

Bastrop, TX City Council Meeting Agenda
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



September 26, 2017 at 3:00 P.M.

City of Bastrop City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. CALL TO ORDER

2. EXECUTIVE SESSION (BEGINS AT 3:00 P.M.)

2A. City Council shall convene into closed executive session pursuant to Section 551.074 of the Texas Government Code to conduct interviews and discuss and deliberate the appointment of a City Attorney.

3. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION

CONVENE INTO REGULAR SESSION (6:30 P.M.)

4. PLEDGE OF ALLEGIANCE – Brianna Mutschink and Aubrie Hanna from the Bastrop Middle School Student Council

TEXAS PLEDGE OF ALLEGIANCE

Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

5. INVOCATION – Associate Pastor Taylor Choate, Bastrop First Assembly of God

6. PRESENTATIONS

6A. Mayor's Report

6B. Councilmembers' Report

6C. City Manager's Report

7. WORK SESSION/BRIEFINGS

7A. Discuss proposed changes to the Rules of Procedure for the City Council of the City of Bastrop, Texas.

7B. Discuss proposed changes to the Boards & Commission Ordinance and/or the adoption of a Board & Commission Resolution.

8. STAFF AND BOARD REPORTS

8A. Receive report from Bastrop Economic Development Corporation.

8B. Receive presentation on the unaudited Monthly Financial Report for the period ending August 31, 2017.

9. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.

To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the consideration of that item.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.

10. CONSENT AGENDA

The following may be acted upon in one motion. A Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.

10A. Consider action to approve minutes from the September 12, 2017 meeting.

10B. Consider action to approve the second reading of Resolution No. R-2017-69 of the City Council of the City of Bastrop, Texas, approving the expenditure of Bastrop Economic Development Corporation funds for the Technology Drive/MLK Infrastructure Project in an amount exceeding Ten Thousand and 00/100 Dollars (\$10,000); repealing all resolutions in conflict; and establishing an effective date.

- 10C. Consider action to approve the second reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date.

11. ITEMS FOR INDIVIDUAL CONSIDERATION

- 11A. Consider action to approve Resolution No. R-2017-79 of the City Council of the City of Bastrop, Texas supporting the Texas Parks and Wildlife Department's (TPWD) proposed public plan for the 135 acre site, formerly known as the Lost Pines Golf Club, with emphasis on outdoor programming, outdoor education, and hiking and biking trails; strongly urging the TPWD to build a "tribute green" to preserve and educate future generations of the important role that the Lost Pines golf course played in the Bastrop State Park's history; providing a repealing clause; and providing an effective date.
- 11B. Consider action to approve Resolution No. R-2017-74 of the City Council of the City of Bastrop, Texas approving an Emergency Water Interconnect agreement between the City of Bastrop and Aqua Water Supply Corporation; and authorizing the City Manager to execute all necessary documents, and establishing an effective date.
- 11C. Consider action to approve Resolution No. R-2017-75 of the City Council of the City of Bastrop, Texas, approving and adopting the Financial Management Policy, making various provisions related to the subject; repealing any resolutions in conflict; and providing an effective date.
- 11D. Consider action to approve Resolution No. R-2017-76 of the City Council of the City of Bastrop, Texas establishing organizational funding amounts contingent upon contract agreement deliverables, funded from Hotel Occupancy Tax Fund for Fiscal Year 2017-2018, and establishing an effective date.
- 11E. Consider action to approve Resolution No. R-2017-77 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies; approving the list of Qualified Brokers; making various provisions related to the subject; and providing an effective date.
- 11F. Public hearing on the Hunters Crossing Public Improvement District ongoing service plan and proposed assessment levy, consider any objections to the proposed assessments and, consider action to approve the first reading of Ordinance No. 2017-26 of the City Council of the City of Bastrop, Texas approving the updated service plan, including provisions related to assessments for the Hunters Crossing Public Improvement District; approving a fiscal year 2018 assessment roll for the District; and containing other provisions related to the Hunters Crossing Public Improvement District and the Hunters Crossing Local Government Corporation and providing for an effective date; and move to include on the September 28, 2017 Special Council Meeting for a second reading.
- 11G. Consider action to approve the second reading of Ordinance No. 2017-22 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that expenditures for said Fiscal

Year be made in accordance with said budget; providing a severability clause; establishing an effective date.

- 11H. Consider action to ratify the vote on the Fiscal Year 2017-2018 budget, which results in more revenues from ad valorem taxes than the previous year.
- 11I. Consider action to approve the second reading of Ordinance No. 2017-25 of the City Council of the City of Bastrop, Texas adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2017-2018 to provide revenue for the payment of current expenditures: providing a severability clause; and establishing an effective date.
- 11J. Hold Public Hearing to solicit input from citizens regarding the City of Bastrop's Parks and Recreation needs and priorities and discuss a proposed park project to be submitted to Texas Parks and Wildlife Department (TPWD) for grant funding; and consider action to approve Resolution No. R-2017-78 of the City Council of the City of Bastrop, Texas approving an application to the Texas Parks and Wildlife Division for a 50% match grant for the total amount of Five Hundred Thousand Dollars and 00/100 cents (\$500,000.00) for the development of Phase II of Minerva Delgado Park; authorizing the City Manager to execute all necessary documents for the grant submission; and establishing an effective date.

12. EXECUTIVE SESSION

- 12A. City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to discuss and deliberate litigation matters with the Special Counsel to the City of Bastrop regarding *City of Bastrop vs. Vandiver* settlement agreement (21st Judicial District, Cause No. 124-21).

13. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION

14. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Tuesday, September 19, 2017 at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 2A

TITLE:

City Council shall convene into closed executive session pursuant to Section 551.074 of the Texas Government Code to conduct interviews and discuss and deliberate the appointment of a City Attorney.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 26, 2017

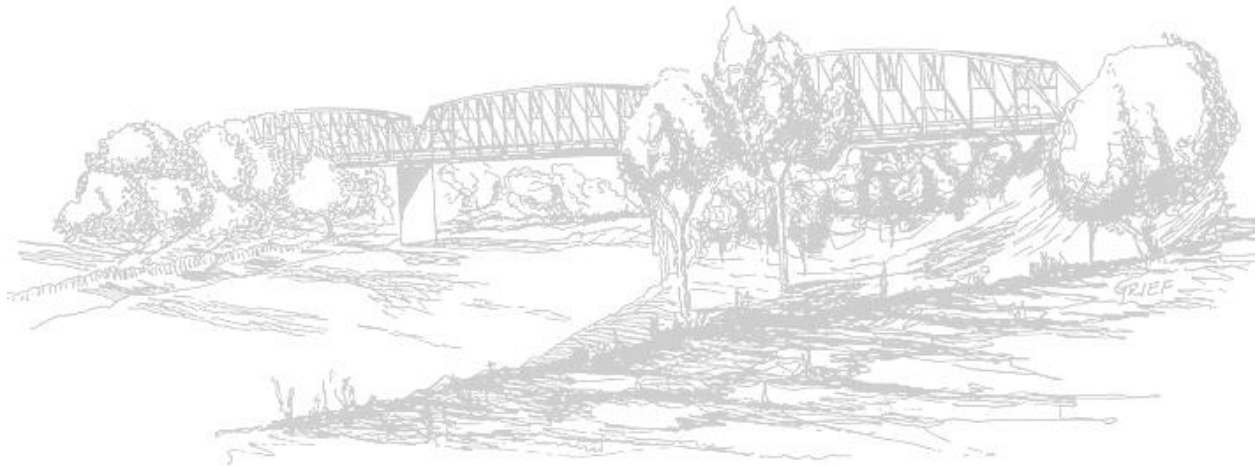
AGENDA ITEM: 3

TITLE:

Take any necessary or appropriate action on matters posted for consideration in closed/executive session

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 6A

TITLE:

Mayor's Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

ACTIVITIES OF MAYOR SCHROEDER SINCE THE LAST COUNCIL MEETING:

- September 14
 - Ribbon Cutting for Victory Tickets – Congratulations to the Rivera's
 - Participated in the After Action EOC meeting with Bastrop County
 - Attended the Chamber's Monthly Business After Hours function at Red Ridge Receptions
- September 15 – BEDC Coffee Chat; great participation by first time folks!
- September 18 – Attended BEDC Monthly Meeting
- In order to provide timely release of our Council packets, my Mayor's report was turned in on September 19th. Meetings I plan to attend between now and the Council meeting include:
 - September 19 – Special Executive Meeting to review City Attorney RFQ's
 - September 23 – Mina Ward School and Minerva Delgado Park Dedication
 - September 26 – National Voter Registration Day
 - September 26 – Interview City Attorney Firms
 - September 26 – City Council Meeting

Upcoming events:

- September 27 – Region 10 TML Meeting in Leander
- September 28
 - Business Retention Visits scheduled with City Manager and EDC Director
 - Ribbon Cutting at CPR (Cell Phone Repair)
 - Planning and Zoning Meeting
 - Special Council Meeting
- September 29 – BEST Breakfast
- September 30 – Big Trucks at Bob Bryant Park
- October 3 National Night Out
- October 3-6 TML Annual Conference in Houston
- October 6 First Friday Art Walk
- October 7 – Home Depot Annual Safety Event



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 6B

TITLE:
Councilmembers' Report

STAFF REPRESENTATIVE:
Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 26, 2017

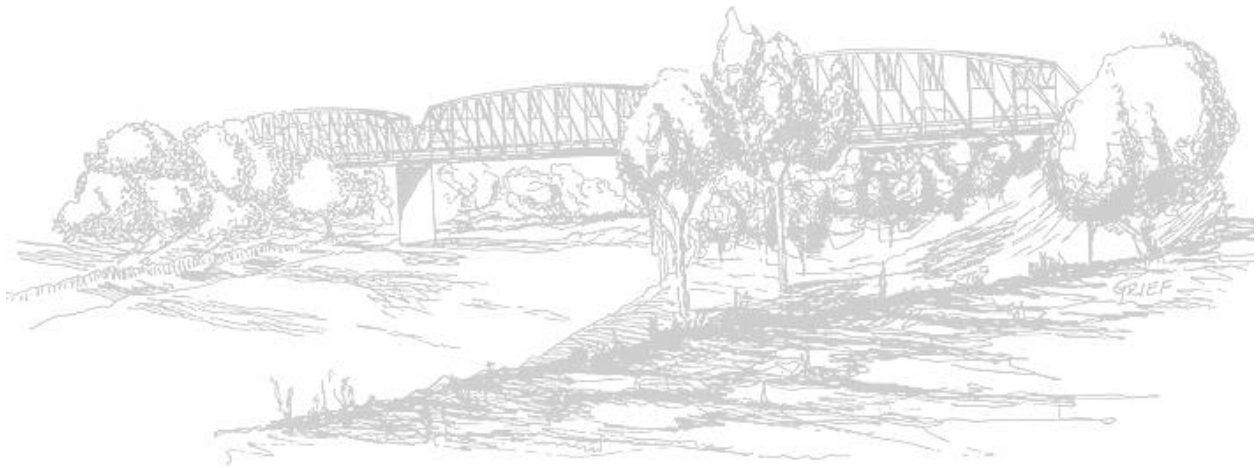
AGENDA ITEM: 6C

TITLE:

City Manager's Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 7A

TITLE:

Discuss proposed changes to the Rules of Procedure for the City Council of the City of Bastrop, Texas.

STAFF REPRESENTATIVE:

Lynda K. Humble, City Manager

BACKGROUND/HISTORY:

As stated in the City Charter, Section 3.13 Rules of Procedure, the Council shall determine its own rules of procedure and order of business. It is customary to have an annual review of these Rules of Procedure following an election, when new members have joined the Council. The current Rules of Procedure were adopted 12 years ago on August 23, 2005 and have not been updated since their adoption. In future years, these Rules of Procedure will be calendared for annual review at the first Council meeting in July. However, these rules can be reviewed and amended at any time during the year.

Also stated in the City Charter, Section 3.08 Mayor and Mayor Pro-Tem, the Mayor is considered the Chief Presiding Officer of the City. Therefore, Mayor Schroeder and I have worked together to produce a draft copy of Rules of Procedure for the City Council, using the City of Weatherford Council Rules of Procedure as a guide, that incorporates current customs, practices and laws in 2017. This document is draft and is considered a "starting point" for a discussion with the entire City Council.

POLICY EXPLANATION:

As noted above, the attached draft copy of Rules of Procedure for the City Council that incorporates customs, practices, and laws in 2017. A summary of the proposed changes include:

Article 1. Authority, Applicability, Amendment, and Annual Review

This section acknowledges the City Charter language that grants Council the right to determine its own rules of procedure. This document can be amended by simple majority (3 of 5 voting members). There is language suggesting an annual review.

Article 2. General Rules of Procedure and Policies

The most significant recommendation in Article 2 suggests adopting Rosenberg's Rules of Order rather than conducting Council meetings in accordance to Robert's Rules of Order. A copy of Rosenberg's Rules is attached for your review. Rosenberg's Rules were created by retired Superior Court Judge Dave Rosenberg after he was elected to the Davis, CA City Council, which included two terms as Mayor. After experiencing the frustration of both Council and the public using Robert's Rules of Order, which are both complex and difficult to read, Judge Rosenberg developed his own rules of order adapting the protocol in Robert's Rules of Order that best fit the

most frequent procedures used in typical City Council decision making. Once released, they received acclaim and endorsement as a relatively easy way to make orderly democratic decisions in a way that both the Council and public can understand.

This section also notes that Council meetings are now live-streamed on social media and broadcast on the City's television channel via cable providers. Most of the sections in this Article are directly from the City Charter.

Article 3. Parliamentary Procedure.

Most of Article 3 is a simple guide from Rosenberg's Rules of Order regarding a model format for an agenda item discussion. In addition, this Article includes language adopted from Resolution R-2017-20 on Public Decorum at a Council meeting.

Section 3.12 is a new section "Council May Discipline its Own Members." This section provides a process for Council to follow when a Council Member or Mayor violates the Charter, Rules of Procedure or any other ordinance of the City, or acts in a manner that causes embarrassment or disgrace to the City of Bastrop. This section requires a supermajority vote to discipline the offending member.

Article 4. Agenda Order.

This section recognizes that agendas are now produced in an electronic format. It also outlines the process for placing an item on the agenda as items to be included on an agenda. This section acknowledges the current agenda process and format.

Article 5. Rules Governing Citizen Comments

This section addresses rules for audience and citizen comments, which are very similar to the rules and practices currently in place.

Article 6. Council Liaison to Boards and Commissions.

This section acknowledges the new process of Council Liaisons to the City's Boards and Commission.

FUNDING SOURCE: N/A

RECOMMENDATION:

Staff is seeking input and direction on these draft Rules of Procedure. Staff is also seeking guidance on whether these rules should apply to the City's Boards and Commissions.

ATTACHMENTS:

- Draft Rules of Procedure for Bastrop City Council
- Rosenberg's Rules of Order
- 2005 Version of Rules of Procedure for Bastrop City Council

Rules of Procedure for the City Council
of the City of Bastrop, Texas



Adopted: August 23, 2005
Amended: October XX, 2017

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ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT, AND ANNUAL REVIEW

1.1 Authority.

Article III, Section 3.13 of the City Charter of the City of Bastrop, Texas grants the City Council the right to determine its own rules of procedure. The following rules are enumerated under and by authority of said provision.

1.2 Applicability.

The rules of procedure adopted by the City Council are applicable not only to the City Council, but also to all boards, commissions, and committees of the City of Bastrop.

1.3 Amendment.

These rules may be amended or new rules adopted by three (3) of the five (5) voting members of the City Council present.

1.4 Annual Review.

Following the municipal elections each year, Council may review these rules of procedure, make changes as appropriate, and adopt their own rules of procedure in accordance with the Charter. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the Council's right and ability to amend the rules at any other time during the year, in accordance with the Charter.

ARTICLE 2. GENERAL RULES OF PROCEDURE AND POLICIES

2.1 Construction of Authority.

The construction of authority in all matters associated with the meetings and activities of the City Council, including the agenda, shall be: (1) the U.S. Constitution and statues of the United States of America; (2) The Texas Constitution and statues of the State of Texas; (3) the City Charter; (4) the Code of Ordinances of the City of Bastrop, Texas; (5) these rules; and, (6) Rosenberg's Rules of Order as amended and set forth herein.

2.2 Meetings Shall Be Public.

All meetings of the City Council shall be public, and notices thereof shall be posted as provided under the Texas Government Code, Chapter 551, Open Meetings Act. Except in the case of an emergency meeting, notice of all meetings shall be given 72 hours before the time set for any meeting.

If meetings are held at Bastrop City Hall, they shall be televised live on the City's television channel via the appropriate cable providers and live-streamed via social media. If unable to televise meetings live due to technical difficulties, the meeting shall be recorded for a later broadcast. The Council meetings shall be rebroadcast as a part of the City's on-going channel programming.

The Bastrop City Hall is wheelchair accessible and special parking is available on the west side

of the building. If special accommodations are required, please contact the City Secretary a minimum of 24 hours in advance at 512-332-8800.

2.3 Conduct of Meetings.

Meetings of the City Council shall be conducted according to the rules adopted by the City Council, as well as the terms and provisions of Rosenberg's Rules of Order as amended herein and when not inconsistent with these rules.

2.4 Regular Meetings.

Regular meetings of the City Council shall be on the second and fourth Tuesday of each month at 6:30 p.m. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate. Per the City Charter, the Council shall meet regularly and at least once each month.

2.5 Special Meetings.

The City Council may hold as many additional, special meetings as may be necessary for the transaction of the business of the City. Special meetings of the City Council may be called as necessary upon written notice to the City Secretary by the Mayor or by any two (2) members of the City Council unless made at a regular meeting at which a quorum of Council Members is present. The City Manager and all Council Members shall be notified of all special meetings.

2.6 Emergency Meetings.

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive and notice is posted two (2) hours before the meeting is convened. Notice shall be provided also to the media in accordance with the Texas Government Code, Section 551.047.

2.7 Workshops (Work Session).

Workshops are special meetings called for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council. Audience comments or questions will not be considered at a work session unless posted for citizen comment.

2.8 Executive Sessions.

Executive sessions are sessions closed to the public. These sessions are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. Disclosure of topics to be discussed shall be made to the public in accordance with the requirements of the Open Meetings Act.

The City Council can retire into an executive session as stated on a posted agenda during a regular or special meeting, if a motion is duly made and seconded and affirmed by a majority of the Council. However, before said session begins, the presiding officer shall announce that the executive session is commencing. The order in which an executive session may appear on the agenda is subject to the discretion of the City Council. A certified record of the meeting will be created by the presiding officer or his or her designee, sealed and permanently kept, subject to opening by court order. No voting or action shall be taken by the City Council during an executive session. No other subject but that posted on the agenda is to be considered. Adjournment of the executive session and any vote needed shall be made during the open

public meeting.

2.9 Recessed Meetings.

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion duly passed.

2.10 Quorum.

Four (4) members of the Council shall constitute a quorum to do business, and a majority vote of those attending any meeting at which there is a quorum present shall be sufficient to adopt any ordinance or resolution, except otherwise provided in the City's Charter. (Charter Article III, Section 3.13).

2.11 Conflict of Interest.

A Council Member prevented from voting by a conflict of interest shall file a conflict of interest questionnaire with the City Secretary as soon as possible after the posting of an agenda, which contains a conflict, unless an applicable conflict of interest questionnaire has already been filed.

A Council Member prevented from voting by a conflict of interest shall step down from the dais and leave the Council Chambers, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend Executive sessions regarding the matter, and shall otherwise comply with the State law and City ordinances concerning conflicts of interest including Chapter 171 of the Texas Local Government Code.

2.12 Presiding Officer.

The Mayor shall serve as the Chief Presiding Officer for all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the presiding officer. In the absence of the Mayor and Mayor Pro Tem, the City Manager shall call the meeting to order, if a quorum of the Council is present, and the first order of business shall be for Council to elect by majority vote, a temporary presiding officer from the members then seated and in attendance. The temporary presiding officer shall serve in such capacity until the meeting is adjourned.

The presiding officer shall serve as the chair of all meetings and shall make final rulings on all questions pertaining to these rules. All decisions of the presiding officer are final unless overruled by the City Council through a motion to appeal as described in Article 3.9 – Courtesy, Decorum and Order of these rules.

The Mayor, as Chief Presiding Officer, is entitled to participate in the discussion and debate, but may not vote, except in elections, to break a tie and as otherwise provided in the City's Charter. Because the presiding officer conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the Council in debates and discussions. This practice in no way precludes the presiding officer from participating in the meeting fully and freely.

The presiding officer of boards and commissions shall be the person selected by the board or commission as the chair, co-chair, or vice chair. If these persons are not in attendance, the

board or commission shall choose a temporary presiding officer from among the members in attendance.

2.13 Minutes of Meetings.

The City Secretary shall keep minutes of all proceedings of the City Council and they shall be open to public inspection in accordance with the laws of the State of Texas.

2.14 Suspension and Amendment of Rules.

Any provisions of these rules not governed by federal, state law or the City Charter may be temporarily suspended by a super majority vote (see Article 3.7 of these rules) of the City Council. Any provisions of these rules may be amended by majority vote if such amendment is appropriately posted on an agenda of a regular meeting of the City Council and receives approval of the majority of City Council at such meeting.

2.15 Rules for the Press and Media.

The use of media equipment, such as lights, cameras and/or microphones should be coordinated with the City Manager prior to the meeting to ensure that the equipment does not disturb or otherwise conflict with or disrupt the meeting or the Council's activities.

ARTICLE 3. PARLIAMENTARY PROCEDURE

3.1 Purpose.

The purpose of these rules of parliamentary procedure is to establish orderly conduct of the meetings. Simple rules lead to a wider understanding and participation. Complex rules create two classes: (1) those who understand the rules, and (2) those who do not fully understand and those who do not fully participate. The ultimate purpose of these rules of parliamentary procedure is to encourage and facilitate decision-making by the City Council. In a democracy, the majority opinion carries the day.

These rules enable the majority to express their opinion and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

3.2 Model Format for an Agenda Item Discussion.

The following ten (10) steps may be used as a model or guidebook by the Presiding Officer. The meeting is governed by the agenda and the agenda constitutes the only items to be discussed. Each agenda item can be handled by the Presiding Officer (Mayor) in the following basic format:

1. *Announce the Item.* The Mayor should clearly announce the agenda item number and should clearly state what the subject matter of the agenda item by reading the caption for the item being considered.
2. *Receive a Report.* The Mayor should invite the appropriate people to report on the item, including any recommendation they might have.
3. *Ask Clarifying Questions.* The Mayor should ask the Council Members if they have any

technical questions for clarification. At this point, members of the City Council may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

4. *Seek Citizen Input.* The Mayor should invite citizen comments – or if a public hearing, open the public hearing. Upon conclusion, the Mayor should announce that public input is closed, or if a public hearing, close the public hearing.
5. *Motion First.* The Mayor should invite a motion from the City Council before debate is given on the merits of the item. The Mayor should announce the name of the member who makes the motion.
6. *Motion Second.* The Mayor should determine if any member of the City Council wishes to second the motion. The Mayor should announce the name of the member who seconds the motion. If no member of the City Council wishes to second the motion, then the motion fails, and should be so stated by the Mayor.
7. *Repeat Motion.* If the motion is made and seconded, the Mayor should make certain that everyone (including the audience) understands the motion. This is done in three ways:
 - a. The Mayor can ask the maker of the motion to repeat it;
 - b. The Mayor can repeat the motion; or
 - c. The Mayor can ask the City Secretary to repeat the motion.
8. *Discuss the Motion.* The Mayor should now invite the members of the City Council to discuss the motion. If there is no desired discussion, the Mayor may call for a vote. If there has been no discussion or a brief discussion, then there is no need to repeat the motion before taking a vote. If the discussion has been lengthy, it is a good idea to repeat the motion before calling for the vote.
9. *Vote.* The Mayor may ask the City Secretary to call roll. Unless a super-majority is required for passage of the motion, a simple majority vote determines whether the motion passes or fails. Unless a member of the Council seeks recusal from voting on any question where the vote would constitute a conflict of interest, and that recusal is consented to by a majority of the remainder of the Council, all members of the Council shall vote upon every question, ordinance or resolution. Action items require a vote.
10. *Announce the Outcome.* The Mayor announces the results of the vote and should also state what action (if any) the Council has taken. The Mayor should announce the name of any member who voted in the minority on the motion.

3.3 The Basic Motions.

The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move for approval of the ordinance as submitted,” or “I make a motion that we deny the resolution.”

3.4 The Motion to Amend.

If a member wants to change a basic motion, he or she would have to motion to amend the original or previously amended motion. A motion to amend might be: “I move that we amend the motion to include the changes we discussed to the ordinance.” A motion to amend seeks to retain the basic motion on the floor (a motion made and seconded), but to modify it in some way. A motion to amend requires the agreement of the person making the original motion. If the

basic motion has already been seconded, the motion to amend must be acknowledged and accepted by the member who seconded the basic motion.

3.5 Discussion and Debate.

The basic rule of motions is that they are subject to discussion and debate. Accordingly, the basic motion and the motion to amend are all eligible, each in their turn for full discussion by and before the City Council. Discussion and debate can continue as long as the members wish to discuss it, or until the Mayor decides that it is time to move on and call a vote on the motion.

3.6 Other Motions.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Council to move on. The following motions are NOT debatable, and the Mayor must immediately call a vote on the motion, if seconded by another member.

- *Motion to Adjourn.* This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.
- *Motion to Recess.* This motion, if passed, requires the Council to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
- *Motion to Fix the Time to Adjourn.* This motion, if passed, requires the Council to adjourn the meeting at the specific time set in the motion. For example, "I move we adjourn this meeting at Midnight." It requires a simple majority vote.
- *Motion to Table.* This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
- *Motion to Remove from Table.* This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Council can take action on an item that was tabled.

3.7 Motions Requiring a Supermajority Vote to Pass.

A super majority vote consists of four votes (three to pass as a simple majority, plus one more).

- *Motion to Limit Debate.* This motion is sometimes referred to as, "moving the question" or, "calling the question." When a member of the Council makes such a motion, the member is saying, "I have had enough discussion, let's vote on the issue." When such a motion is made, the Mayor should ask for a second, stop the discussion and vote on the motion to limit debate. The motion requires a super majority vote to pass. Meaning, the number of council members voting for the motion must equal four or more.
- *Motion to Object to the Consideration of an Item.* This motion, if passed, precludes the City Council from even considering the item on the agenda. It does not preclude the item from appearing on a future agenda. The motion requires a super majority vote to pass. (Normally, this motion is unnecessary, because the objectionable item can be defeated

outright or tabled.)

- *Motion to Suspend the Rules.* This motion is debatable, but requires a super majority vote to pass. This motion allows the Council to suspend its own rules for a particular purpose. For example, the Council may desire to give a particular speaker more time than normally allowed. A “motion to suspend the rules and give the speaker ten additional minutes,” accomplishes this desire.

3.8 Motion to Reconsider.

There is a special motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. As such, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a simple majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

The first issue involves timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting (if properly noticed and on the posted agenda). A motion to reconsider made at a later time is considered untimely and it may not be considered unless the Council suspends the rules to consider it.

Secondly, the motion to reconsider can only be made by a member of the Council who voted in the majority on the original motion. The motion to reconsider may be seconded by any member of the City Council regardless of how they voted on the original motion. If a member of the Council who voted in the minority on the original motion seeks to make a motion to reconsider, it **MUST** be ruled out of order by the Mayor. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back again and again, which would defeat the purpose of finality.

If a motion to reconsider passes, then the original matter is back before the Council, and a new original motion is in order. The matter may be discussed as if it were on the floor for the first time.

3.9 Courtesy, Decorum and Order.

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and the members of the City Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere, the following rules shall govern all meetings:

1. *Request to Speak.* Before a Council Member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly.

Public comments must be kept relevant to the subject before the Council. The Mayor shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first complete a 'request to speak card' and submit it to the City Secretary. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, irrelevant, impertinent, redundant, or slanderous.

2. *Order.* If a person fails to request to speak before speaking, the Mayor shall rule them 'out of order' and remind them that they do not have the floor. While the Council is in session, all Council Members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of the City Council should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.
3. *Improper References Prohibited.* Every person desiring to speak shall address the entire Council and shall not single out a member of the Council, the audience or a staff member. Speakers shall confine themselves to the question under debate, avoiding all personal attacks and indecorous language.
4. *Interruptions.* A Council Member, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or other such interruption expressed below. If the Council Member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and if the Council Member is found to be in order, he or she shall be permitted to proceed speaking. Allowable interruptions or points of order are as follows:
 - a. *Point of Privilege.* The proper interruption would be: "Point of Privilege." The Mayor would then ask the interrupter to, "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room might be too hot or cold, or a fan motor might interfere with a Council Members ability to hear.
 - b. *Point of Order.* The proper interruption would be: "Point of Order." The Mayor would then ask the interrupter to, "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor called for a vote on a motion that permits debate without allowing any discussion.
 - c. *Motion to Appeal.* If the Mayor makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Mayor by stating, "motion to appeal." If the motion is seconded and after debate if it passes by a simple majority vote, the ruling of the Mayor is reversed.
 - d. *Call for orders of the day.* This is simply another way of saying, "let's return to the agenda." If a council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the

business of the day.

- e. *Withdraw a Motion.* During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

3.10 City Council and Board Member Disruptions.

As stated in Resolution R-2017-20, when members of the City Council or other Board Members become engaged in heated discussions that could be construed as not following parliamentary procedures; it will be the responsibility of the Presiding Officer (Mayor or Board Chair) to restore order to the meeting. In the event that order cannot be immediately restored, the Presiding Officer should call for a recess. When the recess is called, a sufficient number of the City Council or Board Members should depart the room so that a quorum is no longer present. Information Technology personnel will ensure that the microphones and audio for the television channel are turned off. The Presiding Officer will determine what action to take and will resume the meeting, when appropriate. Law enforcement personnel will not become involved unless a crime (i.e. assault, terroristic threat, etc.) is committed.

3.11 Audience Disruptions.

As stated in Resolution R-2017-20, if a member of the audience (gallery) becomes disruptive, the Presiding Officer will inform that person that their conduct is not permissible and to cease. If that person receives a second warning, the Chief of Police or his/her designee will position themselves in proximity to that person. On the third warning (when appropriate), the Presiding Officer will inform the person that their actions are disrupting this lawful meeting and they must depart immediately. The Chief of Police or his/her designee will escort the person out of the chambers and off of City property. In the event the person does not leave the chambers, the person will be subjected to arrest under Section 42.05 of the Texas Penal Code (TPC). The person will be subject to arrest under Section 30.05 TPC if the person does not leave the property. In the event the same person comes to a subsequent meeting and disrupts that meeting to the point they are requested to leave again, a criminal trespass warning can be issued.

It should be noted that case law has determined that only using profane language in a public place does not rise to the level of Disorderly Conduct as defined in Section 42.01 TPC. The utterance of this language should rise to the level that a fight is imminent.

3.12 Council May Discipline its Own Members.

In the event a Council Member violates the Charter, these rules or any other ordinance of the city, or acts in a manner that causes embarrassment or disgrace to the City of Bastrop, the City Council on supermajority vote may discipline the offending member.

Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the City Council or make other statements as he or she may desire to make in his

or her defense. If the offending member refuses to attend the executive session, the remaining members of the City Council may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Texas Open Meetings Act:

1. *No Action.* The City Council chooses to take no action.
2. *Private Censure.* The City Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the executive session.
3. *Public Censure.* The City Council may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

ARTICLE 4. AGENDA ORDER

The Mayor and the City Manager or an appropriate designee shall prepare an agenda and cause the same to be posted a minimum of 72 hours prior to the meeting. Agendas and packet material shall be delivered to the City Council via electronic format uploaded into a cloud storage service, such as Dropbox. City Council shall be notified via email that the agenda and packet have been uploaded and available for review. The goal would be to upload the agenda and packet on Friday prior to a regularly scheduled Council Meeting. In the event of an emergency meeting of the City Council, this provision shall be suspended when not inconsistent with the provisions of federal or state law or the City Charter.

In order to facilitate the agenda process, the Mayor, two Council Members, or the City Manager may place an item on the agenda. Staff assistance, if required, should be requested through the City Manager (City Charter, Article III, Section 3.05 Prohibitions). Agenda items must be provided to the City Manager's Office at City Hall by 12:00 noon on the 11th calendar day preceding the date of the regular meeting. If the agenda topic does not allow for staff to adequately prepare information for Council's consideration, the item may be postponed until the next regular meeting.

4.1 Call to Order.

The Mayor shall call the meeting to order. The Mayor shall announce that a quorum of the City Council is present and shall state for the record the names of all members of the City Council that are absent.

4.2 Pledges of Allegiance to the United States & Texas Flags.

The Council shall recite the Pledge of Allegiance, first to the United States Flag, and then to the state Flag of Texas. The Council welcomes individuals and organizations, young and old, to lead the Pledges.

4.3 Invocation.

All regular meetings of the City Council shall include an invocation.

4.4 Presentations.

Presentations may be made by the Mayor, City Council or Staff. The Mayor may deliver any proclamation as may be required from time to time. Outside entities and organizations granted permission to make a presentation shall be placed in this section.

4.5 Work Session/Briefings.

Items may be included in this section for the purpose of conducting a detailed and thorough exploration of matters that may come before City Council as an item for individual consideration. All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. Council may, through the City Manager, request the attendance of such staff members or outside experts as may be required to answer such questions. No formal action may be taken on items. Council may provide staff direction on the matter being considered. Audience comments or questions will not be considered at a work session unless posted accordingly.

4.6 Staff and Board Briefings.

Items that are provided to Council on a routine basis, such as monthly financial statements and quarterly investment reports, should be included in this section. Appointed boards of the City, who have been requested to provide periodic updates, such as the Bastrop Economic Development Corporation and Visit Bastrop, will be included in this section.

4.7 Citizen Comments.

Every agenda must include the following language for purposes of open and transparency to inform the public of how to appropriately address the City Council:

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.

To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the consideration of that item.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.

4.8A Approval of the Minutes.

The Council shall consider the minutes of any meeting presented for their review since the last regular meeting. This heading will only be used when there are no other items listed on a consent agenda.

4.8B Consent Agenda Items.

There is hereby established, as a part of every agenda for regular and/or special called meetings of the City Council, a portion of said agenda that shall be labeled “consent agenda.” Said consent agenda may consist of any and all business regularly coming before the City Council including approval of the minutes of previous meetings.

The City Secretary shall read the caption of each item and/or ordinance, once a motion has been made to approve the Consent Agenda and received a second, but before a vote.

All items set out in the consent agenda shall be deemed passed upon passage of an affirmative motion, by a vote of the majority of the members of the City Council, that the consent agenda be adopted. No further action shall be deemed necessary, and all such items appearing on the consent agenda, upon passage of such motion, shall be deemed adopted as if voted upon separately.

Any member of the City Council or a citizen may request that any item be removed from the consent agenda and considered separately. If any item was removed from the consent agenda, it will be considered immediately following approval of the remainder of the consent agenda.

4.9 Items for Individual Consideration.

Items for individual consideration shall be considered by the City Council individually and approved by either a simple majority vote or a super majority vote as the case may be.

Public hearings, which are statutorily required, shall be included in this section. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input. While the public hearing is open, Council may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for Citizen Comments. Upon conclusion of citizen comments, the Mayor shall close the public hearing. Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

4.10 Executive Session Items.

This section is only used when it is necessary for the Council to convene in executive session. Executive sessions are sessions closed to the public. They are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. Disclosure of topics to be discussed shall be made to the public in accordance with the requirements of the Open Meetings Act.

If the subject of the executive session warrants, the executive session may be held prior to the regular session.

4.11 Action on Executive Session Items.

This section is only used if Council conducts an executive session. Action on executive session items must be taken during public/open session of the Council. Action may include the taking of no action at all.

4.12 Adjournment.

The Mayor shall adjourn the meeting upon passage of the appropriate motion.

ARTICLE 5. RULES GOVERNING CITIZEN COMMENTS

5.1 Purpose.

It is the desire of the City Council to hear from the citizens of Bastrop and to stimulate discussion and offer a forum for a cordial and meaningful public debate on matters that are properly a concern of the City Council. The following rules shall control and govern audience comments.

5.2 Rules for Audience Comments.

Immediately preceding the opening of a public hearing, the Mayor may direct the City Secretary to read the rules governing citizen comments.

5.3 Rules Governing Citizen Comments.

1. Each speaker is limited to a maximum timed limit of three minutes on any item except for a public hearing item.
2. No individual may address the Council without submitting a speaker card. The card must clearly state the subject or issue on which the citizen wishes to speak. If the subject matter does not pertain to city business, the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
3. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
4. Citizens speaking on non-agenda items shall only speak during the Citizens Comment portion of the agenda.
5. Council may not act upon or discuss any issue brought forth as a non-agenda item, except to:
 - a. Make a statement of specific factual information given in response to the inquiry, or
 - b. A recitation of existing policy in response to the inquiry.

Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

6. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the Council Chambers.
7. No placards, banners or signs may be displayed in the Council Chambers or City Hall.

Exhibits relating to a presentation are acceptable.

8. Arguing, intimidation, or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.
9. Unauthorized remarks from the audience, stomping of feet, applauding, whistles, yells, or any type of disruptive behavior is prohibited. Applause of appreciation may be acceptable when recognizing a significant event or achievement.
10. Council meetings are the workplace to carry out the business of the City of Bastrop; therefore, any conduct that could constitute harassment in the workplace is prohibited.
11. In all cases, the Mayor shall preside over the Council meeting and ensure that proper conduct and decorum is adhered to.

5.4 Preservation of Order.

As referenced in Article 3.11 above, the Mayor shall preserve order and decorum and, if necessary, shall cause to be silenced or removed from the Council Chambers any non-Council Member speaking out of order or disrupting the order of the meeting.

ARTICLE 6. COUNCIL LIAISONS TO BOARDS AND COMMISSIONS

One Council Member will be appointed as the council liaison to each of the city's boards and commissions annually as a part of the Board & Commission Member appointment process. Council liaisons will be appointed by Council with consideration given to applicable expertise. Council liaisons may attend, but are not required to attend, the meetings of the boards or commissions to which they have been appointed as liaison. Board and commission members may contact their council liaison concerning items of concern or interest with regard to their appointed board.

ARTICLE 7. TABLE OF MOTIONS AND POINTS OF ORDER

MOTION/ORDER	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE TYPE
Basic Motion	Yes	Yes	Yes	Simple
Motion to Amend	*	No	Yes	N/A
Motion to Adjourn	Yes	No	No	Simple
Motion to Recess	Yes	No	Yes	Simple
Motion to Fix the Time to Adjourn	Yes	No	No	Simple
Motion to Table	Yes	No	No	Simple
Motion to Limit Debate	Yes	No	No	Super
Motion to Object to the Consideration of an Item	Yes	No	No	Super

Motion to Suspend Rules	Yes	No	No	Super
Motion to Reconsider	Yes	Yes	Yes	Simple
Point of Privilege	No	No	No	N/A
Point of Order	No	No	No	N/A
Motion to Appeal	Yes	Yes	No	Simple
Call for Orders of the Day	No	No	No	N/A
Withdraw a Motion	No	No	No	N/A
Motion to Enforce	Yes	No	No	Simple

* For the purposes of these rules, Amendments are not debatable and only require the approval of the member who made the original motion. An amendment to an amendment, requires first the approval of the member who made the original amendment and secondly the approval of the member who made the original motion.



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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**RULES OF PROCEDURE, CONDUCT AND DECORUM
FOR BASTROP CITY COUNCIL MEETINGS AND HEARINGS**

As per The City Charter, Section 3.13, The City Council has, by formal action [e.g., Resolution], adopted the following rules of procedure and order of conduct of business. These rules and policies are applicable to all Bastrop City Council Meetings.

I.

