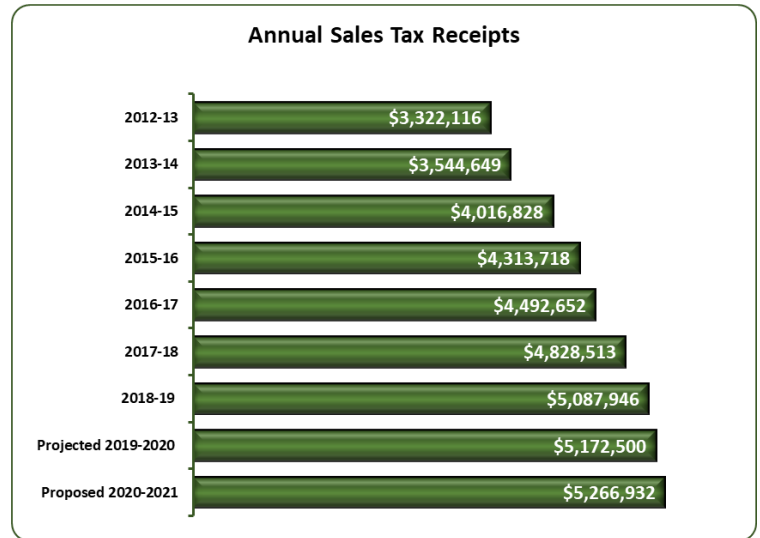


**Sales Tax Allocation**

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, 921 Main Street, are all currently under construction and should be completed by January 1, 2021 to be included on future tax rolls.

<b>Property Tax Calculation</b>	
	FY2021
	TAX YEAR 2020
<b>TAX ROLL:</b>	
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
<b>Total Tax Levy</b>	<b>6,147,179</b>
Percent of Collection	99.0%
<b>SUMMARY OF TAX COLLECTIONS:</b>	
Current Tax	5,551,946
Revenue From Tax Freeze Property	533,761
Delinquent Tax	55,500
Penalty and Interest	42,000
<b>TOTAL TAX COLLECTIONS</b>	<b>\$6,183,207</b>

### 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.

**Truth-in-Taxation**

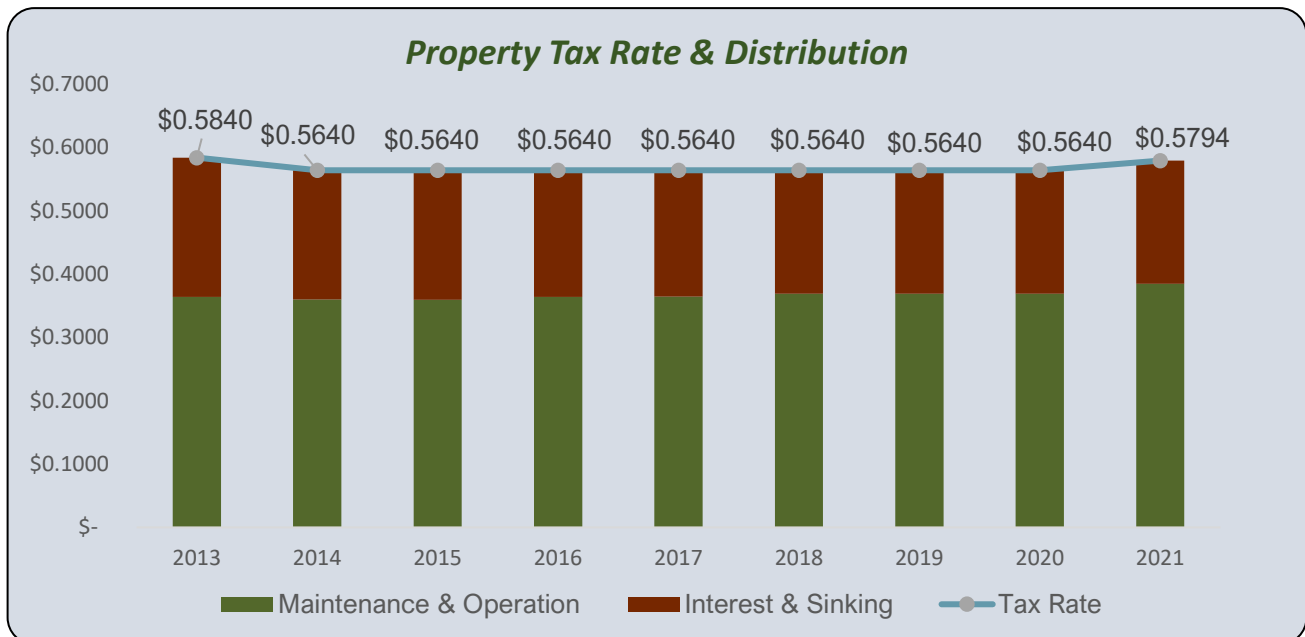
The Truth-in-Taxation laws of the State of Texas require notices to be published to and hold a public hearing if an entity’s proposed tax rate exceeds the no-new-revenue or voter-approval tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the 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.

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

**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 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%
<b>TOTAL EXPENDITURE</b>	<b>\$12,333,505</b>	<b>\$12,030,367</b>	<b>2.5%</b>

### ***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

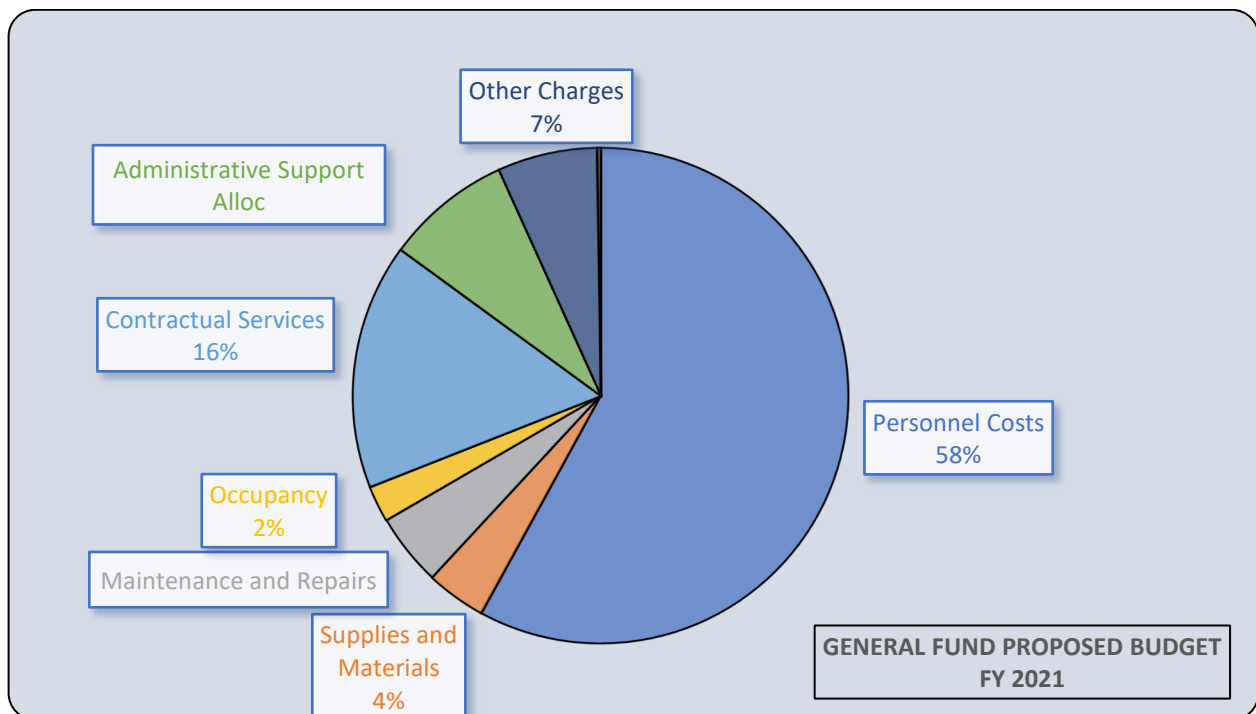
The Contingency category is funding for any unforeseen expenditures that may occur during the fiscal year. The Financial Management Policy states a minimum of \$35,000 must be appropriated in the budget. Expenses are not charged to this account directly; the budget is moved to the appropriate account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

