

**ORDINANCE NO. 2019-38**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2019-2020 (OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020), ATTACHED AS EXHIBIT A; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2019-2020; 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, 2019 and ending September 30, 2020; and

**WHEREAS**, the City Council on September 10, 2019 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 \$307,781 or 8.7%, and of that amount \$124,315 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, 2019 and ending September 30, 2020, 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 2019-2020; and

**Section 2:** The sum of sixty-one million, six hundred seventy-eight thousand and eight hundred fourteen U.S. Dollars (\$61,678,814) is hereby appropriated for the City's FY2019-2020 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 2019-2020 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:** It is hereby officially found and determined that the meeting at which this Ordinance was passed with a majority vote as shown below, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

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

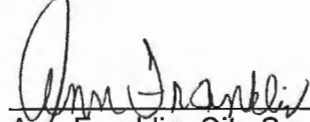
READ and APPROVED on First Reading on the 10<sup>th</sup> day of September 2019.

READ and ADOPTED on Second Reading on the 24<sup>th</sup> day of September 2019.

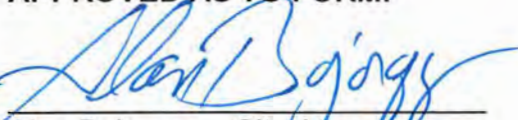
**APPROVED:**

  
Connie B. Schroeder, Mayor

**ATTEST:**

  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

  
Alan Bojorquez, City Attorney

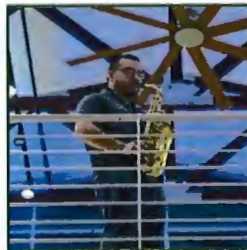




# FY 2019-20 Budget

# Proposed

Exhibit A



# CITY OF BASTROP, TEXAS

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## Annual Proposed Operating Budget Fiscal Year 2019-2020

*“The property tax revenue increased from the same property as previous year by \$183,466”.*

# CITY OF BASTROP, TEXAS

## Annual Proposed Operating Budget Fiscal Year 2019-2020

### City Council Record Vote

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

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

*“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$307,781, which is an 8.7% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$124,315”.*

<b>TAX RATE</b>					
Fiscal Year	Property Tax Rate	Effective Tax Rate	Effective M&O Tax Rate	Rollback Tax Rate	Debt Rate
2019-2020	0.5640	0.5322	0.3477	0.5704	0.1949
2018-2019	0.5640	0.5534	0.3575	0.5809	0.1949

<b>Municipal Debt Obligations – Principal &amp; Interest</b>		
Tax Supported	Revenue Supported	Total
\$28,651,919	\$22,569,884	\$51,221,801



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Boards & Commissions  
Volunteer Fair – July 2018

# Introduction

## Introduction

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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**

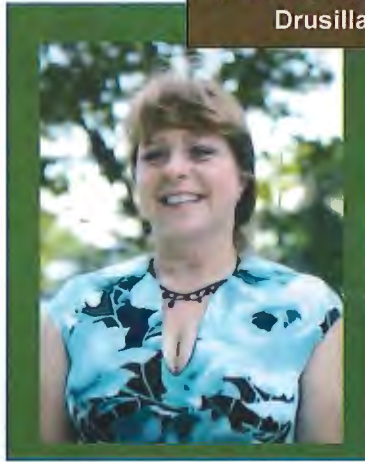
# City Council

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  
Dock Jackson



# Executive Team



**Lynda Humble**  
City Manager



**James Altgelt**  
Assistant City Manager of  
Public Safety &  
Community Support



**Tanya Cantrell**  
Director of Human  
Resources



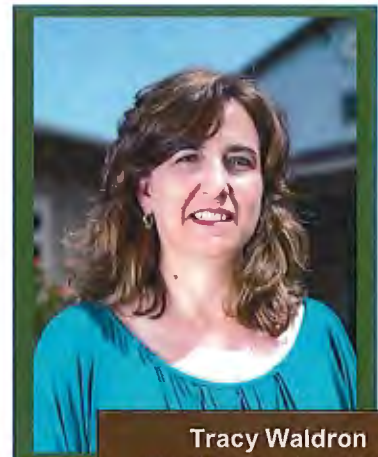
**Trey Job**  
Assistant City Manager of  
Development Services



**Matt Jones**  
Director of Planning &  
Development



**Jerry Palady**  
City Engineer



**Tracy Waldron**  
Chief Financial Officer



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Bastrop  
Texas**

For the Fiscal Year Beginning

**October 1, 2018**

*Christopher P. Morill*

Executive Director

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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 2019 Achievements, and the Organizational FY 2020 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 2020 priorities.

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



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# Overview

## Overview

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# MEMORANDUM

TO: Honorable Mayor & City Council Members  
FROM: Lynda K. Humble, City Manager  
DATE: August 13, 2019  
RE: Proposed FY 2020 Budget



The City Charter, Article VI – Financial Procedures, Section 6.02 Preparation & Submission of Budget states that “The City Manager, at least 30 days (August 31<sup>st</sup>) prior to the commencement of the fiscal year, shall prepare and submit a budget to Council, which shall contain Items 1 - 5. I am pleased to submit FY 2020 Budget in compliance with this provision.

## **Cities under assault at the 86<sup>th</sup> Legislative Session:**

Cities across the State of Texas came under assault by the Texas Legislature in the recent 86<sup>th</sup> Legislative Session. There are six (6) specific pieces of approved legislation that have detrimental impacts to local control and long-term fiscal sustainability of municipalities across this state.

Since my hiring in March 2017, under the direction of City Council, we have embarked on building a long-term strategic plan to make Bastrop fiscally sustainable, while planning for the next 100 years. **Literally with the stroke of a pen, whether actually signed by the Governor or just allowed to go into effect, the future of cities changed overnight. And in doing so, our strategic plan was significantly altered.** Because the State Legislature ended on May 27<sup>th</sup> and the Governor has twenty (20) days to sign or veto a bill, it was late June before we could truly start to understand the impact of the 86<sup>th</sup> Legislative Session.

The FY 2020 Budget for the City of Bastrop must be completed and presented to Council on August 13<sup>th</sup>, which is less than six (6) weeks after the passage of legislation requiring cities, especially smaller ones, to feverously modify operations to accommodate these requirements. **Because the impact of these bills is significant and there is such a limited time to understand all of the ramifications to our long-term fiscal sustainability, we are going to essentially present the FY 2019 budget with several modifications.**

Staff will immediately start the FY2021 budget process to understand the long-term implications of these bills and present Council with policy options to address long-term fiscal sustainability as a part of the FY2021 budget adoption process next spring/summer.

## **Impacts of 86<sup>th</sup> Legislative Session on Local Government Control & Long-Term Fiscal Sustainability:**

Without a doubt, this legislative session dealt a blow to municipality's ability to provide local control on local issues. There are numerous bills adopted that impact cities. However, these six (6) bills are highlighted because of the detrimental impact to local control and future fiscal sustainability.

To provide a specific example on the detrimental impact to local control, Texas Municipal League, Legislative Update – June 7, 2019 put S.B. 2 into perspective:

*“Consider that the state budget passed this session will grow state general revenues, supported by state taxes, by at least 9.5% more than the budget passed two years ago (and perhaps higher, depending on how the numbers are calculated). No vote of the people was held to sanction that growth, yet cities must take increases over 3.5% to their voters. The only possible explanation for that cognitive dissonance is that the state legislature thinks their decisions are superior to those of local officials.”*

The elimination of unilateral annexation is extremely detrimental to our future. Bastrop is a community with an unusually large extraterritorial jurisdiction (ETJ), spanning 145.7 square miles. As development occurred, it was logical to assume that some portions of the City's ETJ would be annexed over the next 50 - 100 years or so. Building Bastrop and the adoption of Bastrop Building Block Codes, which has been a SIGNIFICANT portion of our FY 2019 workload, is being created to serve as an important foundation for long-term fiscal sustainability as the City grows through development of its existing 9.11 square miles and annexation of its ETJ.

Annexation has always been a key component to any City's ability to expand while growing its tax base. Bastrop is currently 9.11 square miles and will stay that way for the foreseeable future. If I conducted a SWOT (strengths, weaknesses, opportunities, and threats) Analysis, our ability to no longer utilize our ETJ is a significant threat for several reasons: (1) upstream development will be a serious threat to downstream flooding of Bastrop; (2) our infrastructure continues to age so we will have to become fiscally sustainable within our existing 9.11 square miles; and (3) now that we cannot annex, we must re-evaluate current development standards in the ETJ. As we work through this issue and its impact on future development, I anticipate the list of threats will grow.

There are two (2) bills, H.B. 3167 (Effective September 1, 2019) and H.B. 852 (Effective Immediately) that deal with development processes and have required significant operational changes to our development process. Council is having a Special Council Meeting on August 14<sup>th</sup> to hear presentations on the proposed changes and adopt multiple ordinances by August 27<sup>th</sup> to ensure compliance with these new rules.

Lastly, S.B. 1152 allows companies that provide both cable and phone services to stop paying the lesser of their state cable franchise or telephone access line fees. This bill will cost the City of Bastrop \$50,000 in franchise fees in FY 2020. Council recently authorized the City to join a statewide lawsuit of other cities suing the State of Texas as we believe this law is unconstitutional. Cities are prohibited by the Texas Constitution from using public tax dollars to fund private purposes.

**S.B. 2 – (Yea Vote – Representative John Cyrier (Listed as a Bill Sponsor); Nay Vote – Senator Kirk Watson)**

**Summary:**

- This bill takes effect January 1, 2020 and lowers the city property tax rollback from 8% to 3.5%, with an automatic election required to exceed that percentage.
- As a concession, the bill allows three (3) years “banking” of any unused rollback increment.
- It guaranteed a \$500,000 levy increase threshold for most cities under 30,000 population without triggering a rollback election.

**H.B. 347 – (Yea Vote – Representative John Cyrier; Nay Vote – Senator Kirk Watson)**

**Summary:**

- Effective immediately, most unilateral annexations ended by any city, regardless of population or location.
- Annexation now allowed (1) on request of each owner of the land, (2) an area with a population of less than 200 by petition of voters and, if required, owners in the area; and (3) an area with a population of at least 200 by election of voters and, if required, petition of landowners.

**H.B. 852 - (Yea Vote – Representative John Cyrier; Senator Kirk Watson):**

**Summary:**

- Effective immediately, residential building permit fees can not be based on the value of the dwelling, the cost of constructing or improving the dwelling.
- The City cannot require the disclosure of information related to the value or cost of constructing or improving a residential dwelling as a condition for obtaining a building permit except as required by FEMA for participation in the National Flood Insurance Program.

**S.B. 1152 – (Nay Vote – Representative John Cyrier; Senator Kirk Watson did not vote):**

**Summary:**

- Effective September 1, 2019, companies that provide both cable and phone services will be allowed to stop paying the lesser of their state cable franchise or telephone access line fees.
- This bill will cost the City of Bastrop \$50,000 in franchise fees in FY 2020.
- **The City Council recently authorized the City joining other cities statewide to sue the State of Texas on the basis of unconstitutionality. Cities are prohibited by the Texas Constitution from using public tax dollars to fund private purposes.**

**H.B. 2439 - (Yea Vote – Representative John Cyrier; Nay Vote – Senator Kirk Watson)**

**Summary:**

- Effective September 1, 2019, cities may not adopt or enforce a “rule, charter provision, ordinance, order, building code or other regulation that prohibits or limits the use or installation of a building product or material that is approved for use by a national model code published within the last (3) code cycles.
- Exemptions were made to accommodate historical preservation.

**H.B. No. 3167 – (Yea Vote – Representative John Cyrier; Senator Kirk Watson):**

**Summary:**

- Effective September 1, 2019, State Law requires that a subdivision development plan, subdivision construction plan, site plan, land development application, site development plan, preliminary plat, general plan, final plat, and replat be approved, approved with conditions, or disapproved by staff and/or Planning & Zoning Commission within 30 days of submission or it is deemed approved by inaction.

- A municipal authority must provide a written statement clearly articulating each specific condition for conditional approval or reason for denial.
- If legal action is taken challenging the disapproval of a plan or plat, the burden of providing clear and convincing evidence that the disapproval meets the requirements of this subchapter lies with the municipality.

## **FY 2019 – Foundation for FY 2020 Budget:**

As noted above, there is limited time to understand all of the ramifications from the recent 86<sup>th</sup> Legislative Session and its impact on the City's future fiscal sustainability. Therefore, we are going to essentially present the FY 2019 Budget with several modifications.

Last year, staff made substantial improvements to the FY 2019 Budget Book in an effort to achieve a Fiscal Responsibility workplan goal of obtaining the Government Finance Officers Association Distinguished Budget Presentation Award. We are PROUD to announce that the City of Bastrop did indeed win this award for FY 2019, the first time the City has ever achieved this recognition.

The FY 2020 Budget Book will follow the same format as well. We started with FY2019 as the base budget for FY 2020 with the following changes:

- Last year, we budgeted salary savings of \$172,254 in Organizational, which was achieved. We have zeroed out all salary savings because we will be fully staffed in FY 2020, so 100% of salary expenditures are included in full FY 2020. Once the unfinished portion of City Hall has been renovated, which is estimated to be completed in October, and office space is available, the Council Liaison position will be filled.
- There are two vacant positions that are frozen and not funded in FY 2020. Those positions include Assistant Finance Director Position and the Hospitality & Downtown Director, which was funded 25% by General Fund.
- Part-time fire personnel, funded at \$82,000 in the Innovation Fund in FY 2019, is now included in FY 2020 General Fund in the Fire Department as a part of reoccurring expenses.
- LaserFiche Licenses, funded at \$11,495 in the Innovation Fund in FY 2019, is now included in the FY 2020 General Fund in the Information Technology Department as a part of reoccurring expenses. These licenses are used for our paperless Records Management system.
- In FY 2019, there was \$315,000 in unbudgeted expenses that have been covered by additional salary savings and unspent expenditures. Staff anticipated in the April/May timeframe that these expenditures could occur. An operational plan was established to monitor monthly. There is \$100,000 in litigation expenses that paid for the Vandiver settlement, which was not budgeted due to the unknown timing of payments per the agreement. City Attorney legal fees are projected to be \$415,000, which is \$215,000 more than budgeted due to the significant amount of work accomplished in FY2019 associated with Building Bastrop codes, the moratorium, the 1445 Ordinance, the Grandfathering Ordinance, the Storm Drainage Ordinance, and contract reviews for all new engineering contracts and CIP projects, just to name a few. The increase in attorney fees are due to one-time projects and not anticipated to be a reoccurring expense in FY 2020 at the FY



2019 level. A budget amendment will be required in September to cover these expenses, once we have a better grasp of final numbers.

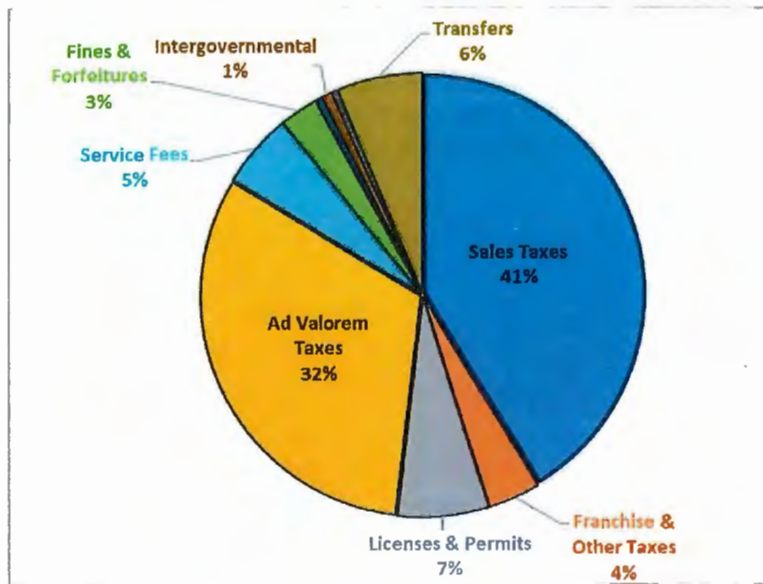
In Organizational, there is a \$537,625 increase in FY 2019 Year-In Projected when compared to the FY 2019 Original Budget. As noted above, \$215,000 is allocated for legal fees, \$100,000 is allocated to the payment of the Vandiver settlement, \$172,254 is allocated to Salary Savings, and the remaining \$69,400 is allocated to the update to the Thoroughfare Plan, Chapter 5 of the Regional Transportation Plan and expenses related to Ramos Restaurant being declared a dangerous building.

## FY 2020 Revenue Assumptions – General Fund Overview:

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2020 are \$12,229,361 which represents a 6.25% increase or \$719,543 over FY 2019 year-end projected.** This includes \$198,991 transfer in from the Innovation Fund. Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.

### CHART 1

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Proposed FY 2020 Sales Tax revenue is forecasted to be \$5,084,400, which is a 1.7%



increase or \$85,007 more than FY 2019 year-end budget projections, which includes the addition of new businesses, including Home Goods, which opened in July, and James Avery, scheduled to open in 2020.

Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Operations & Maintenance tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem Taxes total 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal

District. **Values for FY 2020 show a net taxable value of \$967,932,907, which is a 7.8% increase over FY 2019.** Property values will generate \$3,850,795 in revenue, which is \$279,306 more than FY 2019 year-end budget projections. The property tax rate will remain \$0.5640, which has been the City's tax rate since 2015.

A detailed summary of all sources of General Fund revenue can be found in the Budget Summary, located at the beginning of the General Fund section of the FY 2020 Budget.

## **FY 2020 Revenue – Cost Recovery through Fees:**

### **Proposed Increase in Development Fees to cover 75% of Actual Costs:**

The City is prohibited by the Texas Constitution from using public tax dollars to fund private purposes, which is why development fees are necessary. The State Legislature is prohibited from granting public money to any private entity. It is also prohibited from authorizing political subdivisions from making any grants of money to any private entity. The City is both authorized and obligated to assess reimbursement expenses for services with a public purpose.

Total costs allocated to development related activities in the FY 2020 budget is approximately \$1,085,324. In FY 2019, Licenses & Permit Fees are projected to be \$518,367, which is less than 50% of the actual costs. City of Bastrop residents are subsidizing development by more than 50%. Therefore, Staff is recommending a policy that fees will be established to offset development costs by 75%. At 75%, approximately \$814,000 will be generated to cover development related fees, which represents an increase of \$295,633 over FY 2019 year-end budget projections. The remaining 25% will be imbedded in our current tax collections and allow day-to-day permit fees for small trade permits such as plumbing, mechanical, electrical or fees for items like certificates of appropriateness, and lot of record review to remain at today's low cost. These services are primarily used by residents and would be covered by taxes paid by residents.

**Staff will do a detailed presentation of the proposed fee increase at the August 14<sup>th</sup> Special Council Meeting to meet the 75% fee recovery. Normally fees are adopted as a part of the budget adoption process. However, a new Master Fee Ordinance must be approved prior to September 1<sup>st</sup> in order to update existing fees and add new fees necessary to comply with H.B. 3167, which requires a 30-day approval on certain plans and plats, or they are deemed approved.** Proposed fees were established based on time allocation associated with each permit. Staff's proposed fees are still substantially less than those charged by the City of Austin. A copy of Austin's existing fees is included in the August 14<sup>th</sup> agenda packet.

## Proposed Non-Resident Library Fee Effective January 1, 2020:

The FY 2020 budget for the Library is \$741,267. There are 11,649 registered users of the Library:

### CHART 2

Library Registered Users	Number of Users	% of Total	FY 2020 Budget Allocation
City	2,567	21.7%	\$160,855
County	8,093	68.5%	\$507,768
Other*	989	9.8%	\$72,644
<b>TOTAL</b>	<b>11,649</b>	<b>100%</b>	<b>\$741,267</b>

\*Other includes faculty, staff, Friends of the Library, Library Board, non-residents, and TexShare cards

As Chart 2 shows above, **City of Bastrop residents make up 22% of the total registered users that pay \$732,767 of the total budget.** The County contributes \$8,500 in an annual County grant.

While there is not an expectation that the Library will see a 100% cost recovery through fees, **staff is proposing a Non-Resident Fee in FY 2020 effective January 1, 2020.** The fee would generate **\$75,000 annually in Service Fee revenue, assuming that 3,000 non-City library cards were issued.** This revenue projection is built on a very conservative estimation that 37% of the County would be willing to pay the fee. The proposed fee is as follows;

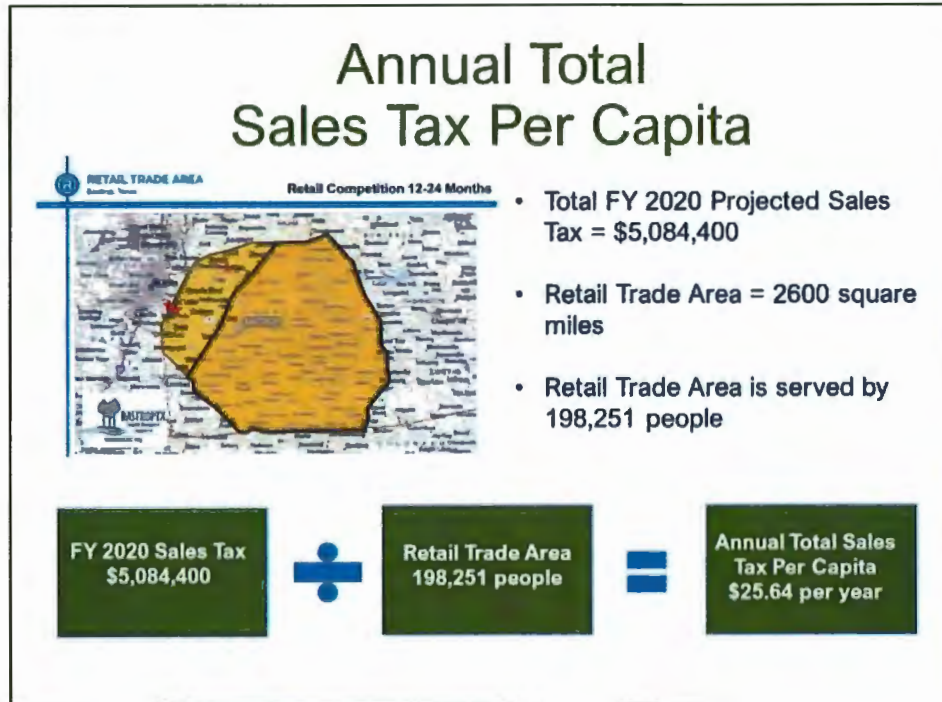
- Annual Non-City Library Card Fee - \$25
- Six (6) Month Non-City Library Card Fee - \$15

As noted above, the effective date of the fee is January 1, 2020. **The first quarter of FY 2020 staff would build a public education campaign and notify all non-city registered users of the new fee and explain the value of the card.** The \$25 non-city library card fee of \$2.08 per month would be defined and then compared to Netflix or some other popular monthly subscription, which can easily run \$15.00 or more per month.

### **Sales Tax Per Capital Contribution:**

County residents are quick to point out that they do pay taxes to the City of Bastrop in the form of sales tax. Therefore, it is important to understand Annual Sales Tax Per Capital Contribution. **As you can see from Chart 3 below, the annual total sales tax per capita is \$25.64, which represents the 1% sales tax paid to the City annually.** Services utilized by non-residents include the Library, parks, emergency services, streets, etc. **In comparison, citizens will pay on average \$1,156 in property taxes in 2019, based on the average home value of \$204,937.**

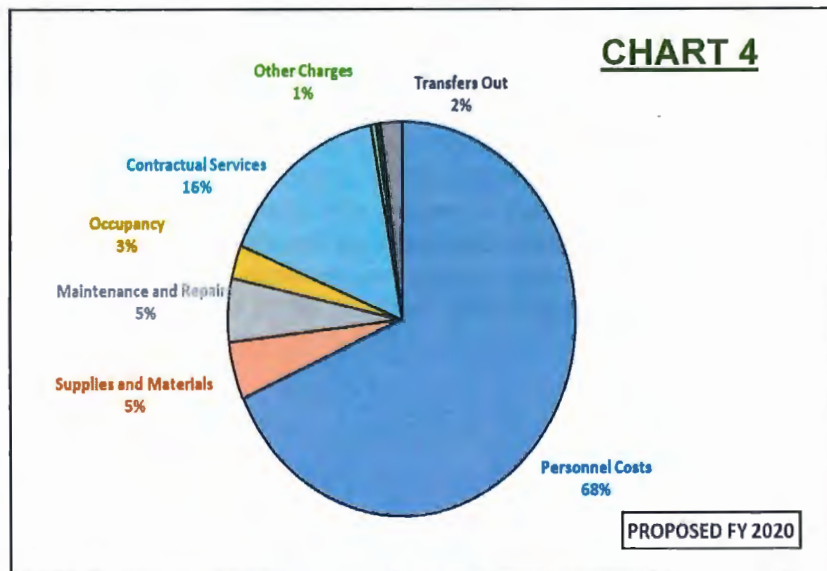
### CHART 3



In the April 2017 issue of libraryjournal.com, a survey was published of national fees and fines. Of those responding, 48% of the reporting libraries charged a non-resident fee. Prices varied depending upon the circumstances.

## **FY 2020 Expenditure Synopsis – General Fund Overview:**

Proposed General Fund expenditures for FY 2020 are \$12,030,370, which represents a 4.8% increase or \$556,137 over FY 2019 year-end projected. The increase is largely attributed to the addition of 4.4 new positions and a 2.5% step increase in accordance with the City's compensation plan. The City received a 3% reduction in healthcare costs, which produced a slight decrease in health insurance expenditures in FY 2020.



As shown in Chart 4 above, 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.

There is an increase of \$820,206 in FY 2020 Personnel costs when compared to FY 2019 year-end projections. In FY 2019, there was \$445,342 in salary savings. In FY 2020, all salary savings are funded at 100% and \$374,861 represents 4.4 new positions and a 2.5% step increase for employees.

There is an increase of \$106,776 in FY 2020 Supplies & Materials costs when compared to FY 2019 year-end projections. In FY 2019, there is \$29,000 earmarked for Emergency Management that has not been needed. The remaining \$77,776 represents savings that all departments in FY 2019 to cover Organizational expenses noted above.

There is an increase of \$172,254 in FY 2020 Contingency costs when compared to FY 2019 year-end projections. In FY 2019, there is \$172,254 in salary savings, which have been funded at 100% in FY 2020. The City's financial policy requires that \$35,000 be allocated annually for contingency, which was budgeted for \$35,000 in FY 2019 and \$35,363 in FY 2020.

Outlined below is a brief overview of the new expenditures, which are included in the FY 2020 Budget:

### **Salary Increase:**

**There is a 2.5% salary increase, which totals \$79,551.62 in the General Fund, to maintain the City's compensation plan.** In addition, the City has received a 3% reduction in health insurance, which can be attributed to our employees' utilization of Compass Medical Services, which has saved the City over \$130,000 in claims since its inception last year!

### **Fire Department - #1 Budget Priority**

During the April Budget workshop, Chief Rosales made a compelling presentation regarding the needs of the Fire Department. At that time, I indicated that the Fire Department would be my number one (1) budget priority. The FY 2020 Budget contains the following items:

- Part-Time Fire Personnel for Night Coverage – There will be two (2) part-time fire personnel on duty at night to ensure appropriate response times are maintained.
- New Fire equipment – 1 Pumper and 1 Aerial Ladder Truck - \$2,592,319. There is available capacity in the City's Debt Fund in FY 2020, 2021, and part of 2022 to purchase \$2.8 million in Fire equipment without raising taxes. We are truly living on borrowed time in regard to our fire equipment. **Engine 11 has been down 152 days this year. We are blessed that ESD#2 has been willing to lend us their reserve engine.**
- Self-Contained Breathing Apparatus - \$208,000. This equipment would be included in the Certificate of Obligation Bond sale referenced above.
- Police dual certification - \$20,000 has been included to cover the certification pay that will be extended to those officers on night shift that receive a dual certification (police and fire) and will be able to respond to fire calls during their night shift.

**At the August 20<sup>th</sup> Budget Workshop, Chief Rosales will do a detailed presentation on the proposed equipment purchases. Tracy Waldron will do a detailed presentation on the proposed financing arrangements.**

## **New Positions – Adding 4.40 Full-Time Equivalents**

There are 4.40 full-time equivalents included in the FY 2020 budget:

- **Full-time Construction Manager** – Responsible for inspecting all new construction, whether it is a City project or a Public Improvement Project, to ensure asset is being built to meet or exceed it's expected useful life.
- **Full-time Fire Inspector/Assistant Fire Chief**. Since the Bastrop Building Block Code relies heavily on the International Code Council Codes, including the Fire Code, it is imperative that we have a full-time fire inspector. This position represents the second full-time position in the fire department. As such, this position will serve as Assistant Fire Chief to provide relief for Chief Rosales, who currently responds 24/7/365 to serve as Incident Commander.
- **Part-Time Fire Personnel – Work Nights (Round-the-clock coverage) – 2.1 equivalent.**
- **Increased Hours for Part-Time Human Resources Executive Administrative Assistant - .0125 equivalent.** This will expand this position's hours from 25 to 30 per week and provide needed depth for Human Resources.
- **Library Personnel Library Associate – 0.2 equivalent.** This will expand this position from 32 hours per week to 40 hours.
- **Seasonal Park Maintenance Decrease due to a calculation error. (-.02)**

## **Information Technology:**

There is funding for 15 new LaserFiche licenses and the City's records management software, in the amount of \$13,000, \$14,000 for replacement of battery backups, and additional Microsoft Office license totaling \$5,000 included in FY 2020.

## **Police:**

There are two (2) expenditures funded in the Police Department:

- **Field Training Officer Pay - \$7,500.** It is customary to pay Officers, who step up and serve as Field Training Officers to train new hires, an additional stipend during the training period.
- **Rifle resistant helmets - \$16,212.** Ballistic head protection for officers.

## Solid Waste Charges:

Included in the City's Financial Policy is the requirement to pass through fee increases associated with external services such as Sanitation Fees. Effective October 1, 2019, Solid Waste charges will be as follows:

	Before 10/1/2019	After 10/1/2019
Residential	\$16.05	\$16.85
Additional Cart	\$5.25	\$5.51
Additional Recycling Bin	\$2.10	\$2.20

## Vehicle Equipment Replacement Fund (VERF):

At the April 2019 Budget Workshop, Chief Nagy made a detailed presentation on the need for new Police Patrol & Command vehicles. There was very little difference between the assessment of a Dodge or a Ford. Therefore, the decision was made to diversify the fleet and determine which manufacturer produced the best vehicle as a basis for future purchases.

- Emergency Management Command Vehicle - \$55,768
- Patrol Vehicle (Dodge) - \$62,549
- Patrol Vehicle (Ford) - \$65,183

Also included in this fund is a Fire Command vehicle in the amount of \$73,000.

## Drainage Projects – \$465,000 Short Term Tax Note

The City has the ability to sell a \$465,000 Certificate of Obligation without raising taxes. Therefore, staff recommends selling a short-term tax note for seven (7) years to fund a Master Drainage Plan and design Phase #1 of the Gills Branch Improvement Project. Both projects will be completed by Halff Associates. The City's Financial Advisor will be present at the August 13<sup>th</sup> Council meeting to discuss the sale of this tax note and schedule.

A Master Drainage Plan will be conducted of the entire City. Since Halff Associates have already studied Gills Branch and Piney Creek, their efforts will be spent understanding localized flooding concerns, seeking public input, developing a ranking system for a future Drainage Capital Improvement Program, and establishing an on-going maintenance program. This study will serve as the basis for creating a Drainage Utility Fund in FY 2021.

In addition, the first section of Gills Branch Improvements will be designed. It is important to have a "shovel-ready" project available given the funding for flood improvements that will be available soon.

Staff has a meeting with Halff Associates representatives in the next few weeks to finalize task orders. This effort will help Halff to better project costs between the Master Plan and Gills Branch Improvements. This information will be known before Council approves the 1<sup>st</sup> reading of the Ordinance to adopt the budget on September 10<sup>th</sup>.

## Possible Projects in FY 2020

There are several projects identified for FY 2020 that are not included in the FY 2020 budget. At this point, we will not know what the actual carry-over for FY 2019 will be until the fiscal year is closed out in November. IF there is additional fund balance available over and above the 25% reserve requirement, Staff will bring Council a budget amendment to fund the following projects:

- Computer Replacement Program - \$65,000. Given the speed in which technology changes, we have a 3-year replacement for desktop and laptop computers. This funding is needed for the one-third of the organization's computers that need to be replaced in FY 2020.
- Computer Network System Improvements - \$76,000. The current system is approaching ten (10) years old and reaching the end of its useful life. In order to ensure continued system reliability, system improvements are required.
- Customer Relations Management System - \$25,000 - \$30,000. The system will significantly improve our ability to track customer concerns as well as provide citizens' access to track their concerns 24/7/365 with on-line notification capabilities.

## **BP&L:**

BP&L Summary, in the BP&L Section, will provide revenue and expenditure detail for FY 2020. **BP&L Electric Sales Revenue for FY 2020 is budgeted at \$6,678,682, which is \$99,190 less than FY 2019 year-end projected.** As you are aware, revenue is significantly impacted by weather conditions, so staff took a conservative approach in these projections. Outlined below are highlights of the expenditure changes in FY 2020:

### **Streetlight Improvements**

The proposed \$250,000 dollars for street lighting will promote pedestrian safety, traffic safety, enhanced walkability, and an opportunity to address citizen concerns regarding the need for more lighting in residential neighborhoods.

At the April 9, 2019 City Council Meeting, City Council provided consensus to improve street lighting for walkability. During this discussion, the current street lighting policy was explained, which places streetlights at all intersections, dangerous curves, and at all dead-end roadways to guide vehicular traffic. Policy consensus was provided to improve lighting for pedestrian safety, after dark, but limit light pollution and light trespass as much as possible. There was also Council consensus to start streetlight improvements, especially along pedestrian corridors, in North Bastrop. Therefore, \$250,000 has been allocated for new streetlights in FY 2020.

Staff is developing a simple plan that addresses adding lighting to existing neighborhoods based on the neighborhood's needs and the assigned place type in the Bastrop Building Block Codes. Infill development and lighting existing neighborhoods will be the biggest challenge, but the best approach will be to just be consistent. The draft policy will state that street lighting will be placed as necessary to achieve an approximate spacing between lights of 200 feet, except along a City Park where the spacing will be reduced to 150 feet. This plan will take care of the majority of the gaps in the lighting in existing neighborhoods. Additionally, once the pedestrian corridors are identified, a lighting standard to include spacing, and lighting type will be established to meet the goals adopted in the Bastrop Building Block Codes in November.



## Community Support

In FY 2020, there will be a \$240,000 Transfer-Out to Special Projects. Projects in this line item include:

- Christmas Lights - \$125,000
- Patriotic Festival - \$25,000
- Bastrop Homecoming & Rodeo - \$20,000
- Juneteenth Celebration - \$5,000
- Bastrop County Long-Term Recovery \$10,000
- YMCA - \$30,000
- Food Pantry Nibbles Program \$17,500
- Shared cost of New Website \$7,500

Community Support Funding Requests for FY 2020 are as follows:

CITY OF BASTROP COMMUNITY SUPPORT FUNDING REQUESTS FY2019-2020				
Organization	FY17-18 Approved Funding	FY18-19 Approved Funding	COMMUNITY SUPPORT FY2019-2020	
			FY19-20 REQUESTED FUNDING	FY19-20 PROPOSED FUNDING
Austin Habitat for Humanity, Inc.	\$ 6,575.00	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00
Bastrop County Child Welfare Board	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
Bastrop County Emergency Food Pantry and Support Center, Inc.	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00
Bastrop County First Responders	\$ 20,347.00		\$ 14,787.00	\$ 14,787.00
Bastrop County Women's Shelter, Inc.-Family Crisis Center	\$ 8,000.00	\$ 9,200.00	\$ 10,000.00	\$ 9,200.00
Bastrop Pregnancy Resource Center	\$ 6,483.33	\$ 7,500.00	\$ 17,540.00	\$ 7,500.00
Boys and Girls Club of Austin	\$ -	\$ 2,500.00	Did not apply	\$ -
Children's Advocacy Center of Bastrop County	\$ 5,558.00	\$ 6,400.00	\$ 14,000.00	\$ 6,400.00
Combined Community Action, Inc.	\$ 5,567.00	\$ 6,400.00	\$ 8,000.00	\$ 6,400.00
Court Appointed Special Advocate of Bastrop County (CASA)	\$ 5,558.00	\$ 6,400.00	\$ 8,000.00	\$ 6,400.00
Feed The Need	\$ 5,992.00	\$ 6,500.00	\$ 9,823.20	\$ 6,500.00
In the Streets-Hands Up High Ministry	\$ 5,692.00	\$ 6,200.00	\$ 12,000.00	\$ 6,200.00
Literacy Volunteers of Bastrop	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>	<b>\$ 113,430.33</b>	<b>\$ 104,758.00</b>	<b>\$ 154,808.20</b>	<b>\$ 119,045.00</b>

## PHI Cares

The City has received a quote from **PHI Cares for a membership fee of \$8.00 per household to provide medical air transport services.** This membership total of \$29,000 has been included in the Community Support line item of the FY 2020 budget.

Currently, Bastrop County EMS is served by Acadian. There are on-going challenges by Acadian to contractually meet required response times, including occasions when there are zero ambulances in the County. When there is a serious medical emergency, time is essential. Having to wait on an ambulance and deal with traffic congestion can create significant life-safety challenges. When life-safety is in question and an air medic is requested, a cost for one transport can be \$10,000+. This financial cost, which can save lives, can also create a financial challenge for patients with limited or no health insurance coverage. **Because access to an ambulance is not always timely and/or available, this nominal fee will provide life-safety measures through FREE timely emergency air transport for City of Bastrop residents.**

## **Hotel Occupancy Tax (HOT) Fund:**

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and our ETJ. Of the tax collected, 6% goes to the State, 7% goes to the City, and .5% goes to the County, if in the City's ETJ. Hotel Occupancy Tax is budgeted at \$2,830,500. **This is 3.5% higher than FY 2019 budget or \$94,500 but only \$200 more than FY 2019 year-end projection.** A detailed summary of all revenue and expenses can be found in the Hotel Tax Fund in the FY 2020 budget. Outlined below are the significant highlights:

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 2020 payment was calculated per the contract \$1,278,192.**

- **\$157,000 Contract Mowing was moved from the Innovation Fund to the HOT Fund.** If the streets' rights-of-way are not mowed, the "curb appeal" of Bastrop would be diminished and drastically impact Visit Bastrop's ability to market Bastrop as "One of the top ten coolest small cities in America – 2019."
- **Community Asset Funding Increases are as follows:**
  - The Bastrop County Visitor's Center & Museum met all the requirements of this year's contract. They received \$146,937 in funding in FY 2019. **They have increased their request in FY 2020 to \$169,124, which has been included in this budget.**
  - Bastrop Opera House met all of the requirements of this year's contract. They received \$92,000 in FY 2019. **A request of \$126,000 was submitted for FY 2020 consideration, which has been included in this budget.**
  - This is the first year the Art Center has requested this funding. **A request of \$142,837 was submitted for FY 2020 consideration, included in this budget is \$85,000.**

## **Innovation Fund:**

In the Innovation Fund section of the Budget, there is a reconciliation of projects with a detailed description of the status. Many projects included have been completed or will carry-over for completion in FY 2020. There are only two (2) programs/projects funded in FY 2020, which are:

- Continued CARTS Funding - \$20,000
- New Website - \$30,000, which is funded by ALL funds (General, Water/Wastewater, BP&L, and Hotel Occupancy Tax)
- New Permit Tracking Software - \$30,000. We need an easy, uncomplicated permit tracking system to ensure compliance with all H.B. 3167 changes and provide consistent customer service throughout the development and construction processes.

## **Street Maintenance Fund:**

There is a significant amount of large-scale regional construction projects occurring in the Austin region, which has caused both bids issued for the FY 2019 for Street Maintenance Programs to be significantly higher (50% - 100%) than the Engineer's Opinion of Probable Cost. According to Walker Partners, Engineer of Record for our Street Maintenance, they are seeing a 25% increase in all construction related costs this year when compared to 2018.

With that in mind, the Mayor and City Council tasked staff with bringing forward an option that allowed more streets to receive maintenance and better-utilize available tax dollars, while still addressing the needs of Old Austin Highway. Therefore, a two-point approach will be utilized to achieve this objective: (1) Identify trouble areas on Old Austin Highway and MLK Drive and provide necessary flexible pavement repair, and (2) use an appropriate surface treatment to seal the roadway to extend the life of the roads for 12-24 months. This approach will protect the roads from further deterioration, while providing time for market conditions to improve.

Through \$64,000 of available funding from the 2013 Bond Issue for Alley D, MLK Drive is being added to the Street Maintenance Program List. The 2018 Pavement Condition Index showed MLK Drive as a failed street. Failed streets need to be reconstructed in order to improve their grade. However, MLK Drive, like Old Austin Highway, receives a large amount of traffic due to its proximity to a school and auxiliary facilities. In addition, Old Austin Highway and MLK Drive both intersect with S.H. 71 frontage roads. While the whole street will not see improvements, the worst sections will be identified around Emile Street to help handle the school traffic. This maintenance will add some much needed life to MLK Drive until a future Capital Improvement Program can be established to fund full rehabilitation.

As noted above, there is \$154,000 funding remaining in 2013 Bond Issue for Alley D, which has been transferred into the Street Maintenance Fund in FY 2020. Approximately \$90,000 has been allocated to purchase an Asphalt Recycler "Hot Box," as shown in Chart 5 below. It is the goal of the Public Works Department to provide a timely response to all work orders. However, that is not always possible in a small town where it takes at least 30-45 minutes to travel one way to the asphalt plant. If you have ever driven over a large utility cut across a road more than twice in one week and think to yourself why doesn't the City fix that? Well here is why. Small towns, such as Bastrop, do not purchase enough hot mix type asphalt at one time for the large asphalt plants to even turn on their machines unless a large paving job is happening somewhere else. So, when there is a utility cut or a pothole needs to be patched, staff makes a list of utility cuts to repair until the list gets long enough to justify a full-load of hot mix type asphalt and coordinate all repairs at

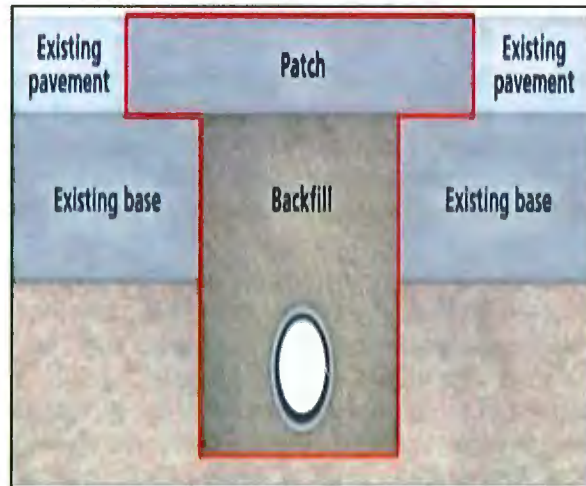
one time. While this plan sounds efficient, unfortunately it puts the City at risk. Once the City is made aware of a potential traffic hazard (large pot holes etc.) our goal is to have it repaired with 24-48 hours for several reasons such as providing good customer service, protecting further deterioration of the street's existing base, risk mitigation, life safety, and prevention of vehicular damage.

By purchasing an Asphalt Recycler "Hot Box" machine, staff will be able to meet the 24 - 48 hour goal. It allows staff to take old asphalt that has been excavated and is normally hauled off site and disposed of at a cost and instead rejuvenate it and use it the same day. This process takes just a few hours to reheat/rejuvenate the old asphalt and have it ready to use, which is about the same time as making a round trip to the asphalt plant in Buda. It will also keep the asphalt warm, therefore reducing the waste. It is a good long-term investment in keeping our "good streets good."

**CHART 5**



**CHART 6**



A detailed overview of the Street Maintenance Program for FY 2020, which is now FY 2019 and FY 2020 combined into one project, located in the Street Maintenance Section of the Budget.

**Water/Wastewater Fund:**

In the Water/Wastewater Section, there is a summary of revenue and expenditure detail for FY 2020. **Water/Wastewater Revenue for FY 2020 is budgeted at \$7,437,806, which is \$534,703 more than FY 2019 year-end projected.**

Knowing that a significant rate increase will be required to cover debt payments for the wastewater treatment plant by FY 2021, when the plant is expected to go on-line, Council determined that the expected rate increase should be spread over the three (3) years. **Therefore, the minimum charge for wastewater will be \$41.97 per month, an increase of \$5.00 per month, effective January 1, 2020.** This increase is expected to generate an additional \$163,215 in revenue this budget.

Expenditures include additional funding for annual maintenance for the Wastewater system, except for wastewater line rehabilitation. **The largest expenditures are the Debt Service**

Transfer, which is \$1,303,193, and \$1,025,000 transfer of excess fund balance over the required reserve amount, to the Capital Project Fund in FY 2020 to cover expenses associated with the Water/Wastewater capital projects. The CIP Section has detailed information on each Water and Wastewater project.


## Capital Improvement Projects (CIP)

Many of the projects included in the FY 2019 CIP have been designed and/or are close to being designed and will start construction in FY 2020. Those projects include Main Street Rehabilitation, Wastewater Treatment Plant #3, Centralized Water Treatment Plant, Elevated Storage Tank, street maintenance, sidewalks, trails, Jasper/Newton Drainage, Public Works Detention Pond, Pine Street Channel Improvements, and a skatepark.

The CIP Section provides a Project Summary and provides individual project sheets on all drainage, quality of life, transportation, wastewater, and water projects. Representatives from KSA Engineering will attend the August 27<sup>th</sup> Council Meeting to discuss the status of Wastewater Treatment Plant and transmission/distribution pipelines. Representatives from Walker Partners will also attend the August 27<sup>th</sup> Council Meeting to provide an update on the FY 2020 Street Maintenance Plan.

## Strategic Vision

I am very proud of the strategic vision provided by City Council and the level of results achieved through this vision. The Strategic Vision Section of the FY 2020 Budget contains all of the accomplishments we have made in implementing Bastrop 2036 Comprehensive Plan. It also contains a summary of the FY 2019 Achievements relative to our workplan along with the FY 2020 Workplan.



### Highlights of FY 2019 Achievements include:

#### Public Recognition:

- Obtained the Government Finance Officers Association Distinguished Budget Presentation Award for the FY 2019 Budget, first time the City of Bastrop has achieved this award.
- Won Great Places – APA Texas Award for Downtown Bastrop.
- Won 2018 Texas Downtown Association “Spirit of Downtown” President’s Award.

#### Building Bastrop:

- Significant work on Bastrop Building Block Codes (B<sup>3</sup>) to ensure Bastrop is fiscally sustainable, including hosting a Pop-Up Project of the codes. (Anticipated adoption – October 2019.)
- Reviewed 2018 International Code Council Codes with Construction Standards Board (Anticipated adoption – November 2019).
- Revised Chapter 5, Thoroughfare Master Plan, to include a gridded street network. (Anticipated adoption – October 2019).
- Adopted 1445 Ordinance with Bastrop County.
- Adopted a Grandfathering Ordinance.

#### Communication:

- Conducted extensive public input for Building Bastrop to include community walking and bike tours; mobility tour of Downtown; Developer Forum; 2-day Design Rodeo; 2-day Code Rodeo; Transportation

& Drainage Rodeo; Final Code Update Rodeo; and "Come & Go" Public Input Meeting and HBA (Home Builders of Austin) Form.

- Implemented Moratorium & Developed Enhanced Permit Review Process.
- Improved presence on Social Media with standardized branding to include emergency management, public works, special events, and public safety.

**Capital Projects:**

- Completed Agnes Drive from SH 304 to Seton Hospital.
- Completed drainage and water portion of the North Main Community Rehabilitation
- 90% Design of Wastewater Treatment Plant – Construction Completion – September 2021.

**Drainage:**

- Updated Drainage Ordinance and Technical Manual.
- Completed 2-D Drainage Analysis of Gills Branch.

**Long-Term Water Capacity:**

- Bought additional 3,000 acre-feet of water rights in the Simsboro Aquifer.
- Sold Revenue Bond for Water/Wastewater Utility and received AA- rating from Standard & Poor.
- Executed long-term agreement wholesale water agreement with Aqua Water Supply.

**Organizational Excellence:**

- Removed 250+ roaming chickens/roosters from Downtown by year-end.
- Had a 54% increase in Convention Center revenue when comparing FY 2019 to FY 2018.
- Conducted a Food Truck Pilot Program and adopted ordinance.
- Received a 3% reduction for FY 2020 on medical insurance rates.
- Participated in Compass Medical Concierge Services with savings in excess of \$130,000 in medical costs to-date with 39% employee engagement.



**While the FY2020 Workplan is established by the nine (9) focus areas established by Council, there are three (3) main operational objectives:**

- **BUILD Capital Improvement Program.** Many of the projects placed in the FY 2019 CIP have been designed and/or are close to being designed, and will start construction in FY 2020. Those projects include Main Street Rehabilitation, Wastewater Treatment Plant #3, Centralized Water Treatment Plant, Elevated Storage Tank, street maintenance, sidewalks, trails, Jasper/Newton Drainage, Public Works Detention Pond, Pine Street Channel Improvements, and a skatepark.
- **EDUCATE citizens on the challenges and impact to our future fiscal sustainability resulting from the states elimination of our ability to annex.** We must determine a long-term strategy quickly to ensure long-term sustainability of future "greenfield" development and optimize in-fill development.
- **FOCUS on process improvements through the implementation of performance measures, which will translate into improved customer service.** With the adoption of Bastrop Building Block Codes, the 2018 International Code Council Codes, the overhaul of all development-related submittals, we have completed and overhauled our development process. Significant improvements will occur in the consistency and timeliness in every step of the process. Each department has determined a set of performance measures and will put in appropriate processes to consistently deliver service expectations.

## Highlights of the FY 2020 Workplan by Focus Area include:

### Authentic Bastrop:

- Complete Main Street Rehabilitation Project-*CIP Street Project*. (Comp Plan 6.3)
- Acquire Funding to Complete Old Iron Bridge Rehabilitation Project – *CIP Street Project*. (Comp Plan 7.1.3)
- Obtain Certified Local Government designation. (Comp Plan 4.5.1)
- Build Phase I of Skate Park in Fisherman's Park. (Comp Plan 7.2)
- Implement Cultural Arts Masterplan. (Comp Plan – 8.4.1)
- Complete North Main Community Rehabilitation Project including water and wastewater line replacement, street rehabilitation, and drainage improvements – *CIP Project*. (Comp Plan 2.5, 2.2, 2.6, 6.3)
- Implement Sidewalk Improvement Plan in North Bastrop
- Implement Streetlight Improvement Plan in North Bastrop.

### Communication:

- Develop & Implement an Education Plan on Bastrop's Long-Term Fiscal Sustainability.
- Partner with TxDOT to communicate impacts of SH 71 Construction on Traffic, River Traffic, Emergency Management, and Special Events.
- Purchase and Implement New Website.
- Purchase and Implement New Citizens Relationship Management Software. (if funding is available in November)

### Community Safety:

- Design and Build Wastewater Treatment Plant #3 – *CIP Wastewater Project*. (Comp Plan 2.4)
- Complete Water Tower at SH20 & SH71 – *CIP Water Project*. (Comp Plan 2.2)
- Complete Drainage Master Plan.
- Complete design of Gills Branch Improvement Projects.
- Complete construction of Public Works Detention Pond. – *CIP Drainage Projects* (Comp Plan 2.6)
- Complete construction of Pine Street Drainage Improvements. – *CIP Drainage Projects* (Comp Plan 2.6)
- Complete construction of Jasper/Newton Drainage Improvements. – *CIP Drainage Projects* (Comp Plan 2.6)

### Economic Vitality:

- Implement Fiscal Impact Analysis Model to determine development related financial sustainability. (Comp Plan 2.1)
- Complete Food Truck Pilot Program, address concerns, and finalize Ordinance. (Comp 8.6.1)

### Fiscal Responsibility:

- Implement Years 1 & 2 of Street Maintenance Program. (Comp Plan 6.3)
- Train Night-Shift Police Officers to become dual certified Police/Firefighters.
- Partner with BISS to develop Emile Elementary Traffic Management Plan to alleviate significant traffic congestion on MLK Drive & Pine Street and anticipated changes due to SH 71 Improvements.
- Purchase and implement Permit Management Software to ensure all state-required mandates for 30-day review or otherwise approved are met. (If funding is available in November).

### Manage Growth:

- Implement new Bastrop Building Block Codes, Hold Joint Workshop with Council/Planning & Zoning Commission to discuss recommended changes, & Adopt annual changes to ensure B<sup>3</sup> Codes remain fiscally sustainable.

### Multi-Modal:

- Partner with CARTS to develop secondary bus route and implement other multi-modal options.

### Organization Excellence:

- Develop process improvements for all performance measures.
- Continue completion of tasks necessary to obtain Texas Police Chiefs' Recognition Program. (Comp Plan 3.1)
- Develop a 20-year building maintenance plan including inspections and annual contracts. (Comp Plan 3.2)

- Develop a 10-year park maintenance plan including inspections and annual contracts. (Comp Plan 3.2, 7.2)
- Complete Improvements to the Citywide Network System. (Comp Plan 3.2) (If funding is available in November)

**Unique Environment:**

- Create memorial tree program for Fairview Cemetery. (Comp Plan 7.1)



## **Closing:**

As I have said many, many times, the budget document is the single most important communication tool that a City creates because of its tremendous impact on program and service delivery to the community. To be a strategic document, it takes input from all Stakeholders including Council, the Community, and Staff.

Thanks to Council for the considerable time participating in multiple special workshops to understand the needs and related challenges identified in this proposed budget. THANKS again for funding the \$63 million Capital Improvement Program in the FY 2019 budget. Many of those projects have been completed or are close to being designed. FY 2020 will be the year of building, where these projects will come to fruition emphasizing your BOLD commitment of “doing nothing is no longer an option!”

Thanks to our citizens for their input. There are several projects in this budget that are directly tied to their requests such as streetlighting in North Bastrop, adding street repairs for MLK Drive, and working with Emile Elementary to address traffic congestion on MLK Drive and Pine Street. With the adoption of Bastrop Building Block Codes in November, sidewalk improvements will start in North Bastrop with connectivity for pedestrian safety in concert with future street design improvements.

I want to extend a HUGE THANKS to Tracy Waldron, Mary Dearing, Halee DelaRosa, and Trina Miller in our Finance Department. They have spent a tremendous amount of time on the FY 2020 budget and it shows! GREAT effort! As always, I remain EXTRAORDINARILY proud of the Cabinet and their staff. FY 2019 Budget had its challenges, as all of them do, but they have worked together to ensure all expenditures were met within the allocated resources. FY 2020 Budget has proven to be another challenge, thanks to the significant changes from the 86<sup>th</sup> Legislative Session. In spite of our incredible workload, everyone has stepped up to make significant operational changes in a very short period of time to meet the September 1<sup>st</sup> deadlines. Outstanding effort!!!



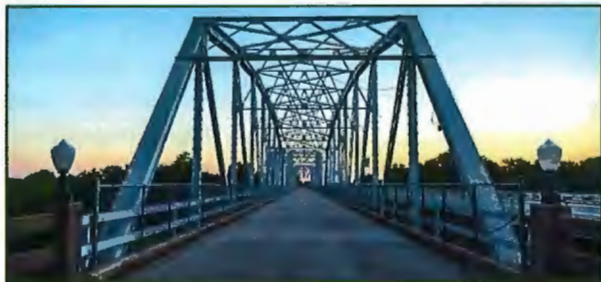
# Community Profile



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 9,159, 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 will have grown an additional 30% since 2010. The projected population for 2020 is 9,383. 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 fall 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 continues 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 Preserve at Hunters Crossing, 140 units of multi-family development, will open in fall of 2019. The Villages at Hunters Crossing, 182 units of multi-family development, opened in spring of 2019.