OPEN GOVERNMENT

Pursuant to City Charter Section 3.13, all meeting of the Council (with the exception of confidential, executive sessions which are held in accordance with applicable State law), shall be open to the public and minutes of all such proceedings shall be kept in accordance with the procedures set forth herein. Citizens will be allowed access to the minutes of all open proceedings of the Council in accordance with State law and the procedures set forth in this policy. More specifically:

- A. All Regular, Special, Workshop, Emergency and Executive Session Meetings of the City of Bastrop City Council will be called and conducted in accordance with the provisions of the Texas Open Meeting Act, Chapter 551, Government Code, and as amended in the future.
- B. Regular, Special, Workshop and Emergency Meetings of the City of Bastrop are open to the public and to representatives of the press and media.
- C. Executive Sessions of the City Council are not open to the public, the press or the media and only those individuals expressly requested or ordered to attend, and only as allowed by State law, may be present or allowed to attend Executive Session(s).
- D. The City Secretary (or designee) shall be responsible for posting public notice of all meetings of the City Council of Bastrop, in compliance with all applicable State laws.

II.

MEETINGS

- A. **Frequency/Dates of Meetings:** As per Section 3.12 of the City Charter, the Council shall meet regularly and at least once each month. Accordingly, the City Council has determined that the Council shall convene in Regular Sessions on the second and fourth Tuesdays of each month, unless the

Council takes formal action to alter or amend this schedule of meetings. City Council meetings are convened at the time(s) stated upon the face of the publicly posted Agendas.

- B. Location: The City Council generally holds its regular agenda meetings at the City Hall. On occasion, however, the Council may determine that the meeting shall be conducted at an alternative location. The location of all meetings of the City Council is clearly shown on the public notice posted for each Council meeting. In the event that the location of a meeting must be moved after posting, the City will notify attendees of the change of location in accordance with the State Open Meetings law.
- C. Special Meetings: On occasion, a need arises for calling 'Special Council Meetings', such as special workshops, public hearings, etc. As per the City Charter, Section 3.12, such Special Meetings may be called by: (1) the Mayor, or (2) any three of the other members of the Council, by providing written notice to the City Secretary of a decision to call such meeting(s). The request should be submitted within a time frame that will allow for public notice and posting of the 'Special Meeting' agenda, in full compliance with applicable State law.

III.

MEETING AGENDA, NOTICE AND PREPARATION

- A. Council Meeting Agendas: The following persons are authorized to request that a matter (or item) be placed on an agenda of an upcoming Council meeting:
- The Mayor
 - A Council Member
 - The City Manager

Additionally, should a member of the City staff, acting in that member's capacity as a city employee, determine/desire that a matter should be presented to the Council (for example for the staff's compliance with City Code procedures, etc.) then, the staff member may request, through written communication addressed to the City Manager, that the item be placed on the agenda. In cases where the City staff has made a request, the City Manager shall be responsible for determining whether the requested item is placed upon an agenda, and the City Manager shall direct the City Secretary, in writing, accordingly.

A citizen of the community desiring to have an item placed on the agenda may ask either the Mayor, a Councilmember, or the City Manager for such consideration and the Mayor, Councilmember, or City Manager may, at his/her discretion elect to have such an item placed on the agenda.

*from a member
of the City Council
or City Manager*

B. Form of Request for Posting an Agenda Item: All requests for placing an item on the Council's agenda should be submitted in writing, to the City Secretary, and should include the following: (1) details concerning the topic to be discussed, (2) supporting documentation, if any, and (3) direction to the City Secretary as to the type of action proposed to be considered or taken by the Council on the matter (e.g., 'public hearing', 'evaluation', 'consideration', 'review', 'discussion', and/or 'possible action'). The City Secretary shall coordinate agenda requests with the City Manager and staff, in a timely manner, to ensure that necessary information is available on requested matters and to provide any responsible staff member with sufficient time for preparation.

C. Time for Requesting Items on Agenda: Written requests for placing an item on any future Council agenda should be submitted, in final form, to the City Secretary (or her/his designee) no later than noon on the Wednesday immediately preceding the Council meeting date, upon which the item will be placed. This 'lead time' is necessary to: (1) allow the City Secretary and applicable staff personnel to timely and properly prepare documents and other items for Council's consideration at the meeting, and (2) provide adequate time for the City staff to publicly posting the notice of the upcoming meeting, in compliance with State law.

In the event of an emergency, an urgent need, and/or a previously unforeseen circumstance, an item may be posted on the upcoming agenda, after the above noted deadline, but within the timeframes required by State law.

D. Meeting Packet Preparation: The City Secretary will prepare packets for upcoming Council meetings for use by the Council and staff. When the agenda item will require the City's staff to prepare information and/or documentation, etc., for use during the Council meeting, then the requestor should communicate their request, in writing, to either the City Secretary or the City Manager no later than noon on Monday, before the Wednesday deadline for submission to the City Secretary, so that these requests may be addressed on Tuesday at the regular staff meeting conducted by the City Manager. This timely submission is necessary for preparation of the Council agenda packets and for public posting and dissemination of applicable materials.

E. Finalizing Agenda(s): As per the City Charter, Section ^{3.08} ~~3.15~~, it is the Mayor's responsibility to ~~act as Chief Executive Officer for the City and to preside~~ ^{preside} over meetings of the City Council. Accordingly, the City Manager and/or City Secretary shall provide the Mayor with a copy of the draft of each upcoming agenda, in writing, before close of business on the Wednesday prior to the

next Council meeting, so that the Mayor may review the draft/proposed agenda and request revisions to it, as the Mayor deems appropriate for the orderly operation and progress of the meeting and City business. If the Mayor determines that, in his/her opinion it is necessary to delay and or remove any requested item from the proposed agenda, to ensure efficient and productive functioning of City business, he/she will notify the item requestor of this circumstance and will coordinate any necessary future posting of the item(s) at issue. Following review and coordination with item requestors, if necessary, the Mayor will then coordinate the final format of the upcoming Council meeting with the City Secretary on or before 12:00 Noon the on Thursday, immediately prior to the upcoming Council meeting, so that the City Secretary may: (1) timely post the final agenda, as per State law, and (2) finalize, prepare and distribute meeting packets to all Member of the Council, the City Manager, the City Attorney, and others as determined by the Mayor or City Manager, for their use, review and preparation for the upcoming meeting.

NOT ~~SO~~
ENOUGH
TIME

- F. Appeal of the Chairs Decision to Remove an Item from the Agenda: If a Council Member desires that a matter be placed upon an Agenda, but after consultation between the Member and the Mayor, the Mayor determines that in his/her opinion the matter should not be brought before the Council, then the Council Member who proposes the matter for discussion has the right to appeal to the entire governing body for a decision as to whether the matter should be placed before the Council. To exercise this right of appeal, the appellant Council Member shall bring the issues to the governing body's attention on an agenda as "An Appeal of the Chair's decision regarding a future Agenda Item." (The appellant Council Member should request that the City Secretary post his/her appeal, as well as the topic to be discussed, so that the item may be properly raised and, if appropriate discussed and acted upon by the Council, during the session.) The voting members of the Council will then vote on the issue of whether the matter should be brought before the Council, and an affirmative vote of a simple majority of the body will result in the item being eligible for discussion and possible action by the Council as posted upon the agenda.

IV.

PUBLIC PARTICIPATION IN OPEN MEETINGS/PUBLIC HEARINGS

The business of the City of Bastrop is conducted by and between the members of the City Council and by those members of the Bastrop City staff, elected officials, department heads, consultants, experts and/or members of the public requested to be present and participate. While the public is invited to attend all meetings of the City Council (except Executive Sessions) the public's participation therein is limited to that of observers unless a member of the public is specifically requested to address the City Council on a particular issue or

unless the member of the public completes a "Public Comment Form" and submits the completed form to the City Secretary at the beginning of the applicable Council Meeting.

- A. In order to efficiently manage the time of the Council, each member of the public who requests to appear before the City Council shall be required to limit their presentation to a maximum of three (3) minutes. Tracking the time utilized by each speaker shall be maintained by a staff person designated by the presiding officer. Public presenters may not "designate" their time to be used by other presenters.
- B. Discussion on any Agenda item may be limited by the presiding officer to thirty (30) minutes. Presenters shall be recognized in the order of submission of the "Public Comment Form" to the City Secretary, unless otherwise determined by the presiding officer.
- C. In matters of exceptional interest, the presiding officer may either shorten or lengthen the time allocated for a particular member of the public, all members of the public and/or the amount of time allocated for all Agenda items and/or a specific Agenda item.
- D. It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the council and/or any person in the Council's presence and/or racial, ethnic, or gender will not be tolerated. Violation of these rules may result in the following sanctions:
 - 1. cancellation of a speaker's remaining time;
 - 2. removal from the City Council room;
 - 3. a Contempt Citation; and/or
 - 4. such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

The Mayor ~~(or the designated~~ ^{or the} Mayor Pro-tem of the City Council, as presiding officer ~~of the City Council~~, is responsible for conducting all meetings and members of the public who have properly completed a Public Comment Form and submitted same to the City Secretary must wait to be recognized by the Mayor ~~(or, in the Mayor's absence, by the then acting presiding Council Member)~~ before they will be allowed to address the Council.

E. From time to time, the City Council shall conduct public hearings. These rules of procedure, conduct and decorum shall also apply to such public hearings, however, the City Council may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.

V.

Council Authority

Pursuant to the City Charter, the Texas Constitution and the laws of the State and City, the City Council is imbued with full authority to exercise self-governance necessary to actuate the Council's concepts, discussions, deliberations, and decisions on the business of the City. ~~As Chief Executive Officer of the City, the Mayor or the City Council's formally authorized designee shall be responsible for executing all contracts and agreements on behalf of the City.~~ ✓

VI.

Rules for the Press and Media

The use of media equipment, such as lights, cameras and/or microphones should be coordinated with the City Manager prior to the meeting to ensure that this equipment does not disturb or otherwise conflict with or disrupt the meeting or the Council's activities.

VII.

Bailiff

The Chief of Police of the City of Bastrop, ~~Texas~~, or his/her designated Officer shall serve as the Bailiff at all ~~Regular, Special, and Emergency~~ Meetings of the City Council. However, in the event of the absence of the Chief, or in the event that there exists a conflict of interest between the Chief, any member of the Police Department, and the City Council, or in the event of an Executive Sessions in which the Chief is not an authorized participant, then in such event, the Council shall appoint such other ~~commissioned peace officers to~~ ^{persons} serve as Bailiff ~~as may be necessary.~~ →

These rules of Procedure, Conduct and Decorum for Bastrop City Council Meetings and Hearings shall be effective immediately upon adoption by the Council and shall remain in full force and effect until amended or repealed by a majority vote of the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BASTROP ON August 23, 2005.

Tom Scott

Tom Scott, Mayor

John Creamer

John Creamer, Mayor Pro-Tem

Willie DeLaRosa

Willie DeLaRosa

Terry Sanders

Terry Sanders

Dock Jackson

Dock Jackson

Martha Harris

Martha Harris



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 7B

TITLE:

Discuss proposed changes to the Boards & Commission Ordinance and/or adoption of a Board & Commission Resolution.

STAFF REPRESENTATIVE:

Lynda K. Humble

BACKGROUND/HISTORY:

Ordinance No. 2012-13 provides for unifying provisions in existing ordinances related to the membership, terms and filling of vacancies on various City Boards and Commissions. During the recent Board & Commission appointment process, there were several items noted that need additional discussion by Council prior to updating the ordinance. A summary of these items has been provided below.

POLICY EXPLANATION:

In order to update this Ordinance or adopt a separate Resolution, where appropriate, staff is seeking direction and input on the following items:

1. Some board members are allowed to live in the City limits or the City's ETJ, while others are limited to the City limits. *Is there a need to standardize residency requirements for ease of advertisement and recruitment?* A copy of the Board Residency PowerPoint Presentation from June is attached for your review.
2. Boards have various requirements on the number of members, ranging from as few as three (3) to as many as nine (9). *Is there a need to standardize the number of members for each board?* If yes, a reduction in the number of board members can be accomplished over a period of several years by not replacing board members as their term expires until reaching the recommended number of board members.
3. The City Charter, which is the City's constitution, establishes term limits of two (2) three-year terms. *Is there a need to set term-limits for participation on each board?* Citizens, who want to continue to volunteer, would be encouraged to complete an application seeking an appointment on a different board. Term limits would encourage new ideas and allow for broader citizen participation on each board over time.
4. There were two (2) boards that Mayor Schroeder did not appoint members, which included the Vision Task Force and North Area Form Based Codes. *If Council is in agreement with no further appointments, these boards need to be removed from the Board & Commission Ordinance.*

5. Currently, Board and Commission Appointments are made in June of each year by the Mayor. However, the City's fiscal year is October 1 to September 31, which requires Board and Commission Members to come and go prior to a fiscal-year end. Since each Board and Commission provides policy recommendations to Council, it would make sense to coordinate the appointment process with the City's fiscal year which sets the time period for the budget and work plan.

As noted in the Charter, the Mayor appoints all board and commission members. Mayor Schroeder noted during her appointment process the challenges created when she was newly elected and faced with reviewing and appointing new members immediately upon being sworn-in as Mayor. Therefore, we have discussed a proposed timeline that would provide a more open and transparent process with citizens and Council, while still protecting the appointment authority granted to the Mayor in the Charter. This suggested timeline is:

- Mail a newsletter to residents in the City's limits and ETJ that outlines the purpose and requirements of each Board & Commission on July 1st of each year. Notice would also be provided in the newspaper and posted on the City's website and Facebook page.
- This newsletter would also encourage attendance at a Board & Commission Volunteer Fair to be hosted on the third Tuesday of July at the Bastrop Convention & Exhibit Center. The date of next year's fair is Tuesday, July 17, 2018.
- A new application will be created that focuses on what qualifications each applicant has to offer to the Board or Commission of interest.
- Board and Commission application deadline will be August 15th annually.
- Interviews will be scheduled with each applicant for the Boards & Commissions, which will include the Mayor and Council Members, during the last week of August. Multiple workshops may be needed depending upon the number of applications. This interview will provide an opportunity for the entire City Council to interview applicants and appreciate the talent pool in our community.
- The Mayor would submit his/her Board and Commission appointments at the first Council meeting in September for ratification effective October 1st of each year.
- On the first Thursday in October of each year, a Board and Commission Orientation with Ethics Training will be held. This orientation will cover broad topics such as Open Meetings and Open Records Act, an overview of the City's work plan, and the purpose of each Board and Commission as policy advisors to the City Council.
- At the first Board or Commission meeting of each fiscal year, the staff liaison will conduct an orientation specific to each Board and Commission to cover specific items such as process for placing items on agendas, workplan for the year, any specific law or ordinance governing the Board or Commission, etc.

Once consensus is reached regarding an appointment process, the ordinance will need to be updated.

6. Funding was included in the FY 2018 Budget to host an Annual Boards & Commission Volunteer Banquet that acknowledges and celebrates the contributions of our Boards and Commissions and Volunteers, such as Friends of the Library and Citizens on Patrol, through their commitment of time and efforts.
 - This annual event will replace their attendance at the City Christmas Party in order to highlight each Board and Commission individually.

- This year's banquet is scheduled for Thursday, November 9th at the Bastrop Convention & Exhibit Center from 6:30 p.m. to 8:30 p.m. Future banquets will be scheduled on the second Thursday of November annually.
- At this banquet, certificates of appreciation will be awarded to all outgoing members and service pins will be distributed as well, which are currently designated for distribution in June.
- In addition, each Board and Commission will have their members introduced as well as highlight their accomplishments from the prior year.

Once consensus is reached regarding Board & Commission acknowledgment process, the Ordinance and/or Resolution will need to be updated.

7. Attendance of Board & Commission Members should be updated monthly by the Staff Liaison with an annual summary to Council at a June Council Meeting. The current requirement calls for an annual summary to be presented at an April meeting. If attendance by a specific member becomes an issue, it will be addressed according to policy during the year with timely communication between the Staff Liaison, City Manager, and Mayor.

Once consensus is reached regarding the annual Council notification of Board & Commission attendance, the Ordinance and/or Resolution will need to be updated.

8. Several Council Members have suggested that the meetings of Bastrop Economic Development Corporation (BEDC) and Planning & Zoning Commission be broadcast live on the City's television channel and live-streamed on social media. BEDC is currently recorded and broadcast at a later date. Broadcasting Planning & Zoning Commission meetings is recommended because it is anticipated that changes to zoning and development processes, which will achieve a level of expedited efficiency, could provide Planning & Zoning Commission with final authority on certain items such as plats. Televising the meetings will meet Council's commitment to open and transparent government.

Once consensus is reached regarding the live broadcasts of BEDC and Planning & Zoning Commission, the Ordinance and/or Resolution will need to be updated.

9. Any additional suggested change by Council Members for inclusion in the Board & Commission Ordinance and/or Resolution.

FUNDING SOURCE: N/A

RECOMMENDATION:

Staff is seeking input and direction on the items listed above in order to update the City's Board & Commission Ordinance and/or Resolutions.

ATTACHMENTS:

- Board Residency PowerPoint Presentation

Overview of Residency Requirements For Bastrop Boards & Commissions





Bastrop Art in Public Places

PURPOSE OF BOARD:

BAIPP shall act as an advisory board to the City Council in matters related to the city's art in public places program, with the goal of increasing awareness and appreciation of art, as well as increase civic pride, through the display of art in the city. (Per By-Laws: The purpose of BAIPP is to expand the enjoyment, access, and appreciation of art in Bastrop, Texas. This includes assisting the Bastrop City Council in developing guidelines and standards for the selection, display, and maintenance in the City and to acquire by purchase or donation, works of art for display.

RESIDENCY REQUIREMENTS:

Code of Ordinance, Section 1.16.002 - Membership, Appointment, Vacancies, and Attendance: (d) The members of the board shall reside within the city's extraterritorial jurisdiction and/or the city, or may, in the sole discretion of the City Council reside outside of the corporate city limit and the extraterritorial limits so long as the appointed individual provides exceptional expertise with regard to the board's responsibilities. Board members are responsible for recruiting new and replacement members and for making recommendations to the City Council.





Cemetery Advisory Board

PURPOSE OF BOARD:

Per Section 15.01.002 (a) The City, as owner and operator of Fairview Cemetery, is hereby authorized to act as permanent trustee for the perpetual care and upkeep of plots and graves in the cemetery and shall accept such trust as provided in Section 15.01.002 of the Bastrop, TX Code of Ordinances.

RESIDENCY REQUIREMENTS:

(Per Section 15.01.002 (b) (3) of the Bastrop, TX Code of Ordinances: The members of the advisory board shall reside within the City's extraterritorial jurisdiction and/or the City.

BOARD COMPOSITION:

The ordinance is silent.





Construction Standards Board

PURPOSE OF BOARD:

The Construction Standards Board of Adjustments and Appeals shall have the power, as further defined in Section 3.02.007, to hear appeals of decisions and interpretations of the building official and consider variances of the technical codes.

RESIDENCY REQUIREMENTS:

The members of the advisory board shall reside within the city's extraterritorial jurisdiction and/or the city.

BOARD COMPOSITION:

Construction Standards Board of Adjustments and Appeals shall consist of five (5) members, each serving two-year terms. Such board members should be composed of individuals with knowledge and experience in the technical codes, such as design professionals, contractors, and/or builders, and must reside within the city limits or the city's extraterritorial jurisdiction. At least three (3) members of the board shall represent the following construction trades: plumbing, electrical, mechanical, and/or general contractor. In addition to the regular members, there should be two (2) alternate members, one member at-large from the building industry and one member at-large from the public. A board member shall not act in a case in which he has personal or financial interest.





Bastrop Economic Development Corporation

PURPOSE OF BOARD:

It shall be the duty and obligation of the Board to develop, prepare, finance, and implement a Program of Work with the objective and for the purpose of developing and diversifying the economic, recreational, educational and cultural aspects of the City.

RESIDENCY REQUIREMENTS:

Directors of the Board shall be: 1. A resident of the City of Bastrop and reside within corporate city limits; except that 2. A maximum of two (2) Directors may be a resident within the City of Bastrop's extended extraterritorial jurisdiction (ETJ). A minimum of five (5) of the Directors shall be persons who are not members of the City Council of Bastrop. Up to two (2) Directors may be the Mayor or members of the City Council. Employees of the City of Bastrop are not qualified to serve on the Board. The City Council shall consider an individual's experience, accomplishments, and education background in appointing Directors to the Board to ensure that the interests and concerns of all segments of the community are considered. Each Director shall have at least one (1) of the following qualifications: 1. Experience in management or in an executive capacity. 2. Experience in the evaluation of financial and business records and projections. 3. Experience in economic development matters. 4. Education, training, or experience useful to the Corporation's purposes.





Ethics Commission

PURPOSE OF BOARD:

To enforce the ethics ordinance and to promote ethical conduct.

RESIDENCY REQUIREMENTS:

Ethics Commission members must reside within jurisdiction of the city, which for purposes of this article expressly includes the city's extraterritorial jurisdiction.

BOARD COMPOSITION:

Ethics Commission shall be created and consist of three (3) members. Notwithstanding any other general prohibition or policy of the city against judges serving on city boards and commissions, due to the specialized nature of the ethics commission, in its sole discretion, the City Council may determine that it is appropriate, in the best interest of the City, and/or the preference of the governing body of the city for the Mayor to appoint, with the City Council's concurrence, a judge to serve on the ethics commission. For purposes of this section, the judge appointed to the ethics commission, if any, may be currently serving or may be retired from the bench of any governmental entity, except the city, and may have been either elected or appointed to his/her judicial position.





Historic Landmark Commission

PURPOSE OF BOARD:

The purpose of the Historic Landmark Preservation Board is to: 1) Protect and enhance the landmarks which represent distinctive elements of the city's historic, architectural, and cultural heritage; 2) Foster civic pride in the accomplishments of the past; 3) Protect and enhance the city's attractiveness to visitors, thereby supporting and stimulating the economy; 4) Insure the harmonious, orderly, and efficient growth and development of the city; 5) Promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property within the city; 6) Encourage stabilization, restoration, and improvements of such properties and their values.

RESIDENCY REQUIREMENTS:

The commission shall consist of seven members, residents of the City.

BOARD COMPOSITION:

One shall be a architect, planner or representative of a design profession; a representative elected by the county historical society; licenses real estate professional; owner of an historic commercial structure or property; owner of an historic residential structure or property; a member of the City's Planning & Zoning Commission; and one shall be a general resident of the City.





Bastrop Housing Authority

PURPOSE OF BOARD:

The Bastrop Housing Authority Members are tasked with assisting the City in identifying and filling the needs of the community related to low-rent housing, to function as the City's Housing Authority, pursuant to the Statute authorizing same, found in Local Government Code, Chapter 392, et seq.

RESIDENCY REQUIREMENTS:

Four (4) of the commissioners shall be residents of the city and one of the commissioners may reside within the city's extraterritorial jurisdiction (ETJ) (so that the total number of commissioners is five (5)), so long as the extraterritorial jurisdiction residence is also located within five (5) miles of the city's corporate limits.

BOARD COMPOSITION:

One of the commissioners of the city's housing authority shall be a resident ("resident member") of a public housing project over which the city's housing authority has jurisdiction.





Hunters Crossing LGC

PURPOSE OF BOARD:

The Hunters Crossing Local Government Corporation is organized for the purpose of aiding, assisting, and acting on behalf of the City of Bastrop, Texas 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.

RESIDENCY REQUIREMENTS:

By-Laws are silent. We must assume they are required to be a City resident.

BOARD COMPOSITION:

By-Laws are silent.





Library Board

BOARD PURPOSE:

The members of the board shall serve in an advisory capacity only, shall represent the people of the library area, and shall make recommendations to the City Council and to the staff for the supervision, management and operation of such library, and shall carry out the directive and policies established by the City Council.

RESIDENCY REQUIREMENTS:

Eight (8) members shall be residents of the city, and one member may be a resident of the county who resides within the city's extraterritorial jurisdiction.

BOARD COMPOSITION:

The board shall consist of nine (9) members, appointed by the mayor and confirmed by the City Council.





Main Street Advisory Board

PURPOSE OF BOARD:

The Bastrop Main Street Program Advisory Board serves to foster a vision for Bastrop's future that will

1. Establish goals and priorities for the Bastrop Main Street Program and foster revitalization of the Main Street Program Area;
2. Coordinate activities of the Program's standing and special committees;
3. Recommend projects and activities to Council and the Board of the Bastrop Economic Development Corporation that are directly beneficial to achievement of economic vitality of the Program Area.

BOARD COMPOSITION:

The Main Street Program Board shall be composed of nine (9) regular voting members, whom shall be appointed by the Mayor and confirmed by the City Council. The Program Director shall serve as staff support to the Board. The Council may appoint additional ex-officio members and/or positions, who shall be identified to serve on the board.



Parks Board



PURPOSE:

The members shall be known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the city.

RESIDENCY REQUIREMENTS:

A minimum of six (6) of the regular members on the board will be persons who reside within the city limits, however two (2) of the regular members on the board will be persons who reside within the city limits, however two (2) of the regular members may be a person who resides outside of the city limits but within the BISD's jurisdiction.

BOARD COMPOSITION:

The board is composed of eight (8) regular members and one (1) special member, for a total of nine (9) voting members. In addition, in their discretion, the parks board may identify and name one minor, who resides within the BISD jurisdiction, to serve on the board as an ex officio, nonvoting youth member of the board. The youth member shall be enrolled in grades 9-12 and serve a term in length identified by the parks board at the time of the youth member's selection, but not to exceed three (3) consecutive years. The special member position on the board shall be held by the superintendent of the city's state park, or his/her designee, who may reside either within the city limits or in any other area within the BISD's jurisdiction.





Planning & Zoning Commission

PURPOSE OF BOARD:

The Commission is responsible to and shall act as an advisory body to the City Council and shall perform such duties and exercise such additional powers as may be described by City ordinances, rules, policies, and as requested by the City Council. They shall recommend a comprehensive plan for the physical development of the City; recommend to the Council approval or disapproval of proposed changes in the zoning plan; have and perform such additional duties as may be prescribed by ordinance.

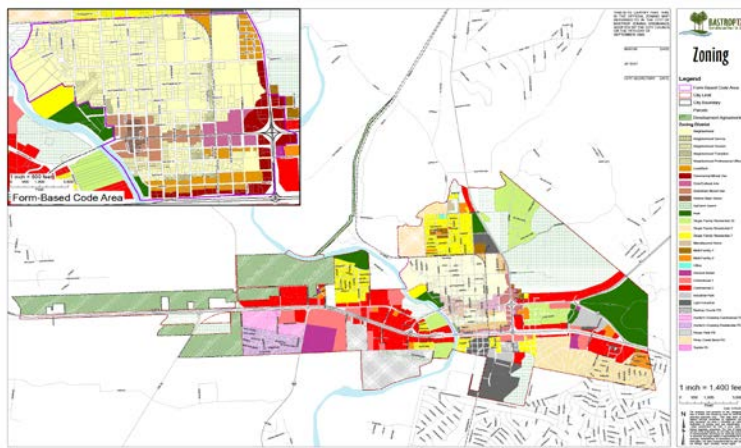
RESIDENCY REQUIREMENTS:

There shall be established a Planning and Zoning Commission which shall consist of nine (9) residents of the City.

BOARD COMPOSITION:

The ordinance is silent.





Zoning Board of Adjustments

PURPOSE OF BOARD:

This Board shall hear 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.

RESIDENCY REQUIREMENTS:

The ordinance is silent. We must assume they are required to be a city resident.

BOARD COMPOSITION:

The Zoning Board of Adjustments shall consist of five (5) regular members and two (2) alternate members who shall be appointed by the Mayor and confirmed by the City Council. Board members shall serve for a period of two (2) years. Three (3) regular Board members and one (1) alternate member shall be appointed to serve for the two (2) year term on the odd-numbered years, and two (2) regular Board members and one (1) alternate Board member shall be appointed to serve for the two (2) year terms on the even numbered years. Notwithstanding any other ordinance or prohibition to the contrary, a member of the Board may also be a member of another City board or commission.





Vision Task Force

PURPOSE OF BOARD:

The City of Bastrop Vision Task Force serves to foster a vision for Bastrop's future that 1. Safeguards Bastrop's unique character and honors its distinguished history; 2. Nurtures a vibrant business climate; 3. Enhances the quality of life for its citizens ; and 4. Facilitates collaboration and optimizes initiatives and resources among local governmental entities, nonprofit organizations and the business community, to achieve the above stated objectives.

RESIDENCY REQUIREMENTS:

Ordinance is silent. We must assume they are required to be a City residents.

BOARD COMPOSITION:

The Vision Task Force shall consist of seven (7) to nine (9) members, inclusive of a Council member appointed by the Mayor and the City Manager. The City Manager and Council representative shall serve as nonvoting ex officio members of the Task Force and, for purposes of Task Force membership, shall not be subject term limits requirements specified by City Ordinance. The City Manager or his/her designee shall provide staff support to the Task Force.





STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 8A

TITLE:

Receive report from Bastrop Economic Development Corporation.

STAFF REPRESENTATIVE:

Shawn Kirkpatrick, Executive Director
Bastrop Economic Development Corporation





STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 8B

TITLE:

Receive presentation on the unaudited Monthly Financial Report for the period ending August 31, 2017.

STAFF REPRESENTATIVE:

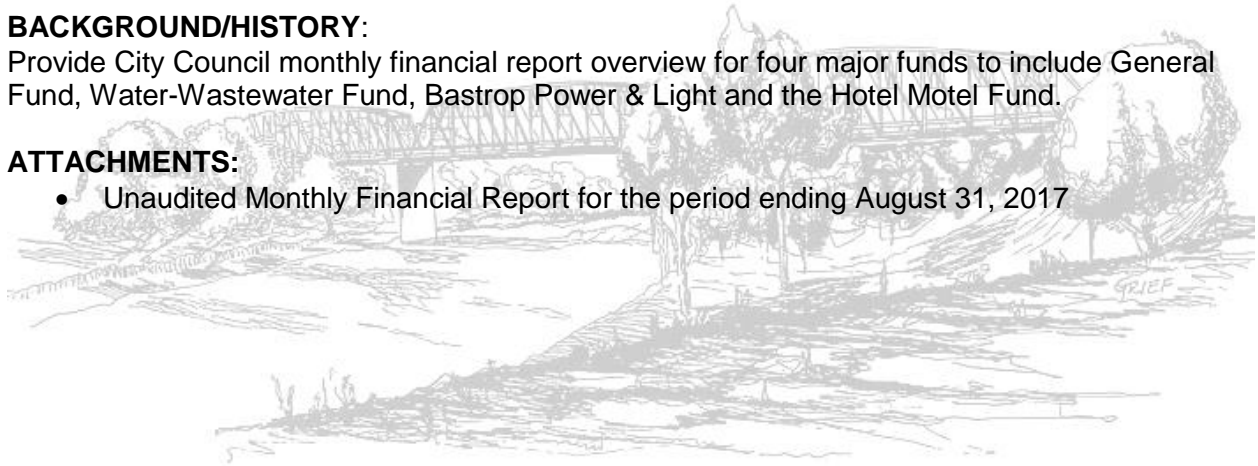
Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

Provide City Council monthly financial report overview for four major funds to include General Fund, Water-Wastewater Fund, Bastrop Power & Light and the Hotel Motel Fund.

ATTACHMENTS:

- Unaudited Monthly Financial Report for the period ending August 31, 2017



CITY OF BASTROP, TEXAS

MONTHLY FINANCIAL REPORT FOR PERIOD ENDING August 31, 2017



Highlights for this reporting period as of August 31, 2017

General Fund:

- City Economic Development Incentives:

<u>Agreement with</u>	<u>Effective Date</u>	<u>Original Amount</u>	<u>Remaining Balance YTD</u>
Schulman Theaters	March 7, 2012	\$200,000 or 7 Years	\$46,139
Bastrop Retail Partners (Burleson Crossing)	August 30, 2007	\$7,370,694 or 15 Years	\$2,862,485

Legal fees by Attorney/Category

AS OF August 31, 2017

FIRM	CASE	FY14-15	FY15-16	FY16-17
JC BROWN				
	General Legal	\$ 335,518	\$ 279,242	\$ -
	Water permit	\$ 16,698	\$ 39,856	\$ -
	Vandiver	\$ 10,356	\$ 9,275	\$ -
BUNDREN				
	Pine Forest Interlocal	\$ 89,738	\$ 700,800	\$ 27,811
	Vandiver	\$ 3,393	\$ 79,951	\$ 2,343
	Aqua CCN	\$ 13,005	\$ 21,735	\$ 12,898
	Red Light Camera Sui	\$ 5,822	\$ 60,279	\$ -
TERRELL LAW FIRM				
	Water permit	\$ 61,015	\$ 482,815	\$ 37,630
Reimburse Council				
	General Legal	\$ -	\$ -	\$ 6,939
DAVID BRAGG, P.C.				
	General legal	\$ -	\$ 8,603	\$ 48,215
	Vandiver	\$ -	\$ -	\$ 9,640
	Water Permit	\$ -	\$ -	\$ 3,120
	Pine Forest Interlocal			\$ 3,560
TAYLOR, OLSON, ADKINS, SRALLA & ELAM, LLP				
	Red Light Camera Sui	\$ -	\$ 1,246	\$ 443
Total Legal		\$ 535,544	\$ 1,683,801	\$ 152,599

Row Labels	Sum of FY14-15	Sum of FY15-16	Sum of FY16-17
Aqua CCN	\$ 13,005	\$ 21,735	\$ 12,898
General Legal	\$ 335,518	\$ 287,845	\$ 55,154
Pine Forest Interlocal	\$ 89,738	\$ 700,800	\$ 31,371
Red Light Camera Suit	\$ 5,822	\$ 61,525	\$ 443
Vandiver	\$ 13,749	\$ 89,226	\$ 11,983
Water permit	\$ 77,713	\$ 522,671	\$ 40,750

CITY OF BASTROP
SUMMARY OF REVENUES AND EXPENDITURES
AS OF August 31, 2017

Fiscal year 2017 is 11 month or 92% completed

	FY 16-17 Budget*	FY 16-17 YTD Actual	% of Budget
Revenues			
General Fund	\$ 10,450,660	\$ 9,570,264	92%
W/WW Fund	\$ 4,539,243	\$ 4,586,118	101%
Electric Fund	\$ 6,999,250	\$ 6,445,528	92%
Hotel Motel Fund	\$ 2,882,000	\$ 2,560,725	89%
Expenditures			
General Fund	\$ 11,602,506	\$ 9,242,117	79%
W/WW Fund	\$ 5,874,335	\$ 4,190,237	71%
Electric Fund	\$ 7,696,181	\$ 5,951,416	77%
Hotel Motel Fund	\$ 2,563,759	\$ 1,753,932	68%

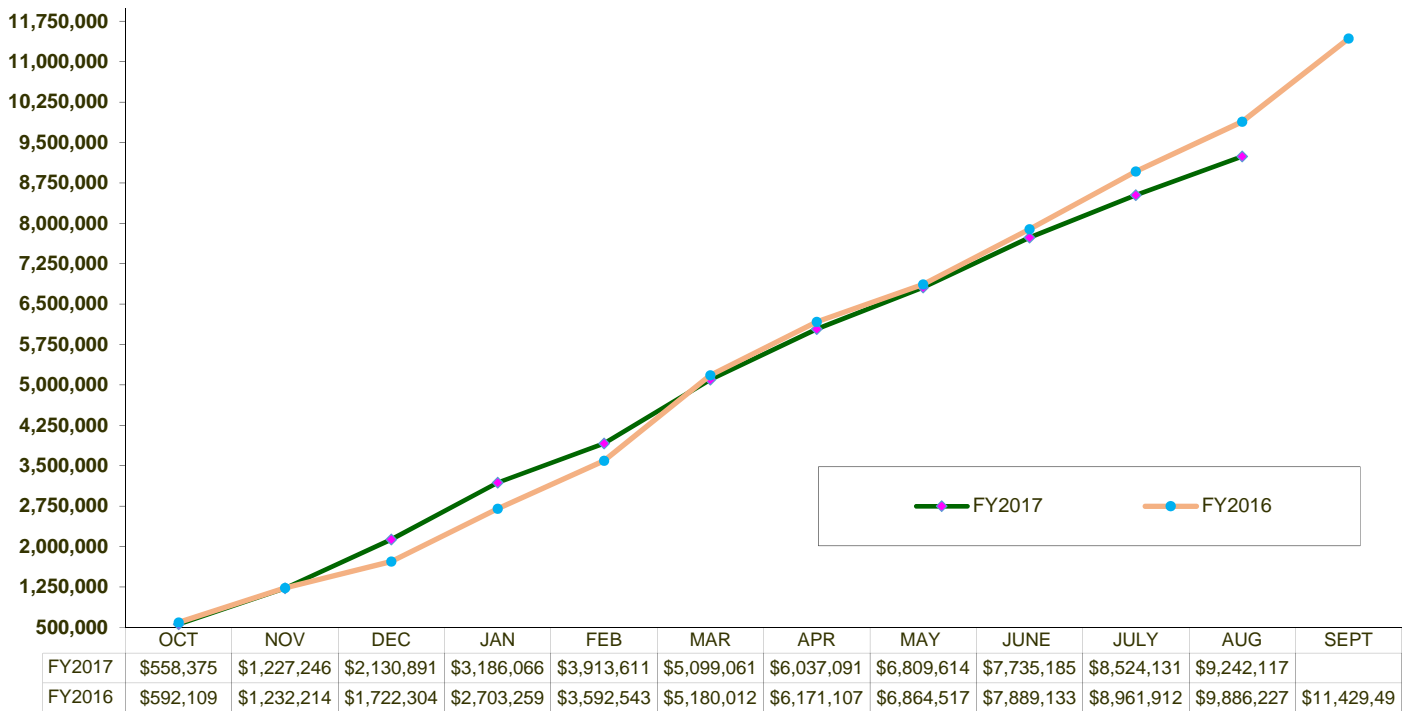
*Budget amounts reflect any budget **amendments** approved by Council during the Fiscal Year