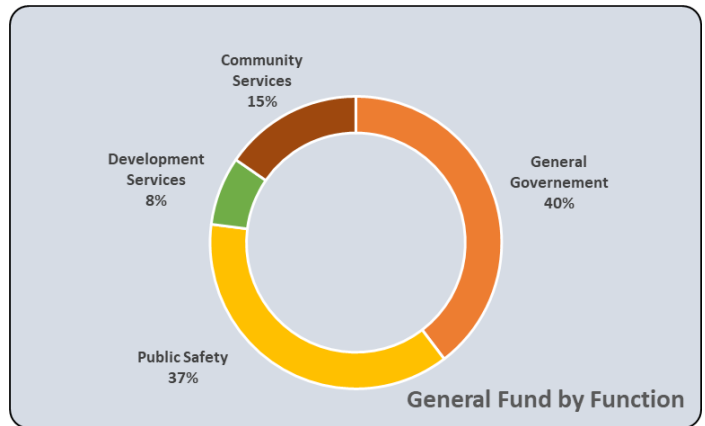
Transfers Out reflect a transfer from the General Fund to another fund within the City’s operating and capital budgets. In FY 2020, funding for Multi-Media and Special Events and Reservations were being transferred to the Hotel Tax Fund. In FY2021, this transfer was eliminated by moving these departments 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
<b>TOTAL REVENUE</b>	<b>\$11,790,746</b>	<b>\$12,229,361</b>	<b>\$12,140,263</b>	<b>\$12,471,919</b>	<b>\$12,872,274</b>

**Mission Statement for Legislative**

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

**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
<b>TOTAL EXPENDITURES</b>	<b>\$37,660</b>	<b>\$40,357</b>	<b>\$36,333</b>	<b>\$39,983</b>	<b>\$39,695</b>
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
<b>TOTAL FTEs</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>

### 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
<b>TOTAL EXPENDITURES</b>	<b>\$854,175</b>	<b>\$523,736</b>	<b>\$1,075,419</b>	<b>\$168,454</b>	<b>\$104,305</b>

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 provided by the City. The City Manager's Office creates and presents the City budget, administers policies established by the City Council, and has administrative oversight of all City 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		
<b>SUMMARY</b>					
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
<b>TOTAL EXPENDITURES</b>	<b>\$387,751</b>	<b>\$502,008</b>	<b>\$626,026</b>	<b>\$453,893</b>	<b>\$447,803</b>
<b>PERSONNEL SCHEDULE</b>					
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
<b>TOTAL FTEs</b>	<b>4.250</b>	<b>4.250</b>	<b>4.250</b>	<b>2.000</b>	<b>2.000</b>

## 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 3<sup>rd</sup> 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 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		
<b>SUMMARY</b>					
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
<b>TOTAL EXPENDITURES</b>	<b>\$158,665</b>	<b>\$148,629</b>	<b>\$129,695</b>	<b>\$281,656</b>	<b>\$281,656</b>
<b>PERSONNEL SCHEDULE</b>					
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
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>3.000</b>	<b>3.000</b>



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 - Finance Administration***

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 9<sup>th</sup> 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)
<b>TOTAL EXPENDITURES</b>	<b>\$423,848</b>	<b>\$421,201</b>	<b>\$386,217</b>	<b>\$456,955</b>	<b>\$453,433</b>
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
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

### **Mission Statement - Utility Customer Service**

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
<b>TOTAL EXPENDITURES</b>	<b>\$877,463</b>	<b>\$915,301</b>	<b>\$907,297</b>	<b>\$946,504</b>	<b>\$979,379</b>
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
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## Mission Statement – Human Resources

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

- ✓ 3<sup>rd</sup> 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 BISD 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.



**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
<b>TOTAL EXPENDITURES</b>	<b>\$201,505</b>	<b>\$223,626</b>	<b>\$214,691</b>	<b>\$228,707</b>	<b>\$224,567</b>

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
<b>TOTAL FTEs</b>	<b>1.625</b>	<b>1.750</b>	<b>1.750</b>	<b>1.750</b>	<b>1.750</b>

### **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**

- Personnel Costs reflects a 2.5% step increase
- 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
<b>TOTAL EXPENDITURES</b>	<b>\$312,653</b>	<b>\$426,382</b>	<b>\$407,251</b>	<b>\$413,458</b>	<b>\$421,725</b>
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
<b>TOTAL FTEs</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>



## 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
<b>TOTAL EXPENDITURES</b>	<b>\$127,785</b>	<b>\$173,712</b>	<b>\$167,037</b>	<b>\$202,253</b>	<b>\$198,253</b>
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
<b>TOTAL FTEs</b>	<b>2.631</b>	<b>2.581</b>	<b>2.581</b>	<b>2.331</b>	<b>2.331</b>

## 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 at 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
<b>TOTAL EXPENDITURES</b>	<b>\$134,611</b>	<b>\$180,438</b>	<b>\$159,827</b>	<b>\$167,550</b>	<b>\$167,550</b>
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
<b>TOTAL FTEs</b>	<b>0.767</b>	<b>0.742</b>	<b>0.742</b>	<b>1.000</b>	<b>1.000</b>

### **Mission Statement – Police Department**

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).

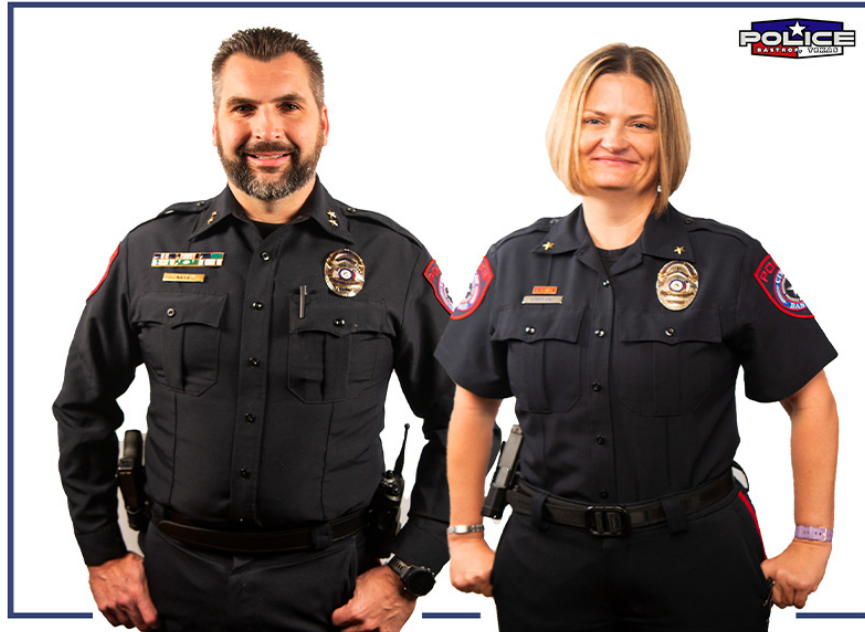
#### **Recent Accomplishments - FY 2020**

- ✓ 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.

