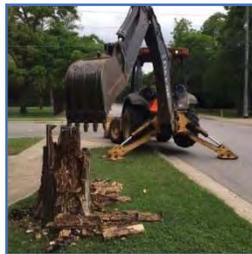




# FY 2018 -19 Budget



# CITY OF BASTROP, TEXAS

## Annual Operating Budget Fiscal Year 2018-2019

### City Council Record Vote

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

William Ennis-Yea  
Deborah Jones-Yea  
Lyle Nelson, Mayor Pro-Tem-Yea  
Willie Peterson- Absent  
Drusilla Rogers-Yea

*“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$247,517, which is a 4.8% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$127,981”.*

<b>TAX RATE</b>					
Fiscal Year	Property Tax Rate	Effective Tax Rate	Effective M&O Tax Rate	Rollback Tax Rate	Debt Rate
2018-2019	0.5640	0.5534	0.3575	0.5809	0.1949
2017-2018	0.5640	0.5383	0.3643	0.5733	0.1997

The total amount of municipal debt obligation secured by property taxes for the City of Bastrop is \$46,582,212.



Morning Mist on the Colorado River



# Introduction

## Introduction

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- City Council ..... 5
- Executive Team ..... 6
- Table of Contents..... 7
- User's Guide to the Budget ..... 9



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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“

**The mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life to achieve our vision.**

”



# **Mission Statement**

# City Council

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



Mayor  
Connie Schroeder

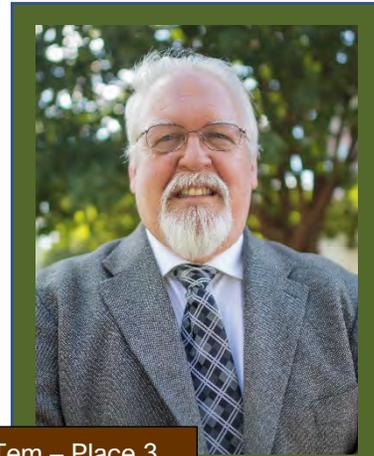
Council Member – Place 2  
Drusilla Rogers



Council Member – Place 1  
Bill Peterson



Mayor Pro Tem – Place 3  
Lyle Nelson



Council Member – Place 4  
Bill Ennis



Council Member – Place 5  
Deborah Jones



# Executive Team



Lynda Humble  
City Manager



James Altgelt  
Director of Public Safety &  
Police Chief



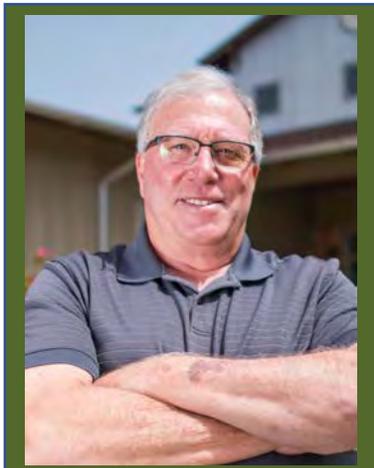
Tanya Cantrell  
Director of Human  
Resources



Trey Job  
Managing Director of Public  
Works & Leisure Services



Sarah O'Brien  
Director of Hospitality &  
Downtown



Jerry Palady  
Director of Engineering &  
Development



Tracy Waldron  
Chief Financial Officer

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# USERS GUIDE TO THE BUDGET



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

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

The **STRATEGIC VISION** section gives an overview of the City's long-range strategic plan by providing an overview of Comprehensive Plan accomplishments, FY 2018 Achievements, and the Organizational FY 2019 Workplan as well as our Budget calendar.

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

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

Funds such as **BP&L, HOTEL OCCUPANCY TAX, INNOVATION FUND, STREET MAINTENANCE FUND,**

**WATER/WASTEWATER FUND AND OTHER FUNDS** are specific revenue funds and/or proprietary funds. Each fund provides details on its purpose, and provides a brief summary highlighting the FY 2019 priorities.

The **CAPITAL PROJECTS** section provides information about the upcoming capital improvement program (CIP), including five year capital improvement plans for all utility and general capital improvements.

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

The **STATISTICAL** section includes various miscellaneous data, as well as, graphs illustrating the historical property tax revenue and related information.

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

An **ACRONYMS/GLOSSARY** section is included to provide definitions of budget terminology along with a listing of acronyms used throughout the budget.



# Overview

## Overview

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**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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October 1, 2018

Honorable Mayor & Council Members  
City of Bastrop, Texas

RE: Adopted FY 2019 & Planning FY 2020 Budget

I am pleased to present the City of Bastrop Annual Budget for Fiscal Year 2019. This document serves as the conduit for funding required for all programs, services, and projects to be delivered in FY 2019 by the City of Bastrop, whether it is through personnel, equipment, professional services, or community support.

**FY 2018 Year in Review**

I want to highlight some of the accomplishments of FY 2018. What a great year FY 2018 has been for the City of Bastrop! There has been significant progress in the City, both in the community and operationally within the City organization.

**Transportation, Infrastructure, and Utilities**

**Completion of SH 71 & SH 95 Overpass** was completed this year, which has had a very positive impact on traffic movement through Bastrop. Its completion is a positive first -step in helping to manage traffic congestion over the next few years, as TxDOT continues improvements on SH 71 including the construction of new main lanes and new service roads across the Colorado River.

**Construction of Agnes Road Extension** has started between SH 304 at Home Depot Way to the end of the Seton property. BEDC has funded this \$1.2 million extension, which is anticipated to be complete by early 2019. This construction is already having a positive impact on development beyond the Seton Hospital project.

**16” Water Line across the Colorado River** is 95% complete. This water line is a critical connection to connect all three (3) waters zones in the City’s water utility system.

**Childers Rehabilitation Project** was completed by Public Works. Staff completed drainage work in addition to rehabilitating the road surface. This project was completed in early August.

**Gills Branch Clean-Up** is now routinely cleaned up in the Spring in preparation of the Spring and Fall rainy seasons



Picture: SH 71/95 Interchange under construction

## Parks Infrastructure & Facilities

### Construction began on Delgado Park – Phase 1.

Phase I of the park includes a playscape, a shade structure, lighting, a restroom, and a parking lot. The parking lot is anticipated to start construction in early September and be completed by fiscal year-end.

**Downtown Trail Expansion** and **State Park Trail** are both currently under design. Downtown Trail Expansion will create a loop around the Colorado River and is completely funded. The State Park Trail will create a 1.0-mile trail connecting Bastrop State Park to Chestnut at SH 95.

**Bastrop Activity Center - Emergency Management Shelter** was constructed at 1209 Linden Street with a \$1,590,000 grant. This shelter will provide shelter for 50 people during an emergency. When the shelter is not in operation, the Bastrop Senior Center will operate in this facility and will help in operating the shelter, when activated.

## Economic and Community Development

The City of Bastrop experienced a 5.3% increase in net taxable value in FY 2019 over FY 2018. There are numerous projects that were completed and/or started construction in FY 2018 that will continue this level of growth for several more years. The City issued 135 new construction permits in FY 2018. Of those permits, 56% were residential and 44% were new construction.

**Seton Hospital** has started construction on a 40,000 square foot medical facility that will include an emergency room, imaging services, at least eight (8) in-patient beds, 12 treatment rooms and medical office space that will offer patients primary and specialty care services. This project also includes \$900,000 in public infrastructure including the installation of a public lift station, wastewater improvements, and potable water improvements.

## FY 2018 Operational Review

At this year's Cabinet Retreat, we spent time visiting the recent past, reflecting on where we are today, and planning for tomorrow. We all agreed that we have had a **TREMENDOUS** year! We believe we have created a "Culture of Achievement." To put this statement into context, there are 135.6 employees that take care of City operations on a daily basis, then complete work plan items, AND address the "unknown" items/issues that come our way daily that you cannot anticipate.



Picture: Delgado Park under construction

**Christmas Lighting on Main Street** was nothing short of SPECTACULAR this year! Mother Nature cooperated a blessed us with an extremely short snow event that only added to its beauty!

**The Preserve at Hunters Crossing** will construct 140 units of workforce housing and **The Villages at Hunter Crossing** will construct 182 units. Both multi-family developments will be completed in 2019.

**Pecan Park Development** continues to develop new sections for addition home construction. Residential Homes are being built by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. **Piney Creek Bend** is a 244-lot development by KB Homes. Phase 1 is currently under construction. New home construction should start in 2019.

**Burger King, Denny's, Harbor Freight, and CiCi's Pizza** are national chain stores that opened facilities in Bastrop. There were numerous small business entrepreneurs that opened their businesses in Bastrop this year.

To punctuate their achievements in FY 2018, outlined below is a short summary, not intended to be all inclusive, but to provide some perspective on the diversity of items handled on a daily basis:

<b>Short Summary of FY 2018 Daily Workload Indicators</b>		
Toilets continued to flow	Processed 378 job applications.	Sold 69 cemetery plots.
Water continued to run	Conducted 35 interviews.	Filed 45 cemetery plot deeds.
Process 1,043 Cases (CID)	Posted 43 Council Agendas.	Performed 114 bank reconciliations.
Investigated 773 accidents. (Police)	Televised 41 Council Meetings plus BEDC and P&Z meetings.	Processed 6 projects with FEMA for Hurricane Harvey.
Answered 543 animal control calls.	Prepared staff reports and presentations for 100+ resolutions and 18+ ordinances.	Processed 552 journal entries.
Answered 669 code enforcement calls	Opened 1,194 new utility accounts.	Processed 42,393 payments, of which 26,514 were by hand.
Responded to 5,487 dispatched calls for service. (Police)	Created 2,089 utility work orders	Issued 916 permits totaling \$507,000 in revenue.
Initiated 4,175 self-initiated calls for service. (Police)	Filed 13 insurance claims.	Worked over 2,150 hours of permitted and non-permitted special events.
Received 142 pounds of drugs in the Drug Take-Back program.	Prepared 20 financial reports.	Cleaned 11 facilities, 115,000 sq.ft., on a routine basis.
Conducted 1,359 hours in emergency management training organization-wide.	Processed 100 new vendors.	Answered countless emails.
Responded to 414 Fire calls.	Processed 3,348 payments.	Answered countless telephone calls.
Circulated 145,827 Library items.	Welcomed 115,461 visitors to Library.	Served 14,349 attendees at library programs and activities.
Processed 964 I.T. Help Desk Tickets.	Processed 26 payrolls with average of 162 employees each.	Assisted countless citizens and visitors.
Held May Election.	Held quarterly meetings with employees.	Received less than 25 Workers Compensation claims with less than 5 loss time claims.
Hosted 12 Farm Street Opry's.	Hosted Red White & You Dance	Processed 1800 IVR payments in utility billing.

The City Council adopted nine (9) focus areas to provide structure around how organizational resources should be allocated to achieve their Vision. A Five (5) Year Operational Workplan was created in September 2017 and built around these nine (9) areas. This FY2018 – FY 2022 Work Plan contains 186 items, of which 113 items or 61% were placed in FY 2018.

In FY 2018, 65 items were completed, 33 items are in progress, and 20 received no action. There were five (5) items moved up from future years. So, of the 61% or 113 items included in the FY 2018 work plan, 87% of these items were completed or in-progress.

I said during the presentation introducing the work plan to Council that all work plan objectives are never completed, but provide an operational plan for organizational focus. With this perspective, once the organization completes the daily workload, we use excess capacity and after-business hours to work on the Organization's Work Plan.

Outlined below is a summary highlighting many of the **OUTSTANDING** FY 2018 Work Plan accomplishments, which underscores the strong partnership between policy and operations. Here is a short-summary of the FY 2018 anticipated work plan accomplishments:

## Short Summary of FY 2018 Organization's Work Plan Accomplishments

Updated Council's Rules of Procedures	Conducted New Council Candidate Orientation.	Updated On-Call/Call Back Policy.
Hosted 1 <sup>st</sup> Annual Boards & Commissions Volunteer Appreciation Banquet	Updated Boards & Commission Application & Appointment Process.	Updated 25 job descriptions.
Hosted 1 <sup>st</sup> Annual Boards, Commission, Volunteer Fair.	Received unmodified audit with no findings.	Implemented NeoGov Software.
Completed PIO Certification (Tanya Cantrell & Sarah O'Brien)	Hired full-time Systems Administrator.	Implemented Tyler Technologies RMS/CAD & Municipal Court software.
Upgraded all server operating systems from 2008 to 2016.	Added video storage to Police Department doubling capacity.	Relocated 93+ Chickens and Roosters.
Hosted Teen & Junior Police Academies.	Participated in National Night Out.	Built and opened Emergency Shelter.
Moved Seniors into Shelter facility.	Received grant for 200 smoke detectors for Seniors.	Received grant for fire alarms for hearing impaired.
Hired new City Attorney.	Hired new Associate Judges.	Prepared RFQ for Professional Services, received 49 submittals, interviewed 12 firms, and hiring firms by projects.
Hired new City Prosecutor.	Updated Historic Landmark Ordinance.	Updated Alcohol Beverage Ordinance.
Drafted new Subdivision Ordinance.	Installed new street signage.	Completed RFP for concrete work to start sidewalk program.
Reconstructed Childers Drive.	Completed design of Skate Park.	Completed Delgado Park, Phase 1 (by 9/30).
Developed Year 1 & 2 of Street Maintenance Program.	Completed quarterly street striping program.	Worked as volunteers at the County Household Hazardous Waste event.
Conducted ground-truthing at the Cemetery.	Revised catastrophic sick leave policy.	Completed Pavement Condition Index Study.
Hosted Council and P&Z Commission Infrastructure Tour.	Conducted RFQ process for new Financial Advisors.	Started Records Management program.
Maintained Main Street Accreditation.	Conducted CIP Survey.	Conducted smoke testing for Inflow & Infiltration.
Conducting Cultural Arts Master Plan.	Began Coding Downtown DNA for FY 2019 code revisions.	Approved Adopt-a-Street Program – now 12 participants.
Hired Christmas Lights installation.	Completed Shiloh Bridge (Thanks to Mel Hamner).	Negotiated Partnership Agreement with Aqua Water Supply Corp.
Conducted operational assessment of Willow Water Plant.	Conducted operational assessment of Bob Bryant Park Water Plant.	Conducted operational assessment of WWTP #1 & #2.
Developed Capital Improvement Program for drainage.	Developed Capital Improvement Program for Quality of Life projects.	Developed Capital Improvement Program for transportation projects.
Developed Capital Improvement Program for Water system.	Developed Capital Improvement Program for Wastewater system.	Prepared Certificate of Obligation Sale of \$4.7 million.
Completed drilling of Well J.	Purchasing Water Rights from XS Ranch post-bankruptcy.	Conducted PID Strategic Audit and subsequent clean-up.
Revised FY 2019 Budget Document.	Conducted Joint Meetings with Boards & Commissions.	Streamed all Council, BEDC, and P&Z Commission meetings.

Once the organization completes the daily workload and uses excess capacity and after-business hours to work on the Organization's Work Plan, we then address the "unknown" items/issues that come our way daily that you cannot anticipate. A short-summary of the more significant unplanned items include:

- **Small Business Revolution, where we placed 2<sup>nd</sup> in this national competition.** Social Media reach at the end of voting was 3.7 million, of which 1.6 million Social Media reach was achieved the week of voting. There were 47 videos produced, countless Social Media posts, 54 news stories written that generated

over 14.7 million impressions valued at \$250,000, created a specific website, held weekly meetings with influencers, and did lots of preaching!

- **Opened the Emergency Operations Center for Hurricane Harvey, manned 24 hours a day for 3 days,** and are still addressing FEMA grants for projects. While the City did not experience city-wide flooding, there was damage to drainage and trail infrastructure. An after-action evaluation identified numerous deficiencies, either from lack of training or processes, that staff has actively worked to resolve during FY 2018.
- **Moratorium on development permits and approved an emergency drainage ordinance.** On August 14, City Council approved a temporary moratorium on development permits within the City for the next 90 days and emergency drainage ordinance. Staff is working through questions, revising internal processes, and processing applications for exemptions, exceptions, sand waivers

## Culture of Achievement

A “Culture of Achievement” cannot occur without really **FANTASTIC** team members!!! There have been numerous internal promotions this year as well as professional achievements through certifications. And, if all of these accomplishments weren’t enough, **there will be NO health insurance rate increases next year!!!** We added Compass Medical Concierge Services as an employee benefit this year at an annual cost of approximately \$7,600. The purpose of Compass is to help employees get the best prices on medical tests, prescriptions, and have an advocate to address medical billing issues. **Year 1**

**participation rate has been about 35% with a savings in health claims of \$100,000, which is a 13:1 return-on-investment!!!** Given our size, this savings can be attributed to why there is no health insurance rate increase.

Included in this year’s budget is a 2.5% step increase given on the employee’s anniversary and a 2% cost-of-living increase, which will be implemented on the first payroll this October.

<b>FY 2018 Internal Promotions &amp; Certifications</b>		
Promoted Margaret Silbernagel to Assistant Finance Director.	Promoted Curtis Hancock to Assistant Public Works Director.	Promoted Cody Reynolds to Foreman; Received Class C Water Distribution Certificate.
Promoted Christina Davis to Customer Service Coordinator.	Promoted Colin Guerra to Chief Storyteller and Resident Artist.	Promoted Jennifer Bills to Interim Planning Director.
Promoted Sarah O’Brien to Hospitality & Downtown Director.	Promoted James Altgelt to Director Public Safety/Police Chief.	Promoted Christopher Chavez to Sergeant.
Promoted Clint Nagy to Assistant Police Chief.	Promoted Ryan Preston to Sergeant.	Promoted Vicky Steffanic to Sergeant.
David Juarez received his Class C Water Distribution Certification.	Promoted Darrin Glenn to Detective; Received his Master Peace Officer Certification.	John DuBose received his Master Peace Officer Certification.
Dale Hamilton received his Master Peace Officer Certification.	Promoted Heather Ambrose to Public Works Technician.	Promoted Charles Hastings to Operator.
Sergio Preciado received his Class C Ground Water Certification.	Promoted Jerry Palady to Director of Engineering & Development.	Promoted Andres Rosales to Interim Fire Chief.
Promoted Jesse Migas to Interim Director of Information Technology.		

## FY 2019 – “It’s Just Our Future!”

Without a doubt, we are all very proud of the FY 2018 accomplishments. However, we also recognize that we have “maxed-out” the existing capacity of this

organization. There are two (2) ways to achieve additional capacity. First, additional employees are desperately needed as we manage the growth and needs of this community. Second, several processes have been identified that need to be “overhauled” in

order for us to “work smarter, not harder.” We also need to remove the “inconsistencies” that constantly cause customer service dilemmas and lost creditability for staff. We need to work toward a work/life balance to keep burn-out from becoming a morale buster. There is A LOT of work to be completed in the next several years. We are truly “running a marathon, not a sprint.”

The Cabinet and I are also aware of several significant threats in our future, namely the Governor’s 2.5% property tax cap legislation and the

500,000 square foot mixed-used development at SH130 and SH 71. Therefore, every choice we make moving forward has a consequence. If property taxes are capped and sales taxes decline, there will not be significant growth on an annual basis. Therefore, all capital projects need to be built “right”, not “cheap” because these projects need to function as intended for their entire useful life. Oversight of all new development needs to be built to appropriate geographically sensitive codes to ensure long-term financial sustainability.

## **FY 2019 Operational Work Plan – Operational Focus on “Game Changers”**

The FY 2019 Organizational Work Plan, which is provided in the Strategic Vision Section, contains 84 items considered “in-progress” in FY 2018, identified organizational “game changers” that correct manual time-consuming processes, all significant Innovation Fund items budgeted in FY 2019, and all ancillary items associated with the management of the Capital Improvement Program. **There are multiple items included in this workplan that will take several years to complete and will be carried-over in future years.** Identified game changers, are as follows:

- Complete Records Management transition to LaserFiche.
- Revise New Ordinance and Fees for Special Events
- Complete Capital Improvement Projects – Built Right Based on Cost of Life of Asset
- Public Works Purchasing Requirements
- Need data, data, data, data, data.
- Develop a Five-year Financial Forecast for all Revenues and Expenditures.
- Ensuring quality communication to prevent perception of “too much planning – not enough executing.”

## **FY 2019 – Service Organizations require People**

Recognizing that existing capacity can be achieved with additional employees, there are several key areas where additional personnel have been added in this budget. Outlined below is a summary of these positions:

- **Two (2) police officers** to increase minimum manning on the night shift.
- **Increase part-time Records Clerk to full-time** to address additional requirements of the Michael Morton Act.
- **Increase part-time hours for a third paid day-time firefighter position** to cover vacation, sick-time, etc.
- **Additional part-time Receptionist/Office Assistant in City Manager’s Office** to greet public and provide clerical assistance. Current Receptionist/Office Assistant is assisting Traci Chavez with Records Management program by scanning documents.
- **Additional Planner for Planning & Zoning.** Records are currently stored in four (4) different locations in a less-than organized manner and staff can spend hours looking for a single

document to answer a specific question. In order to expedite permits, address platting/vacation questions, etc. historical records must be readily available. A Planner is needed to understand the significance of each document and scan/save in an easily retrievable manner.

- **Building Inspector** needed to conduct inspections in-house to improve quality of inspections.
- **Digital Media Manager**, included at the request of Council, will focus on social media messaging and respond to customers.
- **Community/Council Liaison**, included at the request of Council, will manage the City/Council calendar, act as Ombudsman to citizen concerns, and provide additional external communication capacity.
- **Assistant Main Street Director** is included to add much needed “do-er” capacity in the organization to do all the work that generated from all of the meetings.

## FY 2019 – Additional Work Plan Items

There are several significant initiatives included in FY 2019 Work Plan that are funded in the FY 2019 Budget. A summary of those items includes:



### BUILDING BASTROP

HONORING OUR AUTHENTIC PAST.  
PLANNING FOR OUR SUSTAINABLE FUTURE.

- **Code Update – Phase 1**, which includes updating Zoning and Sign Ordinances, to be fiscally sustainable and geographically sensitive and in alignment with Comprehensive Plan. Estimated completion

date is March 2019. This is a cornerstone project to Building Bastrop.

- **Code Update - Phase 2**, which will include updating technical criteria manual including construction standards, review and modifications to subdivision ordinance and development process to align with updated development codes (Phase 1) and Comprehensive Plan. Estimated completion date is December 2019. This is a cornerstone project to Building Bastrop.
- **Fiscal Impact Analysis Model** to ensure financial sustainability regarding development. This is a cornerstone project to Building Bastrop.
- **Capital Improvement Projects** – See Below.
- **Street Maintenance Program** – See Below.
- **Skate Park Design** – Phase 1 to be built in Fisherman’s Park.

## Certificates of Obligation, Series 2018

On August 28, 2018, the City of Bastrop sold Certificates of Obligation (CO’s), which generated \$4.7 million for capital improvement projects **WITHOUT A TAX RATE INCREASE**. The City’s long-term bond ratings were affirmed at AA by Standard & Poor’s on August 22, 2018. The factors were considered in their rating analysis:

- Strong economy, with access to a broad and diverse metropolitan statistical area (Austin);
- Strong management, with good financial policies and practices;
- Strong budgetary performance;
- Very strong budgetary flexibility, with an available fund balance in FY 2017 of 35% of operating expenditures; and
- Very strong liquidity, with total government available cash at 106.8% of total governmental fund expenditures and 6.5x governmental debt service.

### The proceeds from the \$4.7 million bond sale will fund the following projects:

Street Maintenance – Years 1 & 2 for \$1,100,000; Pine Street Drainage Match - \$123,750; Public Works Drainage Match - \$115,500; Jasper/Newton Street Drainage Match - \$223,500; Old Iron Bridge Structural Improvements - \$2,000,000; and Main Street Sidewalk & Street Improvements - \$1,100,000.

## Capital Improvement Projects

There are five (5) sections in this year’s CIP. Each section project has its own individual sheet that includes a Project Description/Location, Justification, Picture, Estimated Project Costs, and Funding Sources, which can be found in the Capital Improvement Project Section of this budget.

CIP Category	Total Outstanding Cost
Drainage CIP – 3 Projects	\$1,348,400
Quality of Life CIP – 2 Projects	\$2,273,685
Transportation CIP – 4 Projects	\$5,408,194
Water CIP – 6 Projects	\$14,954,608
Wastewater CIP – 5 Projects	\$39,158,577
<b>TOTAL CIP Outstanding Costs</b>	<b>\$63,143,464</b>

## Street Maintenance Program

A Pavement Condition Index Study was completed in January 2018. A multi-year Street Maintenance Program was developed to “Keep the Good Streets Good.” Year 1 and 2 of the Street Maintenance Program was funded through proceeds from the 2018 Combination Revenue Bond/Certificate of Obligations Series. Year 1 of the Street Maintenance Program will be implemented in FY 2019.

In addition, the reconstruction of Main Street from Water Street to Spring Street will occur as a part of the Main Street Rehabilitation Project. Multiple sections of failing streets including parts of Maple, Magnolia, and Locust will be reconstructed as a part of North Main Community Rehabilitation Project

## New Budget Format

Submitting the City’s budget for the Distinguished Budget Presentation Award provided an opportunity to change the format of our budget. The new format, intended to be more open and transparent regarding all funds, not just the General Fund, is outlined below:

- **Introduction** – Mission Statement, City Council, Executive Team (Cabinet), Table of Contents.
- **Overview** – Transmittal Letter, Community Profile, and Organizational Chart.
- **Strategic Vision** – Comprehensive Plan Accomplishments, FY 2018 Accomplishments, FY 2019 Workplan.
- **Financial Summary** – Fund Structure, All Fund Summary, Base Change Adjustments, and Program Enhancements – All Funds.
- **BP&L Fund** – Fund Summary, Revenue and Expenditure Summary.
- **General Fund** – Fund Summary, Department Description, Goals/Objections for FY 2019, Recent Accomplishments.
- **Hotel Occupancy Fund** – Similar Format to General Fund.
- **Innovation Fund** – Reconciliation of Projects in FY 2018 and planned in FY 2019.
- **Water/Wastewater Fund** – Utility System Overview, Fund Summary, Department Expenditures
- **Capital Improvement Projects** – Drainage, Quality of Life, Transportation, Water, Wastewater
- **Street Maintenance Fund** – Fund Summary, Year 1 Maintenance Program & Map, Year 2 Maintenance Program & Map.
- **Debt** – Bond & Debt Summary, General Debt Service and Water/Wastewater Debt Service, Debt Schedules.
- **Other Funds** – BEDC, Designated Fund #102, Cemetery, Hunters Crossing PID, Impact Fee, Library Board, Parkland Dedication, and Vehicle Replacement Fund.
- **Reference** – Budget and Tax Rate Ordinances, Boards & Commissions, Detailed Employee Listing, Financial Policies, Operating Reserves, and Utility Rates.
- **Statistical** – Stat summary.
- **Acronyms/Glossary** – Commonly used acronyms and a Glossary of definitions.

## Conclusion

Budgets do not build themselves. I appreciate ALL of the input provided by City Council and our citizens. City Council invested considerable time participating in multiple special budget workshops to understand the needs and related challenges of numerous items funded in this budget. This Council has pledged to make much needed investments in aging infrastructure and implement the goals outlined in Comprehensive Plan 2036. Funding the \$63 million Capital Improvement Program underscores your BOLD commitment to “doing nothing is no longer an option.” In the Strategic Vision Section, there is a summary of actions taken in FY 2018 or planned for FY 2019 by each goal in the Comprehensive Plan. No doubt, the City of Bastrop is committed to this Community’s vision represented by action and follow-through.

I remain extraordinarily proud of the Cabinet and their staff. Beyond the accomplishments achieved in FY 2018, incredible teamwork was displayed by recognizing the organization's needs during the entire budget process, scrubbing individual line items, and reallocating resources to the "right" things without trepidation. Leading with an "abundant" mindset recognizes that true success is a "team" sport!

As fantastic as FY 2018 has been, FY 2019 will be all that and more! It sounds cliché, but it is truly an exciting time for the City of Bastrop. I am extremely proud of the strong partnership between policy and operations!!

Thanks for your continued mission driven, bold Leadership!

Respectfully,

A handwritten signature in black ink, appearing to read 'Lynda K. Humble', with a stylized flourish extending to the right.

Lynda K. Humble  
City Manager



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# Community Profile



Known as the “Heart of the Lost Pines,” Bastrop, Texas, is a unique community that couples historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 9.4 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within an easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one-and-a-half hours to the southwest, Bastrop is in an advantageous position for cultural and economic development.

## Historic by Nature

Bastrop is among the oldest towns in Texas. Originally the site served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, a major part of the El Camino Real de los Tejas. The area was settled in 1804 and the City was officially established on June 8, 1832. Bastrop founder Stephen F. Austin named the City for his longtime friend and co-worker, the Baron de Bastrop.



Downtown Bastrop represents a unique blending of the old and new. Nestled on the banks of the Colorado River, the historic district is filled with a variety of shops and restaurants. Bastrop has more than 130 registered historic sites and beautifully restored 19<sup>th</sup> and early 20<sup>th</sup> century homes. Its picturesque Main Street downtown district bustles with an eclectic mix of retail shops and restaurants. In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. The Bastrop Main Street Program is

a proud participant of the Texas Main Street Program and Main Street America. Bastrop’s Main Street Program celebrated its 10<sup>th</sup> anniversary in 2017 with a continued vision of preservation, enhancement, and commercial vitality of our historic downtown as a distinctive destination that engages and inspires both residents and visitors.

## Embracing the Future

Today, this dynamic city is growing. With a current population of approximately 8,911, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2010 census showed the City of Bastrop’s population increased 30.93% from the previous census in 2000. It is estimated the City has grown an additional 20.14% since 2010. The projected population for 2021 is 9,345. The City has about 18 square miles under annexation agreements and an additional 154.7 square miles of extraterritorial jurisdiction. Austin was named the Number 1 place to live in 2017 by *the U.S. News and World Report*, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

There are several major development projects currently underway. Seton Family of Hospitals has started construction on a \$30 million, 40,000 square foot medical facility slated to be completed by spring 2019. This facility will include an emergency room,

imaging services, at least eight (8) inpatient beds, 12 treatment rooms, and medical office space for primary and specialty care services.

Construction has started on several residential and multi-family developments. Pecan Park is a 222-lot residential development offering new residential homes by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. Piney Creek Bend is a 244-lot development by KB Homes. The Villages at Hunters Crossing, 182 units, and The Preserve at Hunters Crossing, 140 units, are multi-family developments under construction and will open in 2019. New Haven Assisted Living & Memory Care Facility opened in May 2018.

## Recreation

Bastrop's tranquil setting amid the natural beauty of Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant recreational opportunities. The Colorado River runs through Bastrop and is perfect for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Other nearby attractions include three golf courses, two state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world who were previously unaware of this charming little town.

Annually, Bastrop plays host to numerous events, such as the Patriotic Festival, Homecoming & Rodeo, Halloween Festival, Veteran's Day Car Show, Juneteenth Celebration, and Lost Pines Christmas, which features a Wine Swirl, Lighted Parade, River of Lights, and historic home tours. Several events are

hosted on the Colorado River throughout the year, including the Colorado River 100 and the SUP Cup.

## Cultural Arts

Bastrop has been recognized as a Texas Cultural Arts District by the Texas Commission on the Arts since 2012. Since that time, Bastrop Art in Public Places (BAIPP) has been instrumental in creating a public art scene that has been mimicked across the country.

The Lost Pines Art Center features several rotating galleries, a sculpture garden, classes, shops, a cafe, and hosts many events throughout the year. Jerry

Fay Wilhelm Center for the Performing Arts Center is owned and operated by the Bastrop Independent School District. This versatile state-of-the-art facility includes a 1500 seat auditorium, 250-seat black box theatre, and a multi-purpose room.

The historic 1889 Bastrop Opera House, known as the Strand Theatre during World War II, offers stage performances of vaudeville,

melodramas, musicals, and comedies year-round. They also host classes in acting, theatre, musical theatre, and improv for both children and adults.

On the first Friday of each month, the First Friday Art Walk is held in downtown Bastrop. Businesses have wine and snacks for visitors, and the Lost Pines Art League presents their featured theme of the month. Live music and entertainment can also be found at various locations.

## Employment

As part of a greater metro area of more than 2 million people, Bastrop has experienced tremendous



economic growth and is poised for future growth and development. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines Resort, Bastrop County, MD Anderson Cancer Center, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

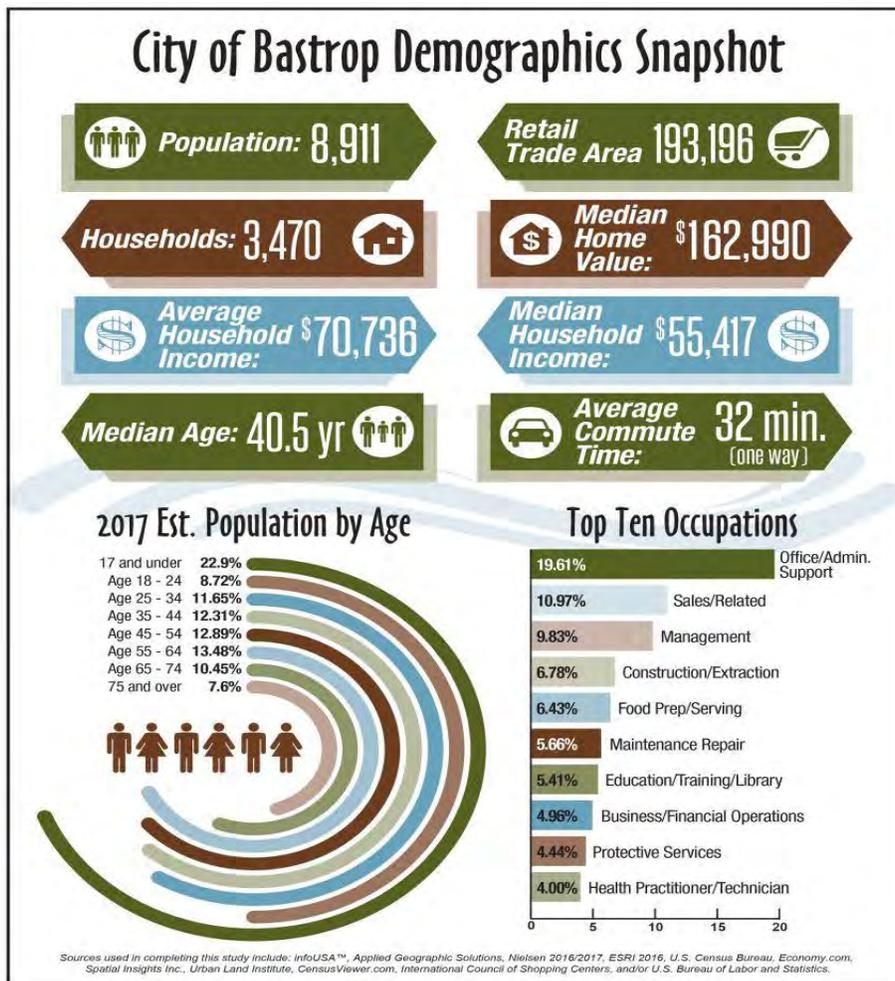
## Education

Area students are served by Bastrop Independent School District, which has an enrollment of over 10,000. Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige, and vast rural areas of Bastrop County. The District's Colorado River Collegiate

Academy was one of only 400 institutions that earned all possible Academic Distinctions in 2016, with other schools in the district earning distinctions in social studies, science, math, and postsecondary readiness.

Calvary Episcopal School is a private school serving children from Pre-K through 6<sup>th</sup> grade located in Downtown Bastrop.

Six colleges and universities are within an hour's drive of Bastrop: Austin Community College, University of Texas, St. Edward's University, Concordia University, Texas A&M, and Texas State University.







Seton Hospital Groundbreaking – May 2018

# Strategic Vision

## Strategic Vision

- Vision Statement. . . . . 28
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- Annual Budget Process . . . . . 49



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**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.**



# Vision Statement



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# Comprehensive Plan

## Goals & Objectives

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

### Community Growth



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

##### Goal 2.1 Status – In Progress - FY 2020 Completion

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

- Created an initiative known as “Building Bastrop” to guide responsible development that honors our authentic past and prepares for our sustainable future.
- Established requirement that all codes take a holistic approach to create geographically-sensitive, fiscally sustainable development in the future.
- Implemented a Drainage Moratorium on all development to stop all development that is detrimental to community.
- Hired Simplecity Design (SCD) to update all existing land-use and development related codes and align them to the Comprehensive Plan.
- Protecting Bastrop’s authentic past by “coded the DNA” of Downtown Bastrop to document regulations that work and have proven to be sustainable for more than a century.
- Updating Zoning Ordinance and Sign Ordinance by mid-March 2019.
- Updating all development-related codes by December 31, 2019.
- Funded the development of a Fiscal Impact Analysis model to ensure financial sustainability in FY 2019.
- Updating Interlocal 1445 Agreement with Bastrop County that establishes development standards in City’s ETJ.

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

##### Goal 2.2 Status – In Progress - FY 2021 Completion

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

- Authorized purchase of additional 3,000-acre feet of water, for a total of 7,613-acre feet in Simsboro Aquifer.
- Reached consensus at March 24, 2018 Special Workshop to build consolidated water treatment plant that treats for improved aesthetics in water quality and purchase wholesale water from Aqua Water Corporation to manage excess demand until plant is complete.
- Approved Engineering Scope of Service with Freese & Nichols on September 11, 2018 to design and manage construction of consolidated water treatment plant at XS Ranch and distribution lines to Willow Plant.
- Estimated timeline for water plant production is FY 2021.

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

**Goal 2.3 Status – No Action**

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

**Goal 2.4 Status – In Progress – FY 2021 Completion – Phase 1**

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

- Reached consensus at March 24, 2018 Special Workshop to build a consolidated activated sludge wastewater treatment facility on 26-acre site, owned by City of Bastrop for this purpose.
- Approved Engineering Scope of Service with KSA Engineering on August 28, 2018 to design and manage construction of consolidated wastewater treatment plant and related distribution system.
- Construction of Phase 1 will begin before September 1, 2019 for Phase 1, a 2-million-gallon facility.
- Design of Phase 2, a 2<sup>nd</sup> 2-million-gallon facility, will immediately start upon completion of Phase 1.

**Goal 2.5 - Enhance Wastewater System Efficiency.**

**Goal 2.5 Status – Completed Planning; Ongoing Implementation**

The following action has been taken to achieve this goal:

- Developed a 10-year replacement schedule for all pumps, lift stations, and manholes, which is fully funded in the adopted rates. Year 1 will be implemented in FY 2019.
- Evaluating all wastewater collection lines associated with failed streets to be replaced at time of street reconstruction. Identified wastewater lines to be replaced as a part of North Bastrop Community Rehabilitation Project in FY 2019.
- Developed three (3) year plan to routinely test for Inflow & Infiltration into wastewater system. Completed Year 1 in FY 2018 by testing 56,000 feet and identifying/fixing 166 deficiencies.

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

**Goal 2.6 Status – On-Going**

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

- Received Drainage Study from Halff Associates on February 20, 2018.
- Enacted a Drainage Moratorium on August 14, 2018.
- Updating land-use policies to be geographically sensitive including low-impact development standards, which will include findings from Atlas 14 maps, when available.
- Approved Engineering Scope of Service with Halff Associates to evaluate existing regulations with new findings to determine “gap” in drainage calculation requirements.
- Funded City’s match for three (3) drainage improvement programs including Public Works Detention Pond, Pine Street Drainage Improvements, and Jasper/Newton Drainage Improvements. All 3 projects anticipated to start construction in FY 2020.

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

<b>Goal 2.7 Status – In Progress</b>
City Council has taken the following action to achieve this goal: <ul style="list-style-type: none"><li>• Requiring low impact development standards as a part of updating development code regulations.</li></ul>

**Public Facilities**

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

<b>Goal 3.1 Status – Ongoing</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Funded renovations in FY 2019 budget at City Hall to improve Planning &amp; Zoning space and add additional offices.</li><li>• Funded feasibility study to evaluate long-term fire service in Bastrop and related facilities in FY 2019.</li><li>• Will include a Public Works facility study in FY 2020 budget for inclusion in a future CIP.</li><li>• Conducted over 2,350 hours of emergency management training organization-wide in FY 2018.</li><li>• Updating Equipment Replacement Schedule and reviewing replacement policies with Council – FY 2019.</li><li>• Completing necessary tasks to obtain Texas Police Chiefs' Recognition Program – FY 2019.</li></ul>

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

<b>Goal 3.2 Status – Ongoing</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Hired additional staff in FY 2019 to implement citywide electronic records management. In addition to adding much needed staff capacity, additional space will be freed up in all facilities that will no longer be required for physical records storage.</li><li>• Conducting a perpetual care actuarial study for Fairview Cemetery in FY 2019 to ensure long-term financial sustainability.</li><li>• Developing a 10-year building maintenance plan including inspections and annual contracts in FY 2019.</li><li>• Developing a 10-year park maintenance plan including inspections and annual contracts in FY 2019.</li><li>• Developing a Citywide Network Systems Replacement Schedule in FY 2019.</li></ul>

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

<b>Goal 3.3 Status – Ongoing</b>
City Council has taken the following action to achieve this goal: <ul style="list-style-type: none"><li>Expanded YMCA contract in FY 2019 to include Movies in the Park and two (2) sessions of tennis lessons, which will be held at Bastrop Independent School District (BISD) facilities.</li><li>Approved a lease to the Bastrop Senior Center in FY 2018 of the Bastrop Activity Center (i.e. Emergency Shelter) for senior programming in turn for assistance when providing shelter services.</li><li>Approved an Adopt-a-Street Program with Keep Bastrop County Beautiful, who have adopted 12 streets since inception in early 2018.</li><li>Funding a Partnership Agreement with Bastrop County Long-Term Recovery Team to provide support services to Bastrop Emergency Shelter in times of emergency situations – FY 2019.</li></ul>

**Housing and Neighborhoods**

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

<b>Goal 4.1 Status – On-going</b>
City Council has taken the following action to achieve this goal: <ul style="list-style-type: none"><li>Council approved a Resolution of No Objection supporting The Preserve at Hunters Crossing, LP, a development of 140 affordable rental housing units, on property zoned for multi-family development.</li></ul>

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

<b>Goal 4.2 Status - No Action</b>
.

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

<b>Goal 4.3 Status – No Action</b>
.

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

<b>Goal 4.4 Status - No Action</b>
.

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

### **Goal 4.5 Status – On-Going**

The following action has been taken to achieve this goal:

- Strengthened Local Preservation Ordinance in FY 2018.
- Established goal to obtain Certified Local Government designation in FY 2019.
- Established goal to create a Code Enforcement Strategic Plan with an education component upon completion of Phase I Code Updates – FY 2019 Work Plan.
- Will re-institute downtown incentive grant program in FY 2019 in partnership with Bastrop Economic Development Corporation.

## **■ Land Use and Community Image ■**

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

### **Goal 5.1 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

### **Goal 5.2 - Status – In Progress – FY 2020 Completion**

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

- Funded Code Update – Phase 1 in FY 2019, which will include updating Zoning and Sign Ordinances, to be fiscally sustainable and geographically sensitive and in alignment with Comprehensive Plan. Estimated completion date is March 2019.
- Funded Code Update – Phase 2 in FY 2019, which will include updating technical criteria manual including construction standards, review and modifications to subdivision ordinance and development process to align with updated development codes (Phase 1) and Comprehensive Plan. Estimated completion date is December 2019.
- TxDOT has created landscaped gateways at SH 71 & Tahitian and SH 71 & Childers.

# ■ Transportation ■

## **Goal 6.1 - Manage traffic congestion and improve system reliability.**

### **Goal 6.1 - Status – On-going**

The following action has been taken to achieve this goal:

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

## **Goal 6.2 – Enhance transportation system connectivity.**

### **Goal 6.2 - Status – On-going**

The following action has been taken to achieve this goal:

- BEDC is constructing Agnes Street from SH 304 to the eastern boundary of the Seton Hospital property.
- BEDC staff are negotiating with property owners along the aligned Agnes route to complete this connection as development occurs.

## **Goal 6.3 - Preserve and maintain existing transportation assets.**

### **Goal 6.3 - Status – On-going**

The following action has been taken to achieve this goal:

- Completed a Pavement Condition Index Study in January 2018.
- Developed a multi-year Street Maintenance Program to “Keep the Good Streets Good.”
- Funded Year 1 and 2 of the Street Maintenance Program in the 2018 Certificate of Obligations Series.
- Implementing Year 1 of Street Maintenance Program in FY 2019.
- Reconstructing Main Street from Water Street to Spring Street as a part of the Main Street Rehabilitation Project.
- Reconstructing multiple sections of failing streets including parts of Maple, Magnolia, and Locust as a part of North Main Community Rehabilitation Project.

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

### **Goal 6.4 - Status – On-going**

The following action has been taken to achieve this goal:

- Ensuring compliance with City’s access management policies during site plan review on all development.
- Utilize traffic counter data, provided by Public Works, to address identified priority locations for targeted enforcement of speeding and other unsafe behaviors by the Police Department on an as needed basis.

**Goal 6.5 – Improve active transportation options.**

<b>Goal 6.5 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Completing gaps in residential sidewalks for traffic safety in the downtown corridor – FY 2019.</li><li>• Addressing ADA enhancements along Main Street as a part of the Main Street Rehabilitation Program, which is considered a high pedestrian traffic corridor.</li></ul>

**Goal 6.6 – Expand and enhance transit services.**

<b>Goal 6.6 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Interlocal Agreement with CARTS was executed in FY 2018.</li><li>• A bus stop has been designed at Spring/Main Streets. Project has been put on-hold pending completion of Main Street Rehabilitation Project.</li></ul>

**Goal 6.7 – Enhance multi-modal freight capacity**

<b>Goal 6.7 - No action</b>

**Goal 6.8 – Build a network of complete streets and preserve quality of place.**

<b>Goal 6.8 - Status – In Progress – FY 2020 Completion</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Phase I and II of the Code Updates will address street cross sections, which will incorporate Complete Streets principles – December 2019.</li><li>• Pop-up example of Main Street Rehabilitation project will be utilized after design, but prior to construction, to show context of public space, sidewalks, and roadway. – FY 2019</li></ul>

**Goal 6.9 – Support the land use, economic development and urban design goals of the Comprehensive Plan.**

<b>Goal 6.9 - Status – In Progress – FY 2020 Completion</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Phase I and II of the Code Updates will address street cross sections, which will incorporate Complete Streets principles – December 2019.</li></ul>

## ■ Parks and Recreation ■

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

#### **Goal 7.1 - Status – On-going**

The following action has been taken to achieve this goal:

- Pecan Park Developers have installed a linear trail along the Colorado River, providing access to homeowners and the public, and serving as a future trail connection.
- Council awarded Professional Services Agreement to Kimley-Horn on August 28, 2018 for the design and construction management of the rehabilitation of the Old Iron Bridge.
- Funding of \$2 million was included in the \$4.7 million Certificate of Obligations Series to rehabilitate the Old Iron Bridge.
- Construction of Downtown River Trail loop has been funded through a CAMPO Grant of \$485,000, Keep Bastrop County Beautiful - \$130,000; and BEDC - \$65,000. Pedestrian crossing over River will occur with the completion of the TxDOT Service Roads and the rehabilitation of Old Iron Bridge.
- One (1) mile State Park Trail between Bastrop State Park and Chestnut Street is fully funded and under design by MWM Design Group.

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

#### **Goal 7.2 - Status – On-going**

The following action has been taken to achieve this goal:

- Developing a plan for private initiative to program and operate the City's rodeo arena – FY 2019.
- Developing a 10-year park maintenance plan including inspections and annual contracts – FY 2019.
- Building Skate Park – Phase 1 in Fisherman's Park – FY 2019.

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

#### **Goal 7.3 - Status – No Action**

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

#### **Goal 7.4 - Status – On-going**

The following action has been taken to achieve this goal:

- Park land is critical to creating a fiscally sustainable community. Open space and landscaping requirements will be addressed in the Code Update – Phase 1, scheduled for completion in March 2019. Amendments to Park and Open Space ordinances will occur as a result of the code update.

## ■ Cultural Arts and Tourism ■

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

#### **Goal 8.1 - Status – On-going**

The following action has been taken to achieve this goal:

- Provide funding from Hotel Occupancy Tax to support offerings provided by the Bastrop Museum & Visitor Center and the Bastrop Opera House on an annual basis.
- Partnering through Main Street with the Chamber and BEDC to launch an annual training calendar and resource opportunities – 300 participants completed at least 1 offering in FY 2018.
- Continuing downtown incentive grants in partnership with BEDC in FY 2019.

### **Goal 8.2 – Diversify supply chain of natural assets.**

#### **Goal 8.2 - Status – On-going**

The following action has been taken to achieve this goal:

- See actions listed under Goal 7.1 for increased community access to Colorado River as noted in Objective 8.2.2.
- Partnering with Cedar Creek High School to build planter boxes to enhance walkability and curb appeal of Historic Downtown.

### **Goal 8.3 – Bolster family and heritage tourism assets.**

#### **Goal 8.3 - Status – On-going**

The following action has been taken to achieve this goal:

- Increased rentals at the Bastrop Convention Center by 50% in FY 2018 over FY 2017, with repeat conventions booked through FY 20.
- Revised contracts, marketing materials, and time offerings making renting the Bastrop Convention Center competitive.
- Provide full-service rentals at the Bastrop Convention Center including catering services (through contractual services with outside vendors), room setups and teardowns, tablecloths, table decorations, and drink stations.
- Provide successful programming including Farm Street Opry monthly, Boogie Back to Bastrop annually, and Red White & You Dance annually.

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

#### **Goal 8.4 - Status – On-going**

The following action has been taken to achieve this goal:

- After completion a Request for Proposal process through the Bastrop Art in Public Places (BAIPP), City hired Go Collaborative on March 13, 2018 to complete a Cultural Arts Master Plan, which will be completed in January 2019.
- Funding has been allocated in the FY 2019 budget to begin implementation immediately upon completion of the study.

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

<b>Goal 8.5 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Council approved a contract with Visit Bastrop on September 12, 2017 to provide specific services related to providing “brand” marketing for Bastrop as a destination, to serve as primary brand advocate, and to better utilize existing facilities.</li><li>• Visit Bastrop has created a robust website to enhance visitors’ experience.</li><li>• Visit Bastrop is completing a “branding” strategy for Bastrop, which should be implemented in Fall 2018.</li><li>• Continue ongoing development of the Bastrop visitor experience to include the community’s culinary and cultural assets.</li><li>• City continues relations and connectivity with the Hyatt Lost Pines Resort through various methods.</li></ul>

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

<b>Goal 8.6 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• A draft food truck ordinance was completed and reviewed by Planning &amp; Zoning Commission in Spring 2018. All partners are working to address identified concerns. A Food Truck pilot program is scheduled in the fall to allow food trucks for 6-8 months, address any concerns, and adopt final ordinance.</li><li>• Revising Special Events Ordinance and Procedures to meet the City’s Financial Policy requirement of fees covering costs of service and streamline process for customers in FY 2019.</li></ul>

# Policy & Operational FY 2018 Strategic Review

The City Council adopted nine (9) focus areas to provide structure around how organizational resources should be allocated to achieve their Vision. A Five (5) Year Operational Workplan was created in September 2017 and built around these nine (9) areas. This FY2018 – FY 2022 Work Plan contains 186 items, of which 113 items or 61% were placed in FY 2018.

In FY 2018, 65 items were completed, 33 items are in progress, and 20 received no action. There were five (5) items moved up from future years. So, of the 61% or 113 items included in the FY 2018 work plan, 87% of these items were completed or in-progress.

Outlined below is a summary highlighting many of the **OUTSTANDING** FY 2018 Work Plan accomplishments, which underscores the strong partnership between policy and operations.



## Authentic Bastrop

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

### FY 2018 Achievements:

- Hired Go Collaborative to conduct a Cultural Arts Masterplan. Expected completion – January 2019.
- Provided coordination/logistical support for 50+ special events.
- Addressed public concern about roaming chickens/roosters by hiring a trapper, removing 93 chickens/roosters by year-end, and repealing the chicken sanctuary.
- Completed design for a skate park.
- Completed Delgado Park – Phase 1.



## Communication

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

### FY 2018 Achievements:

- Established City's communication vision and goals and increased social media engagement by 93%.
- Implemented customer portal to access individual utility billing information.
- Prepared FY 2019 budget for Distinguished Budget Presentation award.
- Improved visual experience to viewers watching Council meetings.
- Held joint workshops with City Council and active boards and commissions.



## Community Safety

Keep citizens, businesses, and visitors safe.

### FY 2018 Achievements:

- Conducted over 2,350 hours of emergency management training organization-wide.
- Created and implemented a Crisis Communication Plan.
- Completed FEMA Shelter, located at 1206 Linden.
- Installed new street signage with hundred block identification.
- Implemented rights-of-Way mowing contract.
- Completed Well J at XS Ranch.
- Awarded professional service agreement for design and construction management of a new wastewater treatment plant.
- Awarded professional service agreement for design and construction management of a new water treatment plant.

# FY 2018 Achievements



## Economic Vitality

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

### FY 2018 Achievements:

- Held quarterly meetings with BP&L Community Support groups.
- Prepared Certification of Obligation Sale of \$4.7 million with no tax increase.
- Developed \$63 million Capital Improvement Program to address essential water, wastewater, streets, and drainage needs and commitments for trails by prior Councils.
- Increased FY2018 Convention Center rentals by 50% over FY2017.
- Approved contract with Visit Bastrop to promote tourism in the City of Bastrop.
- Partnered through Main Street with the Chamber and BEDC to launch an annual training calendar and resource opportunities – 300 participants completed at least 1 offering.



## Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.

### FY 2018 Achievements:

- Conducted ground-truthing sonar on west section of Fairview Cemetery.
- Saved \$100,000 in Year 1 in health claims through Compass Medical Services, with a 13:1 return-on-investment.
- Received less than 25 Workers' Compensation claims with less than five (5) loss-time claims.
- Updated City's Catastrophic Sick Leave Policy.
- Had 49 submittals in Engineering Request for Qualification process, which resulted in 12 engineering firms being added to the List of Qualified Engineers in eight (8) categories.
- Created Hospitality & Downtown Department to coordinate community resources, enhance citizens' understanding of value, and leverage the visitors' experience.
- Completed Pavement Condition Impact Study and developed and funded 1<sup>st</sup> two (2) years of street maintenance program.



## Manage Growth

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

### FY 2018 Achievements:

- Drafted new Subdivision Ordinance.
- Hired Simplicity Design to begin process of "coding DNA" of downtown Bastrop.



## Multi-Modal Mobility

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

### FY 2018 Achievements:

- Approved Interlocal Agreement with CARTS.
- Hired MWM Design to design State Park Trail.
- Awarded contract for concrete contractor to complete gaps in sidewalks for traffic safety in Downtown.