GENERAL FUND REVENUE & EXPENDITURES AS OF August 31, 2017

FY 2016 & 2017 Revenues



FY 2016 & 2017 Expenditures

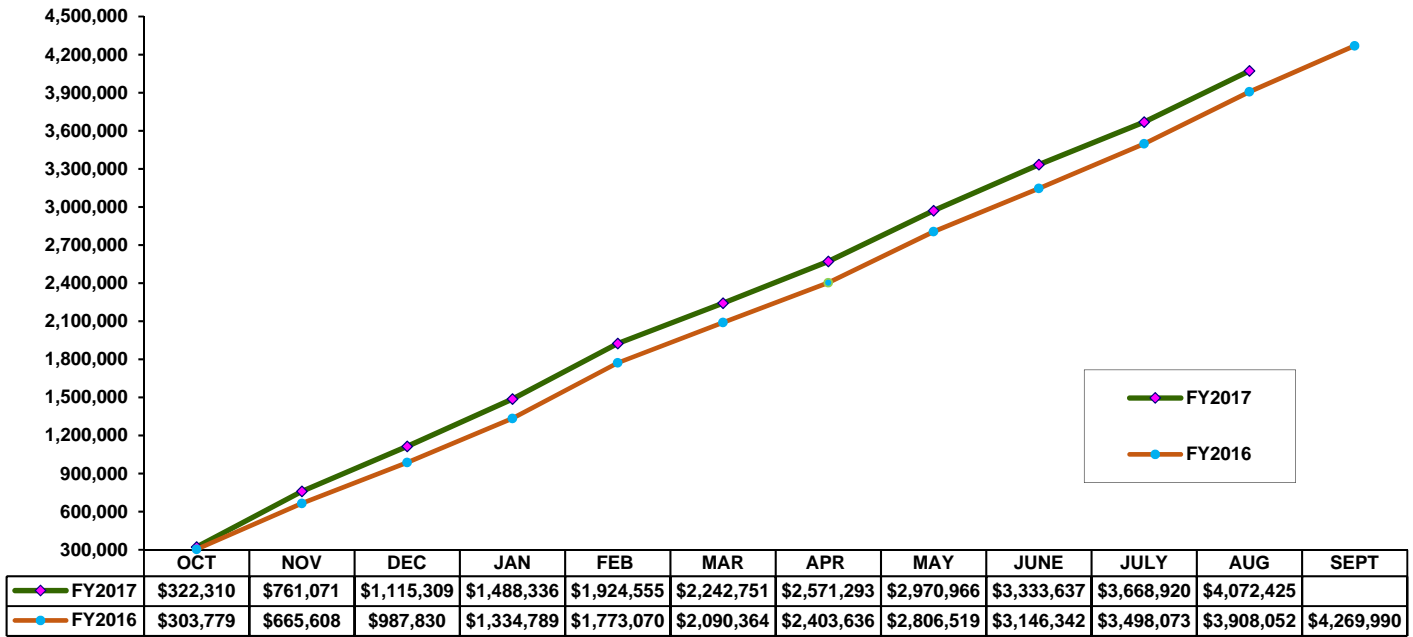


GENERAL FUND REVENUE

AS OF August 31, 2017

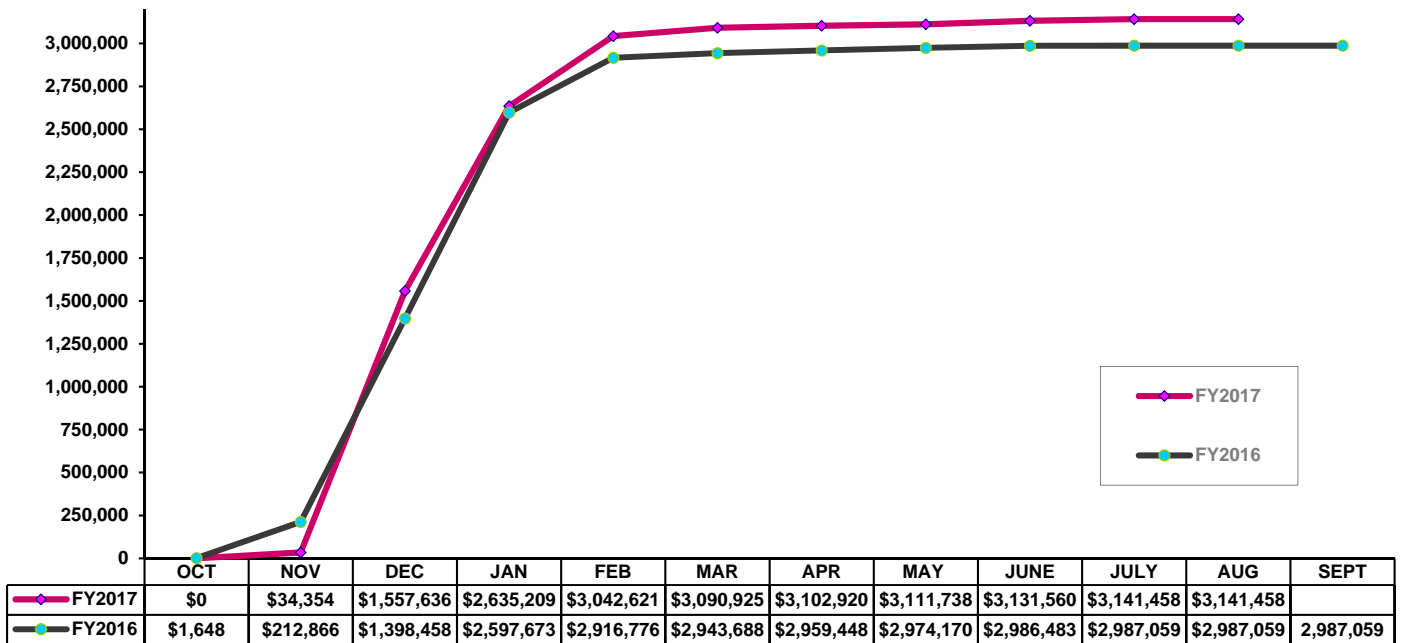
FY2017 Budgeted \$4,456,850

Sales Tax



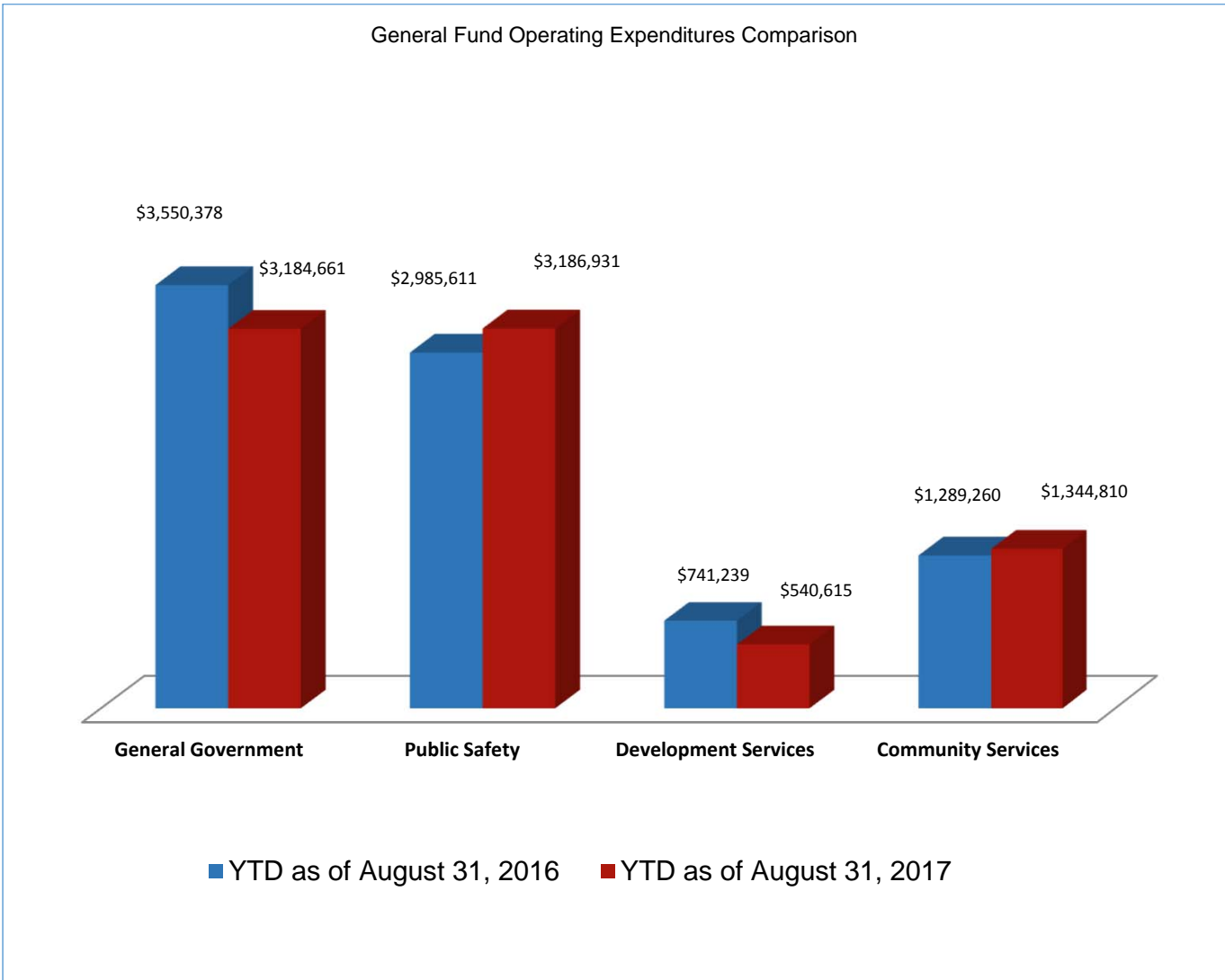
Ad Valorem Taxes

FY2017 Budget \$3,131,361



GENERAL FUND EXPENDITURES

AS OF August 31, 2017

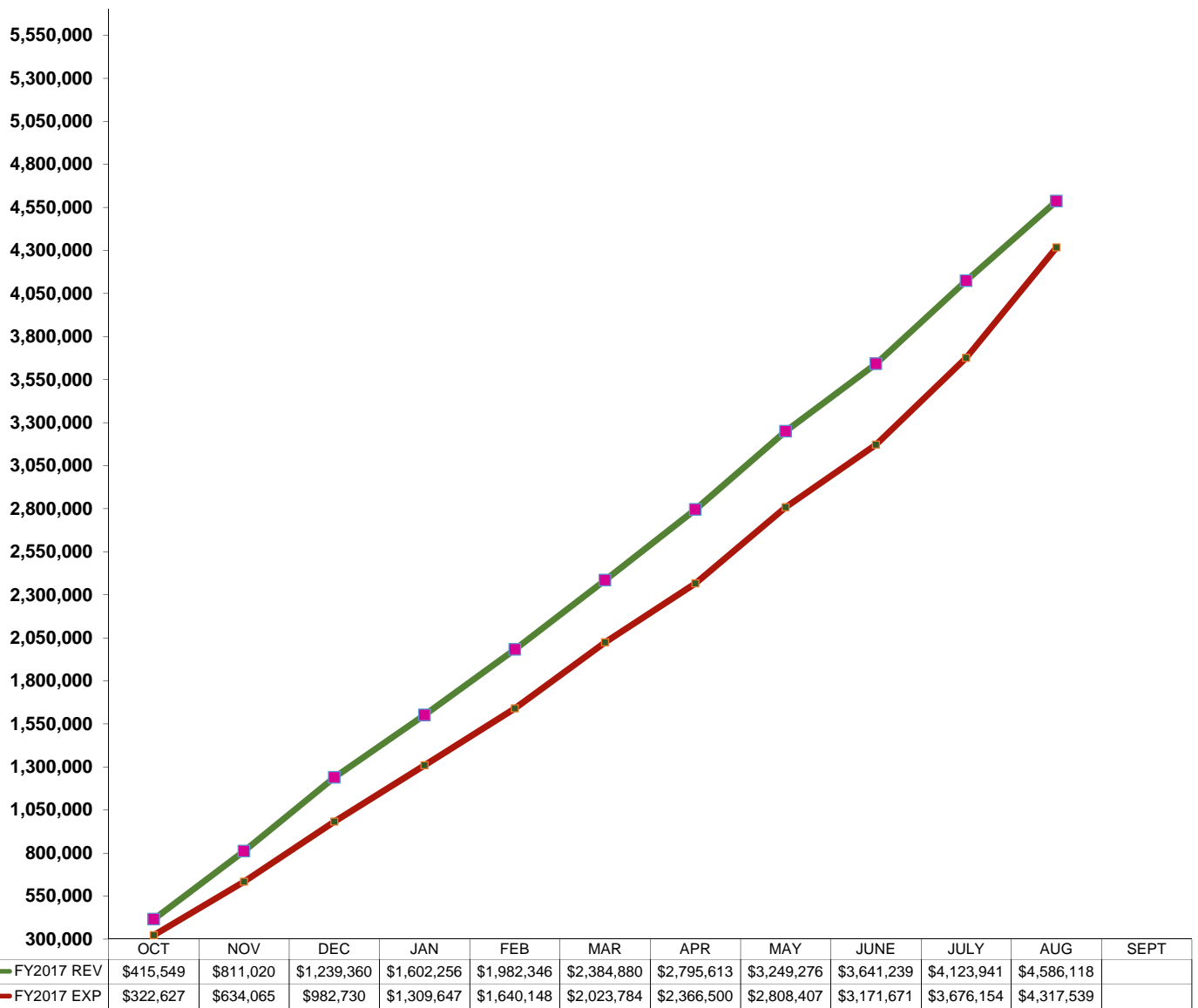


- General Government includes Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance
- Public Safety includes Police Department, Fire Department, and Municipal Court
- Development Services includes the Planning Department
- Community Services includes Recreation, Parks, and Library

WATER WASTEWATER FUND REVENUE & EXPENDITURES

AS OF August 31, 2017

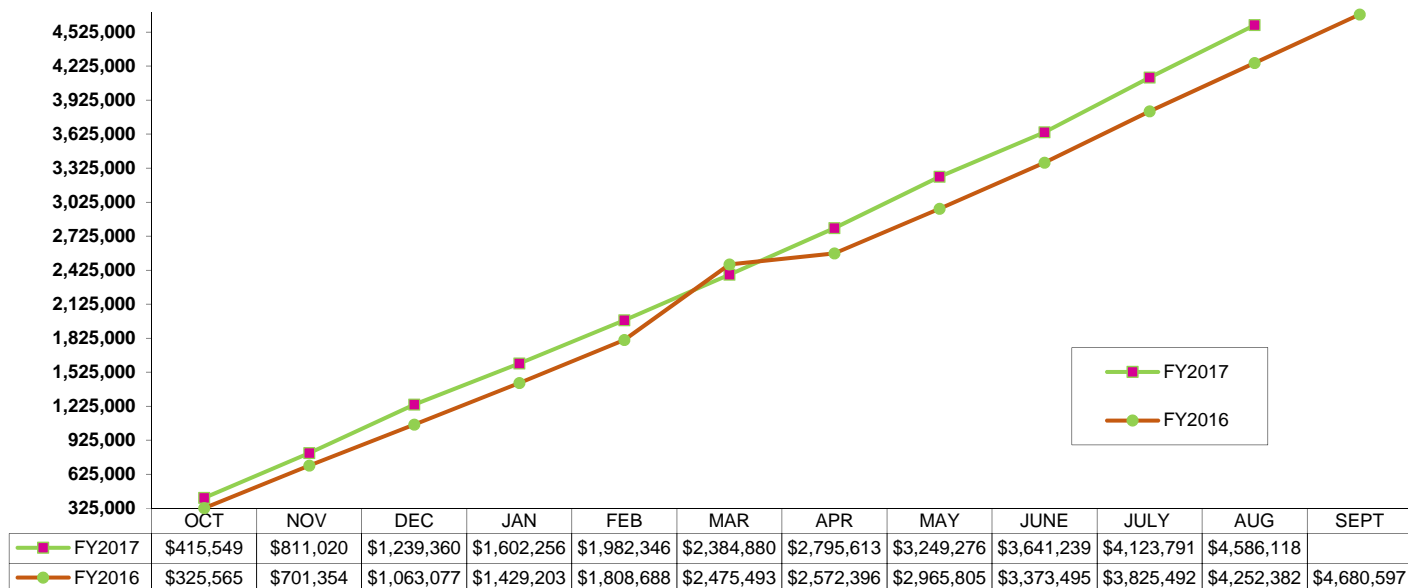
- ❖ Water/ Wastewater Fund Revenues Year-to-date (YTD) as of August 31, 2017 are \$4,586,118 or 101% of the budgeted amount



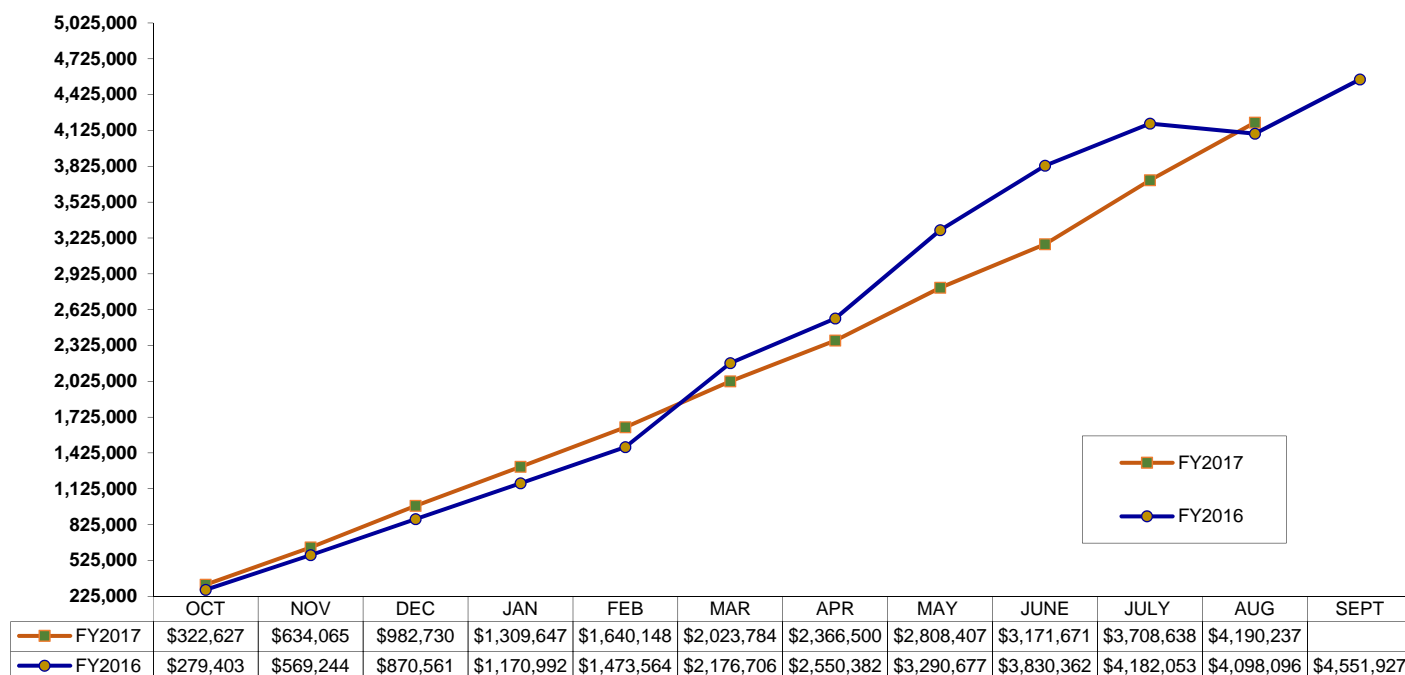
WATER WASTEWATER FUND REVENUE & EXPENDITURES

AS OF August 31, 2017

FY 2016 & 2017 Revenues



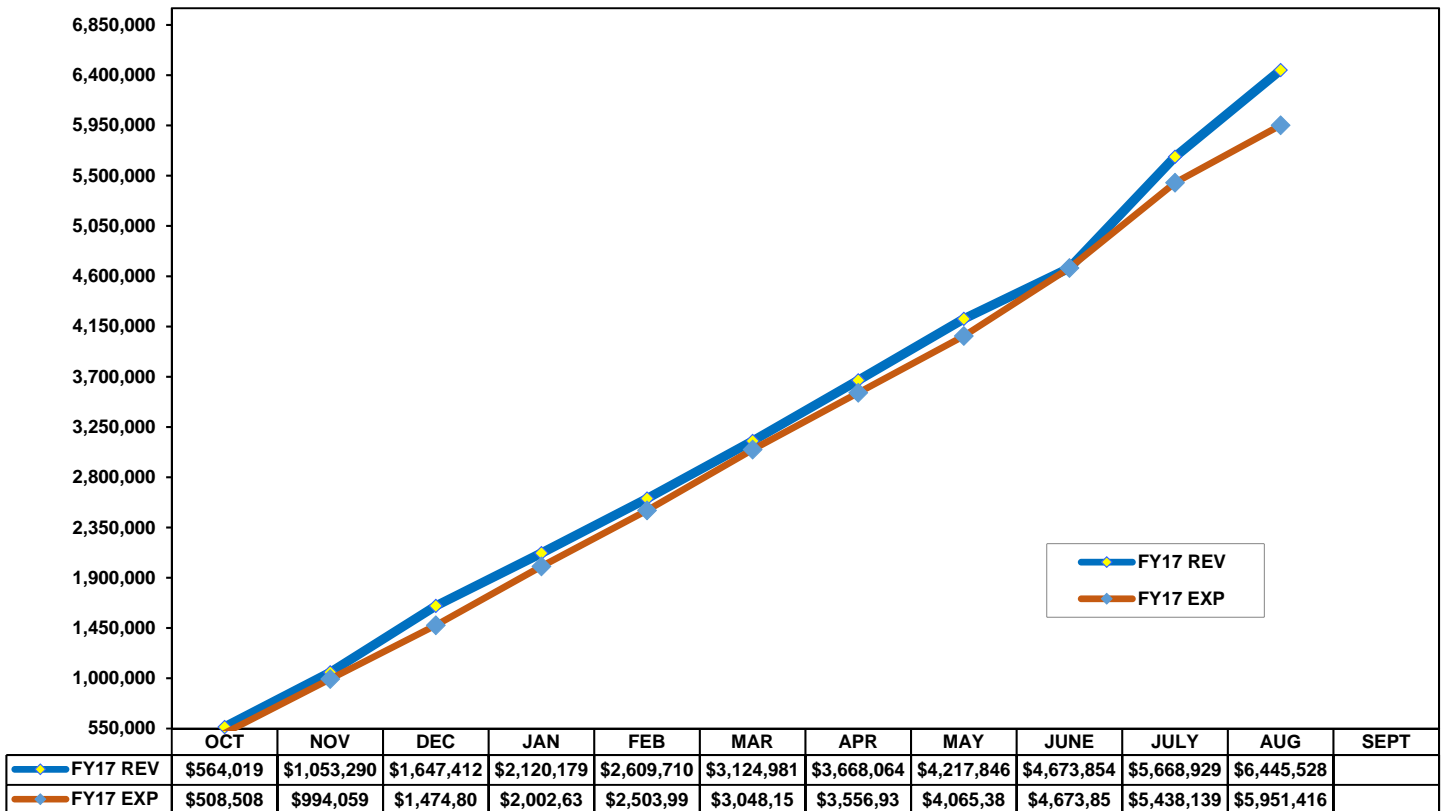
FY 2016 & 2017 Expenditures



BASTROP POWER AND LIGHT / ELECTRIC FUND REVENUE & EXPENDITURES

AS OF August 31, 2017

- ❖ Electric Fund Revenues Year-to-date (YTD) as of August 31, 2017 are \$6,445,528 or 92% of the FY2017 adopted budget.



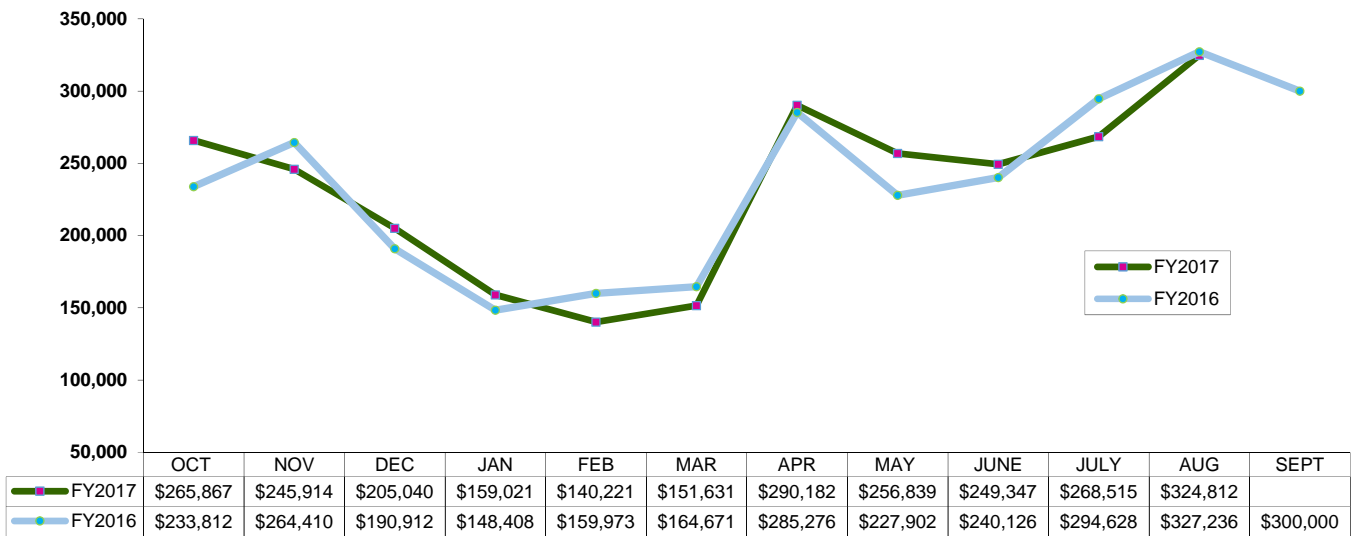
HOTEL MOTEL TAX REVENUE FUND

REVENUE AND EXPENDITURES

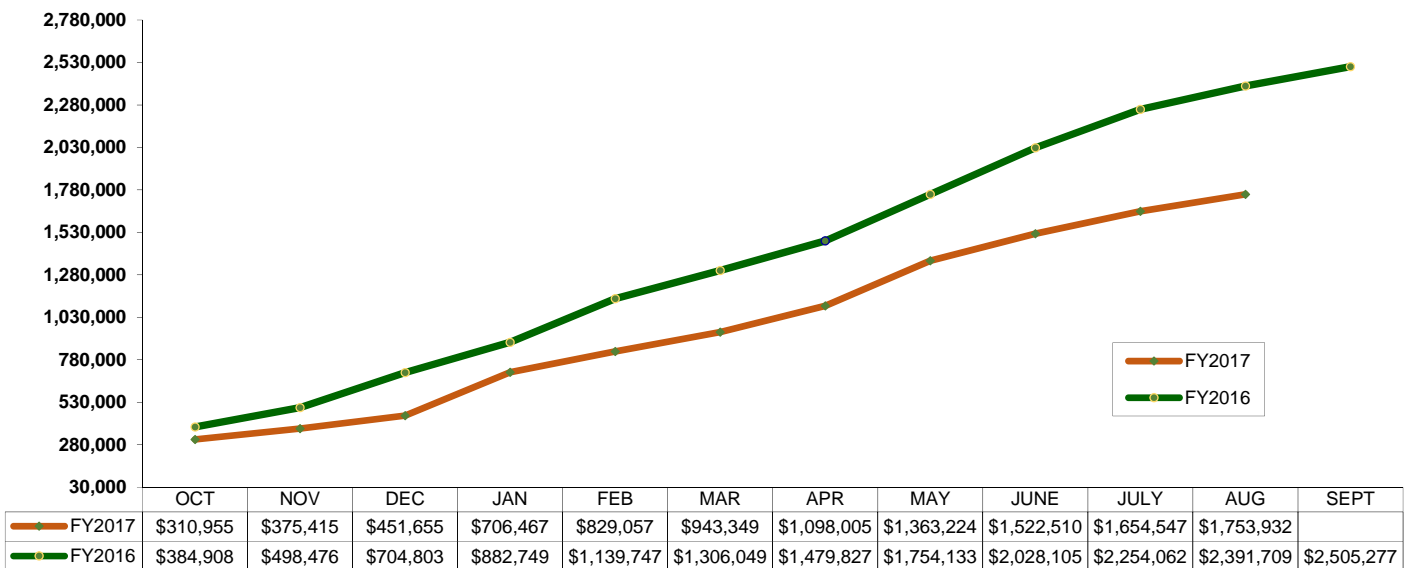
AS OF August 31, 2017

- ❖ Revenues as of August 31, 2017 represent YTD earned revenue of \$2,560,725 which is 89% of budgeted revenue.. Due to a timing issue the revenue earned in October is an estimate.
- ❖ Expenses in October are increased due to the one-time disbursement of funds to Hotel Motel funded organizations.

Revenue (Month to Month comparison)



Expenses (YTD comparison)





STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 9

TITLE:

CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.

To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the consideration of that item.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 10A

TITLE:

Consider action to approve minutes from the September 12, 2017 meeting.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager
Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
 1. State the subject of each deliberation; and
 2. Indicate the vote, order, decision, or other action taken.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve minutes from the September 12, 2017 meeting.

ATTACHMENTS:

- September 12, 2017, DRAFT Regular Council Meeting Minutes

**MINUTES OF REGULAR COUNCIL MEETING
BASTROP CITY COUNCIL
September 12, 2017**

The Bastrop City Council met in a Regular Meeting on Tuesday, September 12, 2017 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder and Council Members Ennis, Nelson and Peterson. Officers present were City Manager Lynda Humble and City Secretary Ann Franklin.

CALL TO ORDER

At 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present. Mayor Pro Tem Schiff and Council Member Jones were absent.

PLEDGE OF ALLEGIANCE

Children of the Friendship Bible Baptist Church led the Pledge of Allegiance.

INVOCATION

Pastor Mary Butler, Friendship Bible Baptist Church gave the invocation.

PRESENTATIONS

- 4A. Presentation of Proclamation recognizing the Ladies Reading Circle on its 120th Anniversary.

Mayor Schroeder read into record the proclamation recognizing the Ladies Reading Circle on its 120th Anniversary.

- 4B. Presentation of Proclamation by the City of Bastrop recognizing the month of September as National Preparedness Month.

Presentation was made by Public Safety Director/Chief of Police Steve Adcock.

Mayor Schroeder read into record the proclamation recognizing the month of September as National Preparedness Month.

- 4C. Presentation by Commissioner Mel Hamner on Successful Cooperation of managing drainage in City and County in the vicinity of SH 304 & Shiloh and Hunters Crossing.

Presentation was made by Commissioner Mel Hamner.

- 4D. Presentation on City's response to Hurricane Harvey.

Presentation was made by City Manager Lynda Humble.

The City Manager announced due to the City's limited capacity the previously scheduled Drainage Public Meetings will be rescheduled for the middle of October.

- 4E. Mayor's Report

ANNOUNCEMENTS

- **As of September 1, 2017, it is illegal statewide to text while driving.**
- **There was damage to the Riverwalk, there is a cattle guard at the top of the stairs at Ferry Park and at Pine Street which had been removed. The cattle guard has**

been replaced, this area is closed due to damage and not open to the public at this time.

- September 14, 2017, Midnight to 5:00 a.m. – The City of Bastrop will be spraying for mosquitos.

A MINUTE WITH THE MAYOR – A reminder that the City Council can have the September 12, 2017, meeting because there is a quorum present. There are five Council Members and a Mayor, which is six (6) people. Four (4) people make a quorum, and the Mayor does not vote. There are four (4) people present, which is the majority needed, and there are three people who are allowed to vote. Every item voted on at this meeting will have to be voted on affirmatively by all three Council Members or it does not carry.

ACTIVITIES OF MAYOR SINCE THE LAST COUNCIL MEETING

- Hurricane Harvey
 - Hosted Rockport City Staff at Library. Thanks to the Library staff, Chief Adcock, Assistant Chief Altgelt, Andres Rosales, and Colin Guerra.
 - Emergency Operations Center (EOC) from Aug 25 – 28
 - River crested at 25.92' (from 3' on Friday morning) at 2:25 AM Monday, Aug 28th
 - Special Thanks to City Manager Humble, Chief Adcock, Chief Altgelt, Andres Rosales, Colin Guerra, Trey Job, Curtis Ervin, David Juarez, David Juneke, Sarah O'Brien, Mickey DuVall and all the City staff involved in the event!
- Ribbon Cuttings – thanks to the Chamber for supporting our local businesses
 - August 25th - Sertinos Coffee Grand Opening
 - September 1st - The 602 on Main Grand Opening
 - September 1st - Lost Pines Art Bazaar 5 Year Anniversary
- August 30th - Retail Visits with Bastrop Economic Development Director, Kirkpatrick and City Manager, Lynda Humble included: Lowe's, Walmart, Best Buy and Home Depot.
- September 6th - Attended the record breaking Chamber luncheon.
- September 6th - Thank you celebration for Bastrop Art in Public Places (BAIPP) Chair Deborah Johnson.
- September 7th - Meeting with Governor Abbott in Richmond
- September 8TH - MD Anderson Tour.

UPCOMING EVENTS

- September 15 – BEDC Coffee Chat –
- September 18 – BEDC Monthly Meeting
- September 26 – Special Executive Session and Council Meeting

- 4F. Recognition of the Central Texas American Planning Association (APA) Section Award – Comprehensive Plan Award Winner – City of Bastrop, Texas

Mayor Schroeder recognized the Steering Committee for the Comprehensive Plan.

- 4G. Councilmembers' Report
Council Member Peterson
- Sent out his heart felt prayers to the victims of hurricanes Harvey and Irma and urged everyone to continue to remember 9/11.

Council Member Nelson

- Attended the Parks Board/Public Tree Advisory Board meeting on September 7th.

Council Member Ennis

September 23rd beginning at 10:00 a.m. at the Bastrop Convention Center:

- There will be a celebration of a Texas History milestone when a Federal judge ruled that Mexican American children could attend (what at the time were) Anglo Schools.
- Installing a Historical Marker at the site of the Mina Ward School
- Rolling out the design of Delgado Park

- 4H. City Manager's Report
NOTHING TO REPORT.

WORK SESSION/BRIEFINGS - NONE

STAFF AND BOARD REPORTS - NONE

CITIZEN COMMENTS - NONE

CONSENT AGENDA

A motion was made by Council Member Nelson to approve Item 8A listed on the Consent Agenda after being read into the record by City Secretary Ann Franklin. Seconded by Council Member Ennis, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 8A. Consider action to approve minutes from the August 14, 2017, August 15, 2017, and August 22, 2017, meetings.

ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider action to approve Resolution No. 2017-73 of the City Council of the City of Bastrop, Texas authorizing an Advanced Funding Agreement between the City of Bastrop and the State of Texas regarding the State Park Trail Project; authorizing the City Manager to execute said agreement; and establishing an effective date.
Presentation was made by Engineering Director, Wesley Brandon.

A motion was made by Council Member Peterson to approve Resolution No. R-2017-73, seconded by Council Member Ennis, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9B. Consider action to approve Resolution No. R-2017-74 of the City Council of the City of Bastrop, Texas approving a Destination and Marketing Services Agreement between the City of Bastrop, Texas and Visit Bastrop attached as Exhibit A; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.

Presentation was made by Main Street Director, Sarah O'Brien.

A motion was made by Council Member Nelson to approve Resolution No. R-2017-74, seconded by Council Member Ennis, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9C. Consider action to approve the first reading of Resolution No. R-2017-69 of the City Council of the City of Bastrop, Texas approving the expenditure of Bastrop Economic Development Corporation funds for the Technology Drive/MLK Infrastructure Project in an amount exceeding Ten Thousand and 00/100 Dollars (\$10,000); repealing all resolutions in conflict; and establishing an effective date; and move to include on the September 26, 2017 agenda for second reading.

Presentation was made by Bastrop Economic Development Corporation Director, Shawn Kirkpatrick.

A motion was made by Council Member Ennis to approve the first reading of Resolution No. R-2017-69, seconded by Council Member Peterson, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9D. Consider action to approve Resolution No. R-2017-70 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of administrative services and shared services between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement, repealing all resolutions in conflict; and providing an effective date.

Presentation was made by Bastrop Economic Development Corporation Director, Shawn Kirkpatrick.

A motion was made by Council Member Nelson to approve Resolution No. R-2017-70, seconded by Council Member Peterson, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9E. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-24 of the City Council of the City of Bastrop, Texas, changing the names of three roads in Tahitian Village due to emergency response concerns, being "Hawea Ct" to "Ori Ct", "Koko Ln" to "Nani Ln", and "Lae Ct" to "Reva Ct", within the city limits of Bastrop, Texas, providing a severability clause, establishing an effective date and move to include on the September 26, 2017, agenda for a second reading.

Presentation was made by Planner/GIS Coordinator, Allison Land.

The public hearing was opened.

The public hearing was closed.

A motion was made by Council Member Ennis to postpone this item to October 10, 2017, seconded by Council Member Peterson, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

Mayor Schroeder recessed the Council Meeting at 8:00 p.m.

Mayor Schroeder called the meeting back to order at 8:06 p.m.

- 9F. Consider action to approve Resolution No. R-2017-71 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as The Colony 1A, Section 2, being 23.689 acres out of the Jose Manuel Bangs Survey, located west of FM 969 and north of the future extension of Sam Houston Drive, within the extra-territorial jurisdiction of Bastrop, Texas, repealing all conflicting resolutions; and establishing an effective date.

Presentation was made by City Engineer, Wesley Brandon.

A motion was made by Council Member Peterson to approve Resolution No. R-2017-71, seconded by Council Member Ennis, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9G. Consider action to approve Resolution No. R-2017-72 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as Pecan Park, Section 6B, being 14.00 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the extension of Childers Drive, within the city limits of Bastrop, Texas, repealing all conflicting resolutions; and establishing an effective date.

Presentation was made by City Engineer, Wesley Brandon.

A motion was made by Council Member Ennis to approve Resolution No. R-2017-72, seconded by Council Member Nelson, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9H. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date; and move to include on the September 26, 2017 agenda for a second reading.

Presentation was made by City Engineer, Wesley Brandon.

The public hearing was opened.

The public hearing was closed.

A motion was made by Council Member Peterson to approve the first reading of Ordinance No. 2017-23, seconded by Council Member Ennis, motion was

approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9I. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-22 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; and move to include on the September 26, 2017 agenda for a second reading.

Presentation was made by Chief Financial Officer, Tracy Waldron.

The public hearing was opened.

The public hearing was closed.

A motion was made by Council Member Ennis to approve the first reading of Ordinance No. 2017-22, seconded by Council Member Peterson, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

- 9J. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-25 of the City Council of the City of Bastrop adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2017-2018 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; and move to include on the September 26, 2017, agenda for a second reading.

Presentation was made by Chief Financial Officer, Tracy Waldron.

The public hearing was opened.

The public hearing was closed.

A motion was made by Council Member Nelson to approve the first reading of Ordinance No. 2017-25, seconded by Council Member Peterson, motion was approved on a 3-0 vote. Mayor Pro Tem Schiff and Council Member Jones were absent.

EXECUTIVE SESSION - NONE

TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION

ADJOURNMENT

Adjourned at 8:45 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 10B

TITLE:

Consider action to approve the second reading of Resolution No. R-2017-69 of the City Council of the City of Bastrop, Texas, approving the expenditure of Bastrop Economic Development Corporation funds for the Technology Drive/MLK Infrastructure Project in an amount exceeding Ten Thousand and 00/100 Dollars (\$10,000); repealing all resolutions in conflict; and establishing an effective date.

STAFF REPRESENTATIVE:

Shawn Kirkpatrick, Bastrop EDC Executive Director

BACKGROUND/HISTORY:

In order to bring the Bastrop Business and Industrial Park into compliance with the City of Bastrop's development regulations, this project provides a second ingress and egress route to and from the Business Park.

In addition, the project provides 10.5 +/- acres of additional shovel-ready sites. Granite & Stone, LLC, is committed to acquiring and developing 5.5 +/- acres of the 10.5 +/- acres.

Through a separate project, the EDC is working toward constructing an additional regional detention pond to assist in controlling flows into Gills Branch. Both projects are to be performed simultaneously, at an estimated cost of \$1.6 million.

The Bastrop EDC Board of Directors approved funding the Technology Drive/MLK Infrastructure Project at their Board meeting on August 21, 2017. Section 505.158(b) of the Local Government Code mandates that prior to the BEDC funding a project involving an expenditure of more than \$10,000, the City Council shall adopt a Resolution authorizing the project, which Resolution shall be read by the City Council on two separate occasions.

RECOMMENDATION:

Consider action to approve the second reading of Resolution No. R-2017-69 approving the expenditure of BEDC funds for the Technology Drive/MLK Infrastructure Project.