**FY 2021 Fund Summary & Personnel Schedule**



**COFFEE WITH THE CHIEFS**



CLINT NAGY, CHIEF

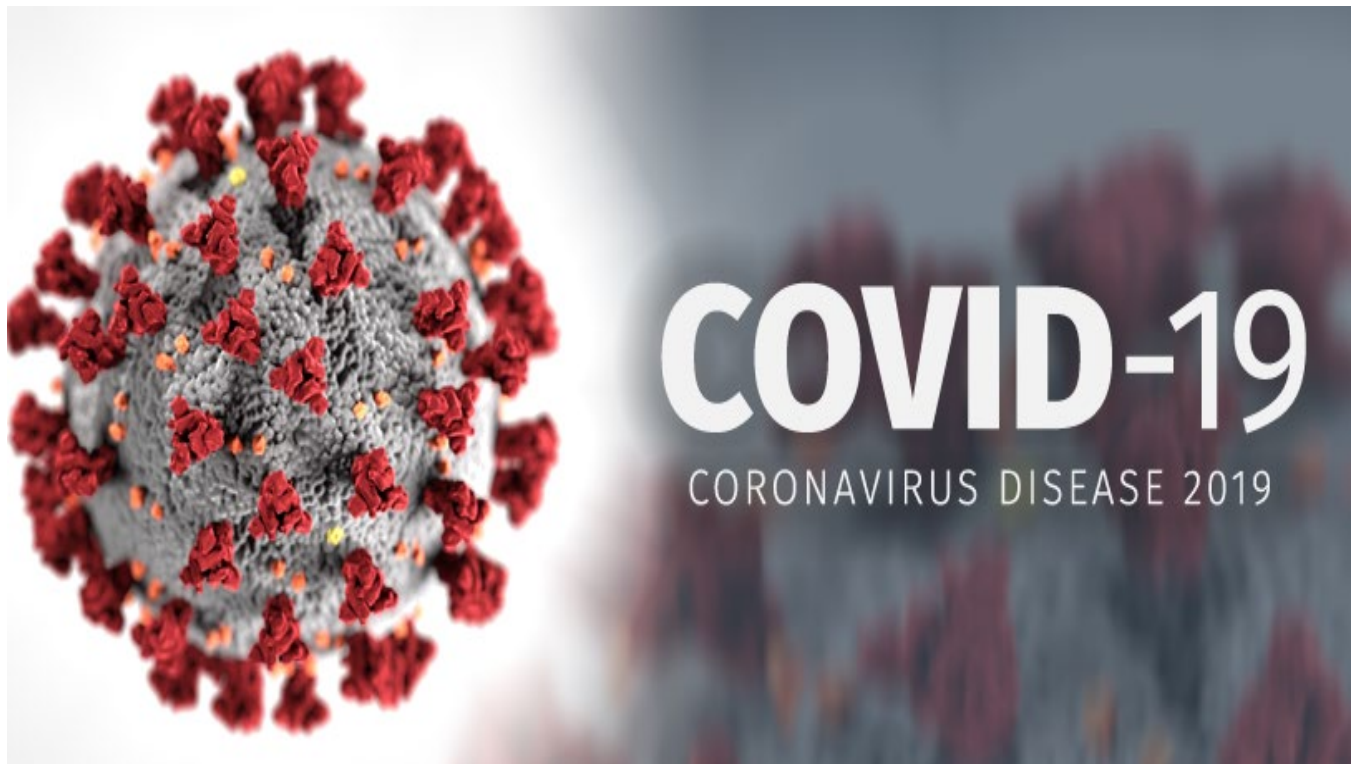
VICKY STEFFANIC, ASSISTANT CHIEF

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		10 ADMINISTRATION		
<b>SUMMARY</b>					
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
<b>TOTAL EXPENDITURES</b>	<b>\$1,036,967</b>	<b>\$1,074,076</b>	<b>\$966,091</b>	<b>\$1,050,635</b>	<b>\$1,050,240</b>
<b>PERSONNEL SCHEDULE</b>					
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
<b>TOTAL FTEs</b>	<b>6.000</b>	<b>5.650</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$73,257</b>	<b>\$102,701</b>	<b>\$80,471</b>	<b>\$95,206</b>	<b>\$92,401</b>
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
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

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

# COVID-19

CORONAVIRUS DISEASE 2019

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
<b>TOTAL EXPENDITURES</b>	<b>\$24,098</b>	<b>\$61,620</b>	<b>\$100,158</b>	<b>\$38,073</b>	<b>\$38,073</b>



**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
<b>TOTAL EXPENDITURES</b>	<b>\$273,569</b>	<b>\$311,800</b>	<b>\$294,133</b>	<b>\$300,775</b>	<b>\$299,775</b>
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
<b>TOTAL FTEs</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$1,643,086</b>	<b>\$1,735,245</b>	<b>\$1,734,872</b>	<b>\$1,763,650</b>	<b>\$1,827,170</b>
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
SERGEANT	5.000	5.000	5.000	5.000	5.000
<b>TOTAL FTEs</b>	<b>17.000</b>	<b>17.000</b>	<b>17.000</b>	<b>17.000</b>	<b>17.000</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$102,444</b>	<b>\$120,971</b>	<b>\$107,610</b>	<b>\$115,606</b>	<b>\$115,326</b>
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
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

### **Mission Statement – Fire Department**

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.

**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
<b>TOTAL EXPENDITURES</b>	<b>\$631,529</b>	<b>\$416,247</b>	<b>\$412,063</b>	<b>\$434,116</b>	<b>\$435,926</b>
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
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$409,830</b>	<b>\$351,290</b>	<b>\$493,818</b>	<b>\$494,653</b>
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
<b>TOTAL FTEs</b>	<b>6.300</b>	<b>8.400</b>	<b>8.400</b>	<b>6.000</b>	<b>6.000</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$34,000</b>	<b>\$34,440</b>	<b>\$52,842</b>	<b>\$52,917</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$343,238</b>	<b>\$336,853</b>	<b>\$321,295</b>	<b>\$337,901</b>	<b>\$338,516</b>
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	1.000	1.000	0.000	0.000
MC VOE CLERK	0.250	0.250	0.250	0.250	0.250
<b>TOTAL FTEs</b>	<b>4.250</b>	<b>4.250</b>	<b>4.250</b>	<b>3.250</b>	<b>3.250</b>



## 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 (B<sup>3</sup>) 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 (B<sup>3</sup>) 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.

## FY 2021 Fund Summary &amp; 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
<b>TOTAL EXPENDITURES</b>	<b>\$464,125</b>	<b>\$152,405</b>	<b>\$89,583</b>	<b>\$75,200</b>	<b>\$75,207</b>
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
<b>TOTAL FTEs</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$553,725</b>	<b>\$618,720</b>	<b>\$435,650</b>	<b>\$552,583</b>	<b>\$555,633</b>
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
<b>TOTAL FTEs</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>4.500</b>	<b>4.500</b>

**FY 2021 Fund Summary & Personnel Schedule**



**CITY OF BASTROP**

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
15 DEVELOPMENT SERVICES

**DIVISION**  
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
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$313,199</b>	<b>\$176,893</b>	<b>\$309,344</b>	<b>\$309,484</b>

**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
<b>TOTAL FTEs</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>

## **Mission Statement – Public Works**

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 1<sup>st</sup> 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.