There were several new commercial projects in FY 2019 including Home Goods, James Avery, Rapid Express, 365 Mini Storage, and Lost Pines Professional Building are opened or will be opening fall of 2019.

## 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, Wine Swirl, Veteran's Day Car Show, Corvette invasion, Juneteenth Celebration, Lost Pines Christmas that includes a Lighted Parade, River of Lights, and Historic Homes Tour. 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 with 2-D art and sculpture calls annually.

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 1,500-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.

Live music and entertainment can also be found at various locations around town.



## 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.

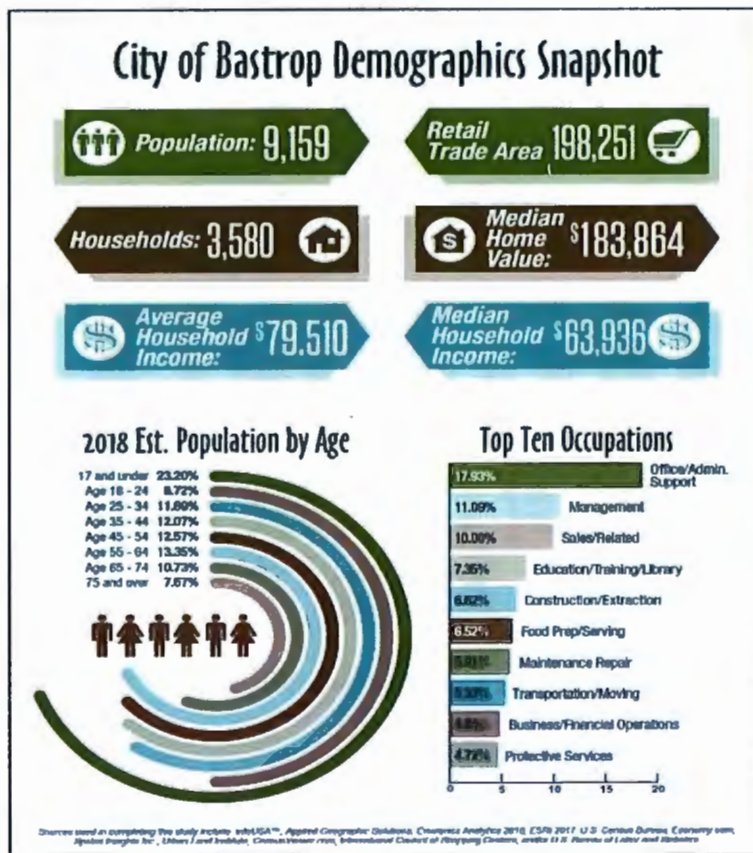
## Education

Area students are served by Bastrop Independent School District, which has an enrollment of over 11,000. One of the largest geographically in the state

of Texas, 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.

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.





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# Strategic Vision

## Strategic Vision

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**BASTROPTX**

**Heart of the Lost Pines**

**Est. 1832**

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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**

# Comprehensive Plan

## Goals & Objectives – Updated August 2019

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 – November 2019 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.
- Hired Simplicity 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, which serves as the foundation for Bastrop Building Block Codes.
- Implemented a Drainage Moratorium on all development to stop all development that is detrimental to the community while new Stormwater Drainage Ordinance and Stormwater Drainage Technical Manual could be written and adopted by Council.
- Building Bastrop Policy Statement adopted by Council: “Create a fiscally sustainable community through land-use regulations that are authentic Bastrop and geographically sensitive.”
- Bastrop Building Block Codes are scheduled for adoption in October 2019, which will address zoning, subdivision, sign, and development technical standards.
- 2018 International Code Council codes will be adopted in November 2019.
- Funded the development of a Fiscal Impact Analysis model to ensure financial sustainability in FY 2019.
- Approved updated 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:

- City now owns 7,613-acre feet in Simsboro Aquifer, which provides long-term water system capacity for decades into the future.



- Reached consensus at March 24, 2018 Special Workshop to build consolidated water treatment plant that treats for improved aesthetics in water quality.
- Approved a wholesale water agreement with Aqua Water Corporation to manage excess demand until plant is complete.
- Approved Engineering Scope of Service with Freese & Nichols on September 11, 2018 to design and manage construction of consolidated water treatment plant at XS Ranch and distribution lines to Willow Plant.
- Estimated 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.
- KSA Engineering has designed the footprint for a regional wastewater treatment plant at ultimate build-out (initial phase plus 3 expansions) will treat 8 million gallons daily for 32,000 homes.
- Construction of Phase 1 will begin in early 2020 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 was completed in FY 2019.
- Evaluating all wastewater collection lines associated with failed streets to be replaced at time of street reconstruction.
- Replaced wastewater lines, as a part of North Bastrop Community Rehabilitation Project, completed October 2019.
- Developed three (3) year plan to routinely test for Inflow & Infiltration into wastewater system. Completed Year 1 in FY 2018 by testing 56,000 feet and identifying/fixing 166 deficiencies.

**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 Half Associates on February 20, 2018.
- Enacted a Drainage Moratorium on August 14, 2018. (Repealed May 2019).
- Adopted updated Stormwater Drainage Regulations with Stormwater Drainage Technical Manual in May 2014 that included updated Atlas 14 data.
- Completed 2-D model of Gills Branch, developed by Half Associates, which identified a 3-phase improvement project to increase capacity in Gills Branch.

- Funding a Drainage Master Plan (DMP) in FY 2020 to evaluate all localized drainage concerns, rank projects for a future Capital Improvement Program, and develop a drainage maintenance program. DMP will serve as the foundation for creating a Drainage Utility Fund in FY 2021.
- Funding for the 1<sup>st</sup> phase of the Gills Branch Improvement Project is included in the FY 2020 Budget to be designed by Half Associates. Having the 1<sup>st</sup> phase designed will allow the City to apply for grants or low interest funding with a "shovel-ready" project.
- Funded City's match for three (3) drainage improvement programs including Public Works Detention Pond, Pine Street Drainage Improvements, and Jasper/Newton Drainage Improvements. Pine Street Drainage and Public Works Detention projects are waiting for approval from the TX Department of Emergency Management for funding of construction.
- Jasper/Newton Drainage has been approved for construction and will start in Fall 2019.

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

**Goal 2.7 Status -- No action**

**Public Facilities**

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

**Goal 3.1 Status -- Ongoing**

The following action has been taken to achieve this goal:

- Renovations of the unfinished area at City Hall will be completed in October 2019 improving Planning & Zoning space and adding additional offices.
- Will include a Public Works facility study in FY 2021 budget for inclusion in a future CIP.
- Conducted over 2,350 hours of emergency management training organization-wide in FY 2018.
- Updating Equipment Replacement Schedule and reviewing replacement policies with Council – FY 2020.
- Completing necessary tasks to obtain Texas Police Chiefs' Recognition Program – FY 2020.

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

**Goal 3.2 Status -- Ongoing**

The following action has been taken to achieve this goal:

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

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

**Goal 3.3 Status -- Ongoing**

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

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

**■ Housing and Neighborhoods ■**

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

**Goal 4.1 Status -- On-going**

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

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

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

**Goal 4.2 Status - No Action**

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

**Goal 4.3 Status -- No Action**

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

**Goal 4.4 Status - No Action**

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

**Goal 4.5 Status – On-Going**

The following action has been taken to achieve this goal:

- Strengthened Local Preservation Ordinance in FY 2018.
- Will obtain Certified Local Government designation in Fall 2019.

**■ 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)

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

**■ Transportation ■**

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

**Goal 6.1 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

### **Goal 6.2 - Status – On-going**

The following action has been taken to achieve this goal:

- Chapter Five (5), Thoroughfare Master Plan of the Transportation Master Plan will be updated in November 2019 and will require a gridded street network as new development occurs. This action will significantly improve connectivity throughout the community.
- Agnes Street has been constructed 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 and 2 of Street Maintenance Program in FY 2020.
- Reconstructing Main Street from Water Street to Spring Street as a part of the Main Street Rehabilitation Project.
- Multiple sections of failing streets, including parts of Maple, Magnolia, and Locust, will be completed as a part of North Main Community Rehabilitation Project by October 2019.

## **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.**

### **Goal 6.5 - Status – On-going**

The following action has been taken to achieve this goal:

- Completing gaps in residential sidewalks for traffic safety in the downtown corridor – FY 2020.
- Addressing ADA enhancements along Main Street as a part of the Main Street Rehabilitation Program, which is considered a high pedestrian traffic corridor.

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

### **Goal 6.6 - Status – On-going**

The following action has been taken to achieve this goal:

- Interlocal Agreement with CARTS was executed in FY 2018.
- A bus stop has been designed at Spring/Main Street, which will be completed as a part of Main Street Rehabilitation Project.
- A Planning Retreat between CARTS and City Staff is planned in October 2019 to develop a multi-year strategic plan to enhance transit services in the City of Bastrop.

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

### **Goal 6.7 - No action**

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

### **Goal 6.8 - Status – In Progress – FY 2020 Completion**

The following action has been taken to achieve this goal:

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

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

### **Goal 6.9 - Status – In Progress – FY 2020 Completion**

The following action has been taken to achieve this goal:

- Addressed in other goals throughout this report.

## ■ 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.

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

#### **Goal 7.2 - Status -- On-going**

The following action has been taken to achieve this goal:

- Developing a plan for private initiative to program and operate the City's rodeo arena – FY 2021.
- Developing a 10-year park maintenance plan including inspections and annual contracts – FY 2020.
- Construction of a Skate Park – Phase 1 in Fisherman's Park will begin in October 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:

- Bastrop Building Block Codes will require open space and public realm as a part of new and infill developments, which are key elements to building a fiscally sustainable community.

## ■ 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.
- Visit Bastrop has developed great relationships with the Museum & Visitor Center, Bastrop Opera House, Lost Pines Art Center, and the Bastrop Convention Center. Visit Bastrop promotes downtown assets throughout the year.

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

#### **Goal 8.2 - Status – No action**

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

#### **Goal 8.3 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

#### **Goal 8.4 - Status – On-going**

The following action has been taken to achieve this goal:

- Cultural Arts Master Plan should be adopted by Council in Fall 2019.





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

**Goal 8.5 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

**Goal 8.6 - Status – On-going**

The following action has been taken to achieve this goal:

- A Food Truck Pilot Program was adopted in April 2019 to allow food trucks for 6-8 months, address any concerns, and adopt final ordinance in October 2019.
- 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 September 2019.

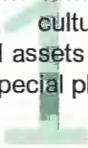
# Policy & Operational FY 2019 Strategic Review

The City Council adopted nine (9) focus areas to provide structure around how organizational resources should be allocated to achieve their Vision. A Five (5) Year Operational Workplan was created in September 2017 and built around these nine (9) areas. Outlined below is a summary highlighting the FY 2019 Work Plan accomplishments by focus area, which underscores the strong partnership between policy and operations.



## Authentic Bastrop

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



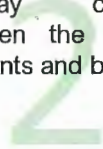
### FY 2019 Achievements:

- Won Great Places – APA Texas Award for Downtown Bastrop.
- Provided coordination/logistical support for 50+ special events.
- Removed roaming 250+ chickens/roosters from Downtown by year-end.
- Completed drainage and water portion of the North Main Community Rehabilitation.
- Acquired Easements for Main Street Rehabilitation Project.
- Won 2018 Texas Downtown Association “Spirit of Downtown” President’s Award.



## Communication

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



### FY 2019 Achievements:

- Established Monthly Electronic Newsletter.
- Improved presence on Social Media with standardized branding to include emergency management, public works, special events, and public safety.
- Conducted extensive public input for Building Bastrop to include community walking and bike tours; mobility tour of Downtown; Developer Forum; 2 day Design Rodeo; 2 day Code Rodeo; Transportation & Drainage Rodeo; Final Code Update Rodeo; and “Come & Go” Public Input Meeting.



## Community Safety

Keep citizens, businesses, and visitors safe.



### FY 2019 Achievements:

- 90% Design of Wastewater Treatment Plan – Construction Completion – September 2021.
- Updated Drainage Ordinance and Technical Manual.
- Completed 2-D Drainage Analysis of Gills Branch.
- Approved construction bids for Water Tower at SH 20.
- Designed Public Works Detention Pond, Jasper/Newton Drainage & Pine Street Channel Improvements and submitted projects to TDEM for construction funding.
- Finalized water treatment process for new Water Treatment Plant.
- Implemented Moratorium & Developed Expanded Review Process.



## 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.

- Revised checklists, processes, and development fees to meet State-Mandated 30 day review or its approved legislation.
- Installed generators at Gills Branch & Central Lift Stations..

### FY 2019 Achievements:

- Developed Fiscal Impact Analysis Model to determine development related financial sustainability.
- Had a 54% increase in Convention Center revenue when comparing FY 2019 to FY 2018.
- Conducted a Food Truck Pilot Project and adopted ordinance.
- Executed long-term agreement wholesale water agreement with Aqua Water Supply.
- Bought additional 3,000 acre-feet of water rights in the Simsboro Aquifer.



## Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.

### FY 2019 Achievements:

- Obtained the Government Finance Officer Association Distinguished Budget Presentation Award for the FY 2019 Budget, first time the City of Bastrop has achieved this award.
- Adopted Standardized Wholesale Water & Wastewater Customer Contracts.
- Adopted Wholesale Water & Wastewater Rate Categories.
- Received less than 25 Workers' Compensation claims with less than five (5) loss-time claims.
- Completed Banking Depository Contract.
- Transitioned to 100% in-house building inspections.
- Sold Revenue Bond for Water/Wastewater Utility and received AA- rating from Standard & Poor.



## Manage Growth

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

### FY 2019 Achievements:

- Significant work on Bastrop Building Block Codes (B<sup>3</sup>) to ensure Bastrop is fiscally sustainable including hosting a Pop-Up Project of the codes. (Anticipated adoption – October 2019.)
- Reviewed 2018 International Code Council Codes with Construction Standards Board (Anticipated adoption – November 2019).
- Adopted 1445 Ordinance with Bastrop County.
- Adopted a Grandfathering Ordinance.



## Multi-Modal Mobility

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

### FY 2019 Achievements:

- Completed Agnes Drive from SH 304 to Seton Hospital.
- Designed River Loop Trail around Downtown.
- Designed State Park Trail.
- Revised Chapter 5, Thoroughfare Master Plan, to include a gridded street network. (Anticipated adoption – October 2019).



## Organizational Excellence

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

### FY 2019 Achievements:

- Received a 3% reduction for FY 2020 on medical insurance rates.
- Participated in Compass Medical Concierge Services with savings in excess of \$130,000 in medical costs to-date with 39% employee engagement.
- Held 2<sup>nd</sup> Annual Boards & Commission & Volunteer Banquet.
- Held 2<sup>nd</sup> Annual Boards, Commissions, and Volunteer Fair.
- Participated in NIBBLES Backpack program building food bags feeding 100 food insecure BISD students each weekend during school year.
- Evaluated police vehicle criteria for fleet replacement for the FY 2020 budget.
- Evaluated fire equipment and staffing needs to ensure ability to provide appropriate response times in the future.



## Unique Environment

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

### FY 2019 Achievements:

- Continued the Adopt-a-Street program with Keep Bastrop County Beautiful, which has adopted out 12 streets.
- Improved Christmas Lighting in Downtown and Fisherman's Park.
- Cleaned Fisherman Park five (5) times due to high river (October, December, April, May).

## Strategic Focus - FY 2020

The FY 2020 Organizational Work Plan, built around City Council's nine (9) focus areas, has four (4) themes: (1) **BUILDING** all Capital Improvement Projects with identified funding sources, (2) **COMMUNICATING** to our citizens and visitors about important news and events in Bastrop, (3) **IMPLEMENTING PROCESS** and (4) **CUSTOMER SERVICE IMPROVEMENTS** to transform our organization to achieve our mission statement. There are multiple items included in this workplan that will take several years to complete and will be carried over in future years.



<b>Authentic Bastrop</b>	
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-CIP Street Project. (Comp Plan 6.3)
AB #2	Acquire Funding to Complete Old Iron Bridge Rehabilitation Project – CIP Street Project. (Comp Plan 7.1.3)
AB #3	Obtain Certified Local Government designation. (Comp Plan 4.5.1)
AB #4	Build Phase I of Skate Park in Fisherman’s Park. (Comp Plan 7.2)
AB #5	Implement Cultural Arts Masterplan. (Comp Plan – 8.4.1)
AB #6	Complete North Main Community Rehabilitation Project including water and wastewater line replacement, street rehabilitation, and drainage improvements – CIP Project. (Comp Plan 2.5, 2.2, 2.6, 6.3)
AB #7	Implement Sidewalk Improvement Plan in North Bastrop
AB #8	Implement Streetlight Improvement Plan in North Bastrop
AB #9	Research Hotel Occupancy Fund Venue Revenue as a possible funding source for the Old Iron Bridge Rehabilitation Project.
AB #10	Develop a plan for private initiative to program and operate the City’s rodeo arena. (Comp 7.2.2)

<b>Communication</b>	
Support and enhance open 2-way communication between the City and its residents and businesses.	
C #1	Develop & Implement an Education Plan on Bastrop’s Long-Term Fiscal Sustainability.
C #2	Create and implement robust Capital Improvement Program Communication Program.
C #3	Partner with TxDOT to communicate impacts of SH 71 Construction on Traffic, River Traffic, Emergency Management, and Special Events.
C #4	Create and maintain an annual calendar of City & Community Events for Council use.
C #5	Develop a robust social media policy and metrics.
C #6	Purchase and Implement New Website.
C #7	Purchase and Implement New Citizens Relationship Management Software.
C #8	Promote It’s Time Texas citywide.

<b>Community Safety</b>	
Keep citizens, businesses, and visitors safe.	
CS #1	Design and Build Wastewater Treatment Plant #3 – CIP Wastewater Project. (Comp Plan 2.4)

# Organizational Work Plan - FY 2020

CS #2	Complete Well J, Design and Construct Water Plant & Water Line to Willow Plant – <i>CIP Water Project. (Comp Plan 2.2)</i>
CS #3	Complete Water Tower at SH20 & SH71 – <i>CIP Water Project. (Comp Plan 2.2)</i>
CS #4	Complete Drainage Master Plan.
CS #5	Complete design of Gills Branch Improvement Projects.
CS #6	Complete construction of Public Works Detention Pond. – <i>CIP Drainage Projects (Comp Plan 2.6)</i>
CS #7	Complete construction of Pine Street Drainage Improvements. – <i>CIP Drainage Projects (Comp Plan 2.6)</i>
CS #8	Complete construction of Jasper/Newton Drainage Improvements. – <i>CIP Drainage Projects (Comp Plan 2.6)</i>
CS #9	Complete repairs to Gills Branch at Lovers' Lane.
CS #10	Train Night-Shift Police Officers to become dual certified Police/Firefighters.
CS #11	Replace Fire Equipment to ensure a responsible fire response time is achievable.
CS #12	Conduct Fire Investigations & Certificate of Occupancy Inspections to mitigate fire risk.
CS #13	Partner with BISD to develop Emile Elementary Traffic Management Plan to alleviate significant traffic congestion on MLK Drive & Pine Street and anticipated changes due to SH 71 Improvements.
CS #14	Continue Emergency Management & Shelter training on a quarterly basis
CS #15	Purchase and implement Permit Management Software to ensure all state-required mandates for 30-day review or otherwise approved are met.

## 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.

EV #1	Implement Fiscal Impact Analysis Model to determine development related financial sustainability. (Comp Plan 2.1)
EV #2	Complete Food Truck Pilot Project, address concerns, and finalize Ordinance. (Comp 8.6.1)
EV #3	Research feasibility and develop plan to create Bastrop Broadband Utility, if possible.

## Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.

FR #1	Implement Years 1 & 2 of Street Maintenance Program. (Comp Plan 6.3)
FR #2	Implement Revised Special Events Ordinance and Procedures to meet the City's Financial Policy requirement of fees covering cost of service. (Comp Plan 8.6)
FR #3	Update Equipment Replacement Schedule and review replacement policies with Council. (Comp Plan 3.1)
FR #4	Evaluate convention center rental rates based on rental history and actual costs of service. (Comp Plan 8.3.2)
FR #5	Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability. (Comp Plan 3.2)
FR #6	Develop a Right-of-Way Acquisition/Management Policy.

## Manage Growth

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

<b>MG #1</b>	Implement new Bastrop Building Block Codes, Hold Joint Workshop with Council/Planning & Zoning Commission to discuss recommended changes, & Adopt annual changes to ensure B <sup>3</sup> Codes remain fiscally sustainable.
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## Multi-Modal Mobility

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

<b>MM #1</b>	Complete gaps in residential sidewalks for traffic safety in the downtown corridor. (Comp Plan 6.2)
<b>MM #2</b>	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)
<b>MM #3</b>	Address mobility challenges on west side of river on the north and south sides of SH 71. (Comp Plan 6.2.4)
<b>MM #4</b>	Partner with CARTS to develop secondary bus route and implement other multi-modal options.

## Organizational Excellence

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

<b>OE #1</b>	Develop process improvements for all performance measures.
<b>OE #2</b>	Develop an organization-wide strategy to be paperless by 2021. (Comp Plan 3.1)
<b>OE #3</b>	Continue completion of tasks necessary to obtain Texas Police Chiefs' Recognition Program. (Comp Plan 3.1)
<b>OE #5</b>	Develop indexing system for Council Meeting Video Archives using LaserFiche.
<b>OE #6</b>	Create a record retention policy.
<b>OE #7</b>	Complete award process for financial advisor services.
<b>OE #8</b>	Develop a 20-year building maintenance plan including inspections and annual contracts. (Comp Plan 3.2)
<b>OE #9</b>	Develop a 10-year park maintenance plan including inspections and annual contracts. (Comp Plan 3.2, 7.2)
<b>OE #10</b>	Complete Improvements to the Citywide Network System. (Comp Plan 3.2)
<b>OE #11</b>	Convert all on-line forms to a fillable pdf format.
<b>OE #12</b>	Amend Appendix B – Comprehensive Plan to reflect Council's preference for creation of a Capital Improvement Program.
<b>OE #13</b>	Complete Neo-Gov, Phase II.

## Unique Environment

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

<b>UE #1</b>	Create memorial tree program for Fairview Cemetery. (Comp Plan 7.1)
<b>UE #2</b>	Develop plan to lease or purchase rights-of-way owned by Union Pacific to improve aesthetics in highly visible locations.



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**CITY OF BASTROP**  
**FY 2019-20 Planning Calendar**



<b>Preparation</b>	January 14	Staff Budget/CIP Planning Retreat.
	March 5	Budget Kick-Off Meeting (Manuals Available).
	April 25	Mid-Year Budget Workshop.
	May 1	Receive preliminary notices of appraised value from Chief Appraiser.
	May 9	Budgets due from departments.
	May 13	Cabinet review of budget submittals.
	May 15	Community Support Applications available at City Hall and on City's website.
	May 20	Cabinet review of department pages including performance measures.
	May 28-30	Verify revenue projections of all funds; Meet with Non-Special Event HOT Tourism Related Non-Profits.
	June 10	Budget book to City Manager.
	June 18-20	City Manager & Directors - Discuss budget submittals and priorities.
	June 24	Cabinet review of budget priorities and 5 Year Financial Forecast.
	June 28	Deadline - Community Support & Non-Special Event HOT Applications to Finance Office at 5:00 p.m.
	July 11	Special Council Budget Workshop.
July 15	Final Review of Revenue Projections of All Funds.	
July 23	Community Support Organizations present their funding request to Council (limit to 3 minutes).	
July 25	Deadline for Chief Appraiser to Certify Rolls to Taxing Units.	
<b>Adoption</b>	August 6	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.
	August 13	Council Meeting - Distribute Budget to Council in Work Session and highlight major topics. Set date, time, and place of public hearing. (Budget considered filed with City Secretary.)
	August 14	Hunters Crossing Local Government Corporation Meeting to review budget and propose special assessments.
	August 17	Notice of Proposed Tax Rate (must be posted 10 days prior to Public Hearing - deadline for newspaper is August 13 at noon.)
	August 20	Budget Workshop - Review Proposed Budget.
	August 21	Budget Workshop #2 - Review Proposed Budget, if needed.
	August 23	Last day for proposed budget to be filed with the City Secretary.
	August 27	Council Meeting - First Public Hearing on Tax Rate.
	August 31	Publish Notice of Budget Hearing (Must be 10 days prior to Public Hearing; Publish Notice of Public Hearing for Special Assessments for Hunters Crossing - deadline for newspaper is August 27).
	September 10	Council Meeting - Second Public Hearing on Tax Rate; First Reading on Tax Rate Ordinance; Budget Hearing; First Reading Budget Ordinance; Public Hearing Special Assessments for Hunters Crossing PID First Reading Ordinance.
September 24	Council Meeting - 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 Hunters Crossing PID. Public presentation of Visit Bastrop's Budget and Business Plan.	
<b>Implementation</b>	October 1	Fiscal Year begins.
	November 12	Distribute Final FY 2019 Adopted Budget.
	November 15	Submit budget document to Government Finance Officers Association (GFOA) for consideration of Distinguished Budget Presentation Award.
	December 2	Begin FY 2018 Audit.
	December 10	Presentation of preliminary unaudited year-end financial report.

**\*NOTE: This calendar is a planning document. Dates subject to change.**

# Annual Budget Process



## Operating Budget

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

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

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

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

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

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

# Annual Budget Process



## Capital Budget

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

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

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

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

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

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



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# Financial Strategy



## Financial Strategy

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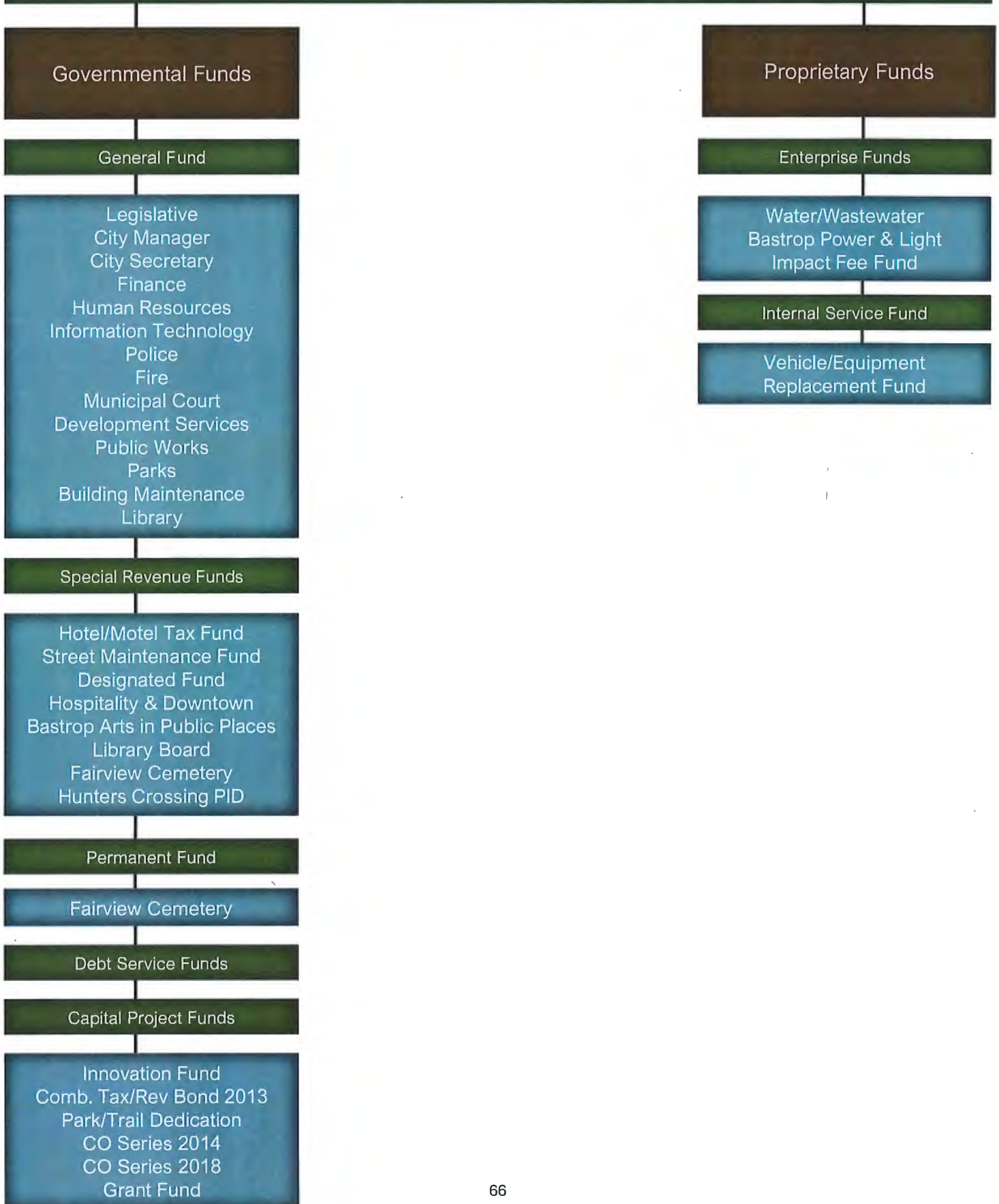
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## ALL FUND SUMMARY - FY 2020

	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	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
<b>BEGINNING FUND BALANCES</b>	\$ 2,643,264	\$ 1,019,945	\$ 254,780	\$ 3,797,361	\$ 2,758,164	\$ 5,050,257	\$ 3,590,969	\$ 5,393,832	\$ 2,384,291	\$ 4,070,298	\$ 30,963,161
<b>REVENUES:</b>											
AD VALOREM TAXES	3,850,795		2,006,862		-	-	-	-			5,857,657
SALES TAXES	5,084,400				-	-	-	-		2,560,000	7,644,400
FRANCHISE & OTHER TAXES	467,830			2,830,500	23,250	-	-	-			3,321,580
LICENSES & PERMITS	819,032			2,000	-	-	-	-			821,032
SERVICE FEES	673,100			275,250	1,116,203	6,163,064	7,037,682	-	371,192	13,800	15,650,291
FINES & FORFEITURES	349,585				12,650	-	-	-			362,235
INTEREST	65,000	10,000	20,000	65,000	44,050	117,000	72,000	110,144	15,500	80,000	598,694
INTERGOVERNMENTAL	89,878		246,548	62,312	2,863,125	-	-	-			3,261,863
OTHER	60,000			-	31,910	6,500	16,880	3,265,000		1,560,000	4,940,290
<b>TOTAL REVENUES</b>	<b>11,459,620</b>	<b>10,000</b>	<b>2,273,410</b>	<b>3,235,062</b>	<b>4,091,188</b>	<b>6,286,564</b>	<b>7,126,562</b>	<b>3,375,144</b>	<b>386,692</b>	<b>4,213,800</b>	<b>42,458,042</b>
<b>OTHER SOURCES</b>											
Other Financing Sources	-							30,000			30,000
Interfund Transfers	769,741	154,000	514,416	461,494	4,700	4,895,885	-	22,500	75,000		6,897,736
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>12,229,361</b>	<b>164,000</b>	<b>2,787,826</b>	<b>3,696,556</b>	<b>4,095,888</b>	<b>11,182,449</b>	<b>7,126,562</b>	<b>3,427,644</b>	<b>461,692</b>	<b>4,213,800</b>	<b>49,385,778</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 14,872,625</b>	<b>\$ 1,183,945</b>	<b>\$ 3,042,606</b>	<b>\$ 7,493,917</b>	<b>\$ 6,854,052</b>	<b>\$ 16,232,706</b>	<b>\$ 10,717,531</b>	<b>\$ 8,821,476</b>	<b>\$ 2,845,983</b>	<b>\$ 8,284,098</b>	<b>\$ 80,348,939</b>
<b>EXPENDITURES:</b>											
GENERAL GOVERNMENT	4,454,010				3,268,125	-	-	123,000			7,845,135
PUBLIC SAFETY	4,605,308				20,950	-	-	-			4,626,258
DEVELOPMENT SERVICES	1,084,324				-	-	-	100,000			1,184,324
COMMUNITY SERVICES	1,647,736			354,150	305,327	-	-	-			2,307,213
UTILITIES					165,000	3,839,046	6,054,651	-			10,058,697
DEBT SERVICE			2,752,618		-	1,870,887	159,847	143,668		485,453	5,412,473
ECONOMIC DEVELOPMENT				3,327,999	-	-	-	-		2,066,445	5,394,444
CAPITAL OUTLAY		1,183,945			911,000	4,150,400	615,000	8,043,689	356,500	2,692,000	17,952,534
<b>TOTAL EXPENDITURES</b>	<b>11,791,378</b>	<b>1,183,945</b>	<b>2,752,618</b>	<b>3,682,149</b>	<b>4,670,402</b>	<b>9,860,333</b>	<b>6,829,498</b>	<b>8,410,357</b>	<b>356,500</b>	<b>5,243,898</b>	<b>54,781,078</b>
<b>OTHER USES</b>											
Interfund Transfers	238,992	-	-	521,916	575,395	4,335,693	872,750	352,991	-		6,897,736
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	<b>12,030,370</b>	<b>1,183,945</b>	<b>2,752,618</b>	<b>4,204,065</b>	<b>5,245,797</b>	<b>14,196,026</b>	<b>7,702,248</b>	<b>8,763,348</b>	<b>356,500</b>	<b>5,243,898</b>	<b>61,678,814</b>
<b>ENDING FUND BALANCES</b>	<b>\$ 2,842,255</b>	<b>\$ -</b>	<b>\$ 289,988</b>	<b>\$ 3,289,852</b>	<b>\$ 1,608,255</b>	<b>\$ 2,036,680</b>	<b>\$ 3,015,283</b>	<b>\$ 58,128</b>	<b>\$ 2,489,483</b>	<b>\$ 3,040,200</b>	<b>\$ 18,670,125</b>

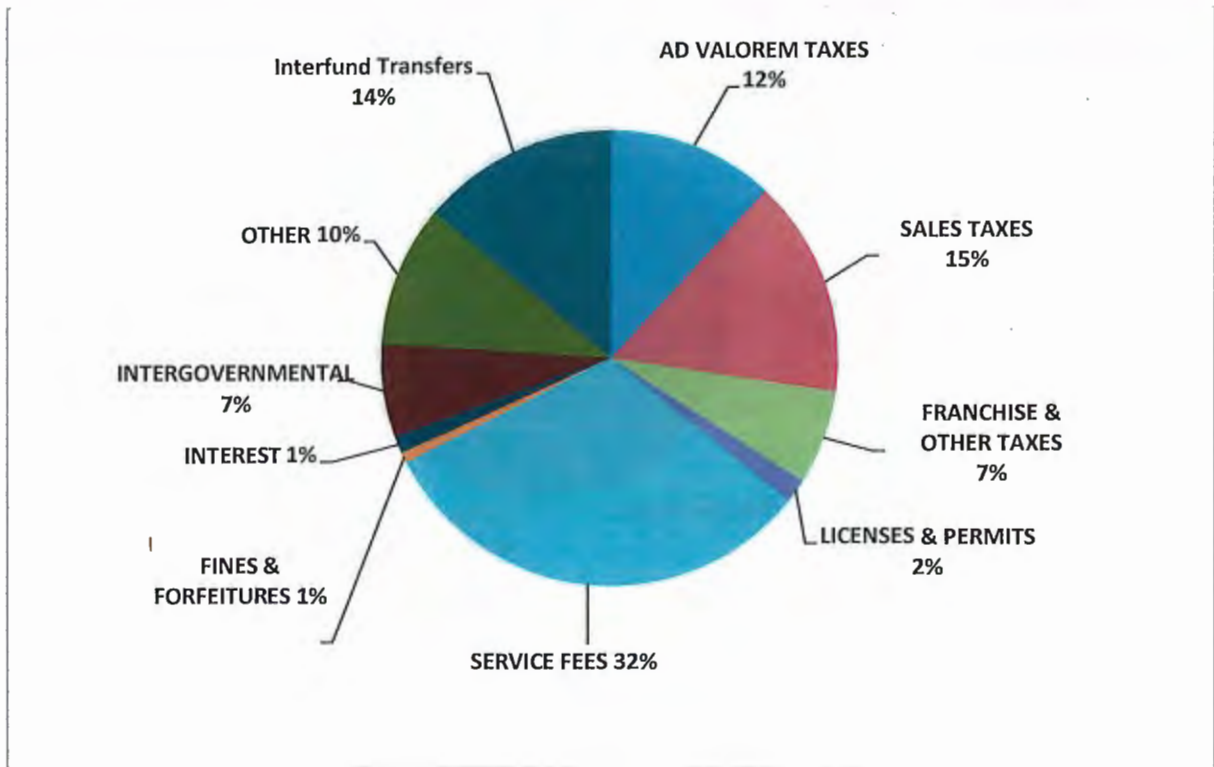
# City of Bastrop Fund Structure





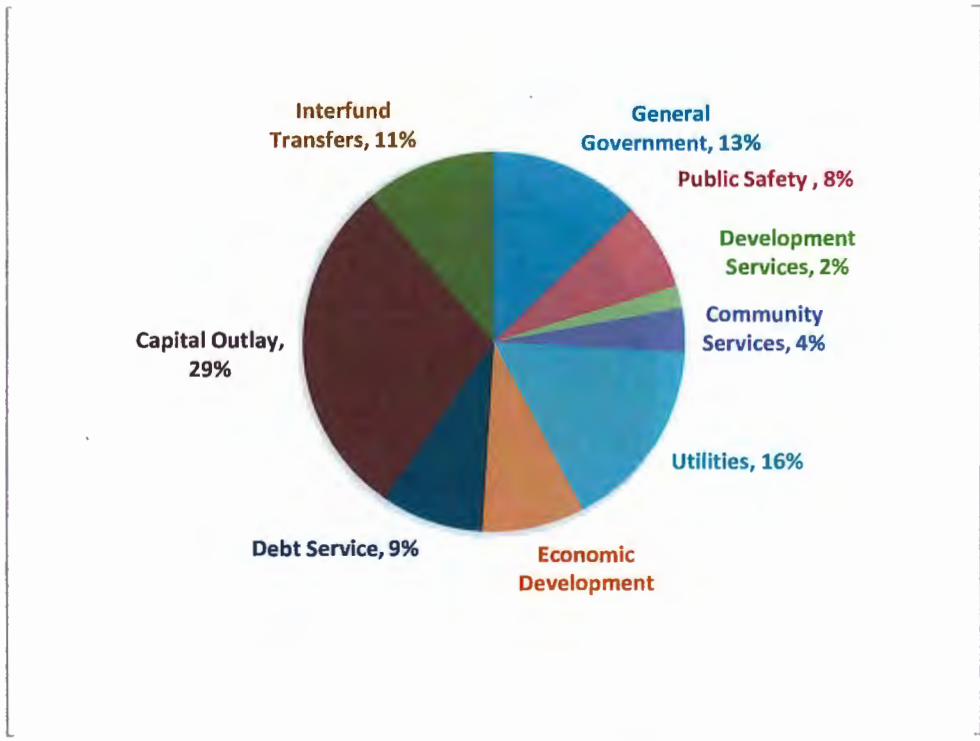
## Consolidated Summary of Revenue

	Actual FY 2017-2018	Budget FY 2018-2019	Projected FY 2018-2019	Proposed FY 2019-2020
<b>REVENUES</b>				
AD VALOREM TAXES	5,198,768	5,396,523	5,444,081	5,857,657
SALES TAXES	7,242,380	7,309,610	7,486,393	7,644,400
FRANCHISE & OTHER TAXES	3,753,889	3,716,632	3,361,180	3,321,580
LICENSES & PERMITS	744,028	701,500	520,297	821,032
SERVICE FEES	14,527,904	15,037,270	14,666,567	15,650,291
FINES & FORFEITURES	303,807	348,000	396,050	362,235
INTEREST	467,088	446,586	690,623	598,694
INTERGOVERNMENTAL	1,388,359	1,551,766	403,706	3,261,863
OTHER	892,598	1,514,919	1,022,468	4,940,290
<b>TOTAL REVENUES</b>	<b>34,518,821</b>	<b>36,022,806</b>	<b>33,991,365</b>	<b>42,458,042</b>
<b>OTHER SOURCES</b>				
Other Sources	-	-	-	30,000
Interfund Transfers	7,795,005	5,959,301	5,930,831	6,897,736
<b>TOTAL REVENUE &amp; Other Sources</b>	<b>42,313,826</b>	<b>41,982,107</b>	<b>39,922,196</b>	<b>49,385,778</b>



## Consolidated Summary of Expenditures

	Actual FY 2017-2018	Budget FY 2018-2019	Projected FY 2018-2019	Proposed FY 2019-2020
<b>EXPENDITURES</b>				
General Government	\$ 4,170,765	6,851,217	5,770,835	7,845,135
Public Safety	3,926,213	5,162,334	4,166,673	4,626,258
Development Services	866,492	1,539,699	1,007,786	1,184,324
Community Services	2,022,357	2,991,124	2,249,270	2,307,213
Utilities	9,309,549	9,921,729	9,494,464	10,058,697
Economic Development	6,705,823	5,797,493	4,782,467	5,412,473
Debt Service	2,467,965	3,364,882	4,347,737	5,394,444
Capital Outlay	4,801,340	9,169,153	8,358,149	17,952,534
<b>Total Expenditures</b>	<b>34,270,504</b>	<b>44,797,631</b>	<b>40,177,381</b>	<b>54,781,078</b>
<b>OTHER FINANCING USES</b>				
Other Financing Uses		-		
Interfund Transfers	7,795,005	5,959,301	5,930,831	6,897,736
<b>Total Expenditures &amp; Other Uses</b>	<b>42,065,509</b>	<b>50,756,932</b>	<b>46,108,212</b>	<b>61,678,814</b>



# Department Base Adjustments



## FY 2020 Proposed Program Changes

<b>Bastrop Power &amp; Light</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Fuel and Lube</b> Added funding for inflation in fuel costs and the addition of vehicles	\$2,500	\$2,500	0
<b>Equipment Maintenance</b> Added funding for inflation in maintenance costs and the addition of equipment	\$5,000	\$5,000	0
<b>Vehicle</b> Added funding for inflation in maintenance costs and the addition of vehicles	\$3,000	\$3,000	0
<b>Building</b> Added funding to purchase a CONEX unit for storage	\$3,000	\$3,000	0
<b>Professional Services</b> Finance added funding for Council-designated Special Projects (Public Relations)	\$37,000	\$37,000	0
<b>Legal Services</b> Reduced budget to match actual costs	-\$1,500	-\$1,500	0
<b>LCRA Power</b> Projected lower rates	-\$327,281	-\$327,281	0
<b>LCRA Testing</b> Added funding for inflation in testing costs	\$1,000	\$1,000	0
<b>Vehicle/Equipment Replacement fee</b> Added additional vehicles and equipment to the fund	\$29,194	\$29,194	0
<b>Sponsorships</b> Increased funding to accommodate additional sponsorship opportunities	\$1,000	\$1,000	0

<b>Bastrop Power &amp; Light</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Community Support</b> Added funding for PHI Cares- medical air transport	\$25,745	\$25,745	0
<b>Line Extensions</b> Added funding for Piney Creek Bend Phase II line extension fee	\$2,000	\$2,000	0
<b>Transfer Out - Special Project Fund</b> Most of the funding transfer in FY 2019 was for one-time expense	-\$443,825	-\$443,825	0
<b>Transfer Out - Vehicle/Equip Replacement Fund</b> Reduced the amount of contribution for future vehicle and equipment purchases	-\$25,000	-\$25,000	0
<b>System Study Improvements</b> Projects #5 and #11 will carry over into FY 20. However, we have already started ordering materials and believe some will be received and paid this year, thereby reducing the amount of funds needed to roll over.	-\$70,000	-\$70,000	
<b>Bastrop Power &amp; Light Total</b>	<b>-\$758,167</b>	<b>-\$758,167</b>	<b>0</b>

# Department Base Adjustments



## FY 2020 Proposed Program Changes

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Legislative</b>			
<b>Professional Services</b> Reduced funding to reflect actual costs	-\$6,000	-\$6,000	0
<b>Travel &amp; Training</b> Added funding to cover all of the training and conferences for all Council members	\$6,000	\$6,000	0
<b>Legislative Total</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>
<b>Organizational</b>			
<b>Group Insurance</b> FY 2019 included a discount that is not included in FY 2020	\$3,980	\$3,980	0
<b>Retiree Benefits</b> FY 2019 included projections for employee's eligible for retirement but didn't choose to retire yet	-\$27,835	-\$27,835	0
<b>Supplies</b> Increased funding to reflect actual costs	\$800	\$800	0
<b>Equipment Maintenance</b> Reduce funding to reflect actual costs	-\$350	-\$350	0
<b>Maintenance of Vehicle</b> Reduce funding to reflect actual costs	-\$425	-\$425	0
<b>Communications</b> Increased funding to reflect actual costs	\$1,000	\$1,000	0
<b>Property Tax Collection/Appraisal Services</b> Added funding to cover the increase in fees by Bastrop Central Appraisal District for appraisal services	\$3,916	\$3,916	0
<b>Engineering and Consulting</b> Added cost to cover unplanned engineering projects	\$4,969	\$4,969	0
<b>Property and Liability Insurance</b> FY2019 budget was short, this increase is to cover two years of premium increases	\$12,322	\$12,322	0

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Contractual Services</b> FY 2019 not offset by County contribution to Water St. parking lot contract	<b>-\$3,000</b>	<b>-\$3,000</b>	0
<b>Advertising</b> Increased funding to reflect actual costs	\$1,000	\$1,000	0
<b>Travel &amp; Training</b> Added funding for PIO training	\$2,125	\$2,125	0
<b>380 Agreement Reimb-Sales Taxes</b> Added funding for increase sales tax rebate due to new businesses in Burleson Crossing	\$12,000	\$12,000	0
<b>380 Agreement Reimb-Property Taxes</b>  Reduced funding due to properties being sold in Burleson Crossing	<b>-\$2,000</b>	<b>-\$2,000</b>	0
<b>Overhead Allocation</b> Increase in allocation of administrative support from WWW, BP&L and HOT fund due to salary adjustments	\$7,275	\$7,275	0
<b>Contingency</b>	\$363	\$363	0
<b>Salary Adjustment Savings</b> Removed salary adjustment savings from budget due to positions being filled	\$172,254	\$0	0
<b>Transfer Out - Hotel Occupancy Fund</b> Reduced funding to cover the General Fund portion of the Multi-media and Special Event & Reservation departments	<b>-\$27,090</b>	<b>\$0</b>	0
<b>Organizational Total</b>	<b>\$161,304</b>	<b>\$16,140</b>	<b>0</b>

## City Manager

<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	<b>-\$2,250</b>	<b>-\$2,250</b>	0
<b>Travel &amp; Training</b> Added funding to cover all of the training and conferences	\$500	\$500	0
<b>Dues, Subscriptions, and publications</b> Added funding to cover additional dues	\$500	\$500	0
<b>City Manager Total</b>	<b>-\$1,250</b>	<b>-\$1,250</b>	<b>0</b>

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>City Secretary NO Changes</b>			
<b>Finance</b>			
<b>Office Equipment</b> FY 2019 budget included one-time expenses	<b>-\$500</b>	<b>-\$500</b>	0
<b>Forms Printing</b> Reduced to reflect one-time purchases	<b>-\$150</b>	<b>-\$150</b>	0
<b>Equipment/Software Maintenance</b>  Added funding to cover Increase in maintenance cost of software	\$3,930	\$3,930	0
<b>Utilities</b> Reduced funding to reflect actual costs	<b>-\$400</b>	<b>-\$400</b>	0
<b>Audit</b> Added expense for new auditor contract	\$120	\$120	0
<b>Advertising</b> Increased public notice requirements	\$975	\$975	0
<b>Travel &amp; Training</b> Reduced funding since Director's CPM classes are almost finished & assistant position on hold	<b>-\$2,000</b>	<b>-\$2,000</b>	0
<b>Dues Subscriptions &amp; Publications</b> Increased funding to reflect actual costs	\$775	\$775	0
<b>City Finance Total</b>	<b>\$2,750</b>	<b>\$2,750</b>	<b>0</b>
<b>Finance-Utility Customer Service</b>			
<b>Postage</b> Increased funding to reflect actual costs	\$1,320	\$1,320	0
<b>Office Equipment</b> Added funding for replacement of scanners	\$350	\$0	0
<b>Equipment/Software Maintenance</b> Added funding due to increased annual maintenance of new customer portal	\$4,455	\$4,455	0
<b>Communications</b> Reduced funding to reflect actual costs	<b>-\$840</b>	<b>-\$840</b>	0
<b>Professional Services</b> Reduction in cost with new third party billing vendor	<b>-\$1,640</b>	<b>-\$1,640</b>	0
<b>Contractual Services</b> Added funding for Solid Waste contract rate increase of 5%, plus additional homes being served	\$33,474	\$33,474	0
<b>City Finance-Utility Customer Service Total</b>	<b>\$37,119</b>	<b>\$36,769</b>	<b>0</b>

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Human Resources</b>			
<b>Supplies</b> Purchasing expandable banner & monogrammed tablecloth	\$450	\$450	0
<b>Office Equipment</b> New Phone for Director	\$700	\$700	0
<b>Forms Printing</b> Reflects price increases	\$100	\$100	0
<b>Travel &amp; Training</b> Annual TMHRA Conference is in Georgetown	-\$2,700	-\$2,700	0
<b>City Pins/Appreciation</b> Reflects pricing increase	\$650	\$650	0
<b>Human Resources Total</b>	<b>-\$800</b>	<b>-\$800</b>	<b>0</b>
<b>Information Technology</b>			
<b>Supplies</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>IT Supplies</b> Reduced funding to reflect actual costs	-\$2,000	-\$2,000	0
<b>Office Equipment</b> Added storage shelving expense	\$400	\$0	0
<b>Equipment</b> Added funding for tablet and workstation for system administrator	\$2,350	\$0	0
<b>Small Tools</b> Reduced funding to reflect actual costs	-\$980	-\$980	0
<b>Equipment/Software Maintenance</b> Added software and license fees to increase efficiency and security	\$17,280	\$17,280	0
<b>Vehicle Maintenance &amp; Repair</b> Reduced funding to reflect actual costs	-\$120	-\$120	0
<b>Communications</b> Reduced funding to reflect actual costs	-\$1,280	-\$1,280	0
<b>Utilities</b> Reduced funding to reflect actual costs	-\$1,052	-\$1,052	0
<b>Professional Services</b> Added funding for increased server consulting	\$1,000	\$1,000	0
<b>Vehicle Equipment Replacement Fee</b> Added the servers purchased in FY 2019 to the VERF fund and added lease payments for future replacement	\$11,856	\$11,856	0
<b>Information Technology Total</b>	<b>\$27,154</b>	<b>\$24,404</b>	<b>0</b>



<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Police Administration</b>			
<b>Supplies</b> Added funding to reflect actual costs	\$4,680	\$4,680	0
<b>Office Equipment</b> Added funding for equipment replacement	\$3,400	\$0	0
<b>Janitorial Supplies/Admin.</b> Reduced funding to reflect actual costs	-\$1,276	-\$1,276	0
<b>Special Printing/Admin.</b> Added funding for reprint of policy manual	\$2,600	\$0	0
<b>Fuel Admin</b> Added funding to project increase in costs of fuel.	\$250	\$250	0
<b>Maintenance - Vehicles/Admin</b> Reduce funding due to replacement of aging fleet	-\$3,210	-\$3,210	0
<b>Communication/Admin.</b> Added funding due to radio contract increase	\$3,228	\$3,228	0
<b>Dues, Subscriptions, &amp; Publications/Admin.</b> Increased funding to reflect actual costs	\$723	\$723	0
<b>Prisoner Housing</b> Reduced funding due to actual cost historically	-\$1,200	-\$1,200	0
<b>Police Administration Total</b>	<b>\$9,195</b>	<b>\$3,195</b>	<b>0</b>
<b>Police - Code Enforcement &amp; Animal Control</b>			
<b>Supplies- Code</b> Increased funding to reflect actual costs	\$203	\$203	0
<b>Fuel - Code</b> Reduced funding to reflect actual costs	-\$312	-\$312	0
<b>Maintenance of Equipment - Code</b> Increased funding to maintain chicken traps	\$500	\$500	0
<b>Maintenance - Vehicles - Code</b> Decreased funding to reflect actual costs	-\$152	-\$152	0
<b>Uniforms - Code</b> Increased funding to provide additional safety boots	\$225	\$225	0
<b>Travel &amp; Training</b> Added funding due to increased cost in tuition and lodging for annual training.	\$215	\$215	0
<b>Police - Code Enforcement &amp; Animal Control Total</b>	<b>\$679</b>	<b>\$679</b>	<b>0</b>

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Police - Emergency Management</b>			
<b>Supplies - EM</b> Added funding to cover training material	\$1,100	\$1,100	0
<b>Utilities</b> Added funding for operating cost of running the Shelter/Senior Center	\$1,250	\$1,250	0
<b>Police - Emergency Management Total</b>	<b>\$2,350</b>	<b>\$2,350</b>	<b>0</b>
<b>Police - Criminal Investigations</b>			
<b>Office Equipment -CID</b> Added funding for a Mobile Data Terminal	\$3,150	\$0	0
<b>Police Equipment - CID</b> Added funding for iPads for each detective to aid in criminal investigations.	\$2,900	\$0	0
<b>Maintenance - Equipment - CID</b> Added funding for contingency	\$500	\$500	0
<b>Maintenance - Vehicles - CID</b> Added funding to reflect actual costs	\$658	\$658	0
<b>Medical - CID</b> Added contingency for sexual assault kits	\$1,400	\$1,400	0
<b>Uniforms - CID</b> Added funding for uniforms for Records Clerks	\$2,084	\$2,084	0
<b>Travel &amp; Training CID</b> Added funding for additional training	\$2,400	\$2,400	0
<b>Dues, Subscriptions, &amp; Publications -CID</b> Added additional funding for additional dues	\$586	\$586	0
<b>Police - Criminal Investigations Total</b>	<b>\$13,678</b>	<b>\$7,628</b>	<b>0</b>
<b>Police - Patrol</b>			
<b>Supplies</b> Reduced funding to reflect actual costs	-\$626	-\$626	0
<b>Special Printing-Patrol</b> Reduced funding to reflect actual costs	-\$322	-\$322	0
<b>Ammunition/Targets-Patrol</b> Added funding to reflect actual costs	\$590	\$590	0
<b>Police Equipment-Patrol</b> Added funding to reflect actual costs	\$110	\$110	0
<b>Fuel-Patrol</b> Added funding due to projected inflation in prices	\$4,636	\$4,636	0

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Maintenance of Vehicle-Patrol</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$6,156	\$6,156	0
<b>Uniforms-Patrol</b> Added funding to reflect actual costs	\$223	\$223	0
<b>Travel &amp; Training-Patrol</b> Added funding for additional training	\$2,650	\$2,650	0
<b>Dues, Subscriptions and Pub-Patrol</b> Added additional funding for additional dues	\$1,691	\$1,691	
<b>Police - Patrol Total</b>	<b>\$15,108</b>	<b>\$15,108</b>	<b>0</b>

### **Police - Crime Prevention**

<b>Special Printing - CP</b> Reduced funding to reflect actual costs	-\$1,900	-\$1,900	0
<b>Fuel - CP</b> Reduced funding to reflect actual costs	-\$450	-\$450	0
<b>Maintenance of Vehicles - CP</b> Reduced funding to reflect actual costs	-\$1,332	-\$1,332	0
<b>Uniforms</b> Reduced funding to reflect actual costs	-\$1,959	-\$1,959	0
<b>Travel &amp; Training</b> Reduced funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Police - Crime Prevention Total</b>	<b>-\$6,641</b>	<b>-\$6,641</b>	<b>0</b>

### **Fire - Admin**

<b>Office Equipment</b> Added equipment for Fire Inspector position	\$1,500	\$0	1
<b>Wildland Clothing</b> Added equipment for Fire Inspector position	\$1,350	\$0	1
<b>Protective Gear</b> Added equipment for Fire Inspector position	\$3,190	\$0	1
<b>Equipment Maintenance</b> Moved from small equip. and small tools to consolidate them here, reduced budget overall	\$650	\$650	0
<b>Communications</b> Increase in radio contract, full portion of tower rent (partial covered by ESD#2 in the past)	\$6,488	\$6,488	0
<b>Uniforms</b> Increased funding for new position	\$550	\$550	1