## Organizational Excellence

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

### FY 2018 Achievements:

- Implemented Neogov Software to improve employee onboarding and online job applications.
- Implemented Tyler Technology Police Records Management System, Police Computer Aided Dispatch, and Municipal Court software
- Held 1<sup>st</sup> Annual Boards & Commission & Volunteer Banquet.
- Held 1<sup>st</sup> Annual Boards, Commissions, and Volunteer Fair.
- Implemented a Citizen Input Survey on capital improvements, programs, and services.
- Participated in NIBBLES Backpack program building food bags feeding 100 food insecure BISD students each weekend during school year.
- Established 10-year maintenance program for water and wastewater infrastructure replacement.
- Completed Year 1 of testing 56,000 feet of sewer lines for Inflow & Infiltration, identifying and repairing 166 deficiencies – (Item moved up from FY 2019.)
- Revised City's Board & Commission Application.
- Hired Assistant Director of Public Works.
- Developed Emergency Management Plan Readiness Levels.



## Unique Environment

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

### FY 2018 Achievements:

- Coordinated an Adopt-a-Street program with Keep Bastrop County Beautiful, which has adopted out 12 streets.
- Improved Christmas Lighting in Downtown and Fisherman's Park.
- Awarded professional service agreement for design and construction management for structural rehabilitation of the Old Iron Bridge. (Item moved up from FY 2019.)



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## Strategic Focus - FY 2019

The FY 2019 Organizational Work Plan contains 84 items considered “in-progress” in FY 2018, identified organizational “game changers” that correct manual time-consuming processes, all significant Innovation Fund items budgeted in FY 2019, and all ancillary items associated with the management of the Capital Improvement Program. **There are multiple items included in this workplan that will take several years to complete and will be carried-over in future years.**



### Authentic Bastrop

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

AB #1	Complete Main Street Rehabilitation Project- <i>CIP Street Project</i> . (Comp Plan 6.3)
AB #2	Complete Old Iron Bridge Rehabilitation Project – <i>CIP Street Project</i> . (Comp Plan 7.1.3)
AB #3	Obtain Certified Local Government designation. (Comp Plan 4.5.1)
AB #4	Continue to facilitate downtown incentive grant program. (Comp Plan 8.1.6)
AB #5	Continue relocation program of chickens/roosters in downtown Bastrop.
AB #6	Develop a plan for private initiative to program and operate the City’s rodeo arena. (Comp 7.2.2)
AB #7	Build Phase I of Skate Park in Fisherman’s Park. (Comp Plan 7.2)
AB #8	Implement Cultural Arts Masterplan. (Comp Plan – 8.4.1)
AB #9	Complete North Main Community Rehabilitation Project including water and wastewater line replacement, street rehabilitation, and drainage improvements – <i>CIP Project</i> . (Comp Plan 2.5, 2.2, 2.6, 6.3)

### Communication

Support and enhance open 2-way communication between the City and its residents and businesses.

C #1	Create and implement robust Capital Improvement Program Communication Program.
C #2	Create and maintain an annual calendar of City & Community Events for Council use.
C #3	Develop and produce a monthly electronic newsletter that tells the City’s story, whether it is about our value and/or to educate and/or engage our citizens while being open and transparent, distributed via our website and social media.
C #4	Develop process for monitoring and answering questions during Council Meetings on social media.
C #5	Develop a robust social media policy and metrics.
C #6	Install the VoteLynx System in Council Chambers.
C #7	Continue to improve communications with the Development Community.
C #8	Develop a “Librarian on the Loose” outreach program to take library services to nursing homes, correctional institutions, and schools.
C #9	Review and update BTXN (Cable Channel) ordinance and fee schedule.
C #10	Transition from Code Red to Everbridge, in conjunction with Central Texas Area Council of Governments, to better inform and education the community during emergency situations.
C #11	Evaluate options to utilize BTXN as a timely way to tell the City’s story, whether it is about our value and/or to educate and/or engage our citizens while being open and transparent, distributed via our cable channel, website, brick & mortar locations, and social media.

## Organizational Work Plan - FY 2019

## Community Safety

**Keep citizens, businesses, and visitors safe.**

<b>CS #1</b>	<b>Design and Build Wastewater Treatment Plant #3 – <i>CIP Wastewater Project</i>. (Comp Plan 2.4)</b>
<b>CS #2</b>	<b>Complete Well J, Design and Construct Water Plant &amp; Water Line to Willow Plant – <i>CIP Water Project</i>. (Comp Plan 2.2)</b>
<b>CS #3</b>	<b>Complete Water Tower at SH20 &amp; SH71 – <i>CIP Water Project</i>. (Comp Plan 2.2)</b>
<b>CS #4</b>	<b>Conduct a feasibility study to determine costs and steps associated with achieving a full-time paid fire department. (Comp Plan 3.1.4)</b>
<b>CS #5</b>	<b>Update drainage regulations (include 2018 Half Drainage Study and Atlas 14 Map Data) without negatively impacting the existing population or environment. (Comp Plan 2.6)</b>
<b>CS #6</b>	<b>Complete street signage inventory and replacement schedule. (Comp Plan 6.4)</b>
<b>CS #7</b>	<b>Create and adopt a formal addressing policy utilizing the Capital Area Council of Governments methodology.</b>
<b>CS #8</b>	<b>Complete design of Public Works Detention Pond and Pine Street and Jasper/Newton Drainage Improvements. – <i>CIP Drainage Projects</i> (Comp Plan 2.6)</b>

## Economic Vitality

**Create sustainability by infrastructure renewal and investment; enhancing public/private partnerships; efficient planning and development processes; and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.**

<b>EV #1</b>	<b>Develop Fiscal Impact Analysis to determine development related financial sustainability. (Comp Plan 2.1)</b>
<b>EV #2</b>	<b>Complete research TABC license for potential alcohol permit at the Bastrop Convention Center. (Comp Plan - 8.3.2)</b>
<b>EV #3</b>	<b>Continue increasing rental revenue of Convention Center by supporting local businesses, small conventions, and conferences. (Comp. Plan – 8.3.2)</b>
<b>EV #4</b>	<b>Update Film Permit Process.</b>
<b>EV #5</b>	<b>Leverage the film commission to use film as an economic development strategy.</b>
<b>EV #6</b>	<b>Continue relations and connectivity with the Hyatt Lost Pines Resort. (Comp Plan – 8.5.1)</b>
<b>EV #7</b>	<b>Strengthen our downtown retail presence. (Comp Plan 8.1.5)</b>
<b>EV #8</b>	<b>Continue ongoing development of the Bastrop visitor experience to include the community’s culinary and cultural assets. (Comp Plan 8.5)</b>
<b>EV #9</b>	<b>Create a Code Enforcement Strategic Plan and a communication program to educate public. (Comp Plan 3.1)</b>
<b>EV #10</b>	<b>Conduct Food Truck Pilot Project, address concerns, and finalize Ordinance. (Comp 8.6.1)</b>

## Fiscal Responsibility

**Prepare and manage budget; fiduciary responsibility.**

<b>FR #1</b>	<b>Implement Year 1 of Street Maintenance Program. (Comp Plan 6.3)</b>
<b>FR #2</b>	<b>Revise Special Events Ordinance and Procedures to meet the City’s Financial Policy requirement of fees covering cost of service. (Comp Plan 8.6)</b>
<b>FR #3</b>	<b>Implement Year 1 of a 5 Year Rate Study to fund water and wastewater infrastructure improvements. (Comp Plan 2.2; 2.4)</b>
<b>FR #4</b>	<b>Implement Year 1 of Water System Maintenance Program. (Comp Plan 2.5)</b>

## Fiscal Responsibility cont.

FR #5	Implement Year 2 of smoke testing schedule for annual identification of wastewater inflow and infiltration. (Comp Plan 2.5)
FR #6	Implement Year 1 of Wastewater System Maintenance Program. (Comp Plan 2.5)
FR #7	Develop Wholesale Water Rate Category.
FR #8	Develop Wholesale Wastewater Rate Category.
FR #9	Adopt standardized Wholesale Water Agreement.
FR #10	Adopt standardized Wholesale Wastewater Agreement.
FR #11	Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability. (Comp Plan 3.2)
FR #12	Complete the redesign of the Hotel Occupancy Fund Community Program Funding Policy & Application to better leverage resources and maximize the visitors' experience. (Comp Plan 8.1)
FR #13	Update Equipment Replacement Schedule and review replacement policies with Council. (Comp Plan 3.1)
FR #14	Evaluate convention center rental rates based on 2-year history and actual costs of service. (Comp Plan 8.3.2)
FR #15	Complete Hunters Crossing Local Government Corporation & Public Improvement District statutory audit and implement recommendations.
FR #16	Receive transparency star for Public Pension from Comptroller's Office.
FR #17	Build Five (5) Year Financial Model, identify opportunities and threats, and anticipate organizational growth based on increased population and development.
FR #18	Evaluate need for centralized Procurement position in FY 20 budget.

## Manage Growth

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

MG #1	Update Zoning and Sign Ordinances (Phase 1 – Code Update) to be fiscal sustainable and geographically sensitive and in alignment with Comprehensive Plan. (Comp Plan 5.2)
MG #2	Update technical criteria manual (Phase 2 – Code Update) including construction standards, review and modifications to subdivision ordinance and development process to align with updated development codes and Comprehensive Plan. (Comp Plan 5.2)
MG #3	Develop Annexation plan and corresponding Development Plan. (Comp Plan 2.1.1)
MG #4	Adopt an Interlocal Agreement that establishes development standards for the City's ETJ in partnership with Bastrop County. (Comp Plan 2.1.2)

## Multi-Modal Mobility

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

MM #1	Complete gaps in residential sidewalks for traffic safety in the downtown corridor. (Comp Plan 6.2)
MM #2	Complete the downtown trail expansion in partnership with Bastrop Economic Development Corporation. – <i>CIP Quality of Life Project</i> (Comp Plan 7.1.3, 8.2.2)
MM #3	Complete trail to Bastrop State Park and partner with TxDOT to ensure safe pedestrian crossing at SH 95 & Loop 150. – <i>CIP Quality of Life Project</i>
MM #4	Address mobility challenges on west side of river on the north and south sides of SH 71. (Comp Plan 6.2.4)

## Organizational Excellence

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

OE #1	Develop an organization-wide strategy to be paperless by 2021. (Comp Plan 3.1)
OE #2	Continue completion of tasks necessary to obtain Texas Police Chiefs' Recognition Program. (Comp Plan 3.1)
OE #3	Create a secured records storage area.
OE #4	Develop indexing system for Council Meeting Video Archives using LaserFiche.
OE #5	Create a record retention policy.
OE #6	Develop a comprehensive internal records management system and policies for all Planning & Zoning case files.
OE #7	Complete award process for financial advisor services.
OE #8	Develop a 10-year building maintenance plan including inspections and annual contracts. (Comp Plan 3.2)
OE #9	Develop a 10-year park maintenance plan including inspections and annual contracts. (Comp Plan 3.2, 7.2)
OE #10	Develop and fund a Citywide Network Systems Replacement Schedule. (FY 2019 - FY 2021) (Comp Plan 3.2)
OE #11	Complete City Hall Renovation. (Comp Plan 3.1)
OE #12	Hire a Construction Inspector and other key personnel funded in FY 2019.
OE #13	Convert all on-line forms on website to a fillable pdf format.
OE #14	Amend Appendix B – Comprehensive Plan to reflect Council's preference for creation of a Capital Improvement Program.
OE #15	Evaluate police vehicles for fleet replacement in FY 2020 including the establishment of evaluation criteria.

## Unique Environment

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

UE #1	Install planter boxes, once completed by Cedar Creek High School, to support downtown beautification program. (Comp Plan 8.2)
UE #2	Partner with the Federal Corrections Institute to maintain landscape projects at the City's gateways and clean-up of Gills Branch.
UE #3	Create memorial tree program for Fairview Cemetery. (Comp Plan 7.1)
UE #4	Develop plan to lease or purchase rights-of-way owned by Union Pacific to improve aesthetics in highly visible locations.
UE #5	Institutionalize Adopt-a-Street Program in partnership with Keep Bastrop County Beautiful.
UE #6	Support community-wide brand identity efforts led by Visit Bastrop. (Comp Plan 8.5.1)

# City of Bastrop

## FY 2018-19 Budget Planning Calendar



<b>Jan. 19</b>	Staff CIP Planning Workshop
<b>Jan-Feb.</b>	Citizen survey
<b>Mar. 6</b>	Budget kick-off meeting (manuals available)
<b>Apr. 19</b>	Mid-year workshop to review citizen survey's, revenue updates & CIP
<b>May 1</b>	Receive notices of appraised value from Chief Appraiser. (preliminary)
<b>May 15</b>	Budgets due from Departments
<b>May 25</b>	Budget book to City Manager
<b>June 4-8</b>	City Manager and Directors - Management Team Open Discussion on Budgeted Priorities and Plans
<b>June 19</b>	Council Workshop - Discussion on Budget Priorities
<b>July 25</b>	Deadline for chief appraiser to certify rolls to taxing units
<b>July 25-27</b>	Preparation of effective and rollback tax rates
<b>Aug. 7</b>	Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
<b>Aug. 14</b>	Council Meeting - Distribute Budget to Council in Work Session and highlight major topics Set date, time and place of a public hearing (considered filed with the City Secretary)
<b>Aug. 15</b>	LGC Meeting to review budget and proposed special assessments
<b>Aug. 18</b>	<i>Notice of proposed Tax Rate (must be posted 10 days prior to Public Hearing) (deadline for paper Aug. 14 at noon)</i>
<b>Aug. 20</b>	Council Workshop - Review the Proposed Budget (General Fund)
<b>Aug. 21</b>	Council Workshop - Review the Proposed Budget (W, WW, BP&L, Hotel Occupancy Tax, etc.)
<b>Aug. 24</b>	Last day for proposed budget to be filed with City Secretary LGC 102.005 Before the 30th day before tax rate adopted. Adoption Date is 9/25/2017. Also City Charter requirement.
<b>Aug. 28</b>	Council Meeting - First Public hearing on Tax Rate
<b>Sept. 1</b>	<i>Publish Notice of Budget Hearing (must be posted 10 days prior to Public Hearing) Publish Notice of Public Hearing for special assessments for Hunter's Crossing PID</i>
<b>Sept. 11</b>	Council Meeting - Second public hearing on Tax Rate; First Reading of Tax Rate Ordinance; Budget Hearing; First Reading Budget Ordinance; Public Hearing Special Assessments for Hunter's Crossing PID first reading of the Ordinance
<b>Sept. 25</b>	Council Meeting to adopt tax rate and budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. Adoption of the special assessments for the Hunter's Crossing PID

# Annual Budget Process



## Operating Budget

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

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

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

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

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

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

## Capital Budget

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

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

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

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

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

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



# Financial Strategy

## Financial Strategy

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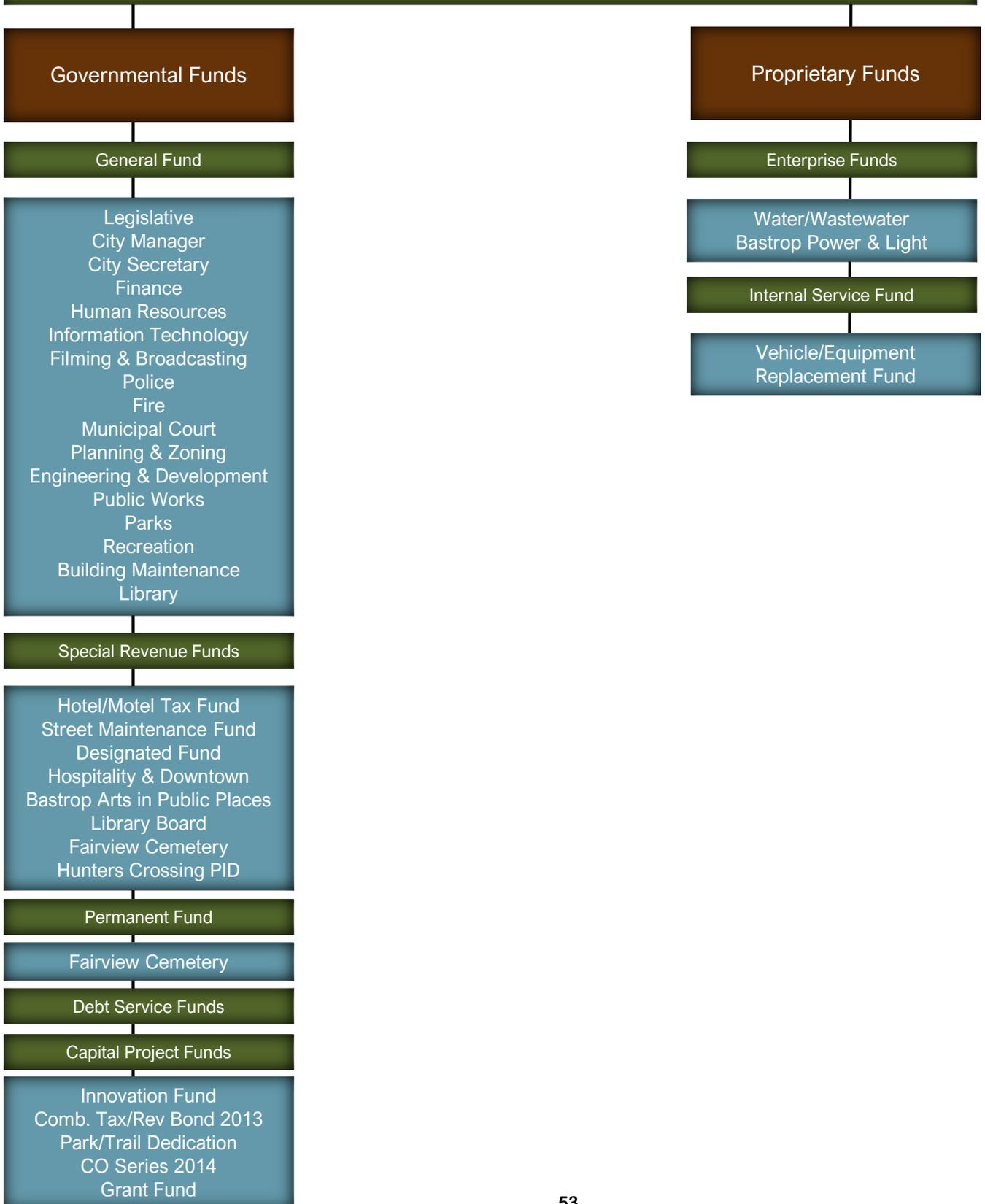
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# All Funds Summary - FY 2019

	GENERAL FUND	STREET MAINTENANCE FUND	DEBT SERVICE FUNDS	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	TOTAL ALL FUNDS
<b>BEGINNING FUND BALANCES</b>	\$ 2,566,858	\$ -	\$ 306,992	\$ 3,425,181	\$ 2,440,787	\$ 5,824,328	\$ 4,072,418	\$ 8,260,931	\$ 1,866,409	\$ 28,763,904
<b>REVENUES:</b>										
AD VALOREM TAXES	3,533,514		1,863,009	-	-	-	-	-	-	5,396,523
SALES TAXES	4,864,390			-	-	-	-	-	-	4,864,390
FRANCHISE & OTHER TAXES	517,966		2,736,000	23,000	-	-	-	-	-	3,276,966
LICENSES & PERMITS	699,500		2,000	-	-	-	-	-	-	701,500
SERVICE FEES	543,936		240,350	1,033,866	5,667,190	7,648,040	-	-	311,563	15,444,945
FINES & FORFEITURES	334,000			14,500	-	-	-	-	-	348,500
INTEREST	50,000	6,000	10,850	44,500	35,850	88,386	56,000	85,500	15,500	392,586
INTERGOVERNMENTAL	72,878		62,312	1,416,576	-	-	-	-	-	1,551,766
OTHER	82,000		247,619	-	30,700	8,000	17,000	102,291	30,000	517,610
<b>TOTAL REVENUES</b>	10,698,184	6,000	2,121,478	3,085,162	2,554,492	5,763,576	7,721,040	187,791	357,063	32,494,786
<b>OTHER SOURCES</b>										
Other Financing Sources								300,000		
Interfund Transfers	809,750	1,100,000	516,185	486,084	4,700	2,334,257	-	453,825	254,500	5,959,301
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	11,507,934	1,106,000	2,637,663	3,571,246	2,559,192	8,097,833	7,721,040	941,616	611,563	38,454,087
<b>TOTAL AVAILABLE RESOURCES</b>	\$ 14,074,792	\$ 1,106,000	\$ 2,944,655	\$ 6,996,427	\$ 4,999,979	\$ 13,922,161	\$ 11,793,458	\$ 9,202,547	\$ 2,477,972	\$ 67,217,991
<b>EXPENDITURES:</b>										
GENERAL GOVERNMENT	4,225,284	566,797		1,416,576	-	-	-	642,560	-	6,851,217
PUBLIC SAFETY	4,333,584			466,950	-	-	133,800	228,000	-	5,162,334
DEVELOPMENT SERVICES	1,025,374			-	-	-	-	514,325	-	1,539,699
COMMUNITY SERVICES	1,657,608		346,994	292,175	-	-	160,493	533,854	-	2,991,124
UTILITIES				-	-	3,797,819	6,123,910	-	-	9,921,729
DEBT SERVICE			2,388,203	-	-	1,425,805	433,000	-	-	4,247,008
ECONOMIC DEVELOPMENT				3,046,509	-	-	-	-	-	3,046,509
CAPITAL OUTLAY				124,050	-	875,730	-	4,559,109	400,764	5,959,653
<b>TOTAL EXPENDITURES</b>	11,241,850	566,797	2,388,203	3,393,503	2,299,751	6,099,354	6,851,203	6,477,848	400,764	39,719,273
<b>OTHER USES</b>										
Interfund Transfers	266,084		-	516,186	575,392	1,883,565	1,341,575	1,376,500	-	5,959,301
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	11,507,934	566,797	2,388,203	3,909,689	2,875,143	7,982,919	8,192,778	7,854,348	400,764	45,678,574
<b>ENDING FUND BALANCES</b>	\$ 2,566,858	\$ 539,203	\$ 556,452	\$ 3,086,738	\$ 2,124,836	\$ 5,939,242	\$ 3,600,680	\$ 1,348,199	\$ 2,077,208	\$ 21,539,417
% of Expenditures	25.6%	95.1%	23.3%	91.0%	74%	113.7%	52.6%	20.8%	518.3%	63.8%

# City of Bastrop Fund Structure



# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>Bastrop Power &amp; Light</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Marketing Materials</b> Move to "Sponsorships"	-\$5,000	-\$5,000	0
<b>Fuel and Lube</b> Added funding for inflation in fuel costs	\$2,500	\$2,500	0
<b>System Maintenance</b> Added funding for price increases on materials & increased service area with the addition of Piney Creek Bend subdivision	\$17,500	\$17,500	0
<b>Professional Services</b> Added funding to survey the Piney Creek Bend subdivision	\$2,500	\$0	0
<b>Legal Services</b> Added funded to allow for increased legal fees related to Piney Creek Bend, developer's agreement Phase II	\$3,500	\$0	0
<b>Engineer</b> Added funding for costs associated with Piney Creek Bend Phase II	\$15,000	\$0	0
<b>Sponsorships</b> Moved from Marketing Materials for cost of sponsorship of community events	\$5,000	\$5,000	0
<b>Equipment Rental</b> Added funding for rental of heavy equipment to complete line extension in Piney Creek Bend subdivision	\$6,500	\$0	0
<b>Line Extensions</b> Added funding for Piney Creek Bend Phase II line extension fee	\$123,000	\$0	0
<b>System Study Improvements</b> Reduced funding since the last two projects off the 5 year plan are less than last years budgeted projects	-\$85,000	\$0	0
<b>Bastrop Power &amp; Light Total</b>	<b>\$85,500</b>	<b>\$20,000</b>	<b>0</b>



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Legislative</b>			
<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Postage</b> Reduce funding to reflect actual costs	-\$250	-\$250	0
<b>Forms Printing</b> Reduce funding to reflect actual costs	-\$280	-\$280	0
<b>Communications</b> Added appropriate funding to cover communications charged to this line-item.	\$1,560	\$1,560	0
<b>Recording Fees</b> Reduce funding to reflect actual costs	-\$800	-\$800	0
<b>Advertising</b> Reduce funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Travel &amp; Training</b> Added funding to cover all of the training and conferences for all Council members	\$2,300	\$2,300	0
<b>Dues &amp; Subscriptions</b> Reduce funding to reflect actual costs	-\$840	-\$840	0
<b>Legislative Total</b>	<b>-\$910</b>	<b>-\$910</b>	<b>0</b>
<b>Organizational</b>			
<b>Group Insurance</b> Added funding due to loss of Package discount that was not offered in FY19	\$14,940	\$14,940	0
<b>Retiree Benefits</b> Added funding for additional employee eligible for retiree insurance	\$25,619	\$25,619	0
<b>Equipment</b> Reduce funding to reflect actual costs	-\$1,000	-\$1,000	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Equipment Maintenance</b> Reduce funding to reflect actual costs	-\$200	-\$200	0
<b>Maintenance of Vehicle</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Reduce funding to reflect actual costs	-\$2,220	-\$2,220	0
<b>Professional Services</b>  Added additional funding for unforeseen appraisals, studies, etc.	\$11,403	\$11,403	0
<b>Property Tax Collection/Appraisal Services</b> Added funding to cover the increase in fees by Bastrop Central Appraisal District for appraisal services	\$3,500	\$3,500	0
<b>Engineering and Consulting</b> Reduced funding in anticipation that most engineering will be associated with a capital project	-\$2,500	-\$2,500	0
<b>Property and Liability Insurance</b>  Added funding to cover slight increase in premiums for FY2019	\$1,743	\$1,743	0
<b>Contractual Services</b>  Added funding to cover the EDC's portion of the Pine St parking lot lease payment. EDC voted to not renew their % of funding.	\$6,000	\$6,000	0
<b>Advertising</b> Reduce funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Travel &amp; Training</b> Added funding for additional trainings, Cabinet retreat, Adopt-a-street Banquet, Cabinet meetings	\$11,875	\$11,875	0
<b>380 Agreement Reimb-Property Taxes</b> Reduced funding due to properties being sold in Burleson Crossing	-\$5,000	-\$5,000	0
<b>Donated Services</b> Added funding since City took on the Farmer's Market utilities when they started paying rent	\$650	\$650	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Overhead Allocation</b> Reduced credit for administrative support from other funds decreased slightly, also some of the support credit was moved to HOT fund to support Multi-Media department.	-\$25,272	-\$25,272	0
<b>Clean Sweep</b> Reduce funding to reflect actual costs	-\$3,000	-\$3,000	0
<b>Salary Adjustment Savings</b> Added this credit to reflect estimated salary savings from vacant positions through out the Fiscal year	-\$172,254	-\$172,254	0
<b>Transfer Out - Hotel Occupancy Fund</b> Added funding to cover the General Fund portion of the Multi-media and Special Event & Reservation departments	\$266,084	\$266,084	0
<b>Organizational Total</b>	<b>\$128,868</b>	<b>\$128,868</b>	<b>0</b>

## City Manager

<b>Supplies</b> Reduce funding to reflect actual costs	-\$400	-\$400	0
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Reduce funding to reflect actual costs	-\$600	-\$600	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$1,125	-\$1,125	0
<b>Travel &amp; Training</b> Added funding to cover all of the training and conferences	\$400	\$400	0
<b>City Manager Total</b>	<b>-\$2,225</b>	<b>-\$2,225</b>	<b>0</b>

## City Secretary

<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Election Supplies</b> Reduce funding to reflect actual costs	-\$2,200	-\$2,200	0
<b>Codification of Ordinance</b> Added funding to inadequately cover the cost of this service	\$3,100	\$3,100	0
<b>Travel &amp; Training</b> Reduce funding to reflect actual costs	-\$1,015	-\$1,015	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Dues &amp; Subscriptions</b> Added funding to reflect actual costs	\$480	\$480	0
<b>Special Events</b> Added funding to cover the cost of the Volunteer Fair & Banquet	\$5,500	\$5,500	0
<b>Election Services</b> Reduced funding to not budget for Runoff election, will amend if needed	-\$7,300	-\$7,300	0
<b>City Secretary Total</b>	<b>-\$2,435</b>	<b>-\$2,435</b>	<b>0</b>
<b>Finance</b>			
<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,410	-\$1,410	0
<b>Postage</b> Reduce funding to reflect actual costs	-\$600	-\$600	0
<b>Office Equipment</b> Added funding for new chairs for staff	\$400	\$400	0
<b>Computer replacement</b> Eliminated funding, covered in IT budget	-\$200	-\$200	0
<b>Equipment/Software Maintenance</b> Added funding to cover Increase in maintenance cost of software	\$1,270	\$1,270	0
<b>Communications</b> Added funding that was missed in FY2018 to cover cell phone for Director	\$1,500	\$1,500	0
<b>Professional Services</b> Reduced funding to removed contingency amount for unforeseen consulting	-\$5,600	-\$5,600	0
<b>Audit</b> Reduced funding since there is no GASB 45 audit required this year	-\$4,490	-\$4,490	0
<b>Travel &amp; Training</b> Reduced funding since Director's CPM classes are almost finished	-\$2,270	-\$2,270	0
<b>Equipment Rental</b> Moved to Organizational	-\$2,270	-\$2,270	0
<b>City Finance Total</b>	<b>-\$13,670</b>	<b>-\$13,670</b>	<b>0</b>
<b>Finance-Utility Customer Service</b>			

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Postage</b> Added funding due to Increased number of bills being mailed	\$960	\$960	0
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$750	-\$750	0
<b>Safety/First Aid</b> Moved to Organizational	-\$300	-\$300	0
<b>Equipment/Software Maintenance</b> Added funding due to increased annual maintenance of customer portal	\$12,175	\$12,175	0
<b>Communications</b> Added funding to provide Supervisor with cell phone	\$2,466	\$2,466	0
<b>Utilities</b> Reduce funding to reflect actual costs	-\$300	-\$300	0
<b>Professional Services</b> Reduce funding to reflect actual costs	-\$3,200	-\$3,200	0
<b>Credit Card Processing Fees</b> Added funding to consolidated this fee into this department - change in allocation, also increase in utilization of credit cards online	\$32,400	\$32,400	0
<b>Contractual Services</b> Added funding for Solid Waste contract rate increase of 5%, plus additional homes being served	\$42,526	\$42,526	0
<b>Travel &amp; Training</b> Reduce funding to reflect actual costs	-\$850	-\$850	0
<b>Equipment Rental</b> Moved to Organizational	-\$440	-\$440	0
<b>Bad Debt Expense</b> Reduce funding to reflect actual costs	-\$800	-\$800	0
<b>City Finance-Utility Customer Service Total</b>	<b>\$82,587</b>	<b>\$82,587</b>	<b>0</b>
<b>Human Resources</b>			
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Added funding that was missed in FY2018 to cover cell phone for Director	\$1,068	\$1,068	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Professional Services</b> Reduced funding due to removing contingency amount for additional training	-\$2,200	-\$2,200	0
<b>Advertising</b> Added funding to Increase efforts in employee recruitment	\$2,000	\$2,000	0
<b>Dues &amp; Subscriptions</b> Reduce funding to reflect actual costs	-\$980	-\$980	0
<b>Special Events</b> Moved Volunteer banquet out of this line item	-\$4,600	-\$4,600	0
<b>City Pins/Appreciation</b> Added funding to increase efforts to show appreciation to our staff	\$1,700	\$1,700	0
<b>Human Resources Total</b>	<b>-\$3,512</b>	<b>-\$3,512</b>	<b>0</b>

## Information Technology

<b>Supplies</b> Added funding to anticipate increase in costs of goods.	\$600	\$600	0
<b>I.T. Supplies</b> Reduce funding due to additional specialized equipment/supplies are not needed as frequently.	-\$500	-\$500	0
<b>Office Equipment</b> Eliminate funding until specific need is identified	-\$3,000	-\$3,000	0
<b>Small Tools</b> Reduce funding to reflect actual costs	-\$200	-\$200	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$500	\$500	0
<b>Equipment/Software Maintenance</b> Added funding for additional software required for Cyber Security	\$15,820	\$15,820	0
<b>Vehicle Maintenance &amp; Repair</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Added funding to allow for appropriate funding to cover communications charged to this line-item.	\$6,527	\$6,527	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$1,364	-\$1,364	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Travel &amp; Training</b> Added additional funding for training conference to attend	\$2,000	\$2,000	0
<b>Information Technology Total</b>	<b>\$19,883</b>	<b>\$19,883</b>	<b>0</b>

## Police Administration

<b>Supplies</b> Reduce funding to reflect actual costs	-\$300	-\$300	0
<b>Postage</b> Added funding to reflect actual costs	\$270	\$270	0
<b>Janitorial Supplies</b> Added funding to reflect actual costs for mat cleaning	\$376	\$376	0
<b>Evidence</b> Moved funding to Criminal Investigations Division so all evidence items can be accounted for in same account.	-\$2,000	-\$2,000	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$1,050	\$1,050	0
<b>Maintenance - Computers</b> Added funding for NetMotion annual fee	\$1,200	\$1,200	0
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$4,574	\$4,574	0
<b>Communication</b> Added funding due to FY2018 budget short six radios, adjusted in this budget	\$4,026	\$4,026	0
<b>Professional Services</b> Added funding for Additional security for City Events	\$1,000	\$1,000	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Utilities</b> Reduce funding to reflect actual costs	-\$1,800	-\$1,800	0
<b>Uniforms</b> Reduce funding to reflect actual costs	-\$900	-\$900	0
<b>Bastrop County Dispatch Services</b> Added funding due to Contract increase for FY 2019 & FY 2020 due to increase number of calls for service and employee raises of 3%.	\$52,522	\$52,522	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$61,601	-\$61,601	0
<b>Travel and Training</b> Reduce funding to reflect actual costs	-\$1,810	-\$1,810	0
<b>Dues, Subscriptions, &amp; Publications</b> Reduce funding to reflect actual costs	-\$868	-\$868	0
<b>Equipment Rental</b> Added funding due to increase in operational costs for FY 2019.	\$190	\$190	0
<b>Prisoner Housing</b> Added funding due to Increase in operational costs for FY 2019	\$1,200	\$1,200	0
<b>Police Administration Total</b>	<b>-\$2,871</b>	<b>-\$2,871</b>	<b>0</b>

## **Police - Code Enforcement & Animal Control**

<b>Supplies</b> Added funding to reflect actual costs	\$372	\$372	0
<b>Postage</b> Added funding to reflect actual costs	\$292	\$292	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$412	\$412	0
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$1,048	\$1,048	0
<b>Travel &amp; Training</b> Added funding due to increased cost in tuition and lodging for annual training.	\$285	\$285	0
<b>Police - Code Enforcement &amp; Animal Control Total</b>	<b>\$2,409</b>	<b>\$2,409</b>	<b>0</b>

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Police - Emergency Management</b>			
<b>Supplies</b> Added funding to reflect actual costs	\$780	\$780	0
<b>Incident Supplies</b> Added funding for supplies needed to stock the shelter as an Emergency Shelter	\$29,950	\$29,950	0
<b>Equipment</b> Added funding for unforeseen needs for EOC	\$1,500	\$1,500	0
<b>Computer Equipment</b> Added funding for unforeseen needs for EOC	\$800	\$800	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$350	\$350	0
<b>Communications</b> Added funding for operating cost of running the Shelter/Senior Center	\$2,820	\$2,820	0
<b>Utilities</b> Added funding for operating cost of running the Shelter/Senior Center	\$5,000	\$5,000	0
<b>Professional Services</b> Added funding for Partnership with Bastrop County Long Term Recovery - funded by BP&L	\$10,000	\$10,000	0
<b>Travel &amp; Training</b> Added funding to conduct quarterly trainings for staff	\$1,750	\$1,750	0
<b>Police - Emergency Management Total</b>	<b>\$52,950</b>	<b>\$52,950</b>	<b>0</b>
<b>Police - Criminal Investigations</b>			
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$250	-\$250	0
<b>Evidence</b> Transferred funding from Police Administration so all evidence items can be accounted for in same account.	\$2,507	\$2,507	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$450	\$450	0
<b>Maintenance - Computers</b> Moved computer repairs to I.T. budget	-\$200	-\$200	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$1,836	\$1,836	0
<b>Uniforms</b> Reduce funding to reflect actual costs	-\$495	-\$495	0
<b>Advertising</b> Added funding to reflect actual costs	\$300	\$300	0
<b>Dues, Subscriptions, &amp; Publications</b> Added funding for the increase in number of investigative inquiries conducted through Lexus Nexus.	\$700	\$700	0
<b>Police - Criminal Investigations Total</b>	<b>\$4,848</b>	<b>\$4,848</b>	<b>\$0</b>

### Police - Patrol

<b>Supplies</b> Added funding to reflect actual costs	\$126	\$126	0
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$525	-\$525	0
<b>Special Printing</b> Added funding to reflect actual costs	\$322	\$322	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$10,464	\$10,464	0
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$5,640	\$5,640	0
<b>Uniforms</b> Added funding to cover two (2) new Senior Officer positions	\$2,823	\$2,823	0
<b>Travel &amp; Training</b> Added funding to cover two (2) new Senior Officer positions, decrease in line item	\$300	\$300	0
<b>Police - Patrol Total</b>	<b>\$19,150</b>	<b>\$19,150</b>	<b>\$0</b>

### Police - Crime Prevention

<b>Supplies</b> Added funding for additional supplies to promote community relations	\$2,300	\$2,300	0
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<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Special Printing</b> Added funding for additional supplies to promote community relations	\$2,325	\$2,325	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$1,450	\$1,450	0
<b>Maintenance - Vehicles</b> Added funding due to increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$2,440	\$2,440	0
<b>Uniforms</b> Added funding to reflect actual costs	\$1,577	\$1,577	0
<b>Travel &amp; Training</b> Added funding for increased number of conferences attending for professional development	\$2,100	\$2,100	0
<b>Police - Crime Prevention Total</b>	<b>\$12,192</b>	<b>\$12,192</b>	<b>\$0</b>
<b>Fire</b>			
<b>Safety Supplies</b> Added funding to reflect actual costs	\$570	\$570	0
<b>Small Equipment</b> Moved to equipment line item	-\$1,350	-\$1,350	0
<b>Special Clothing</b> Added funding to cover additional position	\$980	\$980	0
<b>Equipment</b> Moved from small equip. and small tools to consolidate them here, reduced budget overall	\$890	\$890	0
<b>Protective Gear</b> Added funding to cover additional position	\$3,400	\$3,400	0
<b>Small Tools</b> Moved to equipment line item	-\$1,700	-\$1,700	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$4,500	\$4,500	0
<b>Maintenance - Equipment</b> Added funding due to increase in maintenance requirements (preventative and actual) because of aging equipment	\$4,800	\$4,800	0
<b>Maintenance - Vehicles</b> Added funding for increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$900	\$900	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Communications</b> Added funding due to Tower rental increased	\$1,782	\$1,782	0
<b>Utilities</b> Added funding to reflect actual costs	\$1,000	\$1,000	0
<b>Uniforms</b> Reduced funding to reflect alignment of needs	-\$3,390	-\$3,390	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$21,106	-\$21,106	0
<b>Travel &amp; Training</b> Added funding to cover additional position	\$1,000	\$1,000	0
<b>Dues &amp; Subscriptions</b> Added funding to account for additional memberships	\$2,500	\$2,500	0
<b>Special Events</b> Reduced funding since utilizing designated funds	-\$2,250	-\$2,250	0
<b>Equipment - Capital Outlay</b> Added funding for Radio replacement program	\$11,000	\$11,000	0
<b>Police - Fire Total</b>	<b>\$3,526</b>	<b>\$3,526</b>	<b>\$0</b>

## **Municipal Court**

<b>Supplies</b> Reduced funding to reflect actual costs	-\$3,700	-\$3,700	0
<b>Postage</b> Reduced funding to reflect actual costs	-\$1,700	-\$1,700	0
<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$4,500	\$0	0
<b>Maintenance Agreements</b> Added funding for carryover of old software for backup through conversion	\$1,200	\$0	0
<b>Communication</b> Reduced funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Utilities</b> Reduced funding to reflect actual costs	-\$500	-\$500	0
<b>Professional Services</b> Moved Prosecutor to Legal Services	-\$16,400	-\$16,400	0
<b>Jury Expense</b> Reduced funding to reflect actual costs	-\$550	-\$550	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Legal Services</b> Moved Prosecutor expense to this line item and increased for actual cost	\$24,000	\$24,000	0
<b>Debt Collection Services</b> Reduced funding due to Third party collector not performing as expected	-\$1,500	-\$1,500	0
<b>Teen Court Administrator</b> Reduced funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Travel and Training</b> Reduced funding to reflect actual costs	-\$1,500	-\$1,500	0
<b>Dues, Subscriptions, &amp; Publications</b> Reduced funding to reflect actual costs	-\$171	-\$171	0
<b>Equipment Rental</b> Reduced funding to reflect actual costs	-\$550	-\$550	0
			0
<b>Municipal Court Total</b>	<b>-\$8,171</b>	<b>-\$4,871</b>	<b>\$0</b>

### Development Services-Planning & Zoning

<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$1,700	\$0	0
<b>Special Printing</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Equipment/Software Maintenance</b> Added funding for annual fees for additional modules	\$1,300	\$1,300	0
<b>Professional Services</b> Reduced third party inspection fees with new position	-\$56,000	-\$56,000	0
<b>Advertising</b> Added funding due to more development activity	\$1,000	\$1,000	0
<b>Travel &amp; Training</b> Added funding due to increased number of conference attending for professional development	\$5,254	\$5,254	0
<b>Dues &amp; Subscriptions</b> Added funding to reflect actual costs	\$1,050	\$1,050	0
<b>Development Services-Planning &amp; Zoning Total</b>	<b>-\$38,288</b>	<b>-\$33,288</b>	<b>\$0</b>

### Development Services-Engineering & Dev.

<b>Supplies</b> Added funding to reflect actual costs	\$1,200	\$1,200	0
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<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Special Printing</b> Added funding for new cards, etc. for new staff position	\$300	\$0	0
<b>Fuel</b> Reduced funding to reflect actual cost. We anticipate this going back up once we are fully staffed.	-\$1,000	\$0	0
<b>Equipment/Software Maintenance</b> Added funding for annual fees for additional modules	\$3,000	\$3,000	0
<b>Maintenance - Vehicles</b> Added funding for increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$1,000	\$1,000	0
<b>Professional Services</b> Added funding for utilizing third party engineering to assist as needed	\$65,000	\$65,000	0
<b>Uniforms</b> Added funding to reflect actual costs	\$500	\$0	0
<b>Travel &amp; Training</b> Added funding for training for new staff position	\$1,000	\$1,000	0
<b>Dues &amp; Subscriptions</b> Added funding for additional memberships for new staff position	\$1,345	\$1,345	0
<b>Computer Updates-Training</b> Eliminated funding until a specific need is identified	-\$3,000	\$0	0
<b>Development Services-Eng. &amp; Dev. Total</b>	<b>\$69,345</b>	<b>\$72,545</b>	<b>\$0</b>

## **Public Works - Administration**

<b>Supplies</b> Added funding to reflect actual costs	\$2,500	\$2,500	0
<b>Postage</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$200	\$0	0
<b>Computer Equipment</b> Moved to IT budget	-\$1,000	-\$1,000	0
<b>Safety/First Aid</b> Added funding to reflect actual costs	\$900	\$900	0
<b>Mosquito Supplies</b> Moved to Parks budget	-\$3,700	-\$3,700	0
<b>Chemicals</b> Moved to Parks budget	-\$800	-\$800	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Sidewalks</b> Moved to Street & Drainage Division	<b>-\$2,500</b>	<b>-\$2,500</b>	0
<b>Utilities</b> Added funding to reflect actual costs	\$4,800	\$4,800	0
<b>Professional Services</b> Added funding for unforeseen projects	\$13,157	\$13,157	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	\$12,084	\$12,084	0
<b>Equipment Rental</b> Moved to Streets & Drainage Division	<b>-\$2,500</b>	<b>-\$2,500</b>	0
<b>Public Works - Administration Total</b>	<b>\$22,441</b>	<b>\$22,641</b>	<b>\$0</b>

### Public Works - Streets & Drainage

<b>Equipment</b> Added funding to purchase a piece of equipment to increase work efficiency	\$3,125	\$0	0
<b>Fuel</b> Reduced funding to adjust to Historical actual	<b>-\$5,600</b>	<b>-\$5,600</b>	0
<b>Streets &amp; Signs</b> Added funding to support the New Adopt-a-Street program and increase sign inventory	\$3,125	\$3,125	0
<b>Streets &amp; Bridges</b> Moved the majority of these costs into the Street Maintenance Fund	<b>-\$90,005</b>	<b>-\$90,005</b>	0
<b>Equipment Maintenance</b> Added funding to adjust to Historical actual	\$11,000	\$11,000	0
<b>Vehicle Maintenance</b> Reduced funding to adjust to Historical actual	<b>-\$3,000</b>	<b>-\$3,000</b>	0
<b>Drainage</b> Reduced funding based on historical actuals	<b>-\$2,900</b>	<b>-\$2,900</b>	0
<b>Public Works - Streets &amp; Drainage Total</b>	<b>-\$84,255</b>	<b>-\$87,380</b>	<b>\$0</b>

### Public Works - Parks

<b>Supplies</b> Reduced funding to reflect actual costs	<b>-\$3,400</b>	<b>-\$3,400</b>	0
<b>Safety/First Aid</b> Reduced funding to reflect actual costs	<b>-\$1,600</b>	<b>-\$1,600</b>	0
<b>Irrigation Supplies</b>	\$500	\$500	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
Added funding to cover aging systems			
<b>Janitorial Supplies</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$2,000	\$2,000	0
<b>Equipment Maintenance</b> Added funding to reflect actual costs	\$1,000	\$1,000	0
<b>Vehicle Maintenance</b> Reduced funding based on historical actuals	-\$3,500	-\$3,500	0
<b>Little League Park Exp</b> Added funding for addition of concrete slabs for bleachers	\$1,600	\$0	0
<b>Riverwalk Maintenance</b> Added funding to replace damaged overlook	\$3,500	\$0	0
<b>Industrial Park Maintenance</b> Eliminated this funding due to EDC contracting this out to third party now	-\$1,000	\$0	0
<b>Communication</b> Added funding to reflect actual costs	\$720	\$720	0
<b>Utilities</b> Added funding to reflect actual costs	\$2,500	\$2,500	0
<b>Professional Services</b> Eliminated funding due to FY 2018 having special projects that were not recurring	-\$117,072	\$0	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	\$1,921	\$1,921	0
<b>Public Works - Parks Total</b>	<b>-\$112,331</b>	<b>\$641</b>	<b>\$0</b>

### **Public Works - Building Maintenance**

<b>Supplies</b> Reduced funding to reflect actual costs	-\$600	-\$600	0
<b>Safety/First Aid</b> Reduced funding to reflect actual costs	-\$250	-\$250	0
<b>Janitorial Supplies</b> Added funding due to consolidated all supplies into this department	\$11,600	\$11,600	0
<b>Equipment Maintenance</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Building Maintenance</b> Added funding due to consolidated all facility maintenance into this department	\$7,170	\$7,170	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Communications</b> Added funding to reflect actual costs	\$300	\$300	0
<b>Uniforms</b> Added funding to reflect actual costs	\$300	\$300	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$1,873	-\$1,873	0
<b>Travel &amp; Training</b>  Added funding to this line item for maintenance training	\$1,000	\$1,000	0
<b>Public Works - Building Maintenance Total</b>	<b>\$18,147</b>	<b>\$18,147</b>	<b>\$0</b>
<b>Library</b>			
<b>Supplies</b> Added funding to reflect actual costs	\$1,800	\$1,800	0
<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$1,900	-\$1,900	0
<b>Equipment Maintenance</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Communications</b> Reduced funding to reflect actual costs	-\$600	-\$600	0
<b>Utilities</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Travel &amp; Training</b> Reduced funding to reflect actual costs	-\$600	-\$600	0
<b>Library Total</b>	<b>-\$1,100</b>	<b>-\$1,100</b>	<b>\$0</b>
<b>TOTAL GENERAL FUND</b>	<b>\$166,578</b>	<b>\$288,125</b>	<b>\$0</b>



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# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
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### Bastrop Art in Public Places

<b>Supplies</b> Reduce funding to reflection actual costs	-\$150	-\$150	0
<b>Maintenance of Equipment</b> Moved cleaning of Art from Contracted Services	\$5,000	\$5,000	0
<b>Professional Services</b>  Moved from Contracted services line item to reflect accurately	\$35,000	\$35,000	0
<b>Advertising</b> Reduce funding to reflect actual costs	-\$2,500	-\$2,500	0
<b>Bastrop Art in Public Places Total</b>	<b>\$37,350</b>	<b>\$37,350</b>	<b>0</b>

### Convention Center

<b>Supplies</b> Added funding due to the increased customer service, the center provides such as table linens, snack stations etc.	\$9,800	\$9,800	0
<b>Postage</b> Added funding due to increased attendance at Farm Street Opry, Western Swing, and Red, White & You	\$200	\$200	0
<b>Janitorial Supplies</b> Added funding due to increased usage of the facility which creates additional cleaning needs	\$10,496	\$10,496	0
<b>Equipment</b> Added funding due to increased usage of the facility which creates additional equipment needs	\$3,500	\$3,500	0

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Small Tools</b> Added funding for additional equipment needed due to increased usage	\$250	\$250	0
<b>Fuel</b> Reduced funding to reflecting actual costs	-\$250	-\$250	0
<b>Legal</b> Moved to Organizational HOT Fund to consolidate all fees in one place	-\$3,500	-\$3,500	0
<b>Admin Support</b> Reduced funding due to adjustment to overhead allocation to the General Fund	-\$31,549	-\$31,549	0
<b>Advertising</b> Reduced funding due to Visit Bastrop's contract requires advertising and marketing the Center so we have been able to let go of several commitments	-\$15,500	-\$15,500	0
<b>Contingency</b> Eliminated funding, no longer needed	-\$5,000	-\$5,000	0
<b>Convention Center Total</b>	<b>-\$31,553</b>	<b>-\$31,553</b>	<b>0</b>
<b>Main Street Program</b>			
<b>Forms</b> Added funding for printing the Downtown Guide since Visitor's Guide will not be printed by Visit Bastrop	\$2,450	\$2,450	0
<b>Sponsored Events</b> Reduced funding only events organized by Main Street	-\$137,200	-\$137,200	0
<b>Community Event Support</b> Increased funding for Juneteenth, Christmas Lighting, Homecoming, Patriotic Festival  (Homecoming & Juneteenth moved to this line item for FY 19)	\$175,000	\$175,000	0
<b>Legals</b> Moved to Organizational	-\$300	-\$300	0
<b>Insurance</b> Reflection of Actual Costs	-\$600	-\$600	0
<b>Main Street Program Total</b>	<b>\$39,350</b>	<b>\$39,350</b>	<b>0</b>
<b>Multi-Media Department</b>			

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Supplies</b> Eliminate funding moved to PEG	-\$1,100	-\$1,100	0
<b>Fuel &amp; Lube</b> Eliminate fund Vehicle belongs to IT Department	-\$500	-\$500	0
<b>Communications</b> Increase funding for Additional Staff and Emergency Management Data & Cellular Devices	\$2,900	\$2,900	0
<b>Utilities</b> Reduce funding based on actual costs	-\$880	-\$880	0
<b>Travel &amp; Training</b> Reduce funding based on actual costs	-\$1,850	-\$1,850	0
<b>Dues, Subscriptions, &amp; Publications</b> Increase funding for Media Directory Database, TAMIO, TATANO	\$7,150	\$7,150	0
<b>Multi-Media Department Total</b>	<b>\$5,720</b>	<b>\$5,720</b>	<b>0</b>

## Organizational

<b>Professional Services</b> Reduced funding as budgeted as needed based on projects	-\$12,326	\$0	0
<b>Legal</b> Reduced funding and moved from Convention Center	\$2,000	\$2,000	0
<b>Organization Funding</b> Reduced funding as moved to either Visit Bastrop (event funding) or to community partnership in various other city departments	-\$101,455	\$0	0
<b>Destination Marketing Corp</b> Funding reduced due to application of contract terms	-\$329,093	\$0	0
<b>Special Event Expense</b> Funding reduced and this line item was over budgeted in FY 2018	-\$32,835	\$0	0
<b>Opportunity Funds</b> Funding reduced as this line item adjusted to comply with Fund Balance requirement policy	-\$14,043	\$0	0
<b>Organizational Total</b>	<b>-\$487,752</b>	<b>\$2,000</b>	<b>0</b>

## Special Events & Reservations

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Personnel Costs</b> Funding reduced by true allocation to HOT Fund	-7,920	-7,920	0
<b>Supplies</b> Funding increased in reflection of Actual Costs	\$150	\$150	0
<b>Postage</b> Funding reduced as actual costs are absorbed in other departments	-100	-100	0
<b>Office Equipment</b> Funding reduced in reflection of actual costs	-1,000	-1,000	0
<b>Fuel &amp; Lube</b> Funding reduced as there is no vehicle in this department	-100	-100	0
<b>Equipment &amp; Software Maintenance</b> Funding reduced as reflection of actual costs	-200	-200	0
<b>Communications</b> Funding increased as reflection of actual costs	\$150	\$150	0
<b>Travel &amp; Training</b> Funding increased duties requires broader training needs	\$500	\$500	0
<b>Uniforms</b> Funding reduced in reflection of actual costs	-100	-100	0
<b>Dues, Subscriptions, &amp; Publications</b> Eliminated as no longer need Recreation membership	-200	-200	0
<b>Recreation Programs</b> Reduced funding as YMCA taking over Summer Camp and Movies in the Park	-5,000	-5,000	0
<b>Equipment Rental</b> Funding reduced in reflection of actual costs	-500	-500	0
<b>Special Events &amp; Reservations Total</b>	<b>-14,320</b>	<b>-14,320</b>	<b>0</b>
<b>TOTAL HOT FUND</b>	<b>-451,205</b>	<b>\$38,547</b>	

# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Administration</b>			
<b>Supplies</b> Reduce funding to reflect actual cost	-\$500	-\$500	0
<b>Office Furniture</b> Reduce funding as office equipment is not needed.	-\$5,900	-\$5,900	0
<b>Conservation Program</b> Reduce funding as there is a surplus of supplies.	-\$1,750	-\$1,750	0
<b>Computer Maintenance/Upgrade</b> Added funding for new Laptop.	\$2,000	\$0	0
<b>Building Maintenance</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Vehicle Maintenance &amp; Repair</b> Reduce funding to reflect 3yr. Average	-\$3,500	-\$3,500	0
<b>Professional Services</b> Added funding for minor engineering work not associated with a project.	\$5,000	\$5,000	0
<b>Uniforms</b> Added funding to replace items not covered by contract i.e. Rain suits, T-shirts, Hats etc....	\$1,000	\$1,000	0
<b>Legal Services</b> Added funding to reflect actual expense in FY 18	\$24,460	\$0	0
<b>Administrative Support</b> Added funding for administrative support provided by General fund and Multi-Media department	\$41,822	\$41,822	0
<b>Travel &amp; Training</b> Reduced funding as licenses were recently renewed.	-\$8,000	-\$8,000	0