**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
<b>TOTAL EXPENDITURES</b>	<b>\$435,833</b>	<b>\$428,247</b>	<b>\$421,901</b>	<b>\$650,081</b>	<b>\$633,691</b>
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
<b>TOTAL FTEs</b>	<b>1.875</b>	<b>2.875</b>	<b>2.875</b>	<b>3.400</b>	<b>3.400</b>

## 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
<b>TOTAL EXPENDITURES</b>	<b>\$748,024</b>	<b>\$773,614</b>	<b>\$667,731</b>	<b>\$911,359</b>	<b>\$903,209</b>
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
<b>TOTAL FTEs</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>12.000</b>	<b>12.000</b>

**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	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$878,477</b>	<b>\$906,469</b>	<b>\$792,030</b>	<b>\$738,840</b>	<b>\$725,605</b>
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
<b>TOTAL FTEs</b>	<b>12.060</b>	<b>12.060</b>	<b>12.060</b>	<b>9.185</b>	<b>9.185</b>



**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
<b>TOTAL EXPENDITURES</b>	<b>\$283,318</b>	<b>\$289,900</b>	<b>\$279,592</b>	<b>\$307,946</b>	<b>\$298,051</b>
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
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## **Mission Statement - Library**

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**

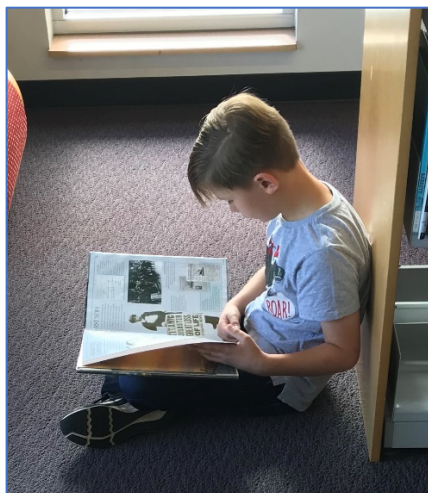
- Continue to provide access to a current and diverse collection of popular reading materials.
- Conduct a review of Library policies and procedures and update them to enhance the customer experience.
- Prepare an updated strategic five-year plan utilizing stakeholder feedback.

### **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.



**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
<b>TOTAL EXPENDITURES</b>	<b>\$660,539</b>	<b>\$741,267</b>	<b>\$709,612</b>	<b>\$746,117</b>	<b>\$755,537</b>
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
<b>TOTAL FTEs</b>	<b>9.950</b>	<b>9.950</b>	<b>9.950</b>	<b>10.000</b>	<b>10.000</b>



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### **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.

### **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 \$146,185.50 in this funding line item. The following are supported out of the line item:

- Funding requests \$125,898.50
- PHI Cares membership fee \$20,287

<b>CITY OF BASTROP COMMUNITY SUPPORT FUNDING REQUESTS FY2020-2021</b>				
<b>Organization</b>	<b>FY18-19 Approved Funding</b>	<b>FY19-20 Approved Funding</b>	<b>COMMUNITY SUPPORT FY2020-2021</b>	
			<b>FY20-21 REQUESTED FUNDING</b>	<b>FY20-21 PROPOSED FUNDING</b>
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
Community Action, Inc. of Central Texas	-	-	\$ 12,000.00	\$ 7,000.00
Court Appointed Special Advocate of Bastrop County	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00
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	-	-
<b>TOTAL</b>	<b>\$ 112,258.00</b>	<b>\$ 129,045.00</b>	<b>\$ 151,335.50</b>	<b>\$ 125,898.50</b>

### 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
<b>BEGINNING FUND BALANCE</b>	<b>\$ 4,264,411</b>	<b>\$ 4,308,148</b>	<b>\$ 3,959,859</b>	<b>\$ 3,959,859</b>	<b>\$ 3,555,535</b>	<b>\$ 3,275,735</b>
<b>REVENUES</b>						
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
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b>\$ 11,823,757</b>	<b>\$ 11,849,256</b>	<b>\$ 11,086,421</b>	<b>\$ 10,559,039</b>	<b>\$ 10,709,585</b>	<b>\$ 10,465,005</b>
<b>EXPENDITURES:</b>						
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	\$ 146,186	\$ 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
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 7,515,609</b>	<b>\$ 7,889,397</b>	<b>\$ 7,702,248</b>	<b>\$ 7,003,504</b>	<b>\$ 7,433,850</b>	<b>\$ 7,355,703</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 43,737</b>	<b>\$ (348,289)</b>	<b>\$ (575,686)</b>	<b>\$ (404,324)</b>	<b>\$ (279,800)</b>	<b>\$ (166,433)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,308,148</b>	<b>\$ 3,959,859</b>	<b>\$ 3,384,173</b>	<b>\$ 3,555,535</b>	<b>\$ 3,275,735</b>	<b>\$ 3,109,302</b>
<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
<b>TOTAL REVENUE</b>	<b>\$7,541,494</b>	<b>\$7,126,562</b>	<b>\$6,599,180</b>	<b>\$7,154,050</b>	<b>\$7,189,270</b>



### 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	\$146,186	\$146,500
COMMUNITY EVENT SUPPORT	\$0	\$0	\$0	\$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
<b>TOTAL EXPENDITURES</b>	<b>\$7,725,875</b>	<b>\$7,702,248</b>	<b>\$7,003,504</b>	<b>\$7,433,850</b>	<b>\$7,355,703</b>
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
<b>TOTAL FTEs</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>



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### **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
<b>BEGINNING BALANCE</b>	\$ 1,966,830	\$ 1,801,782	\$ 1,801,782	\$ 1,935,883	\$ 2,294,911
<b>REVENUES:</b>					
<b>WATER</b>					
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
<b>WATER TOTAL</b>	\$ 3,094,963	\$ 3,307,945	\$ 3,255,587	\$ 3,332,900	\$ 3,420,204
<b>WASTEWATER</b>					
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
<b>WASTEWATER TOTAL</b>	\$ 2,530,328	\$ 2,903,619	\$ 2,919,800	\$ 3,240,000	\$ 3,583,000
<b>TOTAL REVENUES</b>	\$ 5,625,291	\$ 6,211,564	\$ 6,175,387	\$ 6,572,900	\$ 7,003,204
Proceeds from Bond Sale	\$ -	\$ -	\$ 21,000,000	\$ -	\$ -
<b>TOTAL RESOURCES</b>	\$ 7,592,121	\$ 8,013,346	\$ 28,977,169	\$ 8,508,783	\$ 9,298,115
<b>EXPENDITURES:</b>					
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
<b>TOTAL OPERATING EXPENDITURES</b>	\$ 5,673,339	\$ 5,267,239	\$ 5,141,286	\$ 6,213,872	\$ 6,815,717
<b>NET INCOME (LOSS)</b>	\$ (48,048)	\$ 944,325	\$ 1,034,101	\$ 359,028	\$ 187,487
<b>ENDING FUND BALANCE</b>	\$ 1,918,782	\$ 2,746,107	\$ 23,835,883	\$ 2,294,911	\$ 2,482,398
<b>TRANSFERS OUT</b>					
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	\$ -	\$ -
<b>TOTAL TRANSFERS OUT</b>	\$ 117,000	\$ 907,500	\$ 21,900,000	\$ -	\$ -
<b>ENDING FUND BAL AFTER TRANSFERS</b>	\$ 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
<b>TOTAL REVENUE</b>	<b>\$5,625,291</b>	<b>\$6,211,564</b>	<b>\$27,175,387</b>	<b>\$6,572,900</b>	<b>\$7,003,204</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$5,095,522</b>	<b>\$3,600,611</b>	<b>\$24,626,535</b>	<b>\$3,521,837</b>	<b>\$3,708,197</b>

## FY 2021 Fund Summary &amp; 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
<b>TOTAL EXPENDITURES</b>	<b>\$799,771</b>	<b>\$815,815</b>	<b>\$700,663</b>	<b>\$726,572</b>	<b>\$972,937</b>
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
<b>TOTAL FTEs</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>