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Travel &amp; Training</b> Increased funding for new position	\$2,000	\$2,000	1
<b>Equipment Rental</b> Added funding for new copier rental expense	\$2,525	\$2,525	0
<b>Equipment</b> Increased funding for new position	\$7,500	\$0	1
<b>Police - Fire Admin. Total</b>	<b>\$25,753</b>	<b>\$12,213</b>	<b>1</b>

### **Fire - Operational**

<b>Small Equipment</b> Added funding for much needed life safety equipment	\$4,215	\$0	0
<b>Wildland Clothing</b> Added funding for safety clothing	\$1,700	\$1,700	0
<b>Equipment</b> Reduced funding to reflect alignment of needs	-\$3,740	-\$3,740	0
<b>Protective Gear</b> Reduced funding to reflect alignment of needs	-\$18,430	-\$18,430	0
<b>Equipment Maintenance</b>  Added funding for maintaining safety equipment to high standards	\$6,905	\$6,905	0
<b>Uniforms</b> Added funding for additional shift	\$950	\$950	2.1
<b>Travel &amp; Training</b> Reduced funding to reflect alignment of needs	-\$1,000	-\$1,000	0
<b>Police - Fire Operational Total</b>	<b>-\$9,400</b>	<b>-\$13,615</b>	<b>2.1</b>

### **Municipal Court**

<b>Postage</b> Increased notices for warrant roundup and past dues	\$800	\$800	0
<b>Office Equipment</b> Reduce line item from one-time expense in FY 2019	-\$500	\$0	0
<b>Software Maintenance</b> FY 2019 had increased cost due to transition to new software	-\$8,822	-\$8,822	0
<b>Maintenance of Equipment</b> Increased funding to reflect actual costs	\$400	\$400	0
<b>Professional Services</b> Added funding to transition from salaried Judge to contracted	\$47,904	\$47,904	0

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Credit Card Processing Fee</b> Reduce to align with actual cost	<b>-\$7,000</b>	<b>-\$7,000</b>	0
<b>Jury Expense</b> Added funding for contingency	\$300	\$300	0
<b>Legal Services</b> Moved Prosecutor expense to this line item and increased for actual cost	\$4,000	\$4,000	0
<b>Debt Collection Services</b> Increase in fees due to increased collections (offset by fee revenue collected)	\$3,000	\$3,000	0
<b>Travel and Training</b> Added funding for additional training for associate judges	\$1,500	\$1,500	0
<b>Dues, Subscriptions, &amp; Publications</b> Increased funding to reflect actual costs	\$140	\$140	0
<b>Municipal Court Total</b>	<b>\$41,722</b>	<b>\$42,222</b>	<b>0</b>
<b>Development Services-Planning &amp; Zoning</b>			
<b>Supplies</b> Decreased funding to reflect actual costs	<b>-\$1,470</b>	<b>-\$1,470</b>	
<b>Equipment/Software Maintenance</b> Added funding for additional software maintenance	\$1,643	\$1,643	0
<b>Communications</b> Reduced funding to reflect actual costs	<b>-\$664</b>	<b>-\$664</b>	0
<b>Travel &amp; Training</b> Reduction due to transfer of partial budget to Building Inspector division	<b>-\$5,888</b>	<b>-\$5,888</b>	0
<b>Dues &amp; Subscriptions</b> Increased annual dues to more associations	\$1,067	\$1,067	0
<b>Development Services-Planning &amp; Zoning Total</b>	<b>-\$5,312</b>	<b>-\$5,312</b>	<b>0</b>

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Development Services-Engineering &amp; Dev.</b>			
<b>Maps</b> Additional funding for this line item	\$500	\$500	0
<b>Equipment/Software Maintenance</b>  Reduced line item due to transfer to Building Inspector division	-\$5,350	-\$5,350	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>Communications</b> Reduced funding to reflect actual costs	-\$500	-\$500	0
<b>Professional Services</b> Reduction due to proposed Construction Manager position	-\$81,744	-\$81,744	0
<b>Credit Card Processing Fee</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Uniforms</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Travel &amp; Training</b> Reduced funding to reflect actual costs	-\$568	-\$568	0
<b>Dues &amp; Subscriptions</b> Reduced funding to reflect actual costs	-\$1,795	-\$1,795	0
<b>Development Services-Eng. &amp; Dev. Total</b>	<b>-\$89,057</b>	<b>-\$89,057</b>	<b>0</b>
<b>Development Services-Building Inspection</b>			
<b>Supplies</b> Change due to creation of new division	\$1,500	\$1,500	0
<b>Fuel &amp; Lube</b> Change due to creation of new division	\$3,000	\$3,000	0
<b>Maintenance of Vehicle</b> Change due to creation of new division	\$6,000	\$6,000	0
<b>Communications</b> Change due to creation of new division	\$2,592	\$2,592	0
<b>Uniforms</b> Change due to creation of new division	\$900	\$900	0
<b>Travel &amp; Training</b> Change due to creation of new division	\$6,456	\$6,456	0
<b>Dues &amp; Subscriptions</b> Change due to creation of new division	\$728	\$728	0
<b>Development Services-Bldg Insp. Total</b>	<b>\$21,176</b>	<b>\$21,176</b>	<b>0</b>

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Public Works - Administration</b>			
<b>Chemicals</b> Reduced funding to reflect actual costs	-\$100	-\$100	0
<b>Small Tools</b> Reduced funding to reflect actual costs	-\$800	-\$800	0
<b>Utilities</b> This line item originally included the senior center utilities but this has been moved to Emergency Management division in the Police budget	-\$4,800	-\$4,800	0
<b>Professional Services</b> Moved this mowing contract to the HOT fund	-\$157,668	-\$157,668	0
<b>Uniforms</b> Increasing funding to provide additional shirts and other uniform items	\$1,580	\$1,580	0
<b>Vehicle/Equip Replacement Fee</b> Added funding for new vehicle/equipment lease payment	\$2,974	\$2,974	0
<b>Advertising</b> Increased funding to reflect actual costs	\$100	\$100	0
<b>Travel &amp; Training</b> Additional Superintendent training	\$2,056	\$2,056	0
<b>Dues, Subscriptions &amp; Publications</b> Additional memberships in TPWA	\$640	\$640	0
<b>Equipment Rental</b> Reduced funding to reflect actual costs	-\$1,400	-\$1,400	0
<b>Public Works - Administration Total</b>	<b>-\$157,418</b>	<b>-\$157,418</b>	<b>0</b>
<b>Public Works - Streets &amp; Drainage</b>			
<b>Supplies</b> Added funding for needed supplies	\$2,600	\$0	0
<b>Small Tools</b> Added funding for needed tools	\$2,000	\$2,000	0
<b>Equipment Rental</b> Contingency for unforeseen rentals	\$1,400	\$1,400	0
<b>Public Works - Streets &amp; Drainage Total</b>	<b>\$6,000</b>	<b>\$3,400</b>	<b>0</b>
<b>Public Works - Parks</b>			
<b>Equipment Maintenance</b> Reduced funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Dog Bark Park Expense</b> FY 2019 included one-time expenses	-\$4,500	-\$4,500	0
<b>Delgado Park Maintenance</b> Added funding for new park	\$300	\$300	0

<b>General Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Old Iron Bridge</b> Reduction for less maintenance due to closure	<b>-\$250</b>	<b>-\$250</b>	<b>0</b>
<b>Pecan Park Maintenance</b> Added funding for new park	<b>\$5,450</b>	<b>\$5,450</b>	<b>0</b>
<b>Little League Utilities</b> Added funding to reflect actual costs	<b>\$200</b>	<b>\$200</b>	<b>0</b>
<b>Parks &amp; Trails Utilities</b> Reduced funding to reflect actual costs	<b>-\$200</b>	<b>-\$200</b>	<b>0</b>
<b>Public Works - Parks Total</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>

### Public Works - Building Maintenance NO Changes

#### Library

<b>Supplies</b> Added funding to reflect actual costs	<b>\$710</b>	<b>\$710</b>	<b>0</b>
<b>Small Equipment</b> Added funding for replacement of printers	<b>\$2,400</b>	<b>\$0</b>	<b>0</b>
<b>Books</b> Increase funding of eBooks	<b>\$2,500</b>	<b>\$2,500</b>	<b>0</b>
<b>Audio Visuals</b> Reduced funding to reflect actual costs	<b>-\$100</b>	<b>-\$100</b>	<b>0</b>
<b>Computer Maintenance</b> Reduced funding to reflect actual costs	<b>-\$782</b>	<b>-\$782</b>	<b>0</b>
<b>Building Maintenance</b> Increased funding to reflect actual costs	<b>\$1,500</b>	<b>\$1,500</b>	<b>0</b>
<b>Communication</b> Increased funding to reflect actual costs	<b>\$200</b>	<b>\$200</b>	<b>0</b>
<b>Utilities</b> Increased funding to reflect actual costs	<b>\$500</b>	<b>\$500</b>	<b>0</b>
<b>Professional Services</b> Increased funding to reflect actual costs	<b>\$200</b>	<b>\$200</b>	<b>0</b>
<b>Advertising</b> Increased funding to reflect actual costs	<b>\$130</b>	<b>\$130</b>	<b>0</b>
<b>Travel &amp; Training</b> Added funding for additional conference	<b>\$1,400</b>	<b>\$1,400</b>	<b>0</b>
<b>Equipment Rental</b> Reduced funding to reflect actual costs	<b>-\$1,350</b>	<b>-\$1,350</b>	<b>0</b>
<b>Library Total</b>	<b>\$7,308</b>	<b>\$4,908</b>	<b>0</b>
<b>TOTAL GENERAL FUND</b>	<b>\$75,665</b>	<b>-\$93,364</b>	<b>2</b>



# Department Base Adjustments



## FY 2020 Proposed Program Changes

<b>Hospitality &amp; Downtown</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Bastrop Art in Public Places</b>			
<b>Professional Services</b> Removed Old Iron Bridge Development. Will re-appropriate when funding is secured for Old Iron Bridge Rehabilitation.	-\$20,000	\$0	0
<b>Special Projects</b> Removed funding for Transformer project	-\$1,420	-\$1,420	0
<b>Bastrop Art in Public Places Total</b>	<b>-\$21,420</b>	<b>-\$1,420</b>	<b>0</b>
<b>Convention Center</b>			
<b>Supplies</b> Added funding due to the increased costs	\$500	\$500	0
<b>Postage</b> Added funding due to additional Farm Street Opry mail outs	\$200	\$200	0
<b>Janitorial Supplies</b> Reduced funding to reflect actual costs	-\$5,000	-\$5,000	0
<b>Equipment Maintenance</b> This line item includes software maintenance and this amount increased.	\$500	\$500	0
<b>Building Maintenance</b> Line increase due to recommended roof repair.	\$12,000	\$0	0
<b>Communications</b> Increased cost in internet monthly fees	\$4,140	\$4,140	0
<b>Utilities</b> Increased funding to reflect actual costs	\$838	\$838	0

<b>Hospitality &amp; Downtown</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Professional Services</b> Several sponsored events eliminated	<b>-\$6,200</b>	<b>-\$6,200</b>	0
<b>Client Contracted Expense</b> This is a pass-thru expense from client. Reduced based on FY 2019 actual.	<b>-\$3,500</b>	<b>-\$3,500</b>	0
<b>Advertising</b> Increased due to additional promotion of the Center	\$10,000	\$10,000	0
<b>Convention Center Total</b>	<b>\$13,478</b>	<b>\$1,478</b>	<b>0</b>
<b>Main Street Program</b>			
<b>Supplies</b> Added funding for storage requirements	\$1,250	\$1,250	0
<b>Equipment</b> Needs in this line decreased	<b>-\$350</b>	<b>-\$350</b>	0
<b>Forms</b> Added additional print material for Main St.	\$1,900	\$1,900	0
<b>Communication</b> Reduced funding to reflect actual costs	<b>-\$500</b>	<b>-\$500</b>	0
<b>Professional Services</b> Needs in this line increased	\$2,450	\$2,450	0
<b>Advertising</b> Increased Advertising for Main Street District	\$2,850	\$2,850	0
<b>Promotional Activities</b> Decreased promotional activities	<b>-\$6,850</b>	<b>-\$6,850</b>	0
<b>Business Development</b> Slight increase to business development expense	\$300	\$300	0
<b>Travel and Training</b> Slight increase to travel and training	\$1,050	\$1,050	0
<b>Sponsored Events</b> Slight increase to sponsored events	\$2,000	\$2,000	0
<b>Community Partners</b> New category to accurately track our support of community partners	\$1,500	\$1,500	0

<b>Hospitality &amp; Downtown</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
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<b>Downtown Beautification</b> Reduced funding to reflect actual costs	-\$4,000	-\$4,000	0
<b>Main Street Program Total</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>0</b>

### Multi-Media Department

<b>Supplies</b> Added funding for supplies required for all equipment being utilized	\$1,150	\$1,150	0
<b>Office Equipment</b> Added funding for iPads for both staff members	\$3,100	\$0	0
<b>Communications</b> Increase funding for additional data for iPads	\$435	\$435	0
<b>Professional Services</b> Reduce funding to align with needs	-\$1,250	-\$1,250	0
<b>Advertising</b> Reduce funding to align with needs	-\$1,000	-\$1,000	0
<b>Travel &amp; Training</b> Reduce funding based on actual costs	-\$150	-\$150	0
<b>Dues, Subscriptions, &amp; Publications</b> Reduction in costs due to programming decision change	-\$6,900	-\$6,900	0
<b>Multi-Media Department Total</b>	<b>-\$4,615</b>	<b>-\$7,715</b>	<b>0</b>

### Organizational

<b>Professional Services</b> Moved Right-a-way mowing to this fund and increased the contract amount to include additional areas	\$235,109	\$235,109	0
<b>Organization Funding</b> Added increased funding to the non-special event community assets being funded out of HOT funds	\$141,000	\$141,000	0
<b>Destination Marketing Corp</b> Additional funding in relation to increased Hotel tax revenue and projected audit adjustment	\$166,285	\$166,285	0

<b>Hospitality &amp; Downtown</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Special Event Expense</b> Funding reduced in this line item to match actual costs	<b>-\$3,000</b>	<b>-\$3,000</b>	<b>0</b>
<b>Opportunity Funds</b> Funding reduced as this line item adjusted to comply with Fund Balance requirement policy	<b>-\$219,814</b>	<b>-\$219,814</b>	<b>0</b>
<b>Transfer Out - Innovation Fund</b> HOT funds share of the new website	<b>\$7,500</b>	<b>\$0</b>	<b>0</b>
<b>Organizational Total</b>	<b>\$327,080</b>	<b>\$319,580</b>	<b>0</b>

### **Special Events & Reservations**

<b>Supplies</b> The enhanced programming requires additional supplies	<b>\$1,900</b>	<b>\$1,900</b>	<b>0</b>
<b>Office Equipment</b> Added one-time purchases for iPad and office furniture	<b>\$1,050</b>	<b>\$0</b>	<b>0</b>
<b>Communications</b> Added additional amount for data for the iPad	<b>\$1,032</b>	<b>\$1,032</b>	<b>0</b>
<b>Professional Services</b> Added funding is the difference between Keep Bastrop County Beautiful funding dropping off and NIBBLES program being added	<b>\$2,500</b>	<b>\$2,500</b>	<b>0</b>
<b>Uniforms</b> There was not any funding in FY 2019 for uniforms	<b>\$700</b>	<b>\$700</b>	<b>0</b>
<b>Dues, Subscriptions, &amp; Publications</b> Eliminated as no longer need Recreation membership	<b>\$200</b>	<b>\$200</b>	<b>0</b>
<b>Recreation Programs</b> Reduced funding as YMCA taking over Summer Camp and Movies in the Park	<b>-\$2,000</b>	<b>-\$2,000</b>	<b>0</b>
<b>Special Events &amp; Reservations Total</b>	<b>\$5,382</b>	<b>\$4,332</b>	<b>0</b>

**TOTAL HOT FUND      \$321,505      \$317,855**

# Department Base Adjustments



## FY 2020 Proposed Program Changes

<b>Water Wastewater Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Administration</b>			
<b>Supplies</b> Reduce funding to reflect actual cost	-\$2,700	-\$2,700	0
<b>Office Equipment</b> Purchase needed laptops and printers	\$5,900	\$0	0
<b>Safety/First Aid</b> Reduce funding as there is a surplus of supplies.	-\$450	-\$450	0
<b>Special Printing</b> Additional cost of posters and signs to communicate better with the public on projects in the community	\$1,800	\$1,800	0
<b>Small Tools</b> Replace needed hand tools	\$200	\$0	0
<b>Fuel and Lube</b> Additional cost for increase fuel prices	\$2,000	\$2,000	0
<b>Professional Services</b> Added cost of the connection to Aqua at HWY 20 and unforeseen projects	\$51,125	\$0	0
<b>Uniforms</b> Added funding to replace items not covered by contract i.e. Rain suits, T-shirts, Hats etc....	\$700	\$700	0
<b>Administrative Support</b> Added funding for administrative support provided by General fund and Multi-Media department	\$11,332	\$11,332	0
<b>Transfer Out-Debt Service Fund</b> Only transferring what is needed to meet current debt payments	-\$338,372	\$0	0
<b>Water Wastewater Administration Total</b>	<b>-\$268,465</b>	<b>\$12,682</b>	<b>0</b>

<b>Water Wastewater Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
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**W/WW Distribution & Collection**

<b>Fuel and Lube</b> Added funding to project increase in fuel prices.	\$4,784	\$4,784	0
<b>System Maintenance</b> FY 2019 included some one-time projects	-\$18,386	\$0	0
<b>Uniforms</b> Added funding for items not covered under contract i.e. Caps, T-shirts & Rain suits.	\$1,069	\$1,068	0
<b>Vehicle Equip. Replacement fee</b>  Added additional vehicles to the fund therefore increasing the annual payments for replacement of the assets	\$10,715	\$10,715	0
<b>Travel and Training</b> Added funding for additional training for technicians	\$536	\$536	0
<b>W/WW Distribution &amp; Collection Total</b>	<b>-\$1,282</b>	<b>\$17,103</b>	<b>0</b>

**Water Production & Treatment**

<b>Fuel &amp; Lube</b> Reduced funding to reflect projected year end amount plus inflation	-\$340	-\$340	0
<b>System Maintenance</b>  Reduced funding due to FY 2019 having large maintenance projects that are not reflected in FY 2020 budget	-\$104,259	\$0	0
<b>Equipment Maintenance</b> Added additional funding for maintenance program	\$12,645	\$12,645	0
<b>Vehicle Maintenance</b> Reduced due to recent replacement of older fleet	-\$500	-\$500	0
<b>Utilities</b>  Added funding to cover additional cost of XS Ranch water well	\$11,000	\$11,000	0
<b>Professional Services</b> Added funding due to increased TCEQ Fees.	\$11,477	\$11,477	0
<b>Uniforms</b> Added funding for items not covered under contract i.e. Caps, T-shirts & Rain suits.	\$345	\$345	0
<b>Water Production &amp; Treatment Total</b>	<b>-\$69,632</b>	<b>\$34,627</b>	<b>0</b>

<b>Water Wastewater Fund</b>	<b>FY 2020 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>WW Treatment Plant</b>			
<b>Chemicals</b> Added funding as increase in influent requires an increase in chemicals.	\$1,208	\$1,208	0
<b>System Maintenance</b>  Reduced funding due to FY 2019 having large maintenance projects that are not reflected in FY 2020 budget	-\$114,865	\$0	0
<b>Equipment Maintenance</b> Added additional funding for maintenance program	\$10,400	\$10,400	0
<b>Building Maintenance</b>  Reduced funding due to FY 2019 having large maintenance projects that are not reflected in FY 2020 budget	-\$5,486	\$0	0
<b>Vehicle Maintenance</b> Reduced due to recent replacement of older fleet	-\$3,500	\$0	0
<b>WW Treatment Plant Total</b>	<b>-\$112,243</b>	<b>\$11,608</b>	<b>0</b>
<b>Water/Wastewater Fund Totals</b>	<b>-\$451,622</b>	<b>\$76,020</b>	<b>0</b>



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# Department Enhancements



## FY 2020 Proposed Program Changes

<b>Bastrop Power &amp; Light</b>	<b>Amount of Change in FY 2020</b>	<b>Recurring Amount</b>	<b>New Positions</b>
Additional Special Projects funding	\$250,000	\$0	0
Added funding for North Bastrop Light Installation Project			
<b>Bastrop Power &amp; Light Total</b>	<b>\$250,000</b>	<b>\$0</b>	<b>0</b>

# Department Enhancements



## FY 2020 Proposed Program Changes

<b>General Fund</b>	<b>Amount of Change in FY 2020</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Information Technology</b>			
<b>Battery Backup replacements</b> Added funding for replacement battery backups that are critical during a power outage	\$14,000	\$0	0
<b>Additional Laser Fiche license</b> Added funding for an additional 15 licenses for continued progress with paperless working environment	\$13,000	\$13,000	0
<b>Information Technology Total</b>	<b>\$27,000</b>	<b>\$13,000</b>	<b>0</b>
<b>Police - Patrol</b>			
<b>Operational Salary</b> Added funding for field training officer pay	\$7,500	\$7,500	0
<b>Equipment</b> Added funding for (14) ballistic helmets for life safety	\$16,212	\$0	0
<b>Police - Patrol Total</b>	<b>\$23,712</b>	<b>\$7,500</b>	<b>0.0</b>
<b>Fire - Administration</b>			
<b>Fire Inspector Position</b> Added funding for a Fire Inspector to increase full time coverage and add a plan examiner that will allow plan review within the new state law required timeline.	\$132,040	\$132,040	1.0
<b>Fire Total</b>	<b>\$132,040</b>	<b>\$132,040</b>	<b>1.0</b>

<b>General Fund</b>	<b>Amount of Change in FY 2020</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Fire - Operational</b>			
<b>Additional Night Staff Personnel</b> Added funding for one extra night staff position 12 hours a day/7 days a week	\$66,708	\$66,708	2.1
<b>Fire Total</b>	<b>\$66,708</b>	<b>\$66,708</b>	<b>2.1</b>
<b>Public Works - Administration</b>			
<b>Construction Manager</b> Added funding to add a Construction Manager position to manage all of the many capital projects the City has undertaken	\$130,000	\$130,000	1.0
<b>Public Works - Parks Total</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>1.00</b>
<b>TOTAL GENERAL FUND</b>	<b>\$379,460</b>	<b>\$349,248</b>	<b>4.1</b>

# Department Enhancements



## FY 2020 Proposed Program Changes - HOT Fund

<b>Hospitality &amp; Downtown</b>	<b>Amount of Change in FY 2020</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Multi-Media Department</b>			
<b>Office Equipment</b> Additional storage to centralize records management	\$16,772	\$0	0
<b>Multi-Media Department</b>	<b>\$16,772</b>	<b>\$0</b>	<b>0</b>
<b>Hotel Occupancy Fund Total</b>	<b>\$16,772</b>	<b>\$0</b>	<b>0</b>

# Department Enhancements



## FY 2020 Proposed Program Changes

<b>Water Wastewater Fund</b>	<b>Amount of Change in FY 2020</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Administration</b>			
<b>Capital Reserve Fund</b> Transferring excess fund balance to the capital project fund to be used for future projects	\$900,000	\$0	0
<b>W/WW Distribution &amp; Collection</b>			
<b>New Meters</b> New 16" meter for connection with Aqua	\$25,000	\$0	0
<b>Mapping</b> Added funding to catch up our GIS mapping of projects.	\$25,000	\$0	0
<b>Water/Wastewater Fund Totals</b>	<b>\$950,000</b>	<b>\$0</b>	<b>0</b>



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

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# BP&L Fund

## BP&L Fund

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

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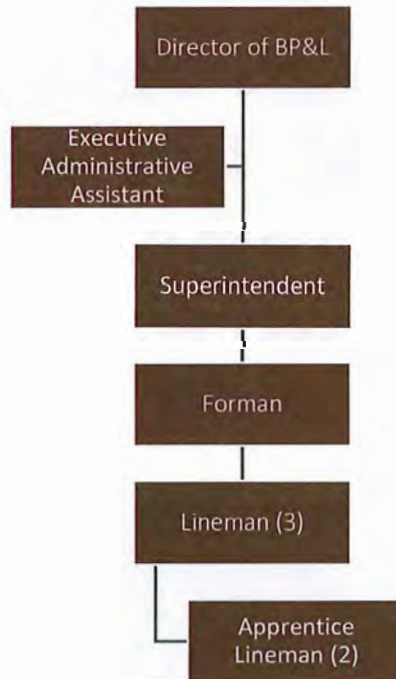
**Provide safe, reliable electric service to the citizens of Bastrop, Texas in a cost-effective, efficient manner through careful maintenance, and thoughtful capital improvements to the system.**



# **BP&L Fund Summary**

## 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 2020

- 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 2019

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

# BP&L Fund Summary

### BP&L Fund Summary

	ACTUAL FY-18	ORIG BUDGET FY-19	ESTIMATE FY-19	PROPOSED FY-20	PLANNING FY-21
<b>BEGINNING FUND BALANCE</b>	\$ 4,264,411	\$ 4,308,148	\$ 4,308,148	\$ 3,590,969	\$ 3,015,283
Electric Sales	\$ 7,140,226	\$ 7,280,740	\$ 6,777,872	\$ 6,678,682	\$ 6,603,253
Service Fees	\$ 31,028	\$ 32,300	\$ 28,000	\$ 31,000	\$ 32,000
Extension Fees	\$ 270,626	\$ 335,000	\$ 165,000	\$ 328,000	\$ 100,000
Pole Attachment	\$ 7,865	\$ 8,000	\$ 7,880	\$ 7,880	\$ 8,000
Interest	\$ 67,533	\$ 56,000	\$ 70,000	\$ 72,000	\$ 73,000
Other	\$ 42,068	\$ 9,000	\$ 11,486	\$ 9,000	\$ 9,000
<b>Total Revenues</b>	<b>\$ 7,559,346</b>	<b>\$ 7,721,040</b>	<b>\$ 7,060,238</b>	<b>\$ 7,126,562</b>	<b>\$ 6,825,253</b>
<b>Total Resources</b>	<b>\$ 11,823,757</b>	<b>\$ 12,029,188</b>	<b>\$ 11,368,386</b>	<b>\$ 10,717,531</b>	<b>\$ 9,840,536</b>
Operating Expense	\$ 5,923,913	\$ 6,152,910	\$ 5,834,549	\$ 5,924,106	\$ 5,808,087
Debt Service	\$ 159,196	\$ 160,493	\$ 160,493	\$ 159,847	\$ 169,283
Community Support	\$ 155,930	\$ 104,800	\$ 104,800	\$ 130,545	\$ 100,000
Line Extensions	\$ 161,075	\$ 183,000	\$ 129,000	\$ 185,000	\$ 60,000
System Study Improvements	\$ 48,551	\$ 250,000	\$ 222,000	\$ 180,000	\$ -
Special Project	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Transfer out - GF (lieu of taxes)	\$ 557,748	\$ 557,750	\$ 557,750	\$ 557,750	\$ 557,750
Transfer out - Special Projects	\$ 409,200	\$ 683,825	\$ 668,825	\$ 240,000	\$ 232,500
Transfer out - VERF	\$ 99,996	\$ 100,000	\$ 100,000	\$ 75,000	\$ 65,000
<b>Total Operating Expenditures</b>	<b>\$ 7,515,609</b>	<b>\$ 8,192,778</b>	<b>\$ 7,777,417</b>	<b>\$ 7,702,248</b>	<b>\$ 6,992,620</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 43,737</b>	<b>\$ (471,738)</b>	<b>\$ (717,179)</b>	<b>\$ (575,686)</b>	<b>\$ (167,367)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,308,148</b>	<b>\$ 3,836,410</b>	<b>\$ 3,590,969</b>	<b>\$ 3,015,283</b>	<b>\$ 2,847,916</b>
<i>Fund Balance %</i>	57%	47%	46%	39%	41%

# BP&L Fund Summary

## FY 2020 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CHARGES FOR SERVICES	\$5,029	\$3,000	\$3,000	\$3,000	\$3,000
ELECTRIC REVENUES	\$7,480,204	\$7,662,040	\$6,984,752	\$7,051,562	\$6,749,253
INTEREST INCOME	\$67,533	\$56,000	\$70,000	\$72,000	\$73,000
MISCELLANEOUS	\$6,577	\$0	\$2,486	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$7,559,343</b>	<b>\$7,721,040</b>	<b>\$7,060,238</b>	<b>\$7,126,562</b>	<b>\$6,825,253</b>

# Revenue Summary- BP&L

## FY 2020 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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$676,466	\$716,406	\$713,163	\$734,689	\$747,289
SUPPLIES AND MATERIALS	\$31,265	\$39,000	\$36,500	\$41,500	\$44,000
MAINTENANCE AND REPAIRS	\$239,441	\$226,000	\$226,900	\$237,000	\$237,000
OCCUPANCY	\$9,182	\$10,780	\$9,200	\$10,780	\$10,780
CONTRACTUAL SERVICES	\$4,895,450	\$5,071,502	\$4,763,034	\$4,809,915	\$4,581,296
OTHER CHARGES	\$228,039	\$194,022	\$190,552	\$220,767	\$287,722
CAPITAL OUTLAY	\$209,626	\$433,000	\$351,000	\$615,000	\$60,000
DEBT SERVICE	\$159,196	\$160,493	\$160,493	\$159,847	\$169,283
TRANSFERS OUT	\$1,066,944	\$1,341,575	\$1,326,575	\$872,750	\$855,250
<b>404-60-00 TOTAL</b>	<b>\$7,515,609</b>	<b>\$8,192,778</b>	<b>\$7,777,417</b>	<b>\$7,702,248</b>	<b>\$6,992,620</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
DIRECTOR OF BP&L	1.000	1.000	1.000	1.000	1.000
ELECTRIC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
FOREMAN	1.000	1.000	1.000	1.000	1.000
LINEMAN APPRENTICE	2.000	2.000	2.000	2.000	2.000
LINEWORKER-JOURNEYMAN	3.000	3.000	3.000	3.000	3.000
<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

## Performance Measures

### Bastrop Power & Light

	FY 2017	FY 2018	Goal FY 2019	Goal FY 2020
Reliability % of Electrical System	99.995%	99.988%	99.50%	99.50%
Provide same-day response to customer requests and work orders	100%	100%	100%	100%
Average time of Power Outage	59 minutes	74 minutes	<60 minutes	<60 minutes



# BP&L Fund Summary

## BP&L Community Support

The **Bastrop County Child Welfare Board's** received the funding level requested. Their funding goes to support Bastrop children in kinship care. **Bastrop County Emergency Food Pantry and Support Center** received 100% of their funding request, which was the same funding level in FY 2019. The City of Bastrop considers themselves a partner for the NIBBLES program and has moved this funding to a transfer out in FY 2020. The following organizations received the same funding level as FY 2019: **Austin Habitat for Humanities, Family Crisis Center, Bastrop County First Responders, Bastrop Pregnancy Resource Center, Children's Advocacy Center of Bastrop, Combined Community Action, Feed the Need, In the Streets-Hands up High Ministry, Literacy Volunteers of Bastrop and CASA.**

The City has received a quote from **PHI Cares** for a membership fee of \$8.00 per household to provide

medical air transport services. This membership total of \$29,000 has been included in the Community Support line item of the FY 2020 budget. This nominal fee will provide free timely emergency air transport at a huge savings for the residents of the City of Bastrop.

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, Emergency Food Pantry's NIBBLES program** and **Bastrop County Long-Term Recovery Team** in lieu of funding through BP&L Community Support. YMCA and NIBBLES program 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 FY2019-2020				
Organization	FY17-19 Approved Funding	FY18-19 Approved Funding	COMMUNITY SUPPORT FY2019-2020	
			FY19-20 REQUESTED FUNDING	FY19-20 PROPOSED FUNDING
Austin Habitat for Humanity, Inc.	\$ 6,575.00	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00
Bastrop County Child Welfare Board	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
Bastrop County Emergency Food Pantry and Support Center, Inc.	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00
Bastrop County First Responders	\$ 20,347.00		\$ 14,787.00	\$ 14,787.00
Bastrop County Women's Shelter, Inc.-Family Crisis Center	\$ 8,000.00	\$ 9,200.00	\$ 10,000.00	\$ 9,200.00
Bastrop Pregnancy Resource Center	\$ 6,483.33	\$ 7,500.00	\$ 17,540.00	\$ 7,500.00
Boys and Girls Club of Austin	\$ -	\$ 2,500.00	Did not apply	\$ -
Children's Advocacy Center of Bastrop County	\$ 5,558.00	\$ 6,400.00	\$ 14,000.00	\$ 6,400.00
Combined Community Action, Inc.	\$ 5,567.00	\$ 6,400.00	\$ 8,000.00	\$ 6,400.00
Court Appointed Special Advocate of Bastrop County (CASA)	\$ 5,558.00	\$ 6,400.00	\$ 8,000.00	\$ 6,400.00
Feed The Need	\$ 5,992.00	\$ 6,500.00	\$ 9,823.20	\$ 6,500.00
In the Streets-Hands Up High Ministry	\$ 5,692.00	\$ 6,200.00	\$ 12,000.00	\$ 6,200.00
Literacy Volunteers of Bastrop	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>	<b>\$ 113,430.33</b>	<b>\$ 104,758.00</b>	<b>\$ 154,808.20</b>	<b>\$ 119,045.00</b>

## System Study Improvements

In FY 2019, BP&L ordered material 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. However, the ordered materials will not arrive before then end of FY 2019. Therefore, we will carry over the balance of the funds to FY 2020. The next Electric System Study should be completed in FY 2021 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 Extensions are projected to increase 37% over FY 2019 Projected. The increase is attributed to the construction of Piney Creek Subdivision - Phase Two. All payments of the line extensions have been paid by KB Homes for Phase Two of the project.

## Special Projects

This budget includes \$250,000 for the North Bastrop light installation. The proposed street lighting will promote pedestrian safety, traffic safety, enhanced



walkability, and an opportunity to address citizen concerns regarding the need for more lighting in residential neighborhoods.

The City Council gave some general guidance at the April 9, 2019 City Council Meeting. The policy discussion was to provide adequate lighting for pedestrian safety after dark, but limit light pollution and light trespass as much as possible. While that sounds simple enough, it can be problematic when that amount of lighting is not specific. So, with that in mind staff has begun developing a simple plan that addresses adding lighting to existing neighborhoods, based on the neighborhoods needs and the assigned place type. Infill development & lighting existing neighborhoods will be the biggest challenge, but the best approach will be to just be consistent. BP&L currently places lights at all intersections, dangerous curves, and at all dead-end roadways. That is great for vehicular safety but can still leave the pedestrian with some concerns. The policy to be drafted will state that street lighting will be placed as necessary to achieve an approximate spacing between lights of 200 feet, except that along a City park where the spacing will be reduced to 150 feet. This will take care of the majority of the gaps in the lighting in existing neighborhoods. Additionally, a discussion about adopting pedestrian corridors was mentioned at the Council Meeting. Once those roads are identified, a lighting standard to include spacing, and lighting type will be established to meet the goals established by City Council.

## Transfer Out – Special Projects

In FY 2020, there will be a \$240,000 Transfer-Out to Special Projects. Projects in this line item include:

- Christmas Lights - \$125,000
- Patriotic Festival - \$25,000
- Bastrop Homecoming & Rodeo - \$20,000
- Juneteenth Celebration - \$5,000
- Bastrop County Long-Term Recovery \$10,000
- YMCA - \$30,000
- Food Pantry Nibbles Program \$17,500
- Shared cost of New Website \$7,500





Boards & Commissions Banquet  
November 2018

# General Fund

## General Fund

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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, Police, Fire, Municipal Court, Planning, Development & Engineering, Public Works, Park Maintenance, 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 2017-2018	ORIGINAL BUDGET 2018-2019	PROJECTED 2018-2019	PROPOSED 2019-2020	PROPOSED 2020-2021
<b>BEGINNING BALANCE</b>	<b>\$ 3,261,143</b>	<b>\$ 2,566,858</b>	<b>\$ 2,607,679</b>	<b>\$ 2,643,264</b>	<b>\$ 2,842,255</b>
<b>REVENUES:</b>					
Ad Valorem Taxes	3,363,901	3,533,514	3,571,489	3,850,795	3,992,000
Sales Taxes	4,828,513	4,864,390	4,999,393	5,084,400	5,237,000
Franchise & Other Taxes	509,566	517,966	507,630	467,830	467,830
Licenses & Permits	743,628	699,500	518,367	819,032	829,032
Service Fees	555,019	543,936	571,250	673,100	681,550
Fines & Forfeitures	289,614	334,000	313,400	349,585	349,585
Interest	57,705	50,000	85,000	65,000	68,000
Intergovernmental	97,747	72,878	67,878	89,878	89,878
Other	53,592	82,000	65,661	60,000	60,000
<b>Total Revenues</b>	<b>10,499,285</b>	<b>10,698,184</b>	<b>10,700,068</b>	<b>11,459,620</b>	<b>11,774,875</b>
Transfer from EDC	-	-	-	-	-
Transfer from Library Board	2,412	3,000	3,000	3,000	3,000
Transfer from Innovation Fund	187,112	239,000	239,000	198,991	
Transfers from Electric (ILOT) & Spe	557,750	567,750	567,750	567,750	557,750
<b>Total Transfers</b>	<b>747,274</b>	<b>809,750</b>	<b>809,750</b>	<b>769,741</b>	<b>560,750</b>
	198,991	11,246,559	11,507,934	12,229,361	12,335,625
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 14,507,702</b>	<b>\$ 14,074,792</b>	<b>\$ 14,117,497</b>	<b>\$ 14,872,625</b>	<b>\$ 15,177,880</b>
<b>EXPENDITURES:</b>					
General Government:					
Legislative	37,810	40,357	36,333	40,357	40,959
Organizational	297,505	110,747	648,372	284,745	290,282
City Manager	360,063	453,157	391,988	502,008	511,396
City Secretary	136,022	143,832	156,520	148,629	152,489
Finance	1,239,730	1,370,743	1,302,802	1,336,502	1,424,488
Human Resource	179,955	192,029	204,431	223,626	229,310
Information Technology	363,950	406,610	341,887	426,382	411,999
Public Works	1,276,297	1,221,841	1,181,278	1,201,861	1,385,190
Building Maintenance	279,433	285,968	283,430	289,900	301,024
Public Safety:					
Police	2,987,774	3,376,220	3,201,390	3,406,413	3,486,860
Fire	528,619	614,115	621,003	862,042	975,971
Court	315,896	343,249	323,330	336,853	345,908
Development Services:					
Planning	557,334	586,883	546,469	618,720	656,218
Engineering/Building Inspection	309,158	438,491	461,317	152,405	214,727
Building Inspection	-	-	-	313,199	253,304
Community Services:					
Parks	816,374	892,653	832,088	906,469	926,331
Library	722,593	764,955	689,011	741,267	741,658
<b>Total Operating Expenditures</b>	<b>10,408,513</b>	<b>11,241,850</b>	<b>11,221,649</b>	<b>11,791,378</b>	<b>12,348,114</b>
Transfer to Hotel Tax Fund		266,084	252,584	238,992	238,992
<b>Excess of Revenue over (under) Exp</b>	<b>838,046</b>	<b>-</b>	<b>35,585</b>	<b>198,991</b>	<b>(251,481)</b>
<b>Fund Balance before One-time captial</b>	<b>\$ 4,099,189</b>	<b>\$ 2,832,942</b>	<b>\$ 2,643,264</b>	<b>\$ 2,842,255</b>	<b>\$ 2,829,766</b>
Reserves % (Incl Innovation Fund Balance)	39%	25%	32%	25%	24%
Capital Outlay	267,901				
Transfer to Innovation Fund	1,000,000				
<b>Fund Balance before One-time captial</b>	<b>\$ 2,831,288</b>	<b>\$ 2,832,942</b>	<b>\$ 2,643,264</b>	<b>\$ 2,842,255</b>	<b>\$ 2,829,766</b>

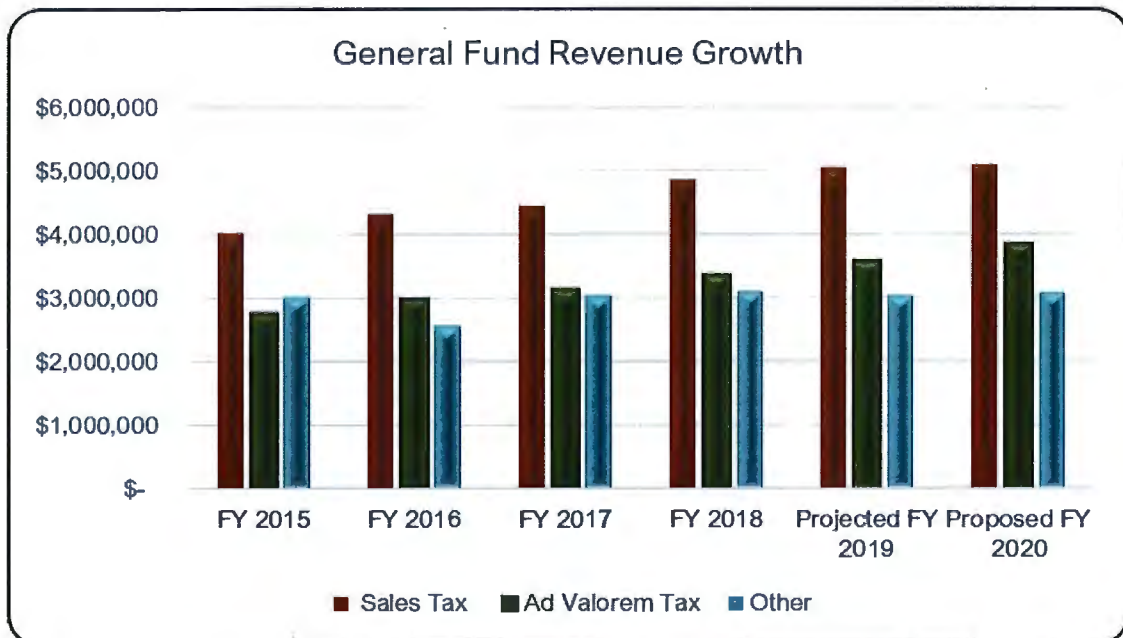
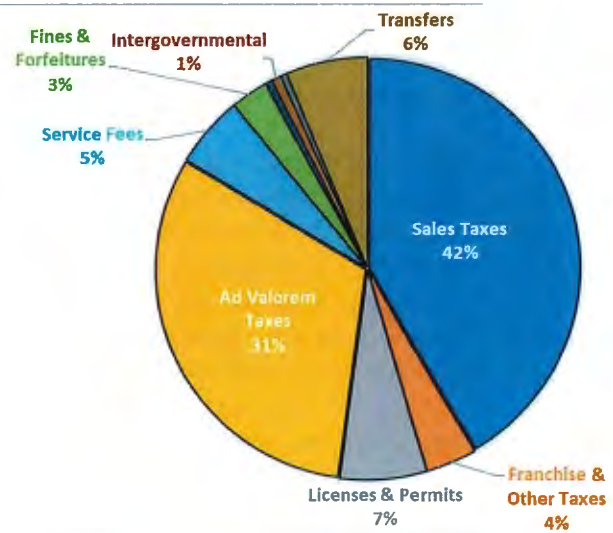


## Overview

The General Fund Budget Summary section includes revenue summary information, expenditure summary information, and departmental detail information for the FY 2020 proposed budget, while providing a comparison to FY 2019 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 2020 are \$12,229,361 which represents a 6.25% increase or \$719,543 over FY 2019 year-end projected.** Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.





## Sales and Use Tax Collection

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Proposed FY 2020 Sales Tax revenue is forecasted to be \$5,084,400, which is a 1.7% increase or \$85,007 more than FY 2019 year-end budget projections.

### Sales Tax Forecast

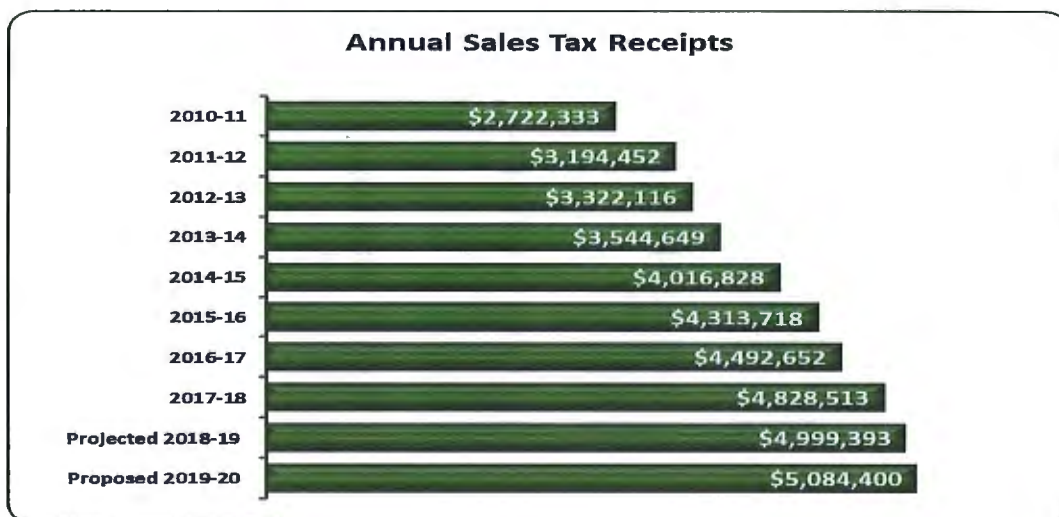
Sales Tax revenue budget for FY 2018 took a conservative approach resulting in a flat growth projection. Actual FY 2018 sales tax revenue was 8.3% greater than budgeted. The actual to forecast so far in FY 2019 has been slightly up showing a 3.5% positive variance as of June 2019.

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 declined in June to its lowest level since September 2017, with unemployment rates continuing to stay low. 2019 year-over-year US retail sales increased 2.7% as of March 2019.

The City is continuing a conservative approach for the FY 2020 budget, using the FY 2019 projections increased by the addition of new business’s including Home Goods and James Avery.

### 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 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Values for FY 2020 show a net taxable value of \$967,932,907, which is a 7.8% increase over FY 2019.** Property values will generate \$3,847,295 in revenue, which is \$283,171 more than FY 2019 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 106 new construction permits in FY 2019. Of the 106, 96% were new residential and 4% were new commercial. The Preserve at Hunters Crossing, a multi-family apartment, is currently under construction. Pecan Park and Piney Creek subdivisions have new sections under construction, which provides additional opportunities for new home construction. All construction completed after January 1, 2019 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, 2019, upon which the tax levy is based, is \$967,932,907. 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

	FY2020
	TAX YEAR 2019
<b>TAX ROLL:</b>	
Assessed Valuation (100%)	\$967,932,907
Rate per \$100	0.5640
Tax Levy Freeze Adjusted	5,459,142
Tax Levy - Frozen (Disabled / over 65)*	479,064
<b>Total Tax Levy</b>	<b>5,938,206</b>
<b>Percent of Collection</b>	<b>99.0%</b>
<b>SUMMARY OF TAX COLLECTIONS:</b>	
Current Tax	5,404,550
Revenue From Tax Freeze Property	474,273
Delinquent Tax	43,500
Penalty and Interest	39,000
<b>TOTAL TAX COLLECTIONS</b>	<b>\$5,961,323</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 99% of the levy and will generate \$5,878,823 in revenues, which includes \$474,273 of frozen tax levy. Delinquent taxes, penalties less 380 reimbursements are expected to add an additional \$22,500 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 \$0.5322/ \$100, rollback tax rate is \$0.5704/ \$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.

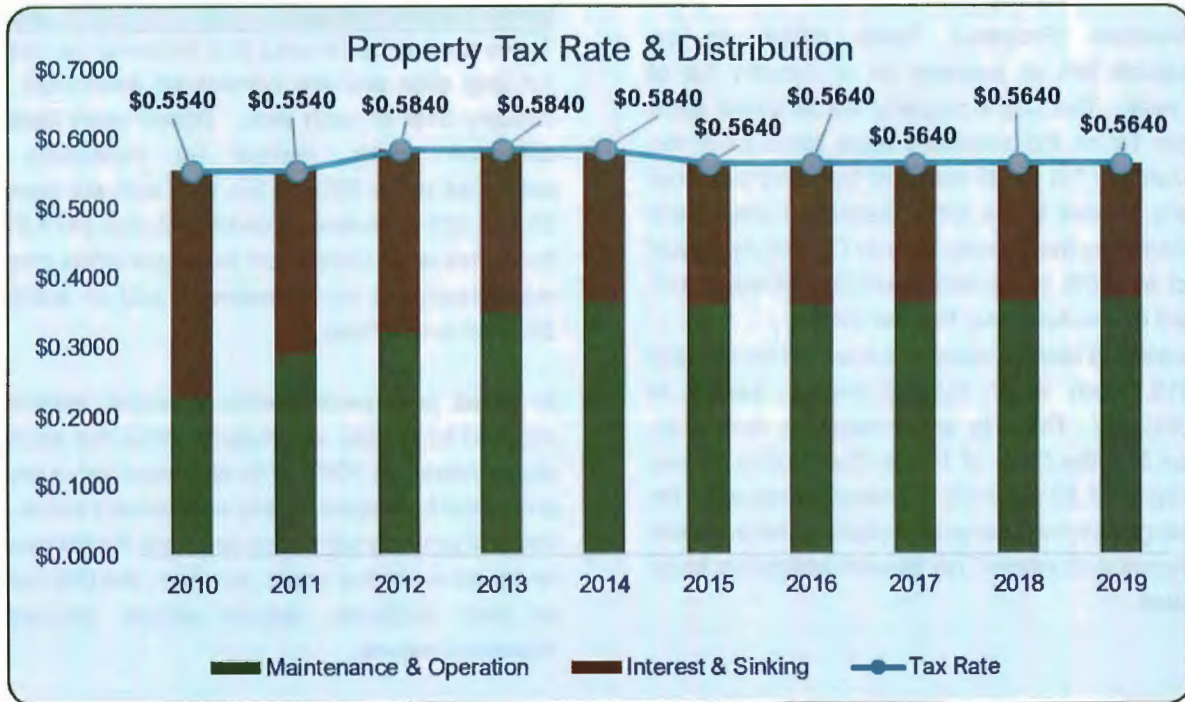
## FY 2020 Tax Rate

The proposed tax rate for the year ending September 30, 2020, is \$0.5640 per \$100 assessed valuation. The amount allocated for general government operations is \$0.3691, while the remaining \$0.1949

is allocated for general obligation long-term debt service.

<b>Property Tax Distribution</b>			
	TAX RATE	PERCENT OF TOTAL	
<b>GENERAL FUND:</b>			
Current Tax	\$0.3691		3,536,915
Revenue From Tax Freeze Property			310,380
Delinquent Tax			33,500
Penalty and Interest			30,000
<b>Total General Fund</b>	<b>\$0.3691</b>	<b>65.44%</b>	<b>\$3,910,795</b>
<b>DEBT SERVICE FUND:</b>			
Current Tax	\$0.1949		1,867,635
Revenue From Tax Freeze Property			163,893
Delinquent Tax			10,000
Penalty and Interest			9,000
<b>Total Debt Service</b>	<b>\$0.1949</b>	<b>34.56%</b>	<b>\$2,050,528</b>
<b>DISTRIBUTION</b>	<b>\$0.5640</b>	<b>100.00%</b>	<b>\$5,961,323</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. This revenue source was significantly changed by Senate Bill 1152.

<b>FY 2020 Budget</b>	<b>\$467,830</b>	
% of Fund Revenue	3.9%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	-\$50,136	-10.7%
2019 Projection	-\$39,800	-8.5%

## License & Permits

Licenses and permits are based on construction such as plan review, business permits, construction inspections, and permit fees. During FY 2019, the City saw a significant increase in construction and development activity compared to prior years. For FY 2020, the City anticipates this growth will continue. This budget includes a proposed increase in these fees.

<b>FY 2020 Budget</b>	<b>\$819,032</b>	
% of Fund Revenue	6.9%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$119,532	+18.5%
2019 Projection	+\$300,665	+59.9%

## 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. This fee is proposed to increase by 5% effective 10/1/2019. A library fee for non-residence is new this year and proposed to be approved effective 1/1/2020. Other fees are animal control, and accident reports.

<b>FY 2020 Budget</b>	<b>\$673,100</b>	
% of Fund Revenue	5.6%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$129,164	+23.7%
2019 Projection	+\$101,850	+17.8%

## Fines & Forfeitures

Fines and forfeitures represent revenue generated through the Municipal Court. FY 2020 is anticipating revenue to increase slightly over previous year due to increasing number of warrant round ups.

<b>FY 2020 Budget</b>	<b>\$349,585</b>	
% of Fund Revenue	2.9%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$15,585	+4.7%
2019 Projection	+\$36,185	+11.5%

## Interest

The interest earned from City investments in Money Market accounts, Government Pools, Certificates of Deposit and Agency Securities. FY 2019 saw an increase in rate of return peaking in Dec. 2018. These rates have started to drop so the FY 2020 budget is reflecting a reduction in this funding source for that reason.

<b>FY 2020 Budget</b>	<b>\$65,000</b>	
% of Fund Revenue	0.5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$15,000	+30.0%
2019 Projection	-\$20,000	-30.8%

## Intergovernmental

This revenue represents funding received from federal, state and local sources due to grants, interlocal agreements and funding agreements. It also includes any funding provided by Bastrop Economic Development Corp. to the City.

<b>FY 2020 Budget</b>	<b>\$89,878</b>	
% of Fund Revenue	1.0%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$17,000	+23.3%
2019 Projection	+\$22,000	+32.4%

## 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 2020 Budget</b>	<b>\$60,000</b>	
% of Fund Revenue	0.5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	-\$22,000	-36.7%
2019 Projection	-\$5,661	-9.4%

## Transfers In

This revenue represents funding received from other funds as follows: Library Board \$3,000 to cover summer reading interns, Innovation fund \$198,991 to bring General Funds fund balance back up to 25%, BP&L \$567,750 of which \$10,000 is for Bastrop County Long Term Recovery and the rest is payment in lieu of taxes.

<b>FY 2020 Budget</b>	<b>\$769,741</b>	
% of Fund Revenue	0.5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	-\$40,009	-5.2%
2019 Projection	-\$40,009	-5.2%

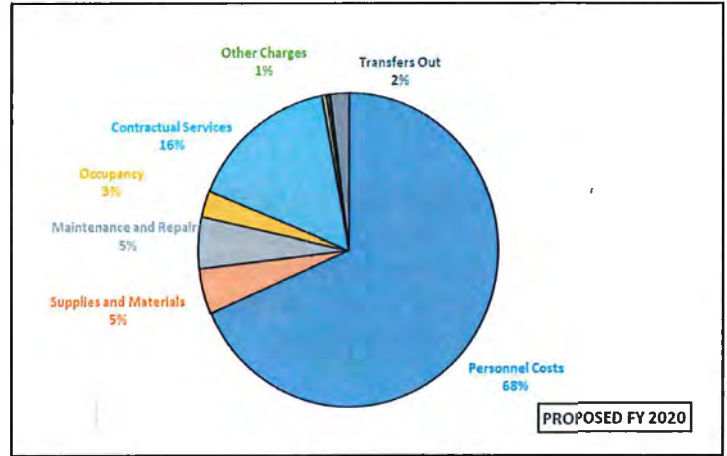
## Expenditure Synopsis

Proposed General Fund expenditures for FY 2020 are \$12,030,370, which represents a 4.8% increase or \$556,137 over FY 2019 year-end projected. The increase is largely attributed to a 2.5% step increase in accordance with the City's compensation plan, and the addition of several new 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 2020 Budget includes a 2.5% step increase for all employees. In addition, 4.4 full-time equivalent positions were added to Personnel. There was a 3% decrease for health insurance in FY 2020.