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Transfer Out-Debt Service Fund</b> Added funding to cover current and anticipated future bond payments	\$446,118	\$621,193	0
<b>Capital Reserve Fund</b> Added funding to cover ongoing capital costs associated with the system	\$125,000	\$125,000	0
<b>Water Wastewater Administration Total</b>	<b>\$626,250</b>	<b>\$774,865</b>	<b>0</b>

## **W/WW Distribution & Collection**

<b>New Meters</b> Added funding due to continued development in service area	\$6,408	\$6,408	0
<b>Small Tools</b> Added funding to replace worn out tools	\$1,500	\$1,500	0
<b>Fuel and Lube</b> Added funding to project increase in fuel prices.	\$7,816	\$7,816	0
<b>System Maintenance</b> Added funding to reflect new fencing around Lift stations and well sites. Marking paint and traffic control	\$3,990	\$3,990	0
<b>Equipment Maintenance</b> Added funding for maint. on Vac Truck/Meter Calibration/Fire Hydrant repair	\$3,995	\$3,995	0
<b>Uniforms</b> Added funding for items not covered under contract i.e. Caps, T-shirts & Rain suits.	\$500	\$500	0
<b>Vehicle Equip. Replacement fee</b> Reduced funding for adjusted life on asset reducing the lease payment due	-\$3,201	-\$3,201	0
<b>Travel and Training</b> Added funding for additional training for technicians	\$500	\$500	0
<b>Improvements Distribution/Collection</b> Reduced funding as project is completed.	-\$20,000	\$0	0
<b>Equipment Capital Outlay</b> Reduce funding based on need	-\$15,000	\$0	0

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Elevated Storage Tank</b> Moved funding to Capital improvement fund. Estimated completion 2020	-\$1,645,000	\$0	0
<b>W/WW Distribution &amp; Collection Total</b>	<b>-\$1,658,492</b>	<b>\$21,508</b>	<b>0</b>

## **Water Production & Treatment**

<b>Chemicals</b> Added funding to reflect actual cost. Polyphosphates increase to prevent corrosion	\$37,000	\$37,000	0
<b>Small Tools</b> Added funding in small equipment that need maintenance.	\$1,286	\$1,286	0
<b>Fuel &amp; Lube</b> Added funding as projected increase in fuel cost.	\$1,340	\$1,340	0
<b>System Maintenance</b> Reduced funding due to FY 18 having large maintenance projects that are not reflected in FY 19 budget	-\$228,872	-\$228,872	0
<b>Equipment Maintenance</b> Added funding for maintenance of wells D & G.	\$24,695	\$24,695	0
<b>Professional Services</b> Added funding due to increased TCEQ Fees.	\$4,167	\$4,167	0
<b>Lab Fees</b> Added funding for sampling required by TCEQ	\$7,349	\$7,349	0
<b>Pumping Fees</b> Added funding for increased fees due to adding 2,000 Ac.Ft at XS Ranch.	\$4,864	\$4,864	0
<b>Travel &amp; Training</b> Added funding for additional training for Plant Operators.	\$1,680	\$1,680	0
<b>Improvements</b> Reduced funding as no plant improvements scheduled for FY 19	-\$10,644	\$0	0
<b>Water Production &amp; Treatment Total</b>	<b>-\$157,135</b>	<b>-\$146,491</b>	<b>0</b>

## **WW Treatment Plant**

<b>Chemicals</b> Added funding as increase in influent requires an increase in chemicals.	\$1,450	\$1,450	0
<b>Small Tools</b> Added funding for additional tools needed.	\$1,900	\$1,900	0
<b>Fuel &amp; Lube</b> Added funding for projected increase in costs of fuel.	\$1,760	\$1,760	0

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Vehicle Maintenance</b> Added funding to replace crane on Utility Truck.	\$3,500	\$3,500	0
<b>Vehicle/Equipment Replacement</b> Added funding due to additional vehicle participating in the VERF fund	\$1,180	\$1,180	0
<b>Travel &amp; Training</b> Added funding for additional Wastewater Operators classes.	\$1,680	\$1,680	0
<b>WW Treatment Plant Total</b>	<b>\$11,470</b>	<b>\$11,470</b>	<b>0</b>
<b>Water/Wastewater Fund Totals</b>	<b>-\$1,177,907</b>	<b>\$661,352</b>	<b>0</b>

# Department Enhancements



## FY 2019 Proposed Program Changes

<b>Bastrop Power &amp; Light</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Additional Special Projects funding</b> Added funding for Community Partners and Development projects	\$274,625	\$0	0
<b>Bastrop Power &amp; Light Total</b>	<b>\$274,625</b>	<b>\$0</b>	<b>\$0</b>



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# Department Enhancements



## FY 2019 Proposed Program Changes

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>City Manager</b>			
<b>Add Part-Time Receptionist</b> Added funding for new position that will greet the public and offer clerical assistance allowing the other staff to work on records management tasks	\$21,811	\$21,811	1.0
<b>New Community/Council Liaison Position</b> Adding funding for new position to manage the City calendar and citizen concerns, communicating with Council while supporting contract procurement and compliance.	\$67,000	\$67,000	1.0
<b>City Manager Total</b>	<b>\$88,811</b>	<b>\$88,811</b>	<b>2.0</b>
<b>Human Resources</b>			
<b>Annual Maintenance for Personnel on-boarding</b> Adding funding for additional maintenance fees for Neogov. Our new on-boarding software	\$8,803	\$8,803	0
<b>Human Resources Total</b>	<b>\$8,803</b>	<b>\$8,803</b>	<b>0</b>
<b>Information Technology</b>			
<b>Enhanced software for Library's Public Computers</b> Added funding for maintenance for software updates and technical support for the virtual desktop software for the Library with VMWare.	\$7,700	\$7,700	0
<b>Additional Training Conference</b> Added funding to attend the Tyler Connect Conference for both IT Staff Members - Tyler is who we get most of our software to run the City from	\$2,000	\$2,000	0

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Utilities</b> Adding funding for enhanced security system for City Hall and Convention Center.	\$1,000	\$1,000	0
<b>Information Technology Total</b>	<b>\$10,700</b>	<b>\$10,700</b>	<b>0</b>

## Police Administration

<b>Increase Part-Time Records Clerk to Full-Time</b> Added funding for an additional half time Records Clerk due to increased records retention responsibilities imposed by the Michael Morris Act.	\$30,358	\$30,358	0.5
<b>New RMS software maintenance</b> Added funding for the additional maintenance fees for Tyler Technologies CAD/RMS over what our old software cost annually.	\$5,510	\$5,510	0
<b>New Satellite Phones</b> Added funding for two (2) satellite phones as an alternate means of communication for Emergency Management.	\$2,000	\$2,000	0
<b>Event Security from Outside Agencies</b> Added funding for security at events that are not covered by Hotel Occupancy Funds for outside agency officers.	\$1,000	\$1,000	0
<b>Police Administration Total</b>	<b>\$38,868</b>	<b>\$38,868</b>	<b>0.5</b>

## Police - Criminal Investigations

<b>Additional Crime Scene Equipment</b> Added funding for crime scene lighting, Ipads, crime scene mapping software, and reference materials.	\$3,514	\$3,514	0
<b>Specialized Training</b> Added funding for additional training pertaining to death and sexual assault investigations.	\$1,000	\$1,000	0
<b>Police - Criminal Investigations Total</b>	<b>\$4,514</b>	<b>\$4,514</b>	<b>0</b>

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Police - Patrol</b>			
<b>Two (2) Senior Officers</b> Added funding for two (2) new senior officers for night shift. This shift does not always have coverage due to training, sick or vacation leave.	\$178,714	\$178,714	2.0
<b>Equipment associated with New Positions</b> Added funding for the equipment associated with adding Two (2) new Senior Officer positions (equipment includes uniforms, firearms, radio, body camera, leather gear, and tazer) Ammunition and target practice is recurring	\$18,602	\$2,875	0
<b>Police - Patrol Total</b>	<b>\$197,316</b>	<b>\$181,589</b>	<b>2.0</b>
<b>Fire</b>			
<b>Additional Day Staff Personnel</b> Added funding for one extra day staff position 12 hours a day/7 days a week	\$65,700	\$65,700	2.1
<b>Fire Total</b>	<b>\$65,700</b>	<b>\$65,700</b>	<b>2.1</b>
<b>Municipal Court</b>			
<b>New Court Software maintenance</b> Added funding for additional maintenance fees for Tyler Technologies Court software over the old software cost	\$8,000	\$8,000	0
<b>Municipal Court Total</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>0</b>
<b>Development Services-Planning &amp; Zoning</b>			
<b>New Planner Position</b> Adding funding for new staff position to work on getting all planning and zoning documents into electronic form and organized appropriately.	\$73,685	\$73,685	1.0
<b>Development Services-Planning &amp; Zoning Total</b>	<b>\$73,685</b>	<b>\$73,685</b>	<b>1.0</b>
<b>Development Services-Engineering &amp; Development</b>			

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>New Building Inspection Position</b> Added funding to create new position due to the need to bring this position in house to increase the quality of inspections being performed.	\$69,358	\$69,358	1.0
<b>Development Services-Engineering &amp; Dev. Total</b>	<b>\$69,358</b>	<b>\$69,358</b>	<b>1.0</b>
<b>Public Works - Parks</b>			
<b>New Equipment for Dog Park</b> Added funding to purchase Agility equipment for the park	\$4,500	\$0	0.0
<b>Public Works - Parks Total</b>	<b>\$4,500</b>	<b>\$0</b>	<b>0.00</b>
<b>Library</b>			
<b>Books</b> Added funding to Increase funds available for purchase of books	\$5,450	\$5,450	0.0
<b>New Copier lease</b> Added funding for New Copier lease, owned copier is in need of replacement	\$3,600	\$3,600	0.0
<b>Library Total</b>	<b>\$9,050</b>	<b>\$9,050</b>	<b>0.00</b>
<b>TOTAL GENERAL FUND</b>	<b>\$579,305</b>	<b>\$559,078</b>	<b>8.60</b>

# Department Enhancements



## FY 2019 Proposed Program Changes - HOT Fund

<b>Hospitality &amp; Downtown</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Bastrop Art in Public Places</b>			
<b>Administrative Support</b> Adds funding to cover actual cost of Multi-media Staff Support for BAIPP Programs. Reflection of Actual costs.	\$16,082	\$16,082	0
<b>Contracted Services</b> Reduces funding in this line item to reflect spending.	-\$60,850	-\$60,850	0
<b>Special Projects</b> Moves funding from Contracted Services line item to accurately reflect in correct line item.	\$9,920	\$9,920	0
<b>Contingency</b> Adds funding to implement findings in Cultural Arts Master Plan, which is expected to be completed in early 2019.	\$50,000	\$0	0
<b>Bastrop Art in Public Places</b>	<b>\$15,152</b>	<b>-\$34,848</b>	<b>0</b>
<b>Convention Center</b>			
<b>Grounds Maintenance</b> Adding funding for contract Grounds Maintenance.	\$23,000	\$23,000	0
<b>Pay Increase for Farm Street Opry Performers</b> Adds funding for pay increase for monthly Farm Street Opry Show Performers.	\$6,354	\$6,354	0
<b>Convention Center Totals</b>	<b>\$29,354</b>	<b>\$29,354</b>	<b>0</b>

<b>Hospitality &amp; Downtown</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Main Street Program</b>			
<b>Assistant Main Street Director</b> Adds funding for Assistant Main Street Director to provide volunteer coordination, Special Events planning, update communications, and advocate for Main Street businesses.	\$68,672	\$68,672	1
<b>Work Station for Additional Personnel</b> Adds funding for office furniture and equipment for new position.	\$3,500	\$0	0
<b>Mobile Device Costs</b> Adds funding for mobile communication costs for new position.	\$800	\$800	0
<b>Social Media Contract</b> Adds funding for additional support for website and social media support.	\$5,900	\$5,900	0
<b>Promotional Activities</b> Adds funding for retail recruitment and retention efforts.	\$6,550	\$6,550	0
<b>Business Development</b> Adds funding to support Recruitment, Training and Retention Efforts.	\$5,000	\$5,000	0
<b>Travel and Training</b> Adds funding for additional position to meet Main Street Contract requirements.	\$5,200	\$5,200	0
<b>Dues &amp; Subscriptions</b> Adds funding for additional position to meet Main Street Contract requirements.	\$985	\$985	0
<b>Downtown Beautification Projects</b> Beautification.	\$7,520	\$7,520	0
<b>Main Street Program Totals</b>	<b>\$104,127</b>	<b>\$100,627</b>	<b>1</b>

<b>Hospitality &amp; Downtown</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
-----------------------------------	------------------------------------	-------------------------	----------------------

**Multi-Media Department**

**Digital Marketing Manager & Portion of Hospitality & Downtown Director Position**

Adds funding for Digital Marketing Manager to oversee website and social media content. Adds 15% of Hospitality & Downtown Director Position to be reimbursed by General Fund.

\$103,917	\$103,917	1
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**Mobile Device Costs**

Adds funding for additional staff to have cellular devices and "Hot Spots" to provide access to data during Emergency Management events.

\$2,900	\$2,900	0
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**Media Related Professional Services**

Adds funding for design, voiceover, and photography services.

\$5,800	\$5,800	0
---------	---------	---

**Social Media & Community Engagement**

Adds funding to boost Social Media posts, advertise with Influencers, and support Community Engagement efforts.

\$6,000	\$6,000	0
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**Overhead Allocation**

Adds funding from Water/Wastewater Fund, BP&L Fund, BAIPP & Convention Center for support of Citywide Storytelling activities.

-\$64,328	-\$64,328	0
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<b>Multi-Media Department</b>	<b>\$54,289</b>	<b>\$54,289</b>	<b>1</b>
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**Special Events & Reservations**

**YMCA Recreational Programming**

Moves State Park Pool Funding from W/WW & BP&L, adds funding for additional YMCA recreational services, and adds funding for Keep Bastrop County Beautiful programs.

\$52,800	\$52,800	0
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<b>Special Events &amp; Reservations</b>	<b>\$52,800</b>	<b>\$52,800</b>	<b>0</b>
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<b>Hotel Occupancy Fund Total</b>	<b>\$255,722</b>	<b>\$202,222</b>	<b>2</b>
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# Department Enhancements



## FY 2019 Proposed Program Changes

<b>Water Wastewater Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Administration</b>			
<b>New Trucks</b> Added funding for New Water/Wastewater Vehicles for Plant Operators & W/WW Technicians	\$117,000	\$0	0
<b>Water Wastewater Administration Total</b>	<b>\$117,000</b>	<b>\$0</b>	<b>0</b>
<b>Water/Wastewater Fund Totals</b>	<b>\$117,000</b>	<b>\$0</b>	<b>0</b>



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# BP&L Fund

## BP&L Fund

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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.



# BP&L Fund Summary



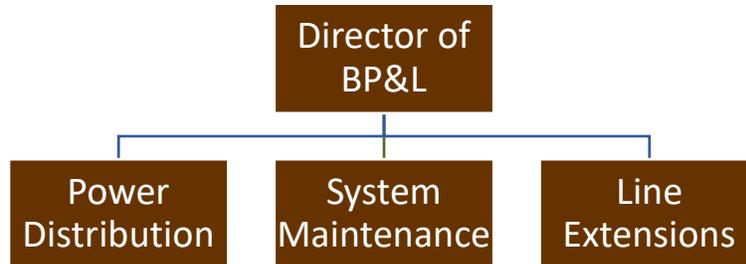
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## Department Description

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 2,735 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.

## Organizational Chart



### Goals and Objectives for FY 2019

- Maintain system reliability of 99.996% or better.
- Complete system maintenance according to LCRA Annual Engineering Study.
- Complete line extensions in a timely manner.

### Recent Accomplishments for FY 2018

- ✓ Complete all work orders same day and within a couple of hours of receipt.

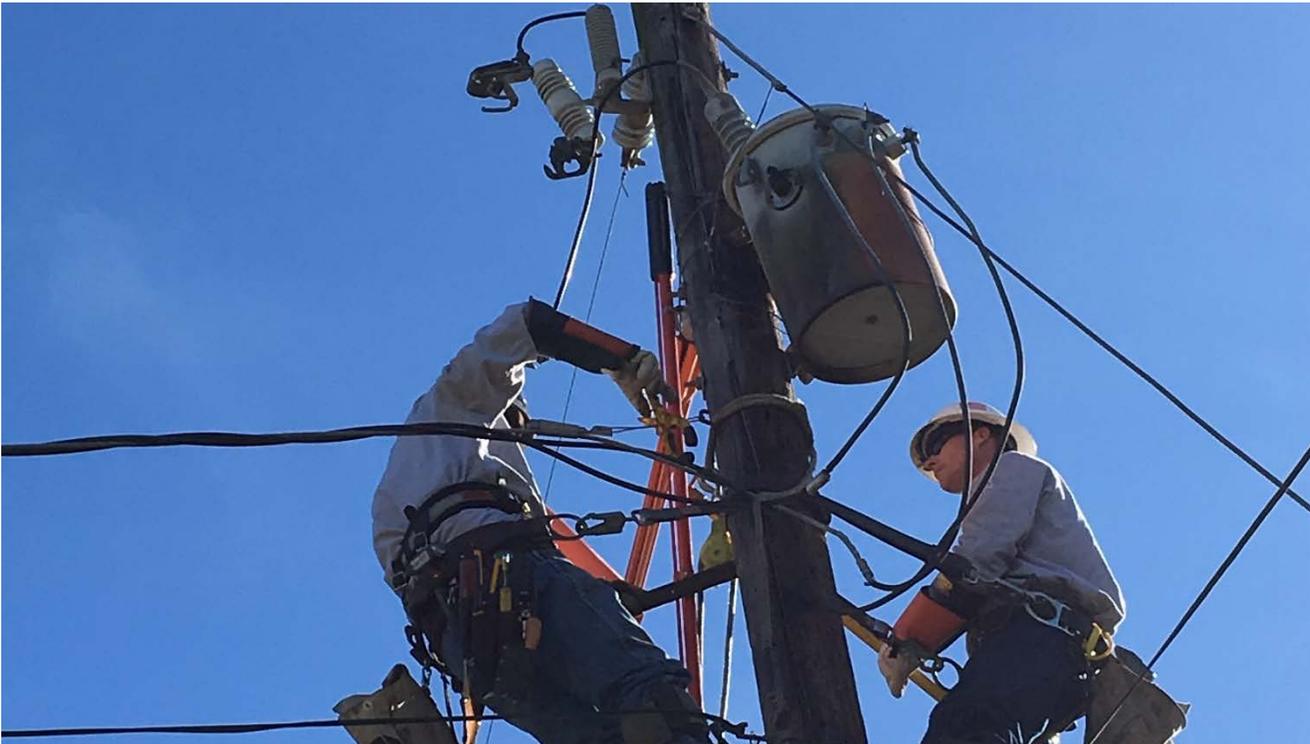
# BP&L Fund Summary

## **BP&L Fund Summary**

	ACTUAL FY-17	ORIG BUDGET FY-18	ESTIMATE FY-18	PROPOSED FY-19	PLANNING FY-20
<b>BEGINNING FUND BALANCE</b>	\$ 4,069,439	\$ 4,254,644	\$ 4,254,644	\$ 4,072,418	\$ 3,600,680
Electric Sales	\$ 6,871,072	\$ 7,157,696	\$ 7,111,746	\$ 7,280,740	\$ 7,452,540
Service Fees	\$ 31,687	\$ 30,000	\$ 32,000	\$ 32,300	\$ 32,600
Extension Fees	\$ 131,055	\$ 80,000	\$ 127,000	\$ 335,000	\$ 330,000
Pole Attachment	\$ 7,865	\$ 8,000	\$ 7,865	\$ 8,000	\$ 8,000
Interest	\$ 43,920	\$ 40,000	\$ 55,000	\$ 56,000	\$ 57,000
Other	\$ 19,138	\$ 8,000	\$ 34,000	\$ 9,000	\$ 9,000
<b>Total Revenues</b>	\$ 7,104,737	\$ 7,323,696	\$ 7,367,611	\$ 7,721,040	\$ 7,889,140
<b>Total Resources</b>	\$ 11,174,176	\$ 11,578,340	\$ 11,622,255	\$ 11,793,458	\$ 11,489,820
Operating Expense	\$ 5,711,607	\$ 6,132,659	\$ 5,924,761	\$ 6,152,910	\$ 6,327,456
Debt Service	\$ 156,826	\$ 157,995	\$ 159,196	\$ 160,493	\$ 159,847
Community Support	\$ 90,091	\$ 155,930	\$ 155,930	\$ 104,800	\$ 100,000
Line Extensions			\$ 72,000	\$ 183,000	\$ 170,000
System Study Improvements	\$ 178,258	\$ 395,000	\$ 230,000	\$ 250,000	\$ 250,000
Transfer out - GF (lieu of taxes)	\$ 707,750	\$ 557,750	\$ 557,750	\$ 557,750	\$ 557,750
Transfer out - Special Projects	\$ -	\$ 409,200	\$ 350,200	\$ 683,825	\$ 175,000
Transfer out - VERF	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Operating Expenditures</b>	\$ 6,919,532	\$ 7,908,534	\$ 7,549,837	\$ 8,192,778	\$ 7,840,053
<b>NET INCOME (LOSS)</b>	\$ 185,205	\$ (584,838)	\$ (182,226)	\$ (471,738)	\$ 49,087
<b>ENDING FUND BALANCE</b>	\$ 4,254,644	\$ 3,669,806	\$ 4,072,418	\$ 3,600,680	\$ 3,649,767
<i>Fund Balance %</i>	61%	46%	54%	44%	47%
<i>Reserve Requirement 35%</i>	\$ 2,421,836	\$ 2,767,987	\$ 2,642,443	\$ 2,867,472	\$ 2,744,019
<b>Excess Capacity available</b>	\$ 1,832,808	\$ 901,819	\$ 1,429,975	\$ 733,208	\$ 905,748

# BP&L Fund Summary

## FY 2019 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$0	\$3,000	\$3,000	\$3,000	\$3,000
ELECTRIC REVENUES	\$7,048,397	\$7,280,696	\$7,309,611	\$7,662,040	\$7,829,140
INTEREST INCOME	\$43,919	\$40,000	\$55,000	\$56,000	\$57,000
INTERGOVERNMENTAL	\$391	\$0	\$0	\$0	\$0
MISCELLANEOUS INCOME	\$12,032	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$7,104,739</b>	<b>\$7,323,696</b>	<b>\$7,367,611</b>	<b>\$7,721,040</b>	<b>\$7,889,140</b>

# Revenue Summary- BP&L

## FY 2019 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 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$615,971	\$687,566	\$686,132	\$716,406	\$748,378
SUPPLIES AND MATERIALS	\$37,340	\$41,500	\$30,625	\$39,000	\$39,000
MAINTENANCE AND REPAIRS	\$231,228	\$208,500	\$202,700	\$226,000	\$226,000
OCCUPANCY	\$13,771	\$10,780	\$6,590	\$10,780	\$10,780
CONTRACTUAL SERVICES	\$4,716,690	\$5,101,591	\$4,916,162	\$5,071,502	\$5,218,576
OTHER CHARGES	\$186,697	\$238,652	\$238,482	\$194,022	\$184,722
CAPITAL OUTLAY	\$178,259	\$395,000	\$302,000	\$433,000	\$420,000
DEBT SERVICE	\$156,826	\$157,995	\$159,196	\$160,493	\$159,847
TRANSFERS OUT	\$782,748	\$1,066,950	\$1,007,950	\$1,341,575	\$832,750
<b>TOTAL EXPENDITURES</b>	<b>\$6,919,530</b>	<b>\$7,908,534</b>	<b>\$7,549,837</b>	<b>\$8,192,778</b>	<b>\$7,840,053</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
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	1.000	1.000	1.000	1.000	1.000
LINEMAN TRAINEE	1.000	1.000	1.000	1.000	1.000
LINeworker-JOURNEYMAN	3.000	3.000	3.000	3.000	3.000
<b>TOTAL FTEs</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>

# Expenditure Summary - BP&L

## BP&L Community Support

**Austin Habitat for Humanities** received 100% of their funding request. 100% of their funding goes to fix houses of our citizens in the City of Bastrop. The **Bastrop County Child Welfare Board's** request is not funded. Because of the way their program is structured, there is no way to document what the proceeds actually purchased or to whom was the beneficiary given the nature of their cause. **Bastrop County Emergency Food Pantry and Support Center** received 100% of their funding request, which was the same funding level in FY 2018. The City of Bastrop will continue to partner on NIBBLES in FY 2019. The following organizations received a 15% increase, rounded to the nearest hundred dollars, over last year's funding because all noted a consistent increase in number of clients: **Family Crisis Center, Bastrop Pregnancy Resource Center, Children's Advocacy Center of Bastrop, Combined Community Action, and CASA.** **Boys and Girls Club of Austin** is a new request for FY

2019. Their request was funded at 50%. **Feed the Need and In the Streets-Hands Up High Ministry** received a \$500 increase over last year's funding rounded to the nearest hundred dollars. **Literacy Volunteers of Bastrop** will receive 100% of their funding request, which was the same funding level in FY 2018.

The City relies on several organizations to provide on-going programming that augments City Staff. Therefore, the City will have separate partnership agreements with **YMCA, Keep Bastrop County Beautiful** and **Bastrop County Long-Term Recovery Team** in lieu of funding through BP&L Community Support. YMCA and Keep Bastrop County Beautiful are funded in the Hospitality & Downtown budget. Bastrop County Long-Term Recovery Team is funded in Emergency Management – Police budget.

CITY OF BASTROP COMMUNITY SUPPORT FUNDING REQUESTS FY2018-2019				
Organization	FY16-17 Approved Funding	FY17-18 Approved Funding	COMMUNITY SUPPORT FY2018-2019	
			FY18-19 REQUESTED FUNDING	FY18-19 PROPOSED FUNDING
Austin Habitat for Humanity, Inc.	\$ 6,575.00	\$ 6,575.00	\$ 10,000.00	\$ 10,000.00
Bastrop County Child Welfare Board	\$ -	\$ -	\$ 2,500.00	
Bastrop County Emergency Food Pantry and Support Center	\$ 16,158.33	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00
Bastrop County First Responders	\$ -	\$ 20,347.00	\$ -	
Bastrop County Women's Shelter, Inc.-Family Crisis Center	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 9,200.00
Bastrop Pregnancy Resource Center	\$ 6,483.33	\$ 6,483.00	\$ 20,000.00	\$ 7,500.00
Boys and Girls Club of Austin	\$ -	\$ -	\$ 5,000.00	\$ 2,500.00
Children's Advocacy Center of Bastrop County	\$ 6,741.67	\$ 5,558.00	\$ 9,000.00	\$ 6,400.00
Combined Community Action, Inc.	\$ 5,566.67	\$ 5,567.00	\$ 8,000.00	\$ 6,400.00
Court Appointed Special Advocate of Bastrop County	\$ 5,558.33	\$ 5,558.00	\$ 8,000.00	\$ 6,400.00
Feed The Need	\$ 5,991.67	\$ 5,992.00	\$ 15,000.00	\$ 6,500.00
In the Streets-Hands Up High Ministry	\$ 5,691.67	\$ 5,692.00	\$ 12,000.00	\$ 6,200.00
Literacy Volunteers of Bastrop	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>	<b>\$ 66,766.67</b>	<b>\$ 113,430.00</b>	<b>\$ 143,158.00</b>	<b>\$ 104,758.00</b>
	Less 1st Responders	\$ 93,083.00	FY 2019 Increase	\$ 11,675.00

## System Study Improvements

In FY 2019, BP&L Staff plans to complete projects included in the 2014-2019 Electric System Study. Estimated costs include labor, material, and engineering for each project. FY 2019 projects will complete the current system study. The next Electric System Study should be completed in FY 2019 to identify capital improvements in future years.

The first project is 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 at an estimated cost of \$118,000.

The second project is 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 at an estimated cost of \$126,000.

## Line Extensions

Line Extension are projected to increase 163% over FY 2018 Projected. The increase is attributed to the construction of Piney Creek Subdivision - Phase One and Phase Two. The City of Bastrop entered into a Development Agreement with KB Homes regarding the financing of the line extensions. All payments of the line extensions have been paid by KB Homes according to this agreement.

## Transfer Out – Special Projects

In FY 2019, there will be a \$683,825 Transfer-Out to Special Projects. Projects in this line item include:

- Christmas Lights - \$125,000
- Transfer to Innovation Fund for Skate Park, Phase II Codes, Fiscal Impact Model - \$453,825
- Patriotic Festival - \$25,000
- Bastrop Homecoming & Rodeo - \$20,000
- Juneteenth Celebration - \$5,000
- KBCB, Bastrop County Long-Term Recovery, YMCA - \$55,000





Officer Sanford – “Storytime with Cops”

# General Fund

## General Fund

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City Manager . . . . .	128
City Secretary . . . . .	132
Development Services . . . . .	168
Finance . . . . .	136
Fire . . . . .	160
Human Resources . . . . .	140
Information Technology . . . . .	144
Legislative . . . . .	120
Library . . . . .	180
Municipal Court . . . . .	164
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Parks . . . . .	177
Police . . . . .	152
Public Works . . . . .	172
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*Note: Departments located in the General Fund include Legislative, Organizational, City Manager's Office, City Secretary's Office, Finance, Human Resources, Information Technology, Filming/Broadcasting, Police, Fire, Municipal Court, Planning, Development & Engineering, Public Works, Park Maintenance, Special Events & Reservations, Building Maintenance, and Library. Extensive attention is given to this fund due to the critical issues affecting the community. Issues can vary annually from establishing a tax rate to determining employee staffing and benefits.*



**The 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.**



# Budget Summary

**GENERAL FUND SUMMARY**  
**REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**

	ACTUAL 2016-2017	ORIGINAL BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING BALANCE</b>	\$ 3,833,587	\$ 3,779,786	\$ 3,261,143	\$ 2,566,858	\$ 2,566,858
<b>REVENUES:</b>					
Ad Valorem Taxes	3,148,227	3,326,107	3,355,142	3,533,514	3,620,786
Sales Taxes	4,492,652	4,456,850	4,680,000	4,864,390	5,004,780
Franchise & Other Taxes	442,233	549,766	513,500	517,966	518,000
Licenses & Permits	245,157	505,500	647,800	699,500	699,500
Service Fees	524,292	536,244	535,200	543,936	579,402
Fines & Forfeitures	338,811	332,000	282,500	334,000	334,000
Interest	42,827	40,500	48,000	50,000	52,000
Intergovernmental	193,369	92,352	99,410	72,878	72,878
Other	101,729	73,500	82,000	82,000	82,000
<b>Total Revenues</b>	<b>9,529,297</b>	<b>9,912,819</b>	<b>10,243,552</b>	<b>10,698,184</b>	<b>10,963,346</b>
Transfer from EDC	350,000	-	-	-	-
Transfer from Library Board	3,028	2,461	2,461	3,000	3,000
Transfer from Innovation Fund	-	239,000	180,112	239,000	239,000
Transfers from Electric (ILOT) & Special	707,750	557,750	557,750	567,750	557,750
<b>Total Transfers</b>	<b>1,060,778</b>	<b>799,211</b>	<b>740,323</b>	<b>809,750</b>	<b>799,750</b>
<b>Total Revenues &amp; Other Financing</b>	<b>10,590,075</b>	<b>10,712,030</b>	<b>10,983,875</b>	<b>11,507,934</b>	<b>11,763,096</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 14,423,662</b>	<b>\$ 14,491,816</b>	<b>\$ 14,245,018</b>	<b>\$ 14,074,792</b>	<b>\$ 14,329,954</b>
<b>EXPENDITURES:</b>					
General Government:					
Legislative	31,456	41,470	36,336	40,357	41,122
Organizational	1,127,824	199,660	220,302	110,747	144,128
City Manager	243,030	362,125	359,888	453,157	476,048
City Secretary	134,705	138,196	134,799	143,832	149,557
Finance	662,640	1,277,836	1,248,137	1,370,743	1,433,726
Human Resource	129,539	178,788	175,910	192,029	198,898
Information Technology	225,909	357,058	359,450	406,610	412,245
Public Works	991,839	1,282,837	1,209,580	1,221,841	1,257,826
Building Maintenance	169,577	262,633	285,626	285,968	300,137
Public Safety:					
Police	2,897,767	3,017,079	2,999,666	3,376,220	3,647,886
Fire	440,817	540,865	518,569	614,115	617,300
Court	301,695	335,842	310,336	343,249	367,586
Development Services:					
Planning	666,775	487,490	537,506	586,883	671,011
Engineering/Building Inspection	-	297,611	304,659	438,491	473,263
Community Services:					
Multimedia	47,840	104,464	101,433	-	-
Special Events & Reservations	99,554	128,807	123,201	-	-
Parks	732,232	975,810	808,397	892,653	993,016
Library	705,685	723,459	720,985	764,955	798,794
<b>Total Operating Expenditures</b>	<b>9,608,884</b>	<b>10,712,030</b>	<b>10,454,780</b>	<b>11,241,850</b>	<b>11,982,543</b>
Transfer to Hotel Tax Fund	-	-	-	266,084	280,257
<b>Excess of Revenue over (under) Exp</b>	<b>981,191</b>	<b>-</b>	<b>529,095</b>	<b>-</b>	<b>(499,704)</b>
<b>Fund Balance before One-time capital</b>	<b>\$ 4,814,778</b>	<b>\$ 3,779,786</b>	<b>\$ 3,790,238</b>	<b>\$ 2,566,858</b>	<b>\$ 2,347,411</b>
<b>Reserves %</b>	50.1%	35.3%	36.3%	25.6%	22.2%
Capital Outlay	1,028,635	-	223,380	-	-
Transfer to Innovation Fund	487,500	-	1,000,000	-	-
Transfer to VERF Fund	37,500	-	-	-	-
<b>Fund Balance before One-time capital</b>	<b>\$ 3,261,143</b>	<b>\$ 3,779,786</b>	<b>\$ 2,566,858</b>	<b>\$ 2,566,858</b>	<b>\$ 2,347,411</b>

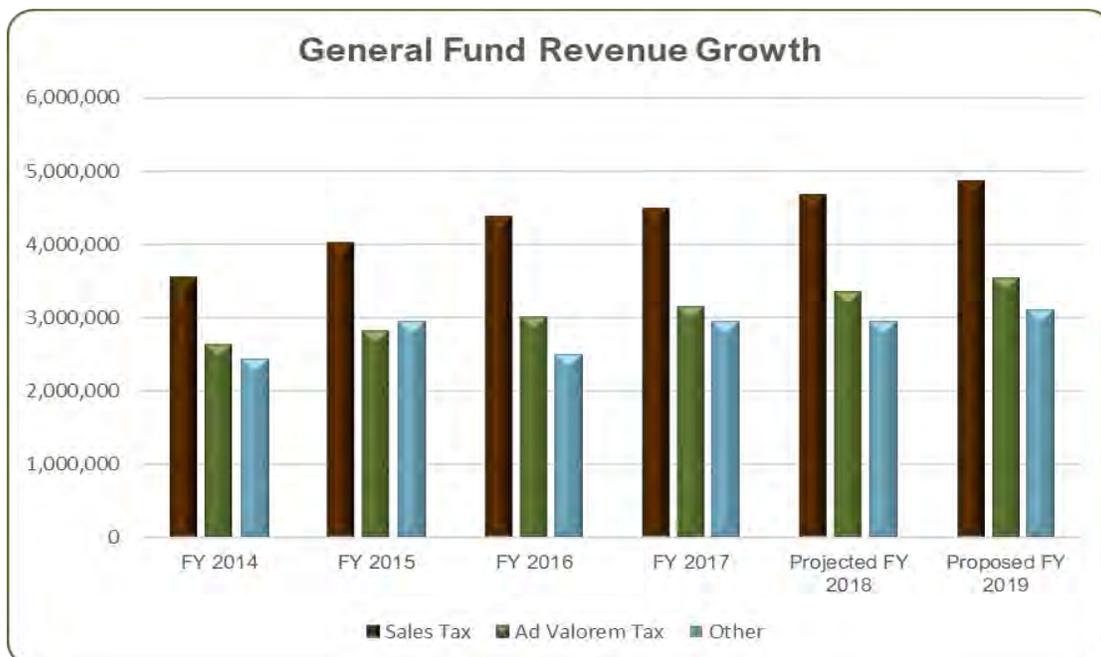
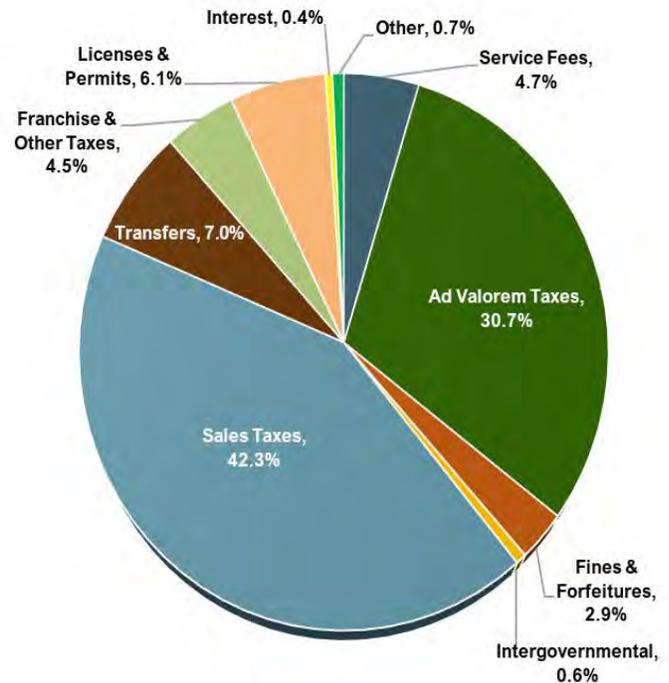


# Overview

The General Fund Budget Summary section includes revenue summary information, expenditure summary information, and departmental detail information for the FY 2019 proposed budget, while providing a comparison to FY 2018 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 narratives.

# Revenue Assumptions

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2019 are \$11,507,934, which represents a 4.7% increase or \$524,059 over FY 2018 year-end projected.** Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42.3% and Ad Valorem taxes the second largest at 30.7%. 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 and Use Tax Collection

The largest General Fund revenue source is Sales Tax, which totals 42.3% of General Fund Revenue. Proposed FY 2019 Sales Tax revenue is forecasted to be \$4,864,390, which is a 3.9% increase or \$184,390 more than FY 2018 year-end budget projections.

### Sales Tax Forecast

Sales Tax revenue in FY 2017 was slow to meet budget projections. In fact, Sales Tax final numbers for FY 2017 were \$35,802 more than budgeted. Staff was concerned that the revenue forecast was too optimistic in FY 2017 and took a much more conservative approach in FY 2018 resulting in a flat growth projection. Sales Tax remained at or below the monthly Sales Tax forecast until February.

Since February, the City has experienced a year-to-date increase over projections of 4.8% through June collections. In addition, several new retail businesses have opened in FY 2018 including Harbor Freight, Burger King/Denny's, and CiCi's Pizza. Bu-gee's completed a 30,000 square expansion of their fuel canopy adding 22 new fuel pumps.

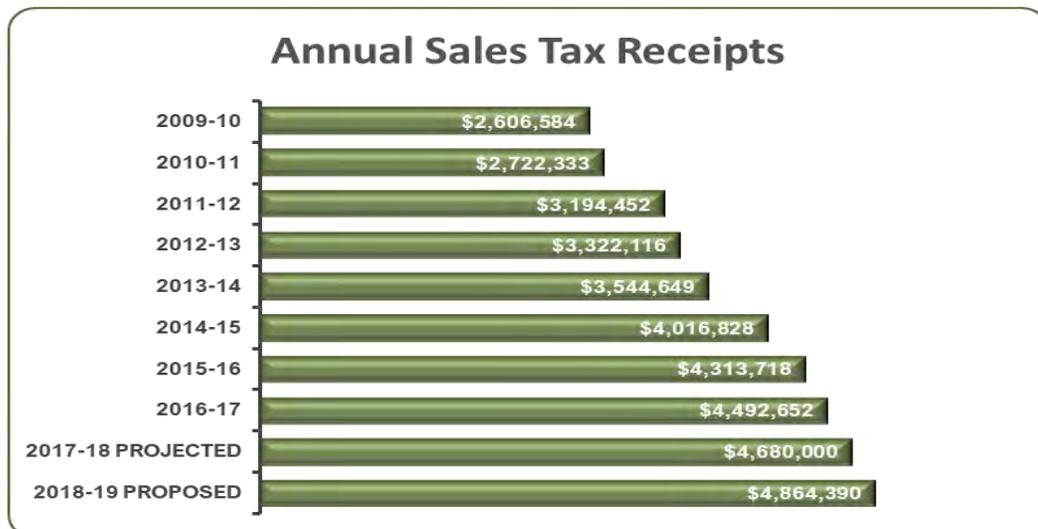
Sales Tax collections have a strong correlation to consumer confidence. Wikipedia defines consumer confidence "as the degree of optimism on the state of the U.S. economic that consumers are expressing through their activities of savings and spending." Consumer confidence reached an 18-year high in May, with unemployment rates near a 17-year low.

2018 national year-over-year retail sales for the last 12 months as of June have increased 5.9%

With the healthy economy and new businesses opened or anticipating opening in FY 2019, staff is forecasting a 3.9% increase, which maintains a conservative budgeting approach.

### Sales Tax Allocation

Sales Tax in the City of Bastrop is collected at a rate of 8.25% of the good 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.





## Ad Valorem Taxes

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 30.7% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Values for FY 2019 show a net taxable value of \$897,823,408, which is a 5.3% increase over FY 2018.** Property values will generate \$3,533,514 in revenue, which is \$178,372 more than FY 2018 year-end budget projections.

## Ad Valorem Tax Forecast

The Ad Valorem tax roll will continue to grow in the next few years. The City issued 135 new construction permits in FY 2018. Of the 135, 56% were new residential and 44% were new commercial. The Village at Hunters Crossing and The Preserve at Hunters Crossing, both multi-family apartments, are under construction. Pecan Park and Piney Creek subdivisions have new sections under construction, which provides additional opportunities for new home construction. There are numerous in-fill lots under construction as well in North Bastrop. All construction completed after January 1, 2018 will be on future tax rolls.

## Appraisal Process

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

The assessed taxable value of the tax roll on January 1, 2018, upon which the tax levy is based, is \$897,823,408. 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.

### Property Tax Calculation

	FY2019 TAX YEAR 2018
<b>TAX ROLL:</b>	
Assessed Valuation (100%)	\$897,823,408
Rate per \$100	0.56400
Tax Levy Freeze Adjusted	5,063,724
Tax Levy - Frozen (Disabled/ over 65)*	455,175
<b>Total Tax Levy</b>	<b>5,518,899</b>
Percent of Collection	98.00%
<b>SUMMARY OF TAX COLLECTIONS:</b>	
Current Tax	4,962,450
Revenue From Tax Freeze Property	446,071
Delinquent Tax	59,500
Penalty and Interest	45,500
<b>TOTAL TAX COLLECTIONS</b>	<b>\$5,513,521</b>

Taxes are due by January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections are estimated to be 98% of the levy and will generate \$5,408,521 in revenues, which includes \$446,071 of frozen tax levy. Delinquent taxes, penalties less 380 reimbursements are expected to add an additional \$16,500 in revenues.

In Texas, countywide central appraisal districts are required to assess all property within the appraisal district 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 and hold two public hearings if an entity's proposed tax rate exceeds the effective or rollback tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the tax rate. The City of Bastrop effective tax rate is \$0.5383/ \$100, rollback tax rate is \$0.5733/ \$100, and the proposed/ adopted rate is \$0.5640/ \$100. The proposed rate did exceed the effective or rollback rate therefore the City was required to publish certain notices and hold two public hearings on the tax rate.

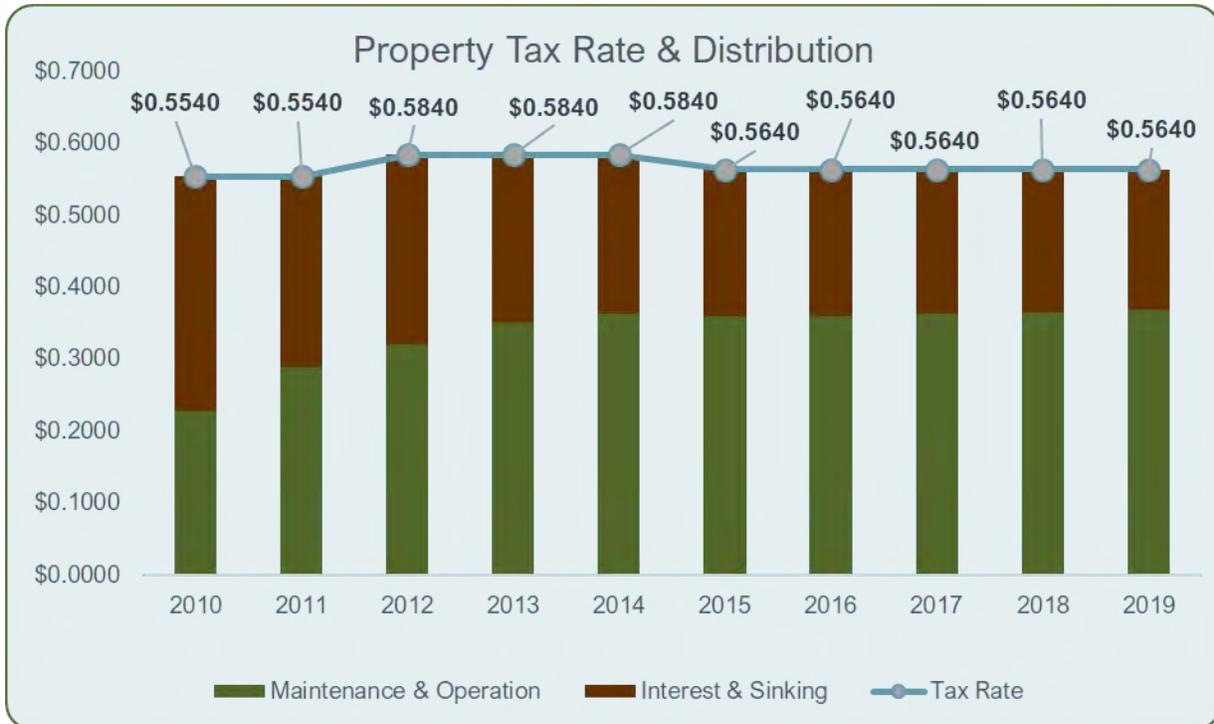
## FY 2019 Tax Rate

The proposed tax rate for the year ending September 30, 2019, is \$0.5640 per \$100 assessed valuation. The amount allocated for general government operations is \$0.3643, while the

remaining \$0.1997 is allocated for general obligation long-term debt service.

<b>Property Tax Distribution</b>			
	PERCENT OF		
	TAX RATE	TOTAL	
<b>GENERAL FUND:</b>			
Current Tax	\$0.3691		3,247,590
Revenue From Tax Freeze Property			291,924
Delinquent Tax			37,500
Penalty and Interest			31,500
<b>Total General Fund</b>	<b>\$0.3691</b>	<b>65.44%</b>	<b>\$3,608,514</b>
<b>DEBT SERVICE FUND:</b>			
Current Tax	\$0.1949		1,714,860
Revenues From Tax Freeze Property			154,148
Delinquent Tax			22,000
Penalty and Interest			14,000
<b>Total Debt Service</b>	<b>\$0.1949</b>	<b>34.56%</b>	<b>1,905,007</b>
<b>DISTRIBUTION</b>	<b>\$0.5640</b>	<b>100.00%</b>	<b>\$5,513,521</b>

## 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.

<b>FY 2019 Budget</b>	<b>\$517,966</b>	
% of Fund Revenue	4.8%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$31,800	-5.8%
2018 Projection	-\$36,266	-6.5%

## License & Permits

Licenses and permits are based on construction such as business permits, construction inspections, and permit fees. During FY 2018, the City saw a significant increase in construction and development activity compared to prior years. For FY 2019, the City anticipates this growth will continue.

<b>FY 2019 Budget</b>	<b>\$699,500</b>	
% of Fund Revenue	6.1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$194,000	+38.4%
2018 Projection	+\$51,700	+0.1%

## 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. Other fees are animal control, and park rentals.

<b>FY 2019 Budget</b>	<b>\$543,936</b>	
% of Fund Revenue	47.2%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$7,692	+0.01%
2018 Projection	+\$8,736	+0.01%

## Fines & Forfeitures

Fines and forfeitures represent revenue generated through the Municipal Court. FY 2019 is anticipating revenue to remain consistent with previous years.

<b>FY 2019 Budget</b>	<b>\$334,000</b>	
% of Fund Revenue	2.9%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$2,000	+0.01%
2018 Projection	+\$51,500	+0.18%

## Interest

The interest earned from City investments in Money Market accounts, Government Pools, Certificates of Deposit and Agency Securities.

<b>FY 2019 Budget</b>	<b>\$50,000</b>	
% of Fund Revenue	0.004%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$9,500	+0.23%
2018 Projection	+\$2,000	+0.04%

## Intergovernmental

This revenue represents funding received from federal, state and local sources due to grants, interlocal agreements and funding agreements.

<b>FY 2019 Budget</b>	<b>\$72,878</b>	
% of Fund Revenue	0.006%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$19,474	-0.27%
2018 Projection	-\$26,532	-0.36%

## 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.

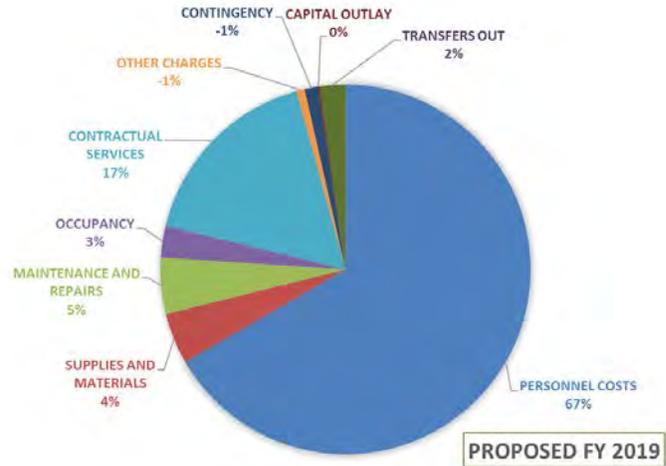
<b>FY 2019 Budget</b>	<b>\$82,000</b>	
% of Fund Revenue	0.01%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$8,500	+0.12%
2018 Projection	-0-	

# Expenditure Synopsis

Proposed General Fund expenditures for FY 2019 are \$11,507,934, which represents a 6.9% increase or \$829,774 over FY 2018 year-end projected. The increase is largely attributed to a 2.5% step increase in accordance with the City’s compensation plan, a 2% cost-of-living increase to offset a 2.9% increase in the Consumer Price Index, contractual increase for Bastrop County Communications, and the addition of 8.85 positions. 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 (9) major categories, which are personnel, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, contingency, capital outlay, and transfers out.



The Human Resources Department calculates personnel costs, including any increases in compensation rates. Information on increases to base adjustments and program enhancements are highlighted in separate documents, provided later in this section.

## Personnel

Since the City is a service organization, Personnel is the single largest expenditure category for the General Fund and includes the costs related to salaries, insurance, and retirement benefits. The FY 2019 Budget includes a 2.5% step increase and 2% cost of living adjustment for all employees. In addition, 8.85 full-time equivalent positions were added to Personnel. The combination of these two (2) increases total \$661,317. There is NO increase needed for health insurance in FY 2019.

<b>FY 2019 Budget</b>	<b>\$7,968,533</b>	
% of Fund Expense	67%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$661,317	+0.09%
2018 Projection	+\$1,117,670	+0.16%

## Supplies and Materials

These object classifications are expendable materials and operating supplies necessary to conduct departmental activities. The increase in costs in classification is attributed to fuel prices going up.

<b>FY 2019 Budget</b>	<b>\$532,454</b>	
% of Fund Expense	4%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$85,196	+0.19%
2018 Projection	+\$43,626	+0.09%

## Maintenance and Repairs

This 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. The FY 2019 budget has a slight decrease due to street maintenance line item moving to a separate fund.

<b>FY 2019 Budget</b>	<b>\$588,318</b>	
% of Fund Expense	5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$14,499	-0.025%
2018 Projection	+\$20,163	+0.035%

## Occupancy

These object classifications are for the utilities and related expenses required to maintain a building such as electricity, water, telephone, and gas. There is a slight increase in this classification due to telecommunication costs going up.

<b>FY 2019 Budget</b>	<b>\$329,168</b>	
% of Fund Expense	3%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$1,087	+0.003%
2018 Projection	+\$18,062	+0.058%

## Contractual Services

These object classifications include services rendered to City activities by private firms or other outside agencies. FY 2018 Estimated is significantly more than FY 2018 Budget due to unfilled positions that required contract labor to be utilized.

<b>FY 2019 Budget</b>	<b>\$2,025,655</b>	
% of Fund Expense	17%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$76,123	-0.037%
2018 Projection	-\$330,819	-0.16%

## Other Charges

These object classifications are expenditures that do not apply to other expenditure classifications and includes travel and training, membership dues, printing and publications. There is a decrease due to the increase in overhead allocation which is the support of other funds receiving administrative support from the General Fund.

<b>FY 2019 Budget</b>	<b>(\$86,024)</b>	
% of Fund Expense	-1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$8,734	+0.10
2018 Projection	+\$52,622	+0.61%

## Contingency

The Contingency category is funding for any unforeseen expenditures that may occur during the fiscal year. Anticipated salary savings for FY 2019 is anticipated and captured in this account.

<b>FY 2019 Budget</b>	<b>(\$137,254)</b>	
% of Fund Expense	-1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$102,254	-2.92%
2018 Projection	-\$119,254	-6.63%

## Capital Outlay

Capital Outlay expenditures have a useful life longer than a year and are value of over \$5,000. This budget includes radio replacements for Fire and additional software enhancements for Development Services.