ATTACHMENTS:

- Draft Resolution
- Opinion of Probable Cost

RESOLUTION NO. R-2017-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE EXPENDITURE OF BASTROP ECONOMIC DEVELOPMENT FUNDS FOR THE TECHNOLOGY DRIVE/MLK INFRASTRUCTURE PROJECT IN AN AMOUNT EXCEEDING TEN THOUSAND AND 00/100 DOLLARS (\$10,000); REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Local Government Code, Section 501.103 authorizes the expenditure of Bastrop Economic Development Corporation (“BEDC”) funds for a project that the BEDC’s Board of Directors determines to be necessary and suitable to promote or develop new or expanded business enterprises, limited to streets and roads, rail spurs, water and sewer utilities, electric and gas utilities, drainage, site improvements, and related improvements; and

WHEREAS, the Texas Local Government Code, Section 505.158(a) authorizes a Corporation created by a municipality of 20,000 or less to fund a project that includes the land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements found by the Corporation’s Board of Directors to promote new or expanded business development; and

WHEREAS, the Board of Directors of the BEDC met on August 21, 2017, and took formal action making required findings, and supporting and authorizing funding for various Type B Corporation projects; and

WHEREAS, regarding one such project, after careful evaluation and consideration by the BEDC, it has determined that a project proposing to design and construct targeted infrastructure and improvements referred to as the Technology Drive/MLK Infrastructure Project (“Project”), the scope of which includes, without limitation, the extension of Technology Drive as required by the City of Bastrop’s development regulations, are necessary and suitable to promote or develop new or expanded business enterprises within the Bastrop Business and Industrial Park and, further, that such infrastructure is limited to permissible infrastructure as an authorized project pursuant to Section 501.103 of the Texas Local Government Code; and

WHEREAS, Section 505.158(b) of the Texas Local Government Code mandates that prior to the BEDC undertaking a project involving an expenditure by the BEDC of more than \$10,000, the City Council must adopt a Resolution authorizing the project, which Resolution must be read by the City Council on two separate occasions; and

WHEREAS, the City has reviewed the August 21, 2017, actions of the BEDC related to the Project noted herein, has considered and evaluated that Project, and has found it meritorious of the City Council’s authorization and approval.

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

SECTION 1. Findings and Determination. The City Council hereby finds and determines that it is in the best interest of the BEDC and the City to authorize funding for the Technology Drive/MLK Infrastructure Project, as authorized by the Texas Local Government Code, Sections 501.103 and 505.158.

SECTION 2. Authorization of Expenditure. The City Council of the City of Bastrop, Texas, hereby authorizes the funding of the Technology Drive/MLK Infrastructure Project in an amount not to exceed \$1,600,000, as estimated and requested by the BEDC.

SECTION 3. Open Meeting. The City Council hereby finds and determines that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

SECTION 4. Any prior resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

SECTION 5. Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 6. Two Readings Required. This Resolution shall take effect immediately from and after its passage upon a subsequent second reading and passage, and it is duly resolved.

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

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

CITY OF BASTROP, TEXAS

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 10C

TITLE:

Consider action to approve the second reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date.

STAFF REPRESENTATIVE:

Wesley Brandon, P.E., Director of Engineering

BACKGROUND/HISTORY:

The City's current schedule of fees charged for the various services provided by the Planning and Development department have remained largely unchanged since their adoption in 1995. These services include the review, permitting, and inspection of several types of development-related projects, such as subdivisions, land use, and building construction.

The City Council was presented with the new fee schedule at their June 29, 2017 budget workshop.

POLICY EXPLANATION:

Amendments to the Code of Ordinances are adopted by ordinance, which requires City Council to hold a public hearing and two ordinance readings at separate City Council meetings.

The Construction Standards Board reviewed the proposed amendments to the fee schedule for requirements related to Chapter 3 – Building Regulations at their regular meeting on May 16, 2016. The Board unanimously recommended approval of the amended fees.

The Planning & Zoning Commission reviewed the proposed amendment to the fee schedule for requirements related to Chapter 10 – Subdivisions and Chapter 14 – Zoning at their regular meeting on July 28, 2016. The Commission unanimously recommended approval of the amended fees.

The City Council held a public hearing and conducted the first reading to amend the ordinance at the September 12, 2017 meeting. The amendments were approved by a vote of 3-0.

Notice of the public hearing to consider these amendments to the Code of Ordinances was published on August 26, 2017 in the Bastrop Advertiser.

FUNDING SOURCE:

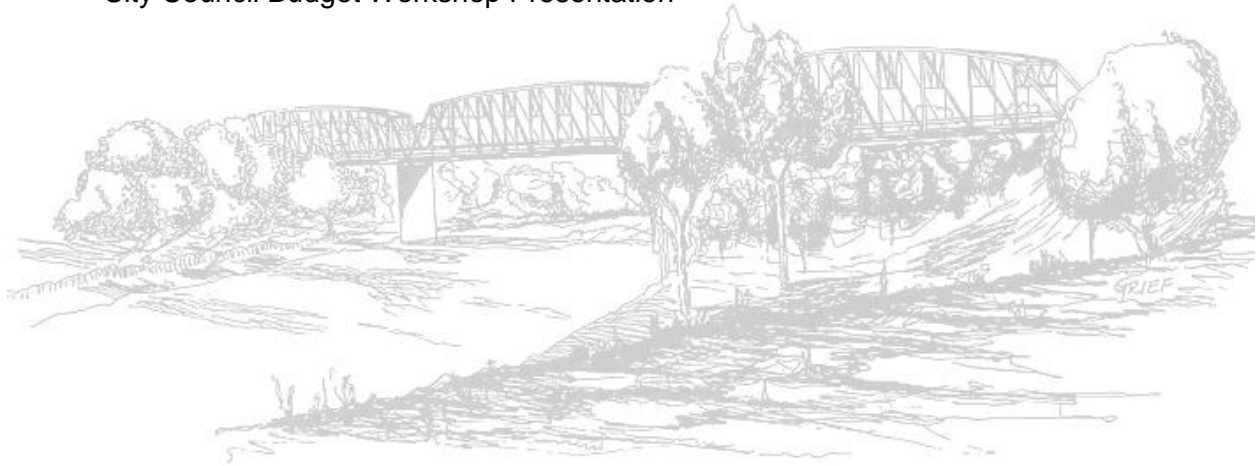
The Planning and Development Department is funded from the General Fund. Fees collected for review and inspection go to a revenue account that offsets the cost of personnel, supplies, equipment, and professional services.

RECOMMENDATION:

Consider action to approve the second reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date.

ATTACHMENTS:

- Proposed Ordinance
- City Council Budget Workshop Presentation



ORDINANCE 2017- 23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING THE CODE OF ORDINANCES, APPENDIX A, RELATED TO CHAPTER 3 TITLED “BUILDING REGULATIONS,” CHAPTER 10 TITLED “SUBDIVISIONS,” CHAPTER 14 TITLED “ZONING,” AND THE ARTICLES WITHIN CHAPTER 10, SECTION 8 TITLED “RESERVATIONS,” REFERENCES WITHIN CHAPTER 3 TITLED “BUILDING REGULATIONS,” CHAPTER 10 TITLED “SUBDIVISIONS,” AND CHAPTER 14 TITLED “ZONING,” RELATED TO FEES; AND DELETING SECTION 10.03.003 TITLED “SUBDIVISION AND DEVELOPMENT ESCROW FEES” IN ITS ENTIRETY, PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop has adopted Chapter 3 titled “Building Regulations,” Chapter 10 titled “Subdivisions,” and Chapter 14 titled “Zoning” in the Code of Ordinances to allow the City to review and permit development to ensure the future sustainability of the city and safety of the citizens; and

WHEREAS, the City of Bastrop has not amended the Appendix A, Fee Schedule related to building and development applications submitted to the City since 1995; and

WHEREAS, the existing and proposed fees were evaluated to ensure fees cover the cost of service and were comparable to other cities’ existing fees related to building, subdivision and zoning; and

WHEREAS, the Construction Standards Board unanimously recommended approval of a new building and permit fee schedule at their May 19, 2016 meeting; and

WHEREAS, the Planning & Zoning Commission, after a public hearing, unanimously recommended approval of a new fee schedule for subdivision and zoning applications at their regular July 28, 2016 meeting; and

WHEREAS, notice of the public hearing to consider amendments to the Code of Ordinances was published on August 26, 2017, as required by Ordinance, and the City Council held a public hearing and conducted the first reading on September 12, 2017; and

WHEREAS, after consideration of the information presented and public input received at the hearing, City Council has determined that the fee schedule should be amended to reflect the true cost of service and maintain fiscal accountability.

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

Section 1: The Code of Ordinances of the City of Bastrop, Texas, is hereby amended by amending Chapter 3 titled “Business Regulations”, to read as follows:

“Chapter 3. BUILDING REGULATIONS

ARTICLE 3.01 GENERAL PROVISIONS

...

Sec. 3.01.002 Bond and insurance requirements for contractors and subcontractors

...

(d) Consulting services fees and related charges incurred by the city shall be paid in accordance with the fees set forth in Section A3.01.002 of Appendix A.

Sec. 3.01.003 Work commencing prior to permit issuance.

Any contractor or subcontractor who commences any work on a building, structure, or electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty in addition to the required permit fee, as provided for in Sections A3.01.003 and A3.04.002 of Appendix A.

Sec. 3.01.004 Inspections; certificate of occupancy or completion.

As required by the adopted Building Codes, as amended, the building official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, and electrical, gas, mechanical or plumbing system upon completion, prior to the issuance of the certificate of occupancy or completion. As provided in sections 3.05.038 and 3.06.037 of this chapter, no public utilities will be connected unless all permit and inspection requirements are met and a certificate of occupancy or completion has been issued.

...

ARTICLE 3.04 BUILDING CODE

...

Sec. 3.04.002 Amendment to schedule of permit fees.

...

- (a) B102. Moving fees will be divided into two (2) categories, as provided for in section A3.04.002 of the fee schedule attached as Appendix A to this code.
- (b) B015. Plan-checking fees shall be deleted.

...

ARTICLE 3.05 ELECTRICITY

...

DIVISION 2 ELECTRICAL CODE

...

Sec. 3.05.038 Permit and inspection requirements; homeowner permit.

- (a) No utilities will be connected by the city unless all permit and inspection requirements are met during construction, even if all work is completed by the homeowner. A homeowner may obtain a permit for work that is to be completed by him in an owner-occupied single-family residence.
- (b) Permit and inspection fees for electrical service and repairs are set forth in Section A3.05.038 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.06 PLUMBING

...

DIVISION 2 PLUMBING CODE

...

Sec. 3.06.037 Permit and inspection requirements; homeowner permits.

- (a) No utilities will be connected by the city unless all permit and inspection requirements are met during plumbing installation, even if all work is completed by the homeowner. A homeowner may obtain a permit for work that will be completed by him in an owner-occupied single-family residence.
- (b) Permit and inspection fees for plumbing service and repairs are set forth in Section A3.06.037 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.07 MECHANICAL CODE

Sec. 3.07.001 Adopted

...

- (c) Inspection fees for mechanical repairs and trades are set forth in Section A3.07.001 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.15 SWIMMING POOLS

Sec. 3.02.015 Swimming pool code adopted.

...

- (c) Required permit fees are set forth in Section A3.15.001 in the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.16 MOVING OF STRUCTURES, DEMOLITION AND SITE WORK

Sec. 3.16.001 Permit; general standards.

...

- (e) *Permits and inspection fees.* Fees for demolition, moving, site work and inspections are set forth in Section A3.16.001 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.20 SIGNS

...

DIVISION 2 PERMITS

...

Sec. 3.20.054 Action on a permit application.

After the submission of a complete application for a sign permit, the planning and development director, or the assigned designee, shall:

- (a) Issue the sign permit, if a complete application with all the required information has been submitted and if the sign(s) conforms in every respect to the requirements of this article; or
- (b) Reject the sign permit application if the application is incomplete, if any required plans have been omitted from the submittal, or if the sign(s) that is the subject of the application fails in any way to conform with the requirements of this article. In case of a rejection, the planning and development director, or the assigned designee, shall specify, in writing, the reason(s) for the rejection.
- (c) If an application is rejected, the applicant may resubmit the application with the information requested by the planning and development director, or the assigned designee, within sixty (60) days of rejection or the application is denied.
- (d) Required fees for sign repairs and inspections are set forth in Section A3.20.054 in the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.21 STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY

...

Division 3. CONSTRUCTION IN PUBLIC RIGHTS-OF-WAY

...

Sec. 3.21.064 Authorization required.

...

- (d) Required permit fee for construction work within a public right-of-way is set forth in Section A3.21.064 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.22 CULVERT INSTALLATIONS OR DRAINAGE CHANNEL MODIFICATIONS

...

Sec. 3.22.002 Permit required.

- (a) It is prohibited to place, or cause to be placed, any object across, in, above or below any area which serves as a channel or area which accommodates the flow of natural or directed stormwater runoff, or to in any way block or redirect same, without obtaining the necessary permit and complying with the requirements of the street superintendent or city engineer.
- (b) Required drainage permit fee is set forth in Section A3.22.022 of the fee schedule attached as Appendix A to this code.

...

Chapter 10 SUBDIVISIONS

...

SECTION 8 RESERVATIONS

...

8.20 Park Land Dedication

...

C. Money in Lieu of Dedication of Land

- 1. If permitted by the city council, an owner responsible for park land dedication may satisfy the requirements of section 8.20B. in whole or in part by cash payment instead of dedication of land in the amount set forth in section 8.20C.2 hereunder. Payments, instead of land, shall be made prior to the time the subdivision improvements are accepted by the City.
- 2. The dedication requirement shall be met by a cash payment at a per unit price sufficient to acquire land for a neighborhood park to serve the area in

which such development is located, or to expand an existing park to serve the development. Unless specified otherwise by the Council due to recent land sales in the area of the proposed plat (to include the proposed platted area), such per unit price shall be computed on the basis of five hundred dollars (\$500) per dwelling unit, or four hundred dollars (\$400) per unit for projects with four or more units per structure. This amount will be reviewed periodically and will be adjusted to accurately reflect what land is selling for per acre in the City's growth areas. Cash payment may be used only for acquisition or improvements of parks, which will serve the development. The City will determine where and how the money will be spent within two (2) years if funds will be spent on park improvements or three (3) years if funds are to be used to acquire parkland, from the date of final acceptance of the completed subdivision. The finance department will keep a detailed record of such funds, which will be reviewed annually with the city budget.

...

Section 2: The Code of Ordinances of the City of Bastrop, Texas, is hereby amended by amending Appendix A titled "Fee Schedule", to read as follows:

"Appendix A FEE SCHEDULE

...

Chapter 3 BUILDING REGULATIONS

ARTICLE A3.01 GENERAL PROVISIONS

Sec. A3.01.002 – Charges for consulting services.

Professional fees and related charges incurred by the city for the services of consultant(s): Actual fee, plus a 15% administrative fee.

Sec. A3.01.003 – Work commencing prior to permit issuance.

The greater of:

- a) 100% of the calculated permit and inspection fee
- b) Residential: \$100 per trade
- c) Commercial: \$200 per trade

Sec. A3.01.004 – Inspection and certificates fees.

- (1) Failed inspections, re-inspections, or inspections over inspection allowance: \$75
- (2) Certificate of Occupancy (change in use/ ownership): \$75
- (3) Copies/ Re-issue Certificates of Occupancies, Inspections copies: \$10

- (4) Certificate of Occupancy (change in use/ ownership) \$75
- (5) Copies/ Re-issue Certificates of Occupancies, Inspections copies \$10

ARTICLE A3.04 BUILDING CODE

Sec. A3.04.002 Schedule of permit fees.

- a) All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:
 - a. Permit Fees:

Total Valuation	Fee
\$1,000,000 and less	\$7.50 per \$1,000 of valuation
\$1,000,001 and up	\$7,500 for the first \$1,000,000, plus \$4.00 per additional thousand
 - b. Inspection Fee: 25% of the Permit Fee
 - c. For buildings with a calculated value of greater than \$2,000,000, the Building Official, at their discretion, may use an alternative valuation (e.g. the declared project value).
 - d. Technology Fee: \$6 per permit

- b) Residential permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data
 - a. 11 inspection visits assumed for residential projects
 - b. Non-Licensed Trade Permit Fee: \$75 per building
 - c. Failed inspections, re-inspections, or inspections over inspection allowance: \$75 each
 - d. Residential remodel permit: 35% of new building cost (using the Primary Use Chart). Using square footage affected only.
 - e. Minimum Permit Fee: \$50, plus \$75 per inspection

- c) Commercial permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data:
 - a. 18 inspection visits assumed for commercial projects
 - b. Non-Licensed Trade Permit Fee: \$75 per building, plus \$75 per additional floor of multi-story buildings
 - c. Failed inspections, re-inspections, or inspections over inspection allowance: \$75 each
 - d. Shell Building Permit: 65% of new building fee (using the Primary Use Chart)
 - e. Tenant Finish-Out Permit: 35% of new building cost (using the Primary Use Chart), per finish-out area.

- f. Commercial Remodel permit: 35% of new building cost (using the Primary Use Chart). Using square footage affected only.
 - g. Minimum Permit Fee: \$100, plus \$75 per inspection
- d) Other Fees not listed above:
- a. Roofing permit:
 - i. Residential \$150
 - ii. Commercial \$500
 - b. Construction trailer: \$150 (includes hookup fee for electrical and plumbing, excludes fees charged by other utility entities)
 - c. Accessory Buildings:
 - a. Above 250 square feet, the fee will be calculated using the Primary Use Chart. Garages will use the Storage Low hazard (S-2) use.
 - b. Accessory building under 250 sq. ft.: \$75
 - c. Fences (commercial only) \$175
- e) Fire Related Fees
- a. Residential Fire Sprinkler Permit: \$175
 - b. Fire Sprinkler permit: \$500
 - c. Fire Alarm System: \$200
 - d. Fire Suppression System: \$150
 - e. Inspection Fee: \$75

Article A3.05 ELECTRICITY
Division 2. Electrical Code

Sec. A3.05.035 – Electrician licensing fees.

- a) Annual city fee - all trades will pay a fee of \$75 per person. Proof of insurance and state licenses shall be required when paying the annual fee.
- b) Commercial trades will pay a \$75 attachment fee to a general construction contract. (Each subcontractor company will pay this fee for all projects on which work is performed)
- c) Residential trades will pay a \$75 attachment fee to a general construction contract. (Each subcontractor company will pay this fee for all projects on which work is performed)
- d) Failed inspections, re-inspections, or inspections over inspection allowance - \$75 each

...
Sec. A3.05.038 – Permit and inspection fees.

- (a) Electrical repairs will be charged \$75 for one inspection \$50 for each additional inspection
- (b) New electric service or rebuilt service \$75
- (c) Electric service inspection permit in which service was disconnected \$25
- (d) Temporary Electric Meter (T-Pole) \$75

ARTICLE A3.06 PLUMBING
Division 2. Plumbing Code

Sec. A3.06.037 –Plumbing inspection fees.

- a) Plumbing repairs will be charged \$75 for one inspection \$50 for each additional inspection
- b) Underground water line inspection Permit: \$75
- c) Underground waste water line inspection permit \$75
- d) Hot water heater (new) inspection permit \$75
- e) Gas pressure test inspection permit \$75
- f) Gas pressure test in which service was disconnected inspection permit \$25
- g) Irrigation permit outside of a primary residential permit \$75
- h) Irrigation permit outside of a primary commercial permit \$200
- i) Annual City fee, all trades will pay a fee of \$75 per person.
- j) Will need proof of Insurance and State Licenses at the time of paying the annual fee.
- k) Commercial Trades will pay a \$75 attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on)
- l) Residential Trades will pay a \$75 attachment fee to a General Construction contract.
- m) Failed inspections, re-inspections, or inspections over inspection allowance \$75 each

ARTICLE A3.07 MECHANICAL CODE

Sec. A3.07.001 –Inspection and mechanical trade fees.

- a) Mechanical repairs will be charged \$75 for one inspection \$50 for each additional inspection
- b) Annual City fee, all trades will pay a fee of \$75 per person.
 - a. Will need proof of Insurance and State Licenses at the time of paying the annual fee.
- c) Commercial Trades will pay a \$75 attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on)

- d) Residential Trades will pay a \$75 attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on)
- e) Failed inspections, re-inspections, or inspections over inspection allowance \$75 each

...

ARTICLE A3.15 SWIMMING POOLS

Sec. A3.15.001 – Permit and inspection fees.

- a) Swimming Pool permit \$225
- b) Inspection Fee: \$75 per inspection

ARTICLE A3.16 MOVING OF STRUCTURES, DEMOLITION AND SITE WORK

Sec. A3.16.001 – Permit and inspection fees.

- a) Demolition permit:
 - a. Above 5,000 sq. ft. \$250
 - b. 5,000 sq. ft. or less \$75
- b) Moving permit \$150
- c) Site Work Permit: \$150 plus \$50 for each additional acre over 1 acre
- d) Inspection Fee: \$75 per inspection

...

ARTICLE A3.20 SIGNS

Division 2. Permits

Sec. A3.20.054 – Inspection and city fees.

- a) Sign repairs will be charged \$75 for one inspection \$50 for each additional inspection
- b) Sign permit \$150 for first sign in one submittal and \$50 each additional sign.
- c) Multiple tenant sign \$200
- d) Master Sign Plan \$500
- e) Inspection Fee: \$75 per inspection
- f) Annual City fee, all trades will pay a fee of \$75 per person.
 - a. Will need proof of Insurance and State Licenses at the time of paying the annual fee.

ARTICLE A3.21 STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY

Division 3. Construction of Public Rights-of-Way

Sec. A3.21.064 – Public right-of-way fee.

Work within the Right-Of-Way Permit (driveway, sidewalks, etc.): \$125

ARTICLE A3.22 CULVERT INSTALLATIONS OR DRAINAGE CHANNEL MODIFICATIONS

Sec. A3.22.022 – Drainage permit fee.

Drainage permit : \$125

...

CHAPTER 10. SUBDIVISIONS

ARTICLE A10.03 SUBDIVISION ORDINANCE

Sec. A10.03.002 – Filing fees and charges

Preliminary Plat	\$1,025, plus \$25 per lot, and \$25 per acre of right-of-way, \$1,200 minimum
Final Plat	\$825, plus \$20 per lot and \$20 per acre of right-of-way
Construction Plans	0.5% of total cost of improvements, \$1,000 minimum*
Amended/Administrative Plat	\$525.00 per plat
Replats	\$700.00 per plat
Site Development Plan:	
less than or equal to 1/2 acre	\$500.00
greater than 1/2 acre	\$1,000, plus \$200 per acre over 1 acre
Site Development Plan Revision	\$225, plus \$0.05 per square foot of impervious cover

Site Development Inspection Fee	\$200, plus \$0.02 per square foot of impervious cover (excluding buildings)
Variances	\$500 per request
Plat Recordation with the County	\$50, plus fees charged by the County
Legal Lot, Zoning Determination Letter	\$25.00
Development Agreement	\$2,000, plus professional fees***
Public Hearing Re-notification	\$200, if required by applicant
Land Disturbance Permit	\$200.00
License Agreement, Easement	\$200, plus professional fees***
Traffic Impact Analysis Review	\$500, plus professional fees***
Right-of-way Vacation	\$500.00
Easement Vacation	\$300.00
GIS Mapping Fees:	
Map Printing Fee:	\$6.67 per square foot
Custom Map Fee:	\$100 per hour
Improvement Plan Digitizing**	\$150.00
Technology Fee (per application)	\$25
* Based on certified cost estimate provided by engineer of record and approved by the City	
** Charged on projects requiring public infrastructure improvements. Fee may be waived if information provided per City specifications.	

*** Per Chapter 1, Article 1.14, Code of Ordinances

The above fees shall be charged on all plats regardless of the action taken by the city council.

...

CHAPTER 14 ZONING

ARTICLE A14.01 GENERAL PROVISIONS

Sec. A14.01.001 – Fees for review of zoning change and conditional use permit applications.

Zoning Change:	
less than or equal to 30 acres	\$750.00
greater than 30 acres	\$900.00
Planned Development	\$2,000, plus \$200 per acre, \$5,000 maximum
Conditional Use Permit (CUP)	\$350.00
Technology Fee (per application)	\$25

Sec. A14.01.002 – Fees for review of variance request or appeal of site plan.

All uses \$350.00 per request

...”

Section 3: This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

Section 4: All ordinances of the City of Bastrop in conflict with the provisions of this Ordinance shall be, and same are hereby, repealed, provided, however, that all other provisions of said Ordinances are not in conflict herewith shall remain in full force and effect.

Section 5: Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance or of the City of Bastrop Code of Ordinances, as amended hereby, be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinances or the City of Bastrop Code of Ordinances, as amended hereby, which shall remain in full force and effect.

Section 6: An offense committed before the effective date of the Ordinance is governed by prior law and the provisions of the City of Bastrop Code of Ordinances in effect when the offense was committed and the former law is continued in effect for this purpose.

Section 7. This Ordinance shall take effect on the 1st day of October 2017, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

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

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

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED:

Joseph J. Gorfida, Jr., Interim City Attorney
(09-07-2017/89836)

Attachment 2 – Excerpt from June 29, 2017 City Council Budget Workshop

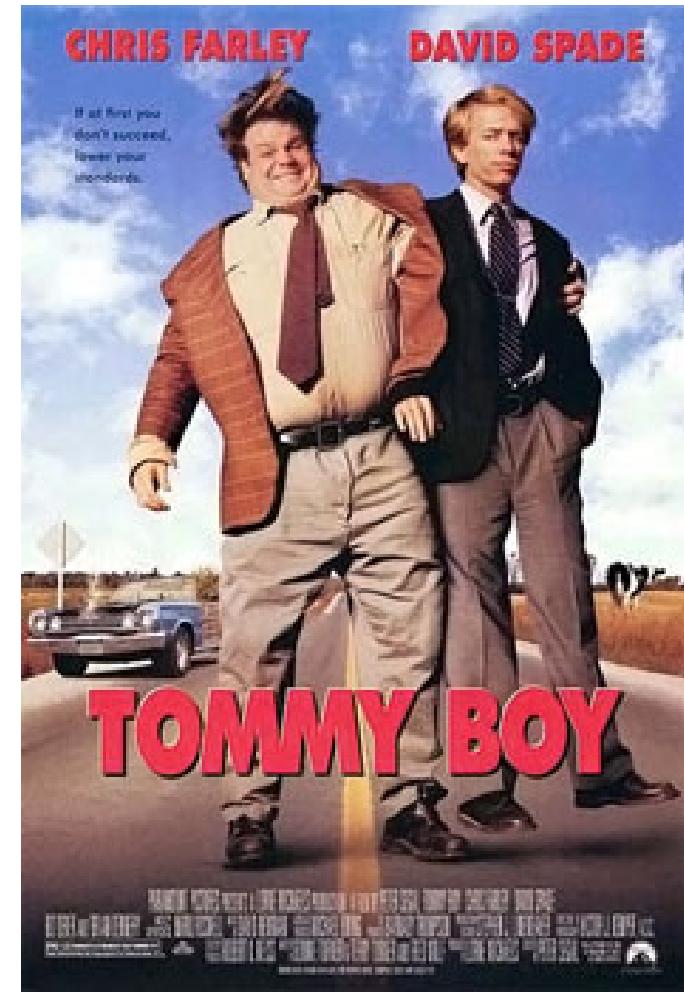


1995



Back in 1995...

- Premiere of Tommy Boy
- O.J. Simpson found not guilty
- Bastrop Population ~ 4,500
- Average Cost to build a 1,700 sq. ft. home ~\$78,000
- City of Bastrop Building Fees Adopted



Flash Forward to 2017

- Adopted 2009 Int'l Building Codes (2011 Electric Code)
- Bastrop Population ~ 8,300
- Average Cost to build a 1,700 sq.ft. home ~\$145,000
- **1995 Building Fees Still in Place**



Why Update Our Fees

- Building Fees have not been updated since 1995
- Current fees based on the 1991 Standard Building Code (defunct)
- Recently adopted the 2009 International Building Code (IBC), and 2011 National Electrical Code (NEC)
- Proposed fee structure is based on industry-standard Building Valuation Data from International Code Council (ICC)
- Subdivision / Zoning fees have not been updated since 1999
- Recommended by Planning & Zoning Commission, Construction Standards Board



Our Service Areas



BUILDING

Construction of buildings, site improvements, and utility services.



DEVELOPMENT

Zoning, subdivision platting, and public infrastructure.



INTERNAL

Providing information and products to other city departments to accomplish city goals.



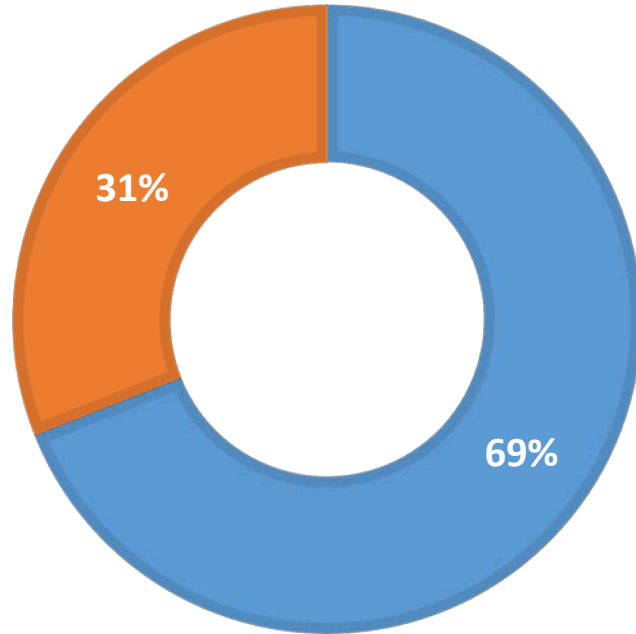
COMMUNITY

Long-range planning, education and enforcement provide the community with a high quality of life.

Revenue & Expenses

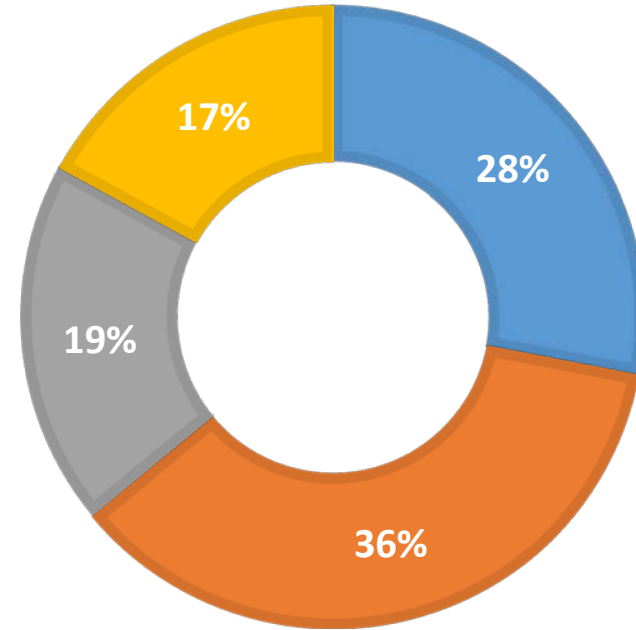
TOTAL REVENUE
~\$186,000

■ Building ■ Development



EXPENSES BY SERVICE AREA
~\$660,000

■ Building ■ Development ■ Internal ■ Community



Development Process

ZONING

- Concept Plan
- Development Standards
- P & Z Recommendation
- City Council Approval

PRELIMINARY PLAT

- Traffic Impact Analysis (TIA)*
- Preliminary Lot Layout
- Preliminary Infrastructure Design
- Preliminary Drainage, Floodplain Analysis
- P & Z Recommendation
- City Council Approval

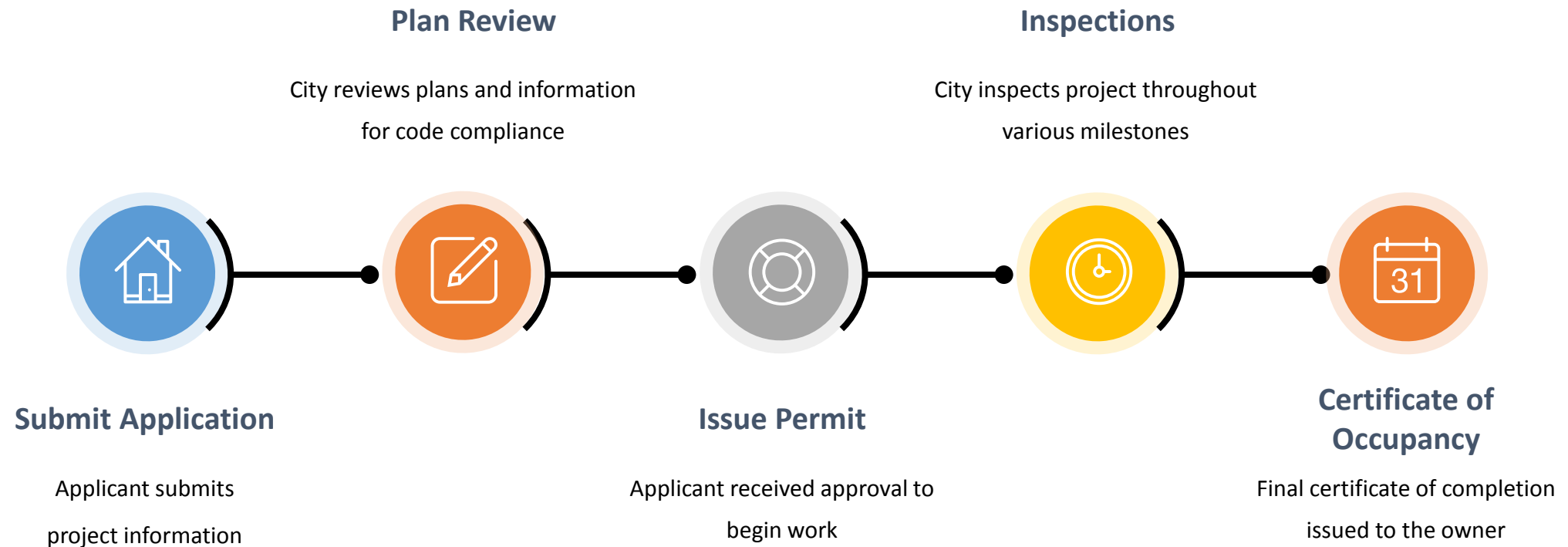
CONSTRUCTION PLANS

- Final Lot Layout
- Detailed Infrastructure Design
- Detailed Drainage Analysis
- Engineer's Cost Estimate
- Escrow, Fiscal Deposit (if req'd)
- Must be accepted prior to Final Plat approval by City Council

FINAL PLAT

- City Council Approval
- Complete Improvements
- 2-year Maintenance Bond
- City Council Acceptance of Improvements
- Record Final Plat
- Building & Site Development Process Begins

Building Process



Building Permit Numbers 2014-2016

201

**New
Residential
Permits**

40

**New
Commercial
Permits**

1,917

**Total
Permits
Issued**

9,297

**Total
Inspections**

Building Permit Types

COMMERCIAL PERMITS

New Construction
Commercial Remodel / Finish-Out
Commercial Construction
Fire Alarm
Fire Sprinkler
Sign
Demolition

RESIDENTIAL PERMITS

New Construction
Residential Remodel
Septic System
Fencing
Accessory Structures
Demolition
Pools
Moving
Driveways

OVER-THE-COUNTER PERMITS

Most Plumbing Permits
Most Electrical Permits
Most Mechanical Permits
Irrigation
Re-roofing
Demolition Permits on structures
without utilities (sheds, etc.)

BUILDING PERMIT HIGHLIGHTS

Permit applications and inspections must be completed for each phase of a project.