<b>FY 2020 Budget</b>	<b>\$8,319,200</b>	
% of Fund Expense	68%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$374,862	+4.7%
2019 Projection	+\$820,205	+10.9%

### 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 and specific items needed for new positions.

<b>FY 2020 Budget</b>	<b>\$571,036</b>	
% of Fund Expense	5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$38,240	+7.2%
2019 Projection	+\$106,776	+23.0%

## 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. It also includes the maintenance paid for software utilized in the course of business. The FY 2020 budget is due to increase software maintenance agreements and needed equipment upkeep.

<b>FY 2020 Budget</b>	<b>\$632,769</b>	
% of Fund Expense	5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$44,024	+7.5%
2019 Projection	+\$99,710	+18.7%

## 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 2020 Budget</b>	<b>\$333,940</b>	
% of Fund Expense	3%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$4,772	+1.4%
2019 Projection	+\$23,163	+7.5%

## Contractual Services

These object classifications include services rendered to City activities by private firms or other outside agencies. FY 2019 projected significantly more due to legal services and a lawsuit settlement. The FY 2020 budget estimates legal services at a lower amount due to project completions.

<b>FY 2020 Budget</b>	<b>\$1,939,346</b>	
% of Fund Expense	16%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	-\$86,309	-4.5%
2019 Projection	-\$538,410	-27.8%

## 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 an increase in the amount to be rebated back for the City's 380 development agreements.

<b>FY 2020 Budget</b>	<b>(\$58,778)</b>	
% of Fund Expense	-0.5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$24,801	+42.2%
2019 Projection	+\$34,423	+58.5%

## Contingency

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

<b>FY 2020 Budget</b>	<b>\$35,363</b>	
% of Fund Expense	0.3%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$172,254	+2.88%
2019 Projection	+\$35,363	+100%

## Capital Outlay

Capital Outlay expenditures have a useful life longer than a year and have a value of over \$5,000. This budget includes additional radios for Fire Services.

<b>FY 2020 Budget</b>	<b>\$18,500</b>	
% of Fund Expense	0.2%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$7,500	+68%
2019 Projection	-\$11,500	-62%

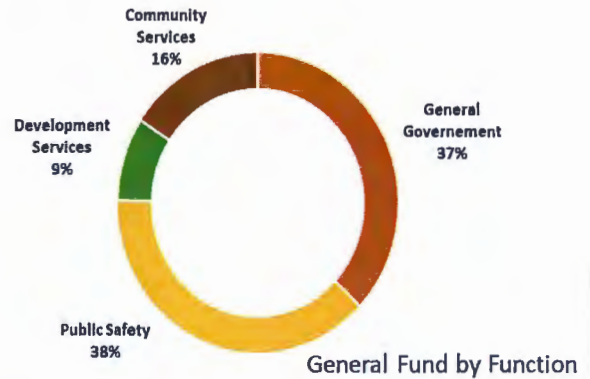
## Transfers Out

Transfers Out reflect a transfer from the General Fund to another fund within the City's operating and capital budgets. In FY 2020, funding for Multi-Media and Special Events and Reservations 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 2020 Budget</b>	<b>\$238,994</b>	
% of Fund Expense	2%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	-\$27,090	-11.3%
2019 Projection	-\$13,590	-5.7%

## 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 2020 proposed departmental expenditures and a brief description is given comparing the functions to the FY 2019 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 2020 Proposed Budget increase is attributed to a 2.5% salary adjustment and 1 full-time equivalent positions added to this category.

<b>FY 2020 Budget</b>	<b>\$4,454,010</b>	
% of Fund Expense	37%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$228,726	+5.4%
2019 Projection	-\$93,031	-2.08%

### 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 2020 Proposed Budget increase is attributed to the addition of a Fire Inspector, fourth paid position added to Fire Services, a 2.5% salary adjustment and increase in equipment associated with life safety.

<b>FY 2020 Budget</b>	<b>\$4,605,308</b>	
% of Fund Expense	38%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$271,724	+6.3%
2019 Projection	+\$459,585	+10.5%

### Development Services

Development Services function handles both commercial and residential development through the Departments of Engineering and Development, Building Inspection and Planning & Zoning. FY 2020 Proposed Budget increase is attributed to a 2.5% salary adjustment and several salary adjustments made in FY 2019.

<b>FY 2020 Budget</b>	<b>\$1,084,324</b>	
% of Fund Expense	9%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$58,950	+5.74%
2019 Projection	+\$76,538	+7.59%

## Community Services

Community Services function includes Parks and Library services. During FY 2019 the Library had several vacant positions which explains the increase from FY 2019 projection. Proposed Budget increase is attributed to 2.5% salary adjustment.

<b>FY 2020 Budget</b>	<b>\$1,886,728</b>	
% of Fund Expense	16%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	-\$36,964	-1.9%
2019 Projection	+\$113,045	+6.4%

## FY 2020 Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
AD VALOREM TAXES	\$3,363,998	\$3,533,514	\$3,571,489	\$3,850,795	\$3,992,000
FRANCHISE AND OTHER TAXES	\$509,568	\$517,966	\$507,630	\$467,830	\$467,830
SALES TAX	\$4,828,513	\$4,864,390	\$4,999,393	\$5,084,400	\$5,237,000
LICENSES AND PERMITS	\$743,628	\$699,500	\$518,367	\$819,032	\$829,032
CHARGES FOR SERVICES	\$555,019	\$543,936	\$571,250	\$673,100	\$681,550
FINES AND FORFEITURES	\$289,610	\$334,000	\$313,400	\$349,585	\$349,585
INTEREST	\$57,707	\$50,000	\$85,000	\$65,000	\$68,000
INTERGOVERNMENTAL	\$97,747	\$72,878	\$67,878	\$89,878	\$89,878
OTHER	\$76,702	\$82,000	\$65,661	\$60,000	\$60,000
<b>TOTAL REVENUE</b>	<b>\$10,522,492</b>	<b>\$10,698,184</b>	<b>\$10,700,068</b>	<b>\$11,459,620</b>	<b>\$11,774,875</b>
TRANSFERS IN	\$747,276	\$809,750	\$809,750	\$769,741	\$560,750
<b>TOTAL REVENUE &amp; TRANSFER IN</b>	<b>\$747,276</b>	<b>\$809,750</b>	<b>\$809,750</b>	<b>\$769,741</b>	<b>\$560,750</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.**

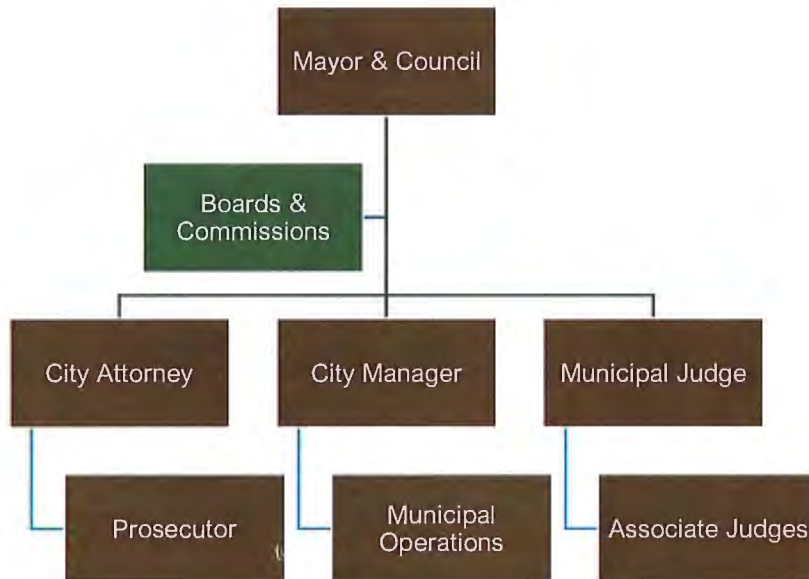


# Legislative

## 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 2020

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

### ORGANIZATIONAL EXCELLENCE:

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

## Recent Accomplishments for FY 2019

- ✓ Appointed Presiding Municipal Judge and an Associate Judge.
- ✓ 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.
- ✓ Participated in Building Bastrop.

# Legislative

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	01 LEGISLATIVE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$6,791	\$6,807	\$6,810	\$6,807	\$6,807
SUPPLIES AND MATERIALS	\$4,814	\$2,700	\$2,500	\$2,700	\$3,071
OCCUPANCY	\$7,752	\$7,500	\$6,826	\$7,500	\$7,650
CONTRACTUAL SERVICES	\$6,533	\$10,100	\$2,850	\$4,100	\$4,318
OTHER CHARGES	\$11,652	\$13,250	\$17,350	\$19,250	\$19,113
<b>TOTAL EXPENDITURES</b>	<b>\$37,542</b>	<b>\$40,357</b>	<b>\$36,336</b>	<b>\$40,357</b>	<b>\$40,959</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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**

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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 2020

N/A

## Recent Accomplishments for FY 2019

N/A

# Organizational

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## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	02 ORGANIZATIONAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$55,046	\$90,103	\$68,240	\$66,248	\$84,120
SUPPLIES AND MATERIALS	\$22,626	\$12,400	\$12,340	\$13,350	\$12,725
MAINTENANCE AND REPAIRS	\$450	\$1,000	\$70	\$225	\$225
OCCUPANCY	\$71,028	\$72,000	\$73,060	\$73,000	\$73,500
CONTRACTUAL SERVICES	\$517,770	\$437,957	\$852,556	\$456,164	\$470,500
OTHER CHARGES	(\$369,418)	(\$365,458)	(\$357,894)	(\$359,608)	(\$385,790)
CONTINGENCY	\$0	(\$137,254)	\$0	\$35,363	\$35,000
<b>TOTAL EXPENDITURES</b>	<b>\$297,502</b>	<b>\$110,748</b>	<b>\$648,372</b>	<b>\$284,742</b>	<b>\$290,280</b>
TRANSFERS OUT	\$1,000,000	\$266,084	\$252,584	\$238,994	\$238,994
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$1,297,502</b>	<b>\$376,832</b>	<b>\$900,956</b>	<b>\$523,736</b>	<b>\$529,274</b>

# 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.**

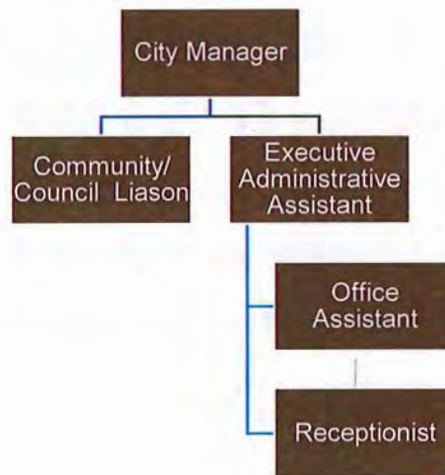


# City Manager

## 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 2020

- **COMMUNITY SAFETY:** Lead the Capital Improvement Programs for FY 2020 including the design of Water and Wastewater Treatment Plants, rehabilitation of Old Iron Bridge, and Main Street Redevelopment Project.
- **ORGANIZATIONAL EXCELLENCE:** Lead the implementation of the FY 2020 Organizational Work Plan that focuses on Building.
- **FISCAL RESPONSIBILITY:** Lead the development of multi-year budgets and financial planning as part of the annual budget process.

## Recent Accomplishments for FY 2019

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

# City Manager

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	03 CITY MANAGER		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$341,882	\$437,607	\$376,588	\$487,858	\$497,071
SUPPLIES AND MATERIALS	\$4,638	\$3,600	\$3,450	\$3,450	\$3,100
OCCUPANCY	\$4,012	\$4,900	\$4,700	\$4,900	\$4,975
CONTRACTUAL SERVICES	\$3,372	\$2,450	\$2,350	\$200	\$100
OTHER CHARGES	\$6,151	\$4,600	\$4,900	\$5,600	\$6,150
<b>TOTAL EXPENDITURES</b>	<b>\$360,055</b>	<b>\$453,157</b>	<b>\$391,988</b>	<b>\$502,008</b>	<b>\$511,396</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CITY MANAGER	1.000	1.000	1.000	1.000	1.000
COMMUNITY/COUNCIL LIAISON	0.000	1.000	1.000	1.000	1.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
OFFICE ASSISTANT	0.000	0.625	0.625	0.625	0.625
RECEPTIONIST	0.625	0.625	0.625	0.625	0.625
<b>TOTAL FTEs</b>	<b>2.625</b>	<b>4.250</b>	<b>4.250</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 Meetings and posts and maintains all agendas for Boards & Commissions meetings and maintains the minutes. Prepares and maintains ordinances, resolutions, proclamations, and election orders. Acts as Chief Election Officer. Serves as Records Management Officer. Responsible for the preservation of City records, including storage, retention, and destruction. Keeps current in changes of the law and technology and the practices of job responsibilities through continued participation in professional associations and education.

## Organizational Chart



## Goals and Objectives for FY 2020

### ORGANIZATIONAL EXCELLENCE

- 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 3<sup>rd</sup> Annual Boards & Commission Volunteer Appreciation Banquet.
- Administer May 2020 General Election.

## Recent Accomplishments for FY 2019

- ✓Held 2<sup>nd</sup> Annual Boards & Commission Volunteer Appreciation Banquet.
- ✓Administered the May 2019 General and Run-off Election.
- ✓Posted all meeting agendas in compliance with regulations and statutes.
- ✓Conducted a Boards & Commission Application and Appointment process.

# City Secretary

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	04 CITY SECRETARY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$103,148	\$107,327	\$107,326	\$112,124	\$115,613
SUPPLIES AND MAINTENANCE	\$3,139	\$2,775	\$2,356	\$2,775	\$2,831
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$1,280	\$1,580	\$1,393	\$1,580	\$1,611
CONTRACTUAL SERVICES	\$8,017	\$8,700	\$8,016	\$8,700	\$8,762
OTHER CHARGES	\$20,444	\$23,450	\$37,428	\$23,450	\$23,672
<b>TOTAL EXPENDITURES</b>	<b>\$136,028</b>	<b>\$143,832</b>	<b>\$156,520</b>	<b>\$148,629</b>	<b>\$152,489</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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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## Performance Measures

	FY 2017	FY 2018	Goal FY 2019	Goal FY 2020
Open Records Request	N/A	N/A	N/A	Fulfill within 10 days of receipt
Resolutions/Ordinances	N/A	N/A	N/A	Post online within 5 days of final Council action
Minutes	N/A	N/A	N/A	Approved without error 95% of the time.

**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 Administration

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## Department Description

The Finance Department consists of Finance Administration and Utility Customer Service. Finance Administration is responsible for managing all financial affairs of the City including payroll, accounts receivable, accounts payable, fixed assets, inventory, audit, revenue collection and reconciliation, cash management, debt management, purchasing compliance, risk management, and cemetery administration. 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 2020

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

**COMMUNICATION** - Apply for and receive the GFOA award for Distinguished Budget Presentation for the FY 2020 budget. This award requires the budget document to be of the highest quality and reflect excellent financial transparency to our citizens.

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

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

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

### Recent Accomplishments for FY 2019

- ✓ Received the Government Finance Officers Association Award for the Comprehensive Annual Finance Report (CAFR) for FY2018 for the 8<sup>th</sup> straight year.
- ✓ Received an unmodified audit opinion with no findings.
- ✓ City continues to receive the highest credit rating on its general obligation debt of "AA" from Standard & Poors.
- ✓ Received "AA-" on the first Revenue Bond issuance for Water and Wastewater infrastructure financing.
- ✓ Maintained two (2) of five (5) Transparency Stars in the Texas Comptroller's transparency program.
- ✓ Submitted to Government Finance Officers Association for recognition of the Distinguished Budget Presentation Award for the FY2019 Budget Document.
- ✓ Sold \_\_\_ plots, schedule \_\_\_ burials, located \_\_\_ plots in Fairview Cemetery.
- ✓ Processed \_\_\_ payments, \_\_\_ Insurance claims, \_\_\_
- ✓ Processed RFQ's for Associate Judge, Audit services, and Bank Depository services.

# Finance Administration

## Performance Measures

### Finance – Administration

	Goal FY 2019	Actual FY2019	Goal FY 2020
Maintain General Obligation Bond rating	AA	AA	AA
Awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting	YES	YES	YES
Awarded the GFOA Distinguished Budget Presentation	YES	YES	YES
Cemetery deeds filed within 31 days of the plot sale date	95%	75%	95%
Bank Reconciliations complete by 10 <sup>th</sup> of each month	92%	75%	92%
Previous month closed by 12 <sup>th</sup> of each month	92%	75%	92%
Complete a training packet for new employees that interact with Finance to set them up for success	N/A	N/A	JAN 2020

# Finance Administration

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$371,714	\$429,839	\$353,498	\$348,461	\$381,744
SUPPLIES AND MATERIALS	\$3,187	\$2,650	\$2,570	\$1,950	\$2,100
MAINTENANCE AND REPAIRS	\$25,353	\$26,570	\$29,300	\$30,500	\$31,775
OCCUPANCY	\$3,143	\$3,600	\$3,100	\$3,200	\$3,300
CONTRACTUAL SERVICES	\$47,573	\$41,330	\$48,110	\$41,500	\$54,000
OTHER CHARGES	(\$3,809)	(\$4,160)	(\$2,150)	(\$4,410)	(\$2,400)
<b>101-05-00 TOTAL</b>	<b>\$447,161</b>	<b>\$499,829</b>	<b>\$434,428</b>	<b>\$421,201</b>	<b>\$470,519</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

# Finance Administration



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

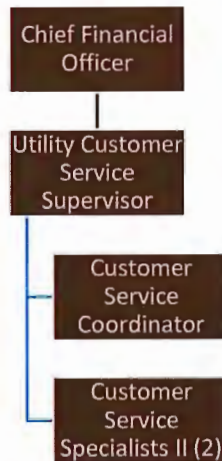


# **Utility Customer Service**

## Department Description

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

## Organizational Chart



## Goals and Objectives for FY 2020

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

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

**FISCAL RESPONSIBILITY** - Increase customers using ebills and online billing.

**FISCAL RESPONSIBILITY** – Reduce bad debt total by working delinquent-closed accounts prior to turning over to collections.

## Recent Accomplishments for FY 2019

- ✓ Launched a new Customer Portal to strengthen communications to customers by providing incremental consumption, election of notifications, request services and assistance, and payment of their bill.
- ✓ Processed \_\_\_ payments monthly
- ✓ Set \_\_\_ new accounts
- ✓ Review leak reports weekly and sent out \_\_\_ leak notices and calls. Continue reminder calls until leak is resolved.
- ✓ Promoted Christina Davis to Customer Service Coordinator to cross-train with Supervisor
- ✓ Processed \_\_\_ work orders
- ✓ Serve as the liaison for commercial solid waste customers to provide excellent customer service.
- ✓ Improved process for receiving impact fees and line extension fees with planning and utility departments.
- ✓ Processed and turned over \_\_\_ accounts to collection agent.
- ✓ Serve as customer service for all departments within the City by fielding calls and either addressing their questions or directing them to the right department.

# Utility Customer Service

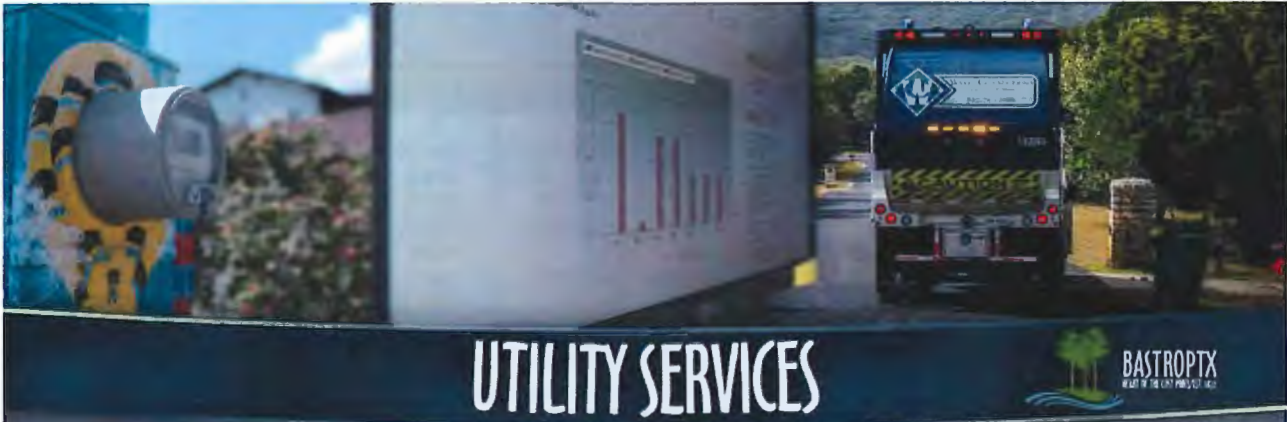
## Performance Measures

### Utility Customer Service

	FY 2017	FY 2018	Goal FY 2019	Actual FY2019	Goal FY 2020
Minimal manual reads caused by malfunctioning registers. (1% or 60 meters)	35 average .006% (5,881 meters)	35 average .006% (6,070 meters)	30 average .004% (6,200 meters)	25/mo average .004% (6,293 meters)	30 average .004%
Increasing the number of active customers on our utility customer portal. (Customer count 3,625)	N/A	1,564 (web payments)	1,700	1450	1,900
Leak reports produced and reviewed weekly			100%	100%	100%
Produce bills in 28-31 days			100%	100%	100%
Development of fillable forms for Connect and Disconnect services to upload data to CIS	N/A	N/A	N/A	N/A	May 2020

# Utility Customer Service

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		15 UTILITY CUSTOMER SERVICE		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$236,508	\$248,623	\$249,224	\$255,391	\$260,149
SUPPLIES AND MATERIALS	\$22,217	\$22,200	\$22,100	\$23,870	\$23,870
MAINTENANCE AND REPAIRS	\$22,565	\$34,175	\$36,100	\$38,630	\$38,630
OCCUPANCY	\$9,028	\$10,590	\$9,250	\$9,750	\$10,100
CONTRACTUAL SERVICES	\$499,878	\$552,626	\$548,200	\$584,460	\$618,020
OTHER CHARGES	\$2,369	\$3,200	\$3,500	\$3,200	\$3,200
<b>TOTAL EXPENDITURES</b>	<b>\$792,565</b>	<b>\$871,414</b>	<b>\$868,374</b>	<b>\$915,301</b>	<b>\$953,969</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CS SPECIALIST II	2.000	2.000	2.000	2.000	2.000
CUSTOMER SERV SUPERVISOR	1.000	1.000	1.000	1.000	1.000
CUSTOMER SERVICE COORDINATOR	1.000	1.000	1.000	1.000	1.000
<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, diverse, and citizen-centered workforce to provide the highest quality of exemplary services to the citizens of Bastrop.**



**Human Resources**

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## 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 2020

### COMMUNICATION

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

### ORGANIZATIONAL EXCELLENCE

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

## Recent Accomplishments for FY 2019

- ✓ Medical insurance rates received a -3% reduction for FY 2020!!
- ✓ 2<sup>nd</sup> Year for Compass Medical Concierge Services: Saving \$130,000 in medical costs YTD, with 39% employee engagement.
- ✓ NIBBLES Backpack Program: City employees-built food bags, feeding 138 food insecure BISD students each weekend during the school year bridging the gap between Fridays and Mondays. Forty-three employees participated, logging 42.25 volunteer hours.
- ✓ Updated 20 job descriptions.
- ✓ Received 6 Workers Compensation claims with <5 lost time claims.
- ✓ Implemented Neogov Software to improve efficiency related to on-line job applications.
- ✓ Tanya Cantrell attended the Certified Public Communicator Program at TCU.

# Human Resources

## Performance Measures

### Human Resources

Objective	Performance Measure	FY 2017	FY 2018	Goal FY 2019	Actual FY2019	Goal FY 2020
Continue to update job descriptions	A total of 107 Job Descriptions	15	20	20	21	36
Contribute to low turnover rate through recognition of employees	Recognize 100% of all employees who reach employment milestones in 5 year increments	100%	100%	100%	100%	100%
Ensure Bastrop meets high safety standards for city employees	Continue to have less than 25 claims with less than 5 lost time claims annually	7	16	<25 <5 lost claims	<25 <5 lost claims	<25
	Employee Safety/Compliance Trainings through HR	n/a	n/a	4	2	4
Continue to scan existing employee documents in to Laserfiche	We have approximately 340 employee folders	n/a	n/a	A-F	A-F	G-L

# Human Resources

## FY 2020 Fund Summary & Personnel Schedule




CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	06 HUMAN RESOURCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$155,279	\$157,278	\$172,995	\$189,675	\$193,259
SUPPLIES AND MATERIALS	\$3,094	\$1,750	\$1,700	\$3,000	\$2,300
MAINTENANCE AND REPAIRS	\$0	\$8,803	\$8,803	\$8,803	\$8,803
OCCUPANCY	\$1,910	\$2,268	\$2,268	\$2,268	\$2,268
CONTRACTUAL SERVICES	\$0	\$2,000	\$1,000	\$2,000	\$2,000
OTHER CHARGES	\$19,672	\$19,930	\$17,665	\$17,880	\$20,680
<b>TOTAL EXPENDITURES</b>	<b>\$179,955</b>	<b>\$192,029</b>	<b>\$204,431</b>	<b>\$223,626</b>	<b>\$229,310</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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



**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**



Jesse Miga  
Director



Jaime Saldivar  
System Administrator

INFORMATION TECHNOLOGY DEPARTMENT

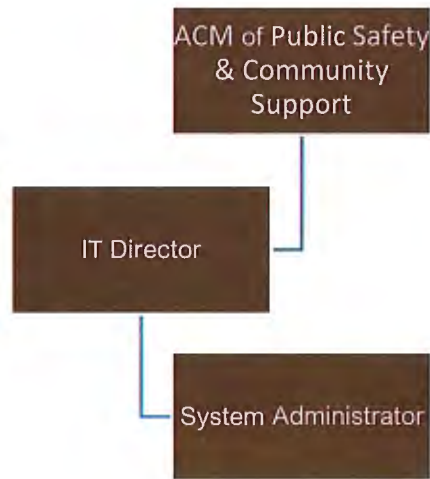


# Information Technology

## 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 2020

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

**COMMUNICATION** - Upgrade City network infrastructure and wireless access hardware.

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

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

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

### Recent Accomplishments for FY 2019

- ✓ Installed new servers and storage, improving redundancy and failover.
- ✓ Implemented automated desktop deployment and asset tracking software.
- ✓ Implemented a ten-year technology replacement schedule program to ensure replacement of hardware before it becomes obsolete.
- ✓ Expanded Laserfiche with web access services
- ✓ Hired Jaime Saldivar as full-time Systems Administrator, a position added in the FY 2018 budget.

# Information Technology

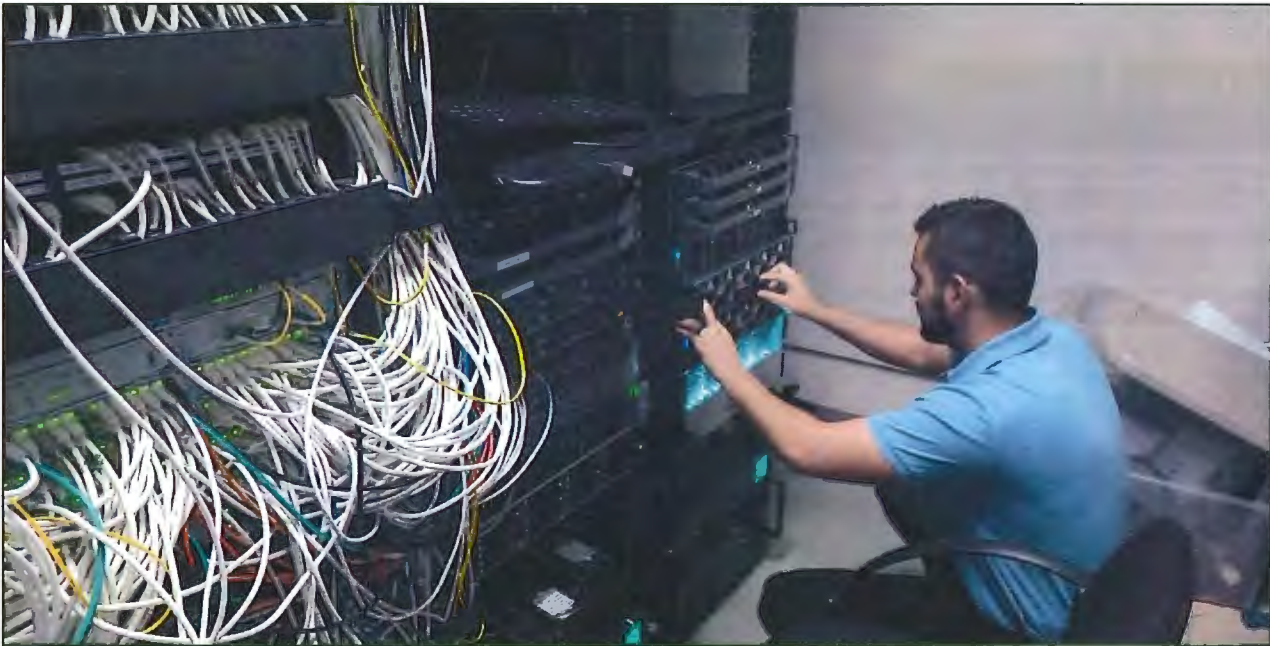
## Performance Measures

### Information Technology

	Goal FY 2019	Actual FY2019	Goal FY 2020
Resolution Time Compliance: Percentage of service desk incidents resolved within the time frame specified for their priority level	100%	99%	100%
Server Uptime: Availability of City servers for use	98%	99.6%	99.5%
Main server memory capacity used (after upgrades)	<66%	19%	<66%
Storage capacity used (after upgrades)	<66%	33%	<66%

# Information Technology

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	07 INFORMATION		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$198,110	\$232,895	\$161,964	\$198,513	\$203,410
SUPPLIES AND MATERIALS	\$16,119	\$12,900	\$14,169	\$26,370	\$11,974
MAINTENANCE AND REPAIRS	\$104,703	\$119,930	\$119,830	\$150,090	\$143,714
OCCUPANCY	\$12,435	\$11,112	\$9,820	\$8,780	\$9,269
CONTRACTUAL SERVICES	\$16,806	\$20,773	\$28,604	\$33,629	\$34,312
OTHER CHARGES	\$4,229	\$9,000	\$7,500	\$9,000	\$9,320
<b>TOTAL EXPENDITURES</b>	<b>\$352,402</b>	<b>\$406,610</b>	<b>\$341,887</b>	<b>\$426,382</b>	<b>\$411,999</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
IT DIRECTOR	1.000	1.000	1.000	1.000	1.000
IT SYSTEM ADMINISTRATOR	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>

# Information Technology





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

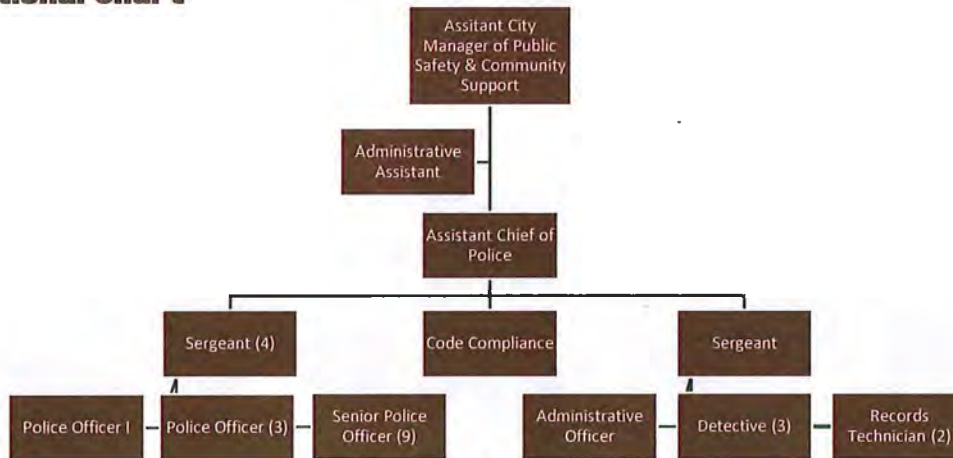


**Police**

## 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-four (24) sworn officers, three (3) Reserve Officers and four (4) civilians compose this premier law enforcement agency and are committed to integrity, service, and professionalism. The Bastrop Police Department consists of the following Divisions/Sections: Police Administration, Patrol Division, Criminal Investigations Division, Community Resource/Crime Prevention, Animal Control/Code Compliance, and Emergency Management.

## Organizational Chart



## Goals and Objectives for FY 2020

### ORGANIZATIONAL EXCELLENCE –

- Began Texas Chief's Association Best Practice Recognition Program.
- Perfect gathering and utilizing data to form decisions.
- Continue to enhance the City's ability to prepare, mitigate, respond and recover in an Emergency Management Incident through discussion-based/operational-based training and exercises.
- Create code Compliance Strategic Plan to address code violation nuisances with an emphasis on junk vehicles, rubbish and high weeds and grass.
- Maintain an above average clearance rate greater than 9% the State of Texas' clearance rate.
- 25% of Sex Offender verifications will be done without prior notification to the offender.

### COMMUNICATION –

- Expand community education (e.g. Neighborhood Watch) to all Apartment Complexes and facilitate more than eight National Night Out parties

## Recent Accomplishments for FY 2019

- ✓ Implemented the Fatality Crash Response Team.
- ✓ Forty-seven percent (47%) clearance rate for all crimes this year compared to the State of Texas' twenty-six percent (26%).
- ✓ 54% of all officers have achieved the highest Peace Officer Certification, Master Peace Officer.
- ✓ 32% of all officers are certified Mental Health Officers.
- ✓ 158 chickens removed during the feral chicken program for a total of 251.
- ✓ 94 children attended Teen & Junior Police Academies.

# Police

## Performance Measures by Police Division

### Administration - Police

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Community Event Participation	16	16	17	18
Formal Cases Processed - Records	1567	1700	1615	1535
Open Records Requests - Records	63	102	100	100
Crash Investigations Tracked - Records	1003	810	763	725
Formal Crash Investigations completed	417	396	376	357
Self-Reported Crashes completed.	586	414	394	374

### Code Compliance/ Animal Services

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Animal Service Calls	719	452	Incident Driven	Incident Driven
Code Enforcement Calls	592	232	450	450
Patrol Officer Processed Animal Services	N/A	277	Incident Driven	Incident Driven
Patrol Officer processed Code Compliance calls.	N/A	228	250	250
Total Calls for Service	1270	651	Incident Driven	Incident Driven
% Voluntary Code Compliance	N/A	N/A	75%	75%
% Voluntary Animal Services	N/A	N/A	75%	75%
% of time as Code Compliance Compared Animal Services	N/A	N/A	50%	50%
Total number of Chickens captured and relocated.	99	186	20	0

### Emergency Management

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Training Hours (Formal or Independent Course Study)	1379	199	Personnel Driven	Personnel Driven
Training Hours (Exercises)	200	132	177	199
Training Hours (shelter)	N/A	12	16	16
Incident/Event Action Plans Implemented		21	21	21
Total # of personnel hours.		567.5	575	575
Incidents Debriefed	1	22	5	5
# of informational social media posts	144	142	150	150
# of Individuals who received Social Media Posts.	478,987	7505,145	Incident Driven	Incident Driven

## Performance Measures by Police Division (con't)

### Criminal Investigations

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Total Uniform Crime Reports (Part I and II)	993	922	Incident Driven	Incident Driven
% Clearance Rate for all crimes (Part I and II)	41.6	50%	42%	42%
Average Case Load per Detective	85	77	65	65
% Clearance Rate for Part I Index Crimes	32.4	42%	42%	42%
incidents submitted to District Attorney within 90 days.	39	168	170	170

### Patrol

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Dispatched Calls for Service	9472	9142	Incident Driven	Incident Driven
Formal Crashes Investigated	417	396	357	322
Crash reports (injury and non-injury)	394	376	339	305
Self-Initiated Contacts	7037	12,108	12,000	12,000
Community Patrols	3566	5572	4000	4000
Emergency Call Response Time	4:07	4:02	4:04	4:04

### Crime Prevention

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Drug Buyback Program	1	1	1	1
Total # of Neighborhoods / Groups participating in National Night Out	8	11	9	9
Crime Prevention Meeting w/ Apartment Complexes	0	3	36	36
Total # of Neighborhood Watch Meetings	0	0	2	2
Citizen Police Academy Participants	21	13	25	25
Junior Police Academy Participants	65	41	90	90
# of Sex Offenders Verifications Completed	27	35	100%	100%
# of register Sex offenders in the city limits	23	20	100%	100%
# of Unannounced Sex Offender Verifications.	4	7	25%	25%
# of hours of Citizens on Patrol a year	1705	1159.5	1700	1870

## FY 2020 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		10 ADMINISTRATION		
<b>SUMMARY</b>					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$545,469	\$585,546	\$545,566	\$544,965	\$535,577
SUPPLIES AND MATERIALS	\$31,328	\$30,537	\$27,609	\$40,191	\$35,986
MAINTENANCE AND REPAIRS	\$26,327	\$47,362	\$42,352	\$44,152	\$45,243
OCCUPANCY	\$43,896	\$45,846	\$41,914	\$49,074	\$49,074
CONTRACTUAL SERVICES	\$401,094	\$358,811	\$358,811	\$358,886	\$358,886
OTHER CHARGES	\$25,887	\$37,335	\$31,350	\$36,808	\$36,185
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,074,001</b>	<b>\$1,105,437</b>	<b>\$1,047,602</b>	<b>\$1,074,076</b>	<b>\$1,060,951</b>
<b>PERSONNEL SCHEDULE</b>					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	1.000	1.000	1.000	0.650	0.650
RECORDS TECHNICIAN	2.000	2.000	2.000	2.000	2.000
<b>TOTAL FTEs</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>5.650</b>	<b>5.650</b>

# Administration - Police

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		12 CODE ENFORCEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$60,342	\$63,992	\$54,267	\$62,462	\$64,365
SUPPLIES AND MATERIALS	\$2,814	\$5,276	\$3,697	\$5,172	\$4,347
MAINTENANCE AND REPAIRS	\$381	\$3,754	\$1,500	\$4,102	\$2,102
OCCUPANCY	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$4,420	\$10,390	\$7,050	\$10,615	\$10,390
OTHER CHARGES	\$19,511	\$20,135	\$14,435	\$20,350	\$20,439
<b>TOTAL EXPENDITURES</b>	<b>\$87,468</b>	<b>\$103,547</b>	<b>\$80,949</b>	<b>\$102,701</b>	<b>\$101,643</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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 2020 Fund Summary (No personnel assigned to this division)**



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		14 EMERGENCY MANAGEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
SUPPLIES AND MATERIALS	\$66,945	\$34,500	\$5,142	\$35,600	\$35,600
MAINTENANCE AND REPAIRS	\$384	\$3,200	\$2,750	\$3,200	\$3,200
OCCUPANCY	\$2,913	\$7,820	\$7,820	\$9,070	\$9,070
CONTRACTUAL SERVICES	\$0	\$10,000	\$10,000	\$10,000	\$10,000
OTHER CHARGES	\$2,350	\$3,750	\$3,750	\$3,750	\$3,750
<b>TOTAL EXPENDITURES</b>	<b>\$72,592</b>	<b>\$59,270</b>	<b>\$29,462</b>	<b>\$61,620</b>	<b>\$61,620</b>

# Emergency Management

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		21 CID		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$245,711	\$268,790	\$261,884	\$276,708	\$282,719
SUPPLIES AND MATERIALS	\$3,935	\$6,640	\$6,640	\$12,818	\$5,831
MAINTENANCE AND REPAIRS	\$3,277	\$3,954	\$2,000	\$5,112	\$5,914
CONTRACTUAL SERVICES	\$1,842	\$3,602	\$3,600	\$7,086	\$5,286
OTHER CHARGES	\$3,932	\$7,090	\$6,390	\$10,076	\$6,776
<b>TOTAL EXPENDITURES</b>	<b>\$258,697</b>	<b>\$290,076</b>	<b>\$280,514</b>	<b>\$311,800</b>	<b>\$306,526</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
POLICE DETECTIVE	3.000	3.000	3.000	3.000	3.000
<b>TOTAL FTEs</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>

# Criminal Investigations



## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		22 PATROL		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$1,290,964	\$1,545,485	\$1,497,484	\$1,573,434	\$1,619,728
SUPPLIES AND MATERIALS	\$65,091	\$96,011	\$96,011	\$100,399	\$154,262
MAINTENANCE AND REPAIRS	\$19,717	\$22,674	\$21,474	\$28,830	\$28,830
CONTRACTUAL SERVICES	\$11,263	\$16,948	\$16,948	\$17,171	\$17,171
OTHER CHARGES	\$5,888	\$11,070	\$11,070	\$15,411	\$13,720
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,392,923</b>	<b>\$1,692,188</b>	<b>\$1,642,987</b>	<b>\$1,735,245</b>	<b>\$1,833,711</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
POLICE OFFICER	3.000	3.000	3.000	3.000	3.000
POLICE OFFICER I	1.000	1.000	1.000	1.000	1.000
SENIOR OFFICER	6.000	8.000	8.000	8.000	8.000
SERGEANT	5.000	5.000	5.000	5.000	5.000
<b>TOTAL FTEs</b>	<b>15.000</b>	<b>17.000</b>	<b>17.000</b>	<b>17.000</b>	<b>17.000</b>

# Patrol

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		23 CRIME PREVENTION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$92,597	\$102,075	\$101,076	\$104,035	\$107,127
SUPPLIES AND MATERIALS	\$3,384	\$10,570	\$8,520	\$8,170	\$8,230
MAINTENANCE AND REPAIRS	\$1,697	\$4,476	\$3,448	\$3,144	\$3,144
CONTRACTUAL SERVICES	\$1,917	\$3,922	\$3,382	\$1,963	\$1,338
OTHER CHARGES	\$1,321	\$4,659	\$3,450	\$3,659	\$2,570
<b>TOTAL EXPENDITURES</b>	<b>\$100,916</b>	<b>\$125,702</b>	<b>\$119,876</b>	<b>\$120,971</b>	<b>\$122,409</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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.**

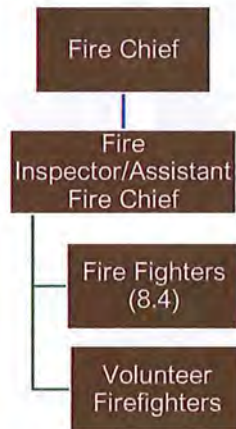


**Fire**

## 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 2020

### ORGANIZATIONAL EXCELLENCE

- Hire a full-time fire inspector and plans reviewer.
- Complete renovations of Stations to accommodate overnight staffing.
- 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 2019

- ✓ Increased paid coverage by increasing part-time shift coverage from 2 to 3 per shift.
- ✓ Received a grant and installed smoke detectors for senior citizens from the Insurance Council of Texas.
- ✓ Received a grant from State Farm to purchase fire alarms for the hearing impaired.
- ✓ Moved Fire Inspections and Plans Review from third party to in-house.

# Fire

# Performance Measures

## Fire

	FY 2017	FY 2018	FY 2019	Goal FY 2020
<b>Response Times</b>				
Average amount of time for Daytime response to Calls for Service (CFS)	NA	NA	6 Minutes	5 Minutes
Daytime % of arrival to CFS within 10 minutes	NA	NA	98%	100%
Average amount of time for Nighttime response to Calls for Service (CFS)	NA	NA	12 Minutes	6 Minutes
Nighttime % of arrival to CFS within 10 minutes	NA	NA	5%	100%
<b>Educational Programs</b>				
Number of "Sound the Alarm" educational programs conducted for the elderly and/or disabled population	8	15	18	20
Number of "Staying Safe & Staying Alive" educational programs conducted for children in kindergarten through 5 <sup>th</sup> grade students	2	3	3	3
Number of "Staying Safe & Staying Alive" educational programs conducted for middle school and high school students	3	3	3	3
<b>Training</b>				
Total number of training hours conducted this year	NA			
% of firefighters who received a minimum of 56 hours of training this year	NA	95%	98%	100%
% of total training hours dedicated to specialty training (i.e., swift water rescue, high & low angle rescue, hazardous materials training, etc.)	NA	4%	10%	20%
<b>Fire Inspections &amp; Planning Review</b>				
# of fire inspections conducted	NA	NA	30	50
# of violations identified during the fire inspection	NA	NA	5	2
% of voluntary compliance after receiving education and assistance was received and further enforcement actions were not required	NA	NA	85%	95%
# of planning reviews conducted	NA	NA	45	60
Average time to complete planning review	NA	NA	21 Days	14 Days

# Fire

## FY 2020 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
11 FIRE

**DIVISION**  
10 ADMIN

#### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$110,123	\$116,723	\$130,715	\$245,892	\$277,760
SUPPLIES AND MATERIALS	\$15,946	\$16,300	\$10,800	\$22,340	\$31,635
MAINTENANCE AND REPAIRS	\$6,444	\$7,300	\$7,300	\$7,900	\$9,814
OCCUPANCY	\$33,209	\$40,512	\$40,512	\$47,000	\$55,510
CONTRACTUAL SERVICES	\$75,575	\$57,041	\$54,190	\$57,590	\$56,090
OTHER CHARGES	\$6,337	\$12,500	\$12,500	\$17,025	\$18,549
CAPITAL OUTLAY	\$0	\$11,000	\$11,000	\$18,500	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$247,634</b>	<b>\$261,376</b>	<b>\$267,017</b>	<b>\$416,247</b>	<b>\$449,358</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
FIRE CHIEF	1.000	1.000	1.000	1.000	1.000
FIRE INSPECTOR	0.000	0.000	0.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>2.000</b>	<b>2.000</b>

# Fire Administration

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	11 FIRE		11 OPERATIONAL		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$147,021	\$207,762	\$215,510	\$310,215	\$342,365
SUPPLIES AND MATERIALS	\$54,486	\$54,190	\$47,690	\$37,935	\$46,435
MAINTENANCE AND REPAIRS	\$40,932	\$48,800	\$48,800	\$55,705	\$75,738
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$950	\$0
OTHER CHARGES	\$3,494	\$6,025	\$6,025	\$5,025	\$4,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$245,933</b>	<b>\$316,777</b>	<b>\$318,025</b>	<b>\$409,830</b>	<b>\$468,538</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
FIREFIGHTER	6.300	6.300	6.300	8.400	8.400
<b>TOTAL FTEs</b>	<b>6.300</b>	<b>6.300</b>	<b>6.300</b>	<b>8.400</b>	<b>8.400</b>

# Fire Operations

## FY 2020 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
11 FIRE

**DIVISION**  
13 VOLUNTEER

#### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$3,000	\$1,961	\$1,961	\$1,965	\$2,005
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$15,570
CONTRACTUAL SERVICES	\$23,945	\$24,000	\$24,000	\$24,000	\$28,000
OTHER CHARGES	\$8,101	\$10,000	\$10,000	\$10,000	\$12,500
<b>TOTAL EXPENDITURES</b>	<b>\$35,046</b>	<b>\$35,961</b>	<b>\$35,961</b>	<b>\$35,965</b>	<b>\$58,075</b>

# Fire Volunteers





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

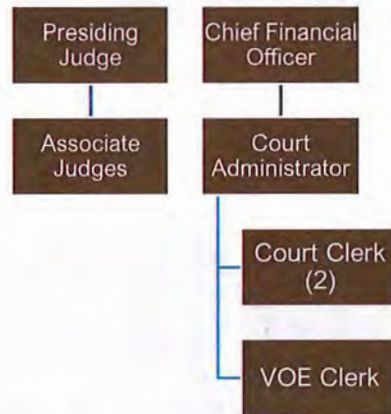


# Municipal Court

## Department Description

Municipal Court is a Court of Record and processes approximately 2,200 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, manage payment plans, track community service hours, sign warrants for failure to comply with Court Orders, Failure to Appear or Violation of Promise to Appear and issue warrants on A and B misdemeanor and felony cases originating in the City of Bastrop.

## Organizational Chart



## Goals and Objectives for FY 2020

**ORGANIZATIONAL EXCELLENCE** - Treat all internal and external customers with professional courtesy and respect.

**ORGANIZATIONAL EXCELLENCE** - Complete the life cycle of cases where defendants are actively engaging as simply and expeditiously as possible.

**COMMUNICATION** - Provide more education – Juvenile Case Manager will provide education to reduce the percentage of recidivism.

**FISCAL RESPONSIBILITY** – Work in cooperation with the Bastrop Police Dept. to hold multiple warrant roundups each year to reduce the amount of outstanding warrants.

## Recent Accomplishments for FY 2019

- ✓ Appointed Judge Coy as Presiding Judge after Judge Hinds retirement.
- ✓ Appointed a new Associate Judge
- ✓ As of February 2019, all clerks are state certified.
- ✓ Closed court cases from 1996, 2000, 2001, and 2003
- ✓ Managed 216 payment plans and 16 community service
- ✓ Administered monthly pre-trials
- ✓ Coordinated with Bastrop Police Dept. to conduct two warrant round ups
- ✓ Processed \_\_\_ payments
- ✓ Issued \_\_\_ warrants
- ✓ Mailed \_\_\_ notices

# Municipal Court

## Performance Measures

### Municipal Court

	FY 2017	FY 2018	Goal FY 2019	Actual FY 2019	Goal FY 2020
Organizational Excellence - monitor open docket report and reduce open cases (589)	Unable to calculate	672	10%		10%
Time to disposition – within 30 days			50%	46%	50%
Juvenile Case Manager making contact with Teen Court participant, school, and/or parent once per month			100%	90%	100%
Reduce the # of outstanding warrants (2,543)	2,599	2,601	10%		10%



# Municipal Court

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	12 MUNICIPAL COURT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$240,942	\$248,089	\$210,254	\$199,971	\$207,204
SUPPLIES AND MATERIALS	\$9,003	\$7,500	\$8,200	\$7,800	\$7,900
MAINTENANCE AND REPAIRS	\$7,187	\$17,000	\$8,617	\$8,578	\$8,900
OCCUPANCY	\$4,227	\$4,200	\$4,200	\$4,250	\$4,350
CONTRACTUAL SERVICES	\$48,590	\$60,450	\$85,353	\$108,604	\$109,904
OTHER CHARGES	\$5,953	\$6,010	\$6,706	\$7,650	\$7,650
<b>TOTAL EXPENDITURES</b>	<b>\$315,902</b>	<b>\$343,249</b>	<b>\$323,330</b>	<b>\$336,853</b>	<b>\$345,908</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
COURT ADMINISTRATOR	1.000	1.000	1.000	1.000	1.000
COURT CLERK/JUVENILE CASES	1.000	1.000	1.000	1.000	1.000
COURT CLERK/TRIAL COORD	1.000	1.000	1.000	1.000	1.000
JUDGE	1.000	1.000	1.000	0.000	0.000
MC VOE CLERK	0.250	0.250	0.250	0.250	0.250
<b>TOTAL FTEs</b>	<b>4.250</b>	<b>4.250</b>	<b>4.250</b>	<b>3.250</b>	<b>3.250</b>

# Municipal Court



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



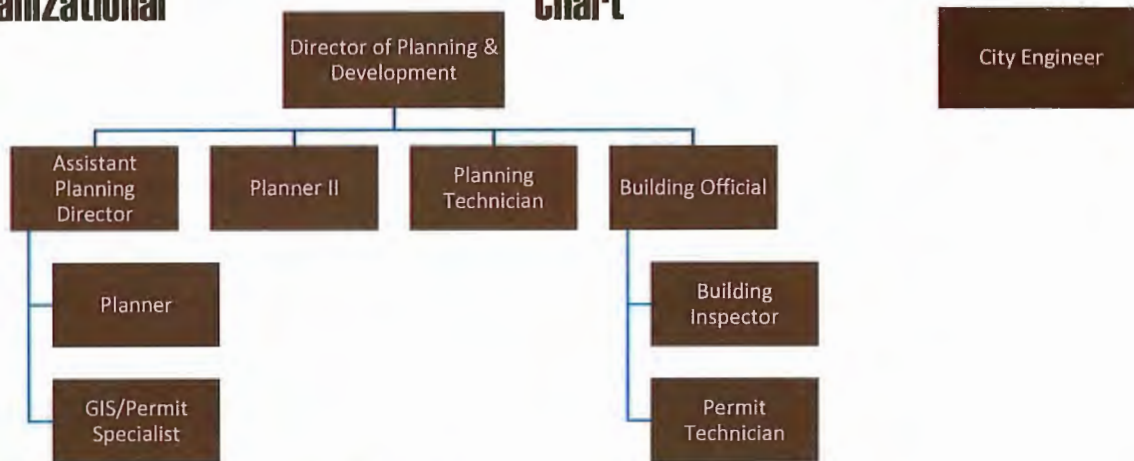
# **Development Services**

## Department Description

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

## Organizational

## Chart



## Goals and Objectives for FY 2020

- **MANAGE GROWTH** - Continue with the Building Bastrop Code revision process to update the Zoning Code, Sign Code, and Subdivision Ordinance.
- **COMMUNITY SAFETY** - Adopt the 2018 International Building Codes.
- **COMMUNITY SAFETY** - Ensure life-safety measures for infrastructure and construction are being upheld throughout the community.
- **ORGANIZATIONAL EXCELLENCE** - Meet scheduled plan review completion dates through new processes and development schedule.
- **ORGANIZATIONAL EXCELLENCE** - Implement new Development Review Process in conjunction with the adoption of the new codes.
- **MANAGE GROWTH** - Complete annual Comprehensive Plan Review with the P&Z Commission.
- **AUTHENTIC BASTROP** - Complete application and achieve Certified Local Government Status with the Texas Historical Commission

## Recent Accomplishments for FY 2019

- ✓ Drafted and adopted a Mobile Food Vendor Pilot Program.
- ✓ Established an Enhanced Permit Review Process.
- ✓ Issued \_\_ permits totaling \$\_\_ in revenue. (Residential – \_\_; Commercial – \_\_)
- ✓ Successfully hired a new Building Official, Building Inspector, and Planner.
- ✓ Updated building and development fees.
- ✓ Awarded the Great Places in Texas designation for Downtown Bastrop from the Texas Chapter of the American Planning Association
- ✓ Applied for and received a Safe Routes to School Grant for sidewalk improvements to MLK Street.
- ✓ Transitioned to in-house permit review and inspections.