<b>FY 2019 Budget</b>	<b>\$21,000</b>	
% of Fund Expense	-1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget		
2018 Projection		

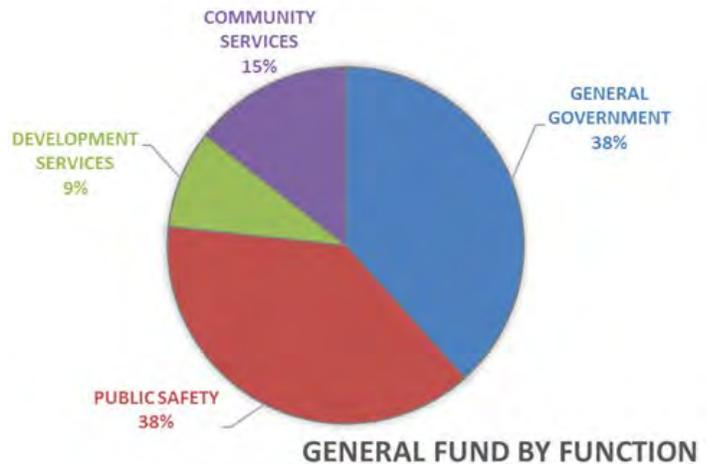
## Transfers Out

Transfers Out reflect a transfer from the General Fund to another fund within the City's operating and capital budgets. In FY 2019, funding for Multi-Media and Special Events and Reservations is being transferred to the Hotel Occupancy Tax Fund. These divisions are associated with Hospitality & Downtown Department, which is primarily funded through Hotel Occupancy Tax.

<b>FY 2019 Budget</b>	<b>\$266,084</b>	
% of Fund Expense	2%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$11,000	+1.10%
2018 Projection	-\$202,380	-9.64%

## Expenditures by Function

There are four main categories in the General Fund including General Government, Public Safety, Development Services, and Community Services. A breakdown of FY 2019 proposed departmental expenditures and a brief description is giving comparing the functions to the FY 2018 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 2019 Proposed Budget increase is attributed to a 4.5% salary adjustment and 1.5 full-time equivalent positions added to this category.

<b>FY 2019 Budget</b>	<b>\$4,409,368</b>	
% of Fund Expense	38%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$308,765	+0.08%
2018 Projection	+\$379,340	+0.09%

## 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 2019 Proposed Budget increase is attributed to the addition of two (2) Senior Police Officers, a part-time Records Clerk increased to full-time, and a third paid position added to Fire Services and a 4.5% salary adjustment.

<b>FY 2019 Budget</b>	<b>\$4,415,584</b>	
% of Fund Expense	38%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$521,798	+0.13%
2018 Projection	+\$587,013	+0.15%

## Development Services

Development Services function handles both commercial and residential development through the Departments of Engineering and Development and Planning & Zoning. FY 2019 Proposed Budget increase is attributed to the addition of a Building Inspector and Planner positions along with a 4.5% salary adjustment.

<b>FY 2019 Budget</b>	<b>\$1,025,374</b>	
% of Fund Expense	9%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$240,273	+0.31%
2018 Projection	+\$183,209	+0.22%

## Community Services

Community Services function includes Parks and Library services. In FY 2018, Multimedia and Special Events & Reservations were included in this category. However, they have been transferred to the Hotel Occupancy Fund, where Hospitality & Downtown Department is funded.

<b>FY 2019 Budget</b>	<b>\$1,657,608</b>	
% of Fund Expense	15%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$274,932	-0.17%
2018 Projection	-\$319,788	-0.19%

## FY 2019 Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
AD VALOREM TAXES	\$3,148,228	\$3,326,107	\$3,355,142	\$3,533,514	\$3,620,786
FRANCHISE AND OTHER TAXES	\$500,365	\$549,766	\$513,500	\$517,966	\$518,000
SALES TAX	\$4,437,843	\$4,456,850	\$4,680,000	\$4,864,390	\$5,004,780
LICENSES AND PERMITS	\$241,831	\$505,500	\$647,800	\$699,500	\$699,500
CHARGES FOR SERVICES	\$524,292	\$536,244	\$535,200	\$543,936	\$579,402
FINES AND FORFEITURES	\$338,810	\$332,000	\$282,500	\$334,000	\$334,000
INTEREST	\$42,827	\$40,500	\$48,000	\$50,000	\$52,000
INTERGOVERNMENTAL	\$193,370	\$92,352	\$99,410	\$72,878	\$72,878
OTHER	\$451,722	\$73,500	\$82,000	\$82,000	\$82,000
<b>TOTAL REVENUE</b>	<b>\$9,879,288</b>	<b>\$9,912,819</b>	<b>\$10,243,552</b>	<b>\$10,698,184</b>	<b>\$10,963,346</b>
<b>OTHER SOURCES</b>					
TRANSFERS IN	\$710,776	\$799,211	\$740,323	\$809,750	\$799,750
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>\$10,590,064</b>	<b>\$10,712,030</b>	<b>\$10,983,875</b>	<b>\$11,507,934</b>	<b>\$11,763,096</b>

# General Fund - Revenue



**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.**

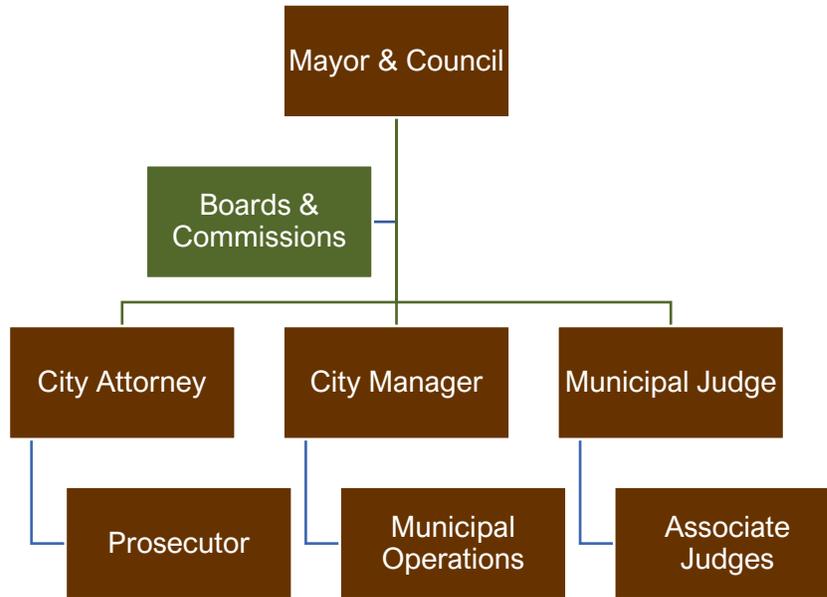


# Legislative

## 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Ensure the implementation of the Comprehensive Plan 2036.
- Support the outstanding employees that work diligently to implement the City's Vision and Mission.
- Participate in the public engagement of all FY2019 Code revisions.
- 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 for FY 2018

- ✓ Appointed Alan Bojorquez as City Attorney.
- ✓ Appointed 2 Associate Judges to support Judge Hines.
- ✓ 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.
- ✓ Changed the Boards & Commissions appointment process to be more inclusive and representative of Bastrop.

# Legislative

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	01 LEGISLATIVE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$6,966	\$7,010	\$6,810	\$6,807	\$6,810
SUPPLIES AND MATERIALS	\$6,536	\$4,530	\$2,500	\$2,700	\$3,071
OCCUPANCY	\$11,105	\$5,940	\$6,826	\$7,500	\$7,650
CONTRACTUAL SERVICES	\$675	\$10,900	\$10,100	\$10,100	\$10,318
OTHER CHARGES	\$6,167	\$13,090	\$10,100	\$13,250	\$13,273
<b>TOTAL EXPENDITURES</b>	<b>\$31,449</b>	<b>\$41,470</b>	<b>\$36,336</b>	<b>\$40,357</b>	<b>\$41,122</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
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>

# Legislative



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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**Organizational Department serves as the conduit to administer expenditures to the overall organization including legal, professional, incentive agreements, retiree benefits, tax appraisal, and tax collection services.**



**Organizational**

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## Department Description

The City Manager and Chief Financial Officer oversee the programs established in the Organizational section of the budget.

## Organizational Chart

N/A

## Goals and Objectives for FY 2019

N/A

## Recent Accomplishments for FY 2018

N/A

# Organizational

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## FY 2019 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b> 101 GENERAL FUND	<b>DEPARTMENT</b> 02 ORGANIZATIONAL		<b>DIVISION</b> 00 NON-DIVISION		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>PROPOSED 2019</b>	<b>PLANNING 2020</b>
PERSONNEL COSTS	\$45,469	\$49,544	\$80,678	\$90,103	\$106,738
SUPPLIES AND MATERIALS	\$17,282	\$14,640	\$14,060	\$12,400	\$12,575
MAINTENANCE AND REPAIRS	\$25,235	\$1,700	\$750	\$1,000	\$1,000
OCCUPANCY	\$0	\$74,220	\$75,000	\$72,000	\$72,500
CONTRACTUAL SERVICES	\$475,394	\$417,811	\$424,836	\$437,957	\$442,170
OTHER CHARGES	\$564,443	(\$393,255)	(\$393,022)	(\$365,458)	(\$400,855)
CONTINGENCY*	\$0	\$35,000	\$18,000	(\$137,254)	(\$90,000)
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,127,823</b>	<b>\$199,660</b>	<b>\$220,302</b>	<b>\$110,748</b>	<b>\$144,128</b>
<b>OTHER USES</b>					
TRANSFERS OUT	\$525,000	\$0	\$1,000,000	\$266,084	\$280,257
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$1,652,823</b>	<b>\$199,660</b>	<b>\$1,220,302</b>	<b>\$376,832</b>	<b>\$424,385</b>

*\*Contingency includes (\$100,000) projected salary savings*

# Organizational



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



# City Manager

## 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Lead the Code revision process to update the Zoning Code, Sign Code, Subdivision Ordinance, and the adoption of the 2018 International Building Code.
- Lead the Capital Improvement Programs for FY 2019 including the design of Water and Wastewater Treatment Plants, rehabilitation of Old Iron Bridge, and Main Street Redevelopment Project.
- Lead the implementation of the FY 2019 Organizational Work Plan to maintain focus on identified “game-changers” that establish internal processes that can significantly improve the organization’s service delivery.
- Lead the development of multi-year budgets and financial planning as part of the annual budget process.
- Lead the development of drainage policies and identification of critical drainage projects for future funding that mitigate localized flooding.

## Recent Accomplishments for FY 2018

- ✓ Held New Council Candidate Orientation.
- ✓ Held New Council Member Orientation.
- ✓ Held quarterly employee meetings to communicate the Organization’s Vision, Mission, Work Plan, and accomplishments.
- ✓ Hired key personnel including Director of Public Safety/ Chief of Police and Director of Engineering & Development.
- ✓ 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.

# City Manager

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
03 CITY MANAGER

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$231,386	\$344,210	\$344,163	\$437,607	\$476,048
SUPPLIES AND MATERIALS	\$9,559	\$4,450	\$3,450	\$3,600	\$3,750
OCCUPANCY	\$9,462	\$5,500	\$4,100	\$4,900	\$4,975
CONTRACTUAL SERVICES	\$123,012	\$3,725	\$3,475	\$2,450	\$2,350
OTHER CHARGES	(\$130,380)	\$4,240	\$4,700	\$4,600	\$4,900
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$243,039</b>	<b>\$362,125</b>	<b>\$359,888</b>	<b>\$453,157</b>	<b>\$492,023</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CITY MANAGER	1.000	1.000	1.000	1.000	1.000
COMMUNITY/COUNCIL LIAISON	0.000	0.000	0.000	1.000	1.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
RECEPTIONIST	0.625	0.625	0.625	1.250	1.250
<b>TOTAL FTEs</b>	<b>2.625</b>	<b>2.625</b>	<b>2.625</b>	<b>4.250</b>	<b>4.250</b>

# City Manager



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**The City Secretary’s Office provides 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.**

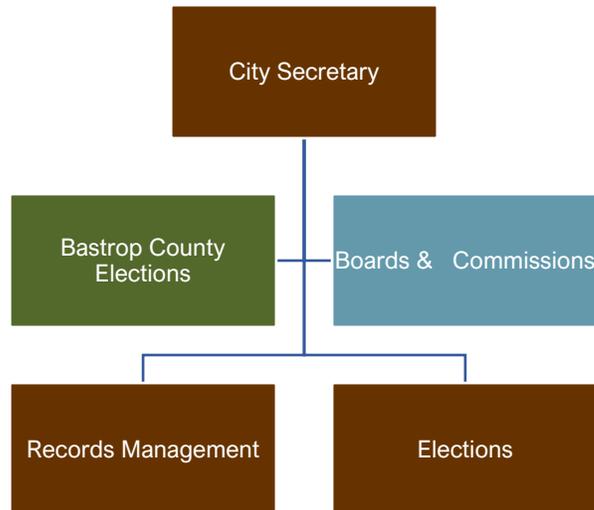


**City Secretary**

## Department Description

The City Secretary prepares and maintains the agendas and minutes of all City Council 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Continued digitalization and organization of historic records.
- Post all meeting agendas in compliance with regulations and statutes.
- Conduct a Boards & Commission Application and Appointment process.
- Hold 2<sup>nd</sup> Annual Boards & Commission Volunteer Appreciation Banquet.
- Administer May 2019 General Election.

## Recent Accomplishments for FY 2018

- ✓Held 1<sup>st</sup> Annual Boards & Commission Volunteer Appreciation Banquet.
- ✓Administered the May 2018 General Election.
- ✓Posted all meeting agendas in compliance with regulations and statutes.
- ✓Updated Board & Commission application and realigned appointment process to correspond to City's fiscal year.
- ✓Conducted a Boards & Commission Application and Appointment process.

# City Secretary

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	04 CITY SECRETARY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$98,241	\$103,106	\$103,035	\$107,327	\$112,181
SUPPLIES AND MAINTENANCE	\$5,818	\$5,975	\$2,356	\$2,775	\$2,831
EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,391	\$1,530	\$1,393	\$1,580	\$1,611
CONTRACTUAL SERVICES	\$2,267	\$5,600	\$8,016	\$8,700	\$8,762
OTHER CHARGES	\$25,978	\$21,985	\$19,998	\$23,450	\$24,172
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$134,695</b>	<b>\$138,196</b>	<b>\$134,799</b>	<b>\$143,832</b>	<b>\$149,557</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CITY SECRETARY	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>

# City Secretary



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



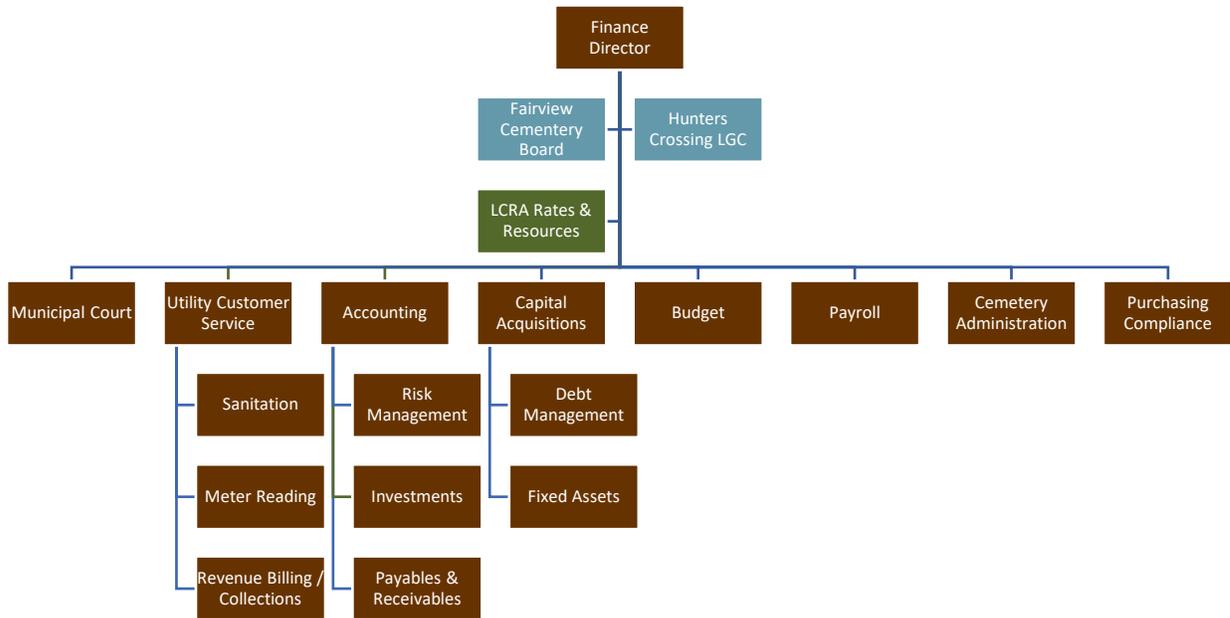
# Finance



## Department Description

The Finance Department consists of Finance and Utility Customer Services. However, Finance 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. Utility Customer Service is responsible for meter reading, billing and collections of the City-owned utilities, and the sanitation service offered through a third-party provider.

## Organizational Chart



## Goals and Objectives for FY 2019

- Fiscal responsibility – continue to receive an unmodified audit opinion and award from GFOA for CAFR.
- Apply for and receive the GFOA award for Distinguished Budget Presentation for the FY 2019 budget. This award requires the budget document to be of the highest quality and reflect excellent financial transparency to our citizens.
- Utilize pCards for small and infrequent purchases minimizing the creation of additional vendors, purchase orders, and payments.
- Continue to provide high level of financial transparency on the City's website by uploading monthly expense registers, funding information, tax ordinances, and debt detail.

## Recent Accomplishments for FY 2018

- ✓ Received the Government Finance Officers Association Award for the Comprehensive Annual Finance Report (CAFR) for the 7<sup>th</sup> straight year.
- ✓ Received an unmodified audit opinion with no findings again this year.
- ✓ Department ensures that the City continues to receive the highest credit rating on its general obligation debt of "AA" from Standard & Poors.
- ✓ Maintained two (2) of five (5) Transparency Stars in the Texas Comptroller's transparency program.
- ✓ Margaret Sibernagel promoted to Assistant Finance Director.

# Finance

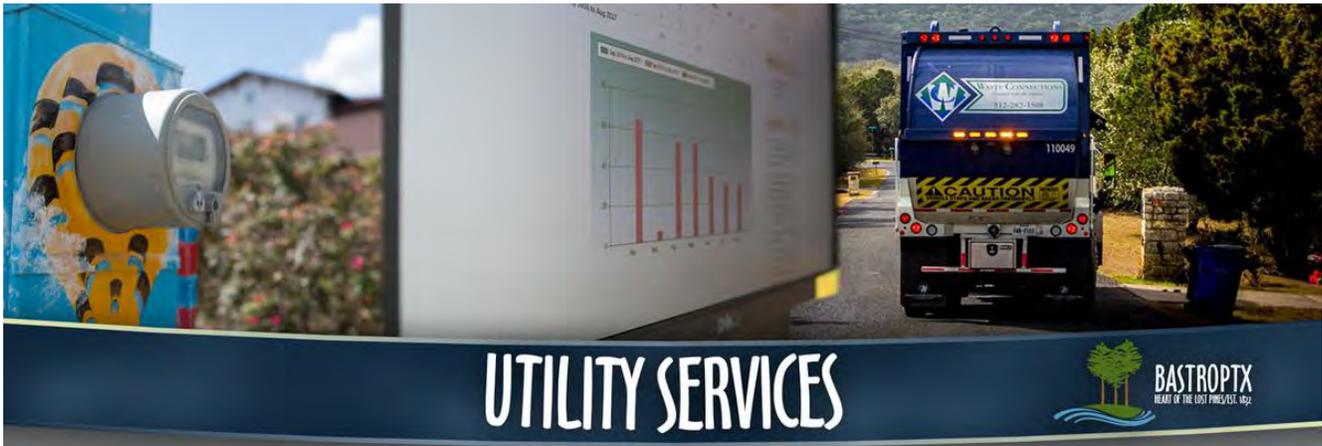
# FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$400,244	\$421,085	\$358,138	\$429,339	\$449,139
SUPPLIES AND MATERIALS	\$2,126	\$4,460	\$3,050	\$2,650	\$2,700
MAINTENANCE AND REPAIRS	\$24,312	\$25,300	\$25,300	\$26,570	\$27,900
OCCUPANCY	\$7,503	\$2,040	\$3,500	\$3,600	\$3,800
CONTRACTUAL SERVICES	\$46,881	\$51,370	\$47,675	\$41,330	\$52,000
OTHER CHARGES	(\$258,284)	(\$475)	(\$4,910)	(\$4,160)	(\$3,955)
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$222,782</b>	<b>\$503,780</b>	<b>\$432,753</b>	<b>\$499,329</b>	<b>\$531,584</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT FINANCE DIRECTOR	1.000	1.000	1.000	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	2.000	2.000
<b>TOTAL FTEs</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>

# Finance Administration

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		15 UTILITY CUSTOMER SERVICE		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$220,931	\$232,782	\$237,072	\$248,623	\$259,812
SUPPLIES AND MATERIALS	\$23,479	\$23,640	\$22,400	\$22,200	\$22,200
MAINTENANCE AND REPAIRS	\$22,690	\$23,500	\$22,562	\$34,175	\$35,360
OCCUPANCY	\$10,211	\$8,424	\$8,550	\$10,590	\$10,940
CONTRACTUAL SERVICES	\$425,787	\$480,240	\$522,600	\$552,626	\$570,630
OTHER CHARGES	(\$263,248)	\$5,470	\$2,200	\$3,200	\$3,200
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$439,850</b>	<b>\$774,056</b>	<b>\$815,384</b>	<b>\$871,414</b>	<b>\$902,142</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CUSTOMER SERVICE SPECIALIST II	3.000	3.000	3.000	2.000	2.000
CUSTOMER SERV COORDINATOR	0.000	0.000	0.000	1.000	1.000
CUSTOMER SERV SUPERVISOR	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>

# Utility Customer Service



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

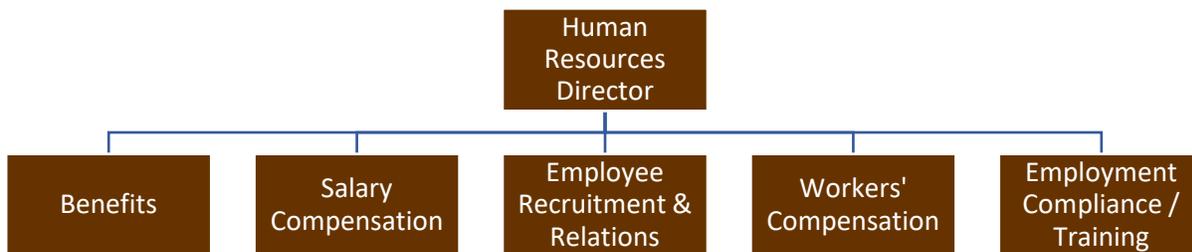


# Human Resources

## 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Launch Neogov and have all departments utilize the program.
- Continue scanning all HR documents into LaserFiche.
- Continue compliance training.
- Enhance safety training for all personnel.
- Continue to update all job descriptions.
- Maintain pay plan integrity.
- Monitor and maintain personnel policies for compliance with local, state, and federal laws that govern municipal employment practices.

## Recent Accomplishments for FY 2018

- ✓ Medical insurance rates will not increase for FY 2019!!
- ✓ Introduced Compass Medical Concierge Services to employees saving \$107,000 in medical costs in Year 1, with 34% employee engagement.
- ✓ Coordinated City participation in the NIBBLES Backpack Program, where City employees built food bags, feeding 100 food insecure BISD students each weekend during the school year bridging the gap between Fridays and Mondays.
- ✓ Updated 20 job descriptions.
- ✓ Received <25 Workers Compensation claims resulting in < 5 lost time claims.
- ✓ Updated On-Call/Call Out Policy.
- ✓ Implemented Neogov Software to improve efficiency related to employee onboarding and on-line job applications.
- ✓ Tanya Cantrell completed PIO Certification.

# Human Resources

## FY 2019 Fund Summary & Personnel Schedule



FUND		DEPARTMENT			DIVISION	
101 GENERAL FUND		06 HUMAN RESOURCE			00 NON-DIVISION	
SUMMARY						
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020	
PERSONNEL COSTS	\$142,099	\$149,153	\$150,371	\$157,278	\$164,147	
SUPPLIES AND MATERIALS	\$3,087	\$2,425	\$1,600	\$1,750	\$1,750	
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$8,803	\$8,803	
OCCUPANCY	\$3,614	\$1,200	\$2,268	\$2,268	\$2,268	
CONTRACTUAL SERVICES	\$63	\$4,200	\$2,200	\$2,000	\$2,000	
OTHER CHARGES	(\$19,328)	\$21,810	\$19,471	\$19,930	\$19,930	
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES</b>	\$129,535	\$178,788	\$175,910	\$192,029	\$198,898	
PERSONNEL SCHEDULE						
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020	
EXEC. ADMIN ASSIST	0.625	0.625	0.625	0.625	0.625	
HR DIRECTOR	1.000	1.000	1.000	1.000	1.000	
<b>TOTAL FTEs</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>	

# Human Resources



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**Information Technology Department provides technical support to the organization, implements state-of-the-art technology, and plans for future technology initiatives . . . because failure is NOT an option!**

## Staff



Andres Rosales  
Director



Jesse Miga  
System Administrator

INFORMATION TECHNOLOGY DEPARTMENT

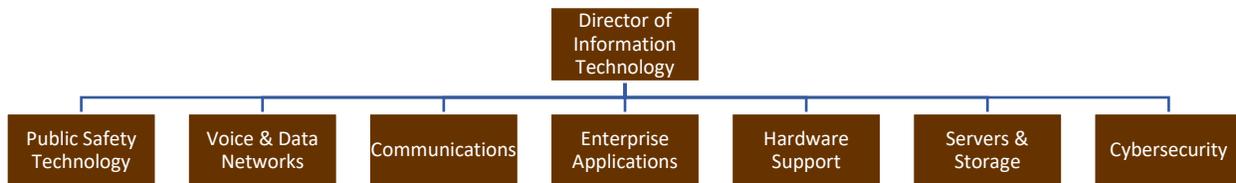


# Information Technology

## 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.

## Organizational Chart



### Goals and Objectives for FY 2019

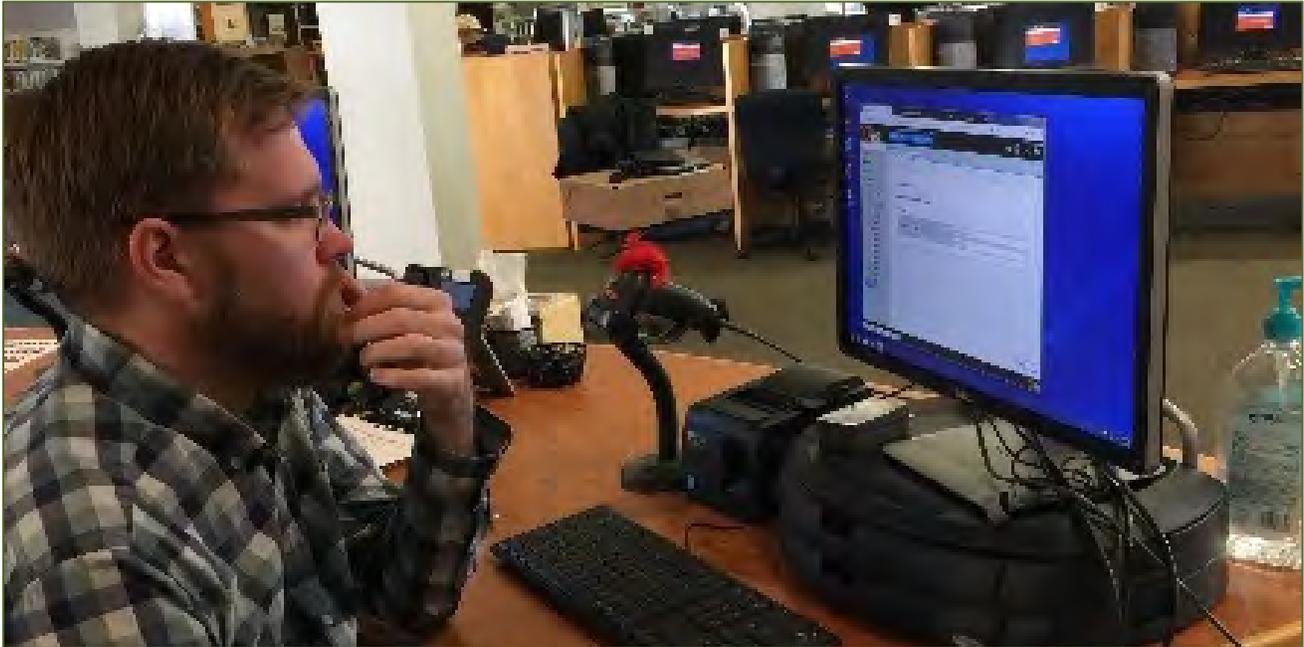
- Manage various interconnected local-area networks that form the City's wide-area network.
- Achieve Center for Internet Security (CIS) Best Practices by becoming compliant in all 20 areas, accomplishing 171 tasks.
- Administer a revolving technology replacement program that ensures scheduled replacement of hardware, such as desktop computers and servers, before they become obsolete.
- Install and maintain IT equipment (such as workstations, printers, servers, and network / telecommunications hardware).
- Analyze emerging technology and determine how and when its application becomes relevant and cost effective to City business.

### Recent Accomplishments for FY 2018

- ✓ Added capacity and redundancy to the Police Department's video storage, increasing capacity by 300%.
- ✓ Upgraded all server operating systems from 2008 to 2016.
- ✓ Jesse Miga hired as full-time Systems Administrator, a position added in the FY 2018 budget.
- ✓ Managed the transition and implementation of a new Police Records Management System (RMS), Computer Aided Dispatch (CAD) Program, electronic ticket writing and Municipal Court Software program.

# Information Technology

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	07 INFORMATION TECHNOLOGY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$151,530	\$211,926	\$207,791	\$232,895	\$243,442
SUPPLIES AND MATERIALS	\$14,510	\$15,500	\$15,800	\$12,900	\$11,900
MAINTENANCE AND REPAIRS	\$144,640	\$96,910	\$96,410	\$119,930	\$116,330
OCCUPANCY	\$13,704	\$3,585	\$10,312	\$11,112	\$10,800
CONTRACTUAL SERVICES	\$7,574	\$22,137	\$22,137	\$20,773	\$20,773
OTHER CHARGES	(\$106,059)	\$7,000	\$7,000	\$9,000	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$225,899</b>	<b>\$357,058</b>	<b>\$359,450</b>	<b>\$406,610</b>	<b>\$412,245</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
IT DIRECTOR	1.000	1.000	1.000	1.000	1.000
IT SYSTEM ADMINISTRATOR	0.500	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.500</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>

# Information Technology



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**NOTE: The General Fund portion of this budget is shown in this department. However, this division has transferred into the HOT Fund in the Hospitality & Downtown Department. Funds will be transferred into HOT on October 1<sup>st</sup> of each year.**



# Filming & Broadcasting



## Department Description

*NOTE: The General Fund portion of the budget is shown in this department. However, this division has transferred into the HOT Fund in the Hospitality & Downtown Department. Funds will be transferred into HOT on October 1<sup>st</sup> of each year.*

## Organizational Chart

N/A

## Goals and Objectives for FY 2019

N/A

## Recent Accomplishments for FY 2018

N/A

# Filming & Broadcasting



## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	08 FILMING/BROADCASTING		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$35,082	\$76,004	\$80,003	\$0	\$0
SUPPLIES AND MATERIALS	\$5,204	\$2,500	\$2,000	\$0	\$0
CONTRACTUAL SERVICES	\$6,692	\$16,300	\$13,500	\$0	\$0
OCCUPANCY	\$509	\$3,660	\$3,580	\$0	\$0
OTHER CHARGES	\$353	\$6,000	\$2,350	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$47,840</b>	<b>\$104,464</b>	<b>\$101,433</b>	<b>\$0</b>	<b>\$0</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF STORY TELLER	0.500	1.000	1.000	0.000	0.000
TEMP ASST. CHIEF STORYTELLER	0.000	0.000	0.481	0.000	0.000
<b>TOTAL FTEs</b>	<b>0.500</b>	<b>1.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

# Filming & Broadcasting



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

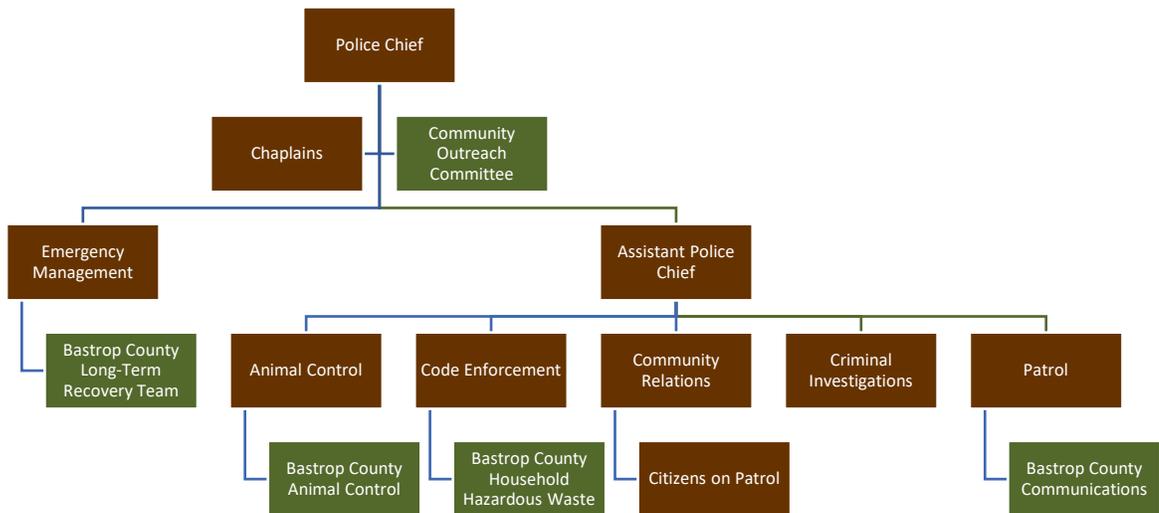


**Police**

## 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-two (22) sworn 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Clearing cases and making timely, lawful arrests.
- Acceptance into Texas Police Chief's Association Best Practice Recognition Program.
- Increase public engagement and crime prevention through community patrols.
- Establishing and maintaining community engagement through various outreach programs and open, transparent communications.
- Provide education information and pursue avenues to generate voluntary compliance pertaining to Code Enforcement and Animal Control.
- Enhance the City's ability to prepare, mitigate, respond and recover to an Emergency Management Incident through discussion-based / operational-based training and exercises.

## Recent Accomplishments for FY 2018

- ✓ Implemented Tyler Technologies Computer Aided Dispatch & Records Management System.
- ✓ Thirty-nine percent (39%) Clearance Rate for Part I Index Crimes this year compared to State's three-year average of 28.5%.
- ✓ 57% of all officers have achieved the highest Peace Officer Certification, "Master Peace Officer".
- ✓ 35% of all officers are certified Mental Health Officers.
- ✓ 81 chickens removed since the feral chicken relocation program began in February 2018.
- ✓ 45 different employees participated in 1,851 hours of Emergency Management training.
- ✓ 89 children attended Teen & Junior Police Academies.

# Police

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$466,430	\$529,620	\$536,959	\$585,546	\$605,213
SUPPLIES AND MATERIALS	\$52,000	\$31,091	\$30,826	\$30,537	\$32,735
MAINTENANCE AND REPAIRS	\$25,390	\$36,078	\$35,828	\$47,362	\$50,207
OCCUPANCY	\$61,224	\$43,620	\$39,920	\$45,846	\$46,446
CONTRACTUAL SERVICES	\$346,381	\$367,715	\$365,665	\$358,811	\$358,811
OTHER CHARGES	\$32,658	\$38,873	\$34,223	\$37,335	\$39,005
CAPITAL OUTLAY	\$361,387	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,345,470</b>	<b>\$1,046,997</b>	<b>\$1,043,421</b>	<b>\$1,105,437</b>	<b>\$1,132,417</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
ADMIN. OFFICER	1.000	1.000	1.000	1.000	1.000
ASST. POLICE CHIEF	1.000	1.000	1.000	1.000	1.000
DIR OF PUBLIC SAFETY	1.000	1.000	1.000	1.000	1.000
RECORDS CLERK	0.500	0.500	0.500	1.000	1.000
RECORDS TECHNICIAN	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>	<b>6.000</b>	<b>6.000</b>

# Administration - Police

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		12 CODE ENFORCEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$59,044	\$62,133	\$61,829	\$63,992	\$66,862
SUPPLIES AND MATERIALS	\$4,087	\$4,200	\$4,150	\$5,276	\$4,954
MAINTENANCE AND REPAIRS	\$805	\$2,906	\$2,456	\$3,754	\$3,754
OCCUPANCY	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$3,851	\$10,300	\$9,100	\$10,390	\$11,490
OTHER CHARGES	\$13,859	\$19,850	\$19,150	\$20,135	\$25,139
<b>TOTAL EXPENDITURES</b>	<b>\$81,646</b>	<b>\$99,389</b>	<b>\$96,685</b>	<b>\$103,547</b>	<b>\$112,199</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
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>

# Code Enforcement & Animal Control

**FY 2019 Fund Summary (No personnel assigned to this division)**



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
101 GENERAL FUND	09 POLICE		14 EMERGENCY MANAGEMENT		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>PROPOSED 2019</b>	<b>PLANNING 2020</b>
SUPPLIES AND MATERIALS	\$8,786	\$870	\$54,370	\$34,500	\$34,300
MAINTENANCE AND REPAIRS	\$2,238	\$3,950	\$450	\$3,200	\$3,200
OCCUPANCY	\$0	\$0	\$1,500	\$7,820	\$7,820
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$10,000	\$0
OTHER CHARGES	\$1,492	\$2,000	\$2,000	\$3,750	\$3,750
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$12,516</b>	<b>\$6,820</b>	<b>\$58,320</b>	<b>\$59,270</b>	<b>\$49,070</b>

# Emergency Management

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
09 POLICE

**DIVISION**  
21 CID

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$258,000	\$281,744	\$253,309	\$268,790	\$281,743
SUPPLIES AND MATERIALS	\$3,255	\$4,260	\$4,260	\$6,640	\$4,383
MAINTENANCE AND REPAIRS	\$202	\$2,318	\$2,138	\$3,954	\$3,774
OCCUPANCY	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$1,343	\$4,097	\$3,097	\$3,602	\$3,602
OTHER CHARGES	\$4,723	\$5,090	\$4,690	\$7,090	\$7,357
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$267,523</b>	<b>\$297,509</b>	<b>\$267,494</b>	<b>\$290,076</b>	<b>\$300,859</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
POLICE DETECTIVE	2.000	3.000	3.000	3.000	3.000
<b>TOTAL FTEs</b>	<b>2.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>

# Criminal Investigations

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		22 PATROL		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$1,293,835	\$1,348,284	\$1,321,110	\$1,545,485	\$1,609,123
SUPPLIES AND MATERIALS	\$84,911	\$67,022	\$66,522	\$96,011	\$136,159
MAINTENANCE AND REPAIRS	\$16,638	\$17,034	\$15,534	\$22,674	\$22,674
CONTRACTUAL SERVICES	\$12,329	\$14,125	\$11,125	\$16,948	\$16,948
OTHER CHARGES	\$9,887	\$10,770	\$8,270	\$11,070	\$11,070
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$127,803
<b>TOTAL EXPENDITURES</b>	<b>\$1,417,600</b>	<b>\$1,457,235</b>	<b>\$1,422,561</b>	<b>\$1,692,188</b>	<b>\$1,923,777</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CORPORAL	2.000	2.000	2.000	2.000	2.000
POLICE OFFICER	4.000	4.000	4.000	4.000	4.000
POLICE OFFICER I	2.000	2.000	2.000	2.000	2.000
SENIOR OFFICER	5.000	4.000	4.000	6.000	6.000
SERGEANT	3.000	3.000	3.000	3.000	3.000
<b>TOTAL FTEs</b>	<b>16.000</b>	<b>15.000</b>	<b>15.000</b>	<b>17.000</b>	<b>17.000</b>

# Patrol

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		23 CRIME PREVENTION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$84,686	\$97,983	\$96,039	\$102,075	\$106,926
SUPPLIES AND MATERIALS	\$2,329	\$4,445	\$4,445	\$10,570	\$9,670
MAINTENANCE AND REPAIRS	\$284	\$2,036	\$2,036	\$4,476	\$4,476
CONTRACTUAL SERVICES	\$1,227	\$2,345	\$2,345	\$3,922	\$3,922
OTHER CHARGES	\$267	\$2,320	\$2,320	\$4,659	\$4,570
<b>TOTAL EXPENDITURES</b>	<b>\$88,793</b>	<b>\$109,129</b>	<b>\$107,185</b>	<b>\$125,702</b>	<b>\$129,564</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
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>

# Crime Prevention

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

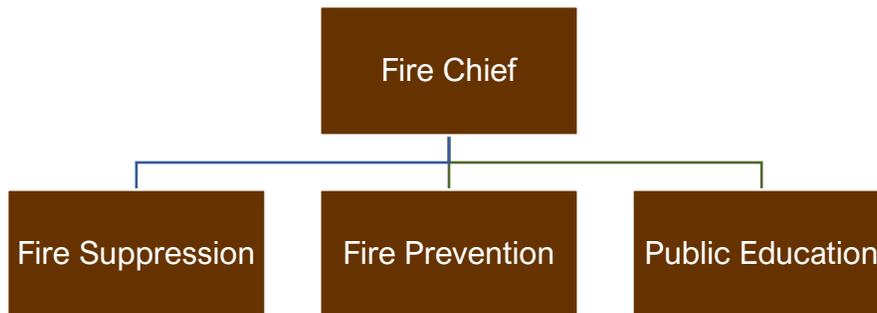


**Fire**

## 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Implement a Fire Feasibility Study in FY 2019.
- Complete Station #2 lease with Bastrop ESD #2.
- 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 for FY 2018

- ✓ Increased paid coverage by 100% from 5 days (40 hours) per week to 7 days (84 hours per week).
- ✓ Received a grant for 200 smoke detectors for senior citizens from the Insurance Council of Texas.
- ✓ Received a grant for \$8,000 from State Farm to purchase fire alarms for the hearing impaired.
- ✓ Replaced the outdated VHF Radio Repeater to maintain reliable communications.

# Fire

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
11 FIRE

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$159,335	\$258,223	\$236,285	\$326,447	\$341,182
SUPPLIES AND MATERIALS	\$98,534	\$62,900	\$64,819	\$70,490	\$64,340
MAINTENANCE AND REPAIRS	\$53,361	\$49,600	\$49,300	\$56,100	\$48,000
OCCUPANCY	\$35,281	\$37,730	\$37,730	\$40,512	\$40,712
CONTRACTUAL SERVICES	\$71,157	\$105,337	\$101,447	\$81,041	\$81,041
OTHER CHARGES	\$23,147	\$27,075	\$24,988	\$28,525	\$30,025
CAPITAL OUTLAY	\$42,749	\$0	\$0	\$11,000	\$12,000
<b>TOTAL EXPENDITURES</b>	<b>\$483,564</b>	<b>\$540,865</b>	<b>\$514,569</b>	<b>\$614,115</b>	<b>\$617,300</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
FIRE CHIEF	1.000	1.000	1.000	1.000	1.000
FIREFIGHTER	4.200	4.200	4.200	6.300	6.300
<b>TOTAL FTEs</b>	<b>5.200</b>	<b>5.200</b>	<b>5.200</b>	<b>7.300</b>	<b>7.300</b>

# Fire



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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

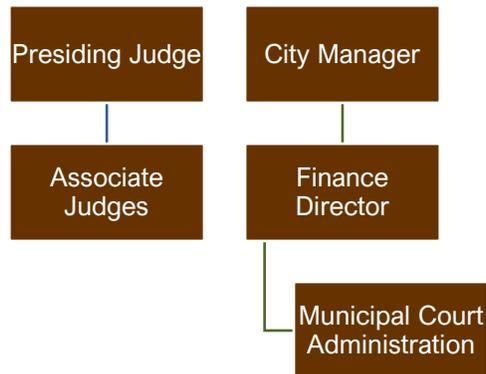


# Municipal Court

## Department Description

Municipal Court is a Court of Record and processes approximately 3,000 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, Citizens of the City, Bastrop Independent School District, and Officials of the City of Bastrop. After adjudication, the Court is responsible to impose collection of all fines, maintain all records regarding court cases, prepare reports as required, to magistrate, set bonds or fines, sign warrants for failure to comply with Court Orders, Failure to Appear or Violation of Promise to Appear and issue warrants on A and B misdemeanor and felony cases originating in the City of Bastrop.

## Organizational Chart



## Goals and Objectives for FY 2019

- Treat all internal and external customers with professional courtesy and respect.
- Complete the life cycle of a case as simply and expeditiously as possible.

## Recent Accomplishments for FY 2018

- ✓ Became a Court of Record.
- ✓ Added two (2) Associate Judges to handle court-related matters on weekends.
- ✓ Have a new Prosecutor.
- ✓ As of February 2018, all clerks are state certified.
- ✓ Closed court cases from 1997 (2), 2000, 2001, and 2010 (10).

# Municipal Court

## FY 2019 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
101 GENERAL FUND	12 MUNICIPAL COURT		00 NON-DIVISION		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>PROPOSED 2019</b>	<b>PLANNING 2020</b>
PERSONNEL COSTS	\$231,761	\$239,403	\$240,399	\$248,089	\$265,496
SUPPLIES AND MATERIALS	\$18,272	\$17,500	\$7,000	\$7,500	\$7,500
MAINTENANCE AND REPAIRS	\$7,899	\$8,300	\$7,800	\$17,000	\$20,250
OCCUPANCY	\$8,433	\$6,000	\$4,200	\$4,200	\$4,400
CONTRACTUAL SERVICES	\$30,726	\$56,408	\$45,050	\$60,450	\$63,550
OTHER CHARGES	\$4,610	\$8,231	\$5,810	\$6,010	\$6,390
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$301,701</b>	<b>\$335,842</b>	<b>\$310,259</b>	<b>\$343,249</b>	<b>\$367,586</b>
<b>PERSONNEL SCHEDULE</b>					
<b>POSITION TITLE</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>APPROVED 2019</b>	<b>PLANNING 2020</b>
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 COORDINATOR	1.000	1.000	1.000	1.000	1.000
JUDGE	1.000	1.000	1.000	1.000	1.000
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>4.250</b>	<b>4.250</b>

# Municipal Court



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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

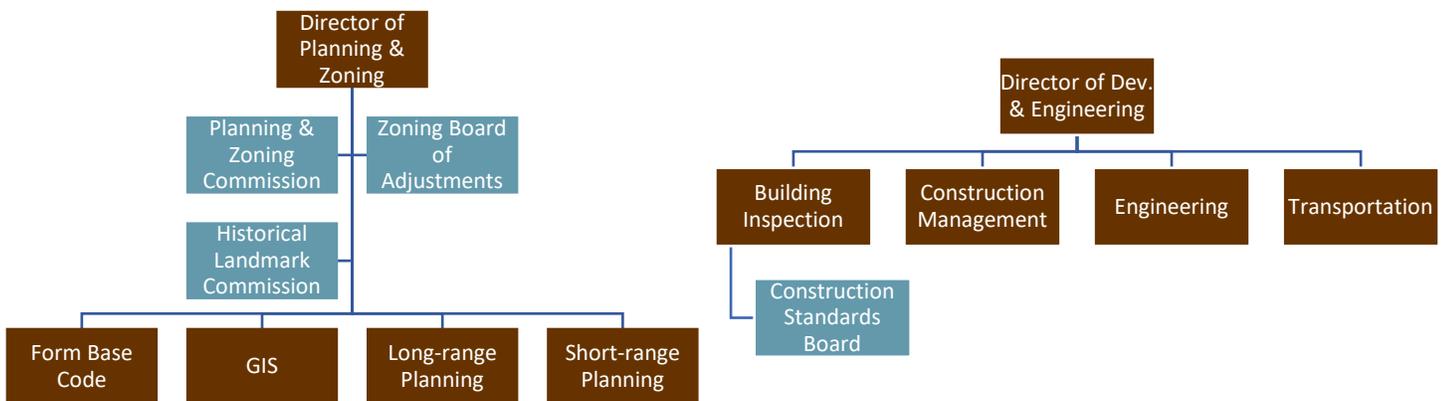


# **Development Services**

## Department Description

Development Services consists of Engineering & Development and Planning & Zoning. **Engineering & Development** provides and facilitates the building process 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. The development process also provides document review for compliance with building codes and standards. Building Inspection maintains consistency in field directives and assures construction and building code compliance are met. **Planning & Zoning** 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Participate in the Code revision process to update the Zoning Code, Sign Code, Subdivision Ordinance, and the adoption of the 2018 International Building Code.
- Hire key personnel.
- Ensure life-safety measures for infrastructure and construction are being upheld throughout the community.
- Meet scheduled completion dates through better planning and overview.
- Increase customer satisfaction through more effective response time to questions.

## Recent Accomplishments for FY 2018

- ✓ Historic Landmark Ordinance was updated and adopted.
- ✓ Developed Professional Services Request for Qualifications and received 49 submittals.
- ✓ Issued 916 permits totaling \$507,000 in revenue. (Residential – 377; Commercial – 539)
- ✓ Alcohol Beverage Ordinance was updated and adopted.
- ✓ Developed a draft Subdivision Ordinance to update public improvement and drainage standards.

# Development Services

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		16 ENGINEERING AND DEVELOPMENT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$0	\$297,611	\$191,109	\$346,896	\$362,513
SUPPLIES AND MATERIALS	\$0	\$3,000	\$2,900	\$3,500	\$2,500
MAINTENANCE AND REPAIRS	\$0	\$9,350	\$8,350	\$13,350	\$13,350
OCCUPANCY	\$0	\$2,000	\$2,000	\$2,000	\$2,000
CONTRACTUAL SERVICES	\$0	\$300	\$100,300	\$66,100	\$86,100
OTHER CHARGES	\$0	\$7,300	\$0	\$6,645	\$6,800
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$319,561</b>	<b>\$304,659</b>	<b>\$438,491</b>	<b>\$473,263</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
BUILDING INSPECTOR	0.000	0.000	0.000	1.000	1.000
BUILDING OFFICIAL	1.000	1.000	1.000	1.000	1.000
CITY ENGINEER (50%)	1.000	0.500	0.500	0.500	0.500
GIS/PERMIT SPECIALIST	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>3.000</b>	<b>2.500</b>	<b>2.500</b>	<b>3.500</b>	<b>3.500</b>

# Engineering & Development

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		PLANNING & ZONING		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$464,231	\$286,444	\$164,606	\$460,383	\$481,261
SUPPLIES AND MATERIALS	\$10,699	\$9,400	\$11,700	\$7,400	\$6,900
MAINTENANCE AND REPAIRS	\$20,129	\$12,900	\$13,000	\$14,200	\$15,000
OCCUPANCY	\$12,571	\$6,600	\$6,600	\$6,600	\$6,600
CONTRACTUAL SERVICES	\$168,331	\$92,350	\$293,600	\$35,250	\$101,250
OTHER CHARGES	(\$9,179)	\$47,846	\$48,000	\$53,050	\$60,000
CAPITAL OUTLAY	\$54,999	\$10,000	\$10,000	\$10,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$721,781</b>	<b>\$465,540</b>	<b>\$547,506</b>	<b>\$586,883</b>	<b>\$671,011</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASST. PLANNING DIRECTOR	0.000	1.000	1.000	1.000	1.000
PLANNER	0.000	1.000	1.000	2.000	2.000
PLANNING DIRECTOR	1.000	1.000	1.000	1.000	1.000
PLANNING TECH	1.000	1.000	1.000	1.000	1.000
PROJECT COORDINATOR	1.000	0.000	0.000	0.000	0.000
<b>TOTAL FTEs</b>	<b>3.000</b>	<b>4.000</b>	<b>4.000</b>	<b>5.000</b>	<b>5.000</b>

# Planning & Zoning

**“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.”**

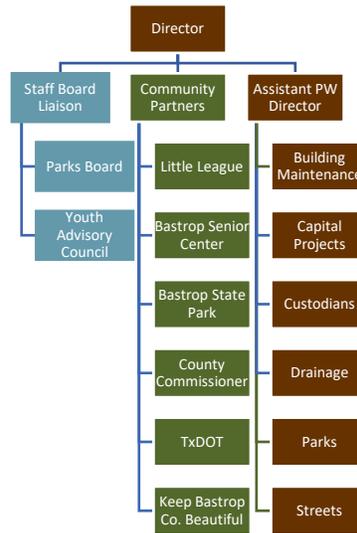


# Public Works

## Department Description

Public Works maintain all City street surfaces, street signage, storm drainage, and building maintenance. Streets & Drainage maintains 64 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 mow 106.1 acres of parkland, 10.5 acres of facilities, perform rodeo arena maintenance and rental, and maintain trails. Special Events & Reservations has moved to Hospitality & Downtown located in the HOT Fund. The General Fund portion of the budget is shown in this department. However, it is transferred into the HOT Fund on October 1<sup>st</sup> of each year.

## Organizational Chart



## Goals and Objectives for FY 2019

- Implement Year 1 of the Street Maintenance Program including performing the crack-sealing function in-house.
- Continue quarterly Street striping schedule.
- Develop a communication protocol for neighborhoods impacted by street maintenance.
- 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.
- Develop a 10-year maintenance schedule for Parks.
- Develop a 10-year maintenance schedule for Building Maintenance.
- Oversee the Sidewalk Improvement Program.

## Recent Accomplishments for FY 2018

- ✓ Hired Curtis Hancock as Assistant Public Works Director.
- ✓ Worked over 2,150 hours of permitted and non-permitted special events.
- ✓ Completed installation of new street signage.
- ✓ Completed 1<sup>st</sup> year of Right-of-Way mowing contract.
- ✓ Reconstructed Childress Street.
- ✓ Completed Delgado Park, Phase I.
- ✓ Developed Year 1 & 2 of Street Maintenance Plan based on PCI Study completed in January 2018.
- ✓ Completed design of Skate Park.
- ✓ Completed quarterly Street striping schedule.