Large Commercial Projects ~38 separate inspections

New Residential projections ~25 separate inspections



Subdivision Fee Comparison

Pecan Park Sections 4 & 5A, Hunters Crossing Sections 3E & 5B
190 Single-Family Lots, \$4.2M Infrastructure Cost

	BASTROP CURRENT	BASTROP PROPOSED
Preliminary Plat	\$3,400	\$2,700
Construction Plans	\$0	\$7,000
Final Plat	\$2,900	\$2,200
Escrow Deposit (Testing, Inspections, etc.)	\$40,200	\$35,000
Escrow Refund	(\$20,600)	\$0
Total Estimated Fees	\$25,900	\$46,900
Fee Per Lot →	\$408	\$741
Percentage of Cost →	1.8%	3.4%



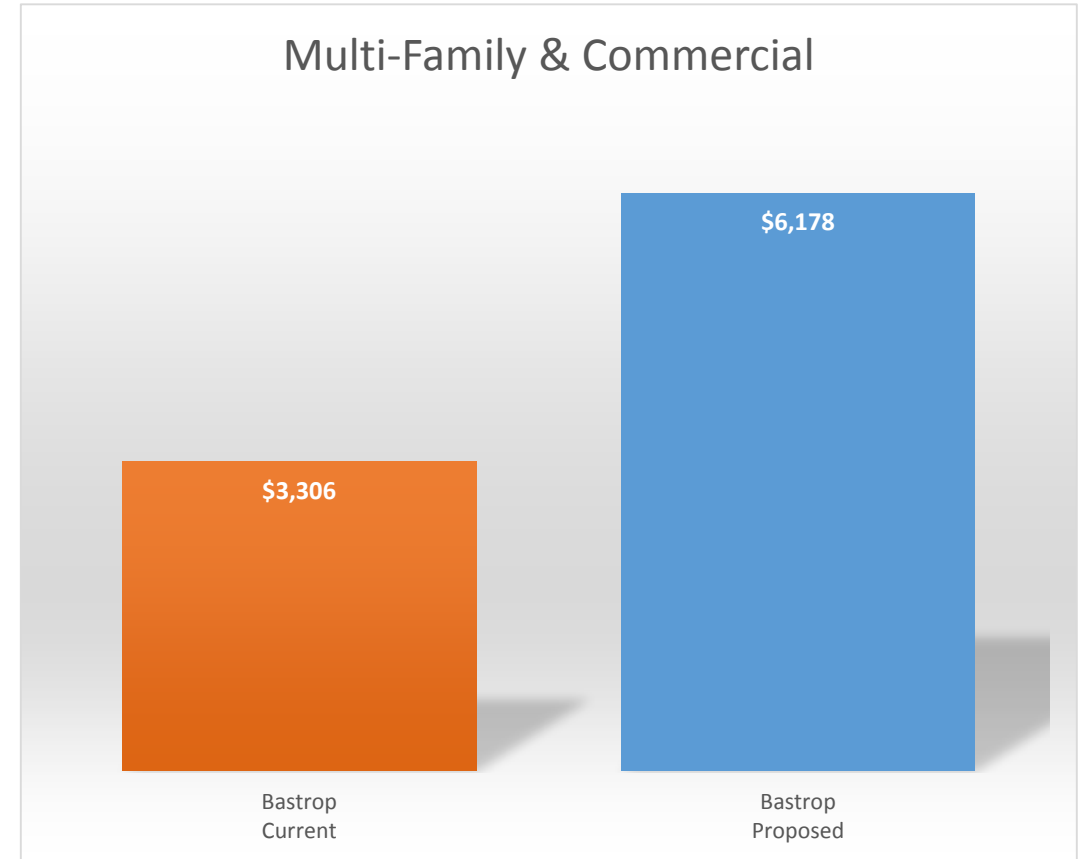
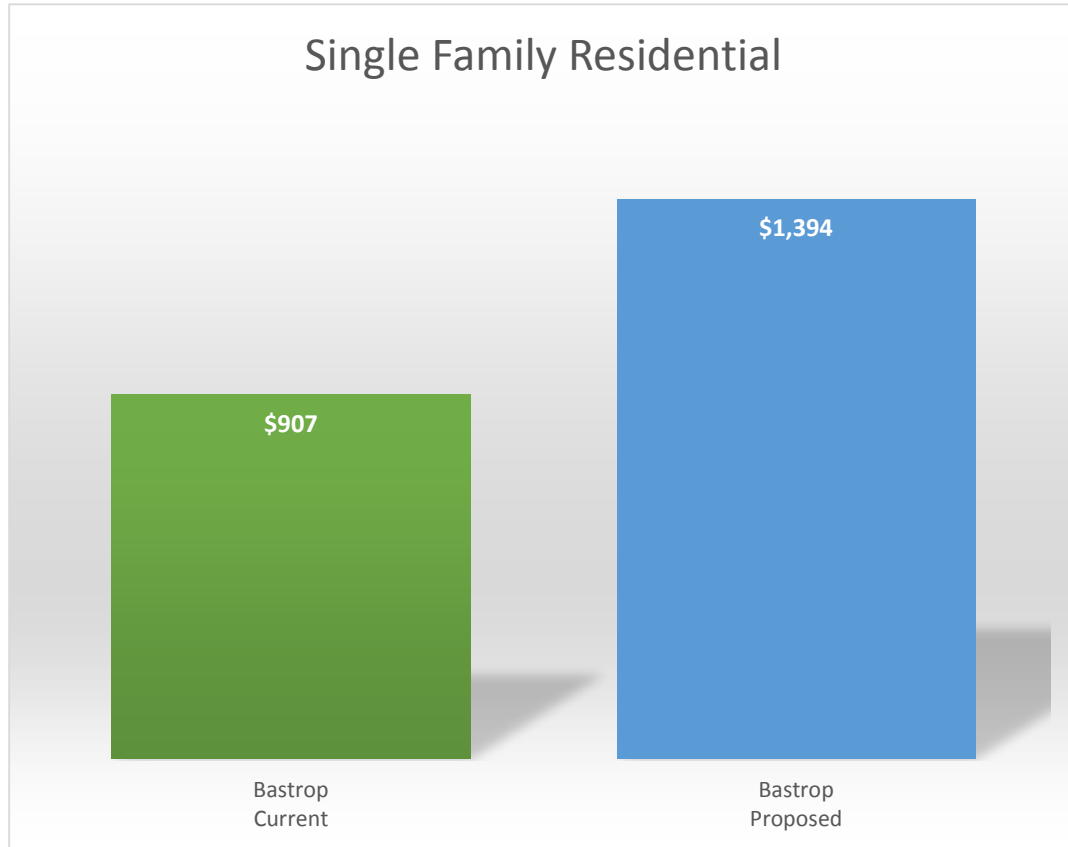
Site Development Fee Comparison

Bastrop Station, Academy, Hunters Crossing Retail
20.2 Acres Total Site Area

	CURRENT FEES	PROPOSED FEES
Plan Review	\$2,400	\$6,450
Inspection	\$0	\$9,400
Total Estimated Fees	\$2,400	\$15,850
Fee Per Acre of Development →	\$119	\$784



Building Permit Fee Comparison



Proposed New Fees

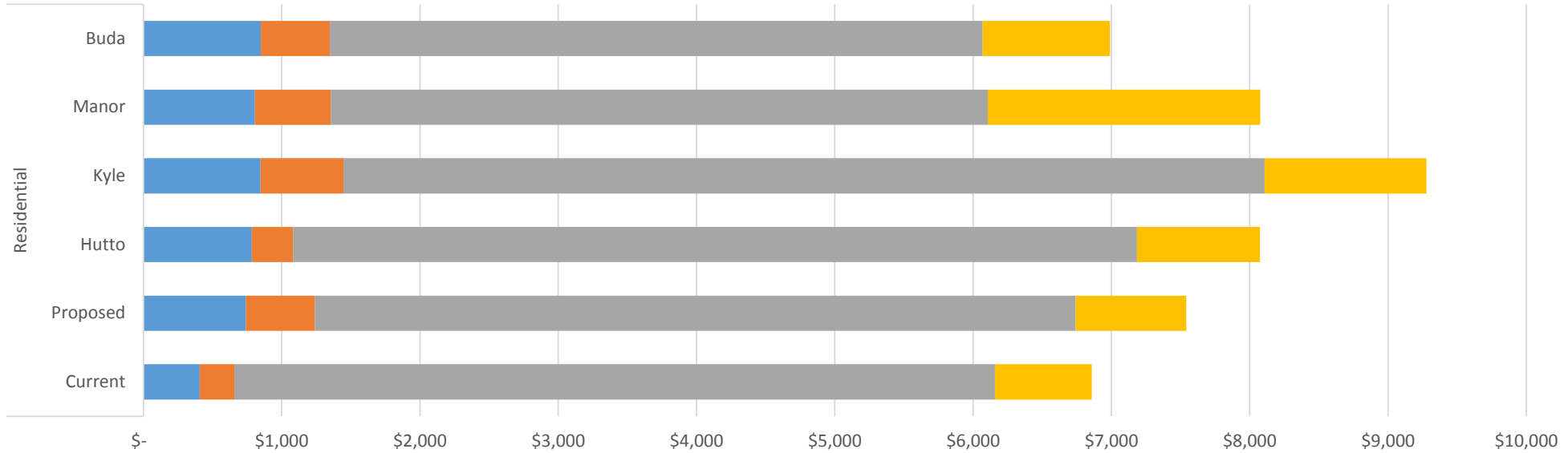
Lot of Record / Zoning Determination Letter	\$25
Development Agreement	\$2,000, plus professional fees
Public Hearing Re-notification	\$200, if required by applicant
Land Disturbance Permit	\$200
Work in Right-of-way Permit	\$200 + 3% of improvement costs

License Agreement, Easement Encroachment	\$200, plus professional fees
Traffic Impact Analysis (TIA) Review	\$500, plus professional fees
Right-of-way Vacation	\$500
Easement Vacation	\$300
GIS Mapping Fee	\$150 (waived if data provided by applicant)



How Does This Compare to Other Cities?

Residential Fee Comparison

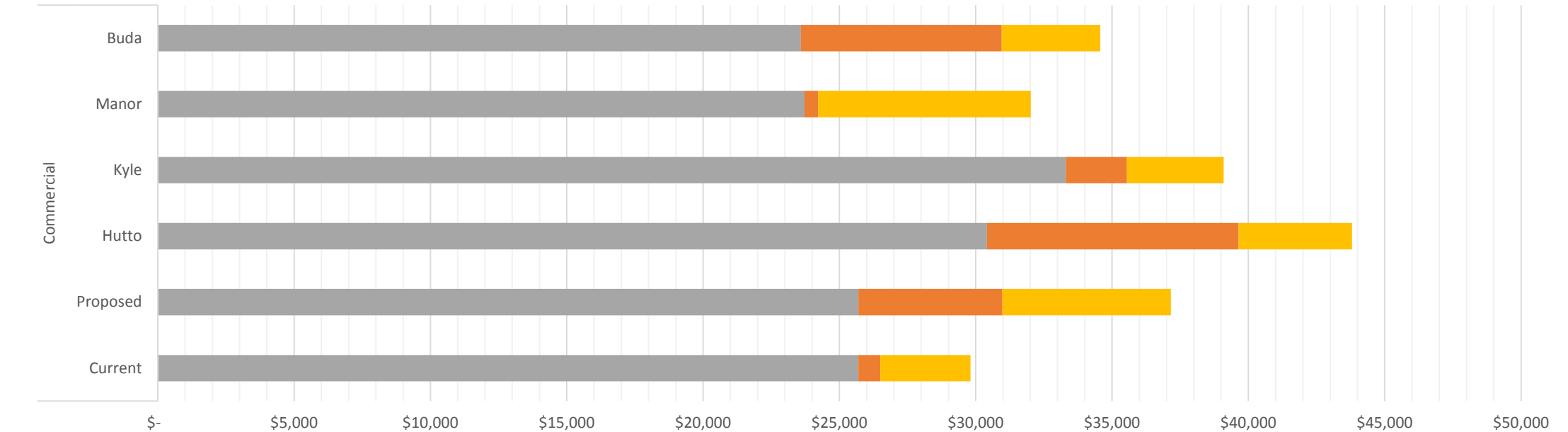


	Residential					
	Current	Proposed	Hutto	Kyle	Manor	Buda
■ Platting	\$408	\$741	\$784	\$847	\$806	\$849
■ Parkland	\$250	\$500	\$300	\$600	\$550	\$500
■ Tap/Impact	\$5,500	\$5,500	\$6,100	\$6,660	\$4,750	\$4,720
■ Permit	\$700	\$800	\$890	\$1,171	\$1,970	\$920



How Does This Compare to Other Cities?

Commercial Fee Comparison



	Commercial					
	Current	Proposed	Hutto	Kyle	Manor	Buda
■ Tap/Impact	\$25,700	\$25,700	\$30,415	\$33,300	\$23,722	\$23,590
■ Site Development	\$800	\$5,279	\$9,224	\$2,243	\$500	\$7,360
■ Permit	\$3,306	\$6,178	\$4,158	\$3,552	\$7,797	\$3,619



What Difference Will This Make?

- Current Building & Development revenue ~ \$186,000
- Estimated cost of service ~ \$420,000
- General Fund currently subsidizes building and development costs by approx. \$234,000 per year. (equivalent to almost 3 cents of tax rate)
- New fee structure would increase annual revenue to approx. \$440,000.
- Recoup costs for tasks that require extensive time and effort and should not be supported by the General Fund.





STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11A

TITLE:

Consider action to approve Resolution No. R-2017-79 of the City Council of the City of Bastrop, Texas supporting the Texas Parks and Wildlife Department's (TPWD) proposed public plan for the 135 acre site, formerly known as the Lost Pines Golf Club, with emphasis on outdoor programming, outdoor education, and hiking and biking trails; strongly urging the TPWD to build a "tribute green" to preserve and educate future generations of the important role that the Lost Pines golf course played in the Bastrop State Park's history; providing a repealing clause; and providing an effective date.

STAFF REPRESENTATIVE:

Lynda K. Humble, City Manager
Trey Job, Managing Director of Public Works & Leisure Services

BACKGROUND/HISTORY:

On August 22, 2017, the Texas Parks and Wildlife Department (TPWD) presented their Proposed Public Use Plan to the City Council for the 135-acre site, where the Lost Pines Golf Club was previously located. In addition, the City of Bastrop Master Parks Plan 2015 was used as a basis for their plan citing 90% support from citizens for outdoor programming and 80% for outdoor education.

The TPWD Plan will provide 18 acres for day use area with informal play fields, natural playscape stations and picnic sites, converting the historic pro-shop and starter house to an Interpretive Center, and building a nature/education center and creation of an amphitheater. In addition, the plan creates almost five (5) miles of new hike and bike trails within the State Park and a connection to the City of Bastrop's proposed trail to the State Park.

The TPWD Plan, if adopted, expands a continuum of recreational opportunities for the citizens of the City of Bastrop with emphasis on outdoor programming, outdoor education, and hiking and biking trails as well as identifies existing and future partnerships with Bastrop State Park without further cost to the City of Bastrop. This plan was endorsed by the City of Bastrop Parks Board at their August 10, 2017 meeting.

POLICY EXPLANATION:

At the conclusion of TPWD's presentation, City Council reached a consensus of support for the plan and strongly urges the TPWD to acknowledge the important role that the golf course played in the Bastrop State Park's early history through the creation of a "tribute green." This tribute green will serve as a symbol to preserve the past and educate future generations of this important history.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve Resolution No. R-2017-79 of the City Council of the City of Bastrop, Texas supporting the Texas Parks and Wildlife Department's (TPWD) proposed public plan for the 135 acre site, formerly known as the Lost Pines Golf Club, with emphasis on outdoor programming, outdoor education, and hiking and biking trails; strongly urging the TPWD to build a "tribute green" to preserve and educate future generations of the important role that the Lost Pines golf course played in the Bastrop State Park's history; providing a repealing clause; and providing an effective date.

ATTACHMENT:

- Resolution



RESOLUTION R-2017-79

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS SUPPORTING THE TEXAS PARKS AND WILDLIFE DEPARTMENT'S (TPWD) PROPOSED PUBLIC PLAN FOR THE 135 ACRE SITE, FORMERLY KNOWN AS THE LOST PINES GOLF CLUB, WITH EMPHASIS ON OUTDOOR PROGRAMMING, OUTDOOR EDUCATION, AND HIKING AND BIKING TRAILS; STRONGLY URGING THE TPWD TO BUILD A "TRIBUTE GREEN" TO PRESERVE AND EDUCATE FUTURE GENERATIONS OF THE IMPORTANT ROLE THAT THE LOST PINES GOLF COURSE PLAYED IN THE BASTROP STATE PARK'S HISTORY; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bastrop State Park was constructed in the 1930's during the New Deal by the Civilian Conservation Corps, also known as the Tree Army, on property deeded to the State of Texas by the City of Bastrop for purposes of a State Park; and

WHEREAS, the Bastrop State Park contained a nine (9) hole golf course, known as the Lost Pines Golf Club, which was originally created by the Bastrop Golf Club in the early 1900's, was expanded to an 18-hole course in 1995, and closed in 2015; and

WHEREAS, the Bastrop State Park was designed as a National Historic Landmark in 1997; and

WHEREAS, in the past ten (10) years, the City of Bastrop has experienced unprecedented growth, resulting in numerous challenges for the City to provide appropriate provision of services, specifically those related to parks, trails, recreation and open spaces; and

WHEREAS, the City Council authorized the Master Parks Plan Update in 2008 and 2015 to provide for and to continue park and recreation facilities, provide trail opportunities, preserve open spaces and update existing parks in the City of Bastrop; and

WHEREAS, the recently adopted Bastrop Comprehensive Plan states that quality of life measures embodied by a well-managed public parks system is a barometer of community health, which can influence the City's competitiveness for private investment and growth; and

WHEREAS, the Bastrop Comprehensive Plan recognized the need to strengthen connections between the City's active recreation parks and local natural resources, which are best represented by Bastrop State Park, the Colorado River and Lost Pines Nature Preserve; and

WHEREAS, Objective 7.1.2 of the Bastrop Comprehensive Plan supports increasing citywide bicycle and pedestrian accessibility through the development of a linear park system; and

WHEREAS, the Texas Parks and Wildlife Department (TPWD) presented their Proposed Public Use Plan for the 135-acre site, where the Lost Pines Golf Club was previously

located, to the City Council on August 22, 2017 and used the City of Bastrop Master Parks Plan 2015 as a basis for their proposal citing 90% support from citizens for outdoor programming and 80% for outdoor education; and

WHEREAS, the TPWD Plan will provide 18 acres for day use area with informal play fields, natural playscape stations and picnic sites, converting the historic pro-shop and starter house to an Interpretive Center, and building a nature/education center and creation of an amphitheater; and

WHEREAS, the TPWD Plan creates almost five (5) miles of new hike and bike trails within the State Park and a connection to the City of Bastrop's proposed trail to the State Park, citing 90% support from citizens for hiking/biking trails as the most requested facility type in the 2015 Bastrop Master Parks Plan Update; and

WHEREAS, the TPWD Plan, if adopted, expands a continuum of recreational opportunities for the citizens of the City of Bastrop with emphasis on outdoor programming, outdoor education, and hiking and biking trails as well as identifies existing and future partnerships with Bastrop State Park without further cost to the City of Bastrop; and

WHEREAS, the City of Bastrop Parks Board approved a Resolution endorsing the State of Texas Parks and Wildlife Department Proposed Plan for the Bastrop State Park at their August 10, 2017 meeting; and

WHEREAS, the City Council strongly urges the TPWD to acknowledge the important role that the golf course played in the Bastrop State Park's early history through the creation of a "tribute green" in order to preserve and educate future generations of this history.

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

Section 1: That the City Council of the City of Bastrop, Texas hereby supports the Texas Parks and Wildlife Department's proposed public plan for the 135-acre site, formerly known as the Lost Pines Golf Club, with emphasis on outdoor programming, outdoor education, and hiking and biking trails.

Section 2: That the City Council strongly urges the TPWD to acknowledge the important role that the golf course played in the Bastrop State Park's early history through the creation of a "tribute green" in order to preserve and educate future generations of this history.

Section 3: All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

PASSED AND APPROVED this 26th day of September, 2017.

CITY OF BASTROP, TEXAS

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11B

TITLE:

Consider action to approve Resolution No. R-2017-74 of the City Council of the City of Bastrop, Texas approving an Emergency Water Interconnect agreement between the City of Bastrop and Aqua Water Supply Corporation; and authorizing the City Manager to execute all necessary documents, and establishing an effective date.

STAFF REPRESENTATIVE:

Trey Job, Managing Director of Public Works & Leisure Services

BACKGROUND/HISTORY:

A recent water main break has emphasized the need for the City of Bastrop to have an emergency water supply readily available in the event of a disruption of service rendering the City unable to provide citizens with potable water.

POLICY EXPLANATION:

Pursuant to Chapter 290, Section 290.44, of the Texas Administrative Code, the City of Bastrop may contract with a water control body to perform, jointly with a water control body or independently.

FUNDING SOURCE:

This project is budgeted in FY2017-2018 within the Water/Wastewater Operations Budget.

RECOMMENDATION:

Consider action to approve Resolution R-2017-74 of the City Council of the City of Bastrop, Texas approving an Emergency Water Interconnect Agreement between the City of Bastrop and Aqua Water Supply Corporation; and authorizing the City Manager to execute all necessary documents, and establishing an effective date.

ATTACHMENTS:

- Resolution
- Emergency Water Interconnect Agreement

RESOLUTION NO. R-2017-74

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING AN EMERGENCY WATER INTERCONNECT AGREEMENT BETWEEN THE CITY OF BASTROP AND AQUA WATER SUPPLY CORPORATION; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, The City Council has appointed the City Manager as the Chief Administrative Officer of the City; and

WHEREAS, The City Manager is responsible for the proper administration of all affairs of the City; and

WHEREAS, The City of Bastrop has an interest in protecting the health and safety of the citizens of Bastrop and Bastrop County; and

WHEREAS, The City of Bastrop has recognized the need to have an emergency water supply readily available in the event of a disruption of service rendering the City unable to provide its Citizens with potable water; and

WHEREAS, Pursuant to Chapter 290, Section 290.44, of the Texas Administrative Code, the City of Bastrop may contract with a water control body to perform, jointly with a water control body or independently; and

WHEREAS, the City Council finds that a very significant public interest is served by the completion of an Emergency Water Interconnect Agreement.

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

Section 1: That the City Manager is hereby authorized to execute an Emergency Water Interconnect Agreement and all other documents necessary for the completion of an interconnect between the City of Bastrop and Aqua Water Supply Corporation in Bastrop, Texas.

Section 2: All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 3: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

PASSED AND APPROVED this 26th day of September, 2017.

CITY OF BASTROP, TEXAS

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney

**EMERGENCY WATER INTERCONNECT AGREEMENT
BETWEEN THE CITY OF BASTROP, TEXAS AND
AQUA WATER SUPPLY CORPORATION**

THE STATE OF TEXAS §

COUNTY OF BASTROP §

This Emergency Water Interconnect Agreement is entered into as of September 26, 2017, (the “Effective Date”), by and between Aqua Water Supply Corporation (“Aqua”), a nonprofit water supply corporation acting pursuant to Chapter 67 of the Texas Water Code, and the City of Bastrop, Texas (“Bastrop”) a home-rule city and political subdivision of the State of Texas for the purpose of providing an emergency interconnection between the water systems of both Parties (“Parties”).

R E C I T A L S

WHEREAS, Aqua is the holder of retail water Certificate of Convenience and Necessity No. 10294 issued by the Texas Commission on Environmental Quality and the owner and operator of a public water supply system; and

WHEREAS, Bastrop is the holder of retail water Certificate of Convenience and Necessity No. 11198 issued by the Texas Commission on Environmental Quality and the owner and operator of a public water supply system; and

WHEREAS, Aqua and Bastrop each have and intend to continue operating their respective public water supply systems; and

WHEREAS, the Parties desire to develop an alternative source of potable water in the event of an emergency disrupting one’s capability to provide potable water to its customers; and

WHEREAS, the Parties operate adjacent water systems and it would be to the advantage and benefit of the Parties to construct the required facilities to interconnect their water systems so that in the event of an emergency or water shortage by one Party, the other Party can sell any water surplus under and subject to the terms and conditions set forth in this Agreement; and

WHEREAS, the governing bodies of Aqua and Bastrop have determined it would serve the public interest for the Parties to provide such alternate water service to the other in the event of an emergency and in accordance with the terms and conditions set forth in the Agreement; and

WHEREAS, Aqua and Bastrop are desirous of setting forth in an agreement the terms and conditions for providing water service in the event of an emergency as more particularly defined below.

NOW, THEREFORE, in consideration of the foregoing promises and the mutual agreements, covenants, and conditions hereinafter set forth, Aqua and Bastrop agree as follows:

ARTICLE I.
Definitions

As utilized herein, the following terms shall have these meanings:

- A. Water: means potable water meeting applicable requirements of the Texas Commission on Environmental Quality or any successor agency of competent jurisdiction delivered at the normal operating pressure of the Providing Utility.
- B. Emergency: means an act of God or similar unforeseen and unpreventable catastrophic circumstance or disaster, or any other event that renders Aqua or Bastrop substantially unable to provide water to its customers to the degree that would threaten the health, safety and welfare of its customers.
- C. Points of Delivery: means the points of interconnection between the Parties' respective water systems as shown on Exhibit "A" at which the Providing Utility can deliver water to the Receiving Utility.
- D. Providing Utility: means Aqua when Aqua is providing emergency water service to Bastrop under this Agreement and shall mean Bastrop when Bastrop is providing emergency water service to Aqua.
- E. Receiving Utility: means Aqua when Aqua is receiving emergency water service from Bastrop under this Agreement and shall mean Bastrop when Bastrop is receiving emergency water service from Aqua.
- F. Appropriate Representative: means the General Manager for Aqua and the City Manager for Bastrop.

ARTICLE II.
General Conditions for Provision of Emergency Water Service

- A. Provision of Service During an Emergency. Subject to the terms and conditions stated herein, the Providing Utility Agrees to provide water service required for operation of the water system of the Receiving Utility in the event of an Emergency.
- B. Volume and Demand Limitations. The amount of water delivered to the Receiving Utility and the rate of flow thereof shall not exceed the rated capacity of the water facilities installed for delivery of emergency water service.
- C. Subject to Availability. Subject to the remaining conditions set forth herein, the Providing Utility will provide emergency water service to the Receiving Utility depending on

availability of water in excess of that required to service the Providing Utility's customers as determined by the Appropriate Representative of the Providing Utility.

D. Duration of Service. The Providing Utility agrees to provide emergency water service to the Receiving Utility in accordance with this Agreement for the shortest of the following periods:

- (1) the reasonable duration of the Emergency giving rise to the request for emergency service; or
- (2) the reasonable duration needed to repair damage to the Receiving Utility's water system occasioned by the Emergency; or
- (3) the duration of the Providing Utility's ability to provide water service to the Receiving Utility after meeting the requirements of its own customers; or
- (4) thirty-six months.

In the event the Emergency exceeds the shorter of the foregoing periods, the Receiving Utility may make written request to the Appropriate Representative of the Providing Utility to continue or resume emergency water service beyond said period. The Appropriate Representative of the Providing Utility may continue or resume such service for an additional two-week period or such other and further period as the Appropriate Representative of the Providing Utility shall determine appropriate if:

- (a) the disability caused by the Emergency has not abated and the Receiving Utility has exercised diligence in attempting to remove such disability; and
- (b) the Providing Utility continues to have water available to service the Receiving Utility in excess of that required to service the Providing Utility's own customers.

E. Procedure for Commencement of Service. If, upon the occurrence of an Emergency, the Receiving Utility needs emergency water service from the Providing Utility, the following protocol shall be utilized to confirm the existence of an emergency and to commence Emergency water service to the Receiving Utility:

- (1) The following person(s) are authorized to make requests for emergency water service or to confirm the existence of an Emergency and authorize commencement of emergency water service:

Aqua Water Supply Corporation: The General Manager or designee

The City of Bastrop: The City Manager or designee

- (2) The designated contact person of the Receiving Utility shall notify the Providing Utility's dispatcher or designated contact person of the fact and nature of the

Emergency and the reason why the Receiving Utility is unable to provide water service to its customers. Such notification, if given verbally, shall be confirmed in writing and addressed to the Providing Utility's dispatcher or designated contact person within 24 hours of the verbal notification.

- (3) The Providing Utility's dispatcher or contact person shall report the foregoing information to the Appropriate Representative of the Providing Utility and obtain confirmation from the general manager that an Emergency exists and for authorization to commence service to the Receiving Utility.
 - (4) Following such confirmation and authorization, the Providing Utility and Receiving Utility will dispatch their crews to open the interconnection between the Providing Utility and the Receiving Utility to commence emergency water service.
 - (5) The Receiving Utility shall cooperate at all times with the Providing Utility to ensure the safe and efficient delivery of emergency water service.
- F. Ingress and Egress. The Parties agree to ensure the ingress and egress of each Party to the Points of Delivery and interconnection for all reasonable purposes incident to this Agreement including, without limitation, inspection, installation, operation, maintenance, repair or removal of the interconnection and all valves, meters and other equipment utilized therewith.
- G. Discontinuance of Emergency Service. The Receiving Utility shall promptly notify the Appropriate Representative of the Providing Utility or its designated contact person of the completion of repairs to its system or the abatement of the Emergency giving rise to the request for emergency service hereunder and the Providing Utility will then remove the interconnection within a reasonable time of such notice not to exceed twenty-four (24) hours.
- H. Rates. The Receiving Utility agrees to pay the Providing Utility for emergency water service delivered under this Agreement at the initial rate of \$3.50 per 1,000 gallons, with a charge of \$60.00 for each separate time that the interconnection is opened after hours. The initial charge of \$3.50 per 1,000 gallons for water delivered to the Receiving Utility remains in effect until December 31, 2022, after which either Party may adjust the price at any time. Notice of any price change shall be given at least sixty (60) days prior to the same going into effect. In executing this Agreement, the Receiving Utility acknowledges that the Providing Utility's rates are just, reasonable, and nondiscriminatory.
- I. Billing Protocol. The Providing Utility shall bill the Receiving Utility in a monthly itemized bill for water service based on the readings from the master meter at the interconnect point. Should the Receiving Utility request that the metering equipment be calibrated to determine any error in accuracy, the Providing Utility shall pay calibration cost if the inaccuracy is found to be in excess of plus or minus 3%. If inaccuracy is less than 3%, the Receiving Utility shall pay cost of calibration. If either Party is due a refund or entitled to additional payment, the same shall be invoiced by the Party claiming same as

above, and failure to pay or refund same shall be subject to the same provisions as are applicable to the usual sale of water as provided above.

- J. Payment. Payment shall be made by the Receiving Utility no later than thirty (30) days following the date of the bill for water consumed by the Receiving Utility in the previous billing cycle. Payments not made within the period provided shall be subject to a service charge of 10%, and if the payment plus service charge is not made to the Providing Utility within the thirty (30) day period immediately following the month water is taken, the interconnection may be disconnected by the Providing Utility at the expense of the Receiving Utility and this Agreement shall be null and void. If suit is required to collect the amount due for the water taken, service charge and/or disconnection expenses, the Receiving Utility shall be liable for the reasonable attorney's fees of the Providing Utility and all court costs incurred.
- K. Receiving Utility Rates. The Receiving Utility may charge its individual water customers such uniform rate(s) as the Receiving Utility shall determine.
- L. Conservation Restrictions. The Receiving Utility agrees to impose on its customers all voluntary and mandatory conservation and use restrictions imposed by the Providing Utility on its customers in such instances provided, however, that the Receiving Utility shall not be required to impose more stringent controls than the Providing Utility imposes on its own customers in such instances.
- M. Water Quality. Each Party shall provide potable water through the interconnection of the same quality provided to its own customers. The Parties shall not be liable for delivering water of a standard less than the potable water standard of the State so long as they are providing the same quality of water provided their own customers. The Parties neither represent nor agree to furnish water at any particular pressure. Any water delivered pursuant to this Agreement shall be measured at the Points of Delivery, being at the meter installed to record the amount of water taken by the Receiving Utility and the proper conveyance and distribution of water taken shall be the sole responsibility of the Receiving Utility.
- N. Water Volume. The Parties neither represent nor agree to provide any particular volume of water at any specific time, and shall not be liable for the refusal or failure to provide water through the interconnection, or for any losses or damages resulting or alleged to be the result of any refusal or failure to provide water through the interconnection. TO THE EXTENT ALLOWED BY LAW, THE RECEIVING UTILITY AGREES TO INDEMNIFY THE PROVIDING UTILITY, ITS SUCCESSORS AND ASSIGNS, AND HOLD IT FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LIENS, CLAIMS, DEBTS, CHARGES, DAMAGES, LOSS, PENALTIES, AND EXPENSES, LIQUIDATED OR UNLIQUIDATED, EXECUTED OR EXECUTORY, ORAL OR WRITTEN, EXPRESS OR IMPLIED, ACTUAL OR CONTINGENT, WHETHER OR NOT HEREBY EXPRESSLY LISTED OR DESCRIBED, BUT WHICH MAY BE ASSERTED NEVERTHELESS AGAINST THE PROVIDING UTILITY, ITS SUCCESSORS OR ASSIGNS, RESULTING from the delivery of water upon passing

through a Point of Delivery occurring during or in connection with the provision of water to the Receiving Utility.

ARTICLE III.

Requirements for Interconnection

- A. Points of Delivery. Emergency water service provided shall be delivered from the Providing Utility to the Receiving Utility to the Points of Delivery described on Exhibit "A" attached hereto. The location of the Points of Delivery may be modified, at the sole expense of the party requesting the modification, by agreement between the Parties. A Party making request for an additional connection of its facilities to the other's water system shall accompany each such request with an engineering report and plans prepared by a registered professional engineer which detail the area to be served and include the quantity of water and characteristics of service to be provided to the additional point of delivery.
- B. Nature of Interconnection. A master meter shall be installed at each Point of Delivery between Aqua and Bastrop's System for measuring the flow of water from one system to the other.

ARTICLE IV.

Construction Responsibilities

- A. Construction Responsibilities. Aqua shall construct, at its sole expense, all approach and delivery facilities required for receipt of emergency water service from Bastrop hereunder, as well as a meter vault of suitable installation. Bastrop shall construct, at its sole expense, all approach and delivery facilities required for receipt of emergency water service from Aqua hereunder as well as a meter vault of suitable installation. Both Parties shall be responsible for obtaining all easements and rights of way necessary for construction of their respective approach and delivery facilities and the meter vault (interconnect area).
- B. Approval of Plans. Prior to commencement of construction of the water facilities, all plans and specifications must be approved in writing by both Aqua and Bastrop before actual construction begins.
- B. Inspection. In order to ensure compliance with the standards and specifications set forth herein, each Party shall have the right to inspect, at its expense, all phases of the construction of water facilities required to be constructed by the other Party in order to receive emergency water service hereunder.

ARTICLE V.

Operation and Maintenance Responsibilities

- A. System Operation and Maintenance. The Parties shall be solely responsible for the operation and maintenance of its own water distribution system in its entirety including:

- (1) those facilities of a party located within its corporate limits or service area used to transport water to or from the Points of Delivery;
 - (2) those facilities constructed by a party for the purpose of transporting water to or across the corporate limits or service area of the other; and
 - (3) the interconnection facilities constructed by the party.
- B. Maintenance Standard. The Parties agree that operation and maintenance of the facilities used to transport water shall be in accordance with the standards and procedures used by Aqua and Bastrop in the operation and maintenance of their other distribution facilities.
- C. Operation and Maintenance of Interconnection. Aqua shall be responsible for the installation, operation, maintenance and security of the interconnection to and the water meter used to serve Bastrop. Bastrop shall be responsible for the installation, operation, maintenance and security of the interconnection to and the water meter used to serve Aqua.
- D. Protective Measures. Except as specifically provided herein, the Receiving Utility shall be solely responsible for undertaking all measures to protect its system from damage or harm caused by the connection of its system to the other or otherwise from the receipt of emergency water service hereunder.
- E. Routine Maintenance. Both Parties agree that water lines should be flushed frequently to prevent the water from becoming stagnant, and the mechanical/electrical equipment should be exercised. To this end the appropriate water lines will be flushed as needed, as determined by mutual agreement of the Parties, but no less that twice per calendar year and without charge. At the time of these flushings, appropriate testing will be done on the mechanical/electrical equipment. These activities will be scheduled at a time agreeable to both Parties, and personnel from both will conduct the testing on their own equipment.

ARTICLE VI.

Remedies

- A. If any Party fails to comply with its obligations in accordance with the notice and opportunity to cure provisions set forth hereunder, the other Party shall have the right to request any court, agency, or other governmental authority of appropriate jurisdiction to grant any and all remedies which are appropriate to assure conformance to the provisions of this Agreement. The defaulting Party shall be liable to the other for all costs actually incurred in pursuing such remedies, including reasonable attorneys' fees, and for any penalties or fines as a result of the failure to comply with the terms.
- B. If either Party at any time disputes the amount to be paid by it to the other Party, the Party shall nevertheless promptly make the disputed payment or payments, but the disputing Party shall thereafter have the right to seek a determination whether the amount charged by the other Party is in accordance with the terms of this Agreement.

- C. Notwithstanding any provision in this Agreement to the contrary, if either party (referred to herein as the “Defaulting Party”) fails to comply with its obligations under this Agreement or is otherwise in breach or default under this Agreement (collectively, a “Default”) then the other party (referred to herein as the “Non-Defaulting Party”) shall not have any right to invoke any rights or remedies with respect to any Default until and unless: (i) the Non-Defaulting Party delivers to the Defaulting Party a written notice (the “Default Notice”) which specifies all of the particulars of the Default and specifies the actions necessary to cure the Default; and (ii) the Defaulting Party fails to cure, within thirty (30) days after the Defaulting Party’s receipt of the Default Notice, any matters specified in the Default Notice which may be cured solely by the payment of money or the Defaulting Party fails to commence, within a reasonable period of time after receipt of the Default Notice (to be determined according to the nature of the breach or default), the cure of any matters specified in the Default Notice which cannot be cured solely by the payment of money, or fails to thereafter pursue curative action with reasonable diligence to completion.

A R T I C L E VII.
General Provisions

- A. Term. This Agreement shall continue in effect until December 31, 2022, with subsequent automatic renewals for a period of one year unless terminated by either party in accordance with Paragraph B below.
- B. Termination. Either party may terminate this Agreement upon ninety (90) days written notice to the other.
- C. No Effect on Customer Contracts. This Agreement shall not affect contracts between a party and its customers.
- D. Cooperation. The parties hereto agree to cooperate at all times in good faith to effectuate the purposes and intent of this Agreement.
- E. Entire Agreement. This Agreement contains the entire agreement of the parties and supersedes all prior or contemporaneous understandings or representations, whether oral or written, respecting the subject matter hereof.
- F. Amendments. Any amendment hereof must be in writing and signed by the authorized representative of each party hereto.
- G. No Amendment of Other Agreements. Unless otherwise expressly stipulated herein, this Agreement is separate from and shall not constitute an amendment or modification of any other agreement between the parties.
- H. No Third-Party Beneficiaries. This Agreement shall inure only to the benefit of the parties hereto and third persons not privy hereto shall not, in any form or manner, be considered a third-party beneficiary of this Agreement. Each party hereto shall be solely responsible for

the fulfillment of its customer contracts or commitments and the Providing Utility shall not be construed to be responsible for same by virtue of this Agreement or any provision contained herein.

- I. Applicable Law. This Agreement shall be construed under and in accordance with Texas law.
- J. Venue. Venue for any action arising hereunder shall be in Bastrop County, Texas.
- K. Effective Date. This Agreement shall be effective from and after the date of due execution hereof by all parties.

CITY OF BASTROP

By: _____

Name: Lynda K. Humble

Title: City Manager

Date: September _____, 2017

AQUA WATER SUPPLY CORPORATION

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT “A” – POINTS OF DELIVERY



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11C

TITLE:

Consider action to approve Resolution No. R-2017-75 of the City Council of the City of Bastrop, Texas, approving and adopting the Financial Management Policy, making various provisions related to the subject; repealing any resolutions in conflict; and providing an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

This policy was amended and adopted on May 9, 2017. Going forward this policy will be reviewed annually, as a part of the budget, and adopted by the City Council each year as a part of that process.

POLICY EXPLANATION:

This policy should be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve Resolution 2017-75 of the City Council of the City of Bastrop, Texas, approving and adopting the Financial Management Policy, making various provisions related to the subject; repealing any resolutions in conflict; and providing an effective date.

ATTACHMENTS:

- Resolution 2017-75

RESOLUTION NO. R-2017-75

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AND ADOPTING THE FINANCIAL MANAGEMENT POLICY; MAKING VARIOUS PROVISIONS RELATED TO THE SUBJECT; REPEALING ANY RESOLUTIONS IN CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, it is the responsibility of local government to ensure that public funds are managed in a prudent and financially sound manner; and

WHEREAS, 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; and

WHEREAS, the City finds it necessary to adopt a Financial Management Policy annually as part of the budget process.

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

SECTION 1: That the City Council hereby approves and adopts the Financial Management Policy attached hereto as Exhibit A and made a part hereof by this reference.

SECTION 2: Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

SECTION 3: Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 4: This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop, Texas on the 26th day of September, 2017.

CITY OF BASTROP, TEXAS

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney

City of Bastrop

Financial Management Policies

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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

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

XII. GRANTS FINANCIAL MANAGEMENT

- A. GRANT SOLICITATION** – The City Manager will be informed about available grants by the departments. The City Council will have final approval over which grants are applied for. The grants should be cost beneficial and meet the city’s objectives.
- B. RESPONSIBILITY** – Departments will oversee the day to day operations of grant programs, will monitor performance and compliance, and will also keep the Finance Department informed of significant grant-related plans and activities. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants.

XIII. ANNUAL REVIEW AND REPORTING

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

Tracy Waldron, CFO

Lynda Humble, City Manager

History

Previously Approved 9/23/14

Previously Approved 10/25/16

Previously Approved 5/9/17



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11D

TITLE:

Consider action to approve Resolution No. R-2017-76 of the City Council of the City of Bastrop, Texas establishing organizational funding amounts contingent upon contract agreement deliverables, funded from Hotel Occupancy Tax Fund for Fiscal Year 2017-2018 and establishing an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

Each year, the City initiates an application process for organizations that are seeking funding to promote tourism in the City of Bastrop, either through programs or a specific event. These applications were reviewed by staff and meetings were conducted with each organization to review their budgets and discuss expectations of a future contract, if any funding is approved. Training requirements, accountability standards, and deliverables for each event/organization is addressed in their funding agreements.

POLICY EXPLANATION:

Chapter 351.101(b) of the Tax Code states that a governing body of a municipality can by contract delegate to an entity or private organization the management or supervision of programs and activities funded with revenues from the tax authorized by this chapter.

FUNDING SOURCE:

Hotel Occupancy Tax Fund

RECOMMENDATION:

Consider action to approve Resolution No. R-2017-76 of the City Council of the City of Bastrop, Texas establishing organizational funding amounts contingent upon contract agreement deliverables, funded from Hotel Occupancy Tax Fund for Fiscal Year 2017-2018 and establishing an effective date.

ATTACHMENTS:

- Resolution 2017-76

RESOLUTION NO. R-2017-76

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ESTABLISHING ORGANIZATIONAL FUNDING AMOUNTS CONTINGENT UPON CONTACT AGREEMENT DELIVERABLES, FUNDED FROM HOTEL OCCUPANCY TAX FUND FOR FISCAL YEAR 2017-2018, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas, ("City"), is a Home Rule municipality incorporated and operating under the laws of the state of Texas, and accordingly has been granted full legal authority to enact rules and procedures related to its grant of Hotel Occupancy Tax funds to local recipients to enhance and encourage tourism in the City of Bastrop, as per the Texas Tax Code, Chapter 351; and

WHEREAS, the City has implemented an application and accountability process whereby organizations can submit requests for funding for activities that promote tourism in the City of Bastrop; and

WHEREAS, the City has reviewed the applications and the proposed budget amount in the Hotel Occupancy Tax Fund.

WHEREAS, the City wishes to leverage our Hotel Occupancy Tax dollars to increase overnight and day trips to Bastrop;

WHEREAS, City staff has met with each entity and discussed training requirements, accountability standards and deliverables contingent upon funding and addressed those items in individual funding agreements for each organization;

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

SECTION 1. That the City Council hereby approves and adopts the Proposed Hotel Occupancy Tax Funding as reflected on the attached Exhibit A made a part hereof by this reference.