## FY 2021 Fund Summary &amp; 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
<b>TOTAL EXPENDITURES</b>	<b>\$968,885</b>	<b>\$971,774</b>	<b>\$894,163</b>	<b>\$1,005,587</b>	<b>\$1,077,312</b>
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
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## FY 2021 Fund Summary &amp; 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
<b>TOTAL EXPENDITURES</b>	<b>\$759,273</b>	<b>\$786,539</b>	<b>\$819,925</b>	<b>\$959,876</b>	<b>\$1,057,271</b>
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
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## FY 2021 Fund Summary &amp; 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
<b>TOTAL REVENUE</b>	<b>\$177,974</b>	<b>\$3,070,000</b>	<b>\$3,451,011</b>	<b>\$130,000</b>	<b>\$130,000</b>
CAPITAL OUTLAY	\$1,233,498	\$2,300,400	\$2,762,070	\$200,000	\$200,000
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL WATER EXPENDITURES</b>	<b>\$1,233,498</b>	<b>\$2,300,400</b>	<b>\$2,762,070</b>	<b>\$200,000</b>	<b>\$200,000</b>
CONTRACTUAL SERVICES	\$0	\$0	\$21,616	\$0	\$0
CAPITAL OUTLAY	\$169,292	\$1,850,000	\$1,853,171	\$0	\$0
<b>TOTAL WASTEWATER EXPENDITURES</b>	<b>\$169,292</b>	<b>\$1,850,000</b>	<b>\$1,874,787</b>	<b>\$0</b>	<b>\$0</b>

**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
<b>TOTAL REVENUE</b>	<b>\$434,002</b>	<b>\$420,850</b>	<b>\$1,075,681</b>	<b>\$907,250</b>	<b>\$907,250</b>
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
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$1,208,113</b>	<b>\$407,284</b>	<b>\$432,500</b>	<b>\$275,250</b>	<b>\$275,250</b>
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
<b>TOTAL WASTEWATER CIP EXPENDITURES</b>	<b>\$430,654</b>	<b>\$325,407</b>	<b>\$618,820</b>	<b>\$635,000</b>	<b>\$635,000</b>

**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.

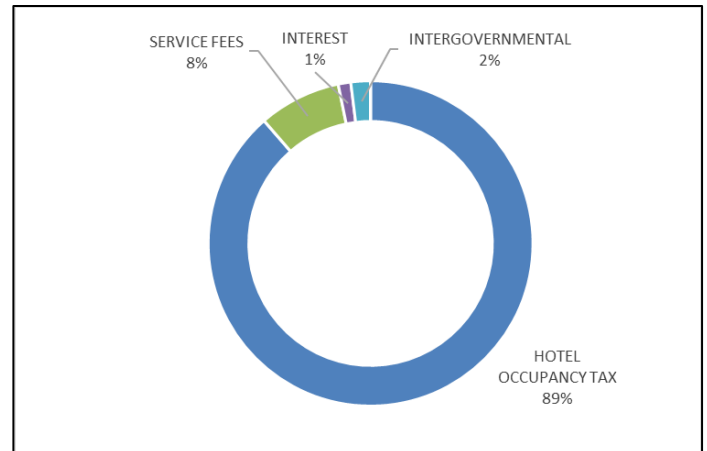
**Revenue Assumptions**

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
<b>BEGINNING FUND BALANCES</b>	\$ 3,606,721	\$ 3,797,361	\$ 3,849,732	\$ 3,157,252	\$ 2,971,159
<b>REVENUES:</b>					
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	-	-	-	-
<b>TOTAL REVENUES</b>	3,266,092	3,235,062	2,245,823	2,533,212	3,179,312
<b>OTHER SOURCES</b>					
Interfund Transfers - General Fund	206,554	238,994	238,994	-	-
Interfund Transfers - Electric Fund	220,000	222,500	222,500	-	-
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	3,692,646	3,696,556	2,707,317	2,533,212	3,179,312
<b>TOTAL AVAILABLE RESOURCES</b>	\$ 7,299,367	\$ 7,493,917	\$ 6,557,049	\$ 5,690,464	\$ 6,150,471
<b>EXPENDITURES:</b>					
ORGANIZATIONAL	1,486,615	1,970,119	1,536,245	1,139,424	1,645,198
CONVENTION CENTER	652,704	761,506	555,270	647,109	660,722
MAIN STREET PROGRAM	470,566	471,642	437,352	262,352	264,860
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	-	-	-	-
<b>TOTAL EXPENDITURES</b>	2,933,449	3,682,149	2,885,381	2,173,617	2,695,512
<b>OTHER USES</b>					
TRANSFER TO INNOVATION FUND		7,500	-		
DEBT SERVICE TRANSFER	516,186	514,416	514,416	545,688	545,702
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	3,449,635	4,204,065	3,399,797	2,719,305	3,241,214
<b>BAIPP - RESTRICTED FB - LT PROJECTS</b>	60,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
<b>ENDING UNRESTRICTED FUND BALANCES</b>	\$ 3,789,732	\$ 3,209,852	\$ 3,077,252	\$ 2,891,159	\$ 2,829,257
<i>Fund balance Policy Amount</i>	\$ 2,615,171	\$ 3,289,853	\$ 2,690,710	\$ 2,475,493	\$ 2,922,402

**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
<b>TOTAL REVENUE</b>	<b>\$3,692,655</b>	<b>\$3,696,556</b>	<b>\$2,707,317</b>	<b>\$2,533,212</b>	<b>\$3,179,312</b>

### 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 \$842,517 and includes an estimated FY2020 overpayment credit of \$91,839.

### 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	\$1,112,189	\$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
<b>TOTAL EXPENDITURES</b>	<b>\$2,002,801</b>	<b>\$2,492,035</b>	<b>\$2,050,661</b>	<b>\$1,685,112</b>	<b>\$2,190,900</b>

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
<b>TOTAL FTEs</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.150</b>	<b>0.150</b>



## ***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, tradeshow, 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
<b>TOTAL EXPENDITURES</b>	<b>\$652,712</b>	<b>\$761,506</b>	<b>\$555,270</b>	<b>\$617,819</b>	<b>\$631,432</b>
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
<b>TOTAL FTEs</b>	<b>4.833</b>	<b>4.908</b>	<b>4.908</b>	<b>4.000</b>	<b>4.000</b>

## **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, the FY2021 budget is a decrease of \$196,782 or 42% over FY2020.

**FY 2021 Fund Summary & Personnel Schedule**



<b>FUND</b>	<b>CITY OF BASTROP</b>			<b>DIVISION</b>	
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	\$105,050	\$105,050
CONTINGENCY	\$3,789	\$37,000	\$27,000	\$35,000	\$25,000
<b>TOTAL EXPENDITURES</b>	<b>\$470,571</b>	<b>\$471,642</b>	<b>\$437,352</b>	<b>\$274,860</b>	<b>\$264,860</b>

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
<b>TOTAL FTEs</b>	<b>2.250</b>	<b>1.600</b>	<b>1.600</b>	<b>1.000</b>	<b>1.000</b>

### **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.



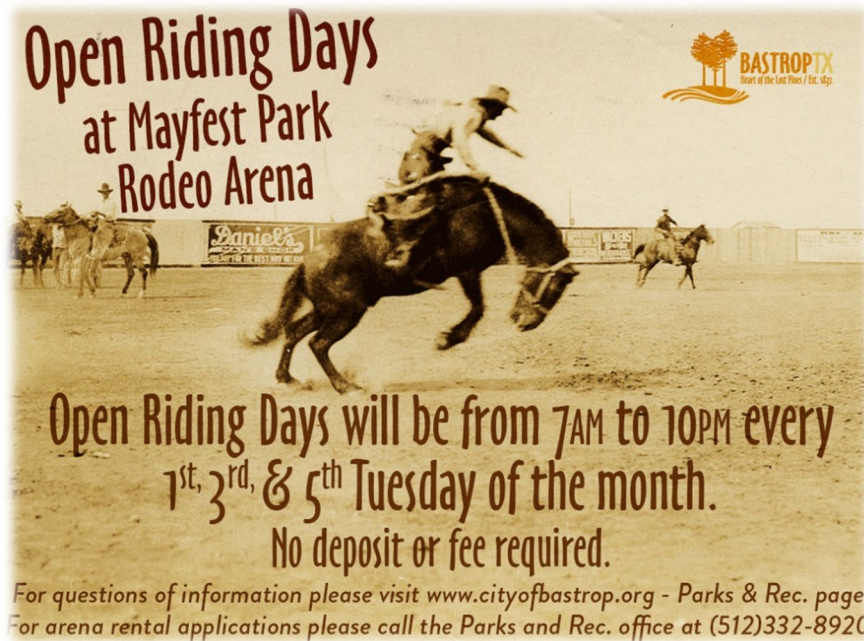
<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
<b>501 HOTEL TAX FUND</b>	<b>86 BASTROP ART IN PUBLIC PLACES</b>		<b>00 NON-PROGRAM</b>		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2019</b>	<b>BUDGET 2020</b>	<b>ESTIMATE 2020</b>	<b>PROPOSED 2021</b>	<b>PLANNING 2022</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$57,982</b>	<b>\$124,732</b>	<b>\$29,650</b>	<b>\$124,732</b>	<b>\$124,732</b>

**FY 2021 Fund Summary**

**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
<b>TOTAL EXPENDITURES</b>	<b>\$3,186</b>	<b>\$0</b>	<b>\$2,800</b>	<b>\$2,900</b>	<b>\$2,900</b>

## 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.

<b>Calculation of Legal Debt Margin October 1, 2020</b>	
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.