# Public Works

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
18 PUBLIC WORKS

**DIVISION**  
10 ADMINISTRATION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$672,802	\$805,198	\$719,747	\$177,702	\$182,822
SUPPLIES AND MATERIALS	\$10,131	\$13,400	\$15,000	\$10,800	\$16,050
MAINTENANCE AND REPAIRS	\$8,210	\$2,500	\$0	\$0	\$0
OCCUPANCY	\$12,722	\$12,000	\$12,000	\$16,800	\$16,800
CONTRACTUAL SERVICES	\$66,770	\$214,459	\$268,618	\$239,700	\$231,200
OTHER CHARGES	\$12,036	\$11,400	\$7,800	\$8,650	\$9,900
CAPITAL OUTLAY	\$387,194	\$0	\$6,500	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,169,865</b>	<b>\$1,058,957</b>	<b>\$1,029,665</b>	<b>\$453,652</b>	<b>\$456,772</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT PW DIRECTOR	0.000	0.500	0.250	0.250	0.250
DIR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.250	0.250
MECHANIC	1.000	1.000	1.000	1.000	1.000
PW TECHNICIAN	0.500	0.500	0.375	0.375	0.375
<b>TOTAL FTEs</b>	<b>1.750</b>	<b>2.250</b>	<b>1.875</b>	<b>1.875</b>	<b>1.875</b>

# Administration – Public Works

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		15 STREETS / DRAINAGE		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL	\$0	\$0	\$0	\$626,189	\$653,179
SUPPLIES AND MATERIALS	\$43,738	\$34,000	\$32,500	\$59,525	\$58,000
MAINTENANCE AND REPAIRS	\$153,409	\$180,005	\$142,915	\$70,100	\$77,500
CONTRACTUAL SERVICES	\$12,024	\$12,375	\$11,000	\$12,375	\$12,375
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$209,171</b>	<b>\$226,380</b>	<b>\$186,415</b>	<b>\$768,189</b>	<b>\$801,054</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
EQUIPMENT OPERATOR I	3.000	3.000	3.000	3.000	3.000
EQUIPMENT OPERATOR II	2.000	3.000	3.000	3.000	3.000
PW CREW LEADER	1.000	1.000	1.000	1.000	1.000
PW-MAINTENANCE WORKER I	0.000	0.000	0.000	0.000	0.000
PW-MAINTENANCE WORKER II	2.000	2.000	2.000	2.000	2.000
UTIL. FIELD SUPERINTENDENT	0.500	0.750	0.750	1.000	1.000
<b>TOTAL FTEs</b>	<b>8.500</b>	<b>9.750</b>	<b>9.750</b>	<b>10.000</b>	<b>10.000</b>

# Streets & Drainage

## FY 2019 Fund Summary (No personnel assigned to this division)



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		17 SPECIAL EVENTS & RESERVATIONS		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$43,608	\$61,857	\$61,993	\$0	\$0
SUPPLIES AND MATERIALS	\$175	\$2,350	\$1,150	\$0	\$0
MAINTENANCE AND REPAIRS	\$8	\$250	\$0	\$0	\$0
OCCUPANCY	\$0	\$250	\$100	\$0	\$0
CONTRACTUAL SERVICES	\$42,143	\$42,100	\$42,000	\$0	\$0
OTHER CHARGES	\$13,624	\$22,000	\$17,900	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$99,558</b>	<b>\$128,807</b>	<b>\$123,143</b>	<b>\$0</b>	<b>\$0</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
RECREATION COORDINATOR	1.000	1.000	1.000	0.000	0.000
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>0.000</b>	<b>0.000</b>

**NOTE:** The General Fund portion of the budget is shown in this department. However, this division has transferred into the HOT Fund in the Hospitality & Downtown Department. Funds will be transferred into HOT on October 1<sup>st</sup> of each year.

# Special Events & Reservations

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	18 PUBLIC WORKS			19 PARKS	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$531,388	\$663,308	\$611,662	\$687,762	\$718,970
SUPPLIES AND MATERIALS	\$49,824	\$38,200	\$36,982	\$36,150	\$36,750
MAINTENANCE AND REPAIRS	\$60,534	\$78,350	\$77,366	\$84,650	\$150,525
OCCUPANCY	\$62,943	\$53,200	\$56,827	\$56,420	\$60,200
CONTRACTUAL SERVICES	\$17,338	\$137,002	\$19,810	\$21,921	\$22,271
OTHER CHARGES	\$10,217	\$5,750	\$5,750	\$5,750	\$4,300
CAPITAL OUTLAY	\$82,496	\$0	\$187,880	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$814,740</b>	<b>\$975,810</b>	<b>\$996,277</b>	<b>\$892,653</b>	<b>\$993,016</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT PW DIRECTOR	0.000	0.000	0.000	0.250	0.250
ATHLETIC FIELD MAINT. TECH	0.000	1.000	1.000	1.000	1.000
DIR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.250	0.250
EQUIP OPERATOR I	0.000	1.000	1.000	1.000	1.000
FACILITIES MAINT WORKER II	0.000	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	9.000	5.000	5.000	5.000	5.000
PW TECHNICIAN	0.500	0.500	0.500	0.375	0.375
SEASONAL EMPLOYEES	0.200	0.200	0.200	0.185	0.185
<b>TOTAL FTEs</b>	<b>12.950</b>	<b>11.950</b>	<b>11.950</b>	<b>12.060</b>	<b>12.060</b>

# Parks

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		20 BUILDING MAINTENANCE		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$183,628	\$195,791	\$195,618	\$200,979	\$210,646
SUPPLIES AND MATERIALS	\$21,571	\$15,350	\$23,766	\$26,100	\$26,300
MAINTENANCE AND REPAIRS	\$2,240	\$43,450	\$58,600	\$51,120	\$56,022
OCCUPANCY	\$716	\$900	\$500	\$1,200	\$600
CONTRACTUAL SERVICES	\$7,327	\$6,842	\$6,842	\$5,269	\$5,269
OTHER CHARGES	(\$45,912)	\$300	\$300	\$1,300	\$1,300
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$169,570</b>	<b>\$262,633</b>	<b>\$285,626</b>	<b>\$285,968</b>	<b>\$300,137</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
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>

# Building Maintenance



**BASTROPTX**  
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**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.**

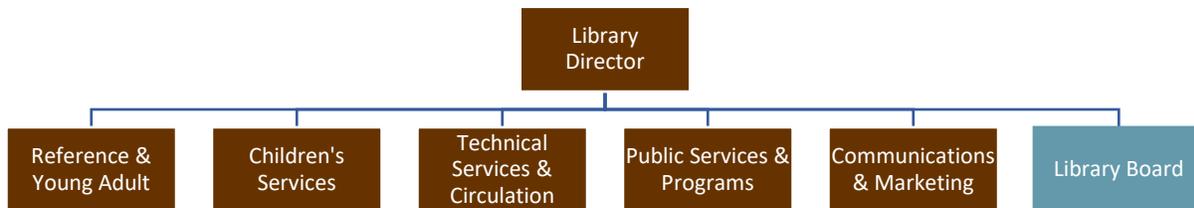


**Library**

## Department Description

The Library collects, classifies, organizes, and makes available information in all formats, including print, non-print, and digital materials, 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 via Internet to the TexShare databases. The Library provides a variety of programs, including regular preschool story time and summer reading programs, public access to computers, meeting rooms for the general public, clubs, and non-profit corporations.

## Organizational Chart



## Goals and Objectives for FY 2019

- Utilize a variety of communication strategies to inform and promote library services and programs to the Bastrop community.
- Develop a dedicated Maker Space area.
- Provide Maker Space programming for Patrons of all ages.
- Promote early childhood literacy.
- Increase teen (ages 13-17) participation at library programs and utilization of library resources.
- Provide programming for Tweens ages 9-13.
- Provide programming for adults.
- Partner with Bastrop Parks and Hospitality & Downtown to create joint programs and events.

## Recent Accomplishments for FY 2018

- ✓ Hired a new Teen Librarian.
- ✓ Circulated 145,827 items.
- ✓ Welcomed 115,461 visitors.
- ✓ Served a total of 14,349 attendees at library programs and activities.
- ✓ Presented a successful Summer Reading Program.
- ✓ Purchased a 3D printer and CNC Vinyl cutter and now offer a Maker Space program for patrons of all ages.
- ✓ Started a Library Chess Club.

# Library

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	21 LIBRARY			00 NON-DIVISION	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$553,808	\$584,797	\$584,002	\$618,220	\$648,149
SUPPLIES AND MATERIALS	\$59,951	\$61,150	\$61,222	\$66,480	\$69,000
MAINTENANCE AND REPAIRS	\$14,007	\$6,380	\$7,360	\$5,900	\$5,950
OCCUPANCY	\$42,885	\$34,320	\$34,200	\$34,220	\$34,220
CONTRACTUAL SERVICES	\$22,432	\$23,740	\$21,936	\$23,940	\$24,400
OTHER CHARGES	\$12,616	\$13,072	\$12,265	\$16,195	\$17,075
CAPITAL OUTLAY	\$99,812	\$0	\$19,000	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$805,511</b>	<b>\$723,459</b>	<b>\$739,985</b>	<b>\$764,955</b>	<b>\$798,794</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
LIBRARY ASSOC. SUPERVISOR	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE	1.800	1.950	1.950	1.950	1.950
LIBRARY ASSOCIATE III/ADMIN SVCS	0.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/CHLD SRVS	0.000	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
YOUNG ADULT LIBRARIAN	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>9.800</b>	<b>9.950</b>	<b>9.950</b>	<b>9.950</b>	<b>9.950</b>

# Library



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Heroes & Hot Rods Veterans' Day Car Show

# Hotel Tax Fund

## Hotel Tax Fund

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To foster an improved Bastrop experience based on cooperation, partnerships, and strong teamwork that provides a strategic approach to increased tourism, open and two-way communication, and enhancing the Bastrop experience.



## Hotel Occupancy Tax Fund Summary

**CITY OF BASTROP, TEXAS  
HOTELTAX FUNDS**

	ACTUAL FY2016-2017	BUDGET FY2017-2018	PROJECTED FY2017-2018	PROPOSED FY2018-2019	PLANNING FY2019-2020
<b>BEGINNING FUND BALANCES</b>	\$ 3,727,529	\$ 3,671,599	\$ 3,667,738	\$ 3,425,181	\$ 3,006,738
<b>REVENUES:</b>					
HOTEL OCCUPANCY TAX	2,686,098	2,875,000	2,736,000	2,736,000	2,736,000
LICENSE & PERMITS	2,017	2,100	-	2,000	2,000
SERVICE FEES	176,353	222,700	211,000	240,350	272,350
INTEREST	37,961	13,050	42,500	44,500	48,000
INTERGOVERNMENTAL	40,000	50,000	80,408	62,312	62,312
OTHER	18,383	-		-	-
<b>TOTAL REVENUES</b>	2,960,812	3,162,850	3,069,908	3,085,162	3,120,662
<b>OTHER SOURCES</b>					
Interfund Transfers - General Fund	-			266,084	280,257
Interfund Transfers - Electric Fund	-	152,700	93,700	220,000	175,000
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	2,960,812	3,315,550	3,163,608	3,571,246	3,575,919
<b>TOTAL AVAILABLE RESOURCES</b>	\$ 6,688,341	\$ 6,987,149	\$ 6,831,346	\$ 6,996,427	\$ 6,582,657
<b>EXPENDITURES:</b>					
ORGANIZATIONAL	1,477,789	2,196,835	1,919,338	1,709,083	1,681,502
CONVENTION CENTER	662,357	619,504	588,239	640,754	700,714
MAIN STREET PROGRAM	200,044	408,018	342,871	550,520	544,267
MULTI-MEDIA	-	-	-	179,907	205,417
SPECIAL EVENTS & RESERVATIONS	-	-	-	167,087	124,717
BAIPP	165,935	94,050	40,350	146,152	76,152
RODEO ARENA	14,551	100,000	-	-	-
<b>TOTAL EXPENDITURES</b>	2,520,676	3,418,407	2,890,798	3,393,503	3,332,769
<b>OTHER USES</b>					
DEBT SERVICE TRANSFER	499,927	496,616	515,367	516,186	514,416
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	3,020,603	3,915,023	3,406,165	3,909,689	3,847,185
<b>BAIPP - RESTRICTED FB - LT PROJECTS</b>	40,000	60,000	60,000	\$ 80,000	\$ 80,000
<b>ENDING UNRESTRICTED FUND BALANCES</b>	\$ 3,627,738	\$ 3,012,126	\$ 3,365,181	\$ 3,006,738	\$ 2,655,472
<i>Fund balance Policy Amount</i>				\$ 3,086,738	\$ 3,027,051

# Hotel Occupancy Tax Fund Summary

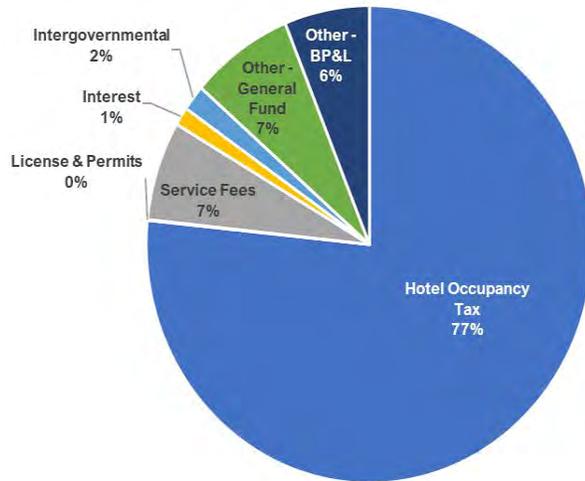
# Hotel Occupancy Tax Fund Overview

With more than \$3,500,000 in Hotel Occupancy Tax Fund Revenue, the City of Bastrop enjoys a robust cultural arts program. Recognizing the need to maximize the community’s cultural art resources, a Cultural Arts Master Plan was commissioned in FY 2018. The City has hired Go Collaborative to conduct this study. During a recent meeting, **Go Collaborative indicated that it is rare for a City the size of Bastrop to have such a robust cultural arts plan in place. They are having to use much larger cities as a comparison for benchmarking in the creation of our Cultural Arts Master Plan!**

## Revenue Assumptions

Total Revenue & Other Sources are forecasted to be \$3,571,246 in FY 2019, which is 12.8% or \$407,638 more than FY 2018 year-end budget projections.

Outlined below are explanations on three (3) major sources that 96.9% 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 was budgeted at \$2,875,000 in FY 2018. **However, FY 2018 projections anticipate collections of \$2,736,000, which is 5.0% less or \$139,000 than budgeted.** Therefore, FY 2019 Proposed revenue will be budgeted at a flat level.

<b>FY 2019 Budget</b>	<b>\$2,736,000</b>	
% of Fund Revenue	76.6%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$139,000	-5.0%
2018 Projection	\$0	0%

## Service Fees

Service Fees represents those revenues collected from Convention Center sponsored events, such as Farm Street Opry, Western Swing Festival, Red, White and You Dance; Main Street sponsored events, such as Art Walk, Table on Main, Wine Swirl, Pub Crawls, and Trick or Treat Trail; Convention Center rentals, and catering services.

<b>FY 2019 Budget</b>	<b>\$240,350</b>	
% of Fund Revenue	6.73%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	\$17,650	7.9%
2018 Projection	\$29,350	13.9%

## Other Sources

Other Sources represent those revenues transferred internally from the General Fund and BP&L Fund. The General Fund transfer totals \$266,084, which covers \$101,433 for Film & Broadcasting, \$123,143 for Special Events and Reservations, and a portion of the Director of Hospitality & Development’s salary. BP&L transfers totals \$220,000, which covers \$125,000 for Christmas Lights, \$25,000 for Patriotic Festival, \$20,000 for Bastrop Homecoming & Rodeo, \$5,000 for Juneteenth Celebration, \$15,000 for Keep

Bastrop County Beautiful, and \$30,000 for YMCA programming.

<b>FY 2019 Budget</b>	<b>\$486,084</b>	
% of Fund Revenue	13.6%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	\$266,084	100%
2018 Projection	\$220,000	100%

## Program Considerations

### Bastrop Art In Public Places (BAIPP)

As a part of FY 2018 work plan, a Cultural Arts Master Plan (CAMP) is being developed by Go Collaborative. Recognizing that the study will be completed in early 2019, **there is \$50,000 included in Contingency to ensure work can begin immediately on implementing key recommendations from the CAMP without having to wait until FY 2020.**

**There is \$16,082 included in Professional Services to reimburse the General Fund for administrative support for BAIPP art projects.**

Any time art is purchased or acquired through a loan, a contract must be created, executed, and added to the City’s insurance policy. Some of the art calls contain numerous pieces of art by multiple artists, each requiring their own contract and insurance coverage.

### Convention Center

**The Convention Center Team has had a fantastic FY 2018!** The Convention Center updated their contract, marketing materials, and pricing structure. The Convention Center fees now include full set-up, tablecloths, and water beverage stations. The Convention Center can now be rented in smaller blocks of time, which allows more rental opportunities throughout the day. Patrons can now have breakfast, lunch, and dinner catered as a part of their rental.

**FY 2018, when compared to FY 2017, has seen a 50% increase in rentals!!** In FY 2017, there were 92 rentals for a total revenue of \$120,014. In FY 2018, there were 138 rentals for a total monetary revenue of \$153,737 plus \$39,375 “in-kind” (City sponsored and 501©3 donations) revenue for total revenue of \$193,112. Staff has been very successful at booking next year’s business, while events are occurring. Therefore, events are already on the calendar through FY 2020.

### Main Street

Bastrop Main Street celebrated their 10<sup>th</sup> anniversary in 2017 as a part of the Texas Main Street Program. Over the past decade, Bastrop Main Street has been driven by an active Main Street Advisory Board and volunteer army, public and private partnerships, and community support. 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 Main Street America network, which provides a time-tested framework for community driven,

comprehensive preservation-based downtown revitalization.

Sarah O’Brien, who currently serves as the Main Street Director, has assumed additional responsibilities this year with the creation of the Hospitality & Downtown Department. This department was created due to the greater need for economic stability and increased tourism by leveraging Main Street, Convention Center, Multimedia, and Special Events.

## Main Street cont.

All of these departments require a significant amount of strategic focus, which requires Sarah to manage additional staff and attend numerous meetings throughout the day, evening, and weekends. In addition, she must focus energies on strategic planning such as the Cultural Arts Master Plan, the creation of a Crisis Communication Plan for Emergency Management, and will coordinate significant community engagement in FY 2019 including the Capital Improvement Program, Street Maintenance Program, and Building Bastrop Campaign.

## Multimedia

Effective October 1<sup>st</sup>, the Multimedia Department was created with the purpose of telling the City of Bastrop's story. Council established a policy that all City Council, Bastrop Economic Development Corporation, and Planning & Zoning Commission meetings must be live-streamed. In addition, videos are created to promote specific purposes and support Public Information efforts, when needed.

## Non-Special Event Community Assets

There are two (2) non-special event community assets that receive support from the HOT Fund. Those community assets include the **Bastrop Opera House** and the **Bastrop County Historical Society Visitor Center & Museum**. Both organizations had successful programs of work in FY 2018 and are actively engaged in planning for FY 2019.

### Bastrop County Historical Society Visitor Center & Museum

The **Bastrop County Historical Society Museum** in FY 2018 offered free downtown walking tours each Saturday in May, continued to assist with the data population of Downtown, TX, and provided an annual calendar of events. The **Visitor Center** provided visitor center facility amenities including brochures and maps, "goodie bag" services, train volunteers on "tourism" amenities, remain open during Downtown special events, worked with Bastrop County and Visit Bastrop to create "programming", increased social media, and provided volunteer coordination.

The Bastrop County Visitor's Center & Museum met all the requirements of this year's contract. They received \$148,545 in funding in FY 2018. **They have**

**Therefore, this fund contains an Assistant Main Street Manager. There is a critically need to continue our efforts to enhance the downtown area, while allowing Sarah to contribute actively to downtown and the City, as an organization. This position will assist with volunteer coordination, Special Event planning, ombudsman for Main Street Program area businesses, plan training programs, and update communications specifically for [www.downtowntx.org](http://www.downtowntx.org).**

City Council continues to place a significant emphasis on communicating the City's message. **Therefore, at Council's request, this division is proposing to add one (1) additional position to serve as a Digital Media Manager. This position will responsible for updating social media, responding to social media posts, and creating an electronic newsletter to be published on a routine basis.**

**reduced their request in FY 2019 to \$146,937, which has been included in this budget.**

### Bastrop Opera House

**Bastrop Opera House (BOH)** created a FY 2017-2018 season, which contained eight (8) full productions and nine (9) touring shows. Because this season was heavily marketed, BOH used Arts People, an online ticket software which generates reports showing zip codes of ticket purchasers. More than half of the tickets were sold outside of Bastrop County. BOH is home to the Bastrop Opera House Youth Performing Arts Academy, which has approximately 60 youth ages 3 through high school enrolled. Each season, two (2) major youth productions are performed. FY 2018-19 season is already booked and contains 16 productions and touring shows.

BOH met all of the requirements of this year's contract. They received \$92,000 in FY 2018. **A request of \$132,055 was submitted for FY 2019 consideration including a request of \$40,000 for a staff person. This portion of their request was not funded. Therefore, there is \$92,500 included in this budget for BOH.**

## Special Events & Reservations

In FY 2018, the Recreation Coordinator position resided in the Public Works budget. This position was originally created to do recreational programming in City parks. However, the YMCA seems better suited to provide recreational programming. **Therefore, the FY 2019 proposed budget includes \$7,800 in additional YMCA funding. There is \$5,000 for five (5) Movies in the Park events, and \$2,800 for two (2) tennis clinic sessions per year.**

The City currently funds \$42,000 for various recreational programming such as soccer, Teen Night, Homeschool P.E., and Senior Fit. In addition, there is \$30,000 to pay for utilities at the Bastrop State Park Pool during the summer.



In FY 2019, the Recreation Coordinator position will become a part of the Hospitality & Downtown Department. This position is the City's liaison to the 50+ annual special events and coordinates the issuance of Special Event permits, coordinates City resources for special events, develops Event Action Plans, schedules Event Review Meetings, and provides logistical coordination for each event. This position also assists with the creation, promotion, and execution of special events hosted by the Convention Center and is also responsible for renting out park pavilions and non-convention related rentals at the Convention Center.

**This position will be re-classified as Special Events & Reservations, which is a much better public representation of the required job duties.**

## Special Events

The City of Bastrop will coordinate approximately 50 permitted and non-permitted special events in 2018, not including First Friday events. The administration of these events requires significant man-hours on the part of Public Works, which includes Streets, Parks, Water, and Wastewater. **Overall, we anticipate Public Works will dedicate in excess of 2100 hours toward events in FY 2018. Since December, staff has tracked hours for Police, Parks, Fire, and Hospitality & Downtown for nine (9) permitted events:** Lost Pines Christmas, Run for the Bluebonnets, Bastrop River Rally, MS 150 Bike Ride, Table on Main, Bastrop Music Festival, Memorial Day Ceremony, Bastrop Juneteenth, and

Bastrop Patriotic Festival. **Total hours/cost for all nine (9) permitted events is 2,494 hours at \$77,394.** In FY 2019 Work Plan, staff is going to be revising the Special Events permit process and developing recommendation for an Ordinance revision and fees that cover all costs. A work session will be scheduled with Council in the Spring.

BP&L provides funding through an Internal Transfer to HOT for Bastrop Patriotic Festival, Bastrop Homecoming & Rodeo, and Juneteenth Celebration. This funding is located in the Special Events & Reservations Budget.

## Bastrop Patriotic Festival

The Patriotic Festival is a 2-day event, which occurs annually the last weekend of June. There is a 5-K race and dance on Friday night. Saturday festivities start early and end late with a Fireworks Display. In FY 2018, the Patriotic Festival was funded from two (2) sources. HOT Funds provided \$40,835 and BP&L provided \$22,700, for a total of \$63,535. In FY 2019, Visit Bastrop will be responsible for determining the amount of special event funding this event receives. Staff tracked all hours and costs associated with this year's event. **We provided 488.25 hours of staff support totaling \$17,072 in "in-kind" services between Police, Parks, Fire, and Hospitality & Downtown, which makes Bastrop's total support for this event \$80,607.**

**This event is the largest event monetarily, financially and in-kind services, that the City supports.** By comparison, support for Lost Pines Christmas, which includes Wassail Fest, Lighting Ceremony, Snow Day, Parade, and New Years' Eve Pub Crawl will be approximately \$50,000. **Per the Chamber's Post Event Analysis, there were 8,000 in attendance and 12 documented hotel nights.**

Given the amount of support provided from City resources, whether given by the City or from Visit Bastrop, staff recommends limiting funding and staff support to a one-day event. Should Chamber staff wish to have a 2-day event, then private sponsorships and payment for additional staff hours will be required.

## Bastrop Homecoming & Rodeo

Bastrop Homecoming & Rodeo is five (5) day event that ends the 1<sup>st</sup> Saturday annually. This year marks the 71<sup>st</sup> Anniversary of this event. There are several special events including a rodeo and parade. In FY 2018, the Bastrop Homecoming received \$20,000 in HOT Funds. This year, funding has moved to BP&L because most of the participants do not stay in hotels. Given the historical significance of this event, funding has moved to BP&L. Staff tracked all hours and costs associated with this year's event. **We provided 240.25 hours of staff support totaling \$6,906.55 in "in-kind" services between Police, Parks, and Hospitality & Downtown, which makes Bastrop's total support for this event \$26,906.55.**

## Visit Bastrop

Funding provided to Visit Bastrop is established in Section III. Compensation to Visit Bastrop (B) Beginning on October 1, 2017, the City shall target 50% of the net HOT revenue collected, defined as HOT revenue minus the provision of payment satisfying the City's outstanding debt secured by HOT. The amount should not be less than 45% of the total HOT revenues. The FY 2018 revenue calculation to Visit Bastrop was incorrect because it did not take into consideration the debt payment owed on the Convention Center. The FY 2019

## Juneteenth Celebration

Juneteenth Celebration is always the 3<sup>rd</sup> Saturday in June. This year marks the 31<sup>st</sup> anniversary of this event. Saturday events include a parade, a car show, and scheduled entertainment throughout the day. In FY 2018, the Juneteenth Celebration received \$5,000 from BP&L. Staff tracked all hours and costs associated with this year's event. **We provided 118.5 hours of staff support totaling \$3,678.22 in "in-kind" services between Police, Parks, and Hospitality & Downtown, which makes Bastrop's total support for this event \$8,678.22.**

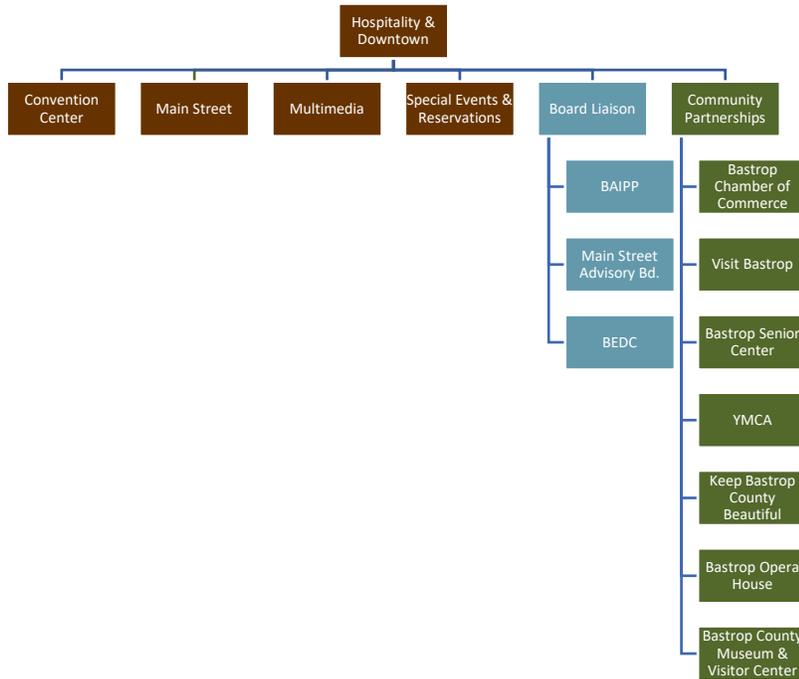
payment is calculated per the contract and will be \$1,111,907.

Per the City's contract, Visit Bastrop must present a Business Plan and Budget for public consideration in September prior to the adoption of the City's budget. This Business Plan should include Visit Bastrop's Plan of Work for the next fiscal year based on contract funding requirements.

## Department Description

The Hotel Occupancy Fund is utilized to account for the receipt and expenditures of funds received by the City from the assessment of hotel and motel occupancy tax. This fund contains Multi-Media, Special Events, Convention Center, Main Street Program, Bastrop Art In Public Places, and the Rodeo Arena. All but the Rodeo Arena are managed under the Hospitality & Downtown Department that was created October 1, 2018 to provide a more strategic approach to HOT investments and to tell the City's Story.

## Organizational Chart



## Goals and Objectives for FY 2019

- Continue Event Action Plan system for all Special Event applications.
- Continue live streaming of City Council, Bastrop Economic Development Corporation, and P&Z Commission meetings.
- Implement Findings from Cultural Arts Master Plan.
- Continue to promote the Convention Center for conventions and meetings.
- Develop a communications strategy for the Capital Improvement Program and Year 1 of Street Maintenance Program.
- Coordinate with Partners to ensure Build Bastrop Campaign is successful.
- Coordinate with KSA Engineering's Marketing Department on community engagement regarding construction of WWTP#3.
- Revise Special Events Ordinance & Permit Process.

## Recent Accomplishments for FY 2018

- ✓ Created Hospitality & Downtown Department to leverage HOT investments, tell the City's story, and better leverage community resources through partnerships.
- ✓ Doubled special event revenue compared from \$22,500 in FY 2017 to \$51,000 in FY 2018.
- ✓ Enhanced downtown parking and wayfinding signage.
- ✓ Sarah O'Brien completed Public Information Officer Certification program.
- ✓ Increased social media reach by 93%, including more than 275,000 video views on City's Facebook pages.
- ✓ Completed 30 Event Action Plans that follow FEMA's emergency management protocol.
- ✓ #MyBastrop campaign reached 3+ million people, garnered 158,000 views on social media, 54 media stories with 14.7 million impressions at a media value of \$253,000.

# Hotel Occupancy Tax Fund Summary

## FY 2019 Revenue Fund Summary



### CITY OF BASTROP

**FUND**  
501 HOTEL TAX FUND

**DEPARTMENT**  
00 NON-DEPARTMENT

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
TAXES AND PENALTIES	\$2,686,098	\$2,875,000	\$2,736,000	\$2,736,000	\$2,736,000
LICENSES AND PERMITS	\$2,017	\$2,100	\$0	\$2,000	\$2,000
CHARGES FOR SERVICES	\$176,353	\$222,700	\$211,000	\$240,350	\$272,350
INTEREST INCOME	\$37,961	\$13,050	\$42,500	\$44,500	\$48,000
INTERGOVERNMENTAL	\$40,000	\$50,000	\$80,408	\$62,312	\$62,312
MISCELLANEOUS INCOME	\$18,383	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0	\$152,700	\$93,700	\$486,084	\$455,257
<b>TOTAL REVENUE</b>	<b>\$2,960,812</b>	<b>\$3,315,550</b>	<b>\$3,163,608</b>	<b>\$3,571,246</b>	<b>\$3,575,919</b>

## Revenue Summary- Hotel Occupancy Tax Fund

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	80 ORGANIZATIONAL FUNDING		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CONTRACTUAL SERVICES	\$1,191,489	\$1,821,000	\$1,893,338	\$1,380,126	\$1,352,545
OTHER CHARGES	\$286,300	\$60,835	\$26,000	\$28,000	\$28,000
CONTINGENCY	\$0	\$315,000	\$0	\$300,957	\$300,957
TRANSFERS OUT	\$499,927	\$496,616	\$515,367	\$516,186	\$514,416
<b>TOTAL EXPENDITURES</b>	<b>\$1,977,716</b>	<b>\$2,693,451</b>	<b>\$2,434,705</b>	<b>\$2,225,269</b>	<b>\$2,195,918</b>

## Hotel Occupancy Fund - Organizational

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
501 HOTEL TAX FUND

**DEPARTMENT**  
83 MULTI-MEDIA

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$0	\$0	\$0	\$199,007	\$208,381
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$900	\$9,200
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$7,748	\$9,000
OCCUPANCY	\$0	\$0	\$0	\$5,680	\$6,880
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$13,750	\$15,000
OTHER CHARGES	\$0	\$0	\$0	(\$47,178)	(\$43,044)
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$179,907	\$205,417

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF STORY TELLER				1.000	1.000
DIGITAL MEDIA MANAGER				1.000	1.000
DOWNTOWN & HOSPITALITY DIRECTOR				0.150	0.150
TEMP ASST. CHIEF STORYTELLER				0.481	0.481
<b>TOTAL FTEs</b>				<b>2.631</b>	<b>2.631</b>

## Hotel Occupancy Tax Fund – Multi-Media

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
501 HOTEL TAX FUND	84 SPECIAL EVENTS & RESERVATIONS			00 NON-DIVISION	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$0	\$0	\$0	\$53,937	\$56,367
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$1,300	\$1,500
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$0	\$0	\$0	\$250	\$250
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$94,800	\$49,800
OTHER CHARGES	\$0	\$0	\$0	\$16,800	\$16,800
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$167,087	\$124,717
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
DOWNTOWN & HOSPITALITY DIRECTOR				0.100	0.100
RECREATION COORDINATOR				0.667	0.667
<b>TOTAL FTEs</b>				<b>0.767</b>	<b>0.767</b>

## Hotel Occupancy Tax Fund – Special Events & Reservations

## FY 2019 Fund Summary & Personnel Schedule



FUND		DEPARTMENT		DIVISION	
501 HOTEL TAX FUND		85 HOSPITALITY AND DOWNTOWN		75 CONVENTION CENTER	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL	\$273,837	\$274,277	\$270,210	\$302,476	\$315,512
SUPPLIES AND MATERIALS	\$84,445	\$20,004	\$36,675	\$44,000	\$70,750
MAINTENANCE AND REPAIRS	\$28,050	\$22,050	\$18,300	\$42,650	\$53,150
OCCUPANCY	\$54,013	\$58,698	\$57,000	\$58,698	\$59,338
CONTRACTUAL SERVICES	\$157,275	\$181,925	\$179,504	\$149,230	\$158,264
OTHER CHARGES	\$64,737	\$57,550	\$26,550	\$43,700	\$43,700
CONTINGENCY	\$0	\$5,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$662,357</b>	<b>\$619,504</b>	<b>\$588,239</b>	<b>\$640,754</b>	<b>\$700,714</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.500	0.500
CONVENTION CENTER DIRECTOR	1.000	1.000	1.000	1.000	1.000
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	0.000	0.000	0.330	0.333	0.333
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.330</b>	<b>4.333</b>	<b>4.333</b>

## Hospitality & Downtown – Convention Center

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	85 HOSPITALITY AND DOWNTOWN		80 MAIN STREET PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL	\$121,927	\$147,628	\$147,601	\$216,300	\$226,247
SUPPLIES AND MATERIALS	\$7,207	\$3,125	\$2,035	\$9,100	\$5,100
MAINTENANCE AND REPAIRS	\$13,267	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,926	\$1,500	\$1,500	\$2,300	\$1,500
CONTRACTUAL SERVICES	\$7,916	\$9,000	\$9,000	\$14,000	\$14,000
OTHER CHARGES	\$46,801	\$213,285	\$182,735	\$267,820	\$267,420
CONTINGENCY	\$0	\$33,480	\$0	\$41,000	\$30,000
<b>TOTAL EXPENDITURES</b>	<b>\$200,044</b>	<b>\$408,018</b>	<b>\$342,871</b>	<b>\$550,520</b>	<b>\$544,267</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.500	0.500
ASSISTANT DIRECTOR	0.000	0.000	0.000	1.000	1.000
CHIEF STORY TELLER	0.250	0.250	0.250	0.000	0.000
DOWNTOWN & HOSPITALITY DIRECTOR	0.750	0.750	0.750	0.750	0.750
<b>TOTAL FTEs</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.250</b>	<b>2.250</b>

## Hospitality & Downtown – Main Street Program

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	86 BASTROP ART IN PUBLIC PLACES		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
SUPPLIES AND MATERIALS	\$5,518	\$500	\$350	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$5,000	\$5,000
CONTRACTUAL SERVICES	\$79,447	\$77,050	\$30,000	\$67,232	\$47,232
OTHER CHARGES	\$27,070	\$16,500	\$10,000	\$23,920	\$23,920
CONTINGENCY	\$0	\$0	\$0	\$50,000	\$0
CAPITAL OUTLAY	\$53,900	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$165,935</b>	<b>\$94,050</b>	<b>\$40,350</b>	<b>\$146,152</b>	<b>\$76,152</b>

## Hotel Occupancy Tax Fund – BAIPP

# FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	87 RODEO ARENA		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
SUPPLIES AND MATERIALS	\$1,113	\$100,000	\$0	\$0	\$0
MAINTENACE AND REPAIRS	\$230	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,558	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$10,650	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$14,551</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Hotel Occupancy Tax Fund – Rodeo Arena



# Innovation Fund

## Innovation Fund

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**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.**



## **Innovation Fund Summary**

## 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
105 INNOVATION FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$0	\$0	\$5,000	\$10,000	\$10,000
OTHER REVENUE	\$0	\$0	\$136,053	\$0	\$0
OTHER SOURCES - BP&L LOAN	\$0	\$0	\$186,916	\$300,000	\$0
TRANSFER IN - BP&L	\$0	\$256,500	\$256,500	\$453,825	\$0
TRANSFER IN - GENERAL FUND	\$487,500	\$0	\$1,000,000	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$487,500</b>	<b>\$256,500</b>	<b>\$1,584,469</b>	<b>\$763,825</b>	<b>\$10,000</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$15,247	\$101,400	\$16,400
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$15,575	\$90,040
CONTRACTUAL SERVICES	\$0	\$116,000	\$175,579	\$1,003,604	\$24,875
CAPITAL OUTLAY	\$0	\$314,000	\$186,916	\$756,160	\$230,100
DEBT SERVICE	\$0	\$0	\$42,002	\$42,002	\$42,002
TRANSFERS OUT	\$0	\$276,500	\$217,612	\$276,500	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$706,500</b>	<b>\$637,356</b>	<b>\$2,195,241</b>	<b>\$403,417</b>

# Innovation Fund Reconciliation



<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Police Dept. & Municipal Court RMS/CAD (5 Yr. Loan)	\$42,000	\$186,916	--	--	
Loan Payment- BP&L		42,000	42,000	42,000	Year 2 of 5 – Payment for purchase of Tyler Technology RMS/CAD System
State Park Trail	\$160,000	\$60,006	\$166,679	--	Amount increased resulting from revised estimate from Engineer.
Server Replacements	\$37,500	\$37,500	\$37,500	--	
Parking for Delgado Park	\$60,000		\$60,000		Parking lot will be first project completed by Concrete Contractor. Should be completed by year-end and paid in early October.
PCI Study	\$45,000	\$49,270	--	--	Completed.
Fire Dept. Staff PT	\$82,000	\$75,000	\$82,000		\$131,040 Total; \$49,000 pd. By General Fund, \$82,000 Innovation Fund.
Mowing Contract	\$157,000	\$105,112	\$157,000		Year 2 of Contract
CART Funding	\$20,000	\$20,000	\$20,000	--	Continued Support of CART.
Skate Park Design	\$35,000	\$18,000	--	--	Completed. Concept will be presented to Council in near future.
Neogov	\$16,000	\$15,803	--	--	Completed.
VoteLynx System	\$52,000	\$15,247	--	--	Sound portion will be installed in September. Voting portion installed in 1 <sup>st</sup> quarter of FY 2019.
Budget Software		\$12,500	--	--	Completed.

## Innovation Fund Reconciliation – Page 2

<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Professional Services			\$155,000	--	Unknown consultant services as development occurs (Regional drainage review, etc.)
Grant Match			\$40,000		Drainage grant match for North Bastrop Rehabilitation Project.
Code Update – Phase 1 (Codes /Public Engagement)			\$310,500	--	Zoning & Sign Codes
Code Update – Phase 2			\$153,825		Design Manuals, Update to 2018 International Building / Fire Codes, New Forms & Staff Training
Fiscal Impact Analysis Model			\$50,000		Fiscal Impact Analysis to determine fiscal sustainability of future development.
Fire Feasibility Study			\$75,000	--	Study future of Fire – What is right choice? Volunteer, Full-Time, ESD, etc.
Public Relations			\$20,000		Unforeseen event requiring Public Relations assistance.
Skate Park Phase 1			\$250,000		Construction of Phase 1 of Skate Park.
City Hall/Studio Remodel			\$300,000		Remodel of City Hall & Studio
GovSpend License			\$7,500		Purchasing Module
Storage Appliance for City Hall			\$64,160	\$2,000	Current 12 TB of storage is inadequate, which significantly slows processing speed of server and creates organization-wide inefficiencies. Increasing storage of 48 TB.
Replacement Computers			\$10,000		FY 2019 Computer Replacement Schedule.
Replacement Zero Turn Mower			\$10,000		Replacement of Worn-out equipment.

# Innovation Fund Reconciliation – Page 3



<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Chicken Capture / Relocate – FY 2019			\$12,600		Continuation of relocation of chickens / roosters from Downtown.
Replace SCBA Bottles			\$16,400	\$16,400	Replace 16 of 44 Self-Contained Breathing Apparatus Bottles in the Fire Department.
Makers Space Furniture			\$4,000		Furniture specific to Makers Space equipment & space.
Bob Bryant Replacement Slides			\$11,000		Life-safety.
SCBA Refurbishment			\$71,000		Refurbish Self-Contained Breathing Apparatus will add 10 years life to existing units.
Trailer			\$7,000		Replacement trailer in Public Works.
Radios			\$11,000	\$11,000	Equipment needed for Emergency Management.
Computer Reservation System (IT)			\$4,175	-	Customer Work Order System for IT
New Utility Vehicle			\$8,000		Park Maintenance
New Maintenance Truck			\$35,000		Public Works – Replacement Vehicle
LaserFiche – Additional Licenses			\$3,903		Additional licenses needed for Records Management organization-wide
Wi-Fi Upgrade				\$40,554	34 Wi-Fi Points inside buildings are 9 years old, past the end of life from manufacturer and outdated.
Incode Version 10 Upgrade				\$59,100	Need to upgrade current system to stay current.

## Innovation Fund Reconciliation – Page 4

<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
John Deere Backhoe				\$107,363	
Paint Interior of Library				\$80,000	
New Service Truck				\$45,000	
<b>TOTAL</b>	<b>\$706,500</b>	<b>\$637,356</b>	<b>\$2,195,242</b>	<b>\$403,417</b>	



Repaired Water Pipe

# Water/Wastewater Fund



## Water/Wastewater Fund

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**Protection of the public's health is the most essential functions of the Water and Wastewater Department.**



## **Water/Wastewater Fund Summary**

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**Water/Wastewater Fund Summary  
4 YEAR PLAN**

	ACTUAL FY-17	Budget FY-18	PROJECTED FY-18	PROJECTED FY-19	PROJECTED FY-20
<b>BEGINNING BALANCE</b>	\$ 4,058,138	\$ 4,237,586	\$ 4,537,976	\$ 1,911,557	\$ 1,937,363
<b>REVENUES:</b>					
<b>WATER</b>					
Water Service	\$ 2,881,412	\$ 2,963,613	\$ 3,013,137	\$ 3,103,730	\$ 3,196,442
Water Service Fees	\$ 19,760	\$ 22,000	\$ 19,410	\$ 19,800	\$ 20,200
Penalties	\$ 37,212	\$ 35,000	\$ 38,300	\$ 39,500	\$ 40,600
Water Tap Fees	\$ 23,850	\$ 32,400	\$ 19,000	\$ 40,000	\$ 40,000
Interest	\$ 28,223	\$ 25,800	\$ 18,000	\$ 19,200	\$ 21,000
Other	\$ 21,254	\$ 5,000	\$ 7,500	\$ 7,500	\$ 7,500
<b>WATER TOTAL</b>	\$ 3,011,711	\$ 3,083,813	\$ 3,115,347	\$ 3,229,730	\$ 3,325,742
<b>WASTEWATER</b>					
Sewer Service	\$ 1,803,608	\$ 1,797,727	\$ 1,870,400	\$ 2,280,660	\$ 2,350,385
Sewer Tap Fees*	\$ 24,145	\$ 32,400	\$ 10,000	\$ 10,000	\$ 10,000
Penalties	\$ 25,267	\$ 25,000	\$ 25,000	\$ 25,500	\$ 26,010
Wholesale Sewer Contracts	\$ 154,620	\$ 165,000	\$ 137,000	\$ 148,000	\$ 150,000
Interest	\$ 17,666	\$ 17,200	\$ 12,000	\$ 12,800	\$ 14,000
Other	\$ 150	\$ 500	\$ 8,768	\$ 500	\$ 500
<b>WASTEWATER TOTAL</b>	\$ 2,025,456	\$ 2,037,827	\$ 2,063,168	\$ 2,477,460	\$ 2,550,895
<b>TOTAL REVENUES</b>	\$ 5,037,167	\$ 5,121,640	\$ 5,178,515	\$ 5,707,190	\$ 5,876,637
Transfer In-Impact Fee Funds	\$ 270,080	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESOURCES</b>	\$ 9,365,385	\$ 9,359,226	\$ 9,716,491	\$ 7,618,747	\$ 7,814,000
<b>EXPENDITURES:</b>					
Administration	\$ 878,974	\$ 997,333	\$ 1,007,546	\$ 1,087,194	\$ 1,107,755
Distribution/ Collection/ Liftstation	\$ 565,472	\$ 747,314	\$ 662,070	\$ 758,759	\$ 737,971
Production/ Treatment	\$ 817,937	\$ 1,196,281	\$ 830,210	\$ 1,046,583	\$ 967,652
Wastewater Treatment Plant	\$ 703,997	\$ 852,545	\$ 766,136	\$ 905,283	\$ 880,089
(1) Debt Service Transfer	\$ 1,692,201	\$ 1,195,447	\$ 1,793,972	\$ 1,641,565	\$ 1,816,640
Capital replacement Reserve	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000
<b>TOTAL EXPENDITURES</b>	\$ 4,658,581	\$ 4,988,920	\$ 5,184,934	\$ 5,564,384	\$ 5,635,107
<b>NET INCOME (LOSS)</b>	\$ 648,666	\$ 132,720	\$ (6,419)	\$ 142,806	\$ 241,530
<b>ENDING FUND BALANCE</b>	\$ 4,706,804	\$ 4,370,306	\$ 4,531,557	\$ 2,054,363	\$ 2,178,892
<i>Fund Balance % of Operating Expense</i>	101%	88%	87%	37%	39%
BBP-Utility line underground	\$ 168,828	\$ -	\$ -	\$ -	\$ -
Elevated Tank	\$ -	\$ 1,645,000	\$ -	\$ -	\$ -
Transfer to VERF - New Trucks	\$ -	\$ -	\$ -	\$ 117,000	\$ -
Other Capital Projects	\$ -	\$ 35,000	\$ 20,000	\$ -	\$ -
<b>Total Capital Projects</b>	\$ 168,828	\$ 1,680,000	\$ 20,000	\$ 117,000	\$ -
<b>Fund Balance after One-time Expenses</b>	\$ 4,537,976	\$ 2,690,306	\$ 4,511,557	\$ 1,937,363	\$ 2,178,892
<i>Fund Balance %</i>	97%	54%	87%	35%	39%
Transfer to W/WW Capital Fund	\$ -	\$ -	\$ 2,600,000	\$ -	\$ -
Reserve Requirement 3.5%	\$ 1,630,503	\$ 1,746,122	\$ 1,814,727	\$ 1,947,535	\$ 1,972,288
<b>ENDING FUND BAL AFTER TRANSFERS</b>	\$ 2,907,473	\$ 944,184	\$ 1,911,557	\$ 1,937,363	\$ 2,178,892

# Water/Wastewater Fund Summary



## Utility System Overview

Both Council and Staff spent extensive time in FY 2018 analyzing the City's existing water and wastewater systems. On March 24, 2018, Council held a five (5)-hour Special Work Session to discuss current conditions and reached consensus on a plan of action. Consensus was reached to construct a new consolidated Wastewater Treatment Plant on the City's 26-acre site on Market 304 and a consolidated Water Treatment Plant at XS Ranch.

## Water/Wastewater Rates

### Proposed Wastewater Rate Increase

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 next three (3) years. Therefore, the minimum charge for wastewater will be \$36.97 per month, an increase of \$10.00 per month, effective October 1, 2018. This increase is expected to generate an additional \$365,000 in revenue annually.

### Future Rate Modeling

Once schedules and estimates are developed by each Project Engineer, staff will need to evaluate costs and financing options and discuss these options with the City's Financial Advisors.

The goal is to develop a multi-year rate strategy with options for Council consideration. Staff has hired Newgen Strategies to construct a rate model for both water and wastewater that will allow the City's Chief Financial Officer to run scenarios for both systems. The sale of revenue bonds, which is covered in the next section, will require a debt coverage ratio that most likely will increase fund balance requirements. This coverage increase will also need to be factored into the rate analysis.

A meeting is scheduled for mid-September to review the model and assumptions. Staff anticipates a Special Council Work Session will be necessary in early FY 2019 to begin reviewing rate options.

### Sale of Revenue Bonds in FY 2019

To this point, all debt issued for water and wastewater facilities has been Certificates of Obligations (C.O.'s). Payments for these C.O.'s have

been made from the Water/Wastewater Fund. However, 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. Revenue bonds are issued to fund municipal facilities that will generate enough income to support the bonds. Staff anticipates that there will be a need to sell revenue bonds in FY 2019 to cover the costs of design for both facilities. However, there are adequate funds in the Water/Wastewater Debt Fund to make any payments in FY 2019 that may be required.

### Steel Tariff – 25% Increase in Price

On March 8, 2018, President Trump signed an order to place a 25% tariff on steel imports. China is reducing its steel production by 20%, which is approximately 165 million tons by 2020. This will cause demand to outweigh supply for the first time in over a decade, causing a sharp rise in steel prices that could last at least through 2020. Raw steel is used in the construction of numerous different building components including reinforcing steel in structural concrete, structural steel framing, and miscellaneous metal framing and supports. Until domestic production of steel can ramp up, it is likely that prices will continue to increase.

Given the uncertainty of steel prices in our future, we can expect to see significant increases in bid prices. Preliminary costs estimates received from KSA Engineering already reflect a sharp increase in the cost of construction of the wastewater treatment plant. Proposed costs for both water and wastewater treatment plants are covered in the Capital Improvement Program (CIP) section of this budget.

# Utility System Improvements

## Water System Improvements

### Water System – Willow Plant

Staff conducted an operational assessment on the Willow Plant. There are five (5) alluvial wells on the Colorado River that serve the Willow Plant. The Colorado River has numerous water sources upstream that vary daily due to agricultural and effluent discharges. Different pH levels can change dramatically daily, making treatment challenging.

All five alluvial (5) wells are permitted for 5,796,000 gallons per day. However, given the challenges with alluvial wells and the production capabilities of the pumps, Willow Plant can only produce 2,872,800 gallons per day, which is roughly 50% of permit, running the plant 24 hours a day. To ensure maximum functionality of the pumps, they are run 18 hours per day, which reduces the capacity even further.

In addition to being extremely inefficient, the water is considered corrosive prior to treatment. Iron bacteria grows, which can reduce flow, which requires an acid wash to fix at \$150,000 per treatment. The screens used to filter water can become clogged as well.

### Water System – Bob Bryant Park Plant

An operational assessment was also conducted on the Bob Bryant Park Plant, which has two (2) wells. One (1) well is alluvial and the other well is a deep well in the Simsboro Aquifer. This plant requires both wells to be blended at a 50/50 ratio due to a high level of dissolved solids. This process is not efficient and expensive to maintain. Because the treatment process requires blending, it limits pumping because the blending source dictates the amount available to pump. The plant was never set up with appropriate treatment, which includes filtration to treat quality and aesthetics. The plant requires a scrubber to treat methane. The water source has iron manganese, which requires a high chlorine demand.

### Water System “Game Changer”

The operational assessment concluded that existing water sources are challenging and have high maintenance costs depending upon season, river depth, and water demands. Peak summer demand is very close to the system’s maximum peak daily demand. There are NO options for improvement.

In FY 2018, City Council authorized the purchase of an additional 3,000-acre feet of water in the Simsboro Aquifer. The purchase of this water should

be completed in early Fall. Combined with the 3,000-acre feet already purchased and the 1,613 acre feet in the Simsboro Aquifer used in Bob Bryant Park Plant,

the City will own 7,613 acre feet of water in the Simsboro Aquifer providing combined water availability of 6.8 million gallons per day pumping capacity.

Engineer estimates suggest that a consolidated water treatment plant can be built at XS Ranch for the same water rate or with a minimum increase that will provide a long-term water system and improve water quality and aesthetics. Therefore, the consensus of Council is to build a new water treatment plant at XS Ranch to improve water quality and the City’s ability to meet future water demands.

**BASTROP COMPREHENSIVE PLAN 2036 – GOAL 2.2:**  
Ensure long-term water system capacity for existing customers, while accommodating incremental growth and development.

### Partnership with Aqua Water Supply Corporation

Staff has worked diligently in FY 2018 to establish a quality relationship with Aqua Water Supply Corporation. A quality relationship solves current economic development challenges regarding fire flow. It also provides a long-term opportunity to expand our Water Certificate of Convenience & Necessity (CCN) to match our Wastewater CCN through a long-term wholesale water agreement. In addition, it provides the City with immediate water supply redundancy that we currently do not have and helps manage peak demand until a new plant can be built. Staff hopes to finalize a partnership agreement outlining these criteria by the end of FY 2018.

## Water System Maintenance

One of the most important ways to meet Goal 2.2 of the City's Comprehensive Plan is to maintain the water system to industry standards. In FY 2018, staff developed a ten (10) year replacement schedule for all water system elements, as noted in Water System Facts.

**Additional funding has been appropriated for annual maintenance in this budget for everything but water line rehabilitation.** All water lines associated with failed streets will be cameraed by next year and scheduled for replacement as streets are rehabilitated as well.

Processes have been created to ensure that daily operational schedules now include required system annual maintenance. System maintenance will be scheduled throughout the year to ensure all required maintenance is conducted annually prior to year-end.

Water System Facts
<ul style="list-style-type: none"><li>• 70 miles of water mains</li><li>• 8 high service pumps and motors</li><li>• 10 filter canisters housing 8 filters each</li><li>• Methane stripper with 2 transfer pumps and motors</li><li>• 500+ fire hydrants</li><li>• Maintain 3358 meters</li><li>• 7 water wells</li><li>• 9 system pressure release valves</li><li>• 8 turbidity meters to monitor the canisters</li><li>• 6 water storage facilities totaling 2.76 million gallons of capacity</li><li>• 1000+ main line water valves</li><li>• Serve 2862 customers</li></ul>

## Wastewater System Improvements

### Wastewater Treatment Plant #1 & #2

Wastewater Treatment Plant (WWTP) #1 and #2 are in a state of disrepair and need to have substantial work done to ensure proper operation and treatment. WWTP #2 is a pre-manufactured system, purchased from the City of Austin for \$1 in the mid-1980's. A study by Texas Tank Services, conducted in December 2017, suggests localized metal loss in the tank wall exceeds 70% at each of the five (5) levels investigated. Metal loss at one (1) measurement location, approximately five (5) feet above the base, measured at 87%. The losses were computed using estimated plate thicknesses for the original tank as no record drawings are available.