SECTION 2. Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

SECTION 3. Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 4. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 26th day of September, 2017.

CITY OF BASTROP, TEXAS

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney

EXHIBIT A

**CITY OF BASTROP
FY2018 FUNDING REQUESTS**

Organization	FY 15-16	FY 16-17	FY 16-17	FY 2017-2018	
	Amount Received	Amount Tier II	Amount Tier III	REQUESTED FUNDING	PROPOSED FUNDING
Bastrop Chamber of Commerce					
Project: 27th Annual Patriotic Festival	\$ 12,000	\$ 14,230	\$ 17,935	\$ 81,035	\$ 40,700
Bastrop County Historical Society					
Project 1: Promotion of Museum & Historical Preservation	\$ -	\$ 24,675	\$ 24,675	\$ 30,233	\$ 25,000
Project 2: Tours	\$ -	\$ 11,623	\$ 11,623	\$ 8,545	\$ 8,545
Bastrop County Women's Shelter dba Family Crisis					
Project: Pedal Through the Pines	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Bastrop Homecoming, Inc.					
Project: Bastrop Homecoming and Rodeo	\$ 20,788	\$ -	\$ 60,000	\$ 80,000	\$ 20,000
Bastrop Juneteenth**		\$ -	\$ -		
Project: Bastrop Juneteenth Celebration	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Bastrop Opera House					
Project 1: Building Preservation and Reservation	\$ 68,000		\$ 41,657	\$ 35,000	\$ 35,000
Project 2: Promotion of the Arts	\$ 58,555	\$ 78,700	\$ -	\$ 25,000	\$ 25,000
Project 3: The Art of Theatre				\$ 35,000	\$ 30,000
Blue Flame Cruisers					
Project: 11th Annual Blue Flame Car and Motorcycle Show	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
Keep Bastrop County Beautiful					
Project: Bastrop River Rally	\$ -	\$ -	\$ -	\$ 10,000	\$ 8,000
Lost Pines Leathernecks	\$ -	\$ -	\$ -		
Project: Dept. of TX Marine Corps League State	\$ -	\$ -	\$ -	\$ 2,940	\$ 2,940
Tough Mudder Inc.					
Project: Tough Mudder Central Texas 2018	\$ -	\$ 18,989	\$ 18,989	\$ 50,000	\$ 25,000
TOTAL	\$ 164,343	\$ 150,017	\$ 181,679	\$ 367,553	\$ 224,985

** This organization is being funded \$5,000 out of another fund



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11E

TITLE:

Consider action to approve Resolution No. R-2017-77 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies; approving the list of Qualified Brokers; making various provisions related to the subject; and providing an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

This policy is required to be reviewed and approved annually by the governing body. The policy attached reflects staff recommended changes. These changes are being recommended to better align our policy with the Public Funds Investment Act.

POLICY EXPLANATION:

Provided in the Public Funds Investment Act section 2256.005(e), the governing body will review the Investment Policy annually and provide a written instrument stating that it has reviewed the Policy. The Act requires that a list of qualified brokers be approved annually. No changes are recommended to this list.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve Resolution 2017-77 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies; approving the list of Qualified Brokers; making various provisions related to the subject; and providing an effective date.

ATTACHMENTS:

- Resolution 2017-77

RESOLUTION NO. R-2017-77

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AND ADOPTING THE INVESTMENT POLICY AND INVESTMENT STRATEGIES; APPROVING THE LIST OF QUALIFIED BROKERS; MAKING VARIOUS PROVISIONS RELATED TO THE SUBJECT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act, Texas Government Code Ann., Chapter 2256 (the "Act"), provides that the governing body of an investment entity shall adopt a written investment policy and investment strategies regarding the investment of its funds; and

WHEREAS, the Act provides that the governing body of an investing entity shall review its investment policy and investment strategies not less than annually; and

WHEREAS, the City Council has reviewed the investment policy and investment strategies; and

WHEREAS, the Act provides that the governing body of an investing entity shall review, revise and adopt its list of qualified brokers at least annually.

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

Section 1: The City Council of the City of Bastrop, Texas, approves and adopts the Investment Policy and Investment strategies attached hereto as Exhibit A and list of Qualified Brokers Exhibit B made a part hereof by this reference.

Section 2: Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

Section 3: Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

Section 4: This resolution shall take effect immediately from and after its passage, and duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop, Texas on the 26th day of September, 2017.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney

Exhibit "A"

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City of Bastrop

Investment Policy

Approved September 26, 2017

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I. INTRODUCTION

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The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Bastrop in order to achieve the goals of safety, liquidity, yield, and public trust for all investment activity. The City Council of the City of Bastrop shall review its investment strategies and policy annually. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, Texas Government Code, Chapter 2256 (the "Act") to define, adopt and review a formal investment strategy and policy. The policy provides conformance to all statutes, rules, and regulations governing the investment of public funds.

II. INVESTMENT STRATEGY

The City of Bastrop may maintain separate portfolios, or one commingled portfolio which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. The investment objective for each portfolio will maintain the following priorities in order of importance: preservation and safety of principle, liquidity, diversification, understanding of the suitability of the investment to the financial requirements of the City, marketability of the investment and lastly yield.

Operating funds and commingled pools containing operating funds objective will assure that anticipated cash flows are matched with adequate investment liquidity. An additional objective is to create a diversified portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short- to medium-term securities, which will complement each other in a laddered or barbell maturity structure. The maximum dollar weighted average maturity of 1 year or less will be calculated using the stated final maturity date of each security.

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Debt service funds shall have as their objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. No extended investment may be made unless the prior debt service dates are fully funded.

Debt service reserve funds primary objective is the ability to generate a revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities, within the desired maturity and quality range.

Special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The state final maturity dates of securities held should not exceed the estimated project completion date.

III. SCOPE

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This investment policy applies to all financial assets of the City of Bastrop. These funds are accounted for in the City's Annual Financial Report and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise/ Proprietary Funds and any new fund unless specifically exempted by the City Council.

IV. OBJECTIVES

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and local law.

The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements, by investing in securities with active secondary markets.

The City's cash management portfolio shall be designed with the objective of regularly matching or exceeding the yield on comparable U.S. Treasury Bill. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

V. DELEGATION OF RESPONSIBILITY

A. Investment Officer

Under the direction of the City Manager, the Chief Financial Officer is designated as investment officer of the City and is responsible for investment decisions and activities. The investment officer shall attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. Thereafter, eight hours of training must be completed every two fiscal years. The training cycle is concurrent with the city's fiscal year.

The Investment Officer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

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B. City Council

The City Council holds ultimate fiduciary responsibility for the portfolio. It will receive and review quarterly reporting, approve broker/dealers, and review and adopt the Investment Policy and Strategy at least annually.

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VI. PRUDENCE

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The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the City's control, over which the officer has responsibility rather than a consideration as to the prudence of single investment.
2. Whether the investment decision was consistent with the written investment policy of the City.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

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VII. REPORTING

The Chief Financial Officer shall submit a written and signed quarterly investment report of investment transactions for the preceding reporting period to the City Manager and City Council. The report will include a description in detail of the investment position of the City. To include:

1. a summary of investments, and their beginning market value, additions and changes to the market value during the period, ending market value.
2. fully accrued interest for the reporting period.
3. a description of each investment.
4. The market value of the portfolio must be determined at least monthly. Market prices will be obtained from an independent source.
5. state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
6. state the maturity date of each separately invested asset that has a maturity date;
7. state the compliance of the investment portfolio to the investment policy and strategy and the Act.

If the City invests in other than money market mutual funds, investment pools or bank time and demand accounts in any bank the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

VIII. INVESTMENT PORTFOLIO

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A. Active Portfolio Management

The City shall pursue a conservative pro-active versus passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly. The City is not required to liquidate investments that were authorized investments at the time of the purchase.

B. Investments

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Assets of the City of Bastrop may be invested only in the following instruments; as further defined in the Act. At least 3 competitive offers or bids must be obtained for all individual security purchases and sales. (Transactions with money market mutual funds, local government investment pools and when-issued securities shall also be evaluated with comparable investments.

1. Authorized

- a. Obligations of the United States Government, its agencies and instrumentalities with a maximum stated maturity of three years, excluding mortgage backed securities.
- b. General debt obligations of any US state or political subdivision rated AA or better with a stated maturity not to exceed two years.
- c. Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America or their respective agencies or insured by, or backed by the full faith and credit with a maximum maturity of three years.
- d. FDIC insured or collateralized depository certificates of deposit from banks collateralized in accordance with this policy and with a maximum maturity of two years.
- e. FDIC insured brokered certificate of deposit securities issued by any US state delivered versus payment to the City's safekeeping agent not to exceed two years to maturity. Before purchase, the investment officer must verify the FDIC status of the bank on www.fdic.gov to assure the bank is FDIC insured.

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Deleted: <#>Fully collateralized repurchase agreements with a defined termination date secured by obligations of the United States or its agencies collateralized as defined by this policy and executed under the Bond Market Association Master Agreement. Securities purchased by the City shall be held by an independent custodian approved by the City. Repurchase agreements transacted with a primary government securities dealer, as defined by the Federal Reserve.¶

- f. ~~AAA-rated, Local government investment pools in Texas which strive to maintain a \$1 net asset value (NAV) as defined by the Act and authorized by resolution of the City Council.~~
- g. Commercial paper, rated A1/P1 or equivalent by two rating agencies with a maximum maturity of ninety days.
- h. ~~FDIC insured or collateralized, Interest bearing and money market accounts in any bank in Texas.~~
- i. AAA-rated, SEC registered money market funds striving to maintain a \$1 NAV.

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2. Not Authorized

The City's authorized investments options are more restrictive than those allowed by state law. State law specifically prohibits investment in the following investment securities:

- a. An obligation whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- c. Collateralized mortgage obligations that have a state final maturity date of greater than 10 years.
- d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

C. Holding Period

The City of Bastrop intends to match the maturities with liability and liquidity needs of the City. In no case, will the average dollar-weighted maturity of investments of the City's operating funds exceed one year. ~~The maximum final stated maturity of any investment shall not exceed three years.~~

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D. Risk and Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification, which shall be achieved by the following general guidelines:

Risk of issuer default is controlled by limiting investments to those high credit quality instruments allowed by the Act, further restricted by policy.

Market risk can be limited by avoiding over-concentration assets in a specific maturity sector and limitation of average maturity of operating funds investment to two years.

IX. SELECTION OF BANKS AND DEALERS

A. Depository

At least every five years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting a depository, the services, costs, earning potential and credit worthiness of institutions shall be considered. The Chief Financial Officer shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

B. Security Broker/Dealers

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements
- proof of Financial Industry Regulatory Authority (FINRA) certification
- proof of Texas registration
- ~~policy certification of review of the City's investment policy signed by an authorized representative of the organization to include acknowledgment that the firm has implemented reasonable procedures and controls in an effort not to sell investments to the City unauthorized by policy.~~

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C. List of Qualified Brokers

The City Council will annually adopt, by resolution a list of authorized brokers to engage in investment transactions with the City. Each broker/dealer will provide the required policy certification before any transaction can be executed.

X. COLLATERAL, SAFEKEEPING AND CUSTODY

A. Time and Demand Deposit Pledged Collateral

All bank time and demand deposits shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits less an amount insured by the FDIC. Evidence of the pledged collateral shall be provided by the Custodian. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Monthly reports of collateral shall be provided directly from the custodian on a monthly basis.

Collateral pledged to secure deposits of the City shall be held by an independent financial institution outside the holding company of the depository in accordance with a written safekeeping agreement under the terms of FIRREA. The safekeeping agreement shall clearly define the procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The safekeeping institution, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

B. Repurchase Agreements Owned Collateral

Collateral under a repurchase agreement is owned by the City. It will be held by an independent third party safekeeping agent approved by the City under an executed Bond Market Association Master Repurchase Agreement. Collateral with a market value totaling 102% of the principal and accrued

interest is required and the counter-party is responsible for the monitoring and maintaining of collateral and margins at all times.

C. Authorized Collateral Defined

The City of Bastrop shall accept only the following securities as collateral:

1. FDIC insurance coverage.
2. Obligations of the US Government, its agencies and instrumentalities including mortgage-backed securities and CMO which pass the bank test.
3. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
4. Securities from any US state and its subdivisions rated as A or better by two national recognized rating agencies.

D. Subject to Audit

All collateral shall be subject to inspection and audit by the Chief Financial Officer or the City's independent auditors.

XI. INTERNAL CONTROLS

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Chief Financial Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- ✓ Control of collusion.
- ✓ Separation of transaction authority from accounting and record keeping.
- ✓ Custodial safekeeping.
- ✓ Clear delegation of authority to subordinate staff members.
- ✓ Written confirmation for telephone (voice) transactions for investments and wire transfers.

Annually the Investment Officer shall perform an internal compliance audit to assure compliance with requirements of this Policy and the Act. Annually, the City's external auditor shall review the quarterly reports.

A. Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officer will analyze and maintain a cash flow plan to monitor and forecast cash positions for investment purposes.

B. Delivery vs. Payment Security Settlement

All securities shall be settled into City safekeeping using the delivery vs. payment method. That is, payments shall not be made until the correct security was received by the safekeeping agent. The security shall be held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City by the safekeeping agent.

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C. Loss of Credit Rating

The investment officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio requiring ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available.

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D. Monitoring FDIC Coverage

The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the City based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the investment officer shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

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XII. INVESTMENT POLICY ADOPTION

The City of Bastrop investment policy shall be reviewed and adopted by resolution of the City Council on at least an annual basis. Any changes made to the policy shall be reflected in the adopting resolution.

Adopted: _____

XIII. GLOSSARY OF TREASURY TERMS

Agencies: Federal agency securities.

Asked: The price at which securities are offered to be sold to the City.

Bid: The price at which the City would sell its securities.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies and used to define the securities bought and sold under a repurchase agreement signifying ownership by the City.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City of Bastrop. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and detailed statistical section.

Coupon: (a) The annual rate interest that a bonds' issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, carries an inventory of securities and may act as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment (DVP): Delivery versus payment means delivery of securities with a simultaneous exchange of money for the securities. It guarantees that the City always has control of its security or its fund.

Discount: The difference between the cost price of security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, for example: U.S. Treasury bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, for example: S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per depositor.

Federal Funds Rate (the "Fed Rate"): The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks in relation to member commercial banks.

Federal National Mortgage Association (FNMA or Fannie Mae): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and secondary loans in addition to fixed-rate mortgages. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The president of the New York Federal Reserve Bank is a permanent member while the other presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open-market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., twelve (12) regional banks, and about 5,700 commercial banks that are members of the system.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable quantities can be purchased at those quotes.

Local Government Investment Pool (LGIP): A local cooperative of a political subdivisions allowing for joint investment and reinvestment of assets.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A simultaneous buy-sell transaction used primarily for short term investing performed only under a Bond Market Association Master Repurchase Agreement. The master agreement defines the transaction, identifies the relationship between the parties, establishes practices regarding ownership and custody of the securities during the term of the investment, provides remedies in the case of default, and clarifies ownership.

Maturity: The date on which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Open Market Operations: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A primary dealer is designated by the NY Fed with strong restrictions which submits daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and is subject to its formal oversight. The list of current primaries is found on the www.nyfed.gov.

Prudent Person Rule: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The rate obtainable on a portfolio or security based on its purchase price or its current market price. A rate of return portfolio is based on and traded to parallel an index and indicates active trading of the portfolio.

Repurchase Agreement (RP or REPO): A buy-sell transaction in which a holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SEC Rule 15C3-1: See uniform net capital rule.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills (T Bills): A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bond: The longest U.S. Treasury securities being auctioned at the time – usually 30-year maturity.

Treasury Notes: Intermediate-term, coupon-bearing U.S. Treasury securities having initial maturities from two to ten years.

Investment Policy

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price of the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par.

EXHIBIT B

Eligible Broker/Dealer List
September 26, 2017

BROKER
Financial Northeastern Companies
Multi-Securities, Inc.



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11F

TITLE:

Hold Public Hearing on the Hunters Crossing Public Improvement District ongoing service plan and proposed assessment levy, consider any objections to the proposed assessments and, consider action to approve the first reading of Ordinance No. 2017-26 of the City Council of the City of Bastrop, Texas approving the updated service plan, including provisions related to assessments for the Hunters Crossing Public Improvement District; approving a fiscal year 2018 assessment roll for the District; and containing other provisions related to the Hunters Crossing Public Improvement District and the Hunters Crossing Local Government Corporation and providing for an effective date, and move to include on the September 28, 2017 Special Council Meeting for a second reading.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

Texas Local Government Code Section 372.013 requires the ongoing service plan to be presented to the governing body of the municipality for review and approval, which was done in 2003. The statute further requires the ongoing service plan be reviewed and updated annually for determining the annual budget for improvements. As there have been no change to the Service Plan, City Staff prepared a proposed Fiscal Year 2018 Budget and Proposed Assessments for the Operations and Maintenance Project Costs for Fiscal year 2018 based on the existing service plan, and presented it to the public and the Hunters Crossing Local Government Corporation (LGC) for consideration. The LGC conducted a public hearing on September 19, 2017 and by Resolution of the Board, recommended approval of its proposed service plan, assessment levy and annual budget for Fiscal Year 2018 by Resolution. The LGC recommended assessment roll is incorporated into the Ordinance for City Council adoption as required by law.

Texas Local Government Code section 372.016-.017 requires the governing body to prepare an assessment roll and adopt it by ordinance or order. The required procedure provided by law is:

- 1) Give proper notice;
- 2) Conduct a public hearing;
- 3) At the close of the hearing, hear and pass on any objection to the proposed assessments;
- 4) Amend any proposed assessment if warranted; and
- 5) Pass the ordinance to levy the assessment.

A special meeting to adopt the ordinance on second reading prior to October 1st will be required.

POLICY EXPLANATION:

The Hunters Crossing Public Improvement District (the "PID") was created by the City of Bastrop, Texas and is operating under the authority of Chapter 372, Texas Local Government Code. The City previously determined the estimated cost of certain public improvements for the PID and the method of assessment for the costs of such Public Improvements, and adopted a Service and Assessment Plan for the PID. Each year, the Hunters Crossing Local Government Corporation, to implement the Service Plan for the PID, reviews the service plan and proposes the assessment necessary to carry out the PID for purposes of the annual budget. This action fulfills the duty of the Corporation in carrying out its duties. Texas law requires the City Council approve the assessment roll by ordinance.

FUNDING SOURCE:

PID Assessments for FY2018

RECOMMENDATION:

Consider action to approve the first reading of Ordinance No. 2017-26 of the City Council of the City of Bastrop, Texas approving the updated service plan, including provisions related to assessments, for the Hunters Crossing Public Improvement District; approving a fiscal year 2018 assessment roll for the District; and containing other provisions related to the Hunters Crossing Public Improvement District and the Hunters Crossing Local Government Corporation and providing for an effective date, and move to include on the September 28th Special Council Meeting for a second reading.

ATTACHMENTS:

- Ordinance 2017-26



ORDINANCE NO. 2017-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE UPDATED SERVICE PLAN, INCLUDING PROVISIONS RELATED TO ASSESSMENTS FOR THE HUNTERS CROSSING PUBLIC IMPROVEMENT DISTRICT; APPROVING A FISCAL YEAR 2018 ASSESSMENT ROLL FOR THE DISTRICT; AND CONTAINING OTHER PROVISIONS RELATED TO THE HUNTERS CROSSING PUBLIC IMPROVEMENT DISTRICT AND THE HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Hunters Crossing Public Improvement District (the "PID") has been duly created by the City of Bastrop, Texas (the "City"), and is operating under the authority of Chapter 372, Texas Local Government Code, the Public Improvement District Assessment Act (the "Act"); and

WHEREAS, in accordance with the Act, the City previously determined the estimated cost of certain public improvements for the PID ("Public Improvements"), the method of assessment for the costs of such Public Improvements, and adopted a Service and Assessment Plan (the "Service Plan") for the PID; and

WHEREAS, pursuant to the Act, Service Plan including provisions related to assessments was filed with the City Secretary, and the statutory notice of the public hearing regarding the assessments was provided in compliance with the Act;

WHEREAS, after such notice was provided as required by the Act, the City Council of the City of Bastrop held a public hearing to consider the assessments on the property in the PID, heard and passed on any objections to the proposed assessments, and closed the public hearing; and

WHEREAS, the Hunters Crossing Local Government Corporation (the "Corporation") has been created by the City in order to implement the Service Plan for the PID and to perform other functions delegated to it by the City; and

WHEREAS, the Act provides that the Service Plan is to be reviewed and updated annually, and the City Council of the City of Bastrop finds the Corporation has conducted such review; and

WHEREAS, the Corporation has recommended that the Service Plan, including the provisions related to assessments contained therein, should be updated; and

WHEREAS, the Corporation has submitted such proposed assessments attached hereto as Exhibit A, to this City Council for its review, approval and further action; and

WHEREAS, the City Council having considered such proposed assessments, has determined that the proposed budget and such assessments are in the best interest of the Hunters Crossing Public Improvement District and, therefore, the Council desires to approve and adopt assessments by formal action.

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

Section 1: The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2: The City Council of the City of Bastrop hereby accepts the Service Plan as historically reviewed and updated by the Corporation and finds that all such past and present reviews, including the assessments included therein, have been conducted in accordance with all applicable law.

Section 3: The City Council of the City of Bastrop has reviewed the recommendations of the Corporation regarding the assessments for Hunters Crossing PID and agree with same.

Section 4: The City Council of the City of Bastrop hereby finds that the operation and maintenance assessment roll as included in Exhibit A attached hereto and incorporated in this Ordinance, is necessary to fund operation and maintenance costs related to the Hunters Crossing PID and approves Exhibit A as the Fiscal Year 2018 operation and maintenance assessment roll of the Hunters Crossing PID.

Section 7: The City Council of the City of Bastrop hereby finds that the capital assessment roll as included in Exhibit A attached hereto and incorporated in this Ordinance, which relates solely to the original historic capital costs, continues to be correct as set forth in the original Service Plan and should not be changed, and the City Council approves Exhibit A as the Fiscal Year 2018 capital assessment roll of the Hunters Crossing PID.

Section 8: The City Council of the City of Bastrop directs that the assessment roll attached hereto as Exhibit A be filed with the City Secretary and further directs the City Manager, or her assignee, to provide the assessment roll to the Bastrop County Tax Assessor-Collector no later than close of business on September 29, 2017, and to request that such assessments be assessed to and collected from property owners in the PID.

Section 9: The City Council of the City of Bastrop further authorizes and directs the City Manager to take any other action that may be necessary or convenient to effectuate the findings and to accomplish the objectives of this Ordinance.

Section 10: 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 11: 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 12: All other ordinances in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

Section 13: The City Council of the City of Bastrop, Texas met in a public meeting on September 26, 2017, and adopted this ordinance with a majority vote.

READ and ACKNOWLEDGED on First Reading on the 26th day of September 2017.

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

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney

EXHIBIT A
Hunters Crossing Public Improvement District
Assessments for Operations and Maintenance Project Costs Fiscal Year 2018

Master Plan Tract Description	Land Use	2018 Operation & Maintenance Assessment	2018 Capital Assessment
HXR 1	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 2	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 3A	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 3B	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 3C	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 4A	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 4B	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 5	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 7A	Single Family	\$ 23.16 per lot	\$338 per lot
HXR 7B	Single Family	\$ 23.16 per lot	\$338 per lot
HXC 1 (Chilis, Lot 1)	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 1 (Balance of retail, Lot 2)	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 1 (Lot 3)	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 2	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 3	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 4	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 5	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 6	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 7	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 8	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 1, Lot 1	Commercial	\$ 14,348	N/A
HXM 1	Multi-Family	\$ 0.0317 per sq ft	\$ 0.068 per sq ft
HXM 2	Multi-Family	\$ 0.0317 per sq ft	\$ 0.068 per sq ft
HXM 3	Multi-Family	\$ 0.0317 per sq ft	\$ 0.068 per sq ft



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11G

TITLE:

Consider action to approve the second reading of Ordinance No. 2017-22 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; and establishing an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Council held Budget Workshops on June 29, 2017 and July 20, 2017 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2017-2018 on August 8, 2017. The City Council held a Budget Workshop on August 14, 2017 to go over the budget in more detail and answer any questions from Council.

The items revised from the initial proposed budget of August 8, 2017 are as follows:

	Proposed Budget 8/8/2017	Final Budget	Change
Revenues:			
BEDC Contracted Services	\$ 83,250.00	\$ -	\$ (83,250.00)
Maint Street EDC Support	\$ 40,000.00	\$ 50,000.00	\$ 10,000.00
Drainage Fees	\$ 350,125.00	\$ -	\$ (350,125.00)
Total Revenue Change			\$ (423,375.00)
Expenses:			
GF-Organizational	\$ 236,981.00	\$ 199,660.00	\$ (37,321.00)
GF-Public Works	\$ 1,313,266.00	\$ 1,311,337.00	\$ (1,929.00)
GF-Parks	\$ 988,310.00	\$ 975,810.00	\$ (12,500.00)
GF-Library	\$ 726,459.00	\$ 723,459.00	\$ (3,000.00)
Community Support	\$ 119,447.00	\$ 135,930.00	\$ 16,483.00
Record Management System	\$ 42,000.00	\$ 187,000.00	\$ 145,000.00
Drainage Expenses	\$ 349,720.00	\$ -	\$ (349,720.00)
Total Expense Change			\$ (242,987.00)
Net Change to GF			\$ (28,500.00)
Net Change to Main Street Prog			\$ 10,000.00
Net Change to Electric Fund			\$ (16,483.00)
Net Change to Innovation Fund			\$ (145,000.00)
Net Change to Drainage Fund			\$ (405.00)

Notes on the final proposed changes: Initially BEDC was funding 2 full-time Parks employees to mow the entrances into Bastrop. BEDC has come back and indicated that they will use these funds to fund the City's match for the Downtown sidewalk loop project. Reductions in various line items in Organizational, Public Works, Parks and Library will absorb this decrease in revenue.

BEDC has proposed increasing the amount funded to the Main Street program to \$50,000. There were two additions to the Community Support funding after the August 14th budget meeting: Literacy Volunteers and Bastrop Pregnancy Resource Center. The Innovation Fund change was an accounting change to properly record the expense of purchasing the RMS for the Police Department; the loan payments will still be \$42,000 each year over 5 years. The Drainage Fund was removed from the budget awaiting authorization from City Council to assess the fee (postponed until October 2017).

POLICY EXPLANATION:

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

Since the Charter requires two readings for an Ordinance to be effective. The second reading of this Ordinance adopting the budget for FY 2017-2018 will be September 26, 2017 at the regular scheduled Council meeting.

FUNDING SOURCE:

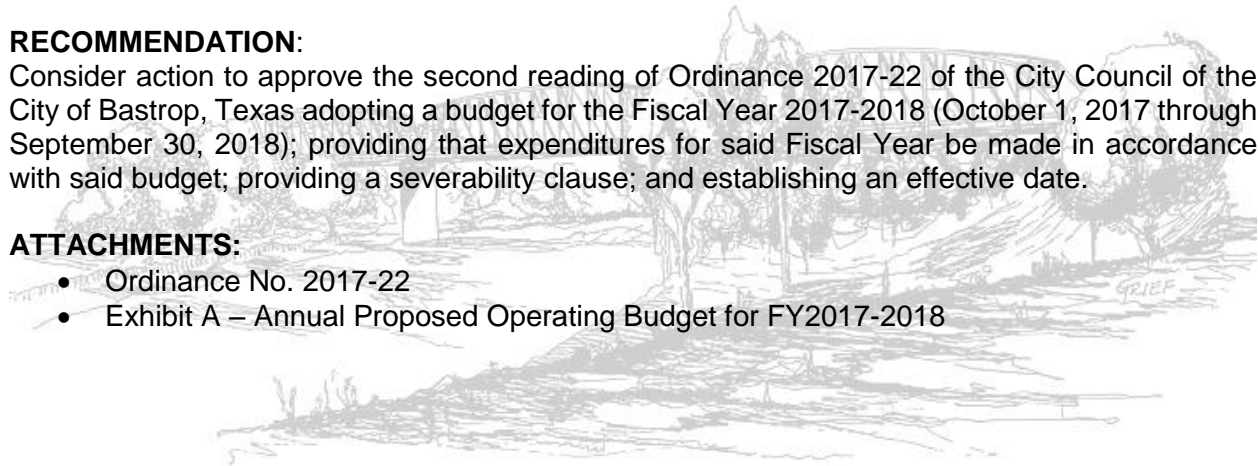
This agenda item will adopt the budget for FY 2017-2018.

RECOMMENDATION:

Consider action to approve the second reading of Ordinance 2017-22 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; and establishing an effective date.

ATTACHMENTS:

- Ordinance No. 2017-22
- Exhibit A – Annual Proposed Operating Budget for FY2017-2018



ORDINANCE NO. 2017-22

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mayor Pro Tem Gary Schiff	YEA____	NAY____	ABSTAIN____	ABSENT____
Council Member Bill Peterson	YEA____	NAY____	ABSTAIN____	ABSENT____
Council Member Lyle Nelson	YEA____	NAY____	ABSTAIN____	ABSENT____
Council Member Bill Ennis	YEA____	NAY____	ABSTAIN____	ABSENT____
Council Member Deborah Jones	YEA____	NAY____	ABSTAIN____	ABSENT____

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

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

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney



CITY OF BASTROP, TEXAS

Annual Proposed Operating Budget Fiscal Year 2017-2018

City Council Record Vote

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

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

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

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

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



Annual Operating Budget

City of Bastrop, Texas

Fiscal Year

October 1, 2017 through September 30, 2018

~ Mayor ~

Connie Schroeder

~ Council Members ~

Gary Schiff, Mayor Pro-Tem

Deborah Jones

Willie "Bill" Peterson

Bill Ennis

Lyle Nelson

~ City Manager ~

Lynda Humble

Operating Budget document prepared by the
Finance Department



City of Bastrop City Council

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



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

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



Government Finance Officers Association

**Certificate of
Achievement
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Presented to

**City of Bastrop
Texas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2016

Christopher P. Morill

Executive Director/CEO

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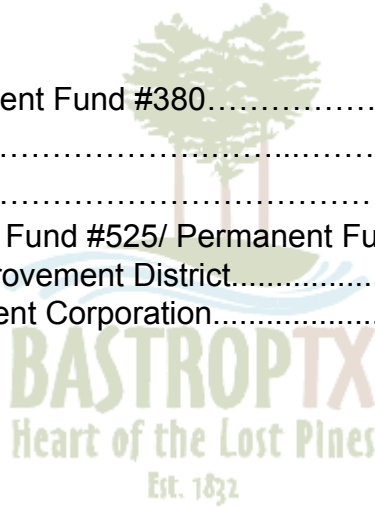


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BUDGET MEMORANDUM

TO: Honorable Mayor & Councilmembers

FROM: Lynda K. Humble, City Manager

DATE: September 26 , 2017

SUBJECT: Presentation of the Proposed FY 2018 Budget

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

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

Strategic Considerations

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

Financial opportunities

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

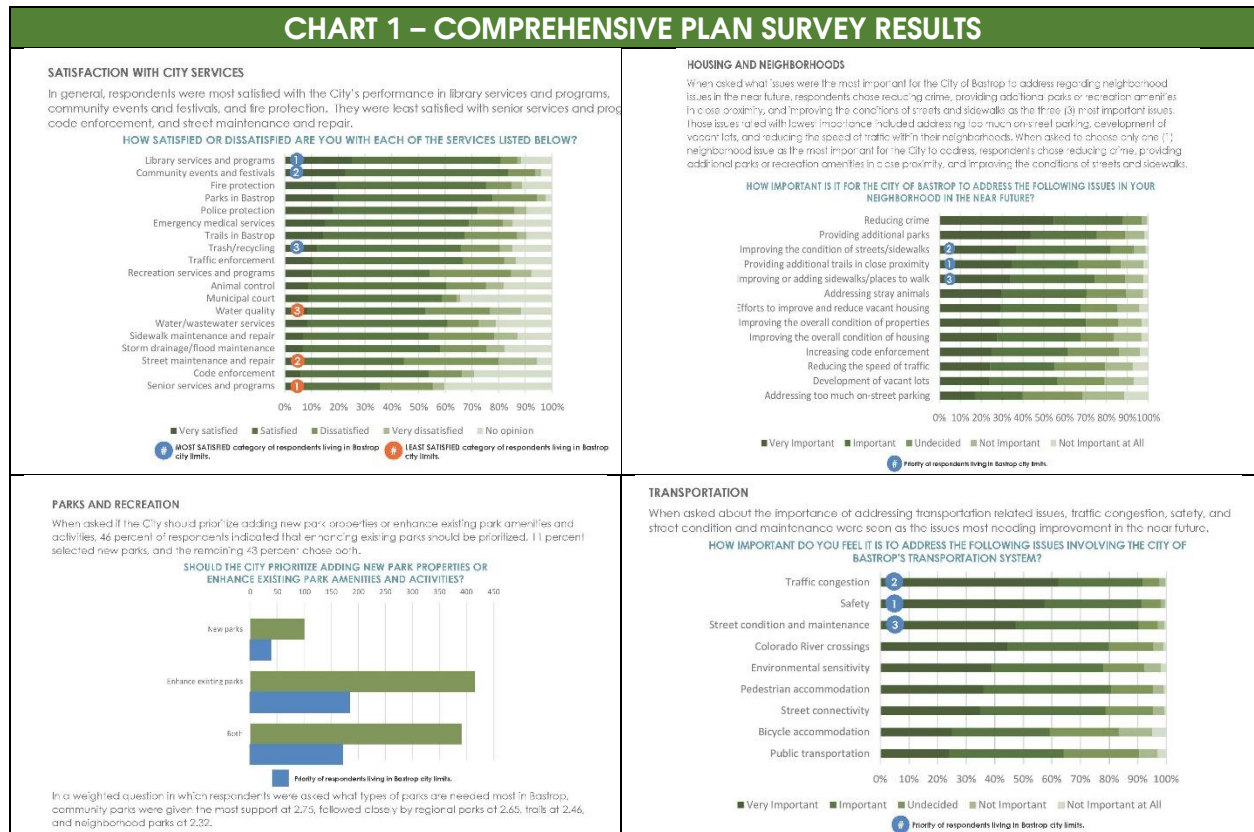
Economic Development + Community Development

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

Strategic Elements:

Bastrop Comprehensive Plan (2016-2036):

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



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

Vision & Mission Statements:

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

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

CHART 2



CHART 3



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

Council’s Areas of Focus:

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

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

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

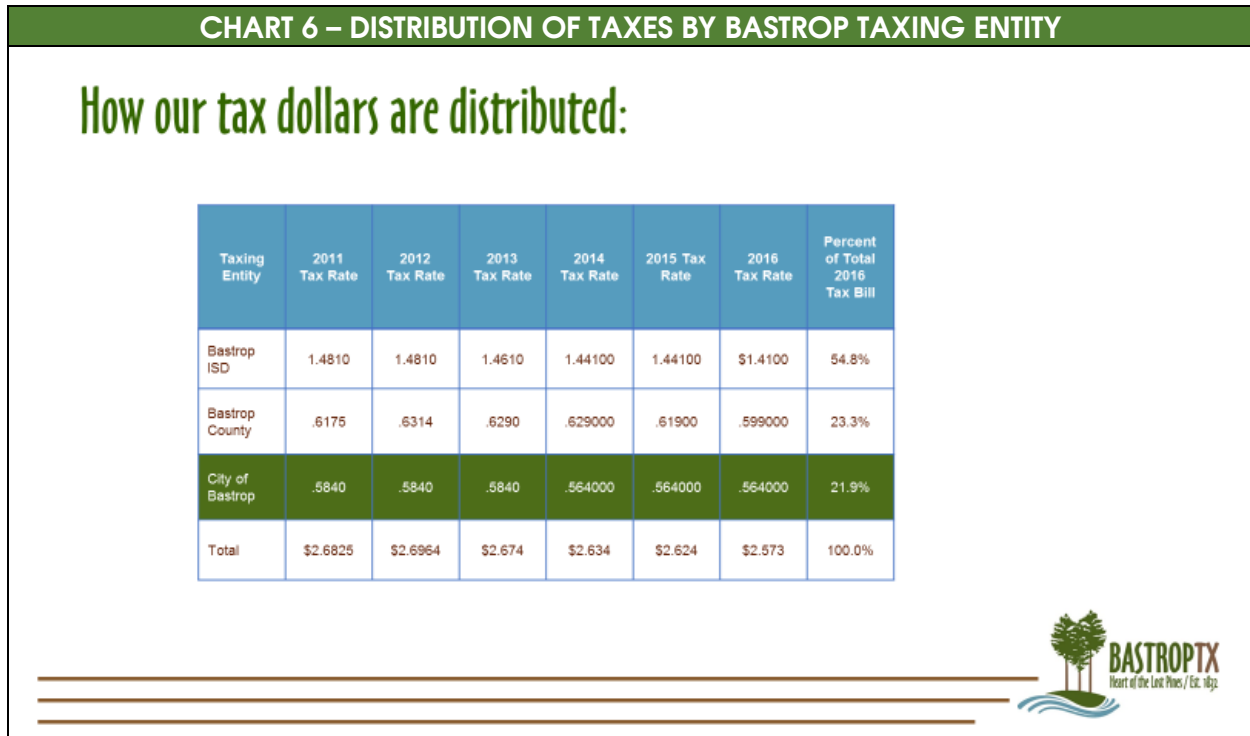
Council’s List of Priorities:

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

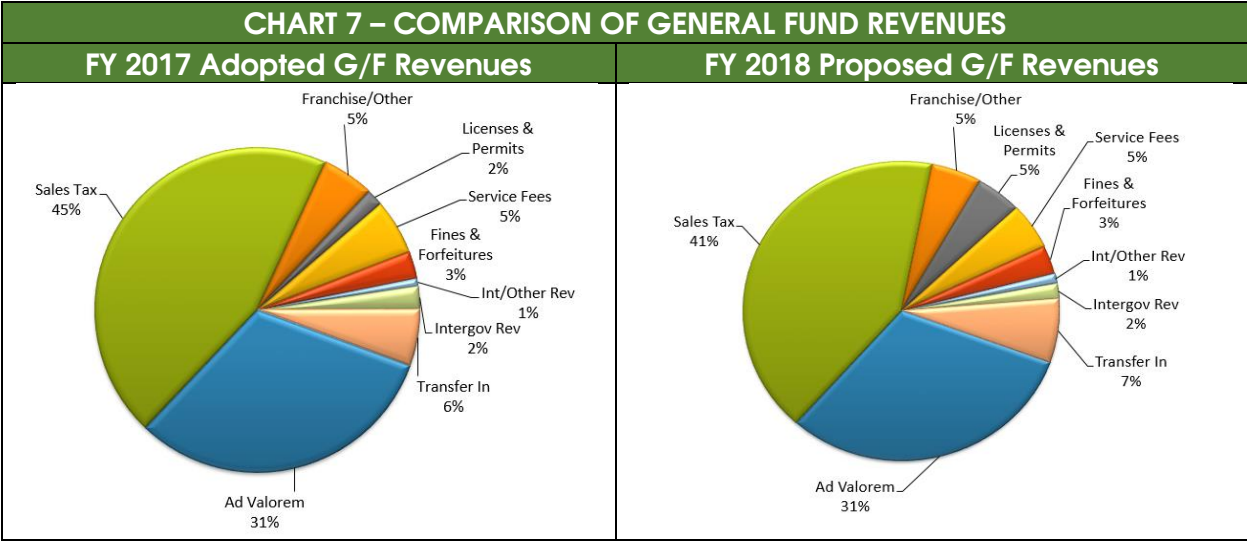
CHART 5 – COUNCIL’S LIST OF PRIORITIES			
Staffing Needs	Aging Critical Infrastructure	Parks – Current: Maintain partnerships	Parks – Future: Explore dedicated funding to develop and maintain future park projects
Development/Permit System – empower staff to negotiate within limits to meet CC goals	Bastrop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

Financial Opportunities:

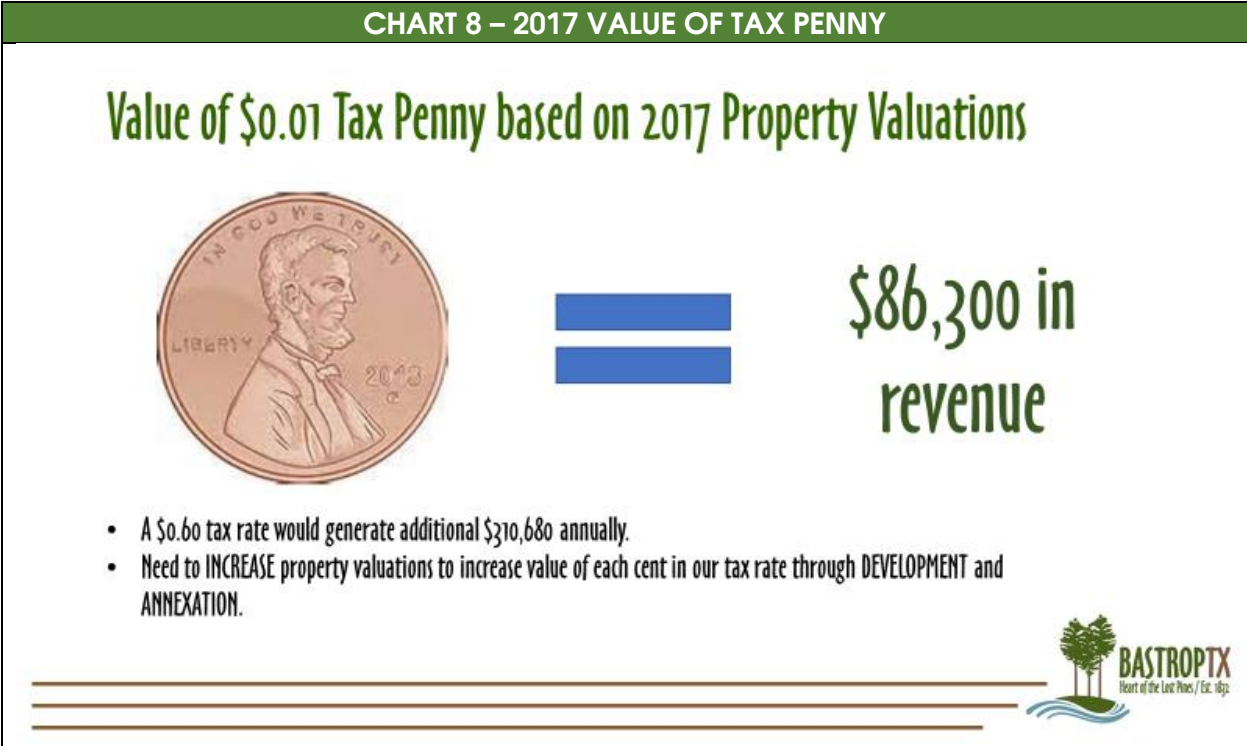
As shown in Chart 6 below, the City represents 21.9% of taxes paid by Bastrop citizens. The majority of taxes paid by our citizens go to the Bastrop Independent School District at 54.8%. The remaining 23.3% paid by citizens go to Bastrop County.