<b>Total Outstanding Debt as of October 1, 2020</b>			
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
<b>TOTAL ALL</b>	<b>\$60,470,000</b>	<b>\$20,509,214</b>	<b>\$80,979,214</b>



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
<b>TOTAL ALL</b>	<b>\$60,470,000</b>	<b>\$20,509,214</b>	<b>\$ 80,979,214</b>

### 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
<b>TOTAL REVENUE</b>	<b>\$2,412,176</b>	<b>\$2,787,826</b>	<b>\$2,641,866</b>	<b>\$2,863,181</b>	<b>\$2,924,533</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$2,469,060</b>	<b>\$2,752,618</b>	<b>\$2,737,701</b>	<b>\$2,997,157</b>	<b>\$2,965,653</b>

**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
<b>TOTAL REVENUE</b>	<b>\$3,195,409</b>	<b>\$1,900,885</b>	<b>\$3,158,113</b>	<b>\$2,956,026</b>	<b>\$3,162,493</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$1,441,891</b>	<b>\$3,870,887</b>	<b>\$3,535,206</b>	<b>\$2,174,352</b>	<b>\$2,477,820</b>

**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
<b>TOTAL REVENUE</b>	<b>\$30,153</b>	<b>\$26,644</b>	<b>\$27,810</b>	<b>\$0</b>	<b>\$0</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$126,627</b>	<b>\$1,189,407</b>	<b>\$929,400</b>	<b>\$319,055</b>	<b>\$0</b>

### 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

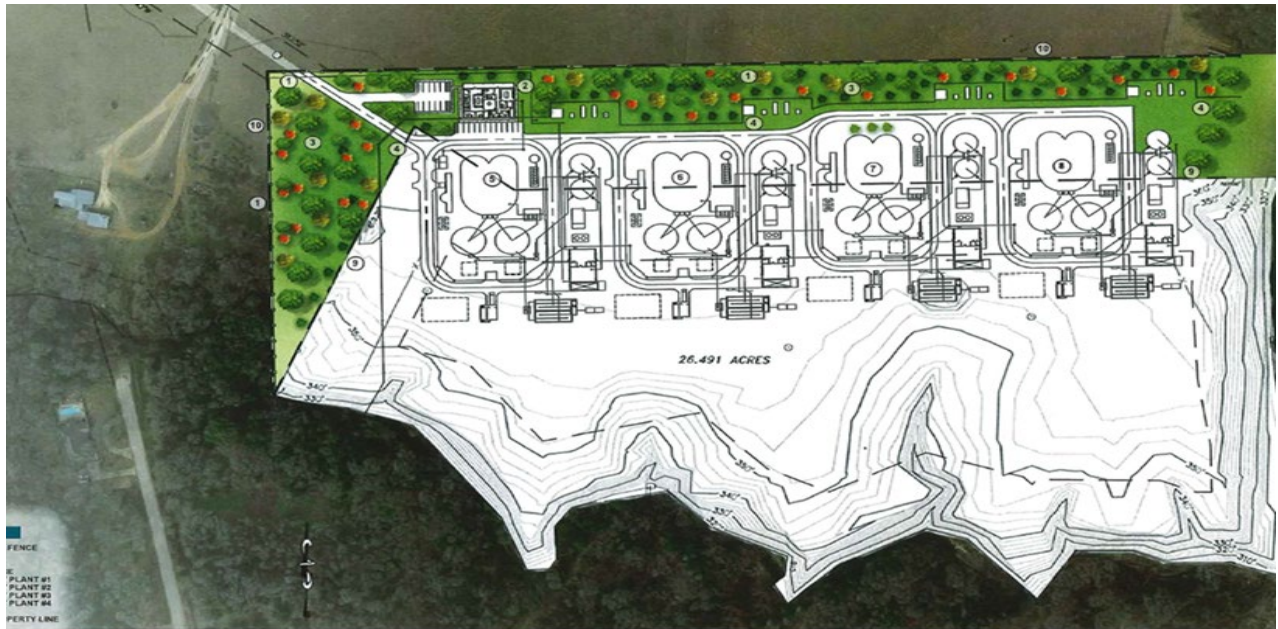
CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
726 CO 2018 SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$85,488	\$50,000	\$50,000	\$3,000	\$0
<b>TOTAL REVENUE</b>	<b>\$85,488</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$3,000</b>	<b>\$0</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$1,300,992</b>	<b>\$3,175,697</b>	<b>\$1,685,095</b>	<b>\$1,858,388</b>	<b>\$0</b>

**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



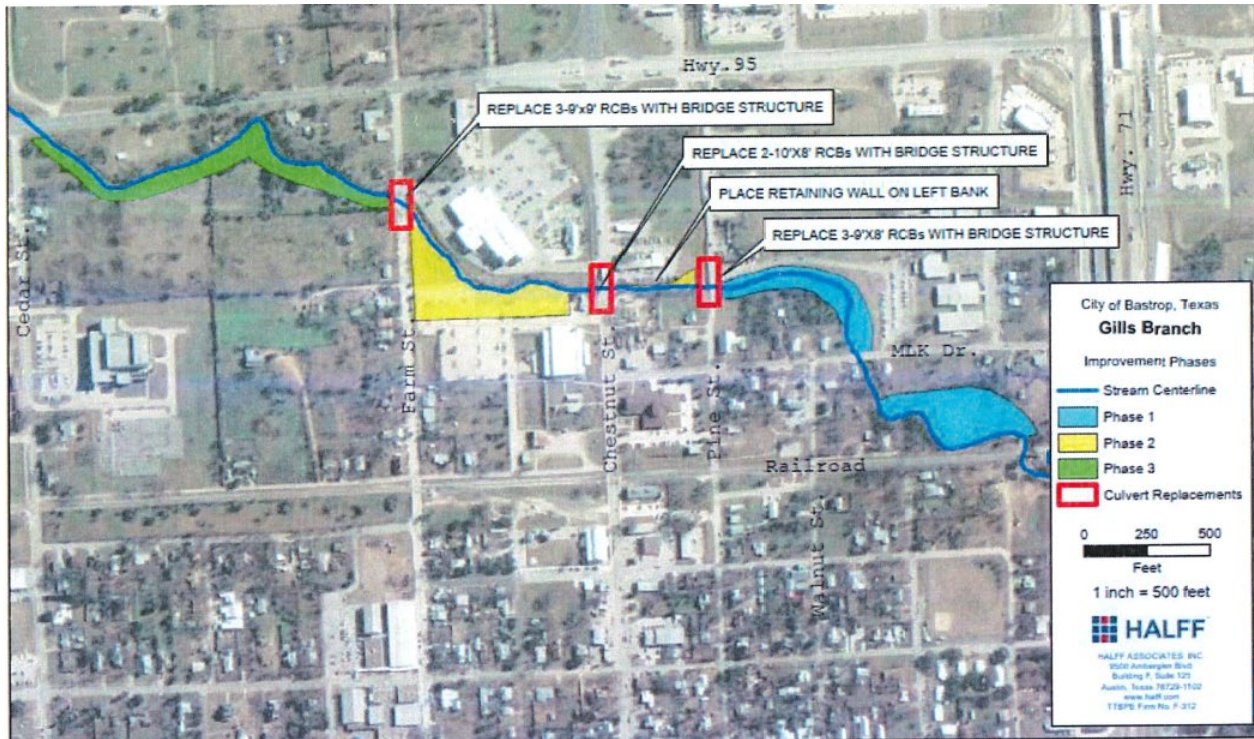
**FY 2021 Fund Summary**

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
<b>TOTAL REVENUE</b>	<b>\$1,929,034</b>	<b>\$8,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>
CONTRACTUAL SERVICES	\$38,884	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$1,045,802	\$57,185	\$852,347	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,084,686</b>	<b>\$57,185</b>	<b>\$852,347</b>	<b>\$0</b>	<b>\$0</b>