If a safety factor of 2.0 was used in the original construction, as is common for tank design, many areas currently have a safety factor of less than 1.0 based on the December assessment. A safety factor of less than 1.0 indicates a significant and immediate deficiency in the structural integrity of the tank. With so much of the wall thickness compromised, in-service rehabilitation involving adding new plates may not be a prudent approach. Welding temporarily reduces the steel strength at the weld site, so the process of attaching the supplemental plates could initiate a failure. Over the next several years, significant capital projects will need to be scheduled

to rehabilitate the equipment and structures at WWTP #1 and WWTP #2.

### TCEQ Rules on Wastewater Treatment Capacity

TAC Title 30. Environmental Quality Part 1. TECQ 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 925,000 gallons per day, which is 68% of 1.4 million gallons per day (mgd). At 75%, the trigger to design a new plant is 1 mgd. At 90%, the trigger to permit the construction of a new plant is 1.26 mgd. The City will reach its current service unit credit (SUEs) allocation by 2021, based on anticipated growth, not including West Bastrop Village. Should West Bastrop Village start construction, the TCEQ triggers could be met much earlier.

## Wastewater Treatment Plant #3

In 2005, the City purchased 26 acres on Market 304 close to the Colorado River for a new WWTP. BEFCO designed a 1-million-gallon plant in 2007. The design is considered incomplete because it did not include belt presses and digesters. This plan assumes that WWTP #1 and #2 remain in service, which require extensive rehabilitation. The City has a TCEQ permit to build a new plant under 317 rule, which expires September 1, 2019. TCEQ issued new rule 217 in August 2008 requiring more stringent quality of water discharge.

**BASTROP COMPREHENSIVE PLAN 2036 – GOAL 2.5:**  
Enhance wastewater system efficiency.

## Wastewater System Maintenance

One of the most important ways to meet Goal 2.2 of the City's Comprehensive Plan is to maintain the system to industry standards. In FY 2018, staff developed a ten (10) year replacement schedule for all wastewater system elements, as noted in Wastewater System Facts.

**Additional funding has been appropriated for annual maintenance in this budget for everything but wastewater line rehabilitation.** All wastewater lines associated with failed streets will be cameraed by next year and scheduled for replacement as streets are rehabilitated as well.

Processes have been created to ensure that daily operational schedules now include required system

## Capital Improvement Projects

Significant improvements are required in both the water and wastewater systems to provide efficient and reliability services while meeting anticipated growth. The hope is a new wastewater treatment plant can be built before catastrophic system failure occurs at WWTP #1 and #2. As a result, Council reached consensus to proceed with \$54 million of Capital Improvement Projects. Priority will be given to the construction of WWTP #3.

## Evaluation of Wastewater Treatment Options

Knowing the precarious situation of WWTP #1 and #2 and the fact a new plant must be under design no later than 2021, given anticipated growth, Staff hired HDR Engineering to conduct a feasibility study that evaluated the cost of capital and maintenance for a pre-packaged plant vs. an activated sludge treatment plant over the useful life of the asset. In addition to cost, the feasibility study considered redundancy, system reliability, permitting, staffing, and future nutrient requirements.

This study determined that a centralized activated sludge facility would cost almost \$12 million less than a pre-packaged plant over the useful life. In addition, the system would be built with redundancy allowing for system maintenance.

annual maintenance. System maintenance will be scheduled throughout the year to ensure all required maintenance is conducted annually prior to year-end.

### Wastewater System Facts

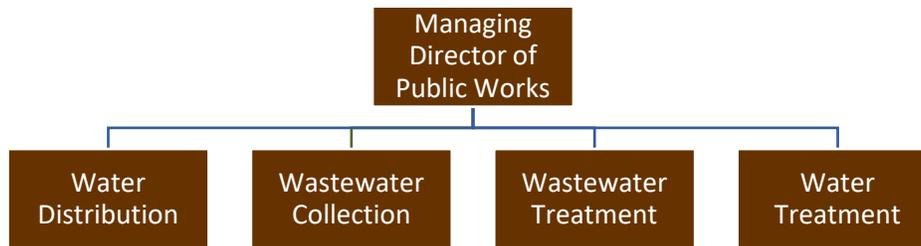
- 2 Wastewater Treatment Plants, WWTP #1 & #2
- 57 miles of wastewater collection lines
- 8 miles of force main lines
- 17 lift stations
- 650 manholes
- Has 2 meters (WCID and By the Way RV Park)
- 7 water wells
- Serve 2947 customers

KSA Engineering is Engineer of Record on the design and construction of WWTP #3. Construction on Phase 1 is anticipated to start no later than September 1, 2019 under the City's existing permit. Phase 1 will provide MUCH needed system redundancy should a catastrophic system failure occur with WWTP #1 and #2. At the conclusion of Phase 1, Phase 2 construction will begin. At the conclusion of Phase 2, WWTP #1 and #2 will be decommissioned and all wastewater flows will go to WWTP #3, which is anticipated to occur in late 2021 – early 2022.

## Department 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 68 miles of water main. It provides clean water to approximately 3,160-meter connections. The system pressure helps lower cost of insurance by providing adequate fire flow at one of 520 fire hydrants. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 51 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.

## Organizational Chart



## Goals and Objectives for FY 2019

- Provide maintenance on 68 miles of water mains, 51 miles of wastewater lines, 658 manholes, 6 alluvial wells, 1 deep well, 18 lift stations, 3160-meter connections from ¾" to 10", and 520 fire hydrants.
- Provide safe drinking water.
- Conserve the City's water source.
- Collect and treat approximately 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 2019.

## Recent Accomplishments for FY 2018

- ✓ Hired an Assistant Public Works Director.
- ✓ Continued to provide logistical support for 50+ special events.
- ✓ Awarded engineering contract for the design of a new wastewater treatment plant.
- ✓ Awarded engineering contract for the design of a new water treatment plant.
- ✓ Developed 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.
- ✓ Toilets continued to flush.
- ✓ Water continued to run.
- ✓ Completed Smoke Testing Schedule for FY 2018 by testing 56,617 feet (10.723 miles) of sewer main using 616 manhours at a cost of \$0.42 per foot. Found and repaired 166 defects.

# Water/Wastewater Fund Summary

# FY 2019 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0
FINES AND FORFEITURES	\$0	\$0	\$0	\$0	\$0
WATER REVENUES	\$2,975,592	\$3,053,013	\$3,089,847	\$3,203,030	\$3,297,242
WASTEWATER REVENUES	\$2,007,794	\$2,020,627	\$2,051,168	\$2,464,660	\$2,536,895
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$45,889	\$43,000	\$30,000	\$32,000	\$35,000
INTERGOVERNMENTAL	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$7,100	\$5,000	\$7,500	\$7,500	\$7,500
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES	\$799	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$5,037,174</b>	<b>\$5,121,640</b>	<b>\$5,178,515</b>	<b>\$5,707,190</b>	<b>\$5,876,637</b>

## Revenue Summary- Water/Wastewater Fund

## FY 2019 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		10 ADMINISTRATION		
<b>SUMMARY</b>					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$151,003	\$274,744	\$199,542	\$307,460	\$321,342
SUPPLIES AND MATERIALS	\$20,078	\$30,410	\$23,050	\$22,660	\$29,445
MAINTENANCE AND REPAIRS	\$9,174	\$11,430	\$7,000	\$10,430	\$8,930
OCCUPANCY	\$21,522	\$16,032	\$16,032	\$16,032	\$16,032
CONTRACTUAL SERVICES	\$621,942	\$605,497	\$741,702	\$679,392	\$708,786
OTHER CHARGES	\$24,349	\$49,220	\$20,220	\$41,220	\$23,220
CONTINGENCY	\$0	\$10,000	\$0	\$10,000	\$0
CAPITAL OUTLAY	\$24,954	\$0	\$0	\$0	\$0
DEBT SERVICE	\$1,900	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$1,692,202	\$1,195,447	\$1,918,972	\$1,882,049	\$1,940,309
<b>TOTAL EXPENDITURE</b>	<b>\$2,567,124</b>	<b>\$2,192,780</b>	<b>\$2,926,518</b>	<b>\$2,969,243</b>	<b>\$3,048,064</b>
<b>PERSONNEL SCHEDULE</b>					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT PW DIRECTOR	0.000	0.500	0.500	0.500	0.500
CITY ENGINEER (50%)	0.000	0.500	0.500	0.500	0.500
DIR OF PW/UTIL/LEISURE SERVICES	0.500	0.500	0.500	0.500	0.500
PW TECHNICIAN	0.000	0.000	0.000	0.250	0.250
SPECIAL PROGRAMS COORD.	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.500</b>	<b>2.500</b>	<b>2.500</b>	<b>2.750</b>	<b>2.750</b>

## Water/Wastewater Fund - Administration

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		41 W/WW DISTRIBUT/COLLECT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$401,869	\$472,366	\$413,687	\$457,525	\$478,727
SUPPLIES AND MATERIALS	\$58,146	\$45,880	\$57,315	\$66,382	\$68,478
MAINTENANCE AND REPAIRS	\$67,377	\$160,900	\$127,900	\$168,885	\$168,885
CONTRACTUAL SERVICES	\$35,856	\$64,168	\$59,168	\$61,467	\$17,380
OTHER CHARGES	\$2,229	\$4,000	\$4,000	\$4,500	\$4,500
CAPITAL OUTLAY	\$23,602	\$1,680,000	\$20,000	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$589,079</b>	<b>\$2,427,314</b>	<b>\$682,070</b>	<b>\$758,759</b>	<b>\$737,970</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
FOREMAN	1.000	1.000	1.000	1.000	1.000
UTILITY FIELD SUPERINTENDENT	0.500	0.250	0.250	0.000	0.000
WWW SYSTEMS TECH	6.000	6.000	6.000	6.000	6.000
WWW SYSTEMS TECH CREW LEADER	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>8.500</b>	<b>8.250</b>	<b>8.250</b>	<b>8.000</b>	<b>8.000</b>

## Water/Wastewater Fund – Distribution & Collections

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

#### FUND

202 WATER/WASTEWATER FUND

#### DEPARTMENT

35 WATER/WASTEWATER DEPT.

#### DIVISION

43 WATER PRODUCTION/TREAT

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$249,696	\$286,535	\$240,482	\$282,708	\$294,940
SUPPLIES AND MATERIALS	\$52,884	\$43,000	\$70,279	\$82,626	\$84,090
MAINTENANCE AND REPAIRS	\$232,729	\$570,191	\$220,000	\$366,014	\$265,222
OCCUPANCY	\$118,067	\$130,000	\$129,500	\$130,000	\$132,000
CONTRACTUAL SERVICES	\$331,571	\$162,555	\$165,149	\$179,555	\$185,721
OTHER CHARGES	\$1,819	\$4,000	\$4,800	\$5,680	\$5,680
CAPITAL OUTLAY	\$20,980	\$10,644	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$1,007,746</b>	<b>\$1,206,925</b>	<b>\$830,210</b>	<b>\$1,046,583</b>	<b>\$967,652</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
WWW SUPERINTENDENT	0.000	0.500	0.500	0.500	0.500
WWW OPERATOR C	1.500	1.500	2.000	2.000	2.000
WWW PLANT OPERATOR	1.500	1.500	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>3.500</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## Water/Wastewater Fund – Water Production/Treatment

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		46 WW TREATMENT PLANT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$260,198	\$284,161	\$238,806	\$280,428	\$294,940
SUPPLIES AND MATERIALS	\$32,993	\$33,800	\$34,131	\$38,910	\$38,919
MAINTENANCE AND REPAIRS	\$181,245	\$282,965	\$242,392	\$331,465	\$287,735
OCCUPANCY	\$159,711	\$167,548	\$167,548	\$167,548	\$167,548
CONTRACTUAL SERVICES	\$68,357	\$80,071	\$81,024	\$81,252	\$85,267
OTHER CHARGES	\$1,491	\$4,000	\$2,235	\$5,680	\$5,680
CAPITAL OUTLAY	\$4,219	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$708,214</b>	<b>\$852,545</b>	<b>\$766,136</b>	<b>\$905,283</b>	<b>\$880,089</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	1.500	1.500	1.000	1.000	1.000
W/WW SUPERINTENDENT	0.000	0.500	0.500	0.500	0.500
WWW OPERATOR C	1.500	1.500	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>3.500</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## Water/Wastewater Fund – Treatment Plant

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
250 CIP W/WW UTILITY FUND	00 NON-DEPT		00 NON-DIV		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$0	\$0	\$0	\$30,000	\$5,000
TRANSFERS IN	\$0	\$0	\$2,725,000	\$125,000	\$125,000
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,725,000</b>	<b>\$155,000</b>	<b>\$130,000</b>
<b>WATER CIP PROJECTS</b>					
CAPITAL OUTLAY	\$0	\$0	\$200,000	\$813,230	\$1,700,000
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$813,230</b>	<b>\$1,700,000</b>
<b>WASTEWATER CIP PROJECTS</b>					
CAPITAL OUTLAY	\$0	\$0	\$0	\$62,500	\$150,000
<b>TOTAL WASTEWATER CIP EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$62,500</b>	<b>\$150,000</b>

## Water/Wastewater Fund – Capital Improvement Program



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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# Capital Improvement Projects



## Capital Improvement Projects

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**The Capital Improvement Program (CIP) Budget is a separate budget from the Operating Budget. Items included in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City’s assets.**



## **Capital Improvement Project (CIP) Fund Summary**

# Capital Improvement Program (CIP) Fund Summary

The City’s Comprehensive Plan 2036 contains a template development process in Appendix B to help guide the development of the Bastrop Capital Improvement Program (CIP). This template was NOT utilized in determining the inclusion of projects in this CIP. All water, wastewater, drainage, and transportation projects in this CIP Program are considered essential. Given current conditions and existing inefficiencies of infrastructure, Council has clearly stated that providing funding to meet the fiscal stewardship and maintenance responsibilities of the City’s assets is a policy decision. Not completing any of these projects is not considered an option. There are two (2) quality of life projects included in this CIP due to awarded grant funding and previous Council commitments made to the community.

projects/programs were of interest to our citizens, a “gut-check” if you will. As Council and Staff build multi-year maintenance plans for all City infrastructure, it is important to ensure that the City’s current plan of work includes projects and/or programs that meet the needs of our citizens. There were 104 participants. Of the 104 participants, 66% were residents and 34% were non-residents. Topics of projects/projects included a new pool/recreation center in partnership with the YMCA, access roads north and south of SH 71, sidewalk improvements, restrooms downtown, bike lanes/trails, drainage improvements, and water and wastewater improvements. After reviewing the survey results, there were no surprises regarding projects/programs that citizens wanted. With the exception of the YMCA/Indoor Pool, the majority of the citizen requests will be addressed in this CIP.



There are five (5) sections in this year’s CIP. Those sections include (1) Drainage, (2) Quality of Life, (3) Transportation, (4) Water, and (5) Wastewater and are presented in alphabetical order. Each section project has its own individual sheet that includes a Project Description/Location, Justification, Picture, Estimated Project Costs, and Funding Sources.

A CIP on-line Survey was conducted earlier in March 2018. The purpose of this survey was to ask open-ended questions to determine what

A summary of this CIP by category is as follows:

<b>CIP Category</b>	<b>Total Outstanding Cost</b>
Drainage CIP – 3 Projects	\$1,348,400
Quality of Life CIP – 2 Projects	\$2,273,685
Transportation CIP – 4 Projects	\$5,408,194
Water CIP – 6 Projects	\$14,954,608
Wastewater CIP – 5 Projects	\$39,158,577
<b>TOTAL CIP Outstanding Costs</b>	<b>\$63,143,464*</b>

*\*ALL Project totals are subject to change once individual project design is complete and an Engineer’s Opinion of Probable Cost is issued. Water/Wastewater Projects are currently being engineered. Engineer’s Opinion of Probable Cost will be determined and future rates identified before the City sells revenue bonds to cover any costs of constructions. Price of steel has significantly increased recently. More information regarding the Water/Wastewater Projects can be found in the Water/Wastewater Fund Summary. BEDC is providing funding for Agnes Road expansion.*



SUMMARY OF ALL DRAINAGE PROJECTS

	Total Proj	Exp YTD	Total O/S
Public Works Detention Pond	\$ 558,000	\$ -	\$ 558,000
Pine St. Drainage Improv.	\$ 584,000	\$ -	\$ 584,000
Jasper/Newton Drainage Improv.	\$ 206,400	\$ -	\$ 206,400
	<u>\$ 1,348,400</u>		<u>\$ 1,348,400</u>

**SUMMARY OF ALL DRAINAGE PROJECTS**  
**FY2017-FY2022**

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$126,700	\$42,500	\$0	\$0	\$169,200
Construction (+10%)	\$0	\$0	\$0	\$1,106,000	\$0	\$0	\$1,106,000
Other	\$8,000	\$0	\$29,400	\$35,800	\$0	\$0	\$73,200
<b>Total Project Cost</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$156,100</b>	<b>\$1,184,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,348,400</b>

Cost Notes: See individual project sheets for detail.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$276,500	\$0	\$0	\$276,500
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$2,000	\$0	\$39,024	\$26,624	\$0	\$0	\$67,648
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$6,000	\$0	\$117,076	\$881,176	\$0	\$0	\$1,004,252
<b>Total Project Funding</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$156,100</b>	<b>\$1,184,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,348,400</b>

Funding Source Notes: See individual project sheets for detail.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**JASPER & NEWTON STREET DRAINAGE IMPROVEMENTS**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Drainage
<b>Recommended by:</b> Engineering	<b>Responsible Dept.:</b> Engineering

**Project Description/Location:** Mitigate flooding impacts by improving the flow conditions at the intersection of Jasper Street and MLK Drive, as well as along the railroad near Newton Street. General improvements include re-building the street intersection and installing new ditches to route stormwater flows more efficiently.

**Justification:** Areas along Gills Branch have experienced flooding due to inadequate drainage structures. This project will improve the capacity of of the channel along Pine Street between SH 95 and Gills Branch.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes <b>X</b>	No
Necessary to meet a regulatory mandate?	Yes	No <b>X</b>
Requires completion of another project?	Yes	No <b>X</b>
Will additional resources/staff be required to operate/maintain the completed project?	Yes <b>X</b>	No

**Notes:** Phase I has been approved for funding through HMGP DR-4269-010. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$30,000	\$15,000	\$0	\$0	\$45,000
Construction (+10%)	\$0	\$0	\$0	\$149,000	\$0	\$0	\$149,000
Other	\$0	\$0	\$3,000	\$9,400	\$0	\$0	\$12,400
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$173,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$206,400</b>

**Cost Notes:** Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$37,250	\$0	\$0	\$37,250
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$8,250	\$13,150	\$0	\$0	\$21,400
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$24,750	\$123,000	\$0	\$0	\$147,750
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$173,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$206,400</b>

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. City's portion will be paid by 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**PINE STREET DRAINAGE IMPROVEMENTS**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Drainage
<b>Recommended by:</b> Engineering	<b>Responsible Dept.:</b> Engineering

**Project Description/Location:** Mitigate flooding impacts by increasing the culvert size to improve the flow conditions along Pine Street between SH 95 and Gills Branch. Installing 40' span of culvert to increase water flow/capacity at a choke point where Pine St. drainage channel connects to Gills Branch.

**Justification:** Areas along Gills Branch have experienced flooding due to inadequate drainage structures. This project will improve the capacity of the channel along Pine Street between SH 95 and Gills Branch.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** Phase I has been approved for funding through HMGP DR-4272-028. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$30,000	\$27,500	\$0	\$0	\$57,500
Construction (+10%)	\$0	\$0	\$0	\$495,000	\$0	\$0	\$495,000
Other	\$4,000	\$0	\$13,750	\$13,750	\$0	\$0	\$31,500
<b>Total Project Cost</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$43,750</b>	<b>\$536,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,000</b>

**Cost Notes:** Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$123,750	\$0	\$0	\$123,750
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$1,000	\$0	\$10,937	\$10,312	\$0	\$0	\$22,249
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$3,000	\$0	\$32,813	\$402,188	\$0	\$0	\$438,001
<b>Total Project Funding</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$43,750</b>	<b>\$536,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,000</b>

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. City's portion will be paid by 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**PUBLIC WORKS DETENTION POND**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Drainage
<b>Recommended by:</b> Engineer / Public Works	<b>Responsible Dept.:</b> Public Works
<b>Project Description/Location:</b> Mitigate flooding impacts by expanding the existing detention pond adjacent to the City of Bastrop Public Works facility.	

**Justification:** The north area of Bastrop has experienced flooding during previous rain events. Expanding the capacity of the existing detention pond will accommodate larger storm events.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Phase I has been approved for funding through HMGP DR-4272-024. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$66,700	\$0	\$0	\$0	\$66,700
Construction (+10%)	\$0	\$0	\$0	\$462,000	\$0	\$0	\$462,000
Other	\$4,000	\$0	\$12,650	\$12,650	\$0	\$0	\$29,300
<b>Total Project Cost</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$79,350</b>	<b>\$474,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$558,000</b>

**Cost Notes:** Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$115,500	\$0	\$0	\$115,500
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$1,000	\$0	\$19,837	\$3,162	\$0	\$0	\$23,999
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$3,000	\$0	\$59,513	\$355,988	\$0	\$0	\$418,501
<b>Total Project Funding</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$79,350</b>	<b>\$474,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$558,000</b>

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. The City's portion will be paid by 2018 Certificate of Obligations Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**SUMMARY OF ALL QUALITY OF LIFE PROJECTS**

	<b>Total Proj</b>	<b>Exp YTD</b>	<b>Total O/S</b>
State Park Trail	\$ 1,593,685	\$ -	\$ 1,593,685
Downtown Trail Expansion (EDC)	\$ 680,000	\$ -	\$ 680,000
	<b>\$ 2,273,685</b>		<b>\$ 2,273,685</b>

**SUMMARY OF ALL QUALITY OF LIFE PROJECTS**  
**FY2017-FY2022**

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$156,000	\$130,685	\$0	\$0	\$0	\$286,685
Construction (+10%)	\$0	\$0	\$1,920,000	\$0	\$0	\$0	\$1,920,000
Other	\$0	\$20,000	\$47,000	\$0	\$0	\$0	\$67,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$176,000</b>	<b>\$2,097,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,273,685</b>

Cost Notes: See individual project sheets for detail.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$116,000	\$110,685	\$0	\$0	\$0	\$226,685
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$60,000	\$1,987,000	\$0	\$0	\$0	\$2,047,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$176,000</b>	<b>\$2,097,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,273,685</b>

Funding Source Notes: See individual project sheets for detail.

<b>Funding Surplus/(Deficit)</b>	<b>\$0</b>						
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**DOWNTOWN TRAIL EXPANSION PROJECT (EDC)**

<b>Project Category:</b> Quality of Life	<b>Sub-category:</b> Trails
<b>Recommended by:</b> <i>Planning Dept.</i>	<b>Responsible Dept.:</b> <i>Engineering Dept.</i>

**Project Description/Location:**  
 Design, engineering and construction of a trail along Loop 150, Hwy 71 W., Hwy 71 E., Water Street and Main Street.

**Justification:** Additional trails enhancing the walkability factor of the community.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No <b>X</b>
Necessary to meet a regulatory mandate?	Yes	No <b>X</b>
Requires completion of another project?	Yes	No <b>X</b>
Will additional resources/staff be required to operate/maintain the completed project?	Yes <b>X</b>	No

**Notes:** CAMPO grant for \$485,000, KBCB \$130,000 and BEDC \$65,000.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
Construction (+10%)	\$0	\$0	\$620,000	\$0	\$0	\$0	\$620,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$620,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$680,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$60,000	\$620,000	\$0	\$0	\$0	\$680,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$620,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$680,000</b>

**Funding Source Notes:** CAMPO grant for \$485,000, Keep Bastrop County Beautiful Governor's Award \$130,000, and BEDC \$65,000.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**STATE PARK TRAIL**

<b>Project Category:</b> Quality of Life	<b>Sub-category:</b> Trails
<b>Recommended by:</b> <i>Planning Dept.</i>	<b>Responsible Dept.:</b> <i>Engineering Dept.</i>

**Project Description/Location:** 1.0-mile multi-use pedestrian path between the Bastrop State Park and Chestnut Street along State HWY 21 with pedestrian crossings at SH 95 and SH Loop 150.

**Justification:** Provide pedestrian connectivity between the State Park and the City's existing sidewalk network.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** MWM is the Engineer of Record and is currently working on the design. Estimated project time is 14-16 months.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$96,000	\$130,685	\$0	\$0	\$0	\$226,685
Construction (+10%)	\$0	\$0	\$1,300,000	\$0	\$0	\$0	\$1,300,000
Other	\$0	\$20,000	\$47,000	\$0	\$0	\$0	\$67,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$116,000</b>	<b>\$1,477,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,593,685</b>

Cost Notes: *Text*

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$116,000	\$110,685	\$0	\$0	\$0	\$226,685
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$1,367,000	\$0	\$0	\$0	\$1,367,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$116,000</b>	<b>\$1,477,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,593,685</b>

**Funding Source Notes:** Project construction is partially funded (80%) by TxDOT STP-MM grant. Design costs are funded by the Innovation Fund.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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SUMMARY OF ALL TRANSPORTATION PROJECTS

	Total Proj	Exp YTD	Total O/S
Agnes St Partial Extension (EDC)	\$ 1,244,694	\$ -	\$ 1,244,694
Main St. Street & Sidewalk Improv	\$ 1,900,000		\$1,900,000
North Main St. & Side Street Improve.	\$ 263,500		\$ 263,500
Old Iron Bridge Rehab.	\$ 2,000,000	\$ -	\$ 2,000,000
	\$ 5,408,194	\$ -	\$ 5,408,194

# SUMMARY OF ALL TRANSPORTATION PROJECTS FY2017-FY2022

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$73,371	\$117,609	\$0	\$0	\$190,980
Construction (+10%)	\$0	\$0	\$0	\$5,070,203	\$0	\$0	\$5,070,203
Other	\$0	\$0	\$0	\$147,011	\$0	\$0	\$147,011
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$5,334,823</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,408,194</b>

Cost Notes: See individual project sheets for details.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$73,371	\$4,090,129	\$0	\$0	\$4,163,500
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$1,244,694	\$0	\$0	\$1,244,694
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$5,334,823</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,408,194</b>

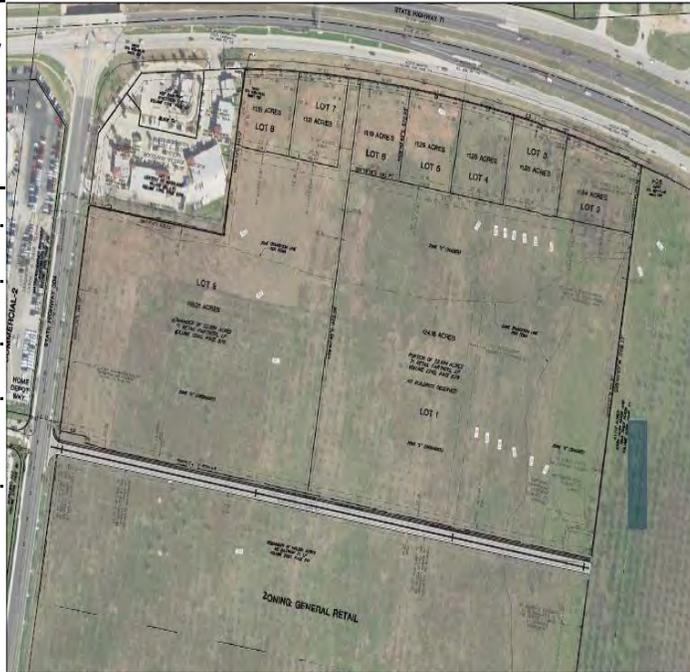
Funding Source Notes: See individual project sheets for details.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**AGNES STREET PARTIAL EXTENSION (BEDC Funded Project)**

<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Engineering	<b>Responsible Dept.:</b> BEDC
<b>Project Description/Location:</b> Extension of Agnes Street from Seton property to SH 304 at Home Depot Way.	

**Justification:** This infrastructure street improvement and extension will promote the development of new and expanded business projects.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Ongoing maintenance will require an additional \$12,000 annually be added to street maintenance fund upon acceptance of the street by the City.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$117,609	\$0	\$0	\$117,609
Construction (+10%)	\$0	\$0	\$0	\$980,074	\$0	\$0	\$980,074
Other	\$0	\$0	\$0	\$147,011	\$0	\$0	\$147,011
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$1,244,694	\$0	\$0	\$1,244,694
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>

**Funding Source Notes:** This project is funded by the Bastrop Economic Development Corporation.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**MAIN ST. STREET & SIDEWALK IMPROVEMENTS**

<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Public Works	<b>Responsible Dept.:</b> Public Works

**Project Description/Location:** Project scope is Main Street from Water Street to Spring Street including new and expanded sidewalks, landscaping and furnishings, public restroom facilities, and street repair (mill and overlay).

**Justification:** The sidewalks along Main Street have fallen into disrepair due to a multitude of factors such as a lack of maintenance on private property and vegetative growth. The improvements will provide ADA compliance, improved pedestrian safety and economic sustainability downtown.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** MWM Design is the Engineer of Record. Acquisition of sidewalk easements must be completed before construction can start.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$73,371	\$0	\$0	\$0	\$73,371
Construction (+10%)	\$0	\$0	\$0	\$1,826,629	\$0	\$0	\$1,826,629
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$1,826,629</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,900,000</b>

Cost Notes: Text

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$73,371	\$1,826,629	\$0	\$0	\$1,900,000
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$1,826,629</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,900,000</b>

Funding Source Notes: BEDC will pay \$800,000, funded by 2014 Certificate of Obligations Series. The City will fund \$1,100,000 with 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**NORTH MAIN ST. AND SIDE STREETS IMPROVEMENTS**

<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Public Works	<b>Responsible Dept.:</b> Public Works

**Project Description/Location:** This project is an opportunity to improve the quality of the streets in a local neighborhood. This project is one of several projects that includes complete utility replacement and improvements to local neighborhood streets.

**Justification:** The City has received a TX Community Development Block Grant to replace wastewater lines on Maple, Magnolia, Locust and a portion of North Main Street. Once the lines are replaced, street repair will be a must. Leveraging this project with street repair provides an opportunity to greatly improve the overall pavement condition scores for this local neighborhood.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project is being performed in conjunction with the sewer line replacement for multiple streets off N. Main St. (grant funded)



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction (+10%)	\$0	\$0	\$0	\$263,500	\$0	\$0	\$263,500
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>

**Cost Notes:** Surface replacement for Main street \$108,000, Reclamation and pavement of Maple, Locust, & Magnolia Street \$45,000 each. Work includes regrading ditches replacing driveway culverts and adding a ribbon curb to prevent future raveling of the pavement edge.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$263,500	\$0	\$0	\$263,500
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>

**Funding Source Notes:** \$223,500 is funded through 2018 Certificate of Obligations Series. \$40,000 is funded through the Innovations Fund to cover drainage work.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**OLD IRON BRIDGE REHABILITATION**

<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Engineering	<b>Responsible Dept.:</b> Engineering
<b>Project Description/Location:</b> Structural rehabilitation on iconic Old Iron Bridge.	

**Justification:** Studies conducted in 1992, 2001, 2009, 2011 and 2014 all show significant deterioration of structural components. Considered a public safety hazard.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Estimated time for design and rehabilitation is 14-16 months. Kimley-Horn is Engineer of Record.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction (+10%)	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>

**Funding Source Notes:** This project will be funded with 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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**SUMMARY OF ALL WASTEWATER PROJECTS**

	<b>Total Proj</b>	<b>Exp YTD</b>	<b>Total O/S</b>
Lift Station Generators	\$ 315,000	\$ 49,252	\$ 265,748
Sewer Line Replace. - N. Main	\$ 450,000	\$ -	\$ 450,000
WWTP 1 & 2 Transfer Pipeline	\$ 6,001,390	\$ -	\$ 6,001,390
WWTP#3	\$ 24,906,958	\$ 31,958	\$ 24,875,000
Westside Collection System	\$ 7,566,439	\$ -	\$ 7,566,439
	<b>\$ 39,239,787</b>	<b>\$ 81,210</b>	<b>\$ 39,158,577</b>

**SUMMARY OF ALL WASTEWATER PROJECTS**  
**FY2017-FY2022**

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Design	\$16,876	\$33,124	\$4,068,329	\$1,561,500	\$100,000	\$0	\$5,779,829
Construction (+10%)	\$0	\$0	\$250,000	\$18,798,000	\$14,000,000	\$0	\$33,048,000
Other	\$17,849	\$29,109	\$115,000	\$0	\$0	\$0	\$161,958
<b>Total Project Cost</b>	<b>\$34,725</b>	<b>\$62,233</b>	<b>\$4,683,329</b>	<b>\$20,359,500</b>	<b>\$14,100,000</b>	<b>\$0</b>	<b>\$39,239,787</b>

Cost Notes: See individual project sheets for detail.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$289,400	\$0	\$0	\$0	\$289,400
Revenue Bonds	\$0	\$0	\$3,646,929	\$19,981,500	\$14,100,000	\$0	\$37,728,429
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
Fund Balance	\$20,376	\$27,832	\$62,500	\$150,000	\$0	\$0	\$260,708
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$14,349	\$34,401	\$259,500	\$228,000	\$0	\$0	\$536,250
<b>Total Project Funding</b>	<b>\$34,725</b>	<b>\$62,233</b>	<b>\$4,683,329</b>	<b>\$20,359,500</b>	<b>\$14,100,000</b>	<b>\$0</b>	<b>\$39,239,787</b>

Funding Source Notes: See individual project sheets for details.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**LIFT STATION EMERGENCY GENERATORS**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater
<b>Project Description/Location:</b> Install emergency generators at the Central Lift Station and Gills Branch Lift Station.	

**Justification:** *This project will provide emergency power during outage periods, allowing the wastewater lift stations to remain operational.*

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes X	No
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** This project has received grant funding through the FEMA Hazard Mitigation Grant Program (DR-4223-045 and DR-4245-011). The State has approved our scope of work and this project will be awarded at the August 28 2018 Council Meeting. BEFCO is the Engineer of Record.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$16,876	\$33,124	\$0	\$0	\$0	\$0	\$50,000
Construction (+10%)	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Other	\$2,256	\$12,744	\$0	\$0	\$0	\$0	\$15,000
<b>Total Project Cost</b>	<b>\$19,132</b>	<b>\$45,868</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$4,783	\$11,467	\$62,500	\$0	\$0	\$0	\$78,750
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$14,349	\$34,401	\$187,500	\$0	\$0	\$0	\$236,250
<b>Total Project Funding</b>	<b>\$19,132</b>	<b>\$45,868</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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# CITY OF BASTROP, TEXAS

## CAPITAL IMPROVEMENTS PROGRAM



### SEWER LINE REPLACEMENT (MAIN ST & MAPLE, MESQUITE, MAGNOLIA, LOCUST)

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

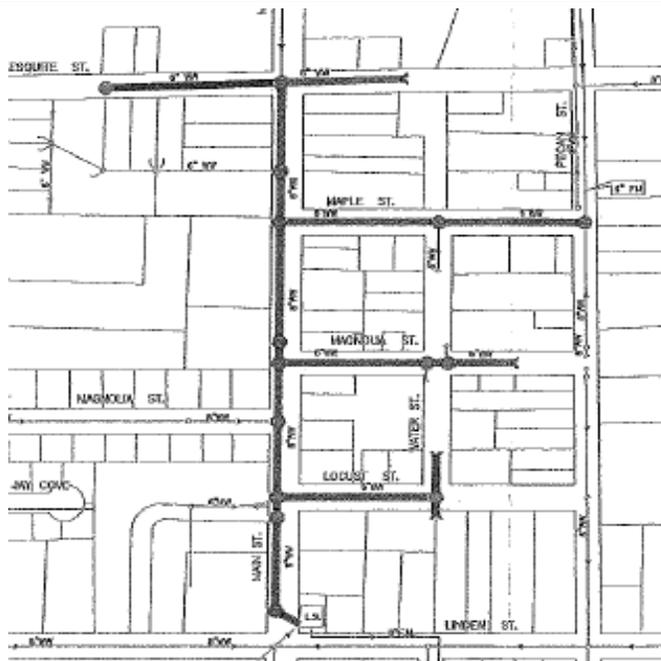
**Project Description/Location:** Replace 4,350 linear feet of sewer line from 6" to 8" and 1,550 linear feet of 10" to replace existing 6" and 8" lines to allow for future growth that is planned to tie into this line. This project will also replace 14 deteriorating manholes and reconnect the existing sanitary sewer services along the route.

**Justification:** This project is important to replace old sewer lines due to deteriorating condition which leads to inflow and infiltration in the City's sanitary sewer system.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project has received grant funding through TDA 2018 Community Development Funds awaiting award from the State in Aug. or Sept. 2018. City is planning to perform street improvements and water line replacement in conjunction with this project.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$42,000	\$0	\$0	\$0	\$42,000
Construction (+10%)	\$0	\$0	\$0	\$378,000	\$0	\$0	\$378,000
Other	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,000</b>	<b>\$378,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$72,000	\$228,000	\$0	\$0	\$300,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,000</b>	<b>\$378,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>

Funding Source Notes: TDA funding approved. Design & Admin funded 100% from grant. Construction will be the City's match, which will be paid out of fund balance.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WWTP No. 1 & No. 2 Transfer Pipeline**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

**Project Description/Location:** Installation of a Transfer Pump Station and Wastewater force main directing the flow from Wastewater Treatment Plants 1 & 2 to the new Wastewater Treatment Plant # 3 allowing for the decommission of plants 1 & 2.

**Justification:** This project will provide a portion of the infrastructure necessary to re-direct existing and future wastewater flows to the new wastewater treatment plant.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering is the Engineer of Record. The location of all distribution lines will be evaluated with updated costs and project scope as a part of design of WWTP #3.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Design	\$0	\$0	\$873,390	\$378,000	\$0	\$0	\$1,251,390
Construction (+10%)	\$0	\$0	\$0	\$4,500,000	\$0	\$0	\$4,500,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,123,390</b>	<b>\$4,878,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,001,390</b>

**Cost Notes:** The limits of this project are within existing public utility easements, and no additional land acquisition is necessary.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$1,123,390	\$4,878,000	\$0	\$0	\$6,001,390
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,123,390</b>	<b>\$4,878,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,001,390</b>

**Funding Source Notes:** Will require future sale of Revenue Bonds once Engineer's Opinion of Probable Cost is established.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**WASTEWATER TREATMENT PLANT #3**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

**Project Description/Location:** Construction of a Wastewater Treatment Plant #3 on SH 304. The plant's initial design capacity 2MGD, but will be designed with opportunities to expand its capacity in the future. The site has a current operating permit issued by the Texas Commission on Environmental Quality (TCEQ), which will expire in September 2019.

**Justification:** This project will provide reliable wastewater treatment and additional capacity needed to accommodate the current and future demands on Bastrop's wastewater treatment system.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:**

- 1) This project must be done in conjunction with other projects (Transfer lift station & Force Main) (West side collectors & Interceptors)
- 2) The TCEQ requires additional capacity when the City's treatment level reaches 90% of its current treatment capacity. KSA Engineering is Engineer of Record. Scope of work being determined



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$1,753,500	\$1,036,500	\$0	\$0	\$2,790,000
Construction (+10%)	\$0	\$0	\$0	\$11,000,000	\$11,000,000	\$0	\$22,000,000
Other (Citizen engagement)	\$15,593	\$16,365	\$85,000	\$0	\$0	\$0	\$116,958
<b>Total Project Cost</b>	<b>\$15,593</b>	<b>\$16,365</b>	<b>\$1,838,500</b>	<b>\$12,036,500</b>	<b>\$11,000,000</b>	<b>\$0</b>	<b>\$24,906,958</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees (Fund 306 only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$1,413,500	\$12,036,500	\$11,000,000	\$0	\$24,450,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
Fund Balance	\$15,593	\$16,365	\$0	\$0	\$0	\$0	\$31,958
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$15,593</b>	<b>\$16,365</b>	<b>\$1,838,500</b>	<b>\$12,036,500</b>	<b>\$11,000,000</b>	<b>\$0</b>	<b>\$24,906,958</b>

Funding Source Notes: Will require future sale of Revenue Bonds once Engineer's Opinion of Probable Cost is established.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**Westside Collection System Gravity Sewer Improvements**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

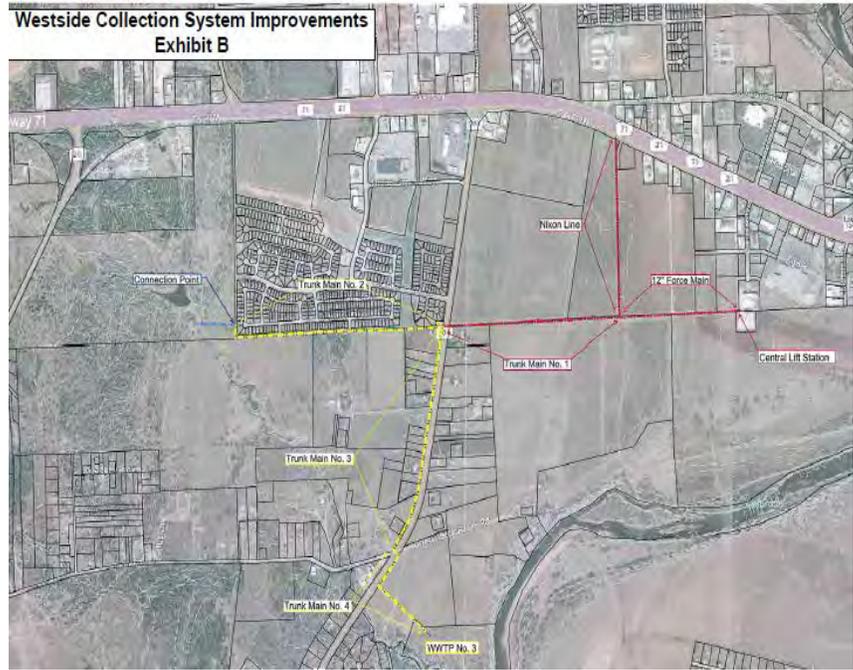
**Project Description/Location:** Installation of multiple diameter wastewater lines, allowing multiple lift stations to go offline and gravity flow wastewater to proposed Wastewater Treatment Plant #3

**Justification:** This project will provide the final segment of infrastructure necessary to re-direct existing and future wastewater flows to the new wastewater treatment plant.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering is the Engineer of Record. The location of all distribution lines will be evaluated with updated costs and project scope as a part of design of WWTP #3.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$1,399,439	\$147,000	\$100,000	\$0	\$1,646,439
Construction (+10%)	\$0	\$0	\$0	\$2,920,000	\$3,000,000	\$0	\$5,920,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,399,439</b>	<b>\$3,067,000</b>	<b>\$3,100,000</b>	<b>\$0</b>	<b>\$7,566,439</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$289,400	\$0	\$0	\$0	\$289,400
Revenue Bonds	\$0	\$0	\$1,110,039	\$3,067,000	\$3,100,000	\$0	\$7,277,039
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,399,439</b>	<b>\$3,067,000</b>	<b>\$3,100,000</b>	<b>\$0</b>	<b>\$7,566,439</b>

Funding Source Notes: Will require future sale of Revenue Bonds once Engineer's Opinion of Probable Cost is established.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**SUMMARY OF ALL WATER PROJECTS**

	<b>Total Proj</b>	<b>Exp YTD</b>	<b>Total O/S</b>
Elevated Storage Tank HWY20	\$ 2,031,393	\$ 131,500	\$ 1,899,893
Water Purchase - 3000 acre ft.	\$ 1,000,000	\$ -	\$ 1,000,000
16" Water Line-River Crossing	\$ 2,235,000	\$ 1,893,515	\$ 341,485
Water Plant - XS Ranch	\$ 9,293,230	\$ -	\$ 9,293,230
Water Transmission Line	\$ 2,420,000	\$ -	\$ 2,420,000
Well J & Monitoring Well	\$ 914,671	\$ 914,671	\$ -
	<b>\$ 17,894,294</b>	<b>\$ 2,939,686</b>	<b>\$ 14,954,608</b>

**SUMMARY OF ALL WATER PROJECTS**  
**FY2017-FY2022**

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
Design	\$292,672	\$268,800	\$628,230	\$0	\$0	\$0	\$1,189,702
Construction (+10%)	\$601,685	\$2,132,907	\$1,800,000	\$11,100,000	\$0	\$0	\$15,634,592
Other	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<b>Total Project Cost</b>	<b>\$894,357</b>	<b>\$2,601,707</b>	<b>\$2,698,230</b>	<b>\$11,300,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$17,894,294</b>

Cost Notes: See individual project sheets for details.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$158,393	\$297,100	\$385,000	\$0	\$0	\$0	\$840,493
Revenue Bonds	\$0	\$0	\$0	\$11,100,000	\$0	\$0	\$11,100,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$735,964	\$2,104,607	\$0	\$0	\$0	\$0	\$2,840,571
Fund Balance	\$0	\$200,000	\$2,313,230	\$200,000	\$200,000	\$200,000	\$3,113,230
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$894,357</b>	<b>\$2,601,707</b>	<b>\$2,698,230</b>	<b>\$11,300,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$17,894,294</b>

Funding Source Notes: See individual project sheets for details.

Funding Surplus/(Deficit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**ELEVATED STORAGE TANK HWY 20**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> Elevated storage tank (1MG) possible ground storage, HWY 20 and HWY 71.	

**Justification:** This project will provide increased pressure and storage on the westside of the river. These improvements will not only provide improved fireflow, but will allow the City to serve water west of Hwy 20.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be done in conjunction with the 16" river crossing line. BEFCO is the Engineer of Record and has stated that the design will be completed Aug. 2018.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$96,393	\$50,000	\$85,000	\$0	\$0	\$0	\$231,393
Construction (+10%)	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$96,393</b>	<b>\$50,000</b>	<b>\$1,885,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,031,393</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees (Fund 303 & 305)	\$96,393	\$50,000	\$385,000	\$0	\$0	\$0	\$531,393
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$96,393</b>	<b>\$50,000</b>	<b>\$1,885,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,031,393</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**16" RIVER CROSSING WATER LINE**

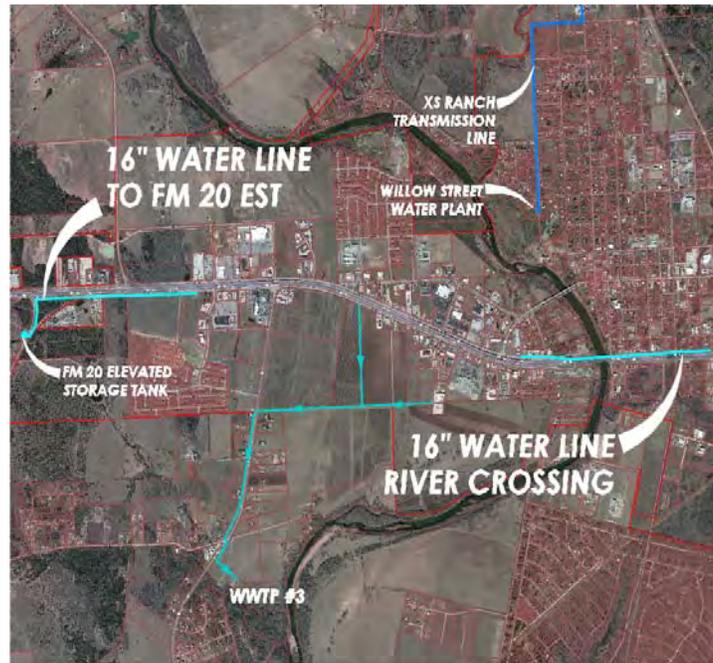
<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> 16" water line (Popeyes to Sonic) and Hwy 20 to Lost Pines Toyota.	

**Justification:** This project provides system redundancy. Currently, the Bob Bryant Water Treatment Plant provides the majority of the water west of the Colorado River. This line will connect zones 2 & 3. Zone 2 has a more prolific water source.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be done in conjunction with the elevated tank at HWY 20. This project is 95% complete.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$62,000	\$90,000	\$0	\$0	\$0	\$0	\$152,000
Construction (+10%)	\$0	\$2,083,000	\$0	\$0	\$0	\$0	\$2,083,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$62,000</b>	<b>\$2,173,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,235,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees (Fund 303 & 305)	\$62,000	\$247,100	\$0	\$0	\$0	\$0	\$309,100
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$1,925,900	\$0	\$0	\$0	\$0	\$1,925,900
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$62,000</b>	<b>\$2,173,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,235,000</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WATER PLANT (XS RANCH)**

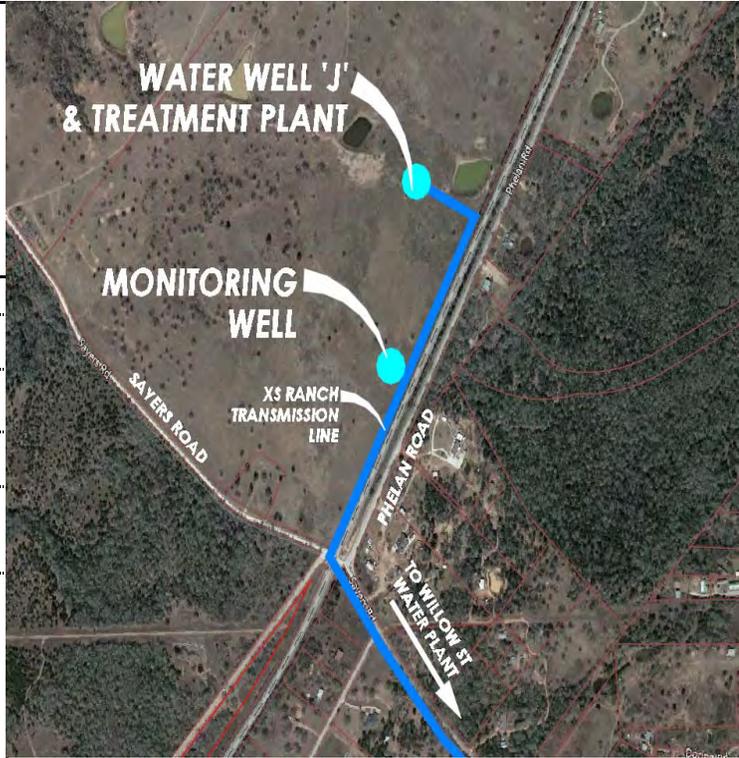
<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> Construction of water plant at XS Ranch Well J site.	

**Justification:** This project will allow the City to consolidate all of its water production into one plant by aggregating the water permit from Bob Bryant Park with the 6,000 acre feet at XS Ranch. Overall production and maintenance costs will be reduced over the useful life of the asset by constructing a consolidated plant using efficient production methods.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be completed in conjunction with the Well J and transmission line to Willow Plant. The Engineer of Record is Freese & Nichols. The scope of work is being determined for this project.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$293,230	\$0	\$0	\$0	\$293,230
Construction (+10%)	\$0	\$0	\$0	\$9,000,000	\$0	\$0	\$9,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$293,230</b>	<b>\$9,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,293,230</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$9,000,000	\$0	\$0	\$9,000,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$293,230	\$0	\$0	\$0	\$293,230
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$293,230</b>	<b>\$9,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,293,230</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**WATER PURCHASE OF 3,000 ACRE FEET - SIMSBORO AQUIFER**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> Purchase additional 3,000 acre feet of water from the XS Ranch well site.	

**Justification:** By purchasing this additional water supply, the City can consolidate all of its water production at one plant.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Have provided the necessary documentation to proceed to closing. Waiting on date to execute sale.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction (+10%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WATER TRANSMISSION LINE FROM XS RANCH TO WILLOW**

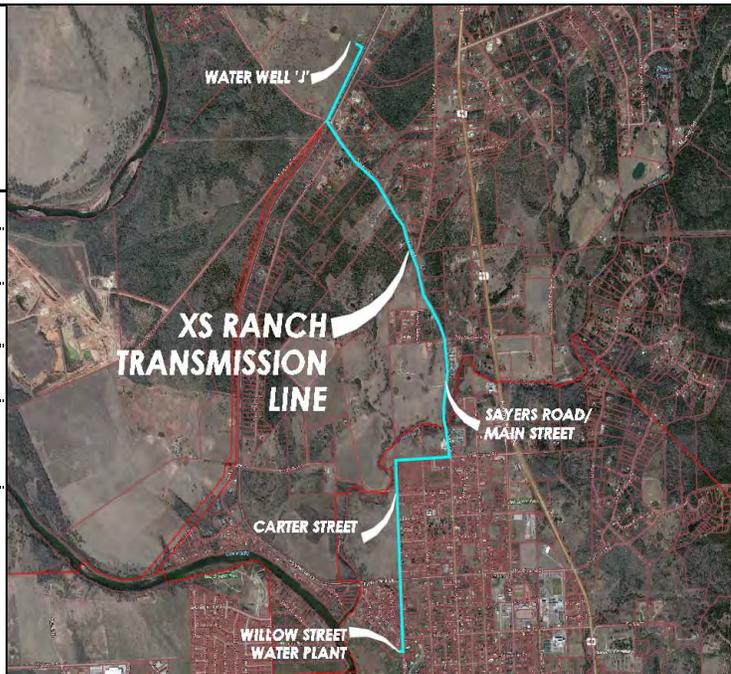
<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> 18" Transmission line from XS Ranch water plant to Willow Plant	

**Justification:** The transmission main will deliver the water from the newly installed well and treatment plant. The waterline will also provide an opportunity for infill development.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be done in conjunction with Well J and the new water plant. The Engineer of Record is Freese & Nichols. The scope of work is being determined for this project.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
Design	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Construction (+10%)	\$0	\$0	\$0	\$2,100,000	\$0	\$0	\$2,100,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,420,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$2,100,000	\$0	\$0	\$2,100,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$320,000	\$0	\$0	\$0	\$320,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,420,000</b>

Funding Source Notes: Text

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WELL J & MONITORING WELL**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> Construction site of Well J located at XS Ranch & monitoring well location.	