# Development Services

## Performance Measures by Development Services Division

### Building and Permitting

	Goal FY 2019	FY 2019 Completed	Goal FY 2020	FY 2020 Completed
Maintain 14-day turnaround on building plan review (non-trade)	N/A	N/A	95%	
Complete permit application completeness checks within 24 hours	N/A	N/A	100%	
Turnaround trade permits within 2 business days	N/A	N/A	100%	
Complete daily digital catalog for all building permits and inspections	N/A	N/A	95%	
Develop records management policy for permit and inspections records	N/A	N/A	Complete	
Provide building inspections within 24 hours of request	N/A	N/A	95%	

### Planning and Development

	Goal FY 2019	FY 2019 Completed	Goal FY 2020	FY 2020 Completed
Percentage of required development applications processed on time under HB 3167	N/A	100%	100%	
Achieve Certified Local Government designation	In Progress	50%	Complete	
Implement new Development Process and Schedule	In Progress	N/A	Complete	
Develop records management policy for development records	N/A	N/A	Complete	
Record and update GIS mapping to reflect new development	N/A	N/A	100%	

# Development Services

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		16 ENGINEERING AND DEVELOPMENT		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$200,104	\$322,202	\$321,057	\$80,473	\$81,177
SUPPLIES AND MATERIALS	\$1,845	\$3,262	\$3,430	\$3,732	\$5,850
MAINTENANCE AND REPAIRS	\$7,228	\$13,350	\$2,800	\$9,000	\$9,100
OCCUPANCY	\$1,752	\$2,000	\$0	\$1,500	\$2,100
CONTRACTUAL SERVICES	\$96,996	\$132,844	\$132,045	\$50,500	\$105,600
OTHER CHARGES	\$1,233	\$9,563	\$1,985	\$7,200	\$10,900
<b>TOTAL EXPENDITURES</b>	<b>\$309,158</b>	<b>\$483,221</b>	<b>\$461,317</b>	<b>\$152,405</b>	<b>\$214,727</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CITY ENGINEER (50%)	0.500	0.500	0.500	0.500	0.500
<b>TOTAL FTEs</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>

# Engineering



## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$176,777	\$460,383	\$464,867	\$532,212	\$536,581
SUPPLIES AND MATERIALS	\$9,638	\$7,980	\$8,999	\$6,510	\$8,370
MAINTENANCE AND REPAIRS	\$9,562	\$14,627	\$14,627	\$16,270	\$17,270
OCCUPANCY	\$6,202	\$6,600	\$6,764	\$5,936	\$5,936
CONTRACTUAL SERVICES	\$310,107	\$9,987	\$3,388	\$10,037	\$24,000
OTHER CHARGES	\$45,048	\$52,576	\$47,824	\$47,755	\$64,061
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$557,334</b>	<b>\$552,153</b>	<b>\$546,469</b>	<b>\$618,720</b>	<b>\$656,218</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
ASST. PLANNING DIRECTOR	1.000	1.000	1.000	1.000	1.000
PLANNER	1.000	2.000	2.000	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
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>

# Planning & Zoning

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP						
FUND	DEPARTMENT			DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES			18 BUILDING INSPECTION		
SUMMARY						
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021	
PERSONNEL COSTS	\$0	\$0	\$0	\$292,024	\$226,297	
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$4,500	\$10,331	
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$6,000	\$6,000	
OCCUPANCY	\$0	\$0	\$0	\$2,592	\$2,592	
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$900	\$900	
OTHER CHARGES	\$0	\$0	\$0	\$7,184	\$7,184	
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$313,199</b>	<b>\$253,304</b>	
PERSONNEL SCHEDULE						
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021	
BUILDING INSPECTOR	0.000	1.000	1.000	1.000	1.000	
BUILDING OFFICIAL	1.000	1.000	1.000	1.000	1.000	
PERMIT TECHNICIAN	1.000	1.000	1.000	1.000	1.000	
<b>TOTAL FTEs</b>	<b>2.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	

# Building Inspection



**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.**

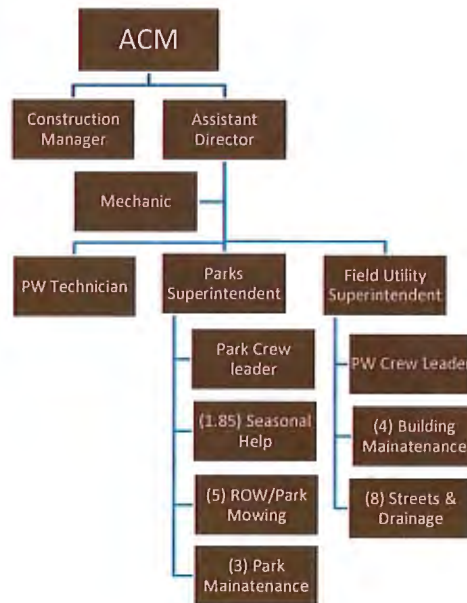


**Public Works**

## Department Description

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

## Organizational Chart



## Goals and Objectives for FY 2020

### ORGANIZATIONAL EXCELLENCE

- Design and Bid Yr. 3 of the Street Maintenance Program.
- Continue quarterly Street striping schedule.
- Complete phase one of a design to improve flow and capacity in Gills Branch.
- Provide monthly CIP updates at the 1<sup>st</sup> Council meeting of each month to update community on progress of each project.
- Implement a Public Works Procurement schedule to ensure all materials are ordered timely in accordance to state law requirements.
- 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 2019

- ✓ Completed the Gills Branch 2D Analysis.
- ✓ Successfully constructed and installed elements of the Building Bastrop Pop-up event.
- ✓ Completed installation of new street signage.
- ✓ Completed year 2 of Right-of-Way mowing contract.
- ✓ Reconstructed all streets associated with the North Main Street Sewer Relocation Project.
- ✓ Completed Delgado Park, Phase I.
- ✓ Completed Year 1 & 2 of Street Maintenance Plan with the exception of Old Austin Hwy. based on PCI Study completed in January 2018.
- ✓ Awarded the Skate Park bid for final design and construction.
- ✓ Completed quarterly Street striping schedule.

# Public Works

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$775,582	\$177,702	\$170,953	\$309,635	\$317,883
SUPPLIES AND MATERIALS	\$42,540	\$10,800	\$9,500	\$9,980	\$13,840
MAINTENANCE AND REPAIRS	\$120,962	\$0	\$0	\$0	\$0
OCCUPANCY	\$9,921	\$16,800	\$12,000	\$12,000	\$12,000
CONTRACTUAL SERVICES	\$288,998	\$239,700	\$238,275	\$86,586	\$77,456
OTHER CHARGES	\$7,977	\$8,650	\$6,850	\$10,046	\$11,675
CAPITAL OUTLAY	\$42,255	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,288,235</b>	<b>\$453,652</b>	<b>\$437,578</b>	<b>\$428,247</b>	<b>\$432,854</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
ASSISTANT PW DIRECTOR	0.250	0.250	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
CONSTRUCTION MANAGER	0.000	0.000	0.000	1.000	1.000
PW TECHNICIAN	0.375	0.375	0.375	0.375	0.375
<b>TOTAL FTEs</b>	<b>1.875</b>	<b>1.875</b>	<b>1.875</b>	<b>2.875</b>	<b>2.875</b>

# Administration – Public Works

## FY 2020 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
18 PUBLIC WORKS

**DIVISION**  
15 STREETS / DRAINAGE

#### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL	\$0	\$626,189	\$620,190	\$625,614	\$642,131
SUPPLIES AND MATERIALS	\$0	\$59,525	\$53,100	\$64,125	\$214,380
MAINTENANCE AND REPAIRS	\$0	\$70,100	\$59,910	\$70,100	\$78,100
CONTRACTUAL SERVICES	\$0	\$12,375	\$10,500	\$12,375	\$16,225
OTHER CHARGES	\$0	\$0	\$0	\$1,400	\$1,500
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$768,189</b>	<b>\$743,700</b>	<b>\$773,614</b>	<b>\$952,336</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
EQUIPMENT OPERATOR I	3.000	3.000	3.000	3.000	3.000
EQUIPMENT OPERATOR II	3.000	3.000	3.000	3.000	3.000
PW CREW LEADER	1.000	1.000	1.000	1.000	1.000
PW-MAINT II	1.000	1.000	1.000	1.000	1.000
PW-MAINTENANCE WORKER II	1.000	1.000	1.000	1.000	1.000
UTIL. FIELD SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>

# Streets & Drainage

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP		
FUND	DEPARTMENT	DIVISION
101 GENERAL FUND	18 PUBLIC WORKS	19 PARKS

SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$626,354	\$687,762	\$675,423	\$701,578	\$723,210
SUPPLIES AND MATERIALS	\$42,651	\$36,150	\$30,015	\$36,150	\$37,400
MAINTENANCE AND REPAIRS	\$65,152	\$84,650	\$58,300	\$84,650	\$78,250
OCCUPANCY	\$62,445	\$56,420	\$52,450	\$56,420	\$59,400
CONTRACTUAL SERVICES	\$16,692	\$21,921	\$11,100	\$21,921	\$21,921
OTHER CHARGES	\$3,145	\$5,750	\$4,800	\$5,750	\$6,150
CAPITAL OUTLAY	\$187,881	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,004,320</b>	<b>\$892,653</b>	<b>\$832,088</b>	<b>\$906,469</b>	<b>\$926,331</b>

PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
ASSISTANT PW DIRECTOR	0.000	0.250	0.250	0.250	0.250
ATHLETIC FIELD MAINT. TECH	1.000	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	1.000	1.000	1.000	1.000	1.000
FACILITIES MAINT WORKER II	1.000	1.000	1.000	1.000	1.000
MAINTENANCE SPECIALIST	1.000	1.000	1.000	1.000	1.000
PARKS & REC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
PARKS CREW LEADER	1.000	1.000	1.000	1.000	1.000
PARKS MAINT WORKER II	5.000	5.000	5.000	5.000	5.000
PW TECHNICIAN	0.500	0.375	0.375	0.375	0.375
SEASONAL EMPLOYEES	0.200	0.185	0.185	0.185	0.185
<b>TOTAL FTEs</b>	<b>11.950</b>	<b>12.060</b>	<b>12.060</b>	<b>12.060</b>	<b>12.060</b>

# Parks

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		20 BUILDING MAINTENANCE		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$157,616	\$200,979	\$196,038	\$204,911	\$211,083
SUPPLIES AND MATERIALS	\$25,206	\$26,100	\$22,500	\$26,100	\$25,900
MAINTENANCE AND REPAIRS	\$52,439	\$51,120	\$58,600	\$51,120	\$56,022
OCCUPANCY	\$832	\$1,200	\$500	\$1,200	\$600
CONTRACTUAL SERVICES	\$6,567	\$5,269	\$5,492	\$5,269	\$6,119
OTHER CHARGES	\$0	\$1,300	\$300	\$1,300	\$1,300
CAPITAL OUTLAY	\$18,902	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$261,562</b>	<b>\$285,968</b>	<b>\$283,430</b>	<b>\$289,900</b>	<b>\$301,024</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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



## Performance Measures by Public Works Division

### Streets & Drainage

	FY 2018	FY 2019 Target Outcome	Outcome FY 2019	Goal FY 2020
Provide quality road infrastructure and maintenance programs for our community (Continuous PCI assessment and identification of road segments: 50% annually)	60.5 Linear Miles Evaluated	70 > PCI	30.5 Linear Miles	30 Linear Miles
		21.9	0	21.9
Provide responsive service to customer requests and inquiries within prescribed parameters (Response times: severe potholes 24-hrs or the next business day; stop signs down two hours.)	480 Work orders	100%	98%	100%
# of Stop & Traffic signs replaced annually	1500	300		300
School zones striped	3	5	5	5
Cross walks	74	74	74	109
Fire lanes stripped	1080	616	616	790
Parking striped in ROW	25350	25350	20198	26400
Parking lots	3	4	4	4

### Construction Management

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Daily inspections reports completed	N/A	N/A		
Weekly construction meetings held	N/A	N/A		

### Parks

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
# of Park facility rentals	235	272	275	280
# of Park equipment repairs	258	293	295	295
# of Park inspections performed annually	84	88	96	108
Acres of Parkland mowed	66.5	66.5	66.5	76.5

### Building Maintenance

	FY 2018	FY 2019	Goal FY 2020	Goal FY 2021
Building roof inspections	11	11	11	11
Work orders completed or scheduled				

# Public Works



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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.**

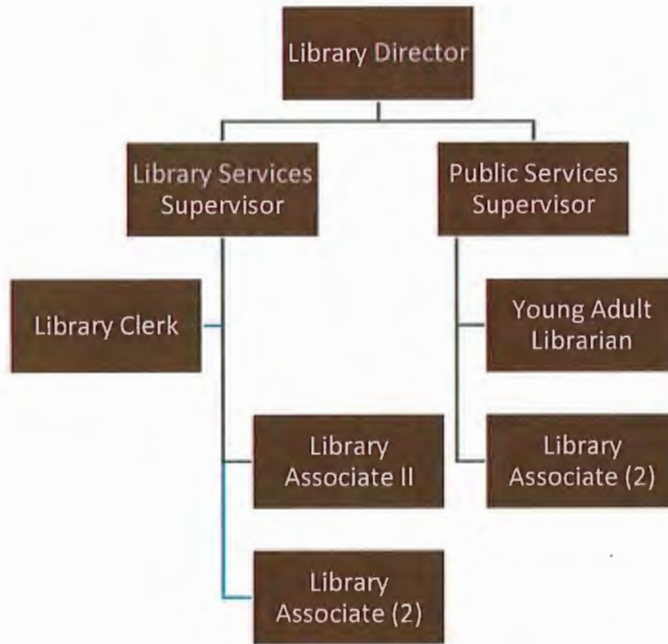


**Library**

## 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 2020

### COMMUNICATION

- Increase community outreach by visiting day care centers, Head Start and schools.
- Develop community awareness of library services by participating in local events and organizational meetings.
- Promote and educate the community about our materials, special collections and electronic resources.
- Partner with the Multimedia Department, Hospitality & Downtown, Parks & Rec and other city departments to disseminate vital, educational and recreational information to the community.

### ORGANIZATIONAL EXCELLENCE

- Continue to provide and develop programs for children, tweens, teens and adults.

## Recent Accomplishments for FY 2019

- ✓ Hired a new Library Director.
- ✓ Circulated 150,677 items.
- ✓ Welcomed 106,111 visitors.
- ✓ Provided 384 programs for children, tweens, teens and adults, including a new monthly adult crafting program.
- ✓ Provided a seven-week Summer Reading Program which attracted over 4,000 people to the planned activities and events.
- ✓ Reorganized and reclassified all adult fiction into genre categories.
- ✓ Added a circulating cake pan collection.

# Library

## Performance Measures

### Library

	FY 2017	FY 2018	Goal FY 2019	Goal FY 2020
Ensure the Library fulfills its role as a popular materials center	Circulated 145,827 items	Circulated 142,956 items	Circulate over 150,000 items	Circulate over 155,000 items
Engage Citizens in the use of the Library	115,461 visitors	114,567 visitors	Over 116,000 visitors	Over 118,000 visitors
Increase participation in Library programming	14,349 Program participants	13,633 Program participants	Over 14,500 Program participants	Over 15,000 Program participants
Expand partnerships and outreach activities	7 Program partners 11 Outreach activities	8 Program partners 15 Outreach activities	10 Program Partners 20 Outreach activities	12 Program Partners 20 Outreach activities
Expand education and use of eBooks	10,370 eBooks accessed	12,256 eBooks accessed	Over 15,000 eBooks accessed	Over 18,000 eBooks accessed

# Library

## FY 2020 Fund Summary & Personnel Schedule



**CITY OF BASTROP**

<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
101 GENERAL FUND	21 LIBRARY	00 NON-DIVISION

SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$588,408	\$618,220	\$535,110	\$588,029	\$596,578
SUPPLIES AND MATERIALS	\$65,868	\$66,480	\$61,222	\$72,050	\$63,190
MAINTENANCE AND REPAIRS	\$4,928	\$5,900	\$6,478	\$6,658	\$7,450
OCCUPANCY	\$31,006	\$34,220	\$34,200	\$33,920	\$34,220
CONTRACTUAL SERVICES	\$20,885	\$23,940	\$21,936	\$24,140	\$24,400
OTHER CHARGES	\$11,496	\$16,195	\$11,065	\$16,470	\$15,820
CAPITAL OUTLAY	\$18,865	\$0	\$19,000	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$741,456</b>	<b>\$764,955</b>	<b>\$689,011</b>	<b>\$741,267</b>	<b>\$741,658</b>

PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTERIM LIBRARY SERVICES SUPERVISOR	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE	1.950	1.950	1.950	2.000	2.000
LIBRARY ASSOCIATE II/ADMIN SVCS	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/CHLD SRVS	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/WEB & GRAPHICS	1.000	1.000	1.000	1.000	1.000
LIBRARY CLERK-VOE	1.000	1.000	1.000	1.000	1.000
LIBRARY DIRECTOR	1.000	1.000	1.000	1.000	1.000
SUPERVISOR OF PUBLIC SERVICE	1.000	1.000	1.000	1.000	1.000
YOUNG ADULT LIBRARIAN	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>9.950</b>	<b>9.950</b>	<b>9.950</b>	<b>10.000</b>	<b>10.000</b>

# Library



# 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 FY2017-2018	BUDGET FY2018 2019	PROJECTED FY2018-2019	PROPOSED FY2019-2020	PLANNING FY2020-2021
<b>BEGINNING FUND BALANCES</b>	\$ 3,667,738	\$ 3,671,599	\$ 3,606,721	\$ 3,797,361	\$ 3,289,852
<b>REVENUES:</b>					
HOTEL OCCUPANCY TAX	2,844,403	2,736,000	2,830,300	2,830,500	2,830,500
LICENSE & PERMITS	-	2,000	1,930	2,000	2,000
SERVICE FEES	214,350	240,350	268,285	275,250	276,500
INTEREST	53,623	44,500	70,000	65,000	65,000
INTERGOVERNMENTAL	30,408	62,312	62,312	62,312	62,312
OTHER	125,456	-	-	-	-
<b>TOTAL REVENUES</b>	<b>3,268,240</b>	<b>3,085,162</b>	<b>3,232,827</b>	<b>3,235,062</b>	<b>3,236,312</b>
<b>OTHER SOURCES</b>					
Interfund Transfers - General Fund	-	266,084	252,584	238,994	238,994
Interfund Transfers - Electric Fund	152,700	220,000	205,000	222,500	222,500
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>3,420,940</b>	<b>3,571,246</b>	<b>3,690,411</b>	<b>3,696,556</b>	<b>3,697,806</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 7,088,678</b>	<b>\$ 7,242,845</b>	<b>\$ 7,297,132</b>	<b>\$ 7,493,917</b>	<b>\$ 6,987,658</b>
<b>EXPENDITURES:</b>					
ORGANIZATIONAL	1,870,774	1,709,083	1,473,134	1,970,119	1,877,313
CONVENTION CENTER	612,167	687,254	655,580	761,506	756,630
MAIN STREET PROGRAM	411,930	550,520	456,256	471,642	488,548
MULTI-MEDIA	-	179,907	155,596	173,712	180,642
SPECIAL EVENTS & RESERVATIONS	-	167,087	149,437	180,438	182,175
BAIPP	41,084	146,152	93,582	124,732	167,234
RODEO ARENA	30,636	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,966,591</b>	<b>3,440,003</b>	<b>2,983,585</b>	<b>3,682,149</b>	<b>3,652,542</b>
<b>OTHER USES</b>					
TRANSFER TO INNOVATION FUND	-	-	-	7,500	-
DEBT SERVICE TRANSFER	515,366	516,186	516,186	514,416	545,688
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	<b>3,481,957</b>	<b>3,956,189</b>	<b>3,499,771</b>	<b>4,204,065</b>	<b>4,198,230</b>
<b>BAIPP - RESTRICTED FB - LT PROJECTS</b>	<b>40,000</b>	<b>60,000</b>	<b>60,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>
<b>ENDING UNRESTRICTED FUND BALANCES</b>	<b>\$ 3,566,721</b>	<b>\$ 3,226,656</b>	<b>\$ 3,737,361</b>	<b>\$ 3,209,852</b>	<b>\$ 2,709,428</b>
<i>Fund balance Policy Amount</i>				<b>\$ 3,289,853</b>	<b>\$ 3,274,101</b>

# Hotel Occupancy Tax Fund Summary

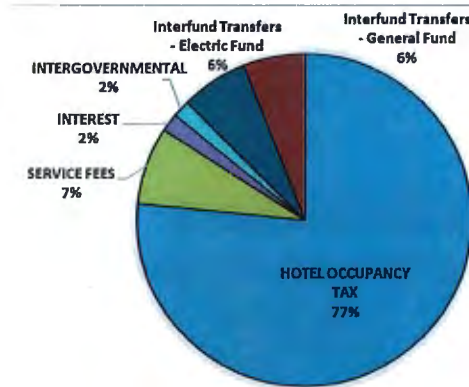
# Hotel Occupancy Tax Fund Overview

With more than \$3,600,000 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 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 budgeted to be \$3,696,556 for FY 2020, which is .2% or \$6,145 more than FY 2019 year-end budget projections.

Outlined below are explanations on three (3) major sources that 96% of the Fund's revenue.



## Hotel Occupancy Tax

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and our ETJ. Of the tax collected, 6% goes to the State, 7% goes to the City, and .5% goes to the County, if in the City's ETJ. Hotel Occupancy Tax is budgeted at \$2,830,500. **This is 3.5% higher than FY 2019 budget or \$94,500 but only \$200 more than FY 2019 year-end projection.**

<b>FY 2020 Budget</b>	<b>\$2,830,500</b>	
% of Fund Revenue	77%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$94,500	+3.5%
2019 Projection	\$200	0%

## Service Fees

Service Fees represents those revenues collected from Convention Center sponsored events, such as Farm Street Opry and Western Swing Festival; Main Street sponsored events, such as Table on Main, Wine Swirl, Pub Crawls, and Trick or Treat Trail; Convention Center rentals, and catering services. The increase is due to catering services.

<b>FY 2020 Budget</b>	<b>\$275,250</b>	
% of Fund Revenue	7.4%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	+\$34,900	+14.5%
2019 Projection	+\$6,965	+2.6%

## Interfund Transfers

This category represents those revenues transferred internally from the General Fund and BP&L Fund. The General Fund transfer totals \$238,994, which covers \$111,527 for Film & Broadcasting, \$127,467 for Special Events and Reservations, and a portion of the Director of Hospitality & Development's salary. BP&L transfers totals \$222,500, which covers \$125,000 for Christmas Lights, \$25,000 for Patriotic Festival, \$20,000 for Bastrop Homecoming & Rodeo, \$5,000 for Juneteenth Celebration, \$30,000 for

YMCA programming and \$17,500 for the Food Pantry NIBBLES program.

<b>FY 2020 Budget</b>	<b>\$461,494</b>	
% of Fund Revenue	13.6%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2019 Budget	-\$24,590	-5.0%
2019 Projection	+\$3,910	+0.8%

## Program Considerations

### Bastrop Art In Public Places (BAIPP)



At the center of Bastrop Art in Public Places FY 2020 budget is the funding for the two-dimensional and three-dimensional art calls. This undertaking requires an enormous effort from the board's subcommittee and places nearly 50 pieces of art in public spaces around the city.



A major component of BAIPP's future is the Cultural Arts Master Plan (CAMP) which we hope to see adopted in the very beginning of FY 2020. A \$50,000 allocation is being made for the implementation of the CAMP which will include initiatives lined out by the plan itself.

## Non-Special Event Community Assets

There are two (3) non-special event community assets that receive support from the HOT Fund. Those community assets include the **Bastrop Opera House**, the **Bastrop County Historical Society Visitor Center & Museum** and the **Lost Pines Art Center**. These organizations had record programs of work in FY 2019 and are actively engaged in planning for FY 2020.

## 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, created a family focused scavenger hunt and firefighter dress up area continued to assist 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, partnering with the Main Street Program for Table on Main and Summer in the City, worked with Bastrop County and Visit Bastrop to create "programming", increased social media reach, and provided volunteer coordination.

The Bastrop County Visitor's Center & Museum met all the requirements of this year's contract. They received \$146,937 in funding in FY 2019. **They have increased their request in FY 2020 to \$169,124, which has been included in this budget.**

## Lost Pines Art Center

The **Lost Pines Art Center** supports local artists, hosts community events and classes, and promotes cultural arts awareness and appreciation within the City of Bastrop. FY 2019 saw numerous exhibits, Art After Dark events, Wine & Unwind events, Art Bites educational courses, Art Getaway music events, artist led courses, and children and teen art classes. FY 2019 also saw the opening of the first silo within the Silo District which features four fully renovated silos that will serve as art studios for various mediums. The first, the Glassblowing Silo, is a unique and historical space located behind the Art

## Special Events

The City of Bastrop will coordinate approximately 40 permitted and non-permitted special events in 2019. 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 2300 hours toward events in FY 2019. Since December 2017, staff has tracked hours for Police, Parks, Fire, and Hospitality &**

## Bastrop Opera House

**Bastrop Opera House (BOH)** had an incredible FY 2018-2019 season, which contained eight (9) full productions and nine (8) touring shows and over 6,000 tickets sold. More than half of the tickets were sold outside of Bastrop County. BOH is also home to the Bastrop Opera House Youth Performing Arts Academy, which has approximately 50 youth ages 3 through high school enrolled. Each season, two (2) major youth productions are performed. BOH also hosts several community events throughout the year and rented out their facility 7 times for events. FY 2019-20 season is already booked and contains 17 productions and touring shows.

BOH met all of the requirements of this year's contract. They received \$92,000 in FY 2019. **A request of \$126,000 was submitted for FY 2020 consideration, which has been included in this budget.**

Center which houses glass blowing classes, presentations, and private artist use. The Art Center is an asset to our Bastrop Community partnering with other local organizations including the City of Bastrop Main Street Program and Visit Bastrop to host events for both our local community and visitors.

This is the first year the Art Center has requested this funding. **A request of \$142,837 was submitted for FY 2020 consideration, included in this budget is \$85,000.**

**Downtown for all permitted special event.** In FY 2019-2020 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. 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 Main Street Budget.

## Bastrop Patriotic Festival



The Patriotic Festival is a 1-day event, which occurs annually the last weekend of June. Saturday festivities start early and end late with a 5-K race, Fireworks Display, and Concert. In FY 2019, the Patriotic Festival was granted \$25,000 from BP&L. In FY 2020, the requested amount remains the same. Staff tracked all hours and costs associated with this year's event. **We provided 314 hours of staff support/equipment usage totaling \$9,610.88 in "in-kind" services between Police, Parks, Fire, and Hospitality & Downtown. Per the Chamber's Post Event Analysis, there were 160 volunteers, 228 runners and well over 4,000 in attendance. Bastrop's total support for this event \$10,349.30.**

## Juneteenth Celebration



## 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 2020 payment was

## Bastrop Homecoming & Rodeo



Bastrop Homecoming & Rodeo is five (5) day event that ends the 1<sup>st</sup> Saturday of August. This year marks the 72<sup>nd</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. Last year, given the historical significance of the event, funding in the amount of \$20,000 was moved to BP&L because most of the participants do not stay in hotels. The FY 2020 funding level will remain at \$20,000. Due to the timing of this event, staff costs have not been calculated.

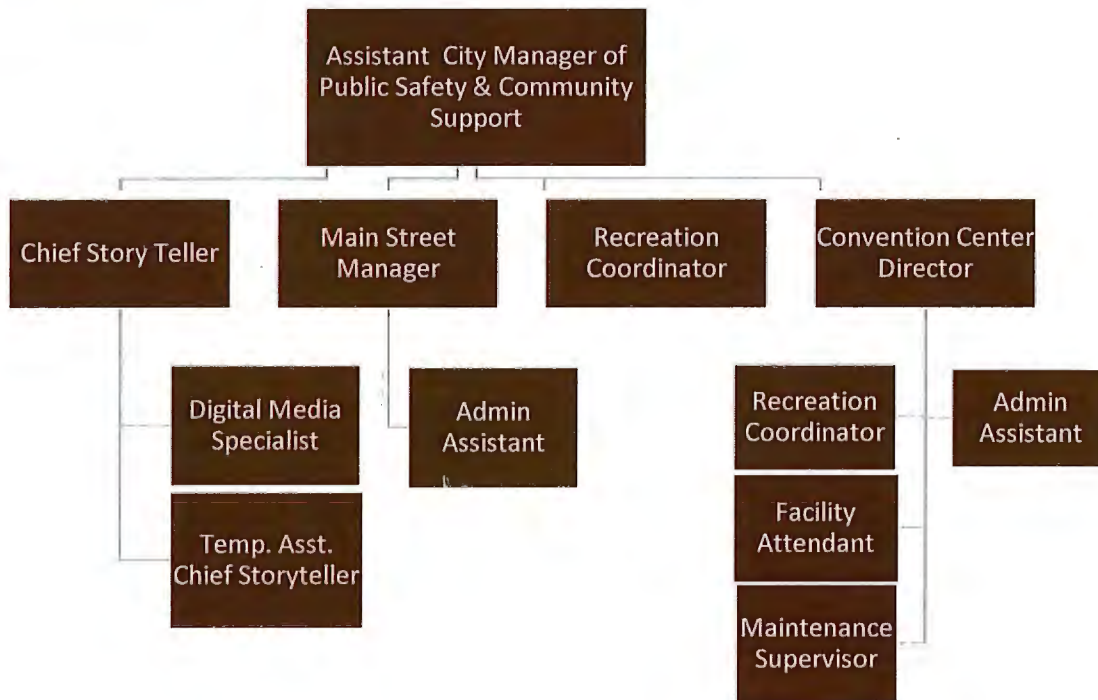
Juneteenth Celebration is always the 3<sup>rd</sup> Saturday in June. This year marks the 32<sup>nd</sup> anniversary of this event. Saturday events include a parade, car show, and scheduled entertainment throughout the day. In FY 2019, the Juneteenth Celebration received \$5,000 from BP&L. **We provided 183.25 hours of staff support/equipment usage totaling \$5,349.30 in "in-kind" services between Police, Parks, and Hospitality & Downtown, which makes**

calculated per the contract \$1,278,192. 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



# Hotel Occupancy Tax Fund Summary

## Convention Center



Nestled in the heart of the historical district of Bastrop, Texas, the 26,000sq. ft. Convention and Exhibit Center opened in April of 2011. This facility was built to host meetings, regional conferences, tradeshows, weddings, concerts, and local special events. State-of-the-art technical amenities, Wi-Fi, a flexible Main Ballroom, multiple meeting rooms, and additional outdoor venue space make this facility both attractive and affordable to local and regional associations, event planners, brides, and special event planners. Staff sells and services all events at the Convention Center including day to day operations, event coordination, layout, set-up and tear down, on site event customer service, building and ground maintenance, and assists with Main Street programs, projects, and events. Convention

Center staff are known for their exemplary customer service, receiving outstanding comments from event coordinators and participants. They are known for their 110% drive to make every event a pleasurable experience. Repeat business is a large percentage of the yearly rentals and Convention Center Staff take pride in satisfying the community. This department also produces several events designed to entertain locals and attract out of town visitors like the Farm Street Opry, Boogie Back to Bastrop, and the Western Swing Festival along with the newly created Red White and You Dance. The Convention Center staff actively assists the Hospitality & Downtown department in all aspects of event planning and production as well as special projects.

### Goals and Objectives for FY 2020

- Increase rental revenue.
- Increase occupancy.
- Increase catering service revenue.
- Maintain and enhance our relationship with Visit Bastrop to increase overall tourism for the City of Bastrop.

### Recent Accomplishments for FY 2019

- ✓ Met and exceeded our 2019 established Goals & Objectives.
- ✓ Increased weekday rentals with New Business Meeting Packages.
- ✓ New business accounted for over 50% of rental revenue.
- ✓ New event layout software allows for clients to have direct input and ability to make real-time adjustments to layouts ensuring a positive and engaged experience for both staff and clients.

## Convention Center



## Main Street



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

The current Main Street Manager, Rebecca Gleason, took on the role of Main Street Manager in January



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

### Goals and Objectives for FY 2020

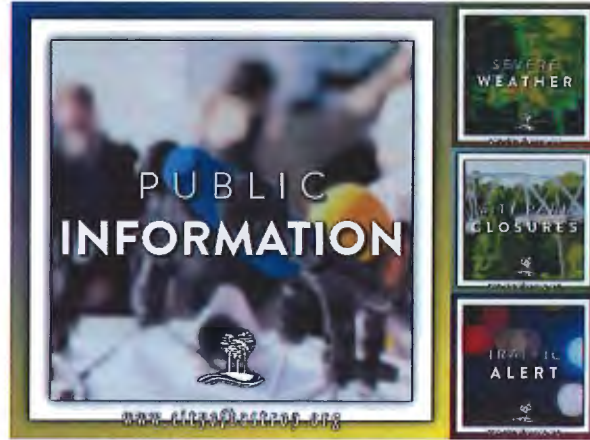
- For fiscal year 2020, the City of Bastrop Main Street Program, through our new Committee Structure, will be focusing on vacancy in our Main Street District through business retention and business expansion.
- For fiscal year 2020, the City of Bastrop Main Street Program will be partnering with Visit Bastrop to market Downtown Bastrop as a destination for both visitors and locals.
- For fiscal year 2020, the City of Bastrop Main Street Program will be working closely with our partners to ensure that our Downtown Bastrop business owners, building owners, and residents have ample communication and input into the construction of 921 Main Street and the Main Street Rehabilitation Project.

### Recent Accomplishments for FY 2019

- ✓ The Main Street Program hosted four Sponsored Events in 2019 including the Sip, Shop & Swirl, Summer in the City, Table on Main and Lost Pines Christmas.
- ✓ The Main Street Program moved to a data centric system with the help of the Bastrop Economic Development Corporation. The Program has collected data on the more than 200 businesses which are within the Main Street District which is now housed in Synchronist. Synchronist will be used as both a CRM software and resource to make data driven decisions around economic development.
- ✓ The Main Street Program worked closely with the Texas Main Street Program to go through a Re-envisioning Process and relaunch our Program with a new Project Based Committee Structure.

# Main Street

## Multi-Media



The City of Bastrop Multimedia Department was founded October 1, 2017. In the time since its foundation, the department has organized the City's voice across diverse platforms, reached millions of people through its promotional campaigns and outreach efforts, and connected the citizens to the actions of City Council, City Hall, and the activities of the City's departments in ways never before done in Bastrop. Looking ahead to the FY 2020 budget year, the Multimedia Department strives to tell the City's story with creative ideas that will reach our diverse audience, educating our tax-payers, citizens, businesses, and visitors about the programs, initiatives, challenges, and solutions that often get taken for granted. Our Goals and Objectives focus on consistent service in the delivery of **government transparency, quality**

**service** to our **social media** audience, and **increased production output** through **processes and policies** that help standardize the way staff, council, and our customers communicate with each other.

Chief Storyteller Colin Guerra and Digital Media Manager Rick Gullikson have standardized the City's public alerts and messaging protocol, from park and road closures to serious weather threats, to traffic accidents and public event promotions. Now, when citizens on web and social media platforms see a message from the City of Bastrop, they know it is coming from a source they can trust, who is consistent, and most importantly, responsive to queries and requests for understanding.

### Goals and Objectives for FY 2020

- For fiscal year 2020, develop a Guide to the Multimedia Department (working title) that will establish policies, procedures, and best practices detailing how the Department will conduct operations that is standardized for ease of use and understanding by both internal and external (public) customers of the City.
- For fiscal year 2020, leverage The Multimedia Department's in-house video production capabilities to shine light on each department's most important and compelling stories.
- For fiscal year 2020, develop closer, more structured relationships with City Departments to ensure collaboration and transparency across all City initiatives and outreach efforts.

### Recent Accomplishments for FY 2019

- ✓ Launched 1832: The Official City of Bastrop Magazine! This electronic publication is distributed over social media and the city website and features an employee spotlight and feature stories about topics of public interest.
- ✓ Oversaw the installation of a new presentation system in the City Council chambers (with Information Technology) and continue to develop best practices for operation, maintenance, and creative uses for the system.
- ✓ New Established protocols for working with other departments in the effort of releasing timely, sometimes immediate alerts to the public. Graphic standards were created to unify the look and feel of any message coming from the City of Bastrop with the result being a higher level of trust and reliability between City departments and our audience of citizens and visitors alike.

## Multi-Media

## Special Events & Reservations



Special Events and Reservations is a newly created branch of the Hospitality and Downtown Department comprising four main responsibilities: Departmental Account Payables, Special Event permit processing/Event Action Plans, booking and reservation processes for the Bastrop Exhibit & Convention Center, and City Park/Pavilion Rentals. Each of these four areas provides support to not



only the Hospitality and Downtown Department but other City Departments to promote the mission, vision, and value of the City of Bastrop.

City Reservationist Victoria Psencik is currently the staff member responsible for the duties of this branch of the Department.

### Goals and Objectives for FY 2020

- For fiscal year 2020, create and implement a Park Reservations campaign designed to increase rental revenue
- Create and implement a Special Events online submission and payment portal
- Create a Special Event “incentive” program for city staff working the events

### Recent Accomplishments for FY 2019

- ✓ Consolidated and streamlined the Department Accounts Payable process, creating a uniform look and increasing the timeliness of Purchase Order Packet submission for the Department by 90%.
- ✓ Acquired responsibility for the collection, administration, and follow-up of the Bastrop Convention & Exhibit Center’s booking processes to ensure a memorable and customer service-oriented experience that reflects the friendly, unique, and authentic feel of Bastrop.
- ✓ Researched, created, and produced 17 Event Action Plans detailing City Departmental responsibilities, assigned duties, safety standards, emergency response actions, contact information, and organizational details.

# Special Events & Reservations

# Performance Measures

## Convention Center

Objective	Performance Measure	FY 2017	FY 2018	Goal	Actual	Goal
				FY 2019	FY2019	FY 2020
Increase Rental Revenue	Increase rental revenue by 15%.	\$110,699	\$122,244	N/A	*\$170,747	\$196,359
Increase Occupancy	Increase occupancy by 15%.	92	134	N/A	*160	184
Increase Catering Service Revenue	Increase catering service revenue by 50%.	\$6,194	\$7,355	N/A	*\$10,900	**\$16,350
Maintain/Enhance Relationship with Visit Bastrop	Increase Visit Bastrop partnership by board engagement and brand awareness promotion. Attend 12 VB Board Meetings and 1 Annual Retreat.	*N/A	*N/A	N/A	*N/A	13

\* Extrapolated from August through end of year \*\* (included new package- client catering services)

## Main Street

Objective	Performance Measure	FY 2017	FY 2018	Goal	Actual	Goal
				FY 2019	FY2019	FY 2020
Maintain the City of Bastrop Main Street Program Accreditation in both the State and National Main Street Associations.	Actively engaging and maintaining Main Street Accreditation status (17 Reports per year)	N/A	N/A	N/A	*17	17
Increase the Economic Vitality of the District by increasing private investment.	Reinvestment ratio (ratio of public and private investment)	\$.67	\$2.00	N/A	*\$2.48	\$2.20
Increase the Economic Vitality of the District by increasing efforts around Business Retention, Expansion and Relocation.	Number of new businesses oriented into Main Street District	N/A	N/A	N/A	*10	12

\*Extrapolated from August through end of year

## Multimedia

Objective	Performance Measure	FY 2017	FY 2018	Goal	Actual	Goal
				FY 2019	FY2019	FY 2020
Social media reach and engagement are good indicators that the content that we share is both valuable and interesting to our audience.	We seek a 10% per post average increase year-to-year in the categories of reach across our social media platforms.	N/A	N/A	N/A	*2,351 Average per post	2,586 Average per post
Response rate is another very important social media measurement. Currently we have a 100% response rate. This means we respond to 100% of the inquiries that come into our page.	We seek to keep this number at 100% and do our very best to keep the average response time under 5 hours.	N/A	N/A	N/A	*100%	100%

Open transparency and communication with the community is important to establish trust, morale, and citizen awareness.	Release a monthly newsletter and 2 accompanying public interest stories a month that feature the latest in city business, initiatives, and updates on projects.	N/A	N/A	N/A	*8 Issues	12 Issues
Open transparency and communication with the community is important to establish trust, morale, and citizen awareness.	Meetings that are subject to the Open Meeting Act will be filmed live, broadcast to the City PEG channel, and live streamed to the City Facebook page. Within 72 hours, these meetings will also be edited for sound and video clarity and posted to the City's Facebook page as well as linked to the City Website.	N/A	N/A	N/A	*100%	100%

\* Extrapolated from August through end of year

## Special Events & Reservations

Objective	Performance Measure	FY 2017	FY 2018	Goal	Actual	Goal
				FY 2019	FY2019	FY 2020
Rental Revenue from parks and pavilion rental not only allows a small revenue stream to help maintain our parks but also is a good indicator of park usage by the community.	Increase the number of park and pavilion rentals by 10%.	N/A	66	N/A	*66	73
Well-developed Event Action Plans are an important feature of ensuring an event is successful and efficient.	Have all Event Action Plan Packages published within 24 hours of the event.	N/A	N/A	N/A	*86%	100%
Efficiency in the ability to rental agreements to Convention Center clients increases client satisfaction.	Have all Convention Center rental agreements completed within 72 hours of submission	N/A	N/A	N/A	*96%	100%

\* Extrapolated from August through end of year

## FY 2020 Revenue Fund Summary



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
<b>501 HOTEL TAX FUND</b>	<b>00 NON-DEPARTMENT</b>		<b>00 NON-DIVISION</b>		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2018</b>	<b>BUDGET 2019</b>	<b>ESTIMATE 2019</b>	<b>PROPOSED 2020</b>	<b>PLANNING 2021</b>
TAXES AND PENALTIES	\$2,844,404	\$2,736,000	\$2,830,300	\$2,830,500	\$2,830,500
LICENSES AND PERMITS	\$400	\$2,000	\$1,930	\$2,000	\$2,000
CHARGES FOR SERVICES	\$214,150	\$240,350	\$268,285	\$275,250	\$276,500
INTEREST INCOME	\$53,623	\$44,500	\$70,000	\$65,000	\$65,000
INTERGOVERNMENTAL	\$130,408	\$62,312	\$62,312	\$62,312	\$62,312
MISCELLANEOUS	\$25,256	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0	\$266,084	\$252,584	\$238,994	\$238,994
TRANFSERS IN	\$152,700	\$220,000	\$205,000	\$222,500	\$222,500
<b>TOTAL REVENUE</b>	<b>\$3,420,941</b>	<b>\$3,571,246</b>	<b>\$3,690,411</b>	<b>\$3,696,556</b>	<b>\$3,697,806</b>

## Revenue Summary- Hotel Occupancy Tax Fund

## FY 2020 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
501 HOTEL TAX FUND

**DEPARTMENT**  
80 ORGANIZATIONAL

**DIVISION**  
00 NON-PROGRAM

### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CONTRACTUAL SERVICES	\$939,220	\$1,380,126	\$1,448,134	\$1,837,654	\$1,852,313
OTHER CHARGES	\$50,122	\$28,000	\$25,000	\$25,000	\$25,000
CONTINGENCY	\$0	\$300,957	\$0	\$107,465	\$0
TRANSFERS OUT	\$966,222	\$516,186	\$516,186	\$521,916	\$545,688
<b>TOTAL EXPENDITURE</b>	<b>\$1,955,564</b>	<b>\$2,225,269</b>	<b>\$1,989,320</b>	<b>\$2,492,035</b>	<b>\$2,423,001</b>

## Hotel Occupancy Fund - Organizational

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	83 MULTI-MEDIA		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$0	\$199,007	\$168,646	\$207,549	\$212,933
SUPPLIES AND MATERIALS	\$0	\$900	\$2,400	\$5,150	\$5,113
MAINTENANCE AND REPAIRS	\$0	\$7,748	\$6,748	\$7,650	\$8,233
OCCUPANCY	\$0	\$5,680	\$5,680	\$6,115	\$6,115
CONTRACTUAL SERVICES	\$0	\$13,750	\$12,000	\$12,500	\$13,500
OTHER CHARGES	\$0	(\$47,178)	(\$39,878)	(\$65,252)	(\$65,252)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$179,907</b>	<b>\$155,596</b>	<b>\$173,712</b>	<b>\$180,642</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CHIEF STORY TELLER		1.000	1.000	1.000	1.000
DIGITAL MEDIA SPECIALIST		1.000	1.000	1.000	1.000
DOWNTOWN & HOSPITALITY DIRECTOR		0.150	0.150	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT		0.000	0.000	0.100	0.100
TEMP ASST. CHIEF STORYTELLER		0.481	0.481	0.481	0.481
<b>TOTAL FTEs</b>		<b>2.631</b>	<b>2.631</b>	<b>2.581</b>	<b>2.581</b>

## Hotel Occupancy Tax Fund – Multi-Media



## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	84 SPECIAL EVENTS AND		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$0	\$53,937	\$53,087	\$61,906	\$64,593
SUPLIES AND MATERIALS	\$0	\$1,300	\$1,300	\$4,250	\$3,500
OCCUPANCY	\$0	\$250	\$250	\$1,282	\$1,282
CONTRACTUAL SERVICES	\$0	\$94,800	\$79,800	\$98,000	\$97,800
OTHER CHARGES	\$0	\$16,800	\$15,000	\$15,000	\$15,000
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$167,087</b>	<b>\$149,437</b>	<b>\$180,438</b>	<b>\$182,175</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT		0.000	0.000	0.075	0.075
DOWNTOWN & HOSPITALITY DIRECTOR		0.100	0.100	0.000	0.000
RECREATION COORDINATOR		0.667	0.667	0.667	0.667
<b>TOTAL FTEs</b>		<b>0.767</b>	<b>0.767</b>	<b>0.742</b>	<b>0.742</b>

## Hotel Occupancy Tax Fund – Special Events & Reservations

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	85 HOSPITALITY AND		75 CONVENTION CENTER		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL	\$0	\$302,476	\$301,014	\$356,908	\$362,398
SUPPLIES AND MATERIALS	\$0	\$44,000	\$35,036	\$52,500	\$71,000
MAINTENANCE AND REPAIRS	\$0	\$42,650	\$36,550	\$49,350	\$47,350
OCCUPANCY	\$0	\$58,698	\$61,500	\$62,838	\$63,838
CONTRACTUAL SERVICES	\$0	\$195,730	\$184,980	\$186,130	\$158,264
OTHER CHARGES	\$0	\$43,700	\$36,500	\$53,780	\$53,780
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$687,254</b>	<b>\$655,580</b>	<b>\$761,506</b>	<b>\$756,630</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.000	0.000	0.075	0.075
FACILITY ATTENDANT	2.000	2.000	2.000	2.000	2.000
MAINTENANCE SUPERVISOR	1.000	1.000	1.000	1.000	1.000
RECREATION COORDINATOR	0.333	0.333	0.333	0.333	0.333
<b>TOTAL FTEs</b>	<b>4.833</b>	<b>4.833</b>	<b>4.833</b>	<b>4.908</b>	<b>4.908</b>

## Hospitality & Downtown – Convention Center

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	85 HOSPITALITY AND		80 MAIN STREET PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL	\$0	\$216,300	\$147,601	\$143,372	\$166,028
SUPPLIES AND MATERIALS	\$0	\$9,100	\$8,585	\$11,900	\$11,150
OCCUPANCY	\$0	\$2,300	\$1,500	\$1,800	\$1,800
CONTRACTUAL SERVICES	\$0	\$14,000	\$14,000	\$16,450	\$26,450
OTHER CHARGES	\$0	\$267,820	\$265,370	\$261,120	\$266,120
CONTINGENCY	\$0	\$41,000	\$19,200	\$37,000	\$17,000
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$550,520</b>	<b>\$456,256</b>	<b>\$471,642</b>	<b>\$488,548</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.500	0.500
DOWNTOWN & HOSPITALITY DIRECTOR	0.750	0.750	0.750	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.000	0.000	0.100	0.100
MAIN STREET MANAGER	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>2.250</b>	<b>2.250</b>	<b>2.250</b>	<b>1.600</b>	<b>1.600</b>

## Hospitality & Downtown – Main Street Program

## FY 2020 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
501 HOTEL TAX FUND

**DEPARTMENT**  
86 BASTROP ART IN PUBLIC

**DIVISION**  
00 NON-PROGRAM

#### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
MAINTENANCE AND REPAIRS	\$0	\$5,000	\$5,000	\$5,000	\$5,000
CONTRACTUAL SERVICES	\$0	\$67,232	\$64,732	\$47,232	\$65,814
OTHER CHARGES	\$0	\$23,920	\$23,850	\$22,500	\$46,420
CONTINGENCY	\$0	\$50,000	\$0	\$50,000	\$50,000
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$146,152</b>	<b>\$93,582</b>	<b>\$124,732</b>	<b>\$167,234</b>

## Hotel Occupancy Tax Fund – BAIPP

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	87 RODEO ARENA		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Hotel Occupancy Tax Fund – Rodeo Arena



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

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# Innovation Fund

## **Innovation Fund**

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

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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**

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## 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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$5,070	\$10,000	\$24,500	\$24,500	\$5,000
OTHER SOURCES	\$186,916	\$300,000	\$465,000	\$30,000	\$0
OTHER REVENUE	\$136,293	\$0	\$66,944	\$0	\$0
TRANSFER IN	\$1,256,500	\$453,825	\$453,825	\$22,500	\$0
<b>TOTAL REVENUE</b>	<b>\$1,584,779</b>	<b>\$763,825</b>	<b>\$1,010,269</b>	<b>\$77,000</b>	<b>\$5,000</b>
SUPPLIES AND MATERIALS	\$3,604	\$101,400	\$14,186	\$0	\$0
MAINTENANCE AND REPAIRS	\$534	\$15,575	\$11,495	\$60,000	\$0
CONTRACTUAL SERVICES	\$161,119	\$1,003,604	\$793,113	\$63,000	\$0
CAPITAL OUTLAY	\$213,427	\$756,160	\$400,896	\$510,400	\$0
DEBT SERVICE	\$42,002	\$42,002	\$42,002	\$143,668	\$143,668
TRANSFERS OUT	\$224,616	\$276,500	\$276,500	\$198,991	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$645,302</b>	<b>\$2,195,242</b>	<b>\$1,538,192</b>	<b>\$976,059</b>	<b>\$143,668</b>

## Innovation Fund Reconciliation

<b>Proposed Expenditure</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projection</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2021 Proposed Budget</b>	<b>Explanation</b>
<b>Beginning Fund Bal</b>	<b>\$1,431,417</b>	<b>\$1,426,982</b>	<b>\$899,059</b>	<b>\$0</b>	
<b>Total Revenue</b>	<b>\$763,825</b>	<b>\$1,010,269</b>	<b>\$77,000</b>	<b>\$5,000</b>	
RMS System for PD & Court	--	\$(16,705)	--	--	Received credit from this project budgeted in FY 2018
Loan Payment- BP&L	\$42,000	\$42,002	\$42,002	\$42,002	Year 3 of 5 – Payment for purchase of Tyler Technology RMS/CAD System
Loan Payment- BP&L	--	--	\$101,666	\$101,666	Year 1 of 5 – Payment for loan to remodel City Hall.
State Park Trail	\$166,679	\$59,899	--	--	Projection only includes the balance of Engineering Contract for design. Balance available for re-allocation.
Server Replacements	\$37,500	\$37,500	--	--	Completed.
Parking Delgado Park	\$60,000	\$56,696	--	--	Completed.
Fire Dept. Staff PT	\$82,000	\$82,000	--	--	\$131,040 Total; \$49,000 pd. By General Fund, \$82,000 Innovation Fund. FY2020 – Moved to General Fund.
Mowing Contract	\$157,000	\$157,000	--	--	Year 2 of Contract – Moved to Hotel Occupancy Tax Fund.
CART Funding	\$20,000	\$20,000	\$20,000	--	Continued Support of CART.
VoteLynx System	--	\$13,000	--	--	VoteLynx System was not user-friendly. Will search for alternative.
Professional Services	\$155,000	\$155,915	--	--	2D Drainage Study, Drainage Code Review, Fire Inspection Services. – Completed.
New Website	--	--	\$30,000	--	New website – cost shared by all funds
Grant Match	\$40,000	\$28,800	--	--	Match for all drainage grant design phase only. Complete
Code Update – Phase 1 (Codes /Public Engagement)	\$310,500	\$365,109	--	--	Phase I code update, public engagement and Main St. Pop-up event. Complete
Code Update – Phase 2	\$153,825	\$110,825	\$43,000	--	Design Manuals, Update to 2018 International Building / Fire Codes, New Forms & Staff Training

## Innovation Fund Reconciliation – Page 2

<b>Proposed Expenditure</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projection</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Fiscal Impact Analysis Model	\$50,000	\$35,000	--	--	Fiscal Impact Analysis to determine fiscal sustainability of future development. \$15,000 paid out of General Fund in FY 2018. Complete
Fire Feasibility Study	\$75,000	--	--	--	These funds were reallocated to the Building Bastrop project
Public Relations	\$20,000	\$20,000	--	--	Used for Building Bastrop Public Relations assistance.
Skate Park Phase 1	\$250,000	\$39,600	\$210,400	--	Construction of Phase 1 of Skate Park. Scheduled to complete Fall of 2019.
City Hall/Studio Remodel	\$300,000	\$165,000	\$300,000	--	Remodel of City Hall & Studio. A Budget Amendment was taken to increase the budget amount. Scheduled to complete fall 2019.
GovSpend License	\$7,500	--	--	--	Used to fund additional Laser fiche licenses
Storage Appliance for City Hall	\$64,160	\$64,160	--	--	Current 12 TB of storage is inadequate, which significantly slows processing speed of server and creates organization-wide inefficiencies. Increasing storage of 48 TB. - Completed
Replacement Computers	\$10,000	9,897	--	--	FY 2019 Computer Replacement Schedule – Completed.
Replacement Zero Turn Mower	\$10,000	\$8,799	--	--	Replacement of Worn-out equipment – Completed.
Chicken Capture / Relocate – FY 2019	\$12,600	\$1,270	--	--	Continuation of relocation of chickens / roosters from Downtown.
Replace SCBA Bottles	\$16,400	--	--	--	The decision was made to go with new SCBA packs which would require more funds. Held off on this purchase until the new packs are purchased.