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



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



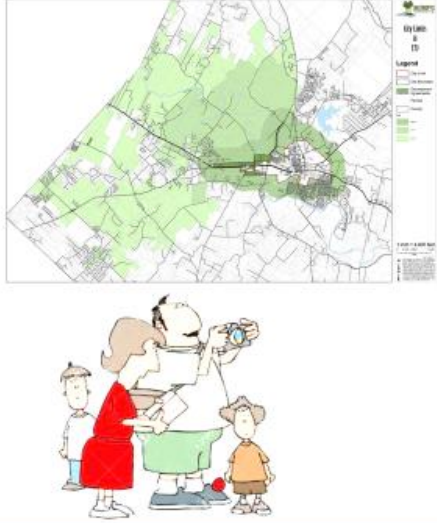
Economic Development + Community Development

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

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

CHART 9 – CITY MANAGER’S BUDGETARY GOALS FOR FY 2018

City Manager’s Budgetary Goals for FY 2018:



1. Position City to diversify dependence on Sales Tax and grow Property Tax Valuations through Development and Annexation, so we can maintain current infrastructure while building new. (Economic Development)
2. Off-set Smithville & Elgin’s Growth and Impact to Sales Tax with Increased Tourism (Community Development)
 1. Need to become destination for Hyatt Lost Pines Resort Excursions.
 2. Need to consider 3rd Party Transportation to bring visitors to downtown from all hotels.
 3. Need "curb-appeal" with "sitting" spots.




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

**CHART 10
NEW RECOMMENDED PROGRAMS/SERVICES
BY COUNCIL FOCUS AREAS**

PROPOSED FY 2018 BUDGET ITEMS BY FOCUS AREA

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

GENERAL FUND

REVENUE:

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

Licenses & Permits:

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

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

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

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

EXPENDITURES:

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

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

INNOVATION FUND:

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

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

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

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

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

WATER/WASTEWATER FUND:

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

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

BASTROP POWER & LIGHT (BP&L):

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

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

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

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

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

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

Community Support Funding (Included in Expenditures)

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

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

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

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

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

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

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

Keep Bastrop County Beautiful:

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

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

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

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

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

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

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

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

HOTEL/MOTEL TAX FUND:

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

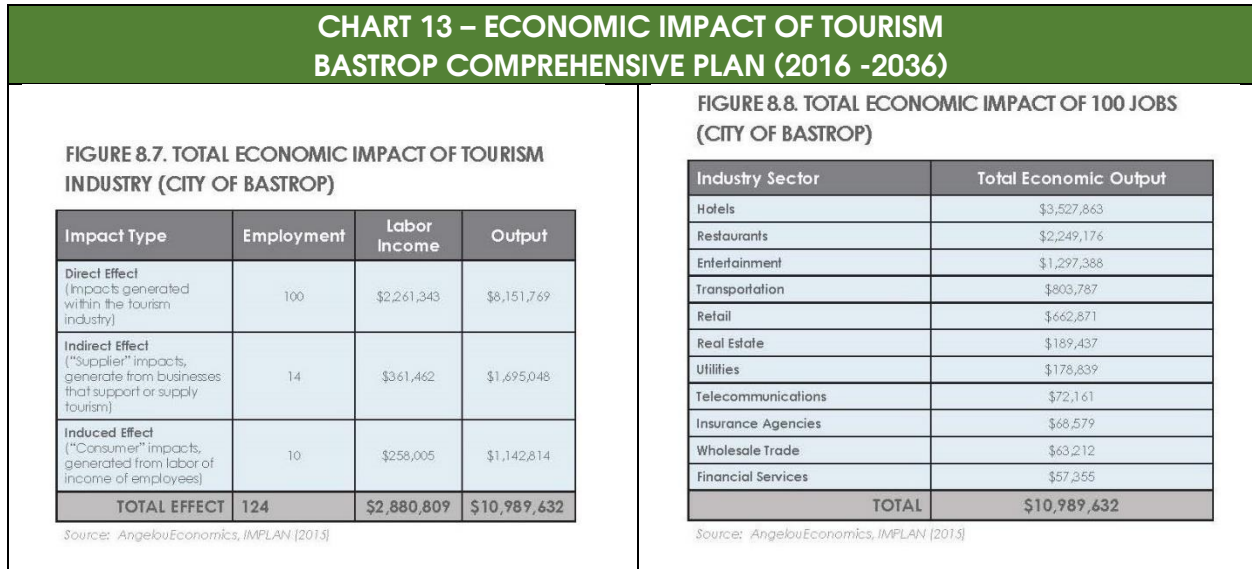


Chart 13 above shows the important role that tourism plays in the Bastrop economy. It is important that the HOT funds be leveraged to attract tourism to strengthen our sales tax while we diversify our property tax valuations. Therefore, it is imperative that all resources funded from HOT funds work together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

Hospitality & Downtown Department:

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

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

Convention Center

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

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

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

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

Community Festival Funding

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

Visit Bastrop:

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

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

HOT Application Requests

After reviewing the state law requirements of HOT, HOT application requirements for use of Bastrop logo on all marketing, and the urgent need to maximize HOT funds to attract tourists to stabilize our sales tax while growing our property tax base, staff is recommending postponing any recommendations on HOT application until the adoption of the budget on September 26th. Staff needs time to meet with each organization to account for how HOT funds have been spent in FY 2017. In addition, Staff needs to help develop deliverables for FY 2018 that can be measured, reviewed, and add to the City's ability to attract tourism.

Bastrop Comprehensive Plan (2016 – 2036)

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

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

Bastrop Art in Public Places (BAIPP):

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

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

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

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

Fairview Cemetery:

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

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

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

RED LIGHT CAMERA FUNDS:

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

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

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

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

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

PROPOSED DRAINAGE FUND (RECOMMENDED FOR ADOPTION IN OCTOBER):

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

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

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



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

Purpose of Fund

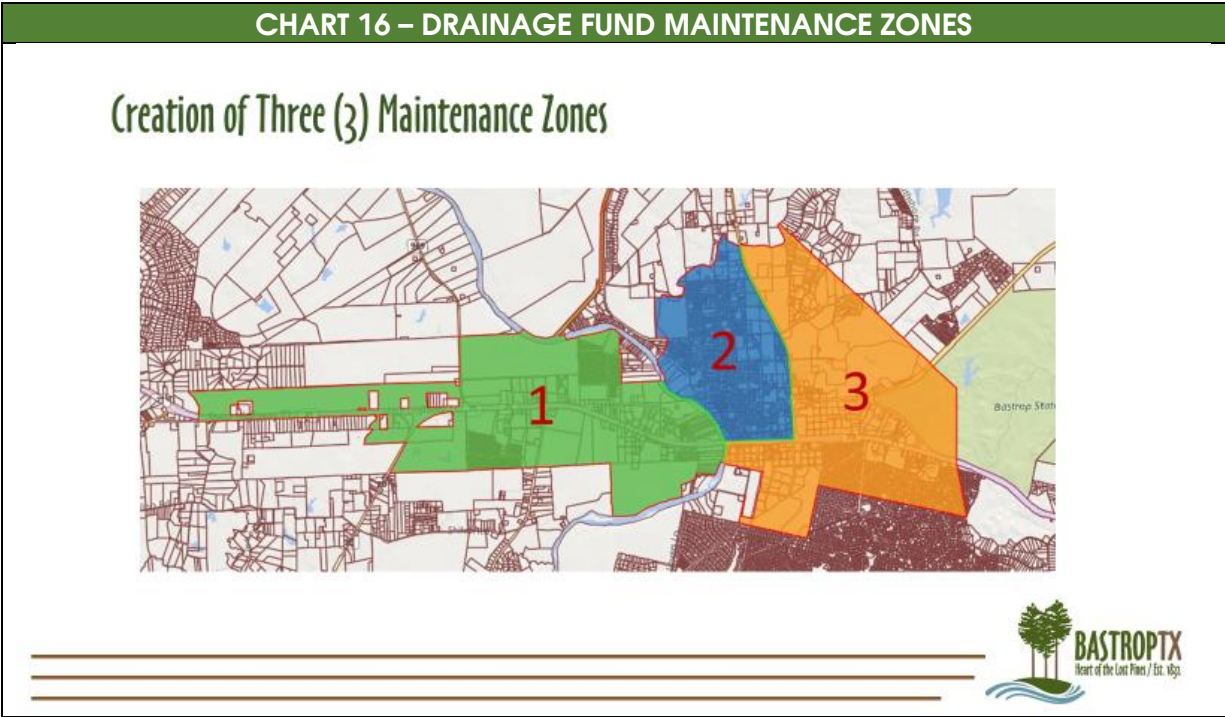
Chapter 552 of the Texas Local Government Code permits municipalities to establish a drainage utility system, when there is a need to protect the health and safety of the public from loss of life and property caused by surface water overflows. A separate fund is created, which can only be used for the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

Maintenance Expectations

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

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

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






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

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

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

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

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

Public Meetings

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

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

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

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

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

CLOSING:

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



OVERVIEW SECTION





Budget Process

OPERATING BUDGET

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

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

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

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

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

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

CAPITAL BUDGET

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

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

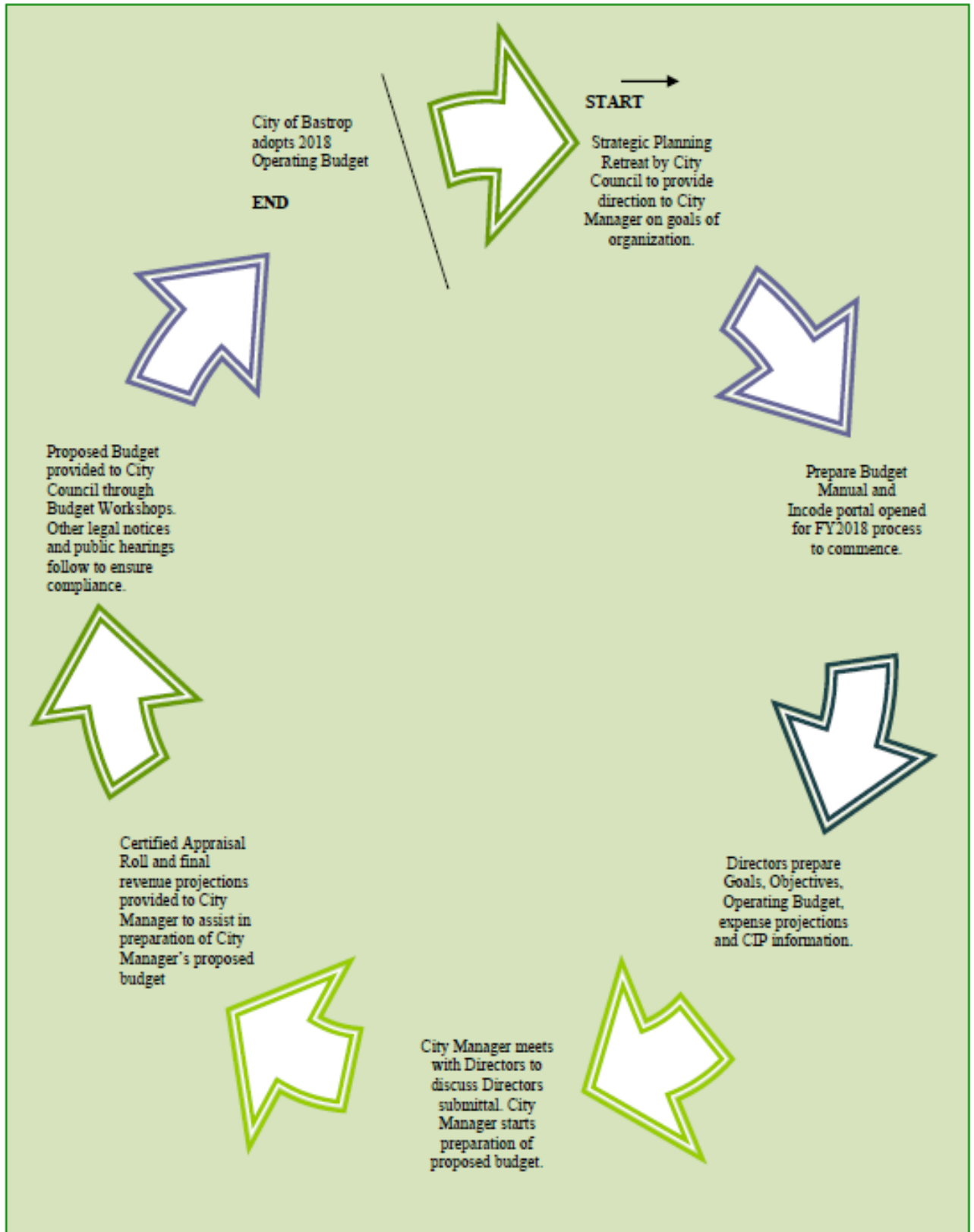
CONTROL – All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

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

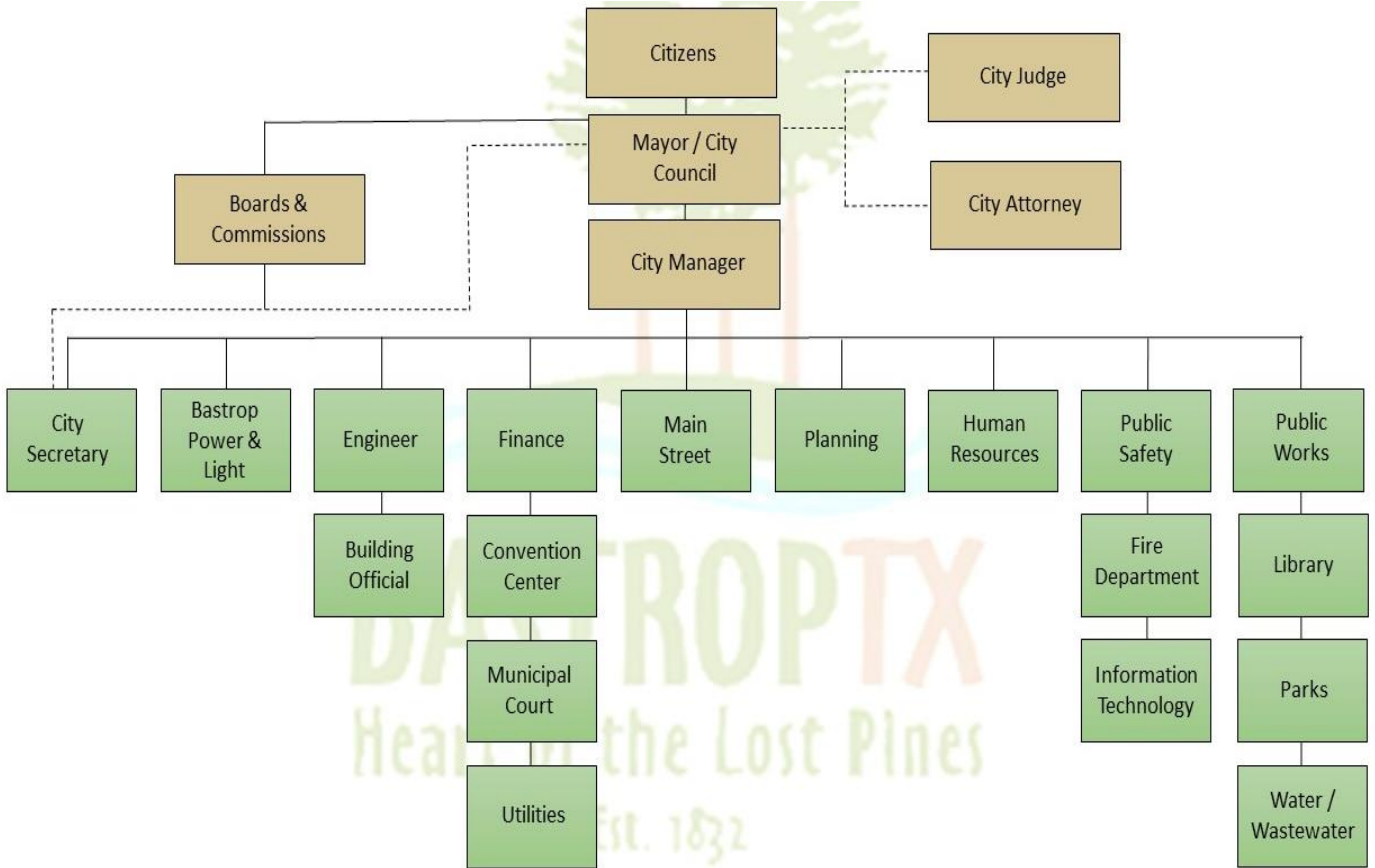
DEBT FINANCING – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions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

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

Fiscal Year 2018 Budget Cycle



Current Organizational Chart FY2017-2018



COMMUNITY PROFILE

GENERAL

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

RECREATION AND CULTURE

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

LIBRARY

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

PUBLIC SAFETY

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

UTILITIES

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

PLANNING AND DEVELOPMENT

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

City of Bastrop

Departmental Staffing Summary

PAID PERSONNEL ALL FUNDS

Full-Time Equivalents (FTE)

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

Personnel Additions FY2017-2018

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

Planning & Development – Director

IT System Administrator-General

Water/Wastewater – Foreman

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



History of Bastrop, Texas

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

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

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



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

History of Bastrop, Texas continued

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

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

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

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

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



Fund Structure





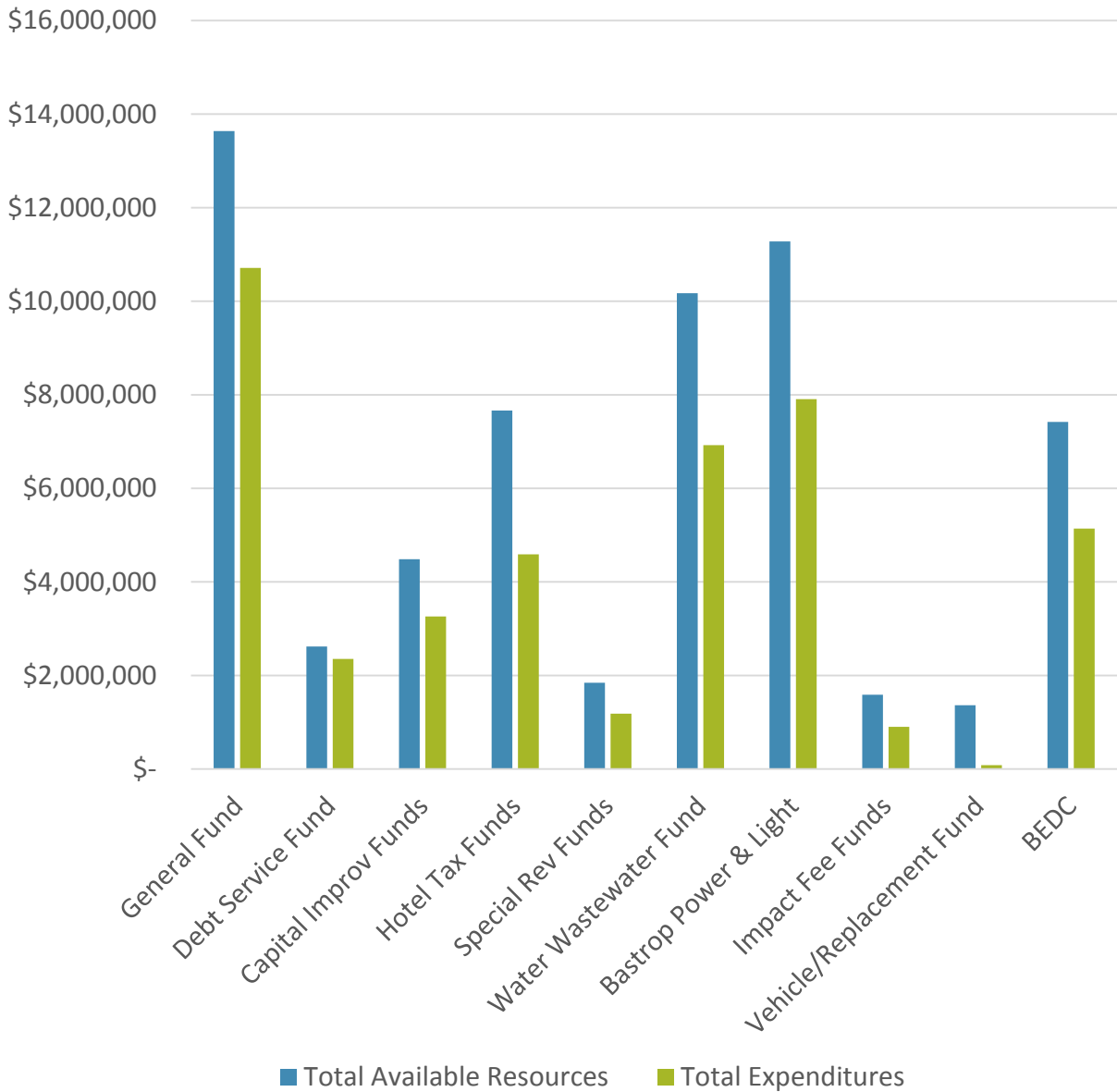
Financial Summary





Fiscal Year 2017-2018

All Funds Total Resources and Expenditures



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

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

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

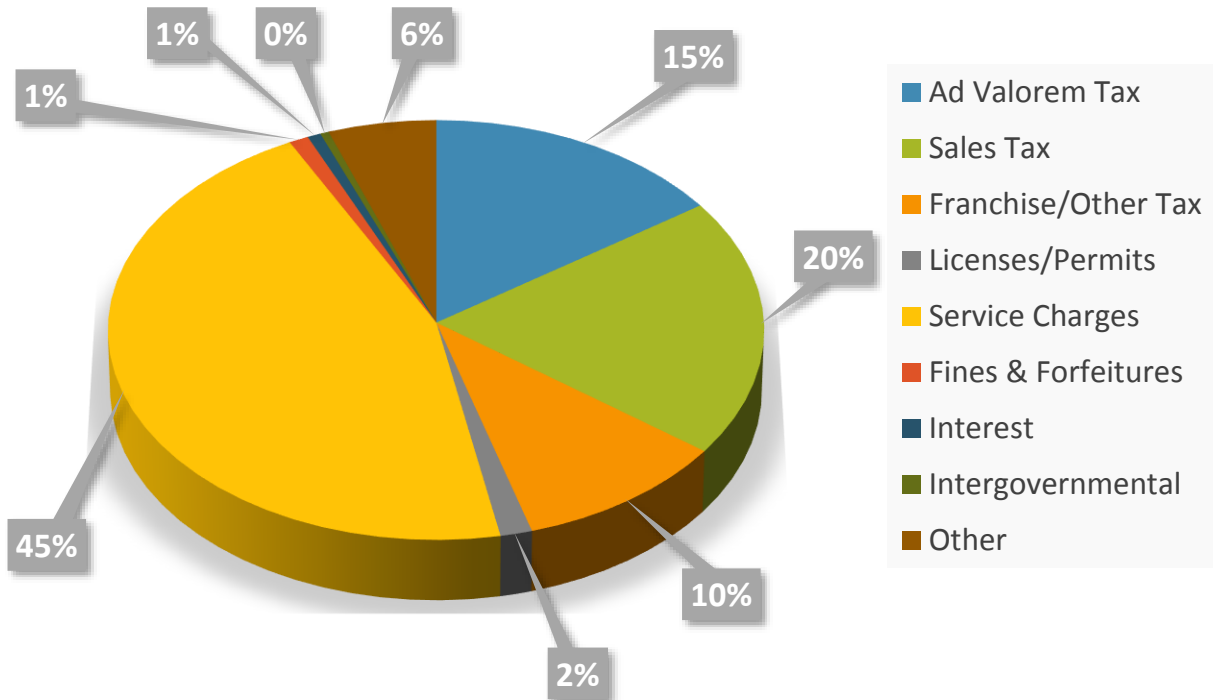
DESCRIPTION	ENTERPRISE FUNDS		
	WATER/ WASTEWATER FUNDS	ELECTRIC FUND	IMPACT FEE FUNDS
PROJ BEGINNING BALANCES	\$ 4,237,586	\$ 3,956,045	\$ 688,883
REVENUES:			
AD VALOREM TAXES			-
SALES TAXES			-
FRANCHISE & OTHER TAXES			-
LICENSES & PERMITS			-
SERVICE FEES	5,078,640	7,280,696	885,940
FINES & FORFEITURES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

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

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

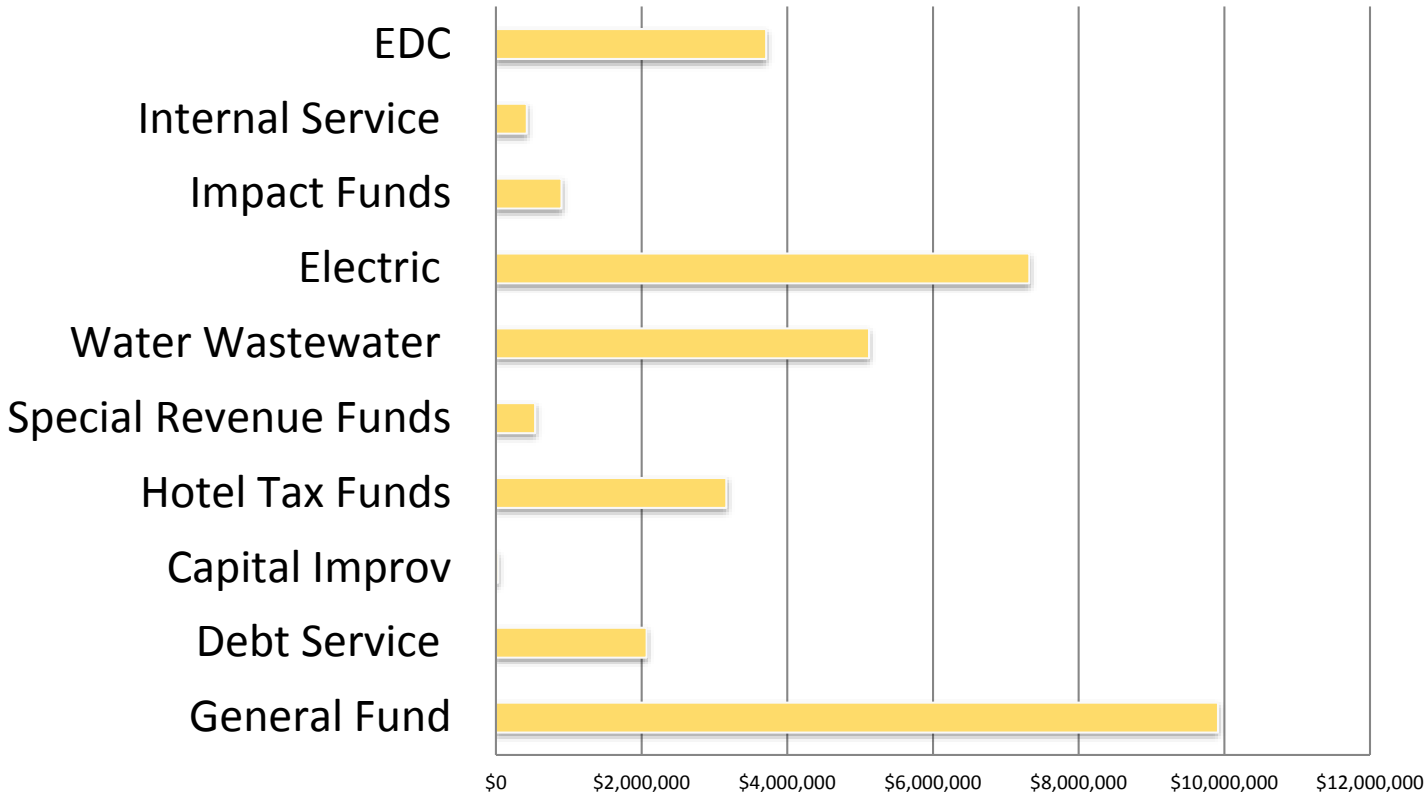
Fiscal Year 2017-2018 Proposed Revenues for All Funds by Category

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



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

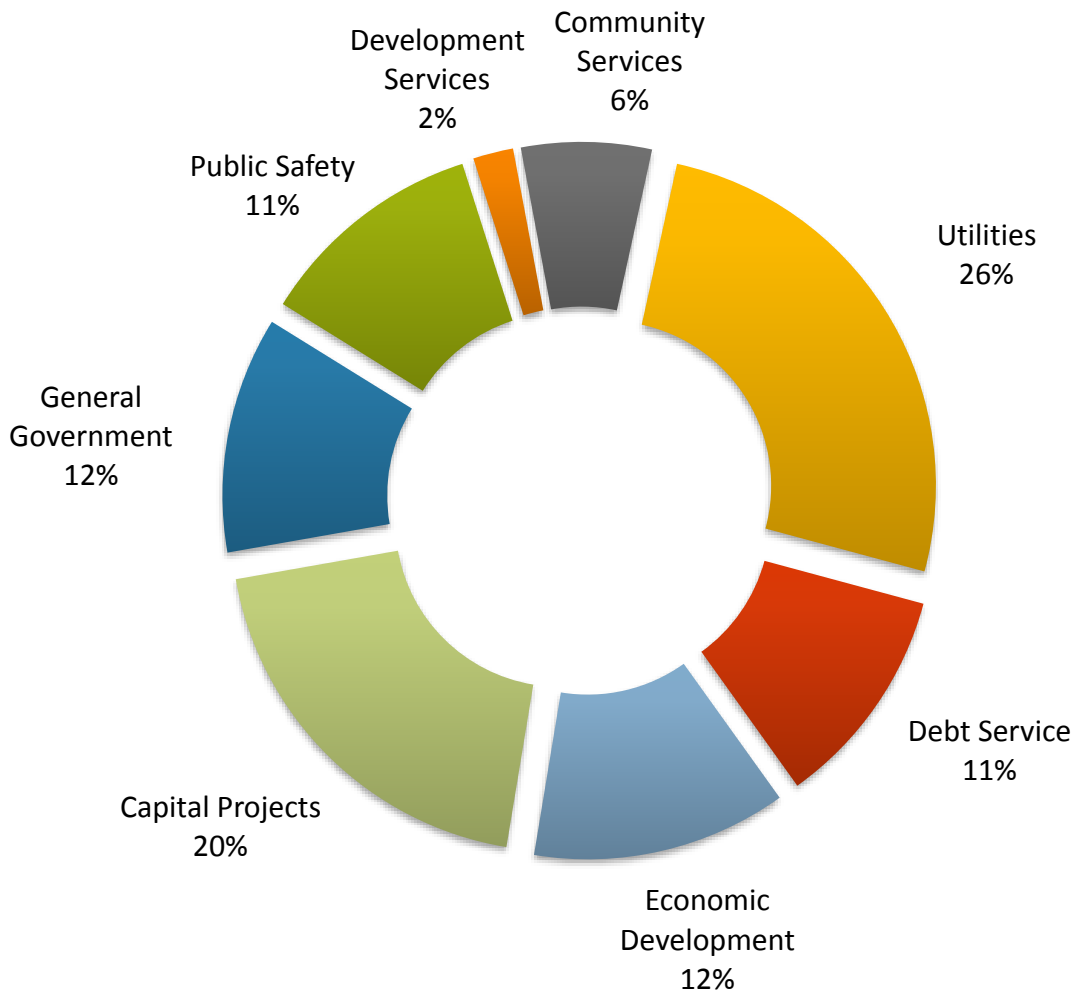
Total Revenue \$33,189,139



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

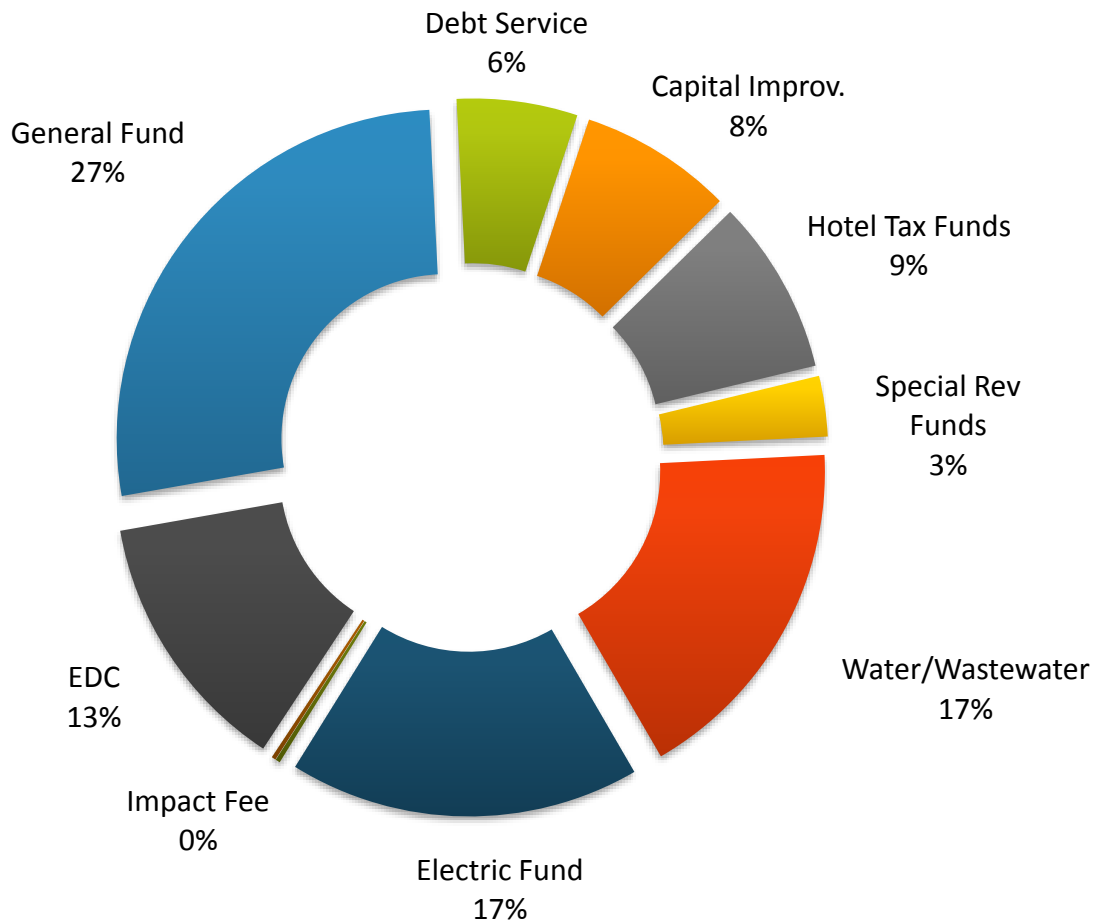
Fiscal Year 2017-2018 Proposed Expenditures for All Funds by Function

Total Expenditures \$39,730,083



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

Total Expenditures \$39, 730,083





Revenue Summary

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

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

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

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

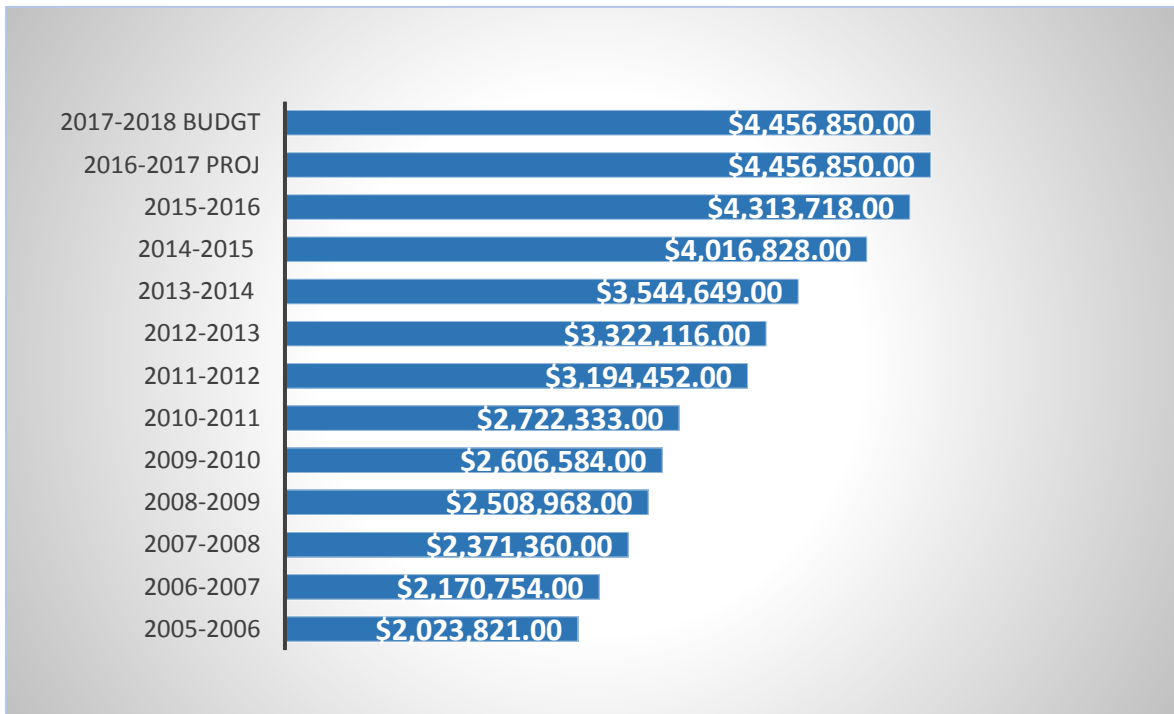
The Truth-in-Taxation laws of the State of Texas require notices to be published and hold two public hearings if an entity's proposed tax rate exceeds the effective or rollback tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the tax rate.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

Revenue Summary continued.