**Justification:** Well J is part of the city's plan to secure a 50 year water supply. It will also reduce our dependency on the vulnerable alluvial wells.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project is 100% complete.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$134,279	\$128,800	\$0	\$0	\$0	\$0	\$263,079
Construction (+10%)	\$601,685	\$49,907	\$0	\$0	\$0	\$0	\$651,592
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$735,964</b>	<b>\$178,707</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$914,671</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$735,964	\$178,707	\$0	\$0	\$0	\$0	\$914,671
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$735,964</b>	<b>\$178,707</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$914,671</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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# Street Maintenance

## Street Maintenance

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“

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

”



## Street Maintenance Fund Summary

# Street Maintenance Fund Summary

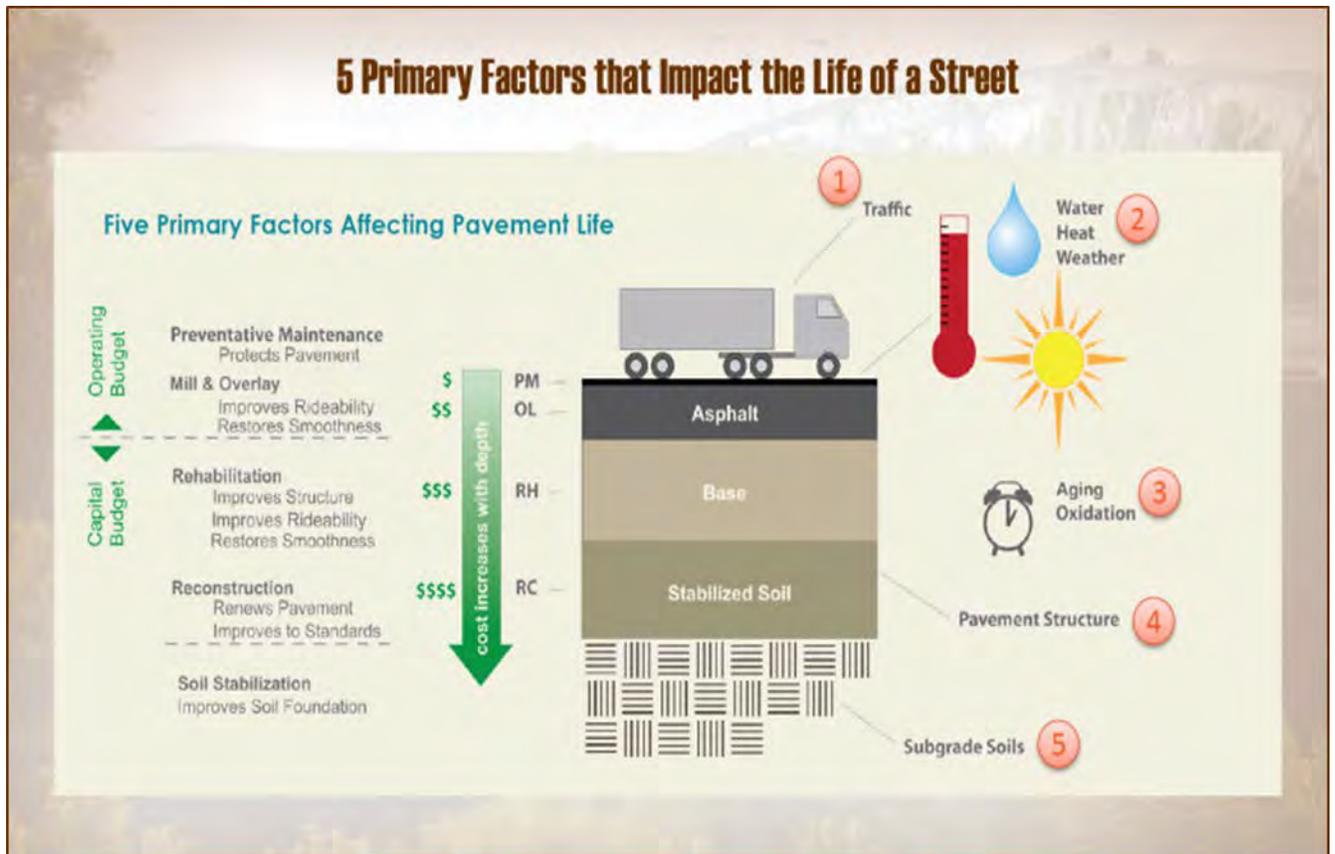
The City of Bastrop’s street system has 54.6 miles of asphaltic concrete, 2.1 miles of portland cement, and 3.8 miles of gravel surface. In FY 2018, the City Council funded a Pavement Condition Index study to evaluate and grade the City’s street infrastructure. Applied Pavement Technology was hired to 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.

## Condition of 54.6 Miles of Asphaltic Concrete:

- 12.9 Miles in Excellent Condition
- 12.4 Miles in Good Condition
- 10.38 Miles in Fair Condition
- 6.64 Miles in Poor Condition
- 6.48 Miles in Very Poor Condition
- 2.3 Miles in Serious Condition
- .09 Miles in Failed Condition

## Condition of 2.1 Miles of Portland Cement Concrete:

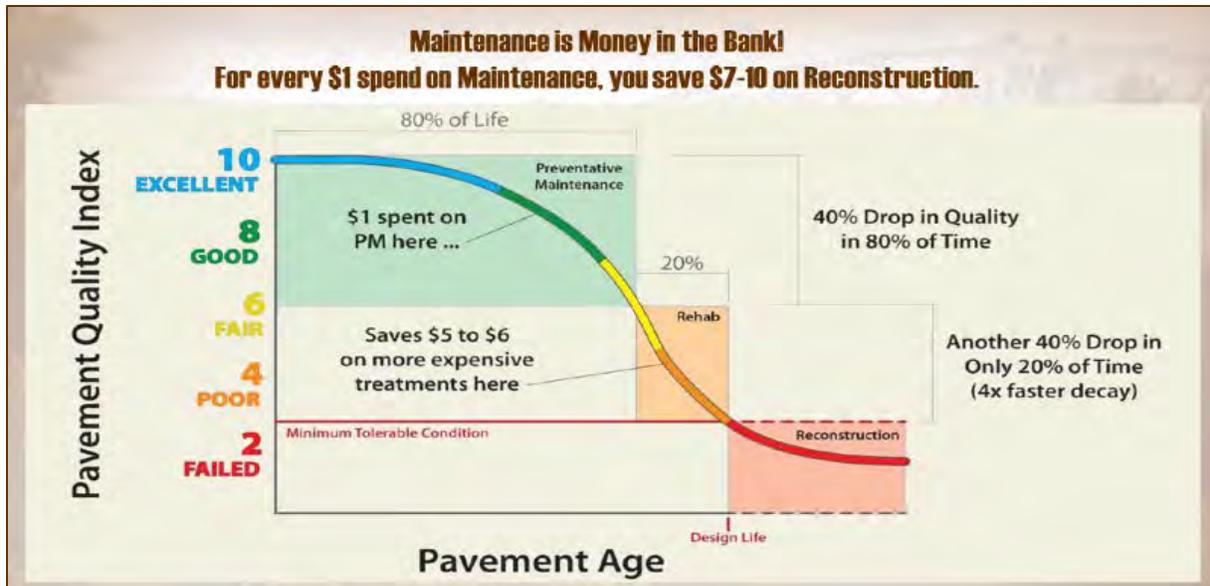
- 1.5 Miles in Excellent Condition
- .6 Miles in Good Condition



## 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.



## Street Maintenance Techniques:

Asphalt maintenance techniques include crack sealing, fog sealing, seal coat, and asphalt overlay. A chart outlining treatments and purposes are shown below.

**Categories & Purposes of Major Street Activities**

Source	Strategy Type	Treatment	Grade	Purpose
O&M	Maintenance	Crack seal	E,G,F	Seal cracks from water intrusion.
		Fog Seal	E,G	Protect surface from aging.
		Seal coat	E,G,F	Seal cracks from water, protect surface from aging.
		Slurry seal	E,G	Seal cracks from water protect surface from aging.
		Ha5	E,G,F	Seal cracks from water protect surface from aging.
		Thin overlay	Fair	Protect surface, improve rideability, restore smoothness.
Capital	Rehabilitation	Overlay	Fair	Protect surface, improve rideability, restore smoothness.
		Structural Overlay	PCI 54-64	Repair spot damage, improve rideability, restore smoothness.
		Minor Rehabilitation	PCI 0-54	Repair spot damage, improve rideability, restore smoothness.
	Reconstruction	Major Rehabilitation	VP/Failed	Repair spot damage, improve rideability, restore smoothness.
		Reconstruction – Residential	VP/Failed	Restore pavement back to new condition.
		Reconstruction – Collector	VP/Failed	Restore pavement back to new condition.
		Reconstruction – Arterial	VP/Failed	Restore pavement back to new condition.
		Reconstruction - Downtown	VP/Failed	Restore pavement back to new condition.

**Fund Description:**

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

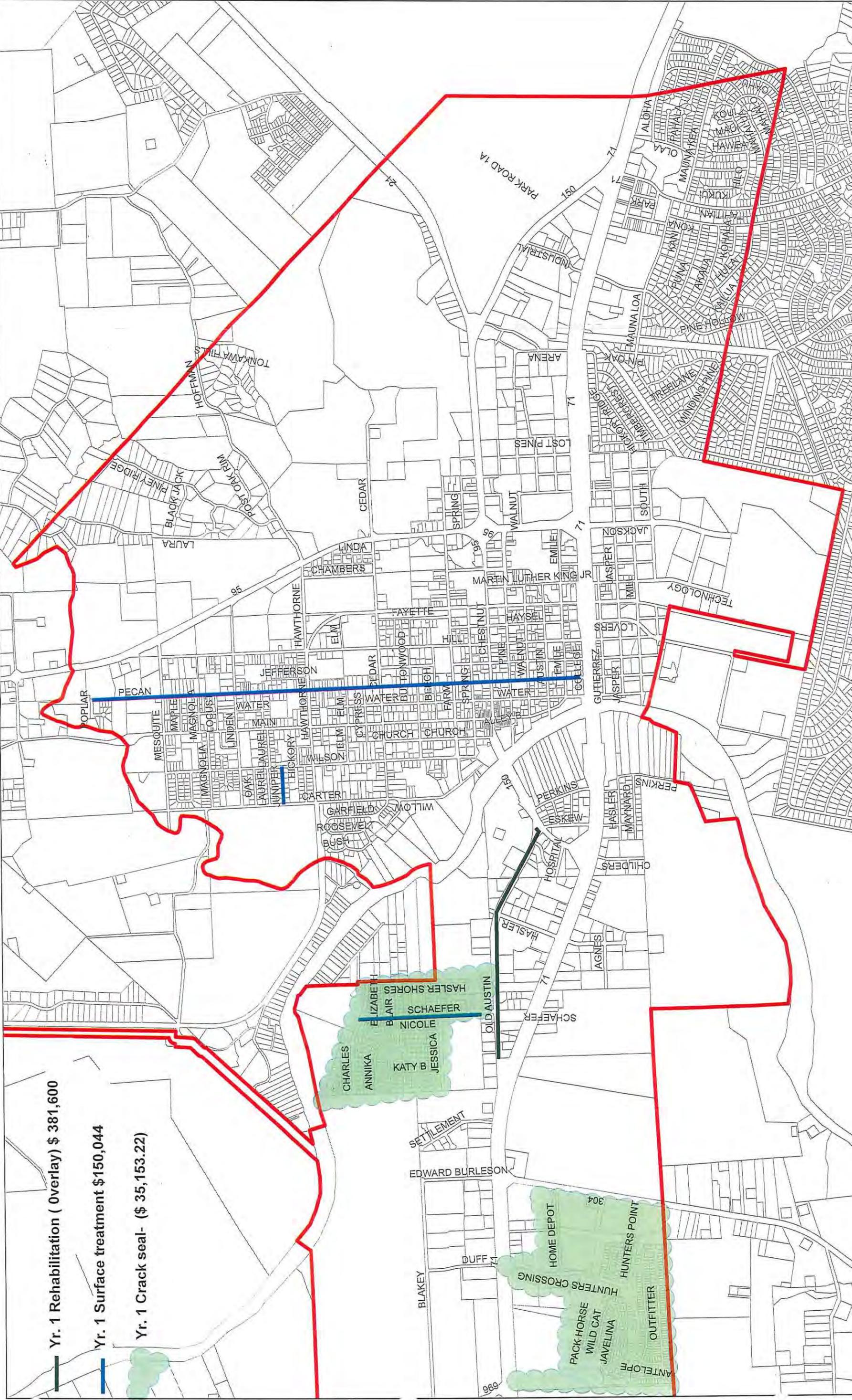


CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
110 STREET MAINTENANCE FUND	18 PUBLIC WORKS		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$0	\$0	\$0	\$6,000	\$3,118
TRANSFER IN	\$0	\$0	\$0	\$1,100,000	\$0
<b>TOTAL REVENUE</b>	\$0	\$0	\$0	\$1,106,000	\$3,118
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$566,797	\$542,321
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$566,797	\$542,321

# Street Maintenance Fund Summary



Street Maintenance FY 19 (Yr. 1)



Yr. 1 Rehabilitation ( Overlay) \$ 381,600

Yr. 1 Surface treatment \$150,044

Yr. 1 Crack seal- (\$ 35,153.22)

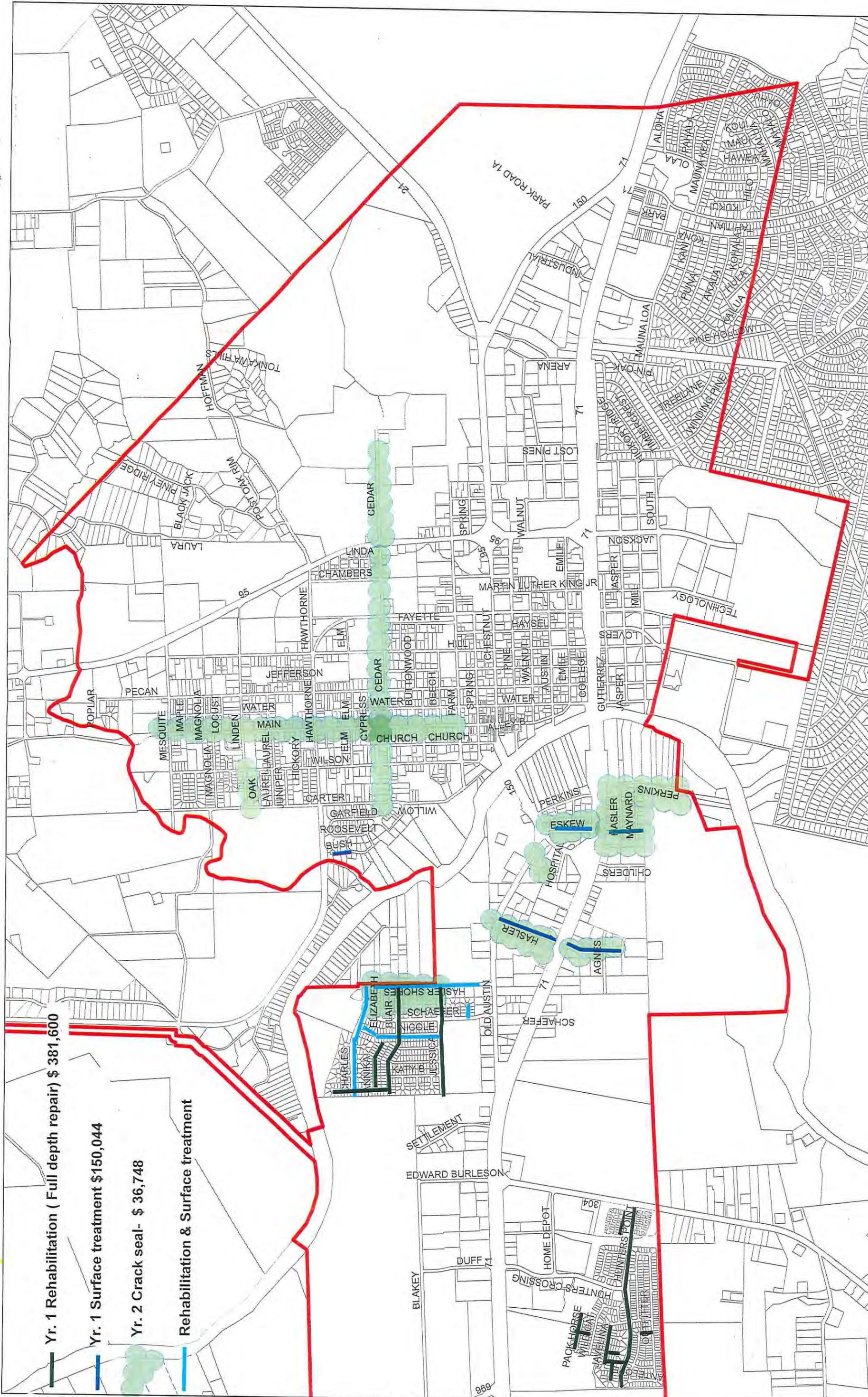


## Year Two:

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. Because roads deteriorate annually, Year One and Two streets have been determined. **Please note that Year Two streets may change based on deterioration that occurs in the system during FY 2019.**

<b>FY 2020 Street Maintenance Program</b>					
<b>Street Name</b>	<b>PCI Score</b>	<b>Square Yards</b>	<b>Street Name</b>	<b>PCI Score</b>	<b>Square Yards</b>
Bryant	70	150	Katy B	98	3.3
Charles Blvd.	62	641	Big Horn	87	0.1812.29
Nicole Way	69	703	Caliber	97	0.13453
Kelly	67	8	Pack Horse	87	0.13440
Hasler Shores	63	364	Wolverine Pass	56	1654
Pony Pass	57	10	Browning	77	56.8
Annika Way	78	8	Hunters Point	84	810
Blair	75	32	Javelina	83	974
Jessica	84	224	Thompson	85	27
Patton	79	46	Trophy	73	353
<b>Street Name</b>	<b>PCI Score</b>	<b>Lane Miles</b>	<b>Street Name</b>	<b>PCI Score</b>	<b>Lane Miles</b>
Main	60	5.51	Oak	68	.361
Cedar	68	3.411	Grady Tuck	77	.523
Bush	87	.196	Roosevelt	83	.597
Eskew	89	.685	Hasler	99	1.973
Higgins	96	.213			
	<b>Crack Seal</b>				
	<b>Structural Overlay</b>				
	<b>Surface Treatment &amp;/or Patch Repair</b>				

Street Maintenance FY 20 (Yr. 2)







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Bastrop State Park



## Debt

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# Debt



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# Bond & Debt Summary



## Overview of Bonds

Major capital improvements such as streets, drainage, buildings, 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 Rating

Standard & Poor's "AA"

Fitch Ratings "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.

### Debt and Tax Rate Limitations

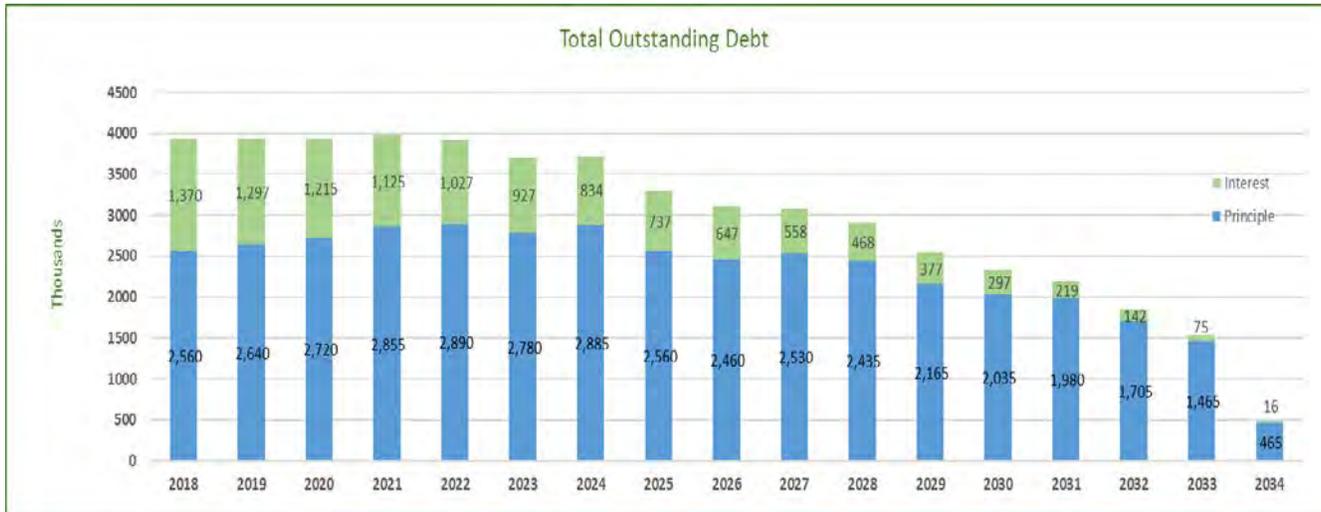
All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax, sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution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

## Calculation of Legal Debt Margin October 1, 2018

Taxable Assessed Valuation	\$897,823,408
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$ 22,445,585
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2018-2019	\$0.5640/\$100 of valuation
Available unused Constitutional Max Tax Rate	77.44% 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.



## Fund Description

The 2018 Combination Tax & Revenue Certificates of Obligations Series, in the amount of \$4.7 million, were sold on August 28, 2018 **WITHOUT INCREASING TAXES**. The City's long-term bond ratings were affirmed at AA by Standard & Poor's on August 22, 2018. The factors were considered in their rating analysis include: strong economy, with access to a broad and diverse metropolitan statistical area (Austin); strong management, with good financial policies and practices; strong budgetary performance; very strong budgetary flexibility, with an available fund balance in FY 2017 of 35% of operating expenditures; and very strong liquidity, with total government available cash at 106.8% of total governmental fund expenditures and 6.5x governmental debt service.

The debt from this issuance will be paid from the Interest & Sinking (I&S) portion of the City's tax rate. Of the City's \$0.5640 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 34.56% of the total tax rate.

<b>Project Description</b>	<b>Certificate of Obligations Issuance Amount</b>
<b>Street Maintenance – Years 1 &amp; 2</b> (Cost of project will be amortized over 5 years.)	<b>\$1,100,000</b>
<b>Pine Street Drainage Match for Construction</b> (Remaining portion of construction cost paid by grant.)	<b>\$123,750</b>
<b>Public Works Detention Pond Match for Construction</b> (Remaining portion of construction cost paid by grant.)	<b>\$115,500</b>
<b>Jasper/Newton Street Drainage Match for Construction</b> (Remaining portion of construction cost paid by grant.)	<b>\$37,250</b>
<b>North Main Street &amp; Side Street Improvements</b> (Funding for complete Street reconstruction and will be amortized over 5 years. Water will be paid out of Utility Fund. Wastewater portion will be paid by grant. Drainage portion will be paid by Innovation Fund.)	<b>\$223,500</b>
<b>Old Iron Bridge Structural Improvements</b>	<b>\$2,000,000</b>
<b>Main Street Sidewalk &amp; Street Improvements</b> (From Water Street, as the entrance to downtown from SH 71, to Spring Street. Remaining portion of project paid by BEDC.)	<b>\$1,100,000</b>
<b>Total Amount of Issuance</b>	<b>\$4,700,000</b>

## 2018 Combination Tax & Revenue Certificate of Obligations Series

## Fund Description

General Fund – Debt Service is funded by the Interest & Sinking (I&S) portion of the City’s tax rate. Of the City’s \$0.5640 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 34.56% 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 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
AD VALOREM TAXES	\$1,717,740	\$1,816,397	\$1,832,493	\$1,863,009	\$1,988,053
OTHER REVENUE	\$2,690,000	\$0	\$0	\$0	\$0
INTEREST INCOME	\$8,229	\$9,500	\$9,500	\$10,850	\$12,500
MISCELLANEOUS INCOME	\$403,509	\$242,600	\$243,600	\$247,619	\$246,548
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0	\$496,616	\$515,366	\$516,185	\$514,416
<b>TOTAL REVENUE</b>	<b>\$4,819,478</b>	<b>\$2,565,113</b>	<b>\$2,600,959</b>	<b>\$2,637,663</b>	<b>\$2,761,517</b>
CONTRACTUAL SERVICES	\$9,695	\$0	\$0	\$0	\$0
OTHER CHARGES	\$89,425	\$15,043	\$16,491	\$17,500	\$18,500
DEBT SERVICE	\$1,686,062	\$2,339,231	\$2,340,293	\$2,370,703	\$2,354,304
TRANSFERS OUT	\$3,202,230	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$4,987,412</b>	<b>\$2,354,274</b>	<b>\$2,356,784</b>	<b>\$2,388,203</b>	<b>\$2,372,804</b>

# General Fund – Debt Service

## 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.



FUND 220 W/WW DEBT SERVICE	DEPARTMENT 00 NON-DEPARTMENT		DIVISION 00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$2,618	\$0	\$10,500	\$26,386	\$42,577
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN - W/WW FUND	\$1,692,202	\$1,195,447	\$1,793,972	\$1,641,565	\$1,816,640
TRANSFERS IN - IMPACT FUND	\$186,667	\$812,139	\$567,374	\$567,692	\$567,374
<b>TOTAL REVENUE</b>	<b>\$1,881,487</b>	<b>\$2,007,586</b>	<b>\$2,371,846</b>	<b>\$2,235,643</b>	<b>\$2,426,591</b>
DEBT SERVICE	\$1,425,351	\$1,440,212	\$1,440,210	\$1,425,805	\$1,438,882
<b>TOTAL EXPENDITURE</b>	<b>\$1,425,351</b>	<b>\$1,440,212</b>	<b>\$1,440,210</b>	<b>\$1,425,805</b>	<b>\$1,438,882</b>

# Water/Wastewater Fund – Debt Service

## 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
724 2013 COMB REV/TAX BOND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$17,345	\$13,000	\$17,500	\$15,000	\$0
<b>TOTAL REVENUE</b>	<b>\$17,345</b>	<b>\$13,000</b>	<b>\$17,500</b>	<b>\$15,000</b>	<b>\$0</b>
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$142,658	\$0	\$2,253	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$916,140	\$927,360	\$130,000	\$1,317,356	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,058,798</b>	<b>\$927,360</b>	<b>\$132,253</b>	<b>\$1,317,356</b>	<b>\$0</b>

# 2013 Comb. Revenue/Tax Bond

## Fund Description

2014 Certificate of Obligation Series was issued for (i) constructing, improving, extending, and/or expanding the City's water and wastewater system including equipment, vehicles, additional water supply well and related pipeline, and improvements for storm water drainage and detention and related roadway improvements; (ii) constructing improvements and upgrading the City's electric system including equipment and vehicles; and (iii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Certificates.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
725 CO 2014 SERIES	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$27,193	\$15,000	\$23,000	\$15,000	\$0
<b>TOTAL REVENUE</b>	<b>\$27,193</b>	<b>\$15,000</b>	<b>\$23,000</b>	<b>\$15,000</b>	<b>\$0</b>
CONTRACTUAL SERVICES	\$8,790	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$776,264	\$1,629,084	\$1,960,000	\$833,776	\$0
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$785,054</b>	<b>\$1,629,084</b>	<b>\$1,960,000</b>	<b>\$833,776</b>	<b>\$0</b>

# 2014 Certificate of Obligation Series

**CITY OF BASTROP  
DEBT SCHEDULES**

	General Obligation Series 2005 - \$2,445,000 Maturity Date 2/1/2025 Interest Rate 3.67%			General Obligation Series 2006 - \$345,000 Maturity Date 2/1/2026 Interest Rate 4.24%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018	\$ 135,000	\$ 22,663	\$ 157,663	\$ 20,000	\$ 4,240	\$ 24,240
08/01/2018		\$ 20,185	\$ 20,185		\$ 3,816	\$ 3,816
02/01/2019	\$ 140,000	\$ 20,185	\$ 160,185	\$ 20,000	\$ 3,816	\$ 23,816
08/01/2019		\$ 17,616	\$ 17,616		\$ 3,392	\$ 3,392
02/01/2020	\$ 145,000	\$ 17,616	\$ 162,616	\$ 20,000	\$ 3,392	\$ 23,392
08/01/2020		\$ 14,956	\$ 14,956		\$ 2,968	\$ 2,968
02/01/2021	\$ 150,000	\$ 14,956	\$ 164,956	\$ 20,000	\$ 2,968	\$ 22,968
08/01/2021		\$ 12,203	\$ 12,203		\$ 2,544	\$ 2,544
02/01/2022	\$ 155,000	\$ 12,203	\$ 167,203	\$ 20,000	\$ 2,544	\$ 22,544
08/01/2022		\$ 9,359	\$ 9,359		\$ 2,120	\$ 2,120
02/01/2023	\$ 165,000	\$ 9,359	\$ 174,359	\$ 25,000	\$ 2,120	\$ 27,120
08/01/2023		\$ 6,331	\$ 6,331		\$ 1,590	\$ 1,590
02/01/2024	\$ 170,000	\$ 6,331	\$ 176,331	\$ 25,000	\$ 1,590	\$ 26,590
08/01/2024		\$ 3,212	\$ 3,212		\$ 1,060	\$ 1,060
02/01/2025	\$ 175,000	\$ 3,212	\$ 178,212	\$ 25,000	\$ 1,060	\$ 26,060
08/01/2025					\$ 530	\$ 530
02/01/2026				\$ 25,000	\$ 530	\$ 25,530
08/01/2026						
02/01/2027						
08/01/2027						
02/01/2028						
08/01/2028						
02/01/2029						
08/01/2029						
02/01/2030						
08/01/2030						
02/01/2031						
08/01/2031						
02/01/2032						
08/01/2032						
02/01/2033						
08/01/2033						
02/01/2034						
08/01/2034						
<b>TOTAL</b>	<b>\$ 1,235,000</b>	<b>\$ 190,387</b>	<b>\$ 1,425,387</b>	<b>\$ 200,000</b>	<b>\$ 40,280</b>	<b>\$ 240,280</b>

Issue Date:  
Rate of Interest:

12/06/2005  
3.67%

Issue Date:  
Rate of Interest:

12/21/2006  
4.24%

**CITY OF BASTROP  
DEBT SCHEDULES**

Payment Date	Certificate of Obligation Series 2006 - \$725,000 Maturity Date 2/1/2026 Interest Rate 4.19%			General Obligation Series 2007 - \$1,220,000 Maturity Date 2/1/2027 Interest Rate 4.08%		
	Principal	Interest	Total	Principal	Interest	Total
02/01/2018	\$ 25,000	\$ 5,971	\$ 30,971	\$ 60,000	\$ 15,402	\$ 75,402
08/01/2018		\$ 5,447	\$ 5,447		\$ 14,178	\$ 14,178
02/01/2019	\$ 30,000	\$ 5,447	\$ 35,447	\$ 65,000	\$ 14,178	\$ 79,178
08/01/2019		\$ 4,819	\$ 4,819		\$ 12,852	\$ 12,852
02/01/2020	\$ 30,000	\$ 4,819	\$ 34,819	\$ 70,000	\$ 12,852	\$ 82,852
08/01/2020		\$ 4,190	\$ 4,190		\$ 11,424	\$ 11,424
02/01/2021	\$ 30,000	\$ 4,190	\$ 34,190	\$ 70,000	\$ 11,424	\$ 81,424
08/01/2021		\$ 3,562	\$ 3,562		\$ 9,996	\$ 9,996
02/01/2022	\$ 30,000	\$ 3,562	\$ 33,562	\$ 75,000	\$ 9,996	\$ 84,996
08/01/2022		\$ 2,933	\$ 2,933		\$ 8,466	\$ 8,466
02/01/2023	\$ 35,000	\$ 2,933	\$ 37,933	\$ 75,000	\$ 8,466	\$ 83,466
08/01/2023		\$ 2,200	\$ 2,200		\$ 6,936	\$ 6,936
02/01/2024	\$ 35,000	\$ 2,200	\$ 37,200	\$ 80,000	\$ 6,936	\$ 86,936
08/01/2024		\$ 1,467	\$ 1,467		\$ 5,304	\$ 5,304
02/01/2025	\$ 35,000	\$ 1,467	\$ 36,467	\$ 85,000	\$ 5,304	\$ 90,304
08/01/2025		\$ 733	\$ 733		\$ 3,570	\$ 3,570
02/01/2026	\$ 35,000	\$ 733	\$ 35,733	\$ 85,000	\$ 3,570	\$ 88,570
08/01/2026					\$ 1,836	\$ 1,836
02/01/2027				\$ 90,000	\$ 1,836	\$ 91,836
08/01/2027						
02/01/2028						
08/01/2028						
02/01/2029						
08/01/2029						
02/01/2030						
08/01/2030						
02/01/2031						
08/01/2031						
02/01/2032						
08/01/2032						
02/01/2033						
08/01/2033						
02/01/2034						
08/01/2034						
<b>TOTAL</b>	<b>\$ 285,000</b>	<b>\$ 56,670</b>	<b>\$ 341,670</b>	<b>\$ 755,000</b>	<b>\$ 164,526</b>	<b>\$ 919,526</b>

Issue Date:  
Rate of Interest:

12/21/2006  
4.19%

Issue Date:  
Rate of Interest:

06/13/2007  
4.08%

**CITY OF BASTROP  
DEBT SCHEDULES**

	Certificate of Obligation Series 2007 - \$2,320,000 Maturity Date 2/1/2027 Interest Rate 4.04%			Certificate of Obligation Series 2008 - \$1,195,000 Maturity Date 8/1/2018 Interest Rate 3.87%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018	\$ 120,000	\$ 29,088	\$ 149,088		\$ 1,161	\$ 1,161
08/01/2018		\$ 26,664	\$ 26,664	\$ 60,000	\$ 1,161	\$ 61,161
02/01/2019	\$ 125,000	\$ 26,664	\$ 151,664			\$ -
08/01/2019		\$ 24,139	\$ 24,139			\$ -
02/01/2020	\$ 130,000	\$ 24,139	\$ 154,139			\$ -
08/01/2020		\$ 21,513	\$ 21,513			\$ -
02/01/2021	\$ 135,000	\$ 21,513	\$ 156,513			\$ -
08/01/2021		\$ 18,786	\$ 18,786			\$ -
02/01/2022	\$ 140,000	\$ 18,786	\$ 158,786			\$ -
08/01/2022		\$ 15,958	\$ 15,958			\$ -
02/01/2023	\$ 145,000	\$ 15,958	\$ 160,958			\$ -
08/01/2023		\$ 13,029	\$ 13,029			\$ -
02/01/2024	\$ 150,000	\$ 13,029	\$ 163,029			\$ -
08/01/2024		\$ 9,999	\$ 9,999			\$ -
02/01/2025	\$ 160,000	\$ 9,999	\$ 169,999			\$ -
08/01/2025		\$ 6,767	\$ 6,767			\$ -
02/01/2026	\$ 165,000	\$ 6,767	\$ 171,767			\$ -
08/01/2026		\$ 3,434	\$ 3,434			\$ -
02/01/2027	\$ 170,000	\$ 3,434	\$ 173,434			\$ -
08/01/2027						\$ -
02/01/2028						\$ -
08/01/2028						\$ -
02/01/2029						\$ -
08/01/2029						\$ -
02/01/2030						\$ -
08/01/2030						\$ -
02/01/2031						\$ -
08/01/2031						\$ -
02/01/2032						\$ -
08/01/2032						\$ -
02/01/2033						\$ -
08/01/2033						\$ -
02/01/2034						\$ -
08/01/2034						\$ -
<b>TOTAL</b>	<b>\$ 1,440,000</b>	<b>\$ 309,666</b>	<b>\$ 1,749,666</b>	<b>\$ 60,000</b>	<b>\$ 2,322</b>	<b>\$ 62,322</b>

Issue Date: 06/13/2007  
Rate of Interest: 4.04%

Issue Date: 03/25/2008  
Rate of Interest: 3.87%

**CITY OF BASTROP  
DEBT SCHEDULES**

	Certificate of Obligation Series 2010 - \$7,400,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.25%			General Obligation Refunding Series 2010 - \$2,560,000 Maturity Date 8/15/2024 Interest Rate 3.0-4.0%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 34,234	\$ 34,234		\$ 25,409	\$ 25,409
08/01/2018	\$ 335,000	\$ 34,234	\$ 369,234	\$ 185,000	\$ 25,409	\$ 210,409
02/01/2019		\$ 28,372	\$ 28,372		\$ 22,634	\$ 22,634
08/01/2019	\$ 355,000	\$ 28,372	\$ 383,372	\$ 190,000	\$ 22,634	\$ 212,634
02/01/2020		\$ 22,159	\$ 22,159		\$ 19,546	\$ 19,546
08/01/2020	\$ 360,000	\$ 22,159	\$ 382,159	\$ 195,000	\$ 19,546	\$ 214,546
02/01/2021		\$ 15,859	\$ 15,859		\$ 16,231	\$ 16,231
08/01/2021	\$ 425,000	\$ 15,859	\$ 440,859	\$ 200,000	\$ 16,231	\$ 216,231
02/01/2022		\$ 8,156	\$ 8,156		\$ 12,606	\$ 12,606
08/01/2022	\$ 450,000	\$ 8,156	\$ 458,156	\$ 210,000	\$ 12,606	\$ 222,606
02/01/2023		\$ -	\$ -		\$ 8,800	\$ 8,800
08/01/2023		\$ -	\$ -	\$ 215,000	\$ 8,800	\$ 223,800
02/01/2024		\$ -	\$ -		\$ 4,500	\$ 4,500
08/01/2024		\$ -	\$ -	\$ 225,000	\$ 4,500	\$ 229,500
02/01/2025		\$ -	\$ -			
08/01/2025		\$ -	\$ -			
02/01/2026		\$ -	\$ -			
08/01/2026		\$ -	\$ -			
02/01/2027		\$ -	\$ -			
08/01/2027		\$ -	\$ -			
02/01/2028		\$ -	\$ -			
08/01/2028		\$ -	\$ -			
02/01/2029		\$ -	\$ -			
08/01/2029		\$ -	\$ -			
02/01/2030						
08/01/2030						
02/01/2031						
08/01/2031						
02/01/2032						
08/01/2032						
02/01/2033						
08/01/2033						
02/01/2034						
08/01/2034						
<b>TOTAL</b>	<b>\$ 1,925,000</b>	<b>\$ 217,563</b>	<b>\$ 2,142,563</b>	<b>\$ 1,420,000</b>	<b>\$ 219,453</b>	<b>\$ 1,639,453</b>

Issue Date:  
Rate of Interest:

02/10/2010  
3.5 - 4.25%

Issue Date:  
Rate of Interest:

07/14/2010  
2 - 4%

**CITY OF BASTROP  
DEBT SCHEDULES**

Payment Date	General Obligation Refunding Series 2011 - \$4,260,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.0%			General Obligation Refunding Series 2012 - \$2,015,000 Maturity Date 8/1/2024 Interest Rate 2.0-3.0%		
	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 31,125	\$ 31,125		\$ 22,300	\$ 22,300
08/01/2018	\$ 370,000	\$ 31,125	\$ 401,125	\$ 205,000	\$ 22,300	\$ 227,300
02/01/2019		\$ 25,575	\$ 25,575		\$ 20,250	\$ 20,250
08/01/2019	\$ 385,000	\$ 25,575	\$ 410,575	\$ 210,000	\$ 20,250	\$ 230,250
02/01/2020		\$ 19,800	\$ 19,800		\$ 17,100	\$ 17,100
08/01/2020	\$ 395,000	\$ 19,800	\$ 414,800	\$ 215,000	\$ 17,100	\$ 232,100
02/01/2021		\$ 11,900	\$ 11,900		\$ 13,875	\$ 13,875
08/01/2021	\$ 415,000	\$ 11,900	\$ 426,900	\$ 220,000	\$ 13,875	\$ 233,875
02/01/2022		\$ 3,600	\$ 3,600		\$ 10,575	\$ 10,575
08/01/2022	\$ 180,000	\$ 3,600	\$ 183,600	\$ 230,000	\$ 10,575	\$ 240,575
02/01/2023		\$ -	\$ -		\$ 7,125	\$ 7,125
08/01/2023	\$ -	\$ -	\$ -	\$ 230,000	\$ 7,125	\$ 237,125
02/01/2024		\$ -	\$ -		\$ 3,675	\$ 3,675
08/01/2024	\$ -	\$ -	\$ -	\$ 245,000	\$ 3,675	\$ 248,675
02/01/2025						
08/01/2025						
02/01/2026						
08/01/2026						
02/01/2027						
08/01/2027						
02/01/2028						
08/01/2028						
02/01/2029						
08/01/2029						
02/01/2030						
08/01/2030						
02/01/2031						
08/01/2031						
02/01/2032						
08/01/2032						
02/01/2033						
08/01/2033						
02/01/2034						
08/01/2034						
<b>TOTAL</b>	<b>\$ 1,745,000</b>	<b>\$ 184,000</b>	<b>\$ 1,929,000</b>	<b>\$ 1,555,000</b>	<b>\$ 189,800</b>	<b>\$ 1,744,800</b>

Issue Date:  
Rate of Interest:

07/12/2011  
2 - 4%

Issue Date:  
Rate of Interest:

03/14/2012  
2 - 3%

**CITY OF BASTROP  
DEBT SCHEDULES**

		Certificate of Obligation Series 2012 - \$4,300,000 Maturity Date 8/1/2032 Interest Rate 2.0-4.0%			Certificate of Obligation Series 2013 - \$11,000,000 Maturity Date 8/1/2033 Interest Rate 3.0-4.25%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total	
02/01/2018		\$ 56,400	\$ 56,400		\$ 199,450	\$ 199,450	
08/01/2018	\$ 200,000	\$ 56,400	\$ 256,400	\$ 295,000	\$ 199,450	\$ 494,450	
02/01/2019		\$ 54,400	\$ 54,400		\$ 195,025	\$ 195,025	
08/01/2019	\$ 185,000	\$ 54,400	\$ 239,400	\$ 315,000	\$ 195,025	\$ 510,025	
02/01/2020		\$ 51,625	\$ 51,625		\$ 188,725	\$ 188,725	
08/01/2020	\$ 195,000	\$ 51,625	\$ 246,625	\$ 325,000	\$ 188,725	\$ 513,725	
02/01/2021		\$ 48,700	\$ 48,700		\$ 182,225	\$ 182,225	
08/01/2021	\$ 200,000	\$ 48,700	\$ 248,700	\$ 325,000	\$ 182,225	\$ 507,225	
02/01/2022		\$ 45,700	\$ 45,700		\$ 175,725	\$ 175,725	
08/01/2022	\$ 210,000	\$ 45,700	\$ 255,700	\$ 510,000	\$ 175,725	\$ 685,725	
02/01/2023		\$ 42,550	\$ 42,550		\$ 165,525	\$ 165,525	
08/01/2023	\$ 215,000	\$ 42,550	\$ 257,550	\$ 535,000	\$ 165,525	\$ 700,525	
02/01/2024		\$ 39,325	\$ 39,325		\$ 157,500	\$ 157,500	
08/01/2024	\$ 220,000	\$ 39,325	\$ 259,325	\$ 555,000	\$ 157,500	\$ 712,500	
02/01/2025		\$ 36,025	\$ 36,025		\$ 149,175	\$ 149,175	
08/01/2025	\$ 235,000	\$ 36,025	\$ 271,025	\$ 610,000	\$ 149,175	\$ 759,175	
02/01/2026		\$ 32,500	\$ 32,500		\$ 136,975	\$ 136,975	
08/01/2026	\$ 245,000	\$ 32,500	\$ 277,500	\$ 630,000	\$ 136,975	\$ 766,975	
02/01/2027		\$ 28,825	\$ 28,825		\$ 124,375	\$ 124,375	
08/01/2027	\$ 250,000	\$ 28,825	\$ 278,825	\$ 685,000	\$ 124,375	\$ 809,375	
02/01/2028		\$ 25,075	\$ 25,075		\$ 110,675	\$ 110,675	
08/01/2028	\$ 260,000	\$ 25,075	\$ 285,075	\$ 790,000	\$ 110,675	\$ 900,675	
02/01/2029		\$ 21,175	\$ 21,175		\$ 94,875	\$ 94,875	
08/01/2029	\$ 265,000	\$ 21,175	\$ 286,175	\$ 845,000	\$ 94,875	\$ 939,875	
02/01/2030		\$ 17,200	\$ 17,200		\$ 77,975	\$ 77,975	
08/01/2030	\$ 270,000	\$ 17,200	\$ 287,200	\$ 890,000	\$ 77,975	\$ 967,975	
02/01/2031		\$ 11,800	\$ 11,800		\$ 60,175	\$ 60,175	
08/01/2031	\$ 290,000	\$ 11,800	\$ 301,800	\$ 930,000	\$ 60,175	\$ 990,175	
02/01/2032		\$ 6,000	\$ 6,000		\$ 41,575	\$ 41,575	
08/01/2032	\$ 300,000	\$ 6,000	\$ 306,000	\$ 970,000	\$ 41,575	\$ 1,011,575	
02/01/2033			\$ -		\$ 21,569	\$ 21,569	
08/01/2033			\$ -	\$ 1,015,000	\$ 21,569	\$ 1,036,569	
02/01/2034							
08/01/2034							
<b>TOTAL</b>	<b>\$ 3,540,000</b>	<b>\$ 1,034,600</b>	<b>\$ 4,574,600</b>	<b>\$ 10,225,000</b>	<b>\$ 4,163,088</b>	<b>\$ 14,388,088</b>	

Issue Date:  
Rate of Interest:

03/14/2012  
2 - 4%

Issue Date:  
Rate of Interest:

11/12/2013  
3-4.25%

**CITY OF BASTROP  
DEBT SCHEDULES**

	Certificate of Obligation Series 2014 - \$7,000,000 Maturity Date 8/1/2034 Interest Rate 2.0-3.5%			General Obligation Refunding Series 2014 - \$2,275,000 Maturity Date 8/1/2031 Interest Rate 2.0-4.0%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 87,188	\$ 87,188		\$ 42,225	\$ 42,225
08/01/2018	\$ 285,000	\$ 87,188	\$ 372,188	\$ 50,000	\$ 42,225	\$ 92,225
02/01/2019		\$ 84,338	\$ 84,338		\$ 41,725	\$ 41,725
08/01/2019	\$ 290,000	\$ 84,338	\$ 374,338	\$ 110,000	\$ 41,725	\$ 151,725
02/01/2020		\$ 81,438	\$ 81,438		\$ 40,625	\$ 40,625
08/01/2020	\$ 300,000	\$ 81,438	\$ 381,438	\$ 110,000	\$ 40,625	\$ 150,625
02/01/2021		\$ 78,438	\$ 78,438		\$ 39,525	\$ 39,525
08/01/2021	\$ 310,000	\$ 78,438	\$ 388,438	\$ 115,000	\$ 39,525	\$ 154,525
02/01/2022		\$ 75,338	\$ 75,338		\$ 37,800	\$ 37,800
08/01/2022	\$ 320,000	\$ 75,338	\$ 395,338	\$ 120,000	\$ 37,800	\$ 157,800
02/01/2023		\$ 72,138	\$ 72,138		\$ 35,400	\$ 35,400
08/01/2023	\$ 330,000	\$ 72,138	\$ 402,138	\$ 125,000	\$ 35,400	\$ 160,400
02/01/2024		\$ 68,425	\$ 68,425		\$ 32,900	\$ 32,900
08/01/2024	\$ 340,000	\$ 68,425	\$ 408,425	\$ 135,000	\$ 32,900	\$ 167,900
02/01/2025		\$ 64,388	\$ 64,388		\$ 30,200	\$ 30,200
08/01/2025	\$ 350,000	\$ 64,388	\$ 414,388	\$ 140,000	\$ 30,200	\$ 170,200
02/01/2026		\$ 59,794	\$ 59,794		\$ 27,400	\$ 27,400
08/01/2026	\$ 360,000	\$ 59,794	\$ 419,794	\$ 140,000	\$ 27,400	\$ 167,400
02/01/2027		\$ 54,394	\$ 54,394		\$ 24,600	\$ 24,600
08/01/2027	\$ 370,000	\$ 54,394	\$ 424,394	\$ 155,000	\$ 24,600	\$ 179,600
02/01/2028		\$ 48,844	\$ 48,844		\$ 21,500	\$ 21,500
08/01/2028	\$ 380,000	\$ 48,844	\$ 428,844	\$ 155,000	\$ 21,500	\$ 176,500
02/01/2029		\$ 43,144	\$ 43,144		\$ 18,400	\$ 18,400
08/01/2029	\$ 390,000	\$ 43,144	\$ 433,144	\$ 110,000	\$ 18,400	\$ 128,400
02/01/2030		\$ 37,294	\$ 37,294		\$ 16,200	\$ 16,200
08/01/2030	\$ 405,000	\$ 37,294	\$ 442,294	\$ 470,000	\$ 16,200	\$ 486,200
02/01/2031		\$ 30,713	\$ 30,713		\$ 6,800	\$ 6,800
08/01/2031	\$ 420,000	\$ 30,713	\$ 450,713	\$ 340,000	\$ 6,800	\$ 346,800
02/01/2032		\$ 23,625	\$ 23,625			\$ -
08/01/2032	\$ 435,000	\$ 23,625	\$ 458,625			\$ -
02/01/2033		\$ 16,013	\$ 16,013			\$ -
08/01/2033	\$ 450,000	\$ 16,013	\$ 466,013			\$ -
02/01/2034		\$ 8,138	\$ 8,138			\$ -
08/01/2034	\$ 465,000	\$ 8,138	\$ 473,138			\$ -
<b>TOTAL</b>	<b>\$ 6,200,000</b>	<b>\$ 1,867,288</b>	<b>\$ 8,067,288</b>	<b>\$ 2,275,000</b>	<b>\$ 830,600</b>	<b>\$ 3,105,600</b>

Issue Date:  
Rate of Interest:

05/15/2014  
2-3.5%

Issue Date:  
Rate of Interest:

05/15/2014  
2-4%

**CITY OF BASTROP  
DEBT SCHEDULES**

Payment Date	General Obligation Refunding Series 2016 - \$2,525,000 Maturity Date 8/1/2028 Interest Rate 2.0-4.0%			General Obligation Refunding Series 2017 - \$3,745,000 Maturity Date 8/1/2029 Interest Rate 3.0-4.0%		
	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 37,650	\$ 37,650		\$ 74,250	\$ 74,250
08/01/2018	\$ 190,000	\$ 37,650	\$ 227,650	\$ 25,000	\$ 74,250	\$ 99,250
02/01/2019		\$ 35,750	\$ 35,750		\$ 73,875	\$ 73,875
08/01/2019	\$ 195,000	\$ 35,750	\$ 230,750	\$ 25,000	\$ 73,875	\$ 98,875
02/01/2020		\$ 33,800	\$ 33,800		\$ 73,500	\$ 73,500
08/01/2020	\$ 205,000	\$ 33,800	\$ 238,800	\$ 25,000	\$ 73,500	\$ 98,500
02/01/2021		\$ 31,750	\$ 31,750		\$ 73,125	\$ 73,125
08/01/2021	\$ 210,000	\$ 31,750	\$ 241,750	\$ 30,000	\$ 73,125	\$ 103,125
02/01/2022		\$ 28,600	\$ 28,600		\$ 72,675	\$ 72,675
08/01/2022	\$ 215,000	\$ 28,600	\$ 243,600	\$ 25,000	\$ 72,675	\$ 97,675
02/01/2023		\$ 25,375	\$ 25,375		\$ 72,300	\$ 72,300
08/01/2023	\$ 230,000	\$ 25,375	\$ 255,375	\$ 455,000	\$ 72,300	\$ 527,300
02/01/2024		\$ 21,925	\$ 21,925		\$ 63,200	\$ 63,200
08/01/2024	\$ 230,000	\$ 21,925	\$ 251,925	\$ 475,000	\$ 63,200	\$ 538,200
02/01/2025		\$ 18,475	\$ 18,475		\$ 53,700	\$ 53,700
08/01/2025	\$ 250,000	\$ 18,475	\$ 268,475	\$ 495,000	\$ 53,700	\$ 548,700
02/01/2026		\$ 14,725	\$ 14,725		\$ 43,800	\$ 43,800
08/01/2026	\$ 255,000	\$ 14,725	\$ 269,725	\$ 520,000	\$ 43,800	\$ 563,800
02/01/2027		\$ 10,900	\$ 10,900		\$ 33,400	\$ 33,400
08/01/2027	\$ 265,000	\$ 10,900	\$ 275,900	\$ 545,000	\$ 33,400	\$ 578,400
02/01/2028		\$ 5,600	\$ 5,600		\$ 22,500	\$ 22,500
08/01/2028	\$ 280,000	\$ 5,600	\$ 285,600	\$ 570,000	\$ 22,500	\$ 592,500
02/01/2029			\$ -		\$ 11,100	\$ 11,100
08/01/2029			\$ -	\$ 555,000	\$ 11,100	\$ 566,100
02/01/2030			\$ -			\$ -
08/01/2030			\$ -			\$ -
02/01/2031			\$ -			\$ -
08/01/2031			\$ -			\$ -
02/01/2032			\$ -			\$ -
08/01/2032			\$ -			\$ -
02/01/2033			\$ -			\$ -
08/01/2033			\$ -			\$ -
02/01/2034			\$ -			\$ -
08/01/2034			\$ -			\$ -
<b>TOTAL</b>	<b>\$ 2,525,000</b>	<b>\$ 529,100</b>	<b>\$ 3,054,100</b>	<b>\$ 3,745,000</b>	<b>\$ 1,334,850</b>	<b>\$ 5,079,850</b>

Issue Date:  
Rate of Interest:

05/26/2014  
2-4%

Issue Date:  
Rate of Interest:

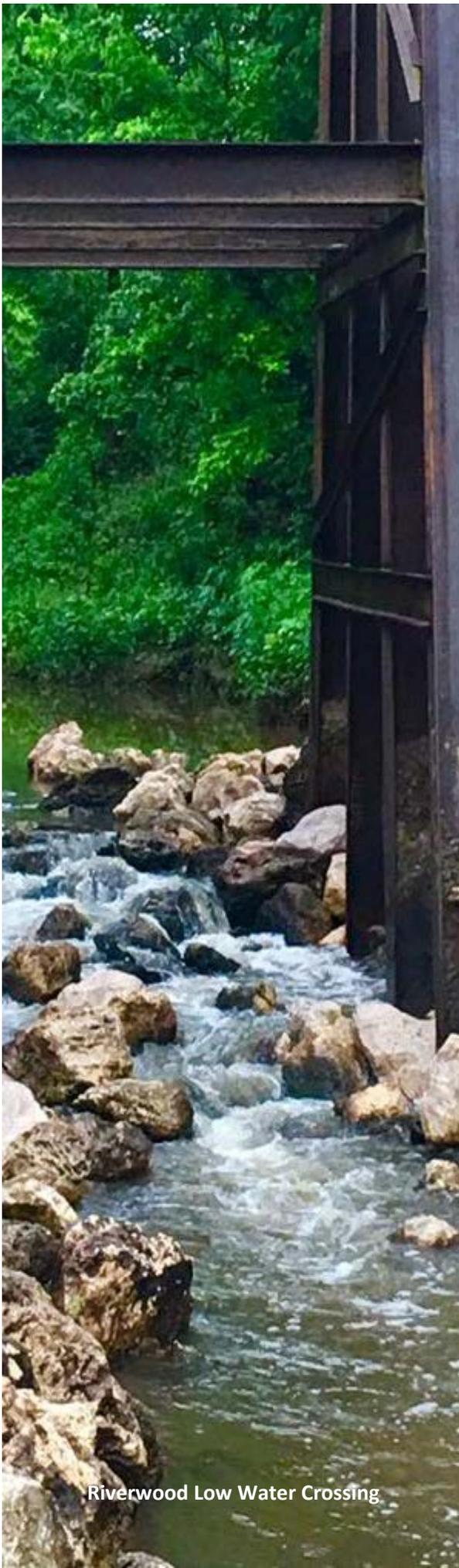
03/02/2017  
3-4%



# Other Funds

## Other Funds

Bastrop Economic Development Corporation . . .	290
Designated Fund #102 . . . . .	292
Fairview Cemetery Operating Fund #525 . . . . .	293
Fairview Cemetery Permanent Fund #526 . . . . .	294
Grant Fund #801 . . . . .	295
Hunters Crossing Public Improvement District . .	296
Impact Fee Fund . . . . .	297
Library Board Fund #505 . . . . .	298
Park/Trail Land Dedication Fund #520 . . . . .	299
Vehicle/Equipment Replacement Fund #380 . . .	300