## Innovation Fund Reconciliation – Page 3

<b>Proposed Expenditure</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Projection</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Makers Space Furniture	\$4,000	--	--	--	Furniture specific to Makers Space equipment & space. – Is being re-appropriated from other Library funds.
Bob Bryant Replacement Slides	\$11,000	\$10,248	--	--	Life-safety. Completed.
SCBA Refurbishment	\$71,000	--	--	--	This amount was for refurbishing the packs we currently have which would only give us 2 more years of service. New packets will be good for 15 years and are compatible with ESD 2 during mutual aid calls. New packs will require additional funding.
Trailer	\$7,000	\$4,290	--	--	Replacement trailer in Public Works. – Completed.
Radios	\$11,000	\$11,000	--	--	Equipment needed for Emergency Management. – Completed.
Computer Reservation System	\$4,175	--	--	--	This was corrected to be for the Library - Is being re-appropriated from other Library funds.
New Utility Vehicle	\$8,000	\$12,663	--	--	Park Maintenance – Completed.
New Maintenance Truck	\$35,000	\$32,729	--	--	Public Works – Replacement Vehicle – Completed.
LaserFiche – Additional Licenses	\$3,903	\$11,495	--	--	Additional licenses needed for Records Management organization wide. – Completed.
New Permit Software	-	-	\$30,000		New permit tracking software to ensure compliance with HB 3167.
Transfer to General Fund to meet 25% Requirement			\$198,991		The available fund balance in this fund was being combined with General fund to meet the 25% requirement. Moving the balance back to General fund reduces confusion as to funds available.
<b>TOTAL</b>	<b>\$2,195,242</b>	<b>\$1,538,192</b>	<b>\$976,059</b>	<b>\$143,668</b>	
<b>Ending Fund Bal</b>	<b>\$0</b>	<b>\$899,059</b>	<b>\$0</b>	<b>(\$138,668)</b>	



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# 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**

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

	BUDGET FY-19	PROJECTED FY-19	PROPOSED FY-20	PROPOSED FY-21	PROPOSED FY-22	PROPOSED FY-23
<b>BEGINNING BALANCE</b>	\$ 2,220,508	\$ 1,733,347	\$ 1,843,954	\$ 1,880,779	\$ 2,452,303	\$ 2,565,438
<b>REVENUES:</b>						
<b>WATER</b>						
Water Service	\$ 3,103,730	\$ 3,013,137	\$ 3,176,945	\$ 3,282,685	\$ 3,343,593	\$ 3,405,853
Water Service Fees	\$ 19,800	\$ 19,410	\$ 19,800	\$ 20,200	\$ 20,604	\$ 21,016
Penalties	\$ 39,500	\$ 38,300	\$ 39,500	\$ 40,600	\$ 41,412	\$ 42,240
Water Tap Fees	\$ 40,000	\$ 9,000	\$ 40,000	\$ 40,000	\$ 23,850	\$ 23,850
Interest	\$ 19,200	\$ 24,300	\$ 25,200	\$ 26,400	\$ 26,928	\$ 27,467
Other	\$ 7,500	\$ 5,500	\$ 6,500	\$ 6,500	\$ 7,500	\$ 7,500
<b>WATER TOTAL</b>	\$ 3,229,730	\$ 3,109,647	\$ 3,307,945	\$ 3,416,385	\$ 3,463,887	\$ 3,527,926
<b>WASTEWATER</b>						
Sewer Service	\$ 2,280,660	\$ 2,228,440	\$ 2,702,819	\$ 3,282,608	\$ 3,763,937	\$ 4,419,408
Sewer Tap Fees*	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 12,000	\$ 12,000
Penalties	\$ 25,500	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061
Wholesale Sewer Contracts	\$ 148,000	\$ 146,000	\$ 148,000	\$ 150,000	\$ 153,000	\$ 156,060
Interest	\$ 12,800	\$ 16,200	\$ 16,800	\$ 17,600	\$ 17,952	\$ 18,311
Other	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
<b>WASTEWATER TOTAL</b>	\$ 2,477,460	\$ 2,421,140	\$ 2,903,619	\$ 3,486,718	\$ 3,973,919	\$ 4,633,340
<b>TOTAL REVENUES</b>	\$ 5,707,190	\$ 5,530,787	\$ 6,211,564	\$ 6,903,103	\$ 7,437,806	\$ 8,161,266
<b>TOTAL RESOURCES</b>	\$ 7,927,698	\$ 7,264,134	\$ 8,055,518	\$ 8,783,882	\$ 9,890,109	\$ 10,726,704
<b>EXPENDITURES:</b>						
Administration	\$ 1,107,195	\$ 1,114,947	\$ 1,264,918	\$ 1,222,019	\$ 1,317,219	\$ 1,354,258
Distribution/ Collection/ Liftstation	\$ 758,758	\$ 742,000	\$ 815,815	\$ 801,972	\$ 878,855	\$ 903,319
Production/ Treatment	\$ 1,152,183	\$ 949,955	\$ 971,774	\$ 1,058,229	\$ 1,032,467	\$ 1,060,152
Wastewater Treatment Plant	\$ 905,283	\$ 729,713	\$ 786,539	\$ 798,116	\$ 841,211	\$ 863,601
(1) Debt Service Transfer	\$ 1,641,565	\$ 1,641,565	\$ 1,303,193	\$ 2,326,243	\$ 2,629,919	\$ 3,052,911
Capital replacement Reserve	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
<b>TOTAL EXPENDITURES</b>	\$ 5,689,984	\$ 5,303,180	\$ 5,267,239	\$ 6,331,579	\$ 6,824,671	\$ 7,359,241
<b>NET INCOME (LOSS)</b>	\$ 17,206	\$ 227,607	\$ 944,325	\$ 571,524	\$ 613,135	\$ 802,024
<b>ENDING FUND BALANCE</b>	\$ 2,237,714	\$ 1,960,954	\$ 2,788,279	\$ 2,452,303	\$ 3,065,438	\$ 3,367,462
<i>Fund Balance % of Operating Expense</i>	39%		53%	39%	45%	46%
Transfer to VERF - New Trucks	\$ 117,000	\$ 117,000	\$ -	\$ -	\$ -	\$ -
Other Capital Projects	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Projects</b>	\$ 132,000	\$ 117,000	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance after One-time Expenses</b>	\$ 2,105,714	\$ 1,843,954	\$ 2,788,279	\$ 2,452,303	\$ 3,065,438	\$ 3,367,462
<i>Fund Balance %</i>	37%	35%	53%	39%	45%	46%
Transfer to Innovation Fund	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -
Transfer to W/WW Capital Fund	\$ -	\$ -	\$ 900,000	\$ -	\$ 500,000	\$ -
<b>Reserve Requirement 35%</b>	\$ 1,991,494	\$ 1,856,113	\$ 1,843,534	\$ 2,216,053	\$ 2,388,635	\$ 2,575,735
<b>ENDING FUND BAL AFTER TRANSFERS</b>	\$ 2,105,714	\$ 1,843,954	\$ 1,880,779	\$ 2,452,303	\$ 2,565,438	\$ 3,367,462

# Water/Wastewater Fund Summary



## Utility System Overview

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 FM 304 and a consolidated Water Treatment Plant at XS Ranch. Since that time, several of the projects to reach those broad goals have been completed or are underway. The Wastewater plant will be submitted the Texas Commission on Environmental Quality (TCEQ) by the end of September 2019 in order to award a contract for construction by July 2020. Additionally, the preliminary design technical memorandum for the water treatment plant will be completed and presented to City Council in November of 2019 bringing us one step closer to building the plant located 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 three (3) years. **Therefore, the minimum charge for wastewater will be \$41.97 per month, an increase of \$5.00 per month, effective January 1, 2020.** This increase is expected to generate an additional \$163,215 in revenue this budget.

### Rate Modeling

During FY 2019, the City contracted to have a rate model created to help forecast rates based on growth projections, capital costs, and debt requirements. This model is complete and being used to forecast projected revenue and expenditures. The model allows staff to plug in rate increases as needed to meet the debt coverage requirements. This model will be updated several times during the year to confirm or change the projections moving forward.

### Sale of Revenue Bonds in FY 2020

Prior to FY 2019, 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. **In FY 2019, \$1.9 million in Revenue bonds were sold to fund capital needs. These bonds were rated AA- by Standard & Poor, which is an excellent rating for a first-time sale given our size.** Staff anticipates that there will be a need to sell additional revenue bonds in FY 2020 to cover the costs of construction for the wastewater plant. However, there are some available funds in the Water and Wastewater Capital Fund to start the construction prior to the bond sale.

### 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 has caused 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 2021. 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 in FY 2018. 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 in FY 2018, 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, which was completed in FY 2019. 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 now owns 7,613 acre feet of water in the Simsboro Aquifer, providing future 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 to provide a long-term water system and improve water quality and aesthetics. Therefore, Council has authorized the building of a new water treatment plant at XS Ranch to improve water quality and ability to meet future water demands. The preliminary findings show the water quality to be far superior to the original test wells at XS Ranch. That being said the water plant will be built to be scalable and flexible as possible. As the well field expands in the future, it is important that the plant is nimble enough to combat changes in water quality.

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

## Strategic Partnership with Aqua Water Supply Corporation

Our strategic partnership with Aqua, approved in FY 2019, 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.

With the agreement finalized and three emergency connections to Aqua, staff has mitigated some risk. However, with a wholesale connection point planned to be at the intersection of S.H. 20 and Hwy 71, it will ensure the long-term redundancy needed to protect our customers.

## 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 2019, staff executed a ten (10) year replacement schedule for all water system elements, as noted in Water System Facts.

There were 1272 valves exercised, 601 fire hydrants maintenance and approximately 3,424 customers served this year. As the system continues to grow, maintenance needs will increase for several years to come. However, as changes are made and the new plant and system component are replaced within the system, it will only become more efficient.

## Wastewater System Improvements

### Wastewater Treatment Plant #1 & #2

Wastewater Treatment Plant (WWTP) #1 and #2 are in a state of disrepair and are operating beyond their useful life. 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.

### Water System Facts

- 70 miles of water mains
- 8 high service pumps and motors
- 10 filter canisters housing 8 filters each
- Methane stripper with 2 transfer pumps and motors
- 601 fire hydrants
- Maintain 3433 meters
- 7 water wells
- 9 system pressure release valves
- 8 turbidity meters to monitor the canisters
- 6 water storage facilities totaling 2.76 million gallons of capacity
- 1272 main line water valves
- Serve 3424 customers

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 2017 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 is not 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 would be required to rehabilitate the equipment and structures at WWTP #1 and WWTP #2, if these plants were to remain operational.

## TCEQ Rules on Wastewater Treatment Capacity

Texas Administrative Code (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.

## Wastewater Treatment Plant #3 (WWTP #3)

The City has a TCEQ permit to build a new plant under 317 rule, which expires September 1, 2019. Our application for a three (3) year extension is currently under review by TCEQ and should be approved by the end of September 2019. TCEQ issued new rule 217 in August 2008 requiring more stringent quality of water discharge. The plans for

The City currently processes 1,011,200 gallons per day, which is 75% of 1.4 million gallons per day (MGD). At 75%, the trigger to design a new plant, which is under design. At 90%, the trigger to permit the construction of a new plant. Construction is scheduled to start on the new plant in July 2020. The City will reach its current service unit credit (SUEs) allocation by 2021, based on anticipated growth, not including West Bastrop Village.

## Wastewater Treatment and Ancillary Components

Realizing the cost of the new wastewater treatment plant will be a large purchase for the current customers, staff realizes the need to be able to grow. With that in mind, all design decisions incorporated into WWTP #3 ensure the plant and its components are scalable and ready to grow when the demand is present.

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

A standardized wholesale wastewater agreement has been developed and will bring the City one step closer to meeting the City Council's goal of fiscal responsibility and sustainability.

Wastewater Treatment Plant #3 are on schedule and will be let for construction in FY 2020.

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

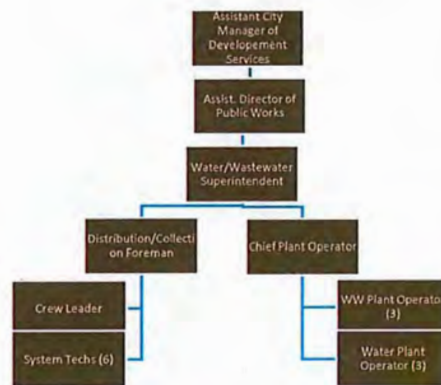
### Wastewater System Facts

- 2 Wastewater Treatment Plants, WWTP #1 & #2
- 57 miles of wastewater collection lines
- 8 miles of force main lines
- 19 lift stations
- 650 manholes
- Has 2 meters (WCID and By the Way RV Park)
- 7 water wells
- Serve 3038 customers

## 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 70 miles of water main lines. It provides clean water to approximately 3,433-meter connections. The system pressure helps lower cost of insurance by providing adequate fire flow at one of 601 fire hydrants. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 57 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 2020

- Provide maintenance on 70 miles of water mains, 57 miles of wastewater lines, 658 manholes, 6 alluvial wells, 1 deep well, 19 lift stations, 3433-meter connections from ¾" to 10", and 601 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 2019

- ✓ Installed generators at Gills Branch and Central lift stations
- ✓ Continued to provide logistical support for 50+ special events.
- ✓ Started design of a new wastewater treatment plant.
- ✓ Started design of a new water treatment plant.
- ✓ Completed year 1 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 2019 by testing 90,200 feet (17.08 miles) of sewer main lines using 244 employee-hours at a cost of \$0.13 per foot. Found and repaired 60 defects.

# Water/Wastewater Fund Summary

## FY 2020 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
WATER REVENUES	\$3,050,636	\$3,203,030	\$3,079,847	\$3,276,245	\$3,383,485
WASTEWATER REVENUES	\$2,049,952	\$2,464,660	\$2,404,940	\$2,886,819	\$3,469,118
INTEREST INCOME	\$71,894	\$32,000	\$40,500	\$42,000	\$44,000
MISCELLANEOUS	\$6,785	\$7,500	\$5,500	\$6,500	\$6,500
OTHER SOURCES	\$9,028	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$5,188,295</b>	<b>\$5,707,190</b>	<b>\$5,530,787</b>	<b>\$6,211,564</b>	<b>\$6,903,103</b>

## Revenue Summary- Water/Wastewater Fund



## FY 2020 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
<b>202 WATER/WASTEWATER FUND</b>	<b>35 WATER/WASTEWATER</b>		<b>10 ADMINISTRATION</b>		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2018</b>	<b>BUDGET 2019</b>	<b>ESTIMATE 2019</b>	<b>PROPOSED 2020</b>	<b>PLANNING 2021</b>
PERSONNEL COSTS	\$193,070	\$307,460	\$323,649	\$415,277	\$424,402
SUPPLIES AND MATERIALS	\$23,158	\$22,660	\$19,516	\$29,410	\$28,050
MAINTENANCE AND REPAIRS	\$4,254	\$10,430	\$7,805	\$10,430	\$8,930
OCCUPANCY	\$15,652	\$16,032	\$14,058	\$16,032	\$16,032
CONTRACTUAL SERVICES	\$748,832	\$679,392	\$729,130	\$742,549	\$721,385
OTHER CHARGES	\$34,780	\$41,220	\$20,789	\$41,220	\$23,220
CONTINGENCY	\$0	\$10,000	\$0	\$10,000	\$0
TRANSFER OUT	\$0	\$0	\$0	\$7,500	\$0
TRANSFERS OUT	\$4,169,181	\$1,883,565	\$1,883,565	\$2,328,193	\$2,451,243
<b>202-35-10 TOTAL</b>	<b>\$5,188,927</b>	<b>\$2,970,759</b>	<b>\$2,998,512</b>	<b>\$3,600,611</b>	<b>\$3,673,262</b>
<b>PERSONNEL SCHEDULE</b>					
<b>POSITION TITLE</b>	<b>ACTUAL 2018</b>	<b>BUDGET 2019</b>	<b>ESTIMATE 2019</b>	<b>PROPOSED 2020</b>	<b>PLANNING 2021</b>
ASSISTANT PW DIRECTOR	0.500	0.500	0.500	0.500	0.500
CITY ENGINEER (50%)	0.500	0.500	0.500	0.500	0.500
ACM OF DEVELOPMENT SERVICES	0.500	0.500	0.500	0.500	0.500
PW TECHNICIAN	0.000	0.250	0.250	0.250	0.250
SPECIAL PROGRAMS COORD.	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTES</b>	<b>2.500</b>	<b>2.750</b>	<b>2.750</b>	<b>2.750</b>	<b>2.750</b>

## Water/Wastewater Fund - Administration

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER		41 W/WW DISTRIBUT/COLLECT		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$431,028	\$457,525	\$477,041	\$465,767	\$478,143
SUPPLIES AND MATERIALS	\$64,107	\$66,382	\$68,014	\$96,263	\$73,262
MAINTENANCE AND REPAIRS	\$133,903	\$168,885	\$132,201	\$150,499	\$168,885
CONTRACTUAL SERVICES	\$56,919	\$61,467	\$60,493	\$98,251	\$77,182
OTHER CHARGES	\$1,922	\$4,500	\$4,251	\$5,036	\$4,500
CAPITAL OUTLAY	\$14,095	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$701,974</b>	<b>\$758,759</b>	<b>\$742,000</b>	<b>\$815,815</b>	<b>\$801,972</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
FOREMAN	1.000	1.000	1.000	1.000	1.000
UTILITY FIELD SUPERINTENDENT	0.250	0.000	0.000	0.000	0.000
W/WW SYSTEMS TECH	6.000	6.000	6.000	6.000	6.000
W/WW SYSTEMS TECH CREW LEADER	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTES</b>	<b>8.250</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>

## Water/Wastewater Fund – Distribution & Collections

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER		43 WATER PRODUCTION/TREAT		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$241,305	\$282,708	\$122,674	\$277,529	\$287,203
SUPPLIES AND MATERIALS	\$77,273	\$82,626	\$70,305	\$82,286	\$83,750
MAINTENANCE AND REPAIRS	\$254,027	\$366,014	\$453,697	\$273,900	\$265,233
OCCUPANCY	\$89,756	\$130,000	\$131,964	\$141,000	\$220,000
CONTRACTUAL SERVICES	\$180,981	\$179,555	\$168,723	\$191,377	\$196,361
OTHER CHARGES	\$2,786	\$5,680	\$2,592	\$5,682	\$5,682
<b>TOTAL EXPEDITURES</b>	<b>\$846,128</b>	<b>\$1,046,583</b>	<b>\$949,955</b>	<b>\$971,774</b>	<b>\$1,058,229</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	1.000	1.000	1.000	1.000	1.000
W/WW SUPERINTENDENT	0.500	0.500	0.500	0.500	0.500
WWW OPERATOR C	2.000	2.000	2.000	2.000	2.000
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## Water/Wastewater Fund – Water Production/Treatment

## FY 2020 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
202 WATER/WASTEWATER FUND

**DEPARTMENT**  
35 WATER/WASTEWATER

**DIVISION**  
46 WW TREATMENT PLANT

#### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$237,641	\$280,428	\$182,492	\$273,927	\$284,202
SUPPLIES AND MATERIALS	\$39,886	\$38,910	\$36,756	\$40,118	\$38,919
MAINTENANCE AND REPAIRS	\$238,344	\$331,465	\$268,855	\$218,014	\$216,500
OCCUPANCY	\$190,834	\$167,548	\$160,256	\$167,548	\$167,548
CONTRACTUAL SERVICES	\$86,020	\$81,252	\$77,757	\$81,252	\$85,267
OTHER CHARGES	\$1,202	\$5,680	\$3,597	\$5,680	\$5,680
CAPITAL OUTLAY	\$8,217	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$802,144</b>	<b>\$905,283</b>	<b>\$729,713</b>	<b>\$786,539</b>	<b>\$798,116</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	1.000	1.000	1.000	1.000	1.000
W/WW SUPERINTENDENT	0.500	0.500	0.500	0.500	0.500
WWW OPERATOR B	1.000	1.000	1.000	1.000	1.000
WWW PLANT OPERATOR	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>

## Water/Wastewater Fund – Treatment Plant

## FY 2020 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>			
<b>250 CIP W/WW UTILITY FUND</b>	<b>00 NON-DEPT</b>	<b>00 NON-DIV</b>			
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2018</b>	<b>BUDGET 2019</b>	<b>ESTIMATE 2019</b>	<b>PROPOSED 2020</b>	<b>PLANNING 2021</b>
INTEREST INCOME	\$0	\$30,000	\$55,000	\$45,000	\$5,000
TRANSFERS IN	\$2,725,000	\$125,000	\$125,000	\$3,025,000	\$125,000
<b>TOTAL REVENUE</b>	<b>\$2,725,000</b>	<b>\$155,000</b>	<b>\$180,000</b>	<b>\$3,070,000</b>	<b>\$130,000</b>
CAPITAL OUTLAY	\$0	\$2,400,000	\$1,607,105	\$2,300,400	\$200,000
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$0</b>	<b>\$2,400,000</b>	<b>\$1,607,105</b>	<b>\$2,300,400</b>	<b>\$200,000</b>
CAPITAL OUTLAY	\$0	\$182,500	\$169,292	\$1,850,000	\$0
<b>TOTAL WASTEWATER CIP EXPENDITURES</b>	<b>\$0</b>	<b>\$182,500</b>	<b>\$169,292</b>	<b>\$1,850,000</b>	<b>\$0</b>

## Water/Wastewater Fund – Capital Improvement Program

## Performance Measures by Water & Wastewater Division

### Water Treatment

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

### Waste Water Treatment

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

### W/WW Collection and Distribution

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

# Water / Wastewater



# Capital Improvement Projects



## Capital Improvement Projects

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

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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

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.

The CIP Program is well underway and multiple projects are in an advanced stage of design or ready to let for construction. Council and Staff build multi-year maintenance plans for all City infrastructure, it is important that the asset meets or exceeds it's the

useful life of the asset. Many of the projects in this multi-year CIP are simply essential to providing everyday services to the public and are the foundation of which cities are built. The Water, Wastewater, Transportation and Drainage projects are strategically planned to provide services to our city for the 100 years.

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.

The outstanding cost estimate increased from FY 2019 amounts due to Gills Branch Improvement and Old Iron Bridge estimate of probably costs received during FY 2019.

A summary of this CIP by category is as follows:



CIP Category	Total Outstanding Cost
Drainage CIP – 5 Projects	\$6,846,197
Quality of Life CIP – 4 Projects	\$2,959,537
Transportation CIP – 5 Projects	\$14,088,874
Water CIP – 6 Projects	\$14,310,364
Wastewater CIP – 7 Projects	\$41,237,594
<b>TOTAL CIP Outstanding Costs</b>	<b>\$79,442,566*</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	\$ 549,500	\$ 47,700	\$ 501,800
Pine St. Drainage Improv.	\$ 576,025	\$ 53,525	\$ 522,500
Gills Branch Drainage Channel Repair	\$ 157,825	\$ 15,900	\$ 141,925
Gills Branch Improvements	\$ 5,492,872	\$ -	\$ 5,492,872
Jasper/Newton Drainage Improv.	\$ 213,400	\$ 26,300	\$ 187,100
	\$ 6,989,622		\$ 6,846,197

**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	\$131,100	\$229,500	\$385,000	\$435,000	\$1,180,600
Construction (+10%)	\$0	\$0	\$0	\$1,276,025	\$974,599	\$3,333,273	\$5,583,897
Other	\$12,325	\$0	\$0	\$62,800	\$0	\$150,000	\$225,125
<b>Total Project Cost</b>	<b>\$12,325</b>	<b>\$0</b>	<b>\$131,100</b>	<b>\$1,568,325</b>	<b>\$1,359,599</b>	<b>\$3,918,273</b>	<b>\$6,989,622</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	\$15,900	\$317,042	\$1,359,599	\$3,918,273	\$5,610,814
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$3,081	\$0	\$28,800	\$0	\$0	\$0	\$31,881
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$9,244	\$0	\$86,400	\$1,251,283	\$0	\$0	\$1,346,927
<b>Total Project Funding</b>	<b>\$12,325</b>	<b>\$0</b>	<b>\$131,100</b>	<b>\$1,568,325</b>	<b>\$1,359,599</b>	<b>\$3,918,273</b>	<b>\$6,989,622</b>

Funding Source Notes: See individual project sheets for detail.

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



**PUBLIC WORKS DETENTION POND**

**Project Category: Utilities**      **Sub-category: Drainage**

**Recommended by: Engineer / Public Works**      **Responsible Dept.: Public Works**

**Project Description/Location:** Mitigate flooding impacts by expanding the existing detention pond adjacent to the City of Bastrop Public Works facility. TDEM is reviewing from June - Aug. 2019. If Funded the Bid package will be prepared by the end of September 2019. October-November 2019 we will open bids and award the contract. December execute contracts and issue a notice to proceed. Construction will be Jan- June of 2020.

**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.



**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	\$43,700	\$14,500	\$0	\$0	\$58,200
Construction (+10%)	\$0	\$0	\$0	\$462,000	\$0	\$0	\$462,000
Other	\$4,000	\$0	\$0	\$25,300	\$0	\$0	\$29,300
<b>Total Project Cost</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$43,700</b>	<b>\$501,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$549,500</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	\$125,450	\$0	\$0	\$125,450
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$1,000	\$0	\$10,925	\$0	\$0	\$0	\$11,925
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$3,000	\$0	\$32,775	\$376,350	\$0	\$0	\$412,125
<b>Total Project Funding</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$43,700</b>	<b>\$501,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$549,500</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	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**PINE STREET DRAINAGE IMPROVEMENTS**

**Project Category: Utilities**      **Sub-category: Drainage**

**Recommended by: Engineering**      **Responsible Dept.: Engineering**

**Project Description/Location:** To improve the flow conditions along Pine Street between SH 95 and Gills Branch. The Pine St. drainage channel will be improved. Currently TDEM is reviewing from June - Aug. 2019. If Funded the Bid package will be prepared by the end of September 2019. October-November 2019 we will open bids and award the contract. December execute contracts and issue a notice to proceed. Construction will be Jan- June of 2020.

**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.



**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	\$49,500	\$0	\$0	\$0	\$49,500
Construction (+10%)	\$0	\$0	\$0	\$495,000	\$0	\$0	\$495,000
Other	\$4,025	\$0	\$0	\$27,500	\$0	\$0	\$31,525
<b>Total Project Cost</b>	<b>\$4,025</b>	<b>\$0</b>	<b>\$49,500</b>	<b>\$522,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$576,025</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	\$130,625	\$0	\$0	\$130,625
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$1,006	\$0	\$12,375	\$0	\$0	\$0	\$13,381
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$3,019	\$0	\$37,125	\$391,875	\$0	\$0	\$432,019
<b>Total Project Funding</b>	<b>\$4,025</b>	<b>\$0</b>	<b>\$49,500</b>	<b>\$522,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$576,025</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	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**GILLS BRANCH DRAINAGE CHANNEL REPAIR**

**Project Category:** Utilities **Sub-category:** Drainage

**Recommended by:** Engineering **Responsible Dept.:** Engineering

**Project Description/Location:** This repair is to Gills Branch concrete side wall between Lover's Lane and 71 frontage. There will also be 200 CY of earthen embankment replaced. The project will advertise/bid from Aug.-Sep. 2019 and will be completed by the end of Jan. 2020.

**Justification:** This project was necessary after Hurricane Harvey. The concrete side wall in Gills Branch was destroyed when the flooding in the channel occurred.



**Notes:** The City received the subgrant award letter August 29, 2018. This project is funded 90% by FEMA out of DR-4332-PW258.

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	\$15,900	\$0	\$0	\$0	\$15,900
Construction (+10%)	\$0	\$0	\$0	\$141,925	\$0	\$0	\$141,925
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,900</b>	<b>\$141,925</b>	<b>\$0</b>	<b>\$0</b>	<b>\$157,825</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 (2013 Series)	\$0	\$0	\$15,900	\$14,192	\$0	\$0	\$30,092
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	\$127,733	\$0	\$0	\$127,733
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,900</b>	<b>\$141,925</b>	<b>\$0</b>	<b>\$0</b>	<b>\$157,825</b>

Funding Source Notes: Additional funding (up to 90%) will be provided through FEMA. City's portion is unidentified.

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



**GILLS BRANCH DRAINAGE CHANNEL REPAIR**

<b>Project Category: Utilities</b>	<b>Sub-category: Drainage</b>
<b>Recommended by: Engineering</b>	<b>Responsible Dept.: Engineering</b>
<b>Project Description/Location:</b> Excavation of the channel and increased culvert size at choke points to possibly include some detention ponds.	

**Justification:** Mitigate localized flooding.

**Notes:** Preliminary Design for the proposed drainage improvements to Gill's Branch are being funded in FY 2020.



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	\$215,000	\$385,000	\$435,000	\$1,035,000
Construction (+10%)	\$0	\$0	\$0	\$0	\$974,599	\$3,333,273	\$4,307,872
Other	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$215,000</b>	<b>\$1,359,599</b>	<b>\$3,918,273</b>	<b>\$5,492,872</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	\$1,359,599	\$3,918,273	\$5,277,872
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	\$215,000	\$0	\$0	\$215,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$215,000</b>	<b>\$1,359,599</b>	<b>\$3,918,273</b>	<b>\$5,492,872</b>

Funding Source Notes: Other funding in FY 2020 is a Limited Tax Note

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

## CAPITAL IMPROVEMENTS PROGRAM



### 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. Schedule: Kick off meeting Aug. 16th Sep/Oct 2019 bid & award. Construction Oct. 2019- Jan. 2020

**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.



**Notes:** Phase I was approved for funding through HMGP DR-4269-010. This phase only funded the design of the project. Phase II was also awarded for construction. 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	\$22,000	\$0	\$0	\$0	\$22,000
Construction (+10%)	\$0	\$0	\$0	\$177,100	\$0	\$0	\$177,100
Other	\$4,300	\$0	\$0	\$10,000	\$0	\$0	\$14,300
<b>Total Project Cost</b>	<b>\$4,300</b>	<b>\$0</b>	<b>\$22,000</b>	<b>\$187,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$213,400</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 (2013 & 2018)	\$0	\$0	\$0	\$46,775	\$0	\$0	\$46,775
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance (105)	\$1,075	\$0	\$5,500	\$0	\$0	\$0	\$6,575
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$3,225	\$0	\$16,500	\$140,325	\$0	\$0	\$160,050
<b>Total Project Funding</b>	<b>\$4,300</b>	<b>\$0</b>	<b>\$22,000</b>	<b>\$187,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$213,400</b>

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

<b>Funding Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<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	\$ 1,539,590	\$ 115,346	\$ 1,424,244
Skate Park - Phase I	\$ 366,000	\$ 56,100	\$ 309,900
Sidewalk Connectivity	\$ 484,750	\$ -	\$ 484,750
Downtown River Loop Project (EDC)	\$ 796,080	\$ 55,437	\$ 740,643
	<b>\$ 3,186,420</b>		<b>\$ 2,959,537</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	\$57,707	\$128,233	\$107,465	\$0	\$0	\$293,405
Construction (+10%)	\$0	\$0	\$0	\$2,691,790	\$0	\$0	\$2,691,790
Other	\$0	\$20,006	\$20,937	\$160,282	\$0	\$0	\$201,225
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$77,713</b>	<b>\$149,170</b>	<b>\$2,959,537</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,186,420</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	\$71,947	\$99,499	\$210,400	\$0	\$0	\$381,846
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$5,766	\$49,671	\$2,749,137	\$0	\$0	\$2,804,574
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$77,713</b>	<b>\$149,170</b>	<b>\$2,959,537</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,186,420</b>

Funding Source Notes: See individual project sheets for detail.

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

## CAPITAL IMPROVEMENTS PROGRAM



### STATE PARK TRAIL

**Project Category:** Quality of Life      **Sub-category:** Trails

**Recommended by:** Planning Dept.      **Responsible Dept.:** Engineering Dept.

**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. TxDOT is currently reviewing the final alignment. The pedestrian crossing at SH 95 has been proposed. We are currently waiting on a letter from TxDOT to determine the feasibility of the final alignment on SH 21 and concerns with the future expansion.

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



**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	\$35,441	\$59,899	\$77,565	\$0	\$0	\$172,905
Construction (+10%)	\$0	\$0	\$0	\$1,300,000	\$0	\$0	\$1,300,000
Other	\$0	\$20,006	\$0	\$46,679	\$0	\$0	\$66,685
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$55,447</b>	<b>\$59,899</b>	<b>\$1,424,244</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,539,590</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 (105)	\$0	\$55,447	\$59,899	\$0	\$0	\$0	\$115,346
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$1,424,244	\$0	\$0	\$1,424,244
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$55,447</b>	<b>\$59,899</b>	<b>\$1,424,244</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,539,590</b>

**Funding Source Notes:** Project construction is partially funded (80%) by TxDOT STP-MM grant. Design costs are funded by the Innovation Fund. The Construction phase is partially funded through a grant of \$1,040,000 with the balance of funding unidentified.

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

## CAPITAL IMPROVEMENTS PROGRAM



### SIDEWALK CONNECTIVITY

<b>Project Category:</b> Quality of Life	<b>Sub-category:</b> Public Works
<b>Recommended by:</b> Public Works Dept.	<b>Responsible Dept.:</b> Public Works Dept.

**Project Description/Location:** Provide better connectivity from North Bastrop to local Parks by completing gaps in sidewalks from Linden Street to Bob Bryant Park. This project has been on hold while the walkability of the entire city is being reevaluated. However, the funding while secure is finite and the goal is to make sure the best possible location is determined. Once the Transportation Master plan is updated we will proceed with the project.

**Justification:** Walkability will be a vital part of Bastrops future. It promotes fiscal sustainability and connects people not just neighborhoods.



**Notes:** Annual maintenance estimates will be determined as part of the Public Realm budget

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	\$420,000	\$0	\$0	\$420,000
Other	\$0	\$0	\$0	\$64,750	\$0	\$0	\$64,750
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$484,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$484,750</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	\$0	\$0	\$484,750	\$0	\$0	\$484,750
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$484,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$484,750</b>

**Funding Source Notes:** This project is being funded through traffic safety funds through the designated fund up to \$435,000. The rest of the funding is unidentified at this time.

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

## CAPITAL IMPROVEMENTS PROGRAM



### SKATE PARK - PHASE I

<b>Project Category:</b> Quality of Life	<b>Sub-category:</b> Park
<b>Recommended by:</b> Parks Board	<b>Responsible Dept.:</b> Parks Dept.

**Project Description/Location:** This project is to design and construct a Wheeled Sports Complex at Fisherman's Park. Phase I of this complex will include 5" sidewalk, covered seating/staging, retainage/seat walls, drainage, multi-use skate plaza, stage, lighting and water fountain. The proposed schedule is as follows: Sep. 2019-Nov. Bidding and award phase. December-Jan. Award and Notice to proceed.

**Justification:** The City held two public forums for citizen response and the their was 82% in favor of a skatepark. The funds were set aside in the FY2019 budget.

**Notes:**  
Design phase complete. Construction schedule is Sept-Nov. 2019. Minimal annual maintenance required.



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	\$16,500	\$39,600	\$9,900	\$0	\$0	\$66,000
Construction (+10%)	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$16,500</b>	<b>\$39,600</b>	<b>\$309,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$366,000</b>

**Cost Notes:** The design fee associated with observation of construction will carry over the FY2020

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 (105)	\$0	\$16,500	\$39,600	\$210,400	\$0	\$0	\$266,500
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$99,500	\$0	\$0	\$99,500
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$16,500</b>	<b>\$39,600</b>	<b>\$309,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$366,000</b>

**Funding Source Notes:** Construction costs are funded by the Innovation Fund and the Park Dedication Fund.

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

## CAPITAL IMPROVEMENTS PROGRAM



### DOWNTOWN RIVER LOOP PROJECT (EDC)

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

**Project Description/Location:** Design, engineering and construction of a trail along Loop 150, Hwy 71 W., Hwy 71 E., Water Street and Main Street. This project is an EDC project. However the current schedule is as follows: TxDOT review complete by 8/30/19. Award project by 10/31/19. Notice to proceed by December 2019. Project completion Mat 2020.

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



**Notes:** MWM is the engineer on record for this project. It is still in design.

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	\$5,766	\$28,734	\$20,000	\$0	\$0	\$54,500
Construction (+10%)	\$0	\$0	\$0	\$671,790	\$0	\$0	\$671,790
Other	\$0	\$0	\$20,937	\$48,853	\$0	\$0	\$69,790
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$5,766</b>	<b>\$49,671</b>	<b>\$740,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$796,080</b>

Cost Notes: TxDOT advanced funding is "other".

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	\$5,766	\$49,671	\$740,643	\$0	\$0	\$796,080
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$5,766</b>	<b>\$49,671</b>	<b>\$740,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$796,080</b>

Funding Source Notes: CAMPO grant for \$475,200, Keep Bastrop County Beautiful Governor's Award \$130,000, and BEDC the balance.

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

	<u>Total Proj</u>	<u>Exp YTD</u>	<u>Total O/S</u>
Agnes St Partial Extension (EDC)	\$ 1,425,839	\$ 1,425,839	\$ -
Main St. Street & Sidewalk Improv	\$ 1,978,009	\$ 151,380	\$ 1,826,629
North Main St. & Side Street Improve.	\$ 164,000	\$ -	\$ 164,000
Street Maintenance	\$ 1,287,500	\$ 103,555	\$ 1,183,945
Old Iron Bridge Rehab.	\$ 11,115,103	\$ 200,803	\$ 10,914,300
	<b>\$ 15,970,451</b>	<b>\$ 1,881,577</b>	<b>\$ 14,088,874</b>

**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	\$10,371	\$72,942	\$347,597	\$853,555	\$0	\$0	\$1,284,465
Construction (+10%)	\$0	\$0	\$1,053,609	\$1,990,629	\$5,871,095	\$4,687,150	\$13,602,483
Other	\$0	\$250,000	\$43,503	\$0	\$395,000	\$395,000	\$1,083,503
<b>Total Project Cost</b>	<b>\$10,371</b>	<b>\$322,942</b>	<b>\$1,444,709</b>	<b>\$2,844,184</b>	<b>\$6,266,095</b>	<b>\$5,082,150</b>	<b>\$15,970,451</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	\$10,371	\$0	\$341,812	\$2,844,184	\$1,183,945	\$0	\$4,380,312
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	\$322,942	\$1,102,897	\$0	\$5,082,150	\$5,082,150	\$11,590,139
<b>Total Project Funding</b>	<b>\$10,371</b>	<b>\$322,942</b>	<b>\$1,444,709</b>	<b>\$2,844,184</b>	<b>\$6,266,095</b>	<b>\$5,082,150</b>	<b>\$15,970,451</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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# 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

**Project Description/Location:** The Old Iron Bridge has been inspected and has an expected cost of approximately 12-14 million dollars for repair. The 2018 Bond series that funded the inspection also has enough funds to begin the 12 month design process. However the design & construction need to be coupled with an aggressive fund raising program. Once that is identified design can begin.

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



**Notes:** Kimley-Horn is Engineer of Record. The below schedule is subject to funding availability:  
 Aug. 2019-July 2020 Engineering  
 Oct. 2020 Bidding & Awarding  
 Sept. 2022 Construction

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	\$199,700	\$750,000	\$0	\$0	\$949,700
Construction (+10%)	\$0	\$0	\$0	\$0	\$4,687,150	\$4,687,150	\$9,374,300
Other	\$0	\$0	\$1,103	\$0	\$395,000	\$395,000	\$791,103
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,803</b>	<b>\$750,000</b>	<b>\$5,082,150</b>	<b>\$5,082,150</b>	<b>\$11,115,103</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	\$200,803	\$750,000	\$0	\$0	\$950,803
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	\$5,082,150	\$5,082,150	\$10,164,300
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,803</b>	<b>\$750,000</b>	<b>\$5,082,150</b>	<b>\$5,082,150</b>	<b>\$11,115,103</b>

**Funding Source Notes:** This project will be funded with 2018 Certificate of Obligation Series and other unidentified sources at this time.

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

## CAPITAL IMPROVEMENTS PROGRAM



### MAIN ST. STREET & SIDEWALK IMPROVEMENTS

**Project Category:** Transportation      **Sub-category:** Roadway

**Recommended by:** Public Works      **Responsible Dept.:** Public Works

**Project Description/Location:** This project is moving forward and gained momentum from the Pop-up event. However we are waiting on the final easements necessary to begin construction. If the easement are secured by Sep. 2019 the estimated schedule will be Finalize Exhibits/Prepare Project Manual: 1-2 mo. Advertisement/bidding Phase: 2 mo. construction Phase: 9 mo. ending Sep. 2020

**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.



**Notes:** MWM Design is the Engineer of Record. Acquisition of sidewalk easements must be completed before construction can start. Construction scheduled to begin Jan 2020.

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	\$10,371	\$0	\$141,009	\$0	\$0	\$0	\$151,380
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>\$10,371</b>	<b>\$0</b>	<b>\$141,009</b>	<b>\$1,826,629</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,978,009</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	\$10,371	\$0	\$141,009	\$1,826,629	\$0	\$0	\$1,978,009
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>\$10,371</b>	<b>\$0</b>	<b>\$141,009</b>	<b>\$1,826,629</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,978,009</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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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# CITY OF BASTROP, TEXAS

## CAPITAL IMPROVEMENTS PROGRAM



### 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 contingent upon the completion of the Wastewater line replacement project. However the projected schedule should be from Sep.2019-Nov. 2019.

**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.

**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	\$164,000	\$0	\$0	\$164,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,000</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	\$164,000	\$0	\$0	\$164,000
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>\$164,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,000</b>

**Funding Source Notes:** \$164,000 is funded through 2018 Certificate of Obligations Series.

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

## CAPITAL IMPROVEMENTS PROGRAM



### STREET MAINTENANCE PROGRAM

**Project Category:** Transportation      **Sub-category:** Roadway  
**Recommended by:** Public Works      **Responsible Dept.:** Public Works  
**Project Description/Location:** This project has been designed and will be bid in Oct. 2019, awarded in Nov. 2019 and begin in Dec. 2019 and continue until Sep. 2020

**Justification:** In FY18 the City funded a Concrete Penetration Index study to assess the condition of all City streets. Staff used this information to establish an annual maintenance program.



**Notes:** The original plan was a two year program. The initial bids for Old Austin Hwy came back exceeding the funds available so the engineers suggested a new plan to complete Year 1 & 2 scheduled streets with one RFP issued Oct 2019 and completing construction by end of FY 2020.

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	\$103,555	\$0	\$0	\$103,555
Construction (+10%)	\$0	\$0	\$0	\$0	\$1,183,945	\$0	\$1,183,945
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$103,555</b>	<b>\$1,183,945</b>	<b>\$0</b>	<b>\$1,287,500</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	\$103,555	\$1,183,945	\$0	\$1,287,500
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>\$103,555</b>	<b>\$1,183,945</b>	<b>\$0</b>	<b>\$1,287,500</b>

Funding Source Notes:

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

## CAPITAL IMPROVEMENTS PROGRAM



### 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. COMPLETE.	

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



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

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	\$72,942	\$6,888	\$0	\$0	\$0	\$79,830
Construction (+10%)	\$0	\$0	\$1,053,609	\$0	\$0	\$0	\$1,053,609
Other	\$0	\$250,000	\$42,400	\$0	\$0	\$0	\$292,400
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$322,942</b>	<b>\$1,102,897</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,425,839</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	\$322,942	\$1,102,897	\$0	\$0	\$0	\$1,425,839
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$322,942</b>	<b>\$1,102,897</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,425,839</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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## SUMMARY OF ALL WATER PROJECTS

	Total Proj	Exp YTD	Total O/S
Elevevated Storage Tank HWY20	\$ 2,925,489	\$ 739,939	\$ 2,185,550
Water Purchase - 3000 acre ft.	\$ 1,000,000	\$ 200,000	\$ 800,000
Water Plant - XS Ranch	\$ 9,696,635	\$ 571,115	\$ 9,125,520
Water Transmission Line	\$ 2,458,179	\$ 258,885	\$ 2,199,294
16" River Crossing Water Line	\$ 2,382,135	\$ 2,382,135	-
Well J & Monitoring Well	\$ 781,652	\$ 781,652	-
	<b>\$ 19,244,090</b>	<b>\$ 4,933,726</b>	<b>\$ 14,310,364</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
Acqulsions (ROW/Easements/Land)	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
Design	\$318,724	\$181,491	\$908,250	\$0	\$0	\$0	\$1,408,465
Construction (+10%)	\$392,911	\$2,239,500	\$691,566	\$5,480,400	\$7,800,000	\$0	\$16,604,377
Financing Costs	\$0	\$0	\$0	\$52,829	\$107,135	\$0	\$159,964
Other	\$0	\$0	\$201,284	\$200,000	\$200,000	\$400,000	\$1,001,284
<b>Total Project Cost</b>	<b>\$711,635</b>	<b>\$2,420,991</b>	<b>\$1,801,100</b>	<b>\$5,803,229</b>	<b>\$8,107,135</b>	<b>\$400,000</b>	<b>\$19,244,090</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	\$217,655	\$52,250	\$79,534	\$197,679	\$107,135	\$0	\$654,253
Revenue Bonds	\$0	\$0	\$0	\$3,300,000	\$7,800,000	\$0	\$11,100,000
CO Bonds	\$0	\$0	\$830,000	\$3,417,679	\$7,907,135	\$0	\$12,154,814
Current Bonds	\$493,980	\$2,216,717	\$0	\$0	\$0	\$0	\$2,710,697
Fund Balance	\$0	\$152,024	\$1,721,566	\$2,305,550	\$200,000	\$400,000	\$4,779,140
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$95,358	\$214,270	\$0	\$309,628
<b>Total Project Funding</b>	<b>\$711,635</b>	<b>\$2,420,991</b>	<b>\$2,631,100</b>	<b>\$9,316,266</b>	<b>\$16,228,540</b>	<b>\$400,000</b>	<b>\$31,708,532</b>

Funding Source Notes: See Individual project sheets for details.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$830,000	\$3,513,037	\$8,121,405	\$0	<b>\$12,464,442</b>
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**ELEVATED/GROUND STORAGE TANKS 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.

**Project Description/Location:** Elevated storage tank (250 GAL) and Ground storage tank (250 GAL), HWY 20 and HWY 71- The site has been clear and hydro excavation on near by fiber optic cable is being performed. The project has a 360 day construction schedule and is scheduled to be completed May of 2020.

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

**Notes:**  
 BEFCO is the engineer of record. Design was completed May 2019 and construction has commenced with a completion of May 2020.



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	\$155,655	\$52,250	\$78,250	\$0	\$0	\$0	\$286,155
Construction (+10%)	\$0	\$0	\$452,500	\$2,180,400	\$0	\$0	\$2,632,900
Financing Costs	\$0	\$0	\$0	\$5,150	\$0	\$0	\$5,150
Other	\$0	\$0	\$1,284	\$0	\$0	\$0	\$1,284
<b>Total Project Cost</b>	<b>\$155,655</b>	<b>\$52,250</b>	<b>\$532,034</b>	<b>\$2,185,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,925,489</b>

*Cost Notes: Elevated Tank \$1,490,000, Ground storage tank \$1,142,000*

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 305)	\$155,655	\$52,250	\$79,534	\$150,000	\$0	\$0	\$437,439
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 (Fund 250)	\$0	\$0	\$452,500	\$2,035,550	\$0	\$0	\$2,488,050
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$155,655</b>	<b>\$52,250</b>	<b>\$532,034</b>	<b>\$2,185,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,925,489</b>

**Funding Source Notes:**

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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## ADDITIONAL WATER SUPPLY (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> Purchase additional 3,000 acre feet of water from the XS Ranch well site. <span style="color: red;">COMPLETE!</span>	

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

**Notes:** This agreement was executed during FY 2019 and the first installment payment processed.



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
Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$200,000	\$200,000	\$200,000	\$400,000	\$1,000,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$1,000,000</b>
Cost Notes:							

Funding Source(s)	YR 16/17	YR 17/18	YR 19/20	YR 20/21	YR 21/22	>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 (Fund 250)	\$0	\$0	\$200,000	\$200,000	\$200,000	\$400,000	\$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>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$1,000,000</b>
Funding Source Notes: Text							

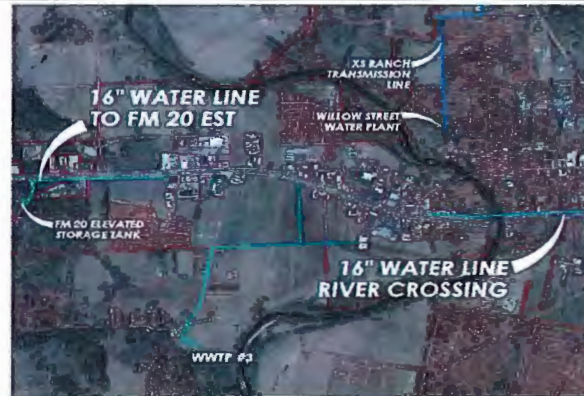
<b>Funding Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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## 16" RIVER CROSSING WATER LINE

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

**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.

**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	\$2,115,674	\$114,461	\$0	\$0	\$0	\$2,230,135
Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$62,000</b>	<b>\$2,205,674</b>	<b>\$114,461</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,382,135</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 (Fund 303 & 305)	\$62,000	\$0	\$0	\$0	\$0	\$0	\$62,000
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$2,053,650	\$0	\$0	\$0	\$0	\$2,053,650
Fund Balance	\$0	\$152,024	\$114,461	\$0	\$0	\$0	\$266,485
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>\$2,205,674</b>	<b>\$114,461</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,382,135</b>

Funding Source Notes: *Text*

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



**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. <b>COMPLETE!</b>	

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



**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	\$101,069	\$39,241	\$0	\$0	\$0	\$0	\$140,310
Construction (+10%)	\$392,911	\$123,826	\$124,605	\$0	\$0	\$0	\$641,342
Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$493,980</b>	<b>\$163,067</b>	<b>\$124,605</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$781,652</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	\$493,980	\$163,067	\$0	\$0	\$0	\$0	\$657,047
Fund Balance (250)	\$0	\$0	\$124,605	\$0	\$0	\$0	\$124,605
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$493,980</b>	<b>\$163,067</b>	<b>\$124,605</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$781,652</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 site. The preliminary design report is scheduled for completion on 11-2-19. Final design services will be brought to council on 11-26-19	

**Justification:** This project will allow us to consolidate all of our water production from one plant by aggregating our 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.



**Notes:**  
 This project must be done 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	\$571,115	\$0	\$0	\$0	\$571,115
Construction (+10%)	\$0	\$0	\$0	\$2,250,000	\$6,750,000	\$0	\$9,000,000
Financing Costs	\$0	\$0	\$0	\$31,380	\$94,140	\$0	\$125,520
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$571,115</b>	<b>\$2,281,380</b>	<b>\$6,844,140</b>	<b>\$0</b>	<b>\$9,696,635</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	\$2,250,000	\$6,750,000	\$0	\$9,000,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance (Fund 250)	\$0	\$0	\$571,115	\$0	\$0	\$0	\$571,115
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$31,380	\$94,140	\$0	\$125,520
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$571,115</b>	<b>\$2,281,380</b>	<b>\$6,844,140</b>	<b>\$0</b>	<b>\$9,696,635</b>

**Funding Source Notes:** Other source includes premium on bond sale.

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

**Project Category:** Utilities **Sub-category:** Water

**Recommended by:** Water/Wastewater Dept. **Responsible Dept.:** Water/Wastewater Dept.

**Project Description/Location:** 18" Transmission line from XS Ranch water plant to Willow Plant. This project is in conjunction with the Water treatment plant and will be part of the final design contract. The final design is scheduled for award at a Nov. Council meeting.

**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.

**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 18/19	YR 19/20	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
Design	\$0	\$0	\$258,885	\$0	\$0	\$0	\$258,885
Construction (+10%)	\$0	\$0	\$0	\$1,050,000	\$1,050,000	\$0	\$2,100,000
Financing Costs	\$0	\$0	\$0	\$16,299	\$12,995	\$0	\$29,294
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$258,885</b>	<b>\$1,136,299</b>	<b>\$1,062,995</b>	<b>\$0</b>	<b>\$2,458,179</b>

Cost Notes:

Funding Source(s)	YR 18/19	YR 19/20	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	\$1,050,000	\$1,050,000	\$0	\$2,100,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance (Fund 250)	\$0	\$0	\$258,885	\$70,000	\$0	\$0	\$328,885
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$16,299	\$12,995	\$0	\$29,294
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$258,885</b>	<b>\$1,136,299</b>	<b>\$1,062,995</b>	<b>\$0</b>	<b>\$2,458,179</b>

Funding Source Notes: Other source includes premium on bond sale.

<b>Funding Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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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	\$ 249,169	\$ 249,169	\$ -
Sewer Line Replace. - N. Main	\$ 450,000	\$ 57,000	\$ 393,000
HWY 71 Sewer Line Relocate	\$ 155,324	\$ 155,324	\$ -
Transfer LS & Forcemain to WWTP#3	\$ 6,533,421	\$ 574,976	\$ 5,958,445
WWTP#3	\$ 27,485,356	\$ 1,416,210	\$ 26,069,146
Westside Collection System	\$ 8,278,311	\$ 727,808	\$ 7,550,503
Decommision Plants 1&2	\$ 1,266,500	\$ -	\$ 1,266,500
	<b>\$ 44,418,081</b>	<b>\$ 3,180,487</b>	<b>\$ 41,237,594</b>

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

<b>Estimated Project Cost(s)</b>	<b>YR 16/17</b>	<b>YR 17/18</b>	<b>YR 18/19</b>	<b>YR 19/20</b>	<b>YR 20/21</b>	<b>YR 21/22</b>	<b>TOTAL</b>
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Design	\$14,141	\$24,609	\$2,388,411	\$1,534,258	\$1,317,181	\$796,785	\$6,075,385
Construction (+10%)	\$0	\$0	\$320,364	\$9,535,000	\$25,705,000	\$1,790,000	\$37,350,364
Financing Costs	\$0	\$0	\$329,504	\$166,189	\$334,681	\$0	\$830,374
Other	\$17,849	\$27,359	\$2,374,282	\$1,568,258	\$1,323,181	\$815,285	\$6,126,214
<b>Total Project Cost</b>	<b>\$31,990</b>	<b>\$51,968</b>	<b>\$5,662,561</b>	<b>\$12,803,705</b>	<b>\$28,680,043</b>	<b>\$3,402,070</b>	<b>\$50,632,337</b>

Cost Notes: See individual project sheets for detail.

<b>Funding Source(s)</b>	<b>YR 16/17</b>	<b>YR 17/18</b>	<b>YR 18/19</b>	<b>YR 19/20</b>	<b>YR 20/21</b>	<b>YR 21/22</b>	<b>TOTAL</b>
Impact Fees	\$0	\$0	\$262,405	\$0	\$0	\$0	\$262,405
Revenue Bonds	\$0	\$0	\$1,911,207	\$10,710,258	\$27,028,181	\$2,605,285	\$42,254,931
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$696,325	\$0	\$0	\$0	\$696,325
Fund Balance	\$17,641	\$27,317	\$2,080,499	\$10,860,258	\$27,028,181	\$2,605,285	\$42,619,181
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$14,349	\$24,651	\$753,625	\$409,189	\$334,681	\$0	\$1,536,495
<b>Total Project Funding</b>	<b>\$31,990</b>	<b>\$51,968</b>	<b>\$5,704,061</b>	<b>\$21,979,705</b>	<b>\$54,391,043</b>	<b>\$5,210,570</b>	<b>\$87,369,337</b>

Funding Source Notes: See individual project sheets for details.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$41,500	\$9,176,000	\$25,711,000	\$1,808,500	\$36,737,000
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## WASTEWATER TREATMENT PLANT #3

**Project Category:** Utilities      **Sub-category:** Wastewater

**Recommended by:** Water / Wastewater      **Responsible Dept.:** 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. 60% design to be presented in Aug. 2019. Construction schedule is July 2019- Sep. 2021.

**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.

**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
<b>Acquisitions (ROW/Easements/Land)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Design</b>	\$0	\$0	\$1,303,000	\$706,525	\$528,525	\$251,950	\$2,790,000
<b>Construction (+10%)</b>	\$0	\$0	\$0	\$6,750,000	\$17,450,000	\$0	\$24,200,000
<b>Financing Costs</b>	\$0	\$0	\$39,752	\$115,983	\$222,663	\$0	\$378,398
<b>Other (Citizen engagement)</b>	\$15,593	\$16,365	\$41,500	\$19,000	\$6,000	\$18,500	\$116,958
<b>Total Project Cost</b>	<b>\$15,593</b>	<b>\$16,365</b>	<b>\$1,384,252</b>	<b>\$7,591,508</b>	<b>\$18,207,188</b>	<b>\$270,450</b>	<b>\$27,485,356</b>

**Cost Notes:** Land was purchased in 2004 for \$667,836 with \$855,245 (P&I) of debt still outstanding as 9/30/19.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
<b>Impact Fees (Fund 306 only)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Revenue Bonds</b>	\$0	\$0	\$910,580	\$7,475,525	\$17,984,525	\$270,450	\$26,641,080
<b>CO Bonds</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Current Bonds</b>	\$0	\$0	\$433,920	\$0	\$0	\$0	\$433,920
<b>Fund Balance</b>	\$15,593	\$16,365	\$0	\$0	\$0	\$0	\$31,958
<b>Interest</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Source(s)</b>	\$0	\$0	\$39,752	\$115,983	\$222,663	\$0	\$378,398
<b>Total Project Funding</b>	<b>\$15,593</b>	<b>\$16,365</b>	<b>\$1,384,252</b>	<b>\$7,591,508</b>	<b>\$18,207,188</b>	<b>\$270,450</b>	<b>\$27,485,356</b>

**Funding Source Notes:** Sold 2019 Revenue bonds for FY19 funding, other source is the premium and interest on the bonds.

<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 This project is a 60% design and scheduled for construction from Sep. 2020 and has an 18mo. construction time.

**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.

**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(\$)	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	\$707,932	\$397,093	\$464,341	\$77,000	\$1,646,366
Construction (+10%)	\$0	\$0	\$0	\$2,407,000	\$4,105,000	\$0	\$6,512,000
Financing Costs	\$0	\$0	\$19,876	\$43,508	\$56,561	\$0	\$119,945
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Cost	\$0	\$0	\$727,808	\$2,847,601	\$4,625,902	\$77,000	\$8,278,311

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 (306)	\$0	\$0	\$262,405	\$0	\$0	\$0	\$262,405
Revenue Bonds	\$0	\$0	\$445,527	\$2,804,093	\$4,569,341	\$77,000	\$7,895,961
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	\$19,876	\$43,508	\$56,561	\$0	\$119,945
Total Project Funding	\$0	\$0	\$727,808	\$2,847,601	\$4,625,902	\$77,000	\$8,278,311

Funding Source Notes: Sold 2019 Revenue bonds for FY19 funding, other source is the premium and interest on the bonds.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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## TRANSFER LIFT STATION & FORCEMAIN TO WWTP#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:** 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. this project is at 60% design and is scheduled for completion Sep. 2021.

**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.

**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	\$305,100	\$430,640	\$324,315	\$191,335	\$1,251,390
Construction (+10%)	\$0	\$0	\$0	\$0	\$4,150,000	\$800,000	\$4,950,000
Financing Costs	\$0	\$0	\$19,876	\$6,698	\$55,457	\$0	\$82,031
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$574,976</b>	<b>\$437,338</b>	<b>\$4,529,772</b>	<b>\$991,335</b>	<b>\$6,533,421</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	\$555,100	\$430,640	\$4,474,315	\$991,335	\$6,451,390
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	\$19,876	\$6,698	\$55,457	\$0	\$82,031
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$574,976</b>	<b>\$437,338</b>	<b>\$4,529,772</b>	<b>\$991,335</b>	<b>\$6,533,421</b>

Funding Source Notes: Sold 2019 Revenue bonds for FY19 funding, other source is the premium and interest on the bonds.