**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 Halff & 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
<b>TOTAL REVENUE</b>	<b>\$465,000</b>	<b>\$465,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>
OTHER CHARGES	\$23,330	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$465,000	\$446,670	\$0	\$0
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$23,330</b>	<b>\$465,000</b>	<b>\$446,670</b>	<b>\$0</b>	<b>\$0</b>

**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
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$2,800,000</b>	<b>\$2,869,075</b>	<b>\$0</b>	<b>\$0</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$2,800,000</b>	<b>\$2,854,043</b>	<b>\$15,032</b>	<b>\$0</b>



**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
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,010,000</b>	<b>\$100,000</b>	<b>\$0</b>
CAPITAL OUTLAY	\$0	\$0	\$0	\$3,130,000	\$0
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,130,000</b>	<b>\$0</b>
CAPITAL OUTLAY	\$0	\$0	\$0	\$17,980,000	\$0
<b>TOTAL WASTEWATER EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,980,000</b>	<b>\$0</b>

**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	
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,002,793</b>	<b>\$0</b>	
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$285,000	\$0	
CAPITAL OUTLAY	\$0	\$0	\$0	\$717,793	\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,002,793</b>	<b>\$0</b>	

**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
<b>TOTAL REVENUE</b>	<b>\$2,811,196</b>	<b>\$4,213,800</b>	<b>\$4,058,800</b>	<b>\$3,953,570</b>	<b>\$2,857,370</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$3,312,527</b>	<b>\$5,243,898</b>	<b>\$5,226,848</b>	<b>\$5,131,091</b>	<b>\$2,698,378</b>
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
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>5.000</b>	<b>5.000</b>	<b>4.000</b>	<b>4.000</b>

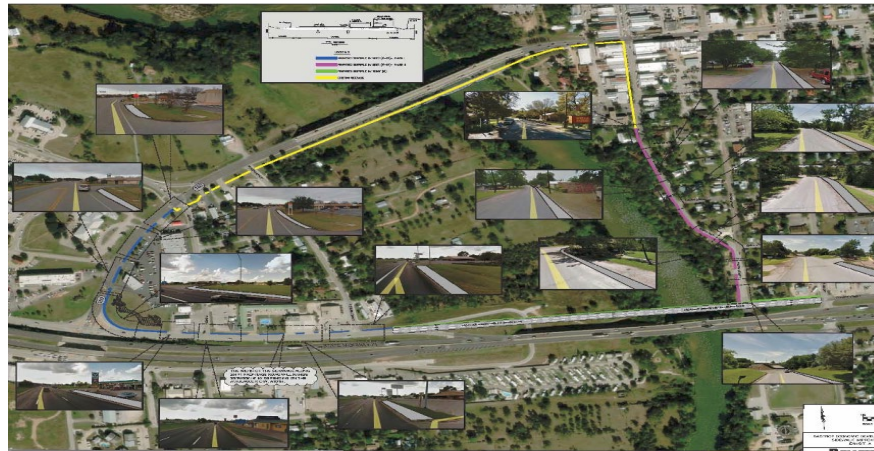
**Fund Description**

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.

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	\$500,233
Total Revenue	\$150,000
Total Expenditures	\$293,668
Ending Fund Balance FY2021	\$356,565

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
<b>TOTAL REVENUE</b>	<b>\$542,216</b>	<b>\$77,000</b>	<b>\$575,137</b>	<b>\$150,000</b>	<b>\$0</b>
SUPPLIES AND MATERIALS	\$25,185	\$0	\$62,579	\$0	\$65,000
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	\$596,956	\$150,000	\$0
DEBT SERVICE	\$42,002	\$143,668	\$143,668	\$143,668	\$143,668
TRANSFERS OUT	\$376,504	\$198,991	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,667,953</b>	<b>\$976,059</b>	<b>\$841,152</b>	<b>\$293,668</b>	<b>\$208,668</b>

**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), Police Seizure, and Police 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.**



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
<b>TOTAL REVENUE</b>	<b>\$67,997</b>	<b>\$59,710</b>	<b>\$69,672</b>	<b>\$63,583</b>	<b>\$64,183</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$78,356</b>	<b>\$471,950</b>	<b>\$10,000</b>	<b>\$481,000</b>	<b>\$41,000</b>

### 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%.



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
<b>TOTAL REVENUE</b>	<b>\$84,718</b>	<b>\$101,550</b>	<b>\$78,950</b>	<b>\$85,750</b>	<b>\$86,700</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$194,778</b>	<b>\$113,729</b>	<b>\$105,922</b>	<b>\$79,803</b>	<b>\$80,339</b>
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
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

**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.



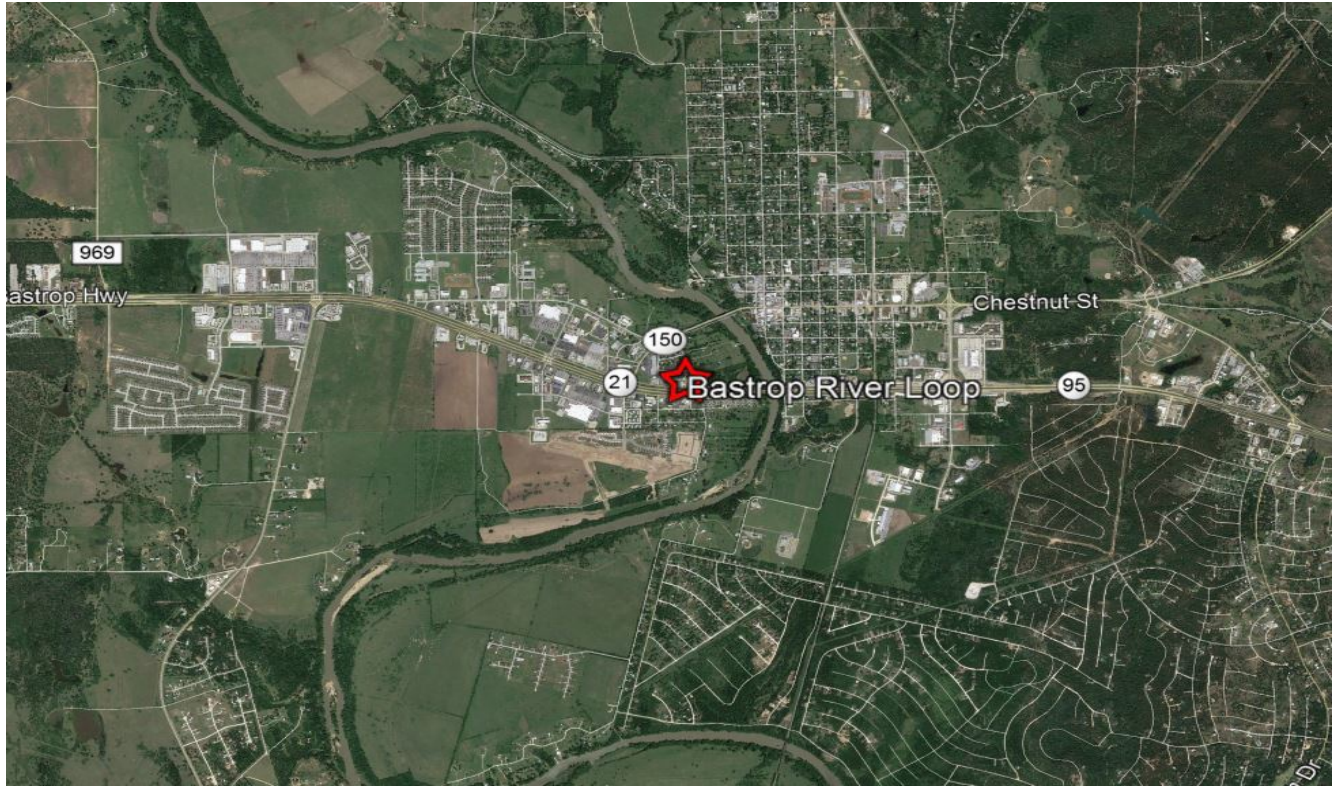
CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
526 FAIRVIEW CEMETERY-PERMAN	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$4,187	\$4,700	\$1,000	\$3,000	\$3,000
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$20,000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