Riverwood Low Water Crossing



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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## 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 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
SALES TAX	\$2,218,616	\$2,209,500	\$2,374,000	\$2,445,220	\$2,518,577
CHARGES FOR SERVICES	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800
OTHER INCOME	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$35,733	\$25,000	\$56,000	\$54,000	\$51,000
MISCELLANEOUS INCOME	\$0	\$215,622	\$0	\$715,000	\$30,000
TRANSFER IN	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES	\$0	\$1,245,000	\$1,200,000	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$2,268,149</b>	<b>\$3,708,922</b>	<b>\$3,643,800</b>	<b>\$3,228,020</b>	<b>\$2,613,377</b>

# Bastrop EDC

# FY 2019 Fund Summary & Personnel Schedule



**CITY OF BASTROP**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
601 BASTROP E.D.C. FUND	00 NON-DEPARTMENT	00 NON-DIVISION

SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$327,343	\$346,433	\$300,101	\$359,379	\$379,479
SUPPLIES AND MATERIALS	\$15,826	\$15,860	\$11,560	\$23,360	\$24,510
MAINTENANCE AND REPAIRS	\$3,742	\$24,600	\$23,200	\$25,533	\$29,210
OCCUPANCY	\$48,070	\$48,480	\$49,600	\$123,405	\$143,130
CONTRACTUAL SERVICES	\$246,975	\$251,500	\$360,250	\$898,050	\$237,280
OTHER CHARGES	\$588,424	\$838,612	\$720,977	\$1,002,264	\$762,033
CONTINGENCY	\$0	\$25,000	\$0	\$25,000	\$25,000
CAPITAL OUTLAY	\$82,383	\$3,209,500	\$50,000	\$1,786,218	\$0
DEBT SERVICE	\$628,808	\$318,373	\$243,600	\$462,828	\$455,267
<b>TOTAL EXPENDITURES</b>	<b>\$1,941,571</b>	<b>\$5,078,358</b>	<b>\$1,759,288</b>	<b>\$4,706,037</b>	<b>\$2,055,909</b>

PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
DIRECTOR	1.000	1.000	1.000	1.000	1.000
ASSISTANT DIRECTOR	1.000	1.000	1.000	1.000	1.000
OFFICE ASSISTANT	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>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

# Bastrop EDC

## Fund Description

The Designated Fund contains revenue generated from fees collected for specific uses. Fees include Traffic Safety (Red Light Camera Fees), Court Technology, Court Security, Juvenile Diversion (Case Manager), Public Education & Government (PEG), Police Seizure, and Police Donations. **There is \$311,000 in Red Light Camera Funds designated for Sidewalk Connectivity to improve pedestrian safety.**



CITY OF BASTROP					
FUND	DEPARTMENT	DIVISION			
102 DESIGNATED FUND	00 NON-DEPARTMENT	00 NON-DIVISION			
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
FRANCHISE AND OTHER TAXES	\$22,674	\$23,000	\$22,400	\$23,000	\$23,690
CHARGES FOR SERVICES	\$2,099	\$1,950	\$2,901	\$1,900	\$1,900
FINES AND FORFEITURES	\$17,682	\$16,500	\$13,925	\$14,500	\$14,500
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$6,587	\$5,000	\$8,550	\$8,000	\$6,000
INTERGOVERNMENTAL	\$5,721	\$0	\$13,381	\$0	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$0	\$0
OTHER	\$17,457	\$1,000	\$33,267	\$10,700	\$1,000
<b>TOTAL REVENUE</b>	<b>\$72,220</b>	<b>\$47,450</b>	<b>\$94,424</b>	<b>\$58,100</b>	<b>\$47,090</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$37,025	\$485,000	\$45,000	\$435,000	\$0
OTHER CHARGES	\$11,794	\$87,000	\$50,818	\$42,450	\$6,000
CAPITAL OUTLAY	\$7,766	\$40,000	\$0	\$57,700	\$0
TRANSFER OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$56,585</b>	<b>\$612,000</b>	<b>\$95,818</b>	<b>\$535,150</b>	<b>\$6,000</b>

# Designated Fund #102

## 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
525 FAIRVIEW CEMETERY-OPERAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$1,998	\$2,000	\$2,500	\$2,700	\$3,000
MISCELLANEOUS INCOME	\$87,446	\$87,700	\$103,700	\$101,600	\$101,600
TRANSFERS IN	\$0	\$1,000	\$4,650	\$4,700	\$4,900
<b>TOTAL REVENUE</b>	<b>\$89,444</b>	<b>\$90,700</b>	<b>\$110,850</b>	<b>\$109,000</b>	<b>\$109,500</b>
PERSONNEL COSTS	\$44,884	\$46,797	\$46,197	\$48,640	\$50,901
SUPPLIES AND MATERIALS	\$2,831	\$8,700	\$7,900	\$8,400	\$8,700
MAINTENANCE AND REPAIRS	\$4,138	\$15,000	\$3,100	\$9,300	\$9,400
OCCUPANCY	\$2,720	\$2,880	\$2,600	\$2,600	\$2,600
CONTRACTUAL SERVICES	\$16,229	\$46,800	\$41,615	\$19,640	\$22,710
OTHER CHARGES	\$1,897	\$1,000	\$1,200	\$1,200	\$1,200
CONTINGENCY	\$0	\$0	\$0	\$3,000	\$3,000
CAPITAL OUTLAY	\$6,825	\$10,000	\$10,880	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$79,524</b>	<b>\$131,177</b>	<b>\$113,492</b>	<b>\$92,780</b>	<b>\$98,511</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
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>

# Fairview Cemetery #525

## Fund Description

Fairview Cemetery #526 is used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the cemetery operating fund.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
526 FAIRVIEW CEMETERY- PERMANENT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$1,123	\$1,000	\$4,700	\$4,700	\$4,800
<b>TOTAL REVENUE</b>	\$1,123	\$1,000	\$4,700	\$4,700	\$4,800
TRANSFER OUT	\$0	\$1,000	\$4,700	\$4,700	\$4,800
<b>TOTAL EXPENDITURES</b>	\$0	\$1,000	\$4,700	\$4,700	\$4,800

# Fairview Cemetery #526

## 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
801 GRANT FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL	\$489,310	\$0	\$1,054,400	\$187,500	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$1,229,076	\$0
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	\$489,310	\$0	\$1,054,400	\$1,416,576	\$0
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$3,288	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$32,234	\$0	\$0	\$117,076	\$0
CAPITAL OUTLAY	\$453,788	\$0	\$1,054,400	\$1,299,500	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	\$489,310	\$0	\$1,054,400	\$1,416,576	\$0

# Grant Fund #801

## 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 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
TAXES AND PENALTIES	\$400,730	\$377,037	\$375,561	\$439,666	\$451,598
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$2,124	\$2,200	\$1,130	\$1,000	\$1,000
<b>TOTAL REVENUE</b>	<b>\$402,854</b>	<b>\$379,237</b>	<b>\$376,691</b>	<b>\$440,666</b>	<b>\$452,598</b>
MAINTENANCE/REPAIRS	\$161,581	\$82,750	\$81,657	\$80,470	\$80,500
CONTRACTUAL SERVICES	\$43,881	\$9,500	\$57,132	\$32,250	\$7,250
OTHER CHARGES	\$285,727	\$323,500	\$323,500	\$0	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$491,189</b>	<b>\$415,750</b>	<b>\$462,289</b>	<b>\$112,720</b>	<b>\$87,750</b>

# Hunters Crossing PID

## 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
IMPACT FEE FUNDS (303, 304, 305 & 306)	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
WATER REVENUES	\$400,945	\$283,014	\$223,681	\$135,300	\$0
WASTEWATER CIF	\$645,162	\$602,926	\$280,756	\$355,400	\$0
INTEREST INCOME	\$10,743	\$13,500	\$20,500	\$18,900	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$1,056,850</b>	<b>\$899,440</b>	<b>\$524,937</b>	<b>\$509,600</b>	<b>\$0</b>
<b>WATER CIP PROJECTS</b>					
CONTRACTUAL SERVICES	\$2,662				
CAPITAL OUTLAY	\$171,256	\$70,500	\$317,600	\$124,050	\$0
TRANSFERS OUT	\$169,141	\$355,593	\$275,853	\$240,661	\$182,975
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$343,059</b>	<b>\$426,093</b>	<b>\$593,453</b>	<b>\$364,711</b>	<b>\$182,975</b>
<b>WASTEWATER CIP PROJECTS</b>					
CONTRACTUAL SERVICES	\$2,662	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$64,227	\$0	\$0	\$62,500	\$0
TRANSFERS OUT	\$169,141	\$629,164	\$291,521	\$415,578	\$384,399
<b>TOTAL WASTEWATER CIP EXPENDITURES</b>	<b>\$236,030</b>	<b>\$629,164</b>	<b>\$291,521</b>	<b>\$478,078</b>	<b>\$384,399</b>

# Impact Fee Fund

## 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 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$284	\$150	\$500	\$550	\$600
MISCELLANEOUS INCOME	\$32,637	\$20,000	\$30,000	\$20,000	\$20,000
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$32,921</b>	<b>\$20,150</b>	<b>\$30,500</b>	<b>\$20,550</b>	<b>\$20,600</b>
PERSONNEL COSTS	\$0	\$0	\$0	\$0	\$0
SUPPLIES AND MATERIALS	\$18,950	\$16,815	\$20,000	\$17,275	\$17,600
MAINTENANCE AND REPAIRS	\$0	\$0	\$2,110	\$200	\$200
CONTRACTUAL SERVICES	\$2,895	\$500	\$550	\$500	\$500
OTHER CHARGES	\$0	\$0	\$400	\$500	\$500
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$3,028	\$2,461	\$2,800	\$3,000	\$3,000
<b>TOTAL EXPENDITURES</b>	<b>\$24,873</b>	<b>\$19,776</b>	<b>\$25,860</b>	<b>\$21,475</b>	<b>\$21,800</b>

# Library Board Fund #505

## 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
520 PARK/TRAIL LAND DEDICAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$0	\$1,365	\$0	\$0	\$0
INTEREST INCOME	\$661	\$500	\$0	\$500	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$102,291	\$0
<b>TOTAL REVENUE</b>	\$661	\$1,865	\$0	\$102,791	\$0
MAINTENANCE/REPAIRS	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$119,162	\$0	\$0	\$107,977	\$0
<b>TOTAL EXPENDITURES</b>	\$119,162	\$0	\$0	\$107,977	\$0

# Park/Trail Land Dedication Fund #520

## 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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
380 VEHICLE AND EQUIP REPL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$263,676	\$403,871	\$403,871	\$311,563	\$310,504
INTEREST INCOME	\$11,988	\$10,000	\$15,000	\$15,500	\$16,000
TRANSFERS IN	\$112,500	\$137,500	\$137,500	\$254,500	\$0
OTHER SOURCES	\$7,810	\$10,000	\$41,030	\$30,000	\$30,000
<b>TOTAL REVENUE</b>	<b>\$395,974</b>	<b>\$561,371</b>	<b>\$597,401</b>	<b>\$611,563</b>	<b>\$356,504</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$707,987	\$375,276	\$377,465	\$400,764	\$184,438
<b>TOTAL EXPENDITURES</b>	<b>\$707,987</b>	<b>\$375,276</b>	<b>\$377,465</b>	<b>\$400,764</b>	<b>\$184,438</b>

# Vehicle/Equipt. Replacement Fund



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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Kayakers enjoying the Colorado River



# Reference

## Reference

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**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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# Annual Budget Ordinance





**BASTROP TX**  
Heart of the Lost Pines  
Est. 1832

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**ORDINANCE NO. 2018-23**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2018-2019 (OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019), ATTACHED AS EXHIBIT A; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2018-2019; and

**WHEREAS**, the City Manager of the City of Bastrop has submitted to the Mayor and Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete financial plan for Fiscal Year beginning October 1, 2018 and ending September 30, 2019; and

**WHEREAS**, the City Council on September 11, 2018 conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notices were duly posted in the *Bastrop Advertiser*; and

**WHEREAS**, the City has acknowledged that this budget will raise more total property taxes than last year's budget by \$247,517 or 4.8%, and of that amount \$127,981 is tax revenue to be raised from new property added to the tax roll this year; and

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

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

**Section 1:** The proposed budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, as submitted to the City Council by the City Manager, which budget is attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2018-2019; and

**Section 2:** The sum of forty-five million, six hundred seventy-eight thousand and five hundred seventy-four U.S. Dollars (\$45,678,574) is hereby appropriated for the City's FY2018-2019 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2018-2019 budget document.

**Section 3:** Should any paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

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

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

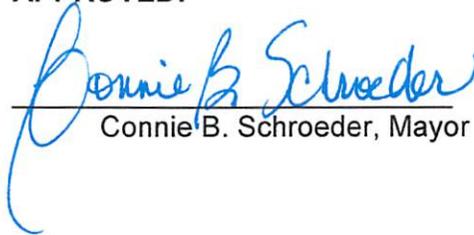
**Section 6:** The City Council of the City of Bastrop, Texas met in a public meeting on September 25, 2018, and adopted this ordinance with a majority vote as follows:

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

**READ and APPROVED** on First Reading on the 11<sup>th</sup> day of September 2018.

**READ and ADOPTED** on Second Reading on the 25<sup>th</sup> day of September 2018.

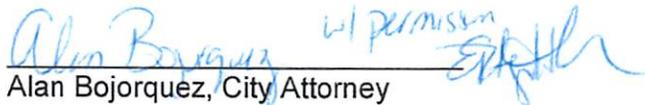
**APPROVED:**

  
\_\_\_\_\_  
Connie B. Schroeder, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

 w/ permission  
\_\_\_\_\_  
Alan Bojorquez, City Attorney

# Annual Tax Rate Ordinance

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**ORDINANCE NO. 2018-22**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2018-2019 TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for fiscal year 2018-2019 (FY 2018-2019); and

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

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

**WHEREAS**, it is necessary to levy such an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2018-2019; and

**WHEREAS**, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for FY 2018-2019.

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

**Section 1:** There is hereby levied for the FY 2018-2019 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property which was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2018, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.5640 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

a) An ad valorem tax rate of \$0.3691 on each \$100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the fiscal year ending September 30, 2019, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

b) An ad valorem tax rate of \$0.1949 on each \$100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2019.

**Section 2:** The City of Bastrop shall have lien on all taxable property located in the City of Bastrop to secure the payment of taxes, penalty, and interest, and all costs of collection, assessed and levied hereby.

**Section 3:** Taxes are payable in Bastrop, Texas at the Office of the Tax Assessor Collector of Bastrop County. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

**Section 4:** The tax roll presented to the City Council, together with any supplements thereto, are hereby accepted and approved.

**Section 5:** Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 6:** This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

**Section 7:** All other ordinances and Code provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Bastrop City Code not in conflict herewith shall remain in full force and effect.

**Section 8:** The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City under any section or provision of any ordinances at the time of passage of this Ordinance.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.24 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$4.80.

**Section 9:** The City Council of the City of Bastrop, Texas met in a public meeting on September 25, 2018, and adopted this ordinance with a majority vote as follows:

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

**READ and APPROVED** on First Reading on the 11<sup>th</sup> day of September 2018.

READ and ADOPTED on Second Reading on the 25<sup>th</sup> day of September 2018.

APPROVED:



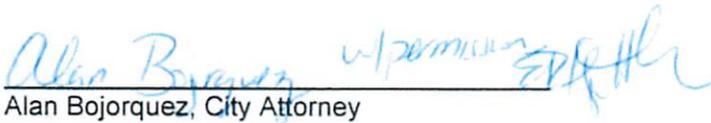
Connie B. Schroeder, Mayor

ATTEST:



Ann Franklin, City Secretary

APPROVED AS TO FORM:



Alan Bojorquez, City Attorney

# Boards & Commissions



**BASTROP ART IN PUBLIC PLACES (BAIPP)** expands the enjoyment, access, and appreciation of art in Bastrop, as well as assists the Bastrop City Council in developing guidelines and standards for the selection, display, acquisition, and maintenance of public art in the City.

**FAIRVIEW CEMETERY ADVISORY BOARD** serves as a policy advisory board to the City Council recommending rules and policies concerning the use, care, control, management, restriction, and protection of Fairview Cemetery.

**CONSTRUCTION STANDARDS BOARD OF ADJUSTMENTS AND APPEALS** hears any appeals of decisions and interpretations of the Building Official and considers variances of the technical codes.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION** serves as a catalyst for community development and economic opportunity that enhances the competitiveness of Bastrop and increases property values, sales tax revenue, job opportunities, and quality of life.

**ETHICS COMMISSION** ensures the implementation and enforcement of the City's Code of Ethics.

**HISTORIC LANDMARK COMMISSION** is empowered to adopt criteria for Council recommendation that protects, enhances, and perpetuates the sites, landmarks or districts of historical and cultural importance and significance. The City represents a unique confluence of time and place that has shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute Bastrop's heritage.

**BASTROP HOUSING AUTHORITY** strives to improve the community by working for better housing and to improve the living standards of the community's low-income families.

**HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION BOARD** was organized for the purpose of aiding, assisting, and acting on behalf of the City of Bastrop, TX to implement the City-approved Service Plan for the Hunters Crossing Public Improvement District and to perform such other functions as the City from time to time lawfully may delegate to the Corporation.

**LIBRARY BOARD** makes recommendations regarding present and future needs of the library such as materials, policy and fees, and hears appeals or challenges to library rules, policies, fines, or acquisitions of library materials.

**MAIN STREET ADVISORY BOARD** serves to foster a vision for Bastrop's future that will establish goals and priorities for the Bastrop Main Street Program and foster revitalization of the Main Street Program Area, coordinate activities of the Program's standing and special committees, and recommend projects and activities to Council and the Bastrop Economic Development

Corporation Board of Directors that are directly beneficial to achievement of economic vitality of the Program Area.

**PARKS BOARD/PUBLIC TREE ADVISORY BOARD** has two purposes. As the Park Board, this body provides recommendations on plans and programs designed to assist the Parks and Recreation Department in maintaining and improving the City parks and providing recreation programs for the general welfare of the people of the City. As the Public Tree Advisory Board, this body promotes the protection of healthy trees on public property, maintains the City's designation as Tree City USA, coordinates and promotes Arbor Day activities, and develops public awareness and education programs relating to trees in the city community.

**PLANNING & ZONING COMMISSION** promotes economic and community development and neighborhood preservation through the review, study, and consideration of zoning issues relative to state and local laws. Examples include recommendations to Council regarding zoning requests by individuals or developers and any updates to current zoning ordinances.

**YOUTH ADVISORY COUNCIL (YAC)** promotes the interest and receives input from the youth in the community, researches what other communities are doing to involve the youth in the development of the community and promotes the involvement of YAC to other communities.

**ZONING BOARD OF ADJUSTMENTS** hears appeals from administrative decisions regarding zoning, and in appropriate cases, subject to appropriate conditions and safeguards, may authorize variances from the terms of City of Bastrop Zoning Ordinance.



# Detailed Employee Listing



<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
City Manager	Administration	1.000	1.000	1.000
Executive Assistant/Deputy City Secretary	Administration	1.000	1.000	1.000
Receptionist/Office Assistant	Administration	0.625	0.625	1.250
Community/Council Liaison	Administration	0.000	0.000	1.000
City Secretary	City Secretary	1.000	1.000	1.000
Assistant Finance Director	Finance	1.000	1.000	1.000
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	2.000
Customer Service Coordinator	Finance	0.000	0.000	1.000
Customer Service Specialist II	Finance	3.000	3.000	2.000
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	0.625	0.625
Director	IT	1.000	1.000	1.000
System Administrator	IT	0.500	1.000	1.000
Chief Story Teller	Filming/Broadcasting	0.500	1.000	0.000
Temporary Assistant Chief Story Teller	Filming/Broadcasting	0.000	0.475	0.000
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
Director of Public Safety	Police	1.000	1.000	1.000
Records Clerk	Police	0.500	0.500	1.000
Records Technician	Police	1.000	1.000	1.000
Code Compliance/Animal Control Officer	Police	1.000	1.000	1.000
Police Detective	Police	2.000	3.000	3.000
Corporal	Police	2.000	2.000	0.000
Police Officer	Police	4.000	4.000	4.000
Police Officer I	Police	2.000	2.000	2.000
Senior Officer	Police	5.000	4.000	6.000
Sergeant	Police	3.000	3.000	5.000
Senior Officer	Police	1.000	1.000	1.000
Fire Chief	Fire	1.000	1.000	1.000
Firefighter	Fire	4.200	4.200	6.300
Court Administrator	Municipal Court	1.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
Court Clerk/Juvenile Cases	Municipal Court	1.000	1.000	1.000
Court Clerk/Trial Coordinator	Municipal Court	1.000	1.000	1.000
Judge	Municipal Court	1.000	1.000	1.000
Court VOE Clerk	Municipal Court	0.250	0.250	0.250
Assistant Planning Director	Development Services	0.000	1.000	1.000
Planner	Development Services	0.000	1.000	2.000
Planning Director	Development Services	1.000	1.000	1.000
Planning Technician	Development Services	1.000	1.000	1.000
Project Coordinator	Development Services	1.000	0.000	0.000
Building Inspector	Development Services	0.000	0.000	1.000
Building Official	Development Services	1.000	1.000	1.000
City Engineer (50%)	Development Services	1.000	0.500	0.500
GIS/Permit Specialist	Development Services	1.000	1.000	1.000
Assistant Public Works Director	Public Works	0.000	0.500	0.250
Director of Public Works/Utilities/Leisure Services	Public Works	0.250	0.250	0.250
Mechanic	Public Works	1.000	1.000	1.000
Public Works Technician	Public Works	0.500	0.500	0.375
Equipment Operator I	Public Works	3.000	3.000	3.000
Equipment Operator II	Public Works	2.000	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	2.000
Utility Field Superintendent	Public Works	0.500	0.750	1.000
Recreation Coordinator	Public Works	1.000	0.000	0.000
Assistant Public Works Director	Public Works	0.000	0.000	0.250
Athletic Field Maintenance Technician	Public Works	0.000	1.000	1.000
Director of Public Works/Utilities/Leisure Services	Public Works	0.250	0.250	0.250
Equipment Operator I	Public Works	0.000	1.000	1.000
Facilities Maintenance Worker II	Public Works	0.000	1.000	1.000
Maintenance Specialist	Public Works	1.000	1.000	1.000
Parks & Recreation Superintendent	Public Works	1.000	1.000	1.000
Parks Crew Leader	Public Works	1.000	1.000	1.000
Parks Maintenance Worker II	Public Works	9.000	5.000	5.000
Public Works Technician	Public Works	0.500	0.500	0.375
Seasonal Employees	Public Works	0.200	0.200	0.200
Custodian	Public Works	3.000	3.000	3.000
Custodian Crew Leader	Public Works	1.000	1.000	1.000
Library Associate Supervisor	Library	1.000	1.000	1.000
Library Associate II/Circulations	Library	1.800	1.800	1.000
Library Associate II/Administrative Services	Library	0.000	1.000	1.000
Library Associate I/Childrens Services	Library	0.000	1.000	1.000
Library Associate II/Communications		0.000	0.000	0.800
Library Associate II/Web & Graphics	Library	1.000	1.000	1.000
Library Clerk - VOE	Library	1.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
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
Assistant Public Works Director	Water/Wastewater	0.000	0.500	0.500
City Engineer (50%)	Water/Wastewater	0.000	0.500	0.500
Director of Public Works/Utilities/Leisure Services	Water/Wastewater	0.500	0.500	0.500
Public Works Technician	Water/Wastewater	0.000	0.000	0.250
Special Programs Coordinator	Water/Wastewater	1.000	1.000	1.000
Foreman	Water/Wastewater	1.000	1.000	1.000
Utility Field Superintendent	Water/Wastewater	0.500	0.250	0.000
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	1.500	2.000	2.000
W/WW Plant Operator	Water/Wastewater	1.500	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 C	Water/Wastewater	1.500	1.000	1.000
W/WW Plant Operator	Water/Wastewater	1.500	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	1.000	1.000
Lineman Trainee	BP&L	1.000	1.000	1.000
Lineworker - Journeyman	BP&L	3.000	3.000	3.000
Chief Story Teller & Resident Artist	Multi-Media	0.000	0.000	1.000
Digital Media Manager	Multi-Media	0.000	0.000	1.000
Downtown & Hospitality Director	Multi-Media	0.000	0.000	0.150
Temporary Assistant Chief Storyteller	Multi-Media	0.000	0.000	0.475
Downtown & Hospitality Director	Special Events & Reservations	0.000	0.000	0.100
Recreation Coordinator	Special Events & Reservations	0.000	0.000	0.667
Convention Center Director	Hospitality & Downtown	1.000	1.000	1.000
Facility Attendant/Hospitality & Downtown Ambassador	Hospitality & Downtown	2.000	2.000	2.000
Maintenance Supervisor	Hospitality & Downtown	1.000	1.000	1.000
Recreation Coordinator	Hospitality & Downtown	0.000	1.000	0.333
Administrative Assistant	Hospitality & Downtown	1.000	1.000	1.000
Assistant Director	Hospitality & Downtown	0.000	0.000	1.000
Chief Story Teller	Hospitality & Downtown	0.000	0.000	0.000
Downtown & Hospitality Director	Hospitality & Downtown	1.000	1.000	0.750
Groundskeeper	Cemetery	1.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
Director	BEDC	1.000	1.000	1.000
Assistant Director	BEDC	1.000	1.000	1.000
Office Assistant	BEDC	0.625	1.000	1.000
Project Manager/Economic Development Coordinator	BEDC	1.000	1.000	1.000
<b>Total Authorized Positions</b>		<b>130.825</b>	<b>135.675</b>	<b>145.900</b>



**Financial policies provide guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state and local laws and reporting requirements.**



# Financial Policy

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## I. Purpose Statement

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

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

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

## II. Accounting, Auditing, And Financial Reporting

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

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

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

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

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

fulfill their legal and professional responsibilities.

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

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

### III. Internal Controls

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

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

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

departments.

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

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

### IV. Operating Budget

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

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

**C. Planning** – The budget process will begin with each Department Director submitting Expanded Level of Service (ELS) forms accompanied by a summary form ranking their requests by priority. The Chief Financial Officer will use the current budget as a base line and enter all ELS requests into the

accounting system. Meetings are scheduled with the City Manager, Chief Financial Officer and Department Directors, to review their draft budgets. A summary of this draft budget is presented to City Council by the City Manager, at a Budget workshop There will be several more Council budget workshops as the City Manager and staff work through estimating revenue and making the necessary expense cuts to prepare a balanced budget for final approval.

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

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

**F. Performance Measures** – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

## V. Capital Budget

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

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

been accomplished or abandoned

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

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

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

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

## VI. Revenue Management

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

**B. Certainty** – An understanding of the revenue source increases the reliability of the revenue system. The city will try to understand its revenue sources and enact consistent collection policies so that

assurances can be provided that the revenue base will materialize according to budgets and plans.

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

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

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

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

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

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

**I. Property Tax Revenues** – Property shall be assessed at 100% of the fair market value

as appraised by the Bastrop Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 97% collection rate will serve as a minimum goal for tax collection, with the delinquency rate of 4% or less. The 97% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year.

All delinquent taxes will be aggressively pursued by being turned over to an attorney, and a penalty assessed to compensate the attorney as allowed by State law, and in accordance with the attorney's contract.

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

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

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

**M. Interest Income** – Interest earned from investment of available monies that are pooled will be distributed to the funds

monthly in accordance with the claim on cash balance of the fund from which monies were provided to be invested.

**N. Revenue Monitoring** – Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

## **VII. Expenditure Control**

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

**B. Vacancy Savings and Contingency Account** – The General Fund Contingency Account will be budgeted at a minimal amount (\$35,000). The contingency account balance for expenditures may be increased quarterly by the amount of available vacancy savings.

**C. Contingency Account Expenditures** – The City Council must approve all contingency account expenditures over \$50,000. The City Manager must approve all other contingency account expenditures.

**D. Central Control** – Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled by the City Manager.

**E. Purchasing Control** – All purchases shall be made in accordance with the city's Purchasing Policy. Authorization levels for appropriations previously approved by the City Council are as follows: below Directors

\$1,000 (Directors can request to have this amount raised by submitting a written request to the Finance Department), for Directors up to \$9,999, for Chief Financial Officer up to \$14,999, and with any purchases exceeding \$15,000 to be approved by the City Manager.

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

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

## **VIII. Asset Management**

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

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

**C. Investment Performance** – A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Council.

**D. Fixed Assets and Inventory** – These assets will be reasonably safeguarded properly accounted for, and prudently insured. The City will perform an annual inventory of all assets with a value greater

than \$1,000.

## **IX. Financial Condition and Reserves**

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

**B. Operating Reserves** – Failure to meet these standards will be disclosed to the City Council as soon as the situation is recognized and a plan to replenish the ending resources over a reasonable time frame shall be adopted.

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

**C. Risk Management Program** – The city will aggressively pursue every opportunity to provide for the public's and city employees' safety and to manage its risks.

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

purpose other than for financing losses.

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

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

## **X. Debt Management**

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

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

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

obtain voter authorization for Revenue Bonds.

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

**E. IRS Compliance** – The City will have a written policy for monitoring compliance with IRS laws and regulations for tax exempt debt.

## XI. Staffing and Training

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

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

## XII. Grants Financial Management

**A. Grant Solicitation** – The City Manager will be informed about available grants by the departments. The City Council will have final approval Over which grants are applied for. The grants should be cost beneficial and meet the city’s objectives.

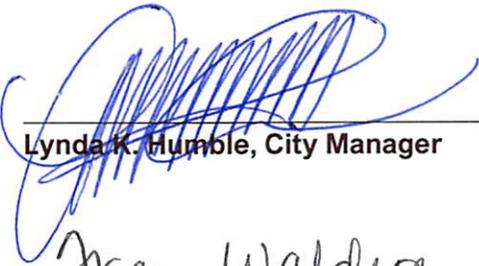
**B. Responsibility** – Departments will oversee the day to day operations of grant programs, will monitor performance and compliance,

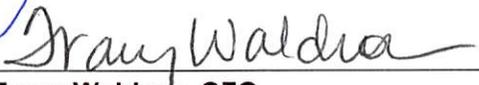
and will also keep the Finance Department informed of significant grant-related plans and activities. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants.

## XIII. Annual Review and Reporting

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

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

  
\_\_\_\_\_  
**Lynda K. Humble, City Manager**

  
\_\_\_\_\_  
**Tracy Waldron, CFO**

### History of Financial Policies:

Previously Approved 9/23/14  
Previously Approved 10/25/16  
Previously Approved 5/9/17



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# Operating Reserves



## General Fund

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

## Hotel Occupancy Tax

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

## Enterprise/Proprietary Funds

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





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# Utility Rates



## Solid Waste Charges

Effective 10/1/18

	Before 10/1/2018	After 10/1/2018
Residential	15.28	\$16.05
Additional Cart	5.52	\$5.25
Additional Recycling Bin	2.21	\$2.10

## Bastrop Power & Light Service Charges

Effective 12/13/05

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

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

## Wastewater Service Charges

Effective 10/1/2018

<b>Minimum Charge</b>	<b>\$36.97*</b>
Per 1,000 gallons:	
0-5,000	\$2.45
5,001-10,000	\$2.77
10,001-20,000	\$2.95
20,001-50,000	\$3.18
Over 50,000	\$3.47

**\*NOTE: MINIMUM CHARGE REPRESENTS A \$10.00 PER MONTH INCREASE IN MINIMUM CHARGE.**

# Water Service Charges

Effective 11/1/2015

Residential & Commercial – Inside City Limits

Residential & Commercial – Outside City Limits

Meter Size	Minimum Charge	Meter Size	Minimum Charge
¾" (or smaller)	\$27.72	¾" (or smaller)	\$41.59
1"	\$47.13	1"	\$70.69
1 ½"	\$79.47	1 ½"	\$119.22
2"	\$118.28	2"	\$177.43
3"	\$221.78	3"	\$332.68
4"	\$255.07	4"	\$507.34
6"	\$661.68	6"	\$992.48
Per 1,000 gallons		Per 1,000 gallons	
0-3,000	\$2.85	0-3,000	\$4.13
3,001-5,000	\$3.04	3,001-5,000	\$4.42
5,001-10,000	\$3.22	5,001-10,000	\$4.70
10,001-20,000	\$3.42	10,001-20,000	\$4.98
20,001-50,000	\$3.69	20,001-50,000	\$5.39
Over 50,000	\$3.87	Over 50,000	\$5.66





Table on Main 2018

# Statistical Data



## Statistical Data

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# Statistical Data



## Location

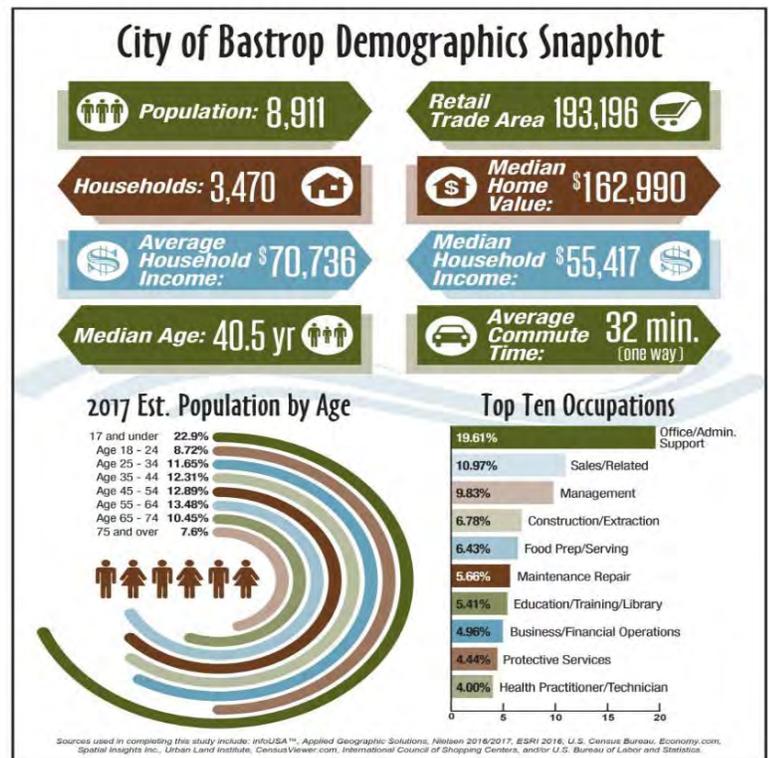
Just 30 minutes southeast of Austin via State Highway 71, Bastrop, Texas, is close to all the action, but worlds away from the congestion. It is centrally located in the heart of the Texas Triangle, offering easy access to Houston, San Antonio and Dallas/Fort Worth. Bastrop offers a cost-effective labor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

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

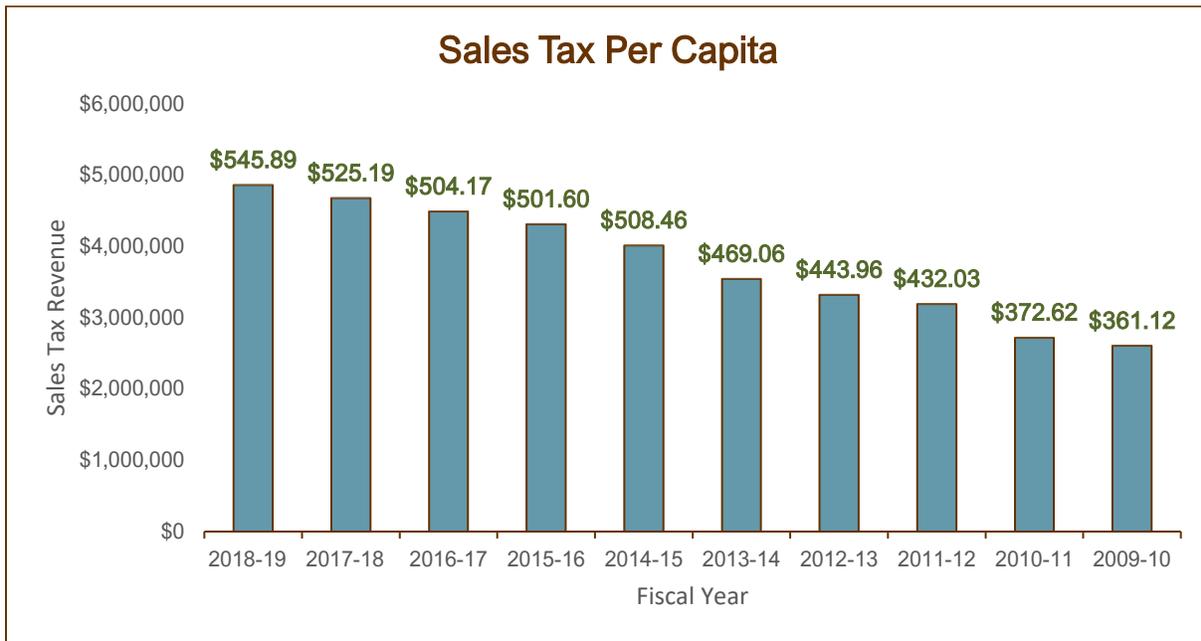


## Demographic Snapshot

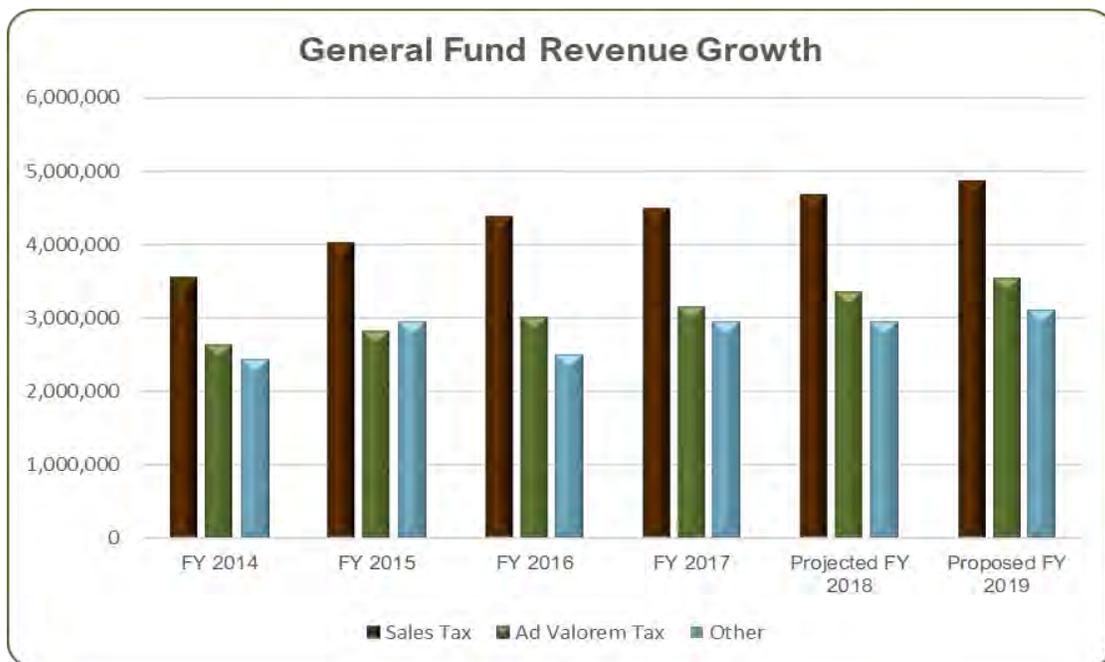
The City of Bastrop is 9.11 square miles, has a population of 8,911, and a median age of 40.5 years. There are 3,470 households with an average household income of \$70,736. The City enjoys a retail trade area of 9,600 square miles with over 193,000 people.



# Sales Tax Per Capita



# General Fund Revenue Growth



## Top 10 City of Bastrop Employers & Property Tax Payers

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

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



Top 10 City of Bastrop Employers	
Employer Name	Number of Employees
Bastrop Independent School District	1,300
Hyatt Recency Lost Pines Resort & Spa	675
Bastrop County	460
M.D. Anderson Cancer Center	430
H-E-B Food Store	400
Walmart	320
Bastrop Federal Correctional Institution	284
Buc-ee's	173
Bluebonnet Electric Cooperative	154
Southside Market & Barbecue	150

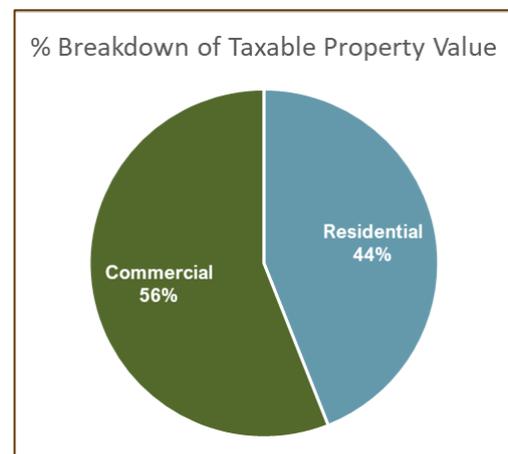
Top 10 City of Bastrop Property Tax Payers	
Taxpayer Name	Taxable Value
Burleson Crossing Shopping Centers	\$30,644,761
Covert Chevrolet-Oldsmobile	\$15,197,634
The Lodge at Lost Pines LLP	\$13,851,236
Bastrop Walnut Ridge LLC	\$12,477,573
Buc-ee's Ltd.	\$9,985,194
Time Warner Cable TX LLC	\$9,536,979
Wal-Mart Real Estate Trust	\$9,300,000\$
H E Butt Grocery Company	\$8,600,000
Lowe's Home Centers	\$7,300,000
First National Bank of Bastrop	\$6,738,154

## Average Taxable Home Value

In 2018, the City of Bastrop experienced a 7.9% increase in average taxable home value. Average taxable home value in 2017 was \$180,487. In 2018, the average taxable home value is \$194,715.

## Breakdown of Taxable Property Value

The City of Bastrop enjoys a good balance in the breakdown of taxable property values. Approximately 56% of the tax base is commercial and 44% is residential.





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Old Iron Bridge at Sunset



# Acronyms / Glossary

## Acronyms / Glossary

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# Acronyms



**ADA** ..... American Disability Act  
**AMR** ..... Automatic Meter Reading  
**APPA** ..... American Public Power Association  
**ASE** ..... Automotive Service Excellence  
**BAIPP** ..... Bastrop Arts in Public Places  
**BCAD** .....Bastrop Central Appraisal District  
**BISD** ..... Bastrop Independent School District  
**BRE** ..... Business Retention Expansion  
**BCWCID** .....Bastrop County Water Control & Improvement District #2  
**CAD** ..... Computer Aided Dispatch  
**CAFR** ..... Comprehensive Annual Finance Report  
**CAMPO** . Capital Area Metro Planning Organization  
**CAPCOG** ..... Capital Area Council of Governments  
**CCN** ..... Certificates of Convenience & Necessity  
**CDBG** ..... Community Development Block Grants  
**CJIS** .....Criminal Justice Information Services  
**CIP** ..... Capital Improvement Plan (Program)  
**CO** ..... Certificate of Obligation  
**COP** .....Citizens on Patrol Program  
**DFIRM** ..... Digitized Flood Insurance Rate Maps  
**DMO** ..... Destination Marketing Organization  
**EOC**.....Emergency Operations Center  
**EPA** ..... Environmental Protection Agency  
**ERCOT** ..... Electric Reliability Council of Texas  
**ESD** ..... Emergency Services District  
**EST** ..... Elevated Storage Tank  
**ETJ** ..... Extra-territorial Jurisdiction  
**FAA** ..... Federal Aviation Administration  
**FEMA** ..... Federal Emergency Management Agency  
**FERC** ..... Federal Energy Regulatory Commission  
**FSLA** ..... Fair Standard Labor Act  
**FTE** ..... Full Time Equivalent  
**GAAP** .....Generally Accepted Accounting Principles  
**GASB** . Governmental Accounting Standards Board  
**GFOA** ..... Government Finance Officers Association  
**GIS** ..... Geographic Information System  
**GPS** .....Global Positioning System  
**HEB** ..... H.E. Butt (Grocery)  
**HMAC** ..... Hot Mix Asphalt Concrete  
**HOT** ..... Hotel Occupancy Tax  
**HR** ..... Human Resources  
**HRIS** ..... Human Resources Information System  
**HVAC** .....Heating Ventilating and Air Conditioning

**IAP** ..... Incident Action Plan  
**IRS** ..... Internal Revenue Service  
**ISF** ..... Internal Service Fund  
**ISO** ..... Insurance Services Office  
**IT** ..... Information Technology  
**IVR** ..... Interactive Voice Response  
**LCRA** ..... Lower Colorado River Authority  
**MSAB** .....Main Street Advisory Board  
**MOU** ..... Memorandum of Understanding  
**NIBBLES** Nutrition in Back-Packs Before Littles Exit School ) Program.  
**ORR** ..... Open Records Request  
**pCARD**.....Purchasing Procurement Card  
**PCI** ..... Pavement Condition Index  
**PIO** ..... Public Information Officer  
**PID** ..... Public Improvement District  
**RFP** ..... Request for Proposal  
**RFQ** ..... Request for Qualifications  
**ROW** ..... Rights-of-Way  
**RMS** ..... Records Management System  
**SAN** ..... Storage Area Network  
**SCADA** ... Supervisory Control and Data Acquisition  
**SOP** ..... Standard Operating Procedure  
**TAMIO** .....Texas Association of Municipal Information Officers.  
**TATAO**.....Texas Association of Telecommunications Officers and Advisors  
**TCEQ** Texas Commission on Environmental Quality  
**TCLEOSE** . Texas Commission of Law Enforcement Office Standards and Education  
**TDEM** ..... Texas Department of Emergency Management  
**TEEX** ..... Texas Engineering Extension Service  
**TML** ..... Texas Municipal League  
**TMRS** ..... Texas Municipal Retirement System  
**TLETS** .... Texas Law Enforcement Telecom System  
**TXDOT** ..... Texas Department of Transportation  
**WTP** .....Water Treatment Plant  
**WWTP** ..... Wastewater Treatment Plant  
**ZBA** ..... Zoning Board of Adjustments



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# Glossary of Terms



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

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

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

**Accounts Receivable** – An asset reflecting amounts due from other person(s) or organization(s) for goods and services furnished by the City.

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

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

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

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

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

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

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

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

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

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

**Available Cash** – Unobligated cash and cash equivalents.

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

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

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

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

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

**Bonds Issued** – Bonds sold by the City.

**Bonds Payable** – The face value of bonds issued and unpaid.

**Budget** - A plan of financial operation that links all planned revenues and expenditures with various municipal services. The term "budget" usually indicates a financial plan for a single fiscal year.

**Budget Document** - The instrument used by the budget-making authority to present a comprehensive financial program to the

appropriating body.

**Budgetary Control** - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

**Capital Expenditure** – Funds spent for the acquisition of a long-term asset.

**Capital Improvement Program Budget** - A Capital Improvement Program (CIP) budget is a separate budget from the operating budget. Items in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

**Capital Outlay** - Expenditures that result in the acquisition of or addition to fixed assets. Fixed assets are defined as a piece of equipment, vehicle, furniture or fixture that cost at least \$5,000.

**Cash Management** - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

**Certificate of Obligations** - Legal debt instruments used to finance capital improvement projects, which are authorized by City Council and backed by the full faith and credit of the government entity and are fully payable from a property tax levy.

**City Charter** – The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas. The charter provides the form, roles and power of the municipal government that is the City of Bastrop.

**“Cloud” Computing** – On-demand computing, known as “Cloud” computing, is a kind of Internet-based computing that provides shared processing resources and data to computers and other devices on demand.

**Comprehensive Plan** – It is an all-inclusive approach to addressing a community's future growth and change. The final product of the comprehensive planning process is a document,

which is official in nature, used as a policy guide regarding community development and enhancement.

**Contingency Fund** -A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Coverage Ratio** – A term defined by revenue bond indenture, which refers to the ratio of net revenues of an Enterprise Fund after all maintenance and operations expenses are considered, to total debt service.

**Current Taxes** -Taxes that are levied and due within one year.

**Debt Service** - The City's obligation to pay the principal and interest of all bonds or other debt instruments according to a pre-determined payment schedule.

**Debt Service Fund** - A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. May also be called a sinking fund.

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

**Delinquent Taxes** -Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached.

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

**Depreciation** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

**Disbursement** - Payment for goods and services in cash or by check.

**Division** – A grouping of related activities within a particular department.

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

**Employee Benefits** – For the purpose of budgeting, this term refers to the City's cost of medical, dental, and life insurance, pension contributions, social security contributions, workers' compensation, and

unemployment insurance costs.

**Encumbrances** - The pledge to expend appropriated funds to purchase an item or service. To encumber funds means to set aside funds for future expenditures.

**Enterprise Fund** - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rates for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

**Equity** - The difference between assets and liabilities of the fund.

**Escrow Agent** - A person or entity that holds property in trust for third parties while a transaction is finalized, or a disagreement is resolved.

**Escrow** - A contractual arrangement in which a third party receives and disburses money or documents for the primary transacting parties, with the disbursement dependent on conditions agreed to by the transacting parties.

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

**Expenditure** - The actual outflow of funds paid for an asset obtained or goods and services obtained.

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

**Extraterritorial Jurisdiction** - It is the legal ability of a government to exercise authority beyond its normal boundaries.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The Fiscal Year for Bastrop begins October 1 and ends September 30.

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

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

**Full Faith and Credit** - A pledge of the general taxing power of a government to repay debt obligations. This term is typically used in reference

to general obligation bonds.

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

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions.

**Fund Balance** - The excess in a fund of current assets over current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

**General Fund** - The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as police protection, finance, parks, libraries, street maintenance, and general administration.

**General Ledger** - A file that contains the accounts needed to reflect the financial positions and the results of operations of the City.

**General Obligation Debt** - Monies owed on interest and principal to holders of the City's general obligation bonds. The debt is backed by the full faith and credit of the City and requires voter approval.

**Generally Accepted Accounting Principles** - Detailed accounting standards and practices for state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).

**Geographic Information System** - A computer system used to collect, store, manipulate, analyze, and display spatial or geographic data.

**Goals** - Targets or plans that are reflective of major departmental activities.

**Governmental Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Governmental Funds include the General Fund, Special Revenue funds, Debt Service funds, and Capital Projects funds.

**Grants** - Contributions of assets from another government to be used or expended for a specified

purpose, activity, or facility.

**Hotel Occupancy Tax** – Hotel occupancy tax is imposed on the rental of a room or space in a hotel costing \$15 or more each day. The tax not only applies to hotels and motels, but also to bed and breakfasts, condominiums, apartments, and houses. Texas Tax Code, Title 3 – Local Taxation, Chapter 351 – Municipal Hotel Occupancy Taxes is the statute governing the collection of and expenditure related to HOT Tax.

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

**Information Technology** – It is the use of computers to store, retrieve, transmit, and manipulate data, or information, often in the context of a business, government, or other enterprise.

**Interest and Sinking Funds** – See Debt Service Fund.

**Interfund Transfers** - Amounts transferred from one fund to another.

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

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

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

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

**Liabilities** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

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

**Line-Item Budget** - A budget that lists each expenditure category (personnel, supplies, services, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long-Term Debt** - Any un-matured debt that is not

a fund liability with a maturity of more than one year.

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

**Mission** – The basic purpose of the department/division; the reason for its existence.

**Modified Accrual Accounting** - A basis of accounting in which expenditures are accrued but revenues are accounted when they are measurable and available to pay current liabilities. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are measurable and available to pay current liabilities. This type of accounting basis is conservative and is recommended as the standard for most governmental funds.

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

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

**O&M** – Operations and Maintenance.

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

**Operating Budget** - The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

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

**Operating Income** – The excess of operating revenues over operating expenses.

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

**Operating Transfers** – Legally authorized transfers

from a fund receiving revenue to the fund through which the resources are to be expended.

**Ordinance** - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Pavement Condition Index** – It is a numerical index between 0 and 100 which is used to indicate the general condition and expected life of a specific section of road pavement.

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

**Performance Measure** - Measurements that reflect the service that is being provided and permit objective evaluation of the service program.

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

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

**Property Tax** - Taxes are levied on both real and personal property according to the property's valuation and tax rate.

**Proprietary Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Proprietary Funds include Enterprise funds and Internal Service funds.

**Public Improvement District** – A defined geographical area established to provide specific types of improvements or maintenance within the area which are financed by assessments against property owners within the area.

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

**Reimbursements** – Interfund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that properly apply to another fund.

**Reserve** - An account used to earmark a portion of fund balance to indicate that it is not appropriated

for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**Resolution** – A special or temporary order of the City Council.

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

**Revenue** - Funds that the City receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

**Revenue Bonds** - Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

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

**Sales Tax** – Tax collected on goods and services sold within the City's boundaries and remitted to the State's Comptroller of Public Accounts.

**Sinking Fund** - See Debt Service Fund.

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

**Surplus** – The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations, the excess of resources over the obligations.

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

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

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

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

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example,

sanitation service charges.

**Texas Municipal League** – It is a voluntary coalition of Texas municipalities created for the purpose of furthering and enhancing causes of mutual interest to Texas cities.

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

**Transfers In/Out** - Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

**Unencumbered Fund Balance** – It is the amount of undesignated fund balance of a fund available for allocation.

**User Fees** – The payment of a fee for the direct receipt of a public service by the party benefiting from the service.

**Working Capital** – Current assets less current liabilities.