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



**DECOMMISSION OF PLANTS 1 & 2**

<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:** This project is for decommissioning Wastewater Plants 1 & 2 after the WWTP#3 is online. This is currently scheduled for Jan 2022- Jan. 2023.

**Justification:** Once the new plant comes online it will not be fiscally responsible to operate both plants.

**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering 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	\$0	\$0	\$0	\$0	\$0	\$276,500	\$276,500
Construction (+10%)	\$0	\$0	\$0	\$0	\$0	\$990,000	\$990,000
Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,266,500</b>	<b>\$1,266,500</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	\$1,266,500	\$1,266,500
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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,266,500</b>	<b>\$1,266,500</b>

Funding Source Notes: Plan to sell revenue bonds as needed, other source is the premium and interest on the bonds.

<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. <b>COMPLETE!</b>	

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

**Notes:** This project is complete. These generators will have ongoing maintenance costs due to annual maintenance contract.



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	\$14,141	\$24,609	\$11,250	\$0	\$0	\$0	\$50,000
Construction (+10%)	\$0	\$0	\$184,169	\$0	\$0	\$0	\$184,169
Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$2,256	\$10,994	\$1,750	\$0	\$0	\$0	\$15,000
<b>Total Project Cost</b>	<b>\$16,397</b>	<b>\$35,603</b>	<b>\$197,169</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$249,169</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	\$2,048	\$10,952	\$49,292	\$0	\$0	\$0	\$62,292
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$14,349	\$24,651	\$147,877	\$0	\$0	\$0	\$186,877
<b>Total Project Funding</b>	<b>\$16,397</b>	<b>\$35,603</b>	<b>\$197,169</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$249,169</b>

**Funding Source Notes:** This project has received grant funding through the FEMA Hazard Mitigation Grant Program (DR-4223-045 and DR-4245-011) for 75% with a 25% match.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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## RELOCATION OF WW LINE HWY 71

**Project Category:** *Utilities*      **Sub-category:** *Wastewater*

**Recommended by:** *Water / Wastewater*      **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** There is a wastewater line that is in the way of the front road bridges that will be constructed by TXDOT. This project is to move the wastewater line. **Completion date Aug. 15, 2019.**

**Justification:** See description



**Notes:** This project is 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	\$0	\$0	\$19,129	\$0	\$0	\$0	\$19,129
Construction (+10%)	\$0	\$0	\$136,195	\$0	\$0	\$0	\$136,195
Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,324</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,324</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 (250)	\$0	\$0	\$120,000	\$0	\$0	\$0	\$120,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$35,324	\$0	\$0	\$0	\$35,324
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,324</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,324</b>

**Funding Source Notes:** The project was appropriated through a budget amendment after the RFP was completed. The lowest bid came in at \$118,000 and so \$120,000 was appropriated. That vendor did not complete all required paperwork and the second bidder was selected at \$136,000.

<b>Funding Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
----------------------------------	------------	------------	------------	------------	------------	------------	------------

**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. Construction schedule 8-31-19 through Nov. 2019. final record drawing late December.

**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.



**Notes:** City is planning to perform street improvements and water line replacement in conjunction with this project. This project should be completed by 9/30/19.

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
Financing Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$15,000	\$15,000	\$0	\$0	\$30,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,000</b>	<b>\$393,000</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	\$57,000	\$243,000	\$0	\$0	\$300,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,000</b>	<b>\$393,000</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
----------------------------------	-----	-----	-----	-----	-----	-----	-----



# Street Maintenance

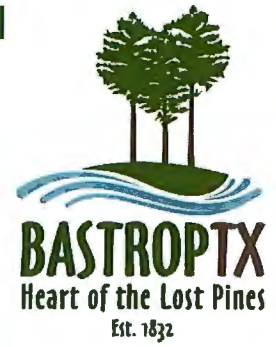
## Street Maintenance

Street Maintenance Fund Summary ..	280
Year 1 Schedule .....	283
Year 2 Schedule .....	292



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

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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

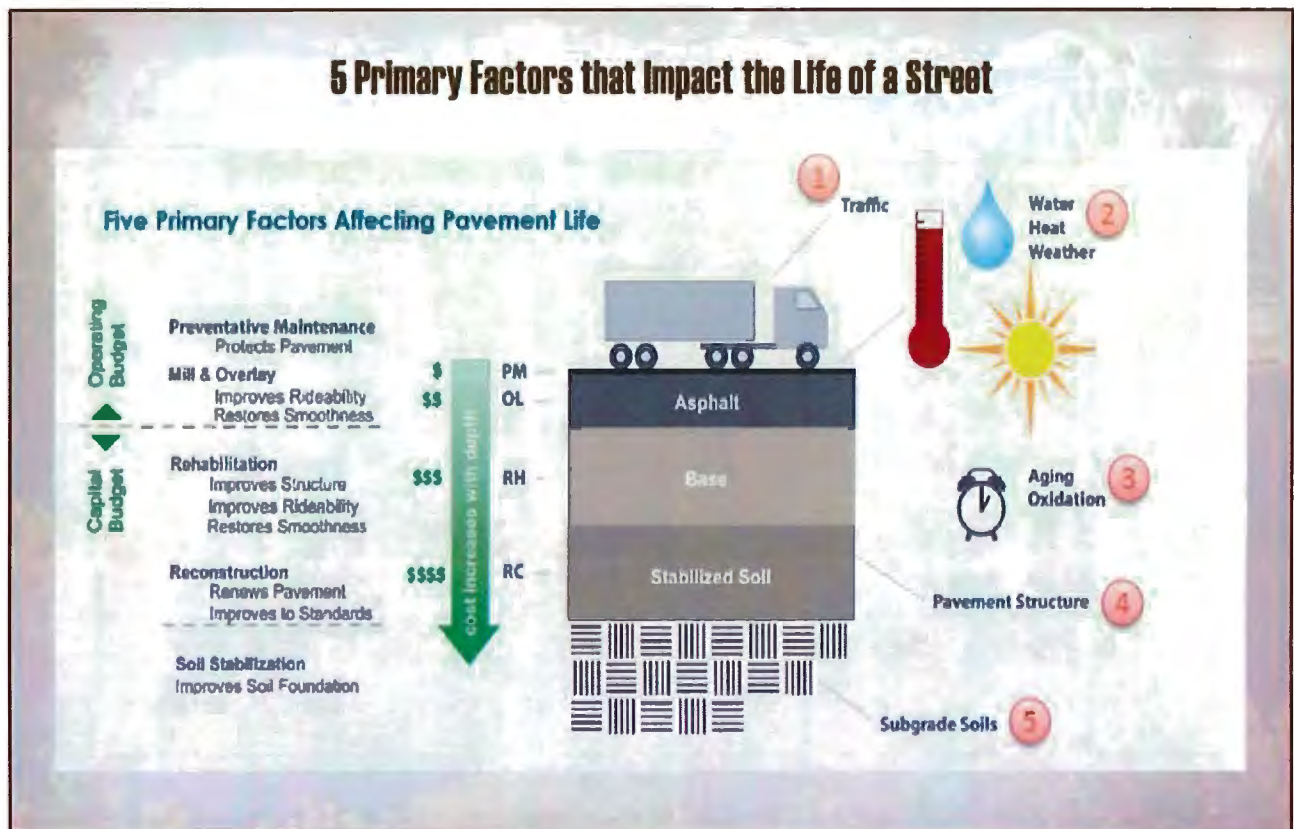
The City of Bastrop's street system has 54.6 miles of asphaltic concrete, 2.1 miles of Portland cement, and 3.8 miles of gravel surface. In FY 2018, the City Council funded a Pavement Condition Index study to evaluate and grade the City's street infrastructure. Applied Pavement Technology was hired to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

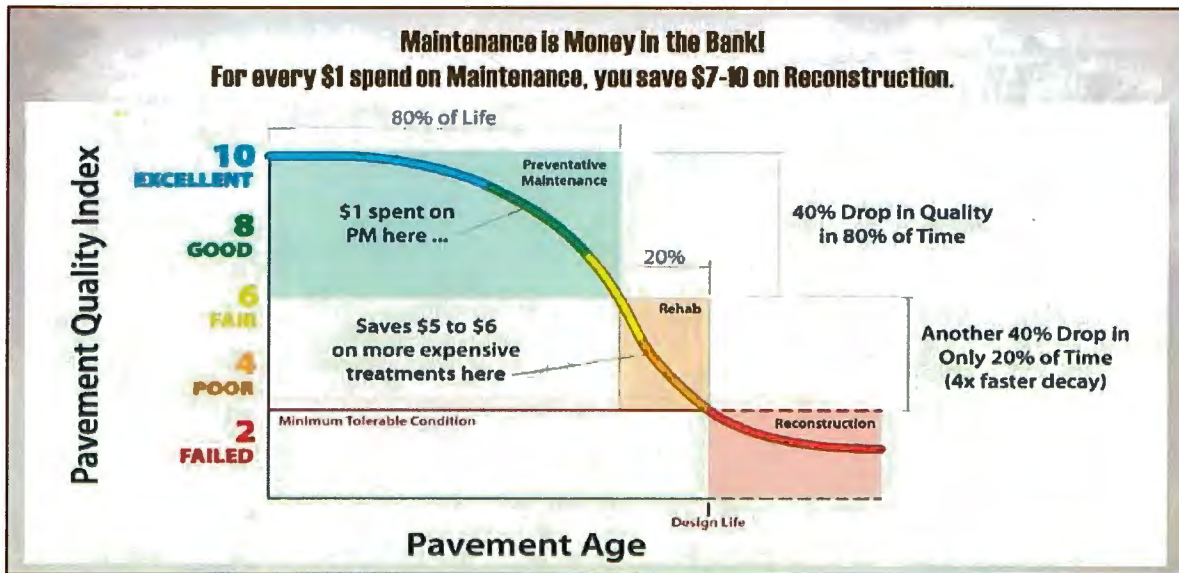




## Street Maintenance is a Good Investment:

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.		
		Overlay	Fair	Protect surface, improve rideability, restore smoothness.		
		Structural Overlay	PCI 54-64	Repair spot damage, improve rideability, restore smoothness.		
		Capital	Rehabilitation	Minor Rehabilitation	PCI 0-54	Repair spot damage, improve rideability, restore smoothness.
				Major Rehabilitation	VP/Failed	Repair spot damage, improve rideability, restore smoothness.
Reconstruction	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	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$0	\$6,000	\$23,500	\$10,000	\$0
TRANSFERS IN	\$0	\$1,100,000	\$1,100,000	\$154,000	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$1,106,000</b>	<b>\$1,123,500</b>	<b>\$164,000</b>	<b>\$0</b>
MAINTENANCE AND REPAIRS	\$0	\$566,797	\$0	\$463,242	\$0
CONTRACTUAL SERVICES	\$0	\$0	\$103,555	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$720,703	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$566,797</b>	<b>\$103,555</b>	<b>\$1,183,945</b>	<b>\$0</b>

# Street Maintenance Fund Summary







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

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**LEGEND**

- CRACK SEAL ONLY (TODOT 712)
- 4" FLEXIBLE PAVEMENT REPAIR ONLY (TODOT 307)
- 4" FLEXIBLE PAVEMENT REPAIR AND CRACK SEAL (TODOT 307 & TODOT 712)

**GENERAL NOTES**

1. CRACK SEAL WORK WILL BE SUBSEQUENT TO FLEXIBLE PAVEMENT REPAIR WHEN BOTH ACTIVITIES REQUIRED ON SAME STREET.



REV.	DESCRIPTION	DATE



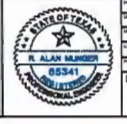
**CITY OF BASTROP**

**2019 MAINTENANCE PROGRAM**

**PROGRAM MAINTENANCE MAP A1**

DATE: 07/01/19 *R. Alan Walker, PE*

DATE	BY	REVISIONS
		RAM
		RAM
		KPD/MPP
		RAM
		4-01120



DRAWING NO. **A1**

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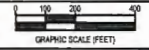


**LEGEND**

- CRACK SEAL ONLY (TxDOT 712)
- 4" FLEXIBLE PAVEMENT REPAIR ONLY (TxDOT 301)
- 4" FLEXIBLE PAVEMENT REPAIR AND CRACK SEAL (TxDOT 301 & TxDOT 712)

**GENERAL NOTES**

1. CRACK SEAL WORK WILL BE SUBSEQUENT TO FLEXIBLE PAVEMENT REPAIR WHEN BOTH ACTIVITIES REQUIRED ON SAME STREET.



REV.	DESCRIPTION	DATE



**CITY OF BASTROP**

**2019 MAINTENANCE PROGRAM**

**PROGRAM MAINTENANCE MAP A2**

DATE: 07/01/19  
 BY: *R. Alan Mungro, PE*

REV.	REVISIONS



DRAWING NO.  
**A2**

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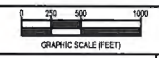


**LEGEND**

- CRACK SEAL ONLY (TODOT 712)
- 4" FLESSIBLE PAVEMENT REPAIR ONLY (TODOT 381)
- 4" FLESSIBLE PAVEMENT REPAIR AND CRACK SEAL (TODOT 381 & TODOT 712)

**GENERAL NOTES**

1. CRACK SEAL WORK WILL BE SUBSEQUENT TO FLESSIBLE PAVEMENT REPAIR WHEN BOTH ACTIVITIES REQUIRED ON SAME STREET.



REV. DESCRIPTION	DATE



**CITY OF BASTROP**

**2019 MAINTENANCE PROGRAM**  
**PROGRAM MAINTENANCE MAP A3**

07/01/19 *R. Alan Malmgren, PE*  
DATE BY

	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">DESIGNED BY</td><td>RAM</td></tr> <tr><td style="width: 50%;">DRAWN BY</td><td>RAM</td></tr> <tr><td style="width: 50%;">CHECKED BY</td><td>KP/AR/PP</td></tr> <tr><td style="width: 50%;">APPROVED BY</td><td>RAM</td></tr> <tr><td style="width: 50%;">PROJECT NO.</td><td>4-01126</td></tr> <tr><td style="width: 50%;">DRAWING NO.</td><td><b>A3</b></td></tr> </table>	DESIGNED BY	RAM	DRAWN BY	RAM	CHECKED BY	KP/AR/PP	APPROVED BY	RAM	PROJECT NO.	4-01126	DRAWING NO.	<b>A3</b>
DESIGNED BY	RAM												
DRAWN BY	RAM												
CHECKED BY	KP/AR/PP												
APPROVED BY	RAM												
PROJECT NO.	4-01126												
DRAWING NO.	<b>A3</b>												

**FY 2019 STREETS PROGRAM MAINTENANCE - CRACK SEAL AND FLEXIBLE PAVEMENT REPAIR**

ROAD NAME	FROM	TO	LENGTH OF PAY - CRACK SEAL (L-MI)	FLEXIBLE PAVEMENT REPAIR (4 INCH DEPTH) (SY)
<b>Map A1</b>				
ANTELOPE	HUNTERS POINT	OUTFITTER	0.22	None
BEARHUNTER	SH 71	END	1.06	None
BIG HORN	BOWSTRING	REMINGTON	0.19	13
BIRD DOG	GRUTSCH	BROWNING	0.18	None
BOWSTRING	WILDCAT	REMINGTON	0.18	None
BROWNING	BIRD DOG	OUTFITTER	0.10	57
BUCK SHOT	END	JAVELINA	1.12	None
BUSHMASTER	MAGNUM	MAVERICK	0.20	None
CALIBER	END	JAVELINA	0.13	453
CARBINE	N HUNTING LODGE	MOSSBERG	0.13	None
CORDURA	END	OUTFITTER	None	None
DOUBLEBARREL	END	S HUNTING LODGE	None	None
GRUTSCH	BIRD DOG	OUTFITTER	0.13	None
HUNTERS CROSSING	SH 71	HUNTERS POINT	2.09	None
HUNTERS POINT	BEARHUNTER	SH 304	1.26	810
JAVELINA	WOLVERINE	REMINGTON	0.16	974
MAGNUM	BUSHMASTER	THOMPSON	0.19	None
MAVERICK	BUSHMASTER	HUNTERS POINT	0.50	None
MOSSBERG	STEELSHOT	CARBINE	0.13	None
N HUNTING LODGE	STEELSHOT	HUNTERS POINT	None	None
OUTFITTER	GRUTSCH	TRAPPER	0.83	None
PACKHORSE	BEARHUNTER	END	0.13	40
PECCARY	HUNTERS POINT	PHEASANT	0.11	None
PHEASANT	REMINGTON	TRAPPER	0.79	None
PONY PASS	PACKHORSE	WILDCAT	0.10	10
PRONGHORN	END	OUTFITTER	0.08	None
REMINGTON	JAVELINA	OUTFITTER	0.30	None
S HUNTING LODGE	HUNTERS POINT	END	None	None
STEELSHOT	N HUNTING LODGE	MOSSBERG	0.13	None
THOMPSON	MAGNUM	MAVERICK	0.31	27
TRAPPER	PHEASANT	OUTFITTER	0.19	None
TROPHY	END	WOLVERINE	0.30	353
WEATHERBY	HUNTERS CROSSING	MAGNUM	None	None
WILDCAT	END	BOWSTRING	0.40	None
WOLVERINE PASS	JAVELINA	HUNTERS POINT	None	1654
<b>Sub Total Sheet A1</b>			<b>11.64</b>	<b>4391</b>

**FY 2019 STREETS PROGRAM MAINTENANCE - CRACK SEAL AND FLEXIBLE  
 PAVEMENT REPAIR**

ROAD NAME	FROM	TO	LENGTH OF PAY - CRACK SEAL (L-MI)	FLEXIBLE PAVEMENT REPAIR (4 INCH DEPTH) (SY)
<b>Map A2</b>				
ANNIKA	PATTON	NICOLE	0.59	8
BARBARA	SCHAEFFER	HASLER SHORES	0.36	NONE
BELINDA	END	END	0.07	NONE
BILLS	END	KATY B	0.02	NONE
BLAIR	END	HASLER SHORES	1.20	32
BOB BRYANT PARK	END	CHARLES	0.21	NONE
BRYANT	BLAIR	JESSICA	0.46	150
CAROLE	SCHAEFFER	END	0.15	NONE
CAYLOR	END	KATY B	0.13	NONE
CHARLES	END	HASLER SHORES	1.94	641
ELIZABETH	SCHAEFFER	HASLER SHORES	0.37	NONE
HASLER SHORES	END	OLD AUSTIN	NONE	364
JENNIFER	BLAIR	JESSICA	0.52	NONE
JESSICA	END	HASLER SHORES	1.49	224
JORDAN	END	END	0.20	NONE
KATY B	BLAIR	JESSICA	0.23	4
KELLY	SCHAEFFER	END	0.18	8
LORI	END	END	0.08	NONE
MARINO	END	KATY B	0.14	NONE
NICOLE	CHARLES	JESSICA	0.89	703
OLD AUSTIN HIGHWAY	SH 71	LP 150	4.24	648
PATTON	END	BLAIR	0.08	46
REBECCA	SCHAEFFER	HASLER SHORES	0.37	NONE
SCHAEFFER	CHARLES	OLD AUSTIN	NONE	245
<b>Sub Total Sheet A2</b>			<b>13.92</b>	<b>3073</b>



**FY 2019 STREETS PROGRAM MAINTENANCE - CRACK SEAL AND FLEXIBLE  
 PAVEMENT REPAIR**

ROAD NAME	FROM	TO	LENGTH OF PAY - CRACK SEAL (L-MI)	FLEXIBLE PAVEMENT REPAIR (4 INCH DEPTH) (SY)
<b>Map A3</b>				
BUSH	END	LINCOLN	0.20	NONE
CEDAR	PECAN	RR	0.58	NONE
CEDAR	RR	SH 95	0.60	NONE
CEDAR	SH 95	HOUSTON	0.49	NONE
ESKEW	LP 150	SH 71	0.43	NONE
ESKEW	SH 71	MAYNARD	0.25	NONE
GRADYTUCK	OLD AUSTIN	HOSPITAL	0.52	NONE
HASLER	OLD AUSTIN	SH 71	1.00	NONE
HASLER	SH 71	END	0.97	NONE
HIGGINS	ESKEW	PERKINS	0.21	NONE
LINCOLN	ROOSEVELT	ROOSEVELT	0.53	NONE
MAIN	BRIDGE	RR	1.38	NONE
MAIN	RR	SPRING	1.28	NONE
OAK	CARTER	WILSON	0.36	NONE
ROOSEVELT - GARFIELD	CEDAR	CEDAR	0.94	NONE
<b>Sub Total Sheet A3</b>			<b>9.74</b>	<b>0</b>
<b>TOTAL</b>			<b>35.30</b>	<b>7464.00</b>

**Year Two: (Combined with Year 1 - FY 2019 to provide a bigger project to improve bid pricing.)**



**FY 2020 Street Maintenance Program**

<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>					

© PRODUCTS 14101310 DWG: 8/28/2019 3:33:04 PM PRELIMINARY MAINTENANCE.DWG LAYOUT: 7/1/2019 4:11:30 PM - epw



**LEGEND**

- SEAL COAT (TxDOT 318)
- SURF SEAL (TxDOT 300B)
- FOG SEAL (TxDOT 318)
- FUNCTIONAL ASPHALTIC SURFACE PRESERVATION TREATMENT (TxDOT 302B)

REV.	DESCRIPTION	DATE



**CITY OF BASTROP**

**2019 MAINTENANCE PROGRAM**

**PREVENTATIVE MAINTENANCE OVERVIEW**

DATE: 07/01/19  
BY: R. ALAN BLUMBERG, PE

DATE	07/01/19
BY	R. ALAN BLUMBERG, PE
APPROVED	RAM
DESIGNED	RAM
DRAWN	KPD/MFP
CHECKED	RAM
PROJECT NO.	401126



DRAWING NO. **B**





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**LEGEND**

- SEAL COAT (TMDOT 316)
- SCRUB SEAL (TMDOT 3009)
- FOG SEAL (TMDOT 316)
- FRICTIONAL ASPHALTIC SURFACE PRESERVATION TREATMENT (TMDOT 3028)

**GENERAL NOTES**

1. FOG SEAL (CS-1) SHALL BE PLACED AT ALL FLEXIBLE PAVEMENT REPAIRS PRIOR TO PLACEMENT OF SCRUB SEAL.



REV.	DESCRIPTION	DATE



**CITY OF BASTROP**

**2019 MAINTENANCE PROGRAM**

**PREVENTATIVE MAINTENANCE MAP B3**

07/01/19 *R. Alan Mander, PE*  
DATE PROJECT MANAGER

DESIGNED BY	RAM
DRAWN BY	RAM
CHECKED BY	KPOMPPP
APPROVED BY	RAM
PROJECT NO.	401126



DRAWING NO.  
**B3**

**FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - SEAL COAT TREATMENT (CHFRS-2P with TY E or TY L GRADE 5 AGGR)**

ROAD NAME	FROM	TO	LENGTH (FT)	WIDTH (FT)	AREA (SY)
<b>Map B1</b>					
NONE	NONE	NONE			0
<b>Map B2</b>					
SCHAEFFER	CHARLES	OLD AUSTIN	2731	41.5	12592.94
<b>Map B3</b>					
PECAN	MESQUITE	RR	3009	24	8024
PECAN	RR	CHESTNUT	3770	27	11310
PECAN	CHESTNUT	SH 71 WBFR	1925	35	7486.111
PERSIMMON	WILSON	CARTER	744	28	2314.667
<b>Sub Total SEAL COAT</b>					<b>41727.72</b>

**FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - SCRUB SEAL TREATMENT (CMS-2P with TY E or TY L GR 5 AGGR)**

ROAD NAME	FROM	TO	LENGTH (FT)	WIDTH (FT)	AREA (SY)
<b>Map B1</b>					
NONE	NONE	NONE	0	0	0
<b>Map B2</b>					
CHARLES	SCHAEFFER	HASLER SHORES	670	47	3498.889
HASLER SHORES	CHARLES	OLD AUSTIN	2656	23	6787.556
<b>Map B3</b>					
CEDAR	CARTER	PECAN	2347	28	7301.778
<b>Sub Total SCRUB SEAL</b>					<b>17588.22</b>

**FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - FRICTIONAL ASPHALTIC SURFACE**

**PRESERVATION TREATMENT**

ROAD NAME	FROM	TO	LENGTH (FT)	WIDTH (FT)	AREA (SY)
<b>Map B1</b>					
NONE	NONE	NONE	0	0	0
<b>Map B2</b>					
BRYANT	BLAIR	JESSICA	868	28	2700.444
KELLY	SCHAEFFER	END	220	27	1185
NICOLE	CHARLES	JESSICA	1695	28	5273.333
<b>Map B3</b>					
BUSH	END	LINCOLN	317	28	1264.222
CEDAR	GARFIELD	CARTER	371	28	1154.222
HIGGINS	ESKEW	PERKINS	631	28	1963.111
LINCOLN	ROOSEVELT	ROOSEVELT	1158	28	3602.667
ROOSEVELT - GARFIELD	CEDAR	CEDAR	2480	28	7715.556
<b>Sub Total (FASPT)</b>					<b>24858.56</b>

**FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - FOG SEAL (CMS-1PF)**

ROAD NAME	FROM	TO	LENGTH (FT)	WIDTH (FT)	AREA (SY)
<b>Map B1</b>					
NONE	NONE	NONE	0	0	0
<b>Map B2</b>					
CHARLES	END	SCHAEFFER	1714	47	8950.889
<b>Map B3</b>					
ESKEW	LP 150	SH 71	925	28	2877.778
ESKEW	SH 71	MAYNARD	664	19	1401.778
GRADYTUCK	OLD AUSTIN	HOSPITAL	794	34	2999.556
HASLER	OLD AUSTIN	SH 71	1112	36	5482
HASLER	SH 71	END	1223	36	4892
<b>Sub Total (FOG SEAL CMS-1PF)</b>					<b>26604</b>





**Debt**

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# Debt



**BASTROPTX**

Heart of the Lost Pines

Est. 1832

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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 Ratings

#### General Obligation Bonds:

Standard & Poor's "AA"  
Fitch Ratings "AA-"

#### Revenue Bonds:

Standard & Poor's "AA-"

### Debt Service Funds

#### General Debt Service

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

### 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, 2019

Taxable Assessed Valuation	\$967,705,908
Constitutional Limit	2.50% of assessed value
Maximum Constitutional Revenue Available	\$24,192,648
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2019-2020	\$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 2019 Limited Tax Note, in the amount of \$465,000, were sold on September 26, 2019 **WITHOUT INCREASING TAXES**.

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.

This issuance will fund much needed drainage improvements. The Drainage Master Plan will identify and prioritize localized drainage improvement needs, take the existing data from previous studies and help develop a maintenance and operations plan, and will provide additional information to help establish a drainage utility fund in the future. The Gills Branch Channel Improvement is to excavate the channel and increase the culvert size at choke points to possibly include some detention ponds. This bond amount will be for design only.

<b>Project Description</b>	<b>Certificate of Obligations Issuance Amount</b>
<b>Drainage Master Plan</b>	<b>\$250,000</b>
<b>Gills Branch Channel Improvements</b>	<b>\$215,000</b>
<b>Total Amount of Issuance</b>	<b>\$465,000</b>

## 2019 Limited Tax Note

## 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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
AD VALOREM TAXES	\$1,834,770	\$1,863,009	\$1,872,592	\$2,006,862	\$2,208,495
OTHER REVENUE	\$9,842	\$0	\$0	\$0	\$0
INTEREST INCOME	\$11,216	\$10,850	\$18,500	\$20,000	\$20,000
MISCELLANEOUS INCOME	\$243,600	\$247,619	\$247,619	\$246,548	\$250,661
TRANSFERS IN	\$515,366	\$516,185	\$516,185	\$514,416	\$545,688
<b>TOTAL REVENUE</b>	<b>\$2,614,794</b>	<b>\$2,637,663</b>	<b>\$2,654,896</b>	<b>\$2,787,826</b>	<b>\$3,024,844</b>
OTHER CHARGES	\$16,491	\$17,500	\$16,411	\$16,500	\$17,000
DEBT SERVICE	\$2,345,727	\$2,370,703	\$2,699,103	\$2,736,118	\$2,780,883
<b>TOTAL EXPENDITURES</b>	<b>\$2,362,218</b>	<b>\$2,388,203</b>	<b>\$2,715,514</b>	<b>\$2,752,618</b>	<b>\$2,797,883</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.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
220 W/WW DEBT SERVICE	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$12,852	\$26,386	\$26,386	\$30,000	\$600
TRANSFERS IN - W/WW OPERATING	\$1,444,181	\$1,641,565	\$1,641,565	\$1,303,193	\$2,325,097
TRANSFERS IN - IMPACT FEES	\$812,139	\$567,692	\$567,374	\$567,692	\$567,692
<b>TOTAL REVENUE</b>	<b>\$2,269,172</b>	<b>\$2,235,643</b>	<b>\$2,235,325</b>	<b>\$1,900,885</b>	<b>\$2,893,389</b>
DEBT SERVICE	\$1,441,015	\$1,425,805	\$1,441,920	\$1,870,887	\$2,116,720
TRANSFERS OUT	\$0	\$0	\$0	\$2,000,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,441,015</b>	<b>\$1,425,805</b>	<b>\$1,441,920</b>	<b>\$3,870,887</b>	<b>\$2,116,720</b>

# Water/Wastewater Fund – Debt Service





## 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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$24,361	\$15,000	\$4,500	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$24,361</b>	<b>\$15,000</b>	<b>\$4,500</b>	<b>\$0</b>	<b>\$0</b>
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$2,116,089	\$833,776	\$433,920	\$0	\$0
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$2,116,089</b>	<b>\$833,776</b>	<b>\$433,920</b>	<b>\$0</b>	<b>\$0</b>

# 2014 Certificate of Obligation Series

## Fund Description

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



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
726 CO 2018 SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$0	\$45,000	\$75,000	\$50,000	\$0
TOTAL REVENUE	\$0	\$45,000	\$75,000	\$50,000	\$0
CAPITAL OUTLAY	\$0	\$2,300,000	\$364,803	\$3,175,697	\$0
TRANSFERS OUT	\$0	\$1,100,000	\$1,100,000	\$0	\$0
TOTAL EXPENDITURES	\$0	\$3,400,000	\$1,464,803	\$3,175,697	\$0

# 2018 Certificate of Obligation Series

## Fund Description

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



### CITY OF BASTROP

**FUND**  
2019 REVENUE BONDS

**DEPARTMENT**  
00 NON-DEPARTMENTAL

**DIVISION**  
00 NON-PROGRAM

#### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$0	\$0	\$10,000	\$8,000	\$0
TRANSFERS IN	\$0	\$0	\$1,911,207	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,921,207</b>	<b>\$8,000</b>	<b>\$0</b>
CONTRACTUAL SERVICES	\$0	\$0	\$41,500	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$1,872,022	\$57,185	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,913,522</b>	<b>\$57,185</b>	<b>\$0</b>

# 2019 Revenue Bond Series

## Fund Description

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



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
727 2019 CO SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
OTHER REVENUE	\$0	\$0	\$0	\$465,000	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$465,000</b>	<b>\$0</b>
CAPITAL OUTLAY	\$0	\$0	\$0	\$465,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$465,000</b>	<b>\$0</b>

# 2019 Limited Tax Note

## Fund Description

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



### CITY OF BASTROP

**FUND**  
728 CO 2020 SERIES

**DEPARTMENT**  
00 NON-DEPARTMENTAL

**DIVISION**  
00 NON-DIVISION

### SUMMARY

CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
OTHER REVENUE	\$0	\$0	\$0	\$2,800,000	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,800,000</b>	<b>\$0</b>
CAPITAL OUTLAY	\$0	\$0	\$0	\$2,800,000	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,800,000</b>	<b>\$0</b>

# 2020 Certificate of Obligation

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	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%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020	\$ 145,000	\$ 21,410	\$ 166,410	\$ 20,000	\$ 4,123	\$ 24,123
8/1/2020		\$ 18,176	\$ 18,176		\$ 3,607	\$ 3,607
2/1/2021	\$ 150,000	\$ 18,176	\$ 168,176	\$ 20,000	\$ 3,607	\$ 23,607
8/1/2021		\$ 14,831	\$ 14,831		\$ 3,092	\$ 3,092
2/1/2022	\$ 155,000	\$ 14,831	\$ 169,831	\$ 20,000	\$ 3,092	\$ 23,092
8/1/2022		\$ 11,374	\$ 11,374		\$ 2,577	\$ 2,577
2/1/2023	\$ 165,000	\$ 11,374	\$ 176,374	\$ 25,000	\$ 2,577	\$ 27,577
8/1/2023		\$ 7,694	\$ 7,694		\$ 1,932	\$ 1,932
2/1/2024	\$ 170,000	\$ 7,694	\$ 177,694	\$ 25,000	\$ 1,932	\$ 26,932
8/1/2024		\$ 3,903	\$ 3,903		\$ 1,288	\$ 1,288
2/1/2025	\$ 175,000	\$ 3,903	\$ 178,903	\$ 25,000	\$ 1,288	\$ 26,288
8/1/2025					\$ 644	\$ 644
2/1/2026				\$ 25,000	\$ 644	\$ 25,644
8/1/2026						
2/1/2027						
8/1/2027						
2/1/2028						
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2/1/2037						
8/1/2037						
2/1/2038						
8/1/2038						
2/1/2039						
8/1/2039						
<b>TOTAL</b>	<b>\$ 960,000</b>	<b>\$ 133,368</b>	<b>\$ 1,093,368</b>	<b>\$ 160,000</b>	<b>\$ 30,404</b>	<b>\$ 190,404</b>

Issue Date:	12/6/2005	Issue Date:	12/21/2006
Rate of Interest:	3.67%	Rate of Interest:	4.24%

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

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
2/1/2020	\$ 30,000	\$ 5,856	\$ 35,856	\$ 70,000	\$ 12,852	\$ 82,852
8/1/2020		\$ 5,092	\$ 5,092		\$ 11,424	\$ 11,424
2/1/2021	\$ 30,000	\$ 5,092	\$ 35,092	\$ 70,000	\$ 11,424	\$ 81,424
8/1/2021		\$ 4,329	\$ 4,329		\$ 9,996	\$ 9,996
2/1/2022	\$ 30,000	\$ 4,329	\$ 34,329	\$ 75,000	\$ 9,996	\$ 84,996
8/1/2022		\$ 3,565	\$ 3,565		\$ 8,466	\$ 8,466
2/1/2023	\$ 35,000	\$ 3,565	\$ 38,565	\$ 75,000	\$ 8,466	\$ 83,466
8/1/2023		\$ 2,674	\$ 2,674		\$ 6,936	\$ 6,936
2/1/2024	\$ 35,000	\$ 2,674	\$ 37,674	\$ 80,000	\$ 6,936	\$ 86,936
8/1/2024		\$ 1,782	\$ 1,782		\$ 5,304	\$ 5,304
2/1/2025	\$ 35,000	\$ 1,782	\$ 36,782	\$ 85,000	\$ 5,304	\$ 90,304
8/1/2025		\$ 891	\$ 891		\$ 3,570	\$ 3,570
2/1/2026	\$ 35,000	\$ 891	\$ 35,891	\$ 85,000	\$ 3,570	\$ 88,570
8/1/2026					\$ 1,836	\$ 1,836
2/1/2027				\$ 90,000	\$ 1,836	\$ 91,836
8/1/2027						
2/1/2028						
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2/1/2039						
8/1/2039						
<b>TOTAL</b>	<b>\$ 230,000</b>	<b>\$ 42,522</b>	<b>\$ 272,522</b>	<b>\$ 630,000</b>	<b>\$ 107,916</b>	<b>\$ 737,916</b>

Issue Date: 12/21/2006      Issue Date: 6/13/2007  
 Rate of Interest: 4.19%      Rate of Interest: 4.08%



CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	Certificate of Obligation Series 2007 - \$2,320,000 Maturity Date 2/1/2027 Interest Rate 4.04%			Certificate of Obligation Series 2010 - \$7,400,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.25%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020	\$ 130,000	\$ 24,139	\$ 154,139		\$ 22,159	\$ 22,159
8/1/2020		\$ 21,513	\$ 21,513	\$ 360,000	\$ 22,159	\$ 382,159
2/1/2021	\$ 135,000	\$ 21,513	\$ 156,513		\$ 15,859	\$ 15,859
8/1/2021		\$ 18,786	\$ 18,786	\$ 425,000	\$ 15,859	\$ 440,859
2/1/2022	\$ 140,000	\$ 18,786	\$ 158,786		\$ 8,156	\$ 8,156
8/1/2022		\$ 15,958	\$ 15,958	\$ 450,000	\$ 8,156	\$ 458,156
2/1/2023	\$ 145,000	\$ 15,958	\$ 160,958			\$ -
8/1/2023		\$ 13,029	\$ 13,029			\$ -
2/1/2024	\$ 150,000	\$ 13,029	\$ 163,029			\$ -
8/1/2024		\$ 9,999	\$ 9,999			\$ -
2/1/2025	\$ 160,000	\$ 9,999	\$ 169,999			\$ -
8/1/2025		\$ 6,767	\$ 6,767			\$ -
2/1/2026	\$ 165,000	\$ 6,767	\$ 171,767			\$ -
8/1/2026		\$ 3,434	\$ 3,434			\$ -
2/1/2027	\$ 170,000	\$ 3,434	\$ 173,434			\$ -
8/1/2027						\$ -
2/1/2028						\$ -
8/1/2028						\$ -
2/1/2029						\$ -
8/1/2029						\$ -
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8/1/2036						\$ -
2/1/2037						\$ -
8/1/2037						\$ -
2/1/2038						\$ -
8/1/2038						\$ -
2/1/2039						\$ -
8/1/2039						\$ -
<b>TOTAL</b>	<b>\$ 1,195,000</b>	<b>\$ 203,111</b>	<b>\$ 1,398,111</b>	<b>\$ 1,235,000</b>	<b>\$ 92,350</b>	<b>\$ 1,327,350</b>

Issue Date:  
Rate of Interest:

6/13/2007  
4.04%

Issue Date:  
Rate of Interest:

2/10/2010  
3.5 - 4.25%

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	General Obligation Refunding Series 2010 - \$2,560,000 Maturity Date 8/15/2024 Interest Rate 3.0-4.0%			General Obligation Refunding Series 2011 - \$4,260,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.0%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020		\$ 19,546	\$ 19,546		\$ 19,800	\$ 19,800
8/1/2020	\$ 195,000	\$ 19,546	\$ 214,546	\$ 395,000	\$ 19,800	\$ 414,800
2/1/2021		\$ 16,231	\$ 16,231		\$ 11,900	\$ 11,900
8/1/2021	\$ 200,000	\$ 16,231	\$ 216,231	\$ 415,000	\$ 11,900	\$ 426,900
2/1/2022		\$ 12,606	\$ 12,606		\$ 3,600	\$ 3,600
8/1/2022	\$ 210,000	\$ 12,606	\$ 222,606	\$ 180,000	\$ 3,600	\$ 183,600
2/1/2023		\$ 8,800	\$ 8,800		\$ -	\$ -
8/1/2023	\$ 215,000	\$ 8,800	\$ 223,800	\$ -	\$ -	\$ -
2/1/2024		\$ 4,500	\$ 4,500		\$ -	\$ -
8/1/2024	\$ 225,000	\$ 4,500	\$ 229,500	\$ -	\$ -	\$ -
2/1/2025						
8/1/2025						
2/1/2026						
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2/1/2039						
8/1/2039						
<b>TOTAL</b>	<b>\$ 1,045,000</b>	<b>\$ 123,368</b>	<b>\$ 1,168,368</b>	<b>\$ 990,000</b>	<b>\$ 70,600</b>	<b>\$ 1,060,600</b>

<i>Issue Date:</i>	7/14/2010	<i>Issue Date:</i>	7/12/2011
<i>Rate of Interest:</i>	2 - 4%	<i>Rate of Interest:</i>	2 - 4%

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	General Obligation Refunding Series 2012 - \$2,015,000 Maturity Date 8/1/2024 Interest Rate 2.0-3.0%			Certificate of Obligation Series 2012 - \$4,300,000 Maturity Date 8/1/2032 Interest Rate 2.0-4.0%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020		\$ 17,100	\$ 17,100		\$ 51,625	\$ 51,625
8/1/2020	\$ 215,000	\$ 17,100	\$ 232,100	\$ 195,000	\$ 51,625	\$ 246,625
2/1/2021		\$ 13,875	\$ 13,875		\$ 48,700	\$ 48,700
8/1/2021	\$ 220,000	\$ 13,875	\$ 233,875	\$ 200,000	\$ 48,700	\$ 248,700
2/1/2022		\$ 10,575	\$ 10,575		\$ 45,700	\$ 45,700
8/1/2022	\$ 230,000	\$ 10,575	\$ 240,575	\$ 210,000	\$ 45,700	\$ 255,700
2/1/2023		\$ 7,125	\$ 7,125		\$ 42,550	\$ 42,550
8/1/2023	\$ 230,000	\$ 7,125	\$ 237,125	\$ 215,000	\$ 42,550	\$ 257,550
2/1/2024		\$ 3,675	\$ 3,675		\$ 39,325	\$ 39,325
8/1/2024	\$ 245,000	\$ 3,675	\$ 248,675	\$ 220,000	\$ 39,325	\$ 259,325
2/1/2025					\$ 36,025	\$ 36,025
8/1/2025				\$ 235,000	\$ 36,025	\$ 271,025
2/1/2026					\$ 32,500	\$ 32,500
8/1/2026				\$ 245,000	\$ 32,500	\$ 277,500
2/1/2027					\$ 28,825	\$ 28,825
8/1/2027				\$ 250,000	\$ 28,825	\$ 278,825
2/1/2028					\$ 25,075	\$ 25,075
8/1/2028				\$ 260,000	\$ 25,075	\$ 285,075
2/1/2029					\$ 21,175	\$ 21,175
8/1/2029				\$ 265,000	\$ 21,175	\$ 286,175
2/1/2030					\$ 17,200	\$ 17,200
8/1/2030				\$ 270,000	\$ 17,200	\$ 287,200
2/1/2031					\$ 11,800	\$ 11,800
8/1/2031				\$ 290,000	\$ 11,800	\$ 301,800
2/1/2032					\$ 6,000	\$ 6,000
8/1/2032				\$ 300,000	\$ 6,000	\$ 306,000
2/1/2033					\$	\$ -
8/1/2033					\$	\$ -
2/1/2034						
8/1/2034						
2/1/2035						
8/1/2035						
2/1/2036						
8/1/2036						
2/1/2037						
8/1/2037						
2/1/2038						
8/1/2038						
2/1/2039						
8/1/2039						
<b>TOTAL</b>	<b>\$ 1,140,000</b>	<b>\$ 104,700</b>	<b>\$ 1,244,700</b>	<b>\$ 3,155,000</b>	<b>\$ 813,000</b>	<b>\$ 3,968,000</b>

Issue Date:  
Rate of Interest:

3/14/2012  
2 - 3%

Issue Date:  
Rate of Interest:

3/14/2012  
2 - 4%

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	Certificate of Obligation Series 2013 - \$11,000,000 Maturity Date 8/1/2033 Interest Rate 3.0-4.25%			Certificate of Obligation Series 2014 - \$7,000,000 Maturity Date 8/1/2034 Interest Rate 2.0-3.5%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020		\$ 188,725	\$ 188,725		\$ 81,438	\$ 81,438
8/1/2020	\$ 325,000	\$ 188,725	\$ 513,725	\$ 300,000	\$ 81,438	\$ 381,438
2/1/2021		\$ 182,225	\$ 182,225		\$ 78,438	\$ 78,438
8/1/2021	\$ 325,000	\$ 182,225	\$ 507,225	\$ 310,000	\$ 78,438	\$ 388,438
2/1/2022		\$ 175,725	\$ 175,725		\$ 75,338	\$ 75,338
8/1/2022	\$ 510,000	\$ 175,725	\$ 685,725	\$ 320,000	\$ 75,338	\$ 395,338
2/1/2023		\$ 165,525	\$ 165,525		\$ 72,138	\$ 72,138
8/1/2023	\$ 535,000	\$ 165,525	\$ 700,525	\$ 330,000	\$ 72,138	\$ 402,138
2/1/2024		\$ 157,500	\$ 157,500		\$ 68,425	\$ 68,425
8/1/2024	\$ 555,000	\$ 157,500	\$ 712,500	\$ 340,000	\$ 68,425	\$ 408,425
2/1/2025		\$ 149,175	\$ 149,175		\$ 64,388	\$ 64,388
8/1/2025	\$ 610,000	\$ 149,175	\$ 759,175	\$ 350,000	\$ 64,388	\$ 414,388
2/1/2026		\$ 136,975	\$ 136,975		\$ 59,794	\$ 59,794
8/1/2026	\$ 630,000	\$ 136,975	\$ 766,975	\$ 360,000	\$ 59,794	\$ 419,794
2/1/2027		\$ 124,375	\$ 124,375		\$ 54,394	\$ 54,394
8/1/2027	\$ 685,000	\$ 124,375	\$ 809,375	\$ 370,000	\$ 54,394	\$ 424,394
2/1/2028		\$ 110,675	\$ 110,675		\$ 48,844	\$ 48,844
8/1/2028	\$ 790,000	\$ 110,675	\$ 900,675	\$ 380,000	\$ 48,844	\$ 428,844
2/1/2029		\$ 94,875	\$ 94,875		\$ 43,144	\$ 43,144
8/1/2029	\$ 845,000	\$ 94,875	\$ 939,875	\$ 390,000	\$ 43,144	\$ 433,144
2/1/2030		\$ 77,975	\$ 77,975		\$ 37,294	\$ 37,294
8/1/2030	\$ 890,000	\$ 77,975	\$ 967,975	\$ 405,000	\$ 37,294	\$ 442,294
2/1/2031		\$ 60,175	\$ 60,175		\$ 30,713	\$ 30,713
8/1/2031	\$ 930,000	\$ 60,175	\$ 990,175	\$ 420,000	\$ 30,713	\$ 450,713
2/1/2032		\$ 41,575	\$ 41,575		\$ 23,625	\$ 23,625
8/1/2032	\$ 970,000	\$ 41,575	\$ 1,011,575	\$ 435,000	\$ 23,625	\$ 458,625
2/1/2033		\$ 21,569	\$ 21,569		\$ 16,013	\$ 16,013
8/1/2033	\$ 1,015,000	\$ 21,569	\$ 1,036,569	\$ 450,000	\$ 16,013	\$ 466,013
2/1/2034					\$ 8,138	\$ 8,138
8/1/2034				\$ 465,000	\$ 8,138	\$ 473,138
2/1/2035						
8/1/2035						
2/1/2036						
8/1/2036						
2/1/2037						
8/1/2037						
2/1/2038						
8/1/2038						
2/1/2039						
8/1/2039						
<b>TOTAL</b>	<b>\$ 9,615,000</b>	<b>\$ 3,374,138</b>	<b>\$ 12,989,138</b>	<b>\$ 5,625,000</b>	<b>\$ 1,524,238</b>	<b>\$ 7,149,238</b>

Issue Date: 11/12/2013  
Rate of Interest: 3-4.25%

Issue Date: 5/15/2014  
Rate of Interest: 2-3.5%

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	General Obligation Refunding Series 2014 - \$2,275,000 Maturity Date 8/1/2031 Interest Rate 2.0-4.0%			General Obligation Refunding Series 2016 - \$2,525,000 Maturity Date 8/1/2028 Interest Rate 2.0-4.0%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020		\$ 40,625	\$ 40,625		\$ 33,800	\$ 33,800
8/1/2020	\$ 110,000	\$ 40,625	\$ 150,625	\$ 205,000	\$ 33,800	\$ 238,800
2/1/2021		\$ 39,525	\$ 39,525		\$ 31,750	\$ 31,750
8/1/2021	\$ 115,000	\$ 39,525	\$ 154,525	\$ 210,000	\$ 31,750	\$ 241,750
2/1/2022		\$ 37,800	\$ 37,800		\$ 28,600	\$ 28,600
8/1/2022	\$ 120,000	\$ 37,800	\$ 157,800	\$ 215,000	\$ 28,600	\$ 243,600
2/1/2023		\$ 35,400	\$ 35,400		\$ 25,375	\$ 25,375
8/1/2023	\$ 125,000	\$ 35,400	\$ 160,400	\$ 230,000	\$ 25,375	\$ 255,375
2/1/2024		\$ 32,900	\$ 32,900		\$ 21,925	\$ 21,925
8/1/2024	\$ 135,000	\$ 32,900	\$ 167,900	\$ 230,000	\$ 21,925	\$ 251,925
2/1/2025		\$ 30,200	\$ 30,200		\$ 18,475	\$ 18,475
8/1/2025	\$ 140,000	\$ 30,200	\$ 170,200	\$ 250,000	\$ 18,475	\$ 268,475
2/1/2026		\$ 27,400	\$ 27,400		\$ 14,725	\$ 14,725
8/1/2026	\$ 140,000	\$ 27,400	\$ 167,400	\$ 255,000	\$ 14,725	\$ 269,725
2/1/2027		\$ 24,600	\$ 24,600		\$ 10,900	\$ 10,900
8/1/2027	\$ 155,000	\$ 24,600	\$ 179,600	\$ 265,000	\$ 10,900	\$ 275,900
2/1/2028		\$ 21,500	\$ 21,500		\$ 5,600	\$ 5,600
8/1/2028	\$ 155,000	\$ 21,500	\$ 176,500	\$ 280,000	\$ 5,600	\$ 285,600
2/1/2029		\$ 18,400	\$ 18,400			\$ -
8/1/2029	\$ 110,000	\$ 18,400	\$ 128,400			\$ -
2/1/2030		\$ 16,200	\$ 16,200			\$ -
8/1/2030	\$ 470,000	\$ 16,200	\$ 486,200			\$ -
2/1/2031		\$ 6,800	\$ 6,800			\$ -
8/1/2031	\$ 340,000	\$ 6,800	\$ 346,800			\$ -
2/1/2032			\$ -			\$ -
8/1/2032			\$ -			\$ -
2/1/2033			\$ -			\$ -
8/1/2033			\$ -			\$ -
2/1/2034			\$ -			\$ -
8/1/2034			\$ -			\$ -
2/1/2035						
8/1/2035						
2/1/2036						
8/1/2036						
2/1/2037						
8/1/2037						
2/1/2038						
8/1/2038						
2/1/2039						
8/1/2039						
<b>TOTAL</b>	<b>\$ 2,115,000</b>	<b>\$ 662,700</b>	<b>\$ 2,777,700</b>	<b>\$ 2,140,000</b>	<b>\$ 382,300</b>	<b>\$ 2,522,300</b>

Issue Date:  
Rate of Interest:

5/15/2014  
2-4%

Issue Date:  
Rate of Interest:

5/26/2014  
2-4%

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	General Obligation Refunding Series 2017 - \$3,745,000 Maturity Date 8/1/2029 Interest Rate 3.0-4.0%			Certificate of Obligation Series 2018 - \$4,605,000 Maturity Date 8/1/2038 Interest Rate 3.75-4.0%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020		\$ 73,500	\$ 73,500		\$ 79,319	\$ 79,319
8/1/2020	\$ 25,000	\$ 73,500	\$ 98,500	\$ 200,000	\$ 79,319	\$ 279,319
2/1/2021		\$ 73,125	\$ 73,125		\$ 75,319	\$ 75,319
8/1/2021	\$ 30,000	\$ 73,125	\$ 103,125	\$ 210,000	\$ 75,319	\$ 285,319
2/1/2022		\$ 72,675	\$ 72,675		\$ 71,119	\$ 71,119
8/1/2022	\$ 25,000	\$ 72,675	\$ 97,675	\$ 335,000	\$ 71,119	\$ 406,119
2/1/2023		\$ 72,300	\$ 72,300		\$ 64,419	\$ 64,419
8/1/2023	\$ 455,000	\$ 72,300	\$ 527,300	\$ 350,000	\$ 64,419	\$ 414,419
2/1/2024		\$ 63,200	\$ 63,200		\$ 57,419	\$ 57,419
8/1/2024	\$ 475,000	\$ 63,200	\$ 538,200	\$ 170,000	\$ 57,419	\$ 227,419
2/1/2025		\$ 53,700	\$ 53,700		\$ 54,019	\$ 54,019
8/1/2025	\$ 495,000	\$ 53,700	\$ 548,700	\$ 180,000	\$ 54,019	\$ 234,019
2/1/2026		\$ 43,800	\$ 43,800		\$ 50,419	\$ 50,419
8/1/2026	\$ 520,000	\$ 43,800	\$ 563,800	\$ 185,000	\$ 50,419	\$ 235,419
2/1/2027		\$ 33,400	\$ 33,400		\$ 46,719	\$ 46,719
8/1/2027	\$ 545,000	\$ 33,400	\$ 578,400	\$ 195,000	\$ 46,719	\$ 241,719
2/1/2028		\$ 22,500	\$ 22,500		\$ 42,819	\$ 42,819
8/1/2028	\$ 570,000	\$ 22,500	\$ 592,500	\$ 200,000	\$ 42,819	\$ 242,819
2/1/2029		\$ 11,100	\$ 11,100		\$ 39,819	\$ 39,819
8/1/2029	\$ 555,000	\$ 11,100	\$ 566,100	\$ 210,000	\$ 39,819	\$ 249,819
2/1/2030		\$ -	\$ -		\$ 36,669	\$ 36,669
8/1/2030		\$ -	\$ -	\$ 215,000	\$ 36,669	\$ 251,669
2/1/2031		\$ -	\$ -		\$ 33,444	\$ 33,444
8/1/2031		\$ -	\$ -	\$ 220,000	\$ 33,444	\$ 253,444
2/1/2032		\$ -	\$ -		\$ 30,144	\$ 30,144
8/1/2032		\$ -	\$ -	\$ 225,000	\$ 30,144	\$ 255,144
2/1/2033		\$ -	\$ -		\$ 26,769	\$ 26,769
8/1/2033		\$ -	\$ -	\$ 235,000	\$ 26,769	\$ 261,769
2/1/2034		\$ -	\$ -		\$ 22,950	\$ 22,950
8/1/2034		\$ -	\$ -	\$ 240,000	\$ 22,950	\$ 262,950
2/1/2035		\$ -	\$ -		\$ 19,050	\$ 19,050
8/1/2035		\$ -	\$ -	\$ 250,000	\$ 19,050	\$ 269,050
2/1/2036		\$ -	\$ -		\$ 14,675	\$ 14,675
8/1/2036		\$ -	\$ -	\$ 260,000	\$ 14,675	\$ 274,675
2/1/2037		\$ -	\$ -		\$ 10,125	\$ 10,125
8/1/2037		\$ -	\$ -	\$ 265,000	\$ 10,125	\$ 275,125
2/1/2038		\$ -	\$ -		\$ 5,156	\$ 5,156
8/1/2038		\$ -	\$ -	\$ 275,000	\$ 5,156	\$ 280,156
2/1/2039		\$ -	\$ -		\$ -	\$ -
8/1/2039		\$ -	\$ -		\$ -	\$ -
<b>TOTAL</b>	<b>\$ 3,695,000</b>	<b>\$ 1,038,600</b>	<b>\$ 4,733,600</b>	<b>\$ 4,420,000</b>	<b>\$ 1,560,738</b>	<b>\$ 5,980,738</b>

Issue Date:  
Rate of Interest:

3/2/2017  
3-4%

Issue Date:  
Rate of Interest:

9/20/2018  
3-4%

CITY OF BASTROP  
SCHEDULE OF DEBT SERVICE

Payment Date	Water & Wastewater Utility Sys Rev Bonds Series 2019 - \$1,900,000 Maturity Date 8/1/2039 Interest Rate 3.0-4.0%			Limited Tax Note Series 2019 - \$465,000 Maturity Date 8/1/2026 Interest Rate 2.25%		
	Principal	Interest	Total	Principal	Interest	Total
2/1/2020		\$ 31,875	\$ 31,875		\$ 4,156	\$ 4,156
8/1/2020	\$ 65,000	\$ 31,875	\$ 96,875	\$ 15,000	\$ 4,156	\$ 19,156
2/1/2021		\$ 30,575	\$ 30,575		\$ 5,062	\$ 5,062
8/1/2021	\$ 65,000	\$ 30,575	\$ 95,575	\$ 15,000	\$ 5,062	\$ 20,062
2/1/2022		\$ 29,275	\$ 29,275		\$ 4,894	\$ 4,894
8/1/2022	\$ 70,000	\$ 29,275	\$ 99,275	\$ 85,000	\$ 4,894	\$ 89,894
2/1/2023		\$ 27,875	\$ 27,875		\$ 3,938	\$ 3,938
8/1/2023	\$ 70,000	\$ 27,875	\$ 97,875	\$ 85,000	\$ 3,938	\$ 88,938
2/1/2024		\$ 26,475	\$ 26,475		\$ 2,981	\$ 2,981
8/1/2024	\$ 75,000	\$ 26,475	\$ 101,475	\$ 85,000	\$ 2,981	\$ 87,981
2/1/2025		\$ 24,975	\$ 24,975		\$ 2,025	\$ 2,025
8/1/2025	\$ 80,000	\$ 24,975	\$ 104,975	\$ 90,000	\$ 2,025	\$ 92,025
2/1/2026		\$ 23,375	\$ 23,375		\$ 1,013	\$ 1,013
8/1/2026	\$ 80,000	\$ 23,375	\$ 103,375	\$ 90,000	\$ 1,013	\$ 91,013
2/1/2027		\$ 21,775	\$ 21,775			\$ -
8/1/2027	\$ 85,000	\$ 21,775	\$ 106,775			\$ -
2/1/2028		\$ 20,075	\$ 20,075			\$ -
8/1/2028	\$ 85,000	\$ 20,075	\$ 105,075			\$ -
2/1/2029		\$ 18,375	\$ 18,375			\$ -
8/1/2029	\$ 90,000	\$ 18,375	\$ 108,375			\$ -
2/1/2030		\$ 17,025	\$ 17,025			\$ -
8/1/2030	\$ 95,000	\$ 17,025	\$ 112,025			\$ -
2/1/2031		\$ 15,600	\$ 15,600			\$ -
8/1/2031	\$ 100,000	\$ 15,600	\$ 115,600			\$ -
2/1/2032		\$ 14,100	\$ 14,100			\$ -
8/1/2032	\$ 100,000	\$ 14,100	\$ 114,100			\$ -
2/1/2033		\$ 12,600	\$ 12,600			\$ -
8/1/2033	\$ 105,000	\$ 12,600	\$ 117,600			\$ -
2/1/2034		\$ 11,025	\$ 11,025			\$ -
8/1/2034	\$ 110,000	\$ 11,025	\$ 121,025			\$ -
2/1/2035		\$ 9,375	\$ 9,375			\$ -
8/1/2035	\$ 115,000	\$ 9,375	\$ 124,375			\$ -
2/1/2036		\$ 7,650	\$ 7,650			\$ -
8/1/2036	\$ 120,000	\$ 7,650	\$ 127,650			\$ -
2/1/2037		\$ 5,850	\$ 5,850			\$ -
8/1/2037	\$ 125,000	\$ 5,850	\$ 130,850			\$ -
2/1/2038		\$ 3,975	\$ 3,975			\$ -
8/1/2038	\$ 130,000	\$ 3,975	\$ 133,975			\$ -
2/1/2039		\$ 2,025	\$ 2,025			\$ -
8/1/2039	\$ 135,000	\$ 2,025	\$ 137,025			\$ -
<b>TOTAL</b>	<b>\$ 1,900,000</b>	<b>\$ 707,750</b>	<b>\$ 2,607,750</b>	<b>\$ 465,000</b>	<b>\$ 48,138</b>	<b>\$ 513,138</b>

Issue Date:  
Rate of Interest:

4/30/2019  
3-4%

Issue Date:  
Rate of Interest:

TBD  
2.25%



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

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# Other Funds

## Other Funds

Bastrop Economic Development Corporation . .	325
Designated Fund #102 . . . . .	327
Fairview Cemetery Operating Fund #525 . . . .	328
Fairview Cemetery Permanent Fund #526 . . . .	329
Grant Fund #801 . . . . .	330
Hunters Crossing Public Improvement District	331
Impact Fee Fund . . . . .	332
Library Board Fund #505 . . . . .	333
Park/Trail Land Dedication Fund #520 . . . . .	334
Vehicle/Equipment Replacement Fund #380 . . .	335



**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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
SALES TAX	\$2,413,867	\$2,445,220	\$2,487,000	\$2,560,000	\$2,640,000
CHARGES FOR SERVICES	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800
OTHER INCOME	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$77,666	\$54,000	\$100,125	\$80,000	\$75,000
MISCELLANEOUS INCOME	\$2,911	\$715,000	\$118,848	\$40,000	\$161,500
TRANSFER IN	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES	\$0	\$0	\$0	\$1,520,000	\$0
<b>TOTAL REVENUE</b>	<b>\$2,508,244</b>	<b>\$3,228,020</b>	<b>\$2,719,773</b>	<b>\$4,213,800</b>	<b>\$2,890,300</b>

# Bastrop EDC

## FY 2020 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
601 BASTROP E.D.C. FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
PERSONNEL COSTS	\$304,563	\$359,379	\$428,764	\$490,151	\$503,921
SUPPLIES AND MATERIALS	\$12,984	\$23,360	\$21,050	\$22,360	\$22,560
MAINTENANCE AND REPAIRS	\$9,170	\$25,533	\$13,150	\$26,200	\$26,200
OCCUPANCY	\$49,490	\$123,405	\$48,700	\$54,000	\$52,800
CONTRACTUAL SERVICES	\$382,525	\$898,050	\$511,088	\$448,200	\$476,735
OTHER CHARGES	\$618,282	\$1,002,264	\$646,433	\$1,000,534	\$868,200
CONTINGENCY	\$0	\$25,000	\$0	\$25,000	\$25,000
CAPITAL OUTLAY	\$339,527	\$1,786,218	\$1,627,572	\$2,692,000	\$0
DEBT SERVICE	\$307,218	\$462,328	\$422,538	\$485,453	\$447,803
<b>TOTAL EXPENDITURES</b>	<b>\$2,023,759</b>	<b>\$4,705,537</b>	<b>\$3,719,295</b>	<b>\$5,243,898</b>	<b>\$2,423,219</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
ASSISTANT DIRECTOR / BEDC	1.000	1.000	1.000	1.000	1.000
BEDC MARKETING & COMMUNICATIONS MANAGER	0.000	0.000	0.000	1.000	1.000
DIRECTOR	1.000	1.000	1.000	1.000	1.000
OFFICE MANAGER	1.000	1.000	1.000	1.000	1.000
PROJ MGR/ECO DEV COORD	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>5.000</b>	<b>5.000</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 \$405,000 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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
FRANCHISE AND OTHER TAXES	\$22,890	\$23,000	\$23,000	\$23,250	\$23,500
CHARGES FOR SERVICES	\$2,901	\$1,900	\$8,281	\$1,900	\$1,900
FINES AND FORFEITURES	\$14,197	\$14,500	\$12,650	\$12,650	\$12,650
INTEREST INCOME	\$10,462	\$8,000	\$13,800	\$10,000	\$6,000
INTERGOVERNMENTAL	\$13,381	\$0	\$1,000	\$0	\$0
OTHER	\$23,917	\$10,700	\$11,413	\$11,910	\$12,433
<b>TOTAL REVENUE</b>	<b>\$87,748</b>	<b>\$58,100</b>	<b>\$65,094</b>	<b>\$59,710</b>	<b>\$56,483</b>
CONTRACTUAL SERVICES	\$45,367	\$435,000	\$45,000	\$405,000	\$0
OTHER CHARGES	\$26,757	\$42,450	\$26,500	\$51,950	\$28,000
CAPITAL OUTLAY	\$21,800	\$57,700	\$54,000	\$15,000	\$15,000
<b>TOTAL EXPENDITURES</b>	<b>\$93,924</b>	<b>\$535,150</b>	<b>\$125,500</b>	<b>\$471,950</b>	<b>\$43,000</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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$2,629	\$2,700	\$4,700	\$4,800	\$5,000
MISCELLANEOUS INCOME	\$124,725	\$101,600	\$88,290	\$92,050	\$92,140
TRANSFERS IN	\$4,347	\$4,700	\$5,400	\$4,700	\$4,700
<b>TOTAL REVENUE</b>	<b>\$131,701</b>	<b>\$109,000</b>	<b>\$98,390</b>	<b>\$101,550</b>	<b>\$101,840</b>
PERSONNEL COSTS	\$46,793	\$48,640	\$48,590	\$49,439	\$51,049
SUPPLIES AND MATERIALS	\$8,032	\$8,400	\$2,800	\$3,400	\$3,100
MAINTENANCE AND REPAIRS	\$3,262	\$9,300	\$3,000	\$9,200	\$9,300
OCCUPANCY	\$2,475	\$2,600	\$2,600	\$2,600	\$2,600
CONTRACTUAL SERVICES	\$43,285	\$19,640	\$14,555	\$44,890	\$18,550
OTHER CHARGES	\$1,234	\$1,200	\$3,200	\$1,200	\$1,200
CONTINGENCY	\$0	\$3,000	\$0	\$3,000	\$3,000
CAPITAL OUTLAY	\$10,880	\$0	\$117,900	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$115,961</b>	<b>\$92,780</b>	<b>\$192,645</b>	<b>\$113,729</b>	<b>\$88,799</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
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.

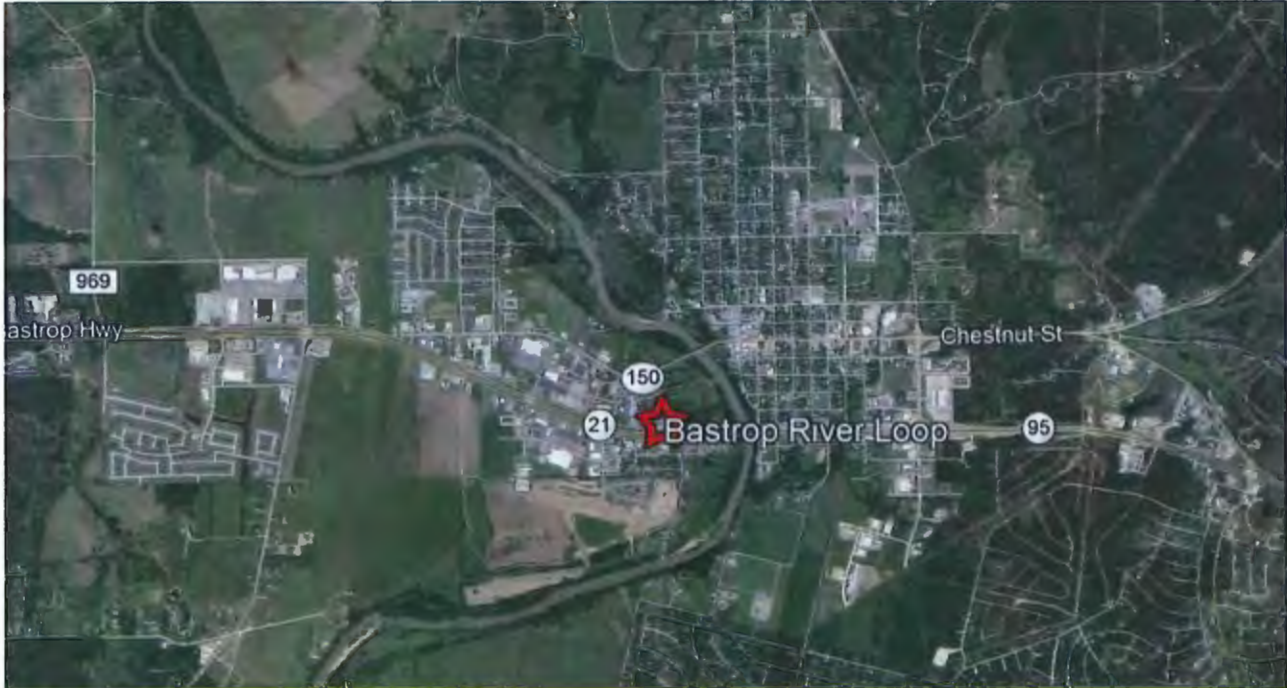


CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
526 FAIRVIEW CEMETERY-PERMAN	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$5,143	\$4,700	\$4,700	\$4,700	\$4,800
TOTAL REVENUE	\$5,143	\$4,700	\$4,700	\$4,700	\$4,800
TRANSFER OUT	\$4,347	\$4,700	\$4,700	\$4,700	\$4,800
TOTAL EXPENDITURES	\$4,347	\$4,700	\$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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL	\$1,146,823	\$187,500	\$146,752	\$745,000	\$0
MISCELLANEOUS INCOME	\$0	\$1,229,076	\$189,076	\$2,118,125	\$0
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$1,146,823</b>	<b>\$1,416,576</b>	<b>\$335,828</b>	<b>\$2,863,125</b>	<b>\$0</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$0	\$117,076	\$0	\$0	\$0
CAPITAL OUTLAY	\$1,105,734	\$1,299,500	\$335,828	\$2,863,125	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,105,734</b>	<b>\$1,416,576</b>	<b>\$335,828</b>	<b>\$2,863,125</b>	<b>\$0</b>

# 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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
TAXES AND PENALTIES	\$377,027	\$439,666	\$576,130	\$620,403	\$620,403
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$891	\$1,000	\$5,000	\$5,000	\$5,000
<b>TOTAL REVENUE</b>	<b>\$377,918</b>	<b>\$440,666</b>	<b>\$581,130</b>	<b>\$625,403</b>	<b>\$625,403</b>
MAINTENANCE/REPAIRS	\$83,866	\$80,470	\$78,026	\$82,898	\$87,898
CONTRACTUAL SERVICES	\$109,974	\$32,250	(\$7,936)	\$42,250	\$57,250
OTHER CHARGES	\$323,761	\$0	\$0	\$911,000	\$468,860
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$517,601</b>	<b>\$112,720</b>	<b>\$70,090</b>	<b>\$1,036,148</b>	<b>\$614,008</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			
306 IMPACT FEE	00 NON-DEPARTMENT	00 NON-DIVISION			
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
WATER REVENUES	\$298,029	\$135,300	\$135,300	\$135,300	\$135,300
WASTEWATER REVENUES	\$454,312	\$355,400	\$231,010	\$266,550	\$266,550
INTEREST INCOME	\$27,787	\$18,900	\$23,000	\$19,000	\$18,000
<b>TOTAL REVENUE</b>	<b>\$780,128</b>	<b>\$509,600</b>	<b>\$389,310</b>	<b>\$420,850</b>	<b>\$419,850</b>
CONTRACTUAL SERVICES	\$0	\$9,250	\$9,250	\$7,500	\$7,500
CAPITAL OUTLAY	\$80,500	\$124,050	\$79,534	\$150,000	\$0
TRANSFER OUT	\$442,128	\$227,419	\$227,419	\$249,784	\$249,784
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$522,628</b>	<b>\$360,719</b>	<b>\$316,203</b>	<b>\$407,284</b>	<b>\$257,284</b>
CONTRACTUAL SERVICES	\$0	\$9,250	\$9,250	\$7,500	\$7,500
TRANSFER OUT	\$725,604	\$340,273	\$340,273	\$317,907	\$317,907
<b>TOTAL WASTEWATER CIP EXPENDITURES</b>	<b>\$725,604</b>	<b>\$349,523</b>	<b>\$349,523</b>	<b>\$325,407</b>	<b>\$325,407</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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
INTEREST INCOME	\$481	\$550	\$500	\$550	\$600
MISCELLANEOUS INCOME	\$30,849	\$20,000	\$30,000	\$20,000	\$20,000
<b>TOTAL REVENUE</b>	<b>\$31,330</b>	<b>\$20,550</b>	<b>\$30,500</b>	<b>\$20,550</b>	<b>\$20,600</b>
PERSONNEL COSTS	\$0	\$0	\$0	\$0	\$0
SUPPLIES AND MATERIALS	\$13,169	\$17,275	\$19,100	\$18,750	\$17,600
MAINTENANCE AND REPAIRS	\$0	\$200	\$2,110	\$200	\$200
CONTRACTUAL SERVICES	\$2,078	\$500	\$550	\$1,000	\$500
OTHER CHARGES	\$0	\$500	\$400	\$500	\$500
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$2,412	\$3,000	\$2,800	\$3,030	\$3,030
<b>TOTAL EXPENDITURES</b>	<b>\$17,659</b>	<b>\$21,475</b>	<b>\$24,960</b>	<b>\$23,480</b>	<b>\$21,830</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. The FY 2020 project is the Skate Park at Fisherman's Park.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
520 PARK/TRAIL LAND DEDICAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CHARGES FOR SERVICES	\$0	\$102,291	\$0	\$0	\$0
INTEREST INCOME	\$553	\$500	\$2,400	\$1,000	\$0
<b>TOTAL REVENUE</b>	<b>\$553</b>	<b>\$102,791</b>	<b>\$2,400</b>	<b>\$1,000</b>	<b>\$0</b>
CAPITAL OUTLAY	\$0	\$107,977	\$0	\$100,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$107,977</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>

# 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 2018	BUDGET 2019	ESTIMATE 2019	PROPOSED 2020	PLANNING 2021
CHARGES FOR SERVICES	\$403,872	\$311,563	\$311,563	\$371,192	\$371,192
INTEREST INCOME	\$16,645	\$15,500	\$15,000	\$15,500	\$16,000
TRANSFERS IN	\$137,496	\$254,500	\$254,500	\$75,000	\$65,000
OTHER SOURCES	\$41,030	\$30,000	\$5,000	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$599,043</b>	<b>\$611,563</b>	<b>\$586,063</b>	<b>\$461,692</b>	<b>\$452,192</b>
CAPITAL OUTLAY	\$484,880	\$400,764	\$320,112	\$356,500	\$195,000
<b>TOTAL EXPENDITURES</b>	<b>\$484,880</b>	<b>\$400,764</b>	<b>\$320,112</b>	<b>\$356,500</b>	<b>\$195,000</b>

# Vehicle/Equipt. Replacement Fund



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# Reference

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# Annual Budget Ordinance

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# Annual Tax Rate Ordinance

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# Boards & Commissions

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**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 Parks 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 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 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	1.250	1.250
Community/Council Liaison	Administration	0.000	1.000	1.000
City Secretary	City Secretary	1.000	1.000	1.000
Assistant Finance Director	Finance	1.000	1.000	0.000
Chief Financial Officer	Finance	1.000	1.000	1.000
Finance Specialist I	Finance	1.000	1.000	1.000
Finance Specialist II	Finance	2.000	2.000	2.000
Customer Service Coordinator	Finance	0.000	1.000	1.000
Customer Service Specialist II	Finance	3.000	2.000	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	0.750
Director	IT	1.000	1.000	1.000
System Administrator	IT	1.000	1.000	1.000
Chief Story Teller	Filming/Broadcasting	1.000	0.000	0.000
Temporary Assistant Chief Story Teller	Filming/Broadcasting	0.475	0.000	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
Assistant City Manager of Public Safety & Community Support	Police	1.000	1.000	0.650
Records Clerk	Police	0.500	1.000	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	3.000	3.000	3.000
Corporal	Police	2.000	0.000	0.000
Police Officers	Police	4.000	4.000	3.000
Police Officer I	Police	2.000	2.000	1.000
Senior Officer	Police	4.000	6.000	9.000
Sergeant	Police	3.000	5.000	5.000
Fire Chief	Fire	1.000	1.000	1.000
Assistant Fire Chief/Inspector	Fire	0.000	0.000	1.000
Firefighter	Fire	4.200	6.300	8.400
Court Administrator	Municipal Court	1.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 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	1.000	1.000	1.000
Planner	Development Services	1.000	2.000	1.000
Planner II	Development Services	0.000	0.000	1.000
Planning Director	Development Services	1.000	1.000	1.000
Planning Technician	Development Services	1.000	1.000	1.000
Permit Technician	Development Services	0.000	0.000	1.000
Building Inspector	Development Services	0.000	1.000	1.000
Building Official	Development Services	1.000	1.000	1.000
City Engineer (50%)	Development Services	0.500	0.500	0.500
GIS/Permit Specialist	Development Services	1.000	1.000	0.000
Assistant City Manager of Development Services	Public Works	0.250	0.250	0.250
Assistant Public Works Director	Public Works	0.500	0.250	0.250
Construction Manager	Public Works	0.000	0.000	1.000
Mechanic	Public Works	1.000	1.000	1.000
Public Works Technician	Public Works	0.500	0.375	0.375
Equipment Operator I	Public Works	3.000	3.000	3.000
Equipment Operator II	Public Works	3.000	3.000	3.000
Public Works Crew Leader	Public Works	1.000	1.000	1.000
Public Works Maintenance Worker II	Public Works	2.000	2.000	2.000
Utility Field Superintendent	Public Works	0.750	1.000	1.000
Assistant Public Works Director	Parks	0.000	0.250	0.250
Athletic Field Maintenance Technician	Parks	1.000	1.000	1.000
Assistant City Manager of Development Services	Parks	0.250	0.250	0.250
Equipment Operator I	Parks	1.000	1.000	1.000
Facilities Maintenance Worker II	Parks	1.000	1.000	1.000
Maintenance Specialist	Parks	1.000	1.000	1.000
Parks & Recreation Superintendent	Parks	1.000	1.000	1.000
Parks Crew Leader	Parks	1.000	1.000	1.000
Parks Maintenance Worker II	Parks	5.000	5.000	5.000
Public Works Technician	Parks	0.500	0.375	0.375
Seasonal Employees	Parks	0.200	0.200	0.180
Custodian	Parks	3.000	3.000	3.000
Custodian Crew Leader	Parks	1.000	1.000	1.000
Library Associate Supervisor	Library	1.000	1.000	0.000
Library Associate II/Circulations	Library	1.800	1.000	2.000
Library Associate II/Administrative Services	Library	1.000	1.000	1.000
Library Associate I/Childrens Services	Library	1.000	1.000	1.000
Library Associate II/Communications		0.000	0.800	0.000
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 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 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
Interim Library Services Supervisor	Library	0.000	0.000	1.000
Assistant Public Works Director	Water/Wastewater	0.500	0.500	0.500
City Engineer (50%)	Water/Wastewater	0.500	0.500	0.500
Assistant City Manager of Development Services	Water/Wastewater	0.500	0.500	0.500
Public Works Technician	Water/Wastewater	0.000	0.250	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	0.250	0.000	0.000
WWW Systems Technician	Water/Wastewater	6.000	6.000	6.000
WWW Systems Technician Crew Leader	Water/Wastewater	1.000	1.000	1.000
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
WWW Plant Operator C	Water/Wastewater	2.000	2.000	2.000
WWW Plant Operator	Water/Wastewater	1.000	1.000	1.000
WWW Superintendent/Production	Water/Wastewater	0.500	0.500	0.500
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
WWW Plant Operator B	Water/Wastewater	0.000	1.000	1.000
WWW Plant Operator C	Water/Wastewater	1.000	1.000	1.000
WWW Plant Operator	Water/Wastewater	1.000	1.000	1.000
WWW Superintendent/Treatment	Water/Wastewater	0.500	0.500	0.500
Director	BP&L	1.000	1.000	1.000
Electric Superintendent	BP&L	1.000	1.000	1.000
Executive Administrative Assistant	BP&L	1.000	1.000	1.000
Foreman	BP&L	1.000	1.000	1.000
Lineman Apprentice	BP&L	1.000	1.000	2.000
Lineman Trainee	BP&L	1.000	1.000	0.000
Lineworker - Journeyman	BP&L	3.000	3.000	3.000
Assistant City Manager of Public Safety & Community Support	Multi-Media	0.000	0.000	0.350
Chief Storyteller & Resident Artist	Multi-Media	0.000	1.000	1.000
Digital Media Manager	Multi-Media	0.000	1.000	1.000
Downtown & Hospitality Director	Multi-Media	0.000	0.150	0.000
Temporary Assistant Chief Storyteller	Multi-Media	0.000	0.475	0.475
Downtown & Hospitality Director	Special Events & Reservations	0.000	0.100	0.000
Recreation Coordinator	Special Events & Reservations	0.000	0.667	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	1.000	0.333	0.333
Administrative Assistant	Hospitality & Downtown	1.000	1.000	1.000
Assistant Director	Hospitality & Downtown	0.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Proposed</b>
Chief Storyteller	Hospitality & Downtown	0.000	0.000	0.000
Downtown & Hospitality Director	Hospitality & Downtown	1.000	0.750	0.000
Groundskeeper	Cemetery	1.000	1.000	1.000
Director	BEDC	1.000	1.000	1.000
Assistant Director	BEDC	1.000	1.000	1.000
Office Assistant	BEDC	1.000	1.000	1.000
Project Manager/Economic Development Coordinator	BEDC	1.000	1.000	1.000
Marketing & Communications Manager	BEDC	0.000	0.000	1.000
<b>Total Authorized Positions</b>		<b>135.675</b>	<b>145.900</b>	<b>150.305</b>

# Account Numbers by Category



<b>Category</b>	<b>Account</b>
	<b>REVENUE</b>
<b>TAXES &amp; PENALTIES</b>	
	CURRENT TAXES M&O
	DELINQUENT TAXES M&O
	PENALTIES & INTEREST M&O
	FRANCHISE TAX
	CITY SALES TAX
	OCCUPATION TAX
	MIXED BEVERAGE TAX
	MOTEL/HOTEL TAX RECEIPTS
	380 AGREEMENT PROP REFUND
	INSPECTION FEES
	FIRE INSPECTION FEES
	DEVELOPMENT AGREEMENTS
	PUBLIC IMPROVEMENT FEES
	SITE DEVELOPMENT PLANNING
	FIRE REVIEW FEE
	BUILDING PERMITS-RESIDENTIAL
<b>LICENSES &amp; PERMITS</b>	
	BUILDING PERMITS-COMMERCIAL
	ZONING FEES
	PLATTING FEES
	SPECIAL EVENT PERMIT FEE
	CATERING PERMITS -CC
<b>CHARGES FOR SERVICES</b>	
	ANIMAL SERVICE RECEIPTS
	PARK RENTALS & FEES
	PD ACCIDENT REPORTS
	SPECIAL EVENTS HOT REIMB
	PROJ ESCROW REIMB
	LIBRARY FEES
	SANITATION REVENUE
	SANITATION PENALTIES
	FILMING/BROADCASTING FEES
	SPECIAL EVENTS HOT REIMB
	VEHICLE/EQUIP RPLC FEE
	CC - SPONSORED EVENT

**Category****Account**

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MS - SPONSORED EVENT  
PARK RENTALS AND FEES  
CC- RENTAL REVENUE  
CATERING SERVICES

## FINES &amp; FORFEITURES

MUNICIPAL COURT FINES  
LIBRARY RECEIPTS  
JUVENILE CASE MANAGER-M/C  
TEEN COURT (MC)

## INTEREST INCOME

INTEREST RECEIPTS

## INTERGOVERNMENTAL

BASTROP CO/EMERG MGMT ASSIST  
BASTROP CO/LIBRARY  
DEPT OF JUSTICE GRANT REIMB  
EMERGENCY MANAGEMENT  
WCID REIMBURSEMENT  
PROPERTY LIEN PAYMENTS  
ADMIN SERVICES DMO  
SERVICES TO OTHER FUNDS  
BEDC ADMIN SUPPORT REIMB  
DMO ADMIN SERVICES  
DONATION IN-KIND

## MISCELLANEOUS

GENERAL DONATIONS  
SALE OF FIXED ASSETS  
OTHER FINANCING SOURCES  
WORKERS COMP. REIMBURSE  
PARKS/RECREATION DONATIONS  
CLEAN SWEEP  
MISCELLANEOUS  
INSURANCE PROCEEDS  
DEVELOPER REIMBURSEMENT  
FIRE DEPT CALLS - REIMB  
CAPITAL CONTRIBUTIONS  
DONATIONS  
LOT SALES

**Category****Account**

---

**EXPENDITURES**

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## PERSONNEL COSTS

OPERATIONAL SALARIES  
OVERTIME  
LONGEVITY  
SOCIAL SECURITY  
RETIREMENT  
GROUP INSURANCE  
WORKER'S COMPENSATION  
PRE-EMPLOYMENT EXPENSE

## SUPPLIES &amp; MATERIALS

SUPPLIES  
POSTAGE  
OFFICE EQUIPMENT  
FORMS PRINTING  
FUEL  
SAFETY/FIRST AID  
SMALL TOOLS  
JANITORIAL SUPPLIES  
AMMUNITION/TARGETS  
SPECIAL CLOTHING/PROTECTIVE GEAR  
CHEMICALS  
STREET SIGNS & 911 ADDRESSING  
HOT MIX, ASPHALT, GRAVEL  
BOOKS/AUDIO VISUAL

## MAINTENANCE &amp; REPAIRS

EQUIPMENT/SOFTWARE MAINTENANCE  
MAINT OF VEHICLES  
MAINT OF EQUIPMENT  
MAINT OF BUILDING  
SENIOR CENTER BUILDING MAINT  
CITY HALL BUILDING MAINTENANCE  
SIDEWALKS  
STREETS & BRIDGES  
DRAINAGE  
PUBLIC PARKING LOT MAINTENANCE  
PARK MAINTENANCE  
MAINTENANCE OF SYSTEM

## OCCUPANCY

COMMUNICATIONS  
UTILITIES

## OTHER CHARGES

**Category****Account**

---

ADVERTISING  
TRAVEL & TRAINING  
DUES, SUBSCRIPTIONS & PUB  
SPECIAL EVENTS  
EQUIPMENT RENTAL  
OVERHEAD ALLOCATION

## CONTRACTUAL SERVICES

PROFESSIONAL SERVICES  
EMERGENCY MANAGEMENT  
PROPERTY TAX COLLECT/APPRaisal  
LEGAL SERVICES  
LEGAL SERVICES - TAXES  
LEGAL SERVICES-SETTLEMENT  
ENGINEERING & CONSULTING  
PROPERTY & LIABILITY INSURANCE  
YMCA  
C.A.R.T.S.  
CONTRACTUAL SERVICES  
UNEMPLOYMENT TAX  
EMPLOYEE BOND  
VEHICLE/EQUIP REPLACEMENT FEE  
CODIFICATION OF ORDINANCE  
RECORDS RETENTION  
CREDIT CARD PROCESSING FEES  
UNIFORMS  
DEBT COLLECTION FEES  
DISPATCH SERVICES  
ADMINISTRATIVE SUPPORT  
LCRA POWER  
ORGANIZATION FUNDING

## OTHER CHARGES

DEPRECIATION EXP  
ADVERTISING  
TRAVEL & TRAINING  
DUES, SUBSCRIPTIONS & PUB  
380 AGREEMENT REIMB-SALES TAX  
380 AGREEMENT REIMB-PROP TAX  
SPECIAL EVENTS  
EQUIPMENT RENTAL  
OVERHEAD ALLOCATION  
BASTROP CO JUVENILE BOOTCAMP  
CLEAN SWEEP  
BAD DEBTS  
ELECTION SERVICES

**Category****Account**

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PRISONER HOUSING  
ANIMAL SHELTER  
HISTORICAL STRUCTURE REFUND  
COMMUNITY SUPPORT  
RECREATION PROGRAMS  
ADMINISTRATIVE SUPPORT  
REIMBURSEMENT TO DEVELOPER

## CONTINGENCY

CONTINGENCY  
SALARY ADJUSTMENT PLAN  
OPPORTUNITY FUNDS-HOT

## CAPITAL OUTLAY

CAPITAL OUTLAY  
EQUIPMENT  
BUILDING IMPROVEMENTS  
BUILDING  
REAL PROPERTY  
STREET IMPROVEMENTS



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

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**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.

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**Lynda K. Humble, City Manager**

## **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.

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**Tracy Waldron, CFO**

### **History of Financial Policies:**

Previously Approved 9/23/14  
Previously Approved 10/25/16  
Previously Approved 5/9/17  
Previously Approved 9/26/17

## **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.



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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.**



# **Purchasing Policy**

# **City of Bastrop Purchasing Policy**

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  - H. Sole Source Purchases
  - I. Change Orders
  - J. Making the Purchase
  - K. 30-Day Accounts Payable Cycle
  - L. Emergency Procedures
- IV. ASSET CONTROL**
  - A. Inventory Control
  - B. Use of Property
  - C. Disposal of Surplus Materials and Equipment/ Donations
  - D. Lost Property
  - E. Security Measures
- V. RESPONSIBILITIES OF PARTIES**
- VI. DEFINITION OF TERMS**

## I. PURPOSE

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

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

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

This Policy reaffirms the City of Bastrop's commitment to strengthen purchasing and property controls to reasonably assure that the taxpayer dollars are spent efficiently and effectively..

## II. CODE OF ETHICS

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

- A. Avoid the intent and appearance of unethical or compromising practices in relationships, actions, and communications.
- B. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of their employer, using reasonable care and only authority granted to them by the City.
- C. Refrain from engaging in any private business or professional activities that would create a conflict between personal interests and the interest of the City of Bastrop.
- D. Will not except soliciting or accepting money, loans, credit, or prejudicial discounts with a value over \$25. Will not accept gifts, entertainment, favors, or services from current or potential suppliers that might influence, or appear to influence, purchasing decisions with a value over \$25.
- E. Handle confidential or proprietary information belonging to the City or its suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- F. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- G. Expose corruption and fraud wherever discovered.

Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.

Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the City's Ethics Ordinance and this Purchasing Policy, the stricter of the two applies.

### III. COMPETITIVE PURCHASING REQUIREMENTS

The City of Bastrop Purchasing Policy requires obtaining three quotes for purchases over \$3,000. The only exceptions to this rule are for items purchased under a cooperative contract, items awarded through sealed bids, sole source purchases, or purchases for an emergency situation.

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

#### A. Who is authorized to make purchases?

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

#### B. Instructions for Soliciting Bids

When soliciting bids, City of Bastrop buyers must:

1. Give the same exact specifications to each vendor.
2. Give each bidder the same deadline for turning in bids.

City of Bastrop buyers must inform vendors that bids submitted are all inclusive. Any charges for freight and handling, fuel fees, or other costs must be included in the bid.

#### C. Purchasing Control

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

Directors or their designee	not to exceed \$9,999.99
Chief Financial Officer or designee	between \$10,000.00 and \$14,999.99
City Manager or designee	exceeding \$15,000.00

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

#### D. Fleet Purchases

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

Each department will complete and submit their Purchasing Summary(s) which should include the unit number assigned to each vehicle and piece of equipment, to the Finance Department as close to October 1<sup>st</sup> as possible. The Purchasing Summary(s) will be checked against the Fleet Appropriations List and reviewed for accuracy and completeness. Once reviewed by the Finance Department, the summaries will go to the City Manager for approval.

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

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

#### **E. Dollar Limitations**

The following dollar limitations should be used as a guideline. These limitations may not apply in all cases. ***Dollar limitations refer to total purchase or invoice total, not single item cost.*** It is the Department Director's responsibility to ensure adherence to purchasing policies.

**\$0.01-\$3,000:** Quotations are recommended but not required for purchases of non-contract goods or services totaling \$3,000 or less.

If invoices for a single vendor or service contractor total more than \$3,000 in a fiscal year, the city will use the requirements applicable to the total amount of all of the invoices received in the fiscal year. As stated in Section II., Code of Ethics (above), state law prohibits *component purchasing, separate purchasing, and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate, or sequential purchasing to avoid the competitive bidding requirements.

**\$3,001-\$49,999:** Except when exempt under state law, purchases totaling \$3,001 to \$49,999 require three written quotes attached to a Purchasing Summary Form and a purchase order provided to the Finance Department.

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

If the vendor or contract service provider offering the lowest quote is not selected by the department, an explanation must be provided on the Purchasing Summary Form, and approval by the City Manager is required, no matter the dollar amount. Only the City Manager or the City Manager's designee may determine "Best Value." The City Manager may elect to accept fewer than three quotes from a Director if due diligence has been documented by the Director in trying to adhere to the purchasing policy. A memo will be required from the Director providing a reason for their inability to obtain three written quotes, and describing the scope of services being provided, if applicable.

The memo must be approved and signed by the City Manager and attached to each Purchasing Summary Form and purchase order provided to the Finance Department.

State law requires that two Historically Underutilized Businesses (HUBs) are to be contacted on a rotating basis for all purchases totaling \$3,001 to \$49,999. A list of HUB vendors is available from the Texas Comptroller of Public Accounts website. If the list does not identify a HUB vendor in the county in which the municipality is situated, the municipality is exempt from this requirement. If you need assistance in complying with this requirement, contact the Finance Department.

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

**\$50,000+:** Except when exempt under state law, requisitions for item(s) whose aggregate total cost is \$50,000 or more must be processed as competitive solicitations (e.g., sealed bids, request for proposals, or request for offers). Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

State law requires that sealed bids and requests for proposals (RFP) be advertised in a local newspaper for two consecutive weeks prior to the bid opening. All bids or proposals must be received sealed and turned in to the City Secretary's Office by the date and time listed in the solicitation (invitation to bid or RFP). Any bids or proposals received after the stated time will be returned unopened. The bid opening process is open to the public and all vendors are invited to attend. Questions concerning pricing will not be addressed at the opening.

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

#### **F. Personal or Professional Services**

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

The City may not select providers of professional services based on competitive bids. In these situations, the City must make the selection and award based on demonstrated



competence and qualifications for performing the services for a fair and reasonable price.

Professional services include:

- Accounting;
- Architecture;
- Landscape architecture;
- Land surveying;
- Medicine;
- Optometry;
- Engineering;
- Real estate appraisal;
- Nursing;

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

#### **G. Other Exemptions**

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

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

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

#### **H. Sole Source Purchases**

Sole Source purchases must be preapproved by the City Manager. A sole source purchase may be appropriate when the purchase involves compatibility of equipment,

accessories, or replacement parts; when the goods or services are one-of-a kind or protected by a patent, copyright, or secret process; If the good or service is only available from a regulated or natural monopoly; or if the product is a component or repair part that may only be purchased from the original supplier. The following items are necessary to provide sufficient justification for sole source purchase:

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

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

### **I. Change Orders**

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

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

Example: If a contract is awarded for \$45,000, the allowable increase under the 25% rule would be \$11,250, resulting in a total contract price of \$56,250. However, this would cause the new price to exceed \$50,000, which by State law requires sealed bids and advertising. The allowable increase would be limited to below \$50,000.

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

### **J. Making the Purchase**

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

### **K. 30-Day Accounts Payable Cycle**

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

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

It is the responsibility of Accounts Payable to pay all vendor invoices within 30 days of the invoice date. Any variance between the purchase order and the vendor invoice must be reconciled. Vendor payments can only be made for the original or modified purchase order amount.

#### **L. Emergency Procedures**

Texas Local Government Code Section 252.022(a) exempts certain items from sealed bidding, including, but not limited to:

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

The following steps must be taken when making emergency purchases:

1. Employee must receive approval from the City Manager or the City Manager's designee;
2. Employee will make every effort to solicit bids unless circumstances prevent employee from doing so; and
3. The employee must provide a written statement explaining the emergency following the incident to provide necessary documentation in Accounts Payable. This statement must be signed by the City Manager or the City Manager's designee.

### **IV. ASSET CONTROL**

#### **A. Inventory Control**

The purpose of inventory control is to create and maintain a record/inventory of all fixed assets of the City of Bastrop. Fixed Assets include all Capital Asset items over \$5,000 with a life expectancy of two or more years, and "Minor Capital Outlay" items which include assets purchased for \$1,000 to \$4,999.

When a fixed asset is received by the city, it is tagged with a City of Bastrop property tag and added to the Department's master list by the Finance Department.

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

An inventory of all fixed assets shall be performed every year. The Finance Department will provide each department with their fixed asset list by September 30<sup>th</sup> annually. The

Director or their designee will conduct the inventory and make a note for items that can't be located. The Director will sign the list, once the inventory is complete, indicating their review of the inventory. Once signed, the list will be returned to the Finance Department, no later than October 15<sup>th</sup>, so that the master list can be updated. It is recommended that Departments perform an annual fixed assets inventory of equipment permanently assigned to each employee.

## **B. Use of Property**

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

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

## **C. Disposal of Surplus Materials and Equipment/ Donations**

City surplus materials and equipment (a/k/a "surplus items") include any City owned personal property such as furniture, fixtures, equipment, computers, vehicles, tools, clothing, or other such items, which have lost useful value to the City, have become non-functional, or are obsolete. Such surplus items may be disposed of by one of the following methods:

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

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

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

Sales: If the surplus items are to be sold, the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department. The memo should include: 1) the identity of the items to be sold (including the year, make, model, or any other identifying characteristics) and 2) a brief explanation of why it is necessary to dispose of the item. The Department Head, having received approval to sell a surplus item, may then utilize one of the following options: 1) sell through an approved on-line public auction provider, 2) donate to a non-profit organization, 3) donate to another political subdivision, or 4)

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

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

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

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

#### **D. Lost Property**

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

All thefts are to be reported to a supervisor or Department Head immediately. Once a theft is reported to a Supervisor or Department Head, he or she must notify the City of Bastrop Police Department immediately so a crime report generated. Stolen fixed assets must be removed from the Master Inventory List and a copy of the police report must be attached to the Fixed Asset Disposal Form.

#### **E. Security Measures**

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

## V. RESPONSIBILITIES OF PARTIES

### A. Department Heads

1. Monitor and approve overall purchases to ensure that funds are spent judiciously and that budgeted resources are within their control and available for all procurements.
2. Reject requests for purchases that do not have proper authorization or are missing required documentation.
3. Approve all purchases up to \$9,999, excluding budgeted capital.
4. Adhere to the Purchasing Policies and the Code of Ethics.
5. Place cooperative agreements and RFPs on file with the Finance Department and monitor purchases to ensure that supply agreements are used.
6. Ensure that sole source requests meet the guidelines and include required documentation.
7. Verify that goods and services are received as ordered before approving payment.
8. Annually inventory equipment assigned to each employee.
9. Keep records of losses to detect patterns of theft.

### B. Supervisors

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

### C. City of Bastrop Accounts Payable

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

### D. City of Bastrop Accounting

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

## VI. DEFINITION OF TERMS

**Component Purchases** – Purchases of component parts of an item that in normal purchasing practices would be accomplished by one purchase. (For example, purchasing parts separately to avoid bidding requirements and then assembling the item.)

**Fixed Assets** - An item with a value of \$5,000 or more and a life expectancy of two years or more is a capital asset. An item with a value of \$1,000 to \$4,999 is a minor capital outlay. Both tracked for inventory purposes.

**Purchasing Summary** – A form required for purchases over \$3,000 in total that documents the adherence of this purchase to the Purchasing Policy (i.e. quotes documented or exemptions utilized).

**Separate Purchases** – Purchases made separately of items that in normal purchasing practices would be accomplished by one consolidated purchase. (For example, issuing multiple purchase orders of similar items to avoid bidding requirements.)

**Sequential Purchases** – Purchases made over a period of time, of items that in normal purchasing practices would be combined and bid as one purchase. (Similar to separate purchases but made over a period of time to avoid bidding requirements.)



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

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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 10/1/2019	After 10/1/2019
Residential	\$16.05	\$16.85
Additional Cart	\$5.25	\$5.51
Additional Recycling Bin	\$2.10	\$2.20

## Bastrop Power & Light Service Charges

Effective 12/13/05

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

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

## Wastewater Service Charges

Effective 10/1/2018

Proposed change 1/1/2020

Minimum Charge	\$36.97	Minimum Charge	\$41.97
Per 1,000 gallons:		Per 1,000 gallons:	
0-5,000	\$2.45	0-10,000	\$2.45
5,001-10,000	\$2.77	10,001-30,000	\$2.95
10,001-20,000	\$2.95	Over 30, 000	\$3.47
20,001-50,000	\$3.18		
Over 50, 000	\$3.47		

# 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

## Proposed Change 1/1/2020

Residential & Commercial – Inside City Limits

Residential & Commercial – Outside City Limits

Meter Size	Minimum Charge	Meter Size	Minimum Charge
¾" (or smaller)	\$27.72	¾" (or smaller)	\$41.59
1"	\$47.13	1"	\$70.69
1 ½"	\$82.06	1 ½"	\$123.09
2"	\$124.19	2"	\$186.29
3"	\$232.86	3"	\$349.29
4"	\$296.46	4"	\$444.69
6"	\$714.14	6"	\$1,071.21
Per 1,000 gallons		Per 1,000 gallons	
0-10,000	\$2.85	0-10,000	\$4.28
10,001-30,000	\$3.42	10,001-30,000	\$5.13
Over 30, 000	\$3.87	Over 30, 000	\$5.81



# Statistical Data



## Statistical Data

Statistical Data Summary .....385



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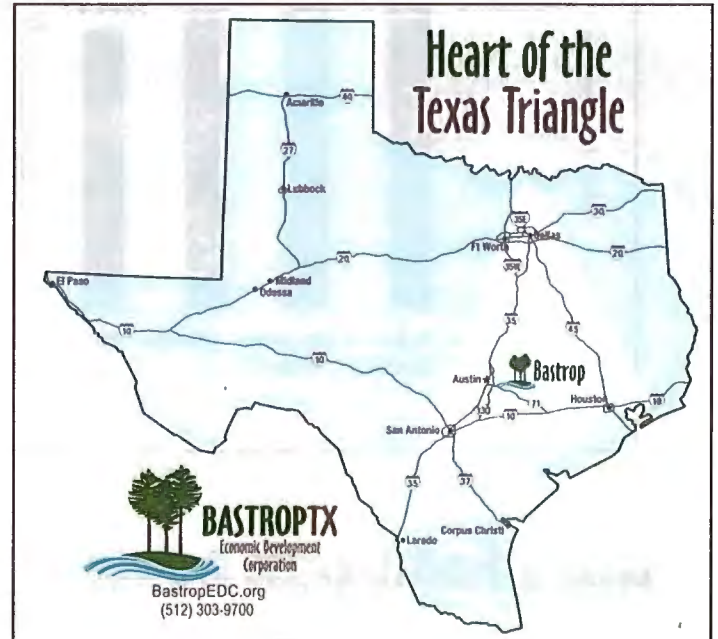
# Statistical Data



## Location

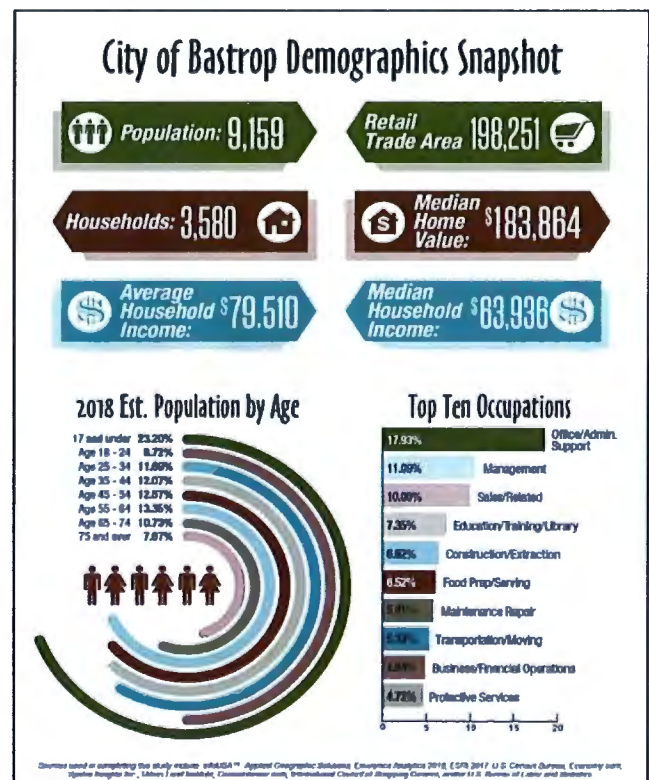
Just 30 minutes southeast of Austin via State Highway 71, Bastrop, Texas, is close to all the action, but worlds away from the congestion. It is centrally located in the heart of the Texas Triangle, offering easy access to Houston, San Antonio and Dallas/Fort Worth. Bastrop offers a cost-effective labor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

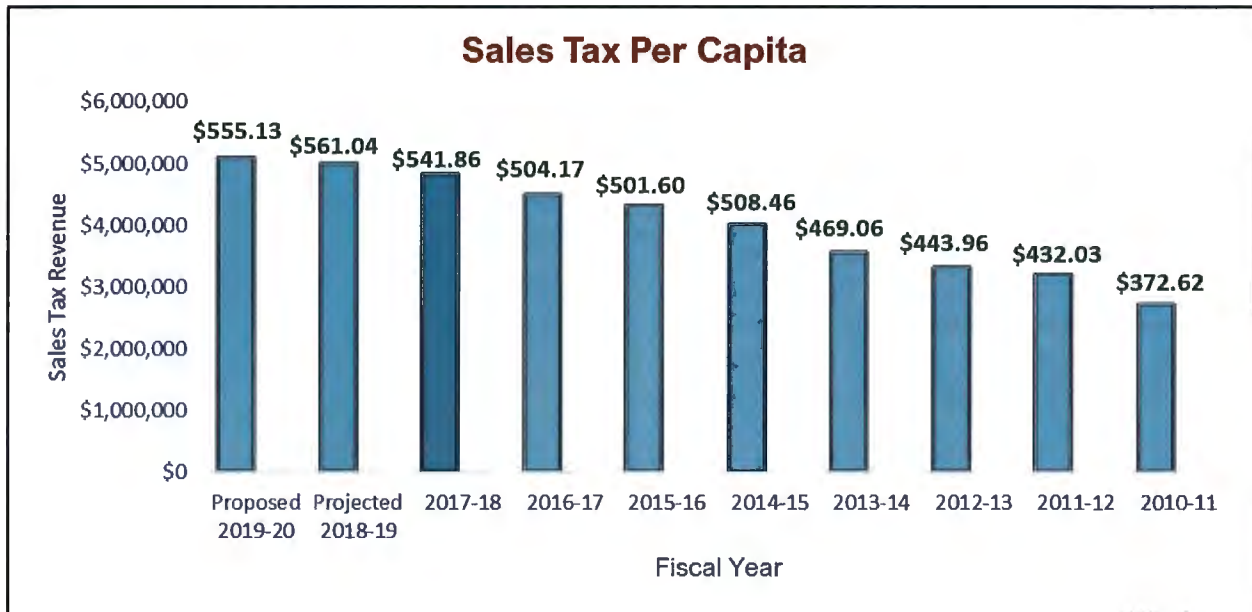


## Demographic Snapshot

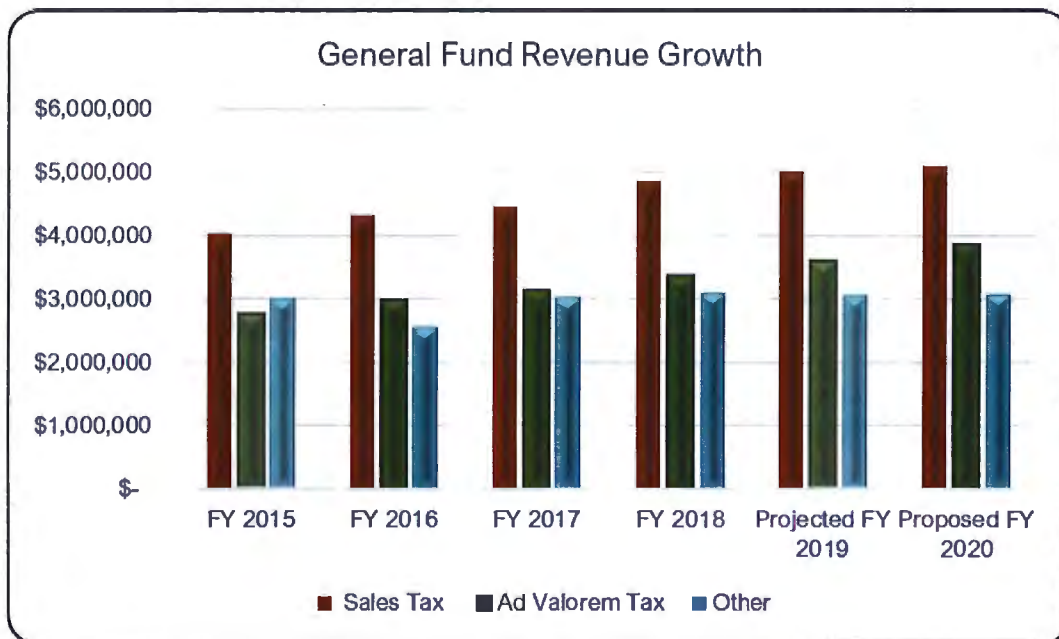
The City of Bastrop is 9.47 square miles, has a population of 9,159, and a median age of 40.5 years. There are 3,580 households with an average household income of \$79,510. The City enjoys a retail trade area of 9,600 square miles with over 198,000 people.



## Sales Tax Per Capita



## General Fund Revenue Growth





## Top 10 City of Bastrop Employers & Property Taxpayers

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

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



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

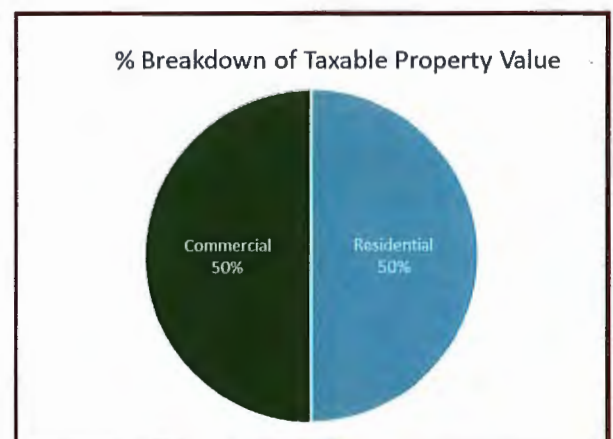
Top 10 City of Bastrop Property Taxpayers	
Taxpayer Name	Taxable Value
Burleson Crossing Shopping Centers	\$30,614,163
Covert Chevrolet-Oldsmobile	\$15,254,386
The Lodge at Lost Pines LLP	\$14,868,620
Bastrop Walnut Ridge LLC	\$12,464,156
Walmart Real Estate Trust	\$10,243,733
Buc-ee's LTD	\$10,135,376
H E Butt Grocery Company	\$10,075,470
Time Warner Cable TX LLC	\$7,815,923
Lowe's Home Centers	\$7,617,320
First National Bank of Bastrop	\$7,195,729

## Average Taxable Home Value

In 2019, the City of Bastrop experienced a 5.2% increase in average taxable homestead value. Average taxable homestead value in 2018 was \$194,715. In 2019, the average taxable homestead value is \$204,937.

## Breakdown of Taxable Property Value

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



## City Services Data

<b>GENERAL</b>		<b>PUBLIC SAFETY</b>	
City Area (Sq. Miles)	9.47	Number of Fire Stations and Substation	2
Miles of Paved Streets	179	Number of Volunteer Firefighters	20
City Facility Square Footage	101,857	Number of Police Stations	1
Number of City Departments	17	Number of Police Officers	22
Number of Advisory Boards/Commissions	14		
		<b>UTILITIES</b>	
<b>RECREATION AND CULTURE</b>		Number of Electric Accounts	2,688
Park Acres Maintained	123	Number of Water Accounts	3,469
Number of Playgrounds	5	Number of Wastewater Accounts	3,029
Number of Athletic Fields	12	Number of Garbage Accounts	2,756
Water Play Areas	1	Gallons of Water Produced (Million)	585
		Gallons of Wastewater Treated (Million)	401
<b>LIBRARY</b>			
Circulation	208,256	<b>PLANNING AND DEVELOPMENT</b>	
Cataloged Collection	52,110	Number of Residential Building Permits	73
User Population	11,649	Number of Commercial Building Permits	10



# 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

# 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.