### 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.

The only 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.



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
INTEREST INCOME	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL	\$284,631	\$745,000	\$1,202,228	\$605,200	\$0
MISCELLANEOUS INCOME	\$0	\$2,118,125	\$0	\$0	\$0
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$284,631</b>	<b>\$2,863,125</b>	<b>\$1,202,228</b>	<b>\$605,200</b>	<b>\$0</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$9,377	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$275,255	\$2,863,125	\$1,202,228	\$605,200	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$284,632</b>	<b>\$2,863,125</b>	<b>\$1,202,228</b>	<b>\$605,200</b>	<b>\$0</b>

### 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
<b>TOTAL REVENUE</b>	<b>\$582,052</b>	<b>\$625,403</b>	<b>\$3,007,425</b>	<b>\$513,031</b>	<b>\$513,031</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$97,242</b>	<b>\$1,036,148</b>	<b>\$3,408,188</b>	<b>\$480,025</b>	<b>\$480,030</b>

**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
<b>TOTAL REVENUE</b>	<b>\$30,427</b>	<b>\$20,550</b>	<b>\$30,500</b>	<b>\$20,600</b>	<b>\$20,600</b>
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
<b>505-00-00 TOTAL</b>	<b>\$16,436</b>	<b>\$23,453</b>	<b>\$10,400</b>	<b>\$23,450</b>	<b>\$23,450</b>

**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. The FY 2020 project is the Skate Park at Fisherman’s Park.



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
<b>TOTAL REVENUE</b>	<b>\$22,990</b>	<b>\$1,000</b>	<b>(\$15,402)</b>	<b>\$1,865</b>	<b>\$1,365</b>
CAPITAL OUTLAY	\$0	\$100,000	\$56,000	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$56,000</b>	<b>\$0</b>	<b>\$0</b>

### 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)

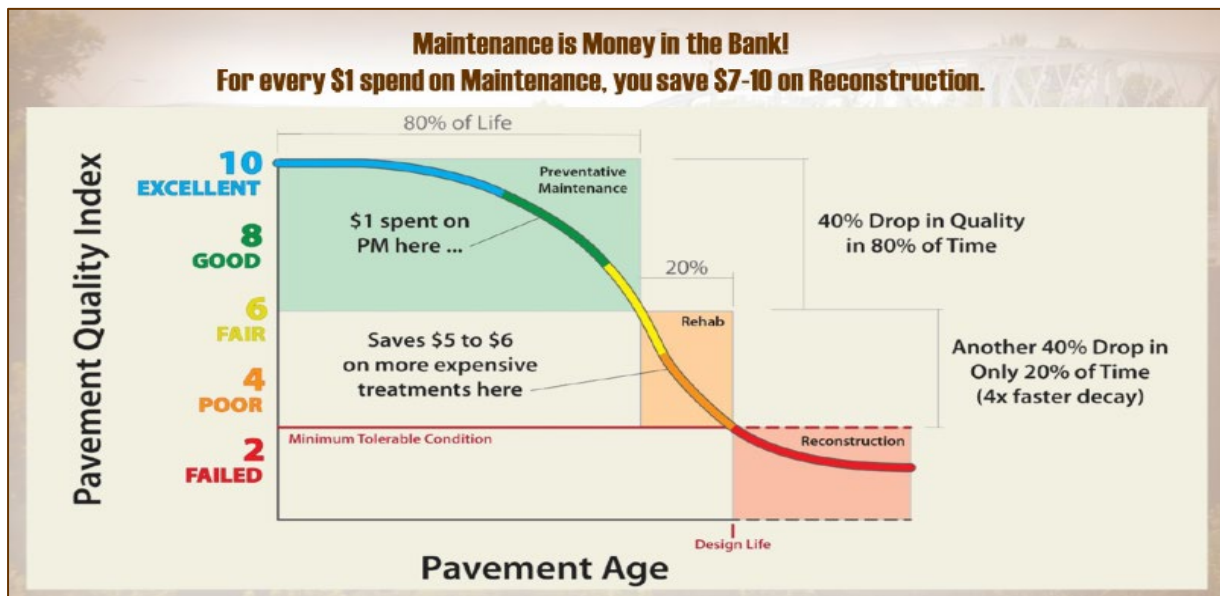


CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
380 VEHICLE AND EQUIP REPL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHARGES FOR SERVICES	\$311,568	\$371,192	\$311,563	\$371,192	\$371,192
INTEREST INCOME	\$33,439	\$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
<b>TOTAL REVENUE</b>	<b>\$602,261</b>	<b>\$461,692</b>	<b>\$586,063</b>	<b>\$452,192</b>	<b>\$452,192</b>
CAPITAL OUTLAY	\$323,971	\$356,500	\$320,112	\$241,800	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$323,971</b>	<b>\$356,500</b>	<b>\$320,112</b>	<b>\$241,800</b>	<b>\$0</b>

## 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 seat 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
<b>TOTAL REVENUE</b>	<b>\$1,124,827</b>	<b>\$164,000</b>	<b>\$253,000</b>	<b>\$1,024,000</b>	<b>\$0</b>
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
<b>TOTAL EXPENDITURES</b>	<b>\$87,471</b>	<b>\$1,183,945</b>	<b>\$1,265,577</b>	<b>\$1,020,654</b>	<b>\$0</b>



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<b>Position</b>	<b>Department</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Proposed</b>
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

<b>Position</b>	<b>Department</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Proposed</b>
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
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

<b>Position</b>	<b>Department</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Proposed</b>
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
W/WW Systems Technician	Water/Wastewater	6.000	6.000	6.000
W/WW Systems Technician Crew Leader	Water/Wastewater	1.000	1.000	1.000
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
W/WW Plant Operator C	Water/Wastewater	2.000	2.000	2.000
W/WW Plant Operator	Water/Wastewater	1.000	1.000	1.000
W/WW Superintendent/Production	Water/Wastewater	0.500	0.500	0.500
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
W/WW Plant Operator B	Water/Wastewater	1.000	1.000	1.000
W/WW Plant Operator C	Water/Wastewater	1.000	1.000	1.000
W/WW Plant Operator	Water/Wastewater	1.000	1.000	1.000
W/WW 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><b>Position</b></i>	<i><b>Department</b></i>	<i><b>FY 2019 Actual</b></i>	<i><b>FY 2020 Actual</b></i>	<i><b>FY 2021 Proposed</b></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
<b>Total Authorized Positions</b>		<b>144.841</b>	<b>148.266</b>	<b>142.166</b>