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

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

Annual Sales Tax Receipts – General Fund



continued.

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

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

SERVICE FEES

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

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

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

Revenue Summary continued.

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

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

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

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

PROPERTY TAX CALCULATIONS

FY2018

TAX YEAR 2017

TAX ROLL:

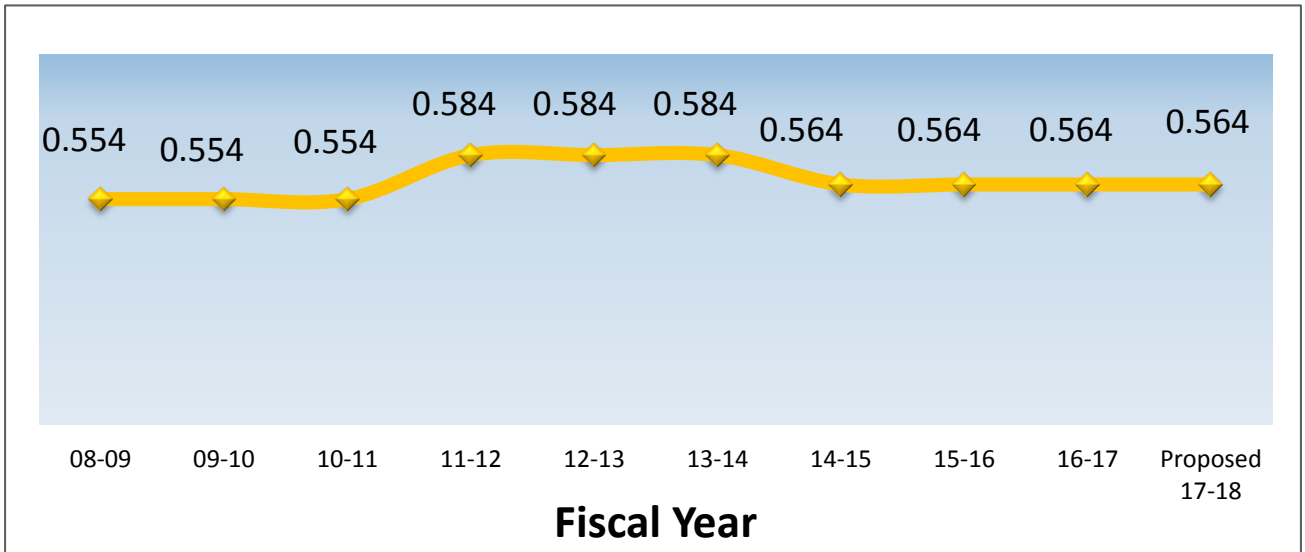
Assessed Valuation (100%)	\$863,072,067
Rate per \$100	0.56400
Tax Levy Freeze Adjusted	4,867,726
Tax Levy - Frozen (Disabled/ over 65)*	398,605
Total Tax Levy	5,266,331

Percent of Collection 98.00%

SUMMARY OF TAX COLLECTIONS:

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

Tax Rate History

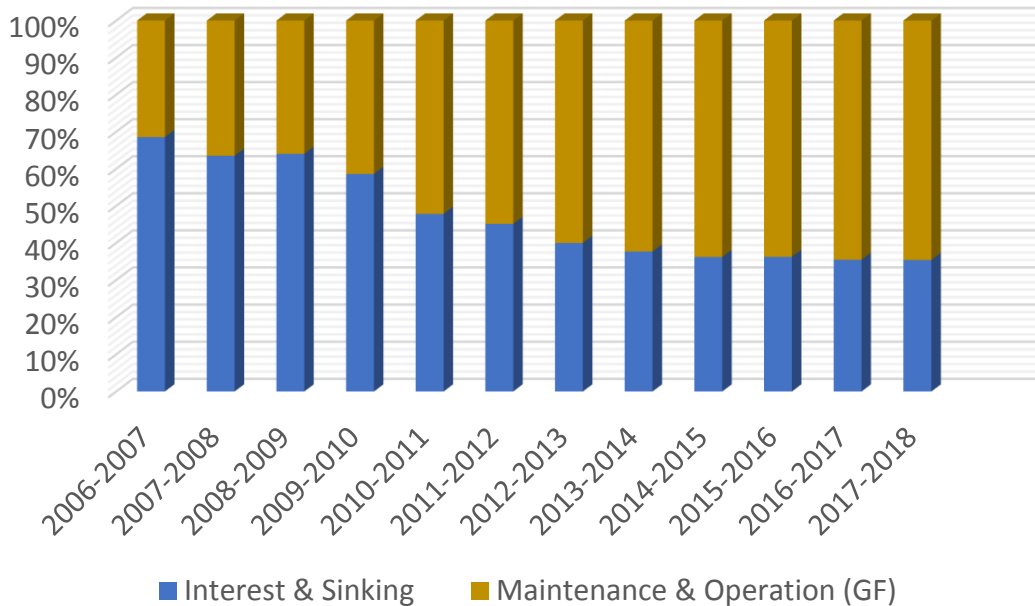


Property Tax Distribution

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

Property Tax Rate Distribution History

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





General Fund



General Fund

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

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

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



GENERAL FUND

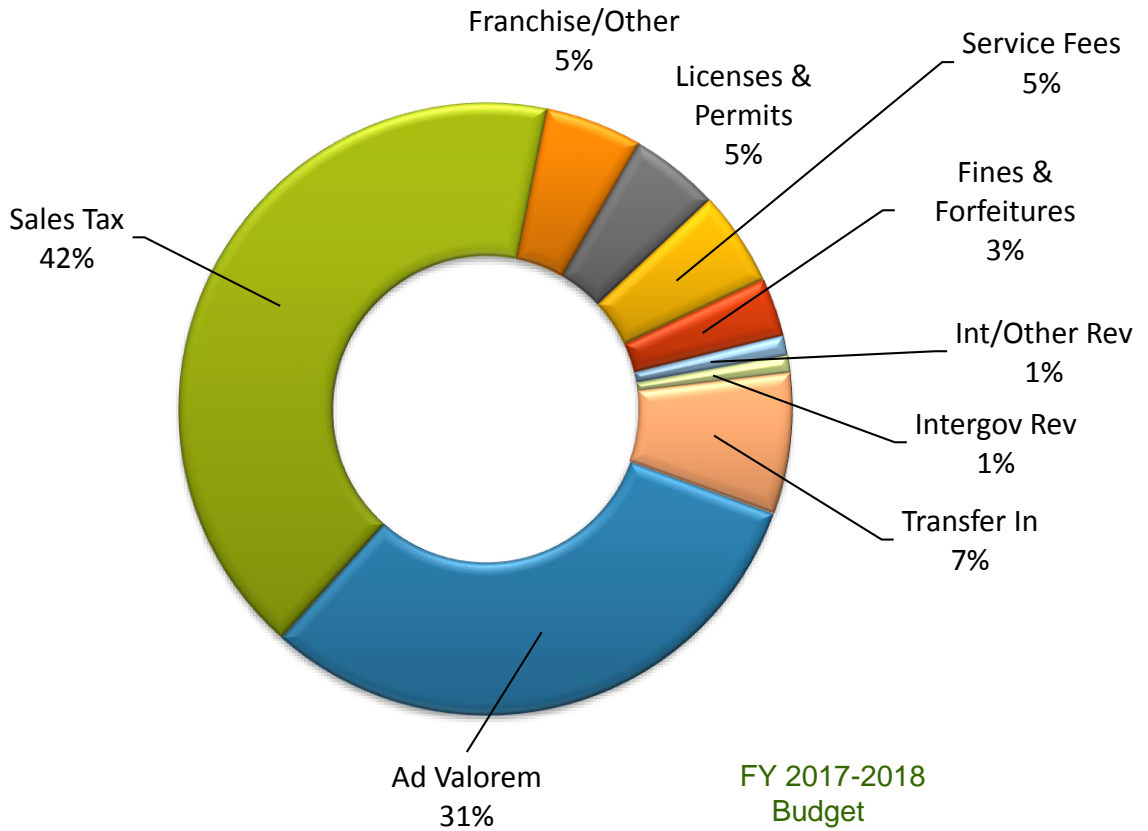
REVENUE SUMMARY

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

REVENUE SUMMARY - Page 2

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

FY 2017-2018 General Fund Proposed Revenues by Category

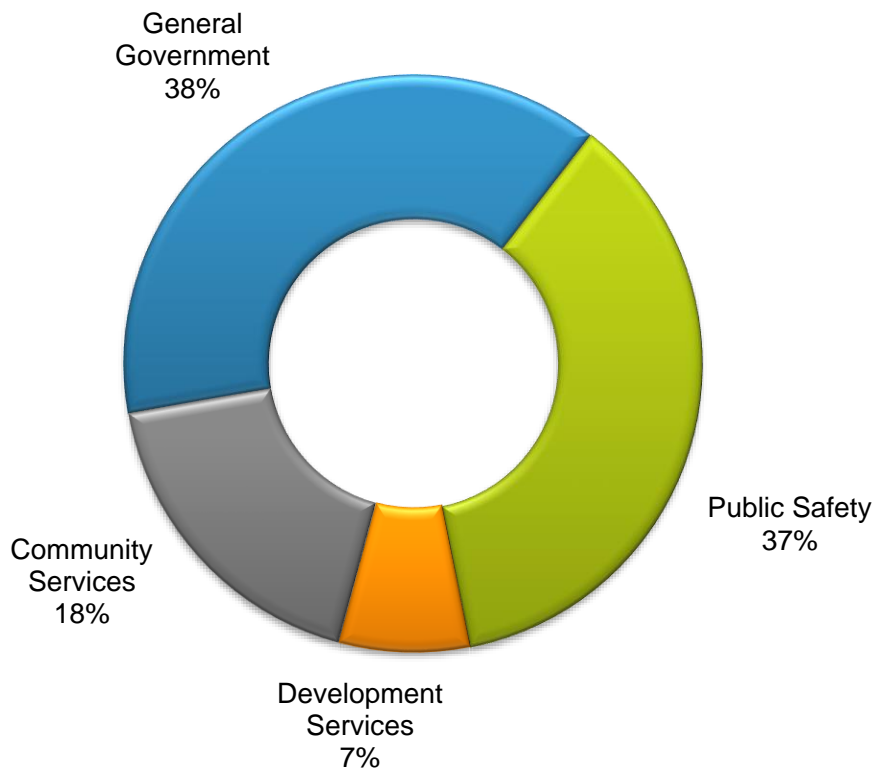


FY 2017-2018 Budget	
Ad Valorem Taxes	
Sales Taxes	\$ 4,456,850
Franchise & Other Taxes	\$ 549,766
Licenses & Permits	\$ 505,500
Service Fees	\$ 536,244
Fines & Forfeitures	\$ 332,000
Interest & Other Revenue	\$ 114,000
Intergovernmental	\$ 92,352
Transfer In	\$ 799,211
Total Proposed Revenues	\$ 10,712,030

GENERAL FUND SUMMARY
REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE

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

FY 2017-2018 General Fund Proposed Expenditures by Function



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



General Fund Departmental Summaries



LEGISLATIVE

Vision Statement

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

Mission Statement

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

Description

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



Recent Accomplishments

2016-2017

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

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

ORGANIZATIONAL

Description

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

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

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



CITY MANAGER

Description

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

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



Recent Accomplishments

2016-2017

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

CITY MANAGER EXPENDITURES

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

CITY SECRETARY

Mission Statement

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

Description

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

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



Recent Accomplishments

2016-2017

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

CITY SECRETARY EXPENDITURES

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

FINANCE DEPARTMENT

Mission Statement

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

Description

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

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

Recent Accomplishments

2016-2017

Finance

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

Utilities

- Streamlined new application process through email templates with forms attached



FINANCE DEPARTMENT EXPENDITURES

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

FINANCE DEPARTMENT EXPENDITURES- UTILITY CUSTOMER SERVICE

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



HUMAN RESOURCES

Mission Statement

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

Description

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

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



Employee appreciation breakfast



Recent Accomplishments

2016-2017

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



HUMAN RESOURCES EXPENDITURES

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

INFORMATION TECHNOLOGY

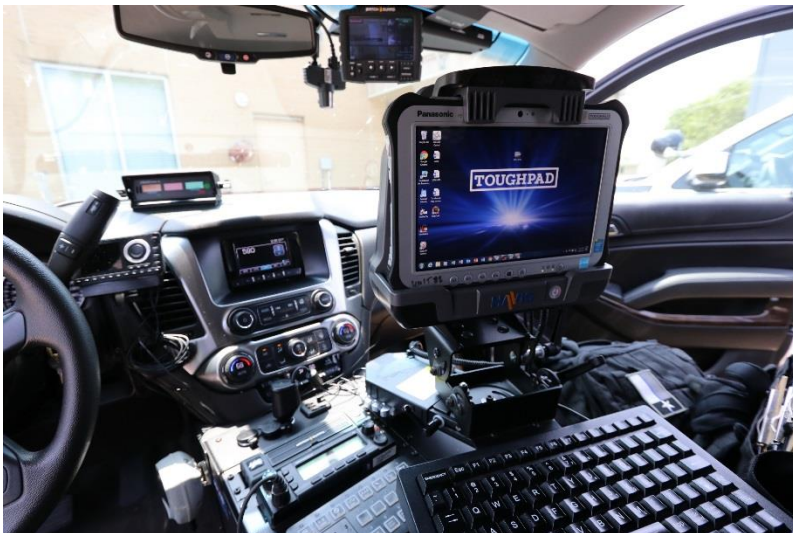
Mission Statement

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

Description

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

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



Recent Accomplishments

2017-2018

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

INFORMATION TECHNOLOGY EXPENDITURES

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

BROADCASTING & FILMING

Mission Statement

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

Description

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

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

Recent Accomplishments

2016-2017

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



BROADCASTING & FILMING EXPENDITURES

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

POLICE DEPARTMENT

Mission Statement

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

Description

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



Recent Accomplishments

2016-2017

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

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

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



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

POLICE DEPARTMENT EXPENDITURES

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

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
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Code Enforcement/Animal Control

Personnel Services

Operational Salaries	\$ 39,735	\$ 41,240	\$ 41,240	\$ 43,135
Longevity	\$ 99	\$ 140	\$ 140	\$ 175
Overtime	\$ 10	\$ 300	\$ 300	\$ 300
FICA	\$ 3,162	\$ 3,200	\$ 3,200	\$ 3,345
Retirement	\$ 4,392	\$ 4,820	\$ 4,820	\$ 5,050
Group Insurance	\$ 8,277	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 1,386	\$ 1,400	\$ 1,400	\$ 1,130
Total Personnel Costs	\$ 57,061	\$ 59,385	\$ 59,385	\$ 62,133

Supplies & Materials

Supplies	\$ 2,253	\$ 2,850	\$ 1,000	\$ 1,850
Postage	\$ 215	\$ 300	\$ 300	\$ 425
Special Printing	\$ 216	\$ 275	\$ 150	\$ 275
Fuel	\$ 1,400	\$ 1,500	\$ 1,400	\$ 1,650
Total Supplies & Materials	\$ 4,084	\$ 4,925	\$ 2,850	\$ 4,200

Maintenance & Repairs

Maint. Of Computer	\$ -	\$ 200	\$ -	\$ 200
Maint. Of Radio	\$ -	\$ 250	\$ -	\$ 250
Maint. Of Vehic	\$ 1,436	\$ 2,552	\$ 800	\$ 2,456
Total Maint. & Repairs	\$ 1,436	\$ 3,002	\$ 800	\$ 2,906

Contractual Services

Professional Services	\$ -	\$ 300	\$ -	\$ 200
Recording Fees	\$ 200	\$ 600	\$ 300	\$ 450
Uniforms	\$ 384	\$ 395	\$ 395	\$ 575
Veterinary Expense	\$ -	\$ 1,575	\$ 500	\$ 1,575
Contractual Services	\$ 1,350	\$ 7,500	\$ 5,000	\$ 7,500
Total Contractual Services	\$ 1,934	\$ 10,370	\$ 6,195	\$ 10,300

Other Charges

Advertising	\$ -	\$ 600	\$ -	\$ 600
Travel & Training	\$ 10	\$ 1,800	\$ 1,800	\$ 2,000
Dues, Subscriptions & Pul	\$ 90	\$ 150	\$ 106	\$ 150
Animal Shelter Exp	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Equipment Rental	\$ 26	\$ 100	\$ 75	\$ 100
Code Enf. Clean Up	\$ -	\$ 10,000	\$ -	\$ 5,000
Total Other Charges	\$ 12,125	\$ 24,650	\$ 13,981	\$ 19,850
Total CE/AC- PD	\$ 76,640	\$ 102,332	\$ 83,211	\$ 99,389

Emergency

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

CID

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

Patrol

Expenditure Type	ACTUAL		BUDGETED		PROJECTED		ADOPTED	
	FY2015-2016		FY2016-2017		FY2016-2017		Y2016-2017-2018	
Personnel Services								
Operational Salaries	\$	959,596	\$	933,310	\$	933,310	\$	951,960
Sign On Bonus/Retention	\$	5,000	\$	10,000	\$	10,000	\$	15,000
Pre-Employment Expense	\$	400	\$	1,250	\$	1,250	\$	44
Longevity	\$	4,188	\$	-	\$	-	\$	3,865
Overtime	\$	20,508	\$	30,000	\$	30,000	\$	30,000
FICA	\$	76,648	\$	74,915	\$	74,915	\$	76,700
Retirement	\$	109,684	\$	113,020	\$	113,020	\$	115,845
Group Insurance	\$	133,280	\$	124,235	\$	124,235	\$	134,970
Worker's Comp	\$	29,797	\$	27,705	\$	27,705	\$	19,900
Total Personnel Costs	\$	1,339,101	\$	1,314,435	\$	1,314,435	\$	1,348,284
Supplies & Materials								
Supplies	\$	611	\$	959	\$	959	\$	1,634
Office Equipment	\$	3,104	\$	525	\$	525	\$	525
Special Printing	\$	631	\$	1,263	\$	1,263	\$	1,263
Ammunition/Targets	\$	4,942	\$	6,850	\$	5,000	\$	8,600
Police Equipment	\$	47,687	\$	38,296	\$	38,296	\$	14,200
Fuel	\$	39,654	\$	44,400	\$	40,000	\$	40,800
Total Supplies & Materials	\$	96,628	\$	92,293	\$	86,043	\$	67,022
Maintenance & Repairs								
Maint. Of Equipment	\$	178	\$	750	\$	-	\$	400
Maint. Of Computer	\$	-	\$	700	\$	700	\$	700
Maint. Of Radio	\$	358	\$	1,000	\$	-	\$	400
Maint. Of Vehic	\$	20,279	\$	19,309	\$	15,000	\$	15,534
Total Maint. & Repairs	\$	20,815	\$	21,759	\$	15,700	\$	17,034
Contractual Services								
Professional Services	\$	2	\$	-	\$	-	\$	-
Uniforms	\$	8,954	\$	12,960	\$	12,960	\$	14,125
Total Contractual Services	\$	8,955	\$	12,960	\$	12,960	\$	14,125
Other Charges								
Advertising	\$	-	\$	250	\$	-	\$	-
Travel & Training	\$	6,444	\$	10,450	\$	10,950	\$	9,950
Dues, Subscriptions & Pul	\$	-	\$	1,040	\$	500	\$	820
Total Other Charges	\$	6,444	\$	11,740	\$	11,450	\$	10,770
Capital Outlay								
Police Vehicle	\$	218,061	\$	-	\$	-	\$	-
Total Capital Outlay	\$	218,061	\$	-	\$	-	\$	-
Total Patrol	\$	1,690,005	\$	1,453,187	\$	1,440,588	\$	1,457,235

Crime Prevention

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

FIRE DEPARTMENT

Mission Statement

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

Description

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



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

Recent Accomplishments

2016-2017

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

Department Location

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

FIRE DEPARTMENT

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

MUNICIPAL COURT

Mission Statement

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

Description

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



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

Recent Accomplishments

2016-2017

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

MUNICIPAL COURT EXPENDITURES

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

DEVELOPMENT SERVICES

Mission Statement

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

Description

Planning & Zoning

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

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

Recent Accomplishments

2016-2017

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



PLANNING & ZONING

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

DEVELOPMENT SERVICES

Description

Engineering & Development

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

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



ENGINEERING & DEVELOPMENT EXPENDITURES

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

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

PUBLIC WORKS

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

Description

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

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

Recent Accomplishments

2016-2017

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



Parking lot at Alley D

PUBLIC WORKS EXPENDITURES

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

PUBLIC WORKS EXPENDITURES continued

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

RECREATION

Description

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

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



Recent Accomplishments

2016-2017

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



[Goals for the YMCA of Austin in Bastrop area](#)

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

RECREATION EXPENDITURES

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

PARKS DEPARTMENT

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

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

Recent Accomplishments

2016-2017

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



PARKS EXPENDITURES

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

PARKS EXPENDITURES *continued*

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

BUILDING MAINTENANCE

Description

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



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

Recent Accomplishments

2016-2017

- More focus put on maintenance and not just repair

BUILDING MAINTENANCE EXPENDITURES

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

BASTROP PUBLIC LIBRARY



Mission Statement

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

Description

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

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

Recent Accomplishments

2016-2017

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



Hours- Mon., Wed. & Friday 10:00 AM to 6:00 PM
 Tues. & Thurs. from 1:00 PM to 9:00 PM,
 Saturday 10:00 AM to 4:00 PM, closed Sunday

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

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

Proprietary Funds





WATER WASTEWATER FUND

Description

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

Divisions include:

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



STAFFING

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

Recent Accomplishments

2016-2017

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

WATER WASTEWATER

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

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

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

WATER WASTEWATER continued

Water Distribution, Wastewater Collection, Wastewater Lift Stations:

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

Wastewater Treatment:

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



New covers installed and repaired platform at Well C



New lines at Alley D and Hydrant maintenance

WATER WASTEWATER EXPENDITURES

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

Impact Fee Funds

2017-2018 Budget

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

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

Major Capital Projects included in 2017 Impact Study:

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

Impact Fee Funds

Summary of Revenue, Expenditures and Change in Fund Balance

2017-2018 Budget

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

BASTROP POWER & LIGHT

Electric Fund

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

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

Description

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

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

STAFFING

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

Recent Accomplishments

2016-2017

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



BASTROP POWER & LIGHT BUDGET

FY 2017-2018

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

Hotel Tax Funds



Hotel Tax Funds

Summary of Revenue, Expenditures, and Change in Fund Balance

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

Hotel/Motel Tax Fund

Description

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

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

Hospitality & Downtown

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

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

Visit Bastrop

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

Bastrop Art in Public Places

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

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

Organizational Funding

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

HOTEL/ MOTEL TAX FUND #501 FY2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	3,439,239
FY 2018		
Proposed Revenues:	\$	2,882,000
Total FY 2018 Resources	\$	6,321,239
Proposed Expenditures:		
Organizational Funding	\$	(225,000)
Visitor Center (contracted)	\$	(115,000)
Destination Marketing Corporation	\$	(1,441,000)
Special Event Expenses	\$	(60,835)
Professional Services	\$	(40,000)
Legislative Expenses	\$	-
Legal	\$	-
Opportunity Funds	\$	(315,000)
Transfer Out-Bastrop Main Street Program	\$	(110,000)
Transfer Out-Arts in Public Places	\$	(75,041)
Transfer Out-Rodeo Arena	\$	-
Transfer Out-Convention Center-M&O	\$	(491,238)
Transfer Out-Convention Center-Debt Payments	\$	(496,616)
Total Proposed Expenditures	\$	(3,369,730)
Proposed Fund Balance 9-30-2018	\$	2,951,509

Hospitality & Downtown

Description

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

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

Recent Accomplishments

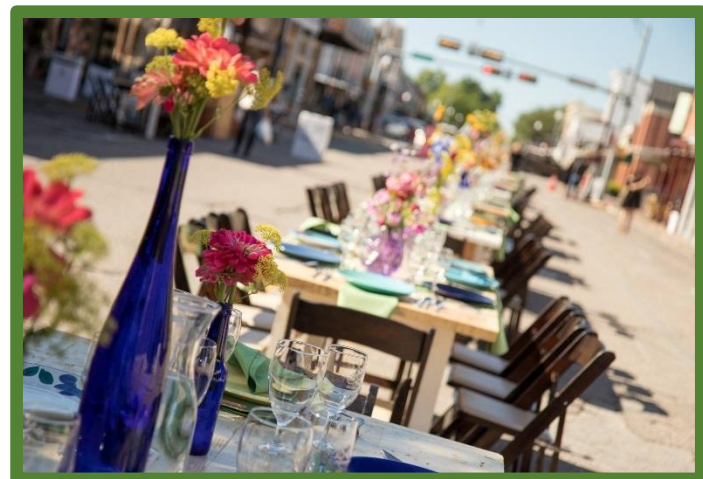
2016-2017

Main Street Program

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

Convention Center

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



First Annual Table on Main

Hospitality & Downtown Expenditures

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

ARTS IN PUBLIC PLACES FUND #504

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017 \$ 119,009

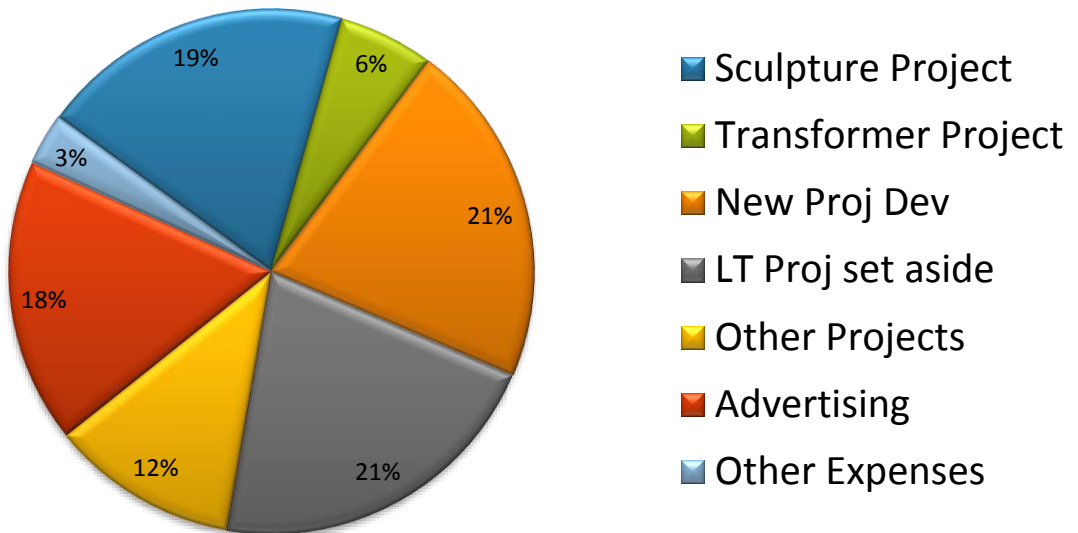
FY 2017-2018

Budgeted Revenues \$ 75,041

Budgeted Expenditures \$ (94,050)

Projected Ending Fund Balance 9-30-2018 \$ 100,000

Arts in Public Places Expenditures



Special Revenue / Other Funds



VEHICLE/EQUIPMENT REPLACEMENT FUND #380

FY 2017-2018 BUDGET

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

FY 2017-2018

Budgeted Revenues: \$ 561,371

Budgeted Expenditures \$ (82,000)

Projected Ending Fund Balance 9-30-2018 \$

List of equipment to be purchased

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

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

DESIGNATED FUND FY 2017-2018 BUDGET

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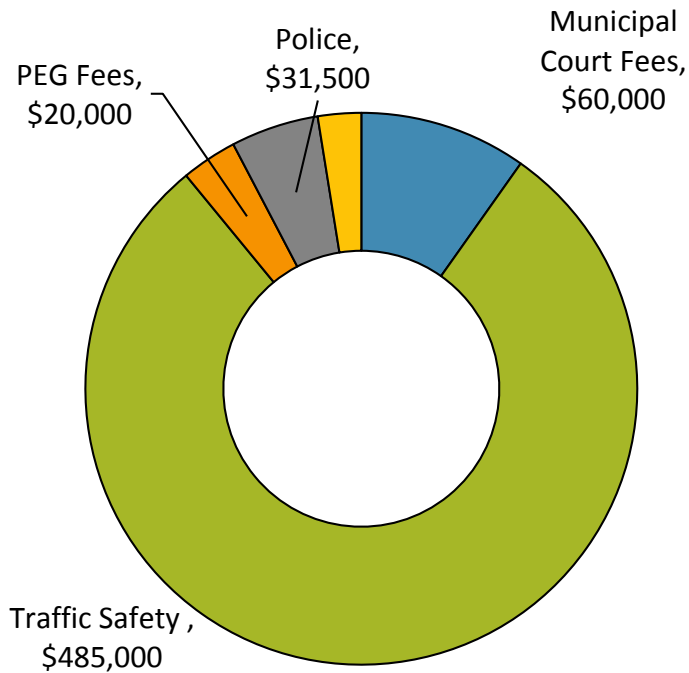
FY 2017-2018

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



LIBRARY BOARD FUND #505 FY 2017-2018

Projected Fund Balance 9-30-2017	\$	16,468
 FY 2017-2018		
Budgeted Revenues	\$	20,150
Budgeted Expenditures	\$	<u>(22,386)</u>
Projected Ending Fund Balance 9-30-2018	\$	14,232

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

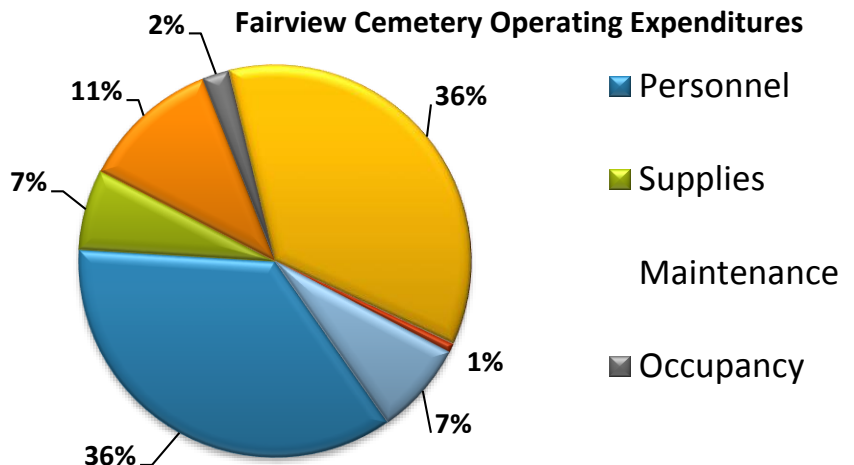
FAIRVIEW CEMETERY OPERATING FUND #525

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	198,742
FY 2017-2018		
Budgeted Revenues	\$	90,700
Budgeted Expenditures	\$	<u>(131,177)</u>
Projected Ending Fund Balance 9-30-2017	\$	158,265

FAIRVIEW CEMETERY PERMANENT FUND #526

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



Hunter's Crossing Public Improvement District

FY 2017-2018 BUDGET

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

BASTROP ECONOMIC DEVELOPMENT CORPORATION

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

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

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

Accomplishments 2016-2017

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



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

Small Business Workshops

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

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



Texas Economic Development Council Award

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

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



1G/10G Fiber Project

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

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

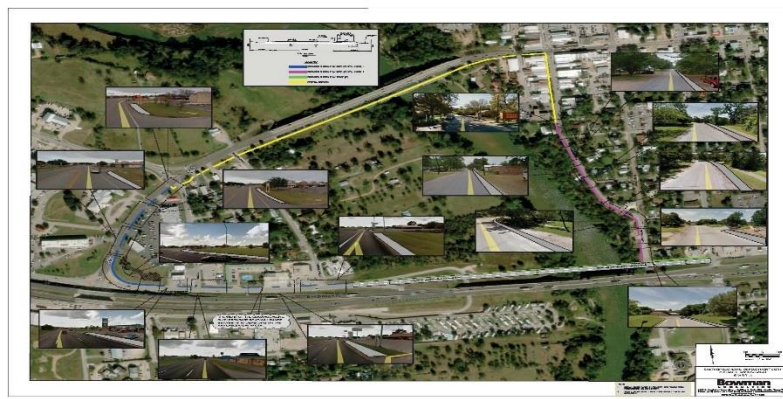


Downtown Trail Expansion Project

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

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

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



921 Main Street Project

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

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



Also of Note

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

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

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

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

BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND

FY 2017-2018

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



Capital Project Funds



PARK/TRAIL LAND DEDICATION FUND #520 FY 2017-2018 BUDGET

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

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

BOND FUNDS

FY 2017-2018 BUDGET

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

Projects being funded:

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

Innovation Fund

FY 2017-2018

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

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

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

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

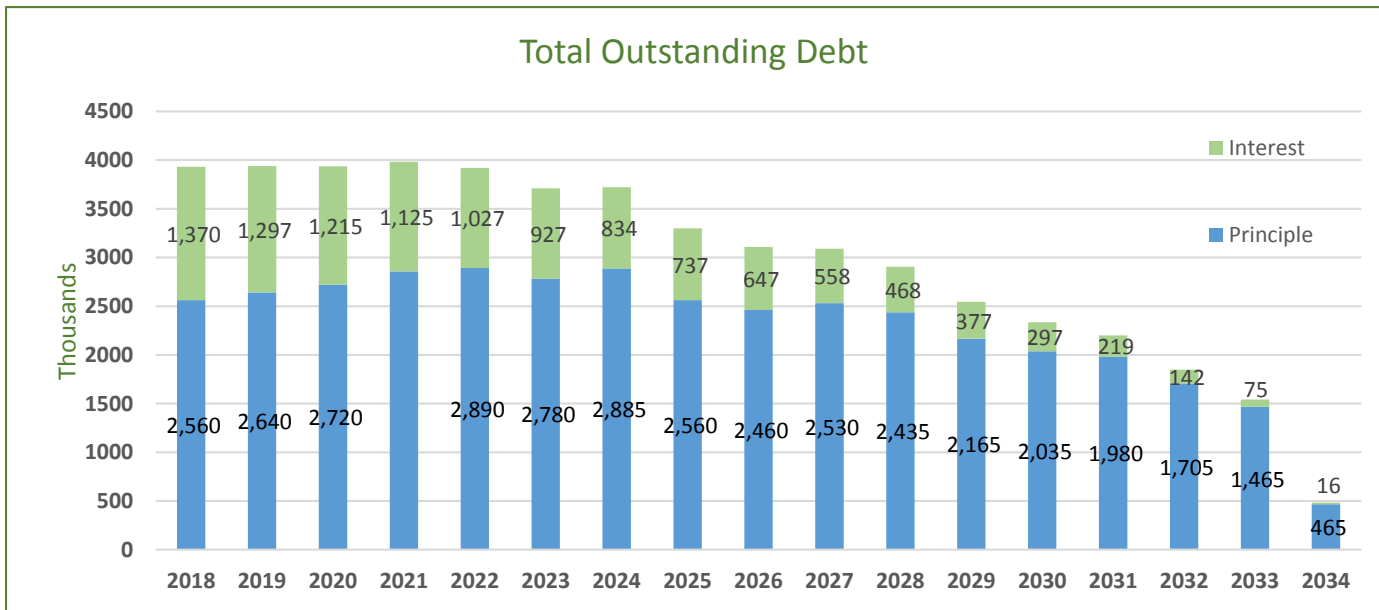
Debt Service





Total Outstanding Debt as of October 1, 2017

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





Glossary Section



Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

Available Cash: Unobligated cash and cash equivalents.

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

Glossary of Terms continued

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

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

Bonds Issued: Bonds sold by the City.

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

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

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

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

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

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

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

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

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

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

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

Glossary of Terms continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Terms continued

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

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

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

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

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

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

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

GAAP: Generally Accepted Accounting Principles.

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

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

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

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

Glossary of Terms continued

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

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

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

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

Interest and Sinking Fund: See Debt Service Fund.

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

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

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

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

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

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

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

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

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

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

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

Glossary of Terms continued

O&M: Operations and Maintenance.

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

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

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

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

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

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

Ordinance: A formal legislative enactment by the City Council.

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

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

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

Property Taxes: See Ad Valorem Taxes.

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

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

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

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

Glossary of Terms continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working Capital: Current assets less current liabilities.



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11H

TITLE:

Consider action to ratify the vote on the Fiscal Year 2017-2018 budget, which results in more revenues from ad valorem taxes than the previous year.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

State law requires a separate and additional vote to ratify a vote that approves a budget, if the budget will raise more revenue from ad valorem taxes than in the prior fiscal year.

FUNDING SOURCE:

N/A

RECOMMENDATION:

MUST READ WORD FOR WORD

“Move to ratify the vote just taken to approve the Fiscal Year 2017-2018 budget which will raise more revenues from ad valorem taxes than the previous fiscal year.”

ATTACHMENTS:

- N/A



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11I

TITLE:

Consider action to approve the second reading of Ordinance No. 2017-25 of the City Council of the City of Bastrop, Texas adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2017-2018 to provide revenue for the payment of current expenditures: providing a severability clause; and establishing an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Council held Budget Workshops on June 29, 2017 and July 20, 2017 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2017-2018 on August 8, 2017. The City Council held a Budget Workshop on August 14, 2017 to go through all funds in detail.

Ad valorem taxes are made up of two components: (1) operations and maintenance (O&M); (2) interest and sinking fund (I&S). The proposed budget was prepared with an O&M rate of \$0.3643 and an I&S rate of \$0.1997 for a total tax rate of \$0.5640 per \$100 of taxable value.

POLICY EXPLANATION:

Adoption of the tax rate is an important part of the budget process. Adoption of the tax rate per state law must be a separate item on the agenda and occurs after the adoption of the budget.

The State of Texas truth in taxation law requires that the City Council conduct two public hearings on its proposed ad valorem tax rate each year if such rate exceeds the rollback tax rate or effective tax rate, whichever is lower. The effective tax rate and the rollback tax rate have been calculated and the Notice of Proposed Tax Rate has been published in the local newspaper and on the City's website and Public Access Channel as required by law. The following table illustrates the proposed tax rate, the rollback tax rate, and the effective tax rates appropriately split between the I&S and the O&M rate. The proposed tax rate to be considered is \$0.5640, which is more than the effective tax rate.

TAX RATE	FY 2016-2017	FY 2017-2018
Property Tax Rate	0.5640	0.5640
Effective Rate	0.5577	0.5383
Rollback Rate	0.5674	0.5733
M&O Rate	0.3640	0.3643
I&S Rate	0.2000	0.1997

FUNDING SOURCE:

This item is the annual ad valorem tax assessment for FY 2017-2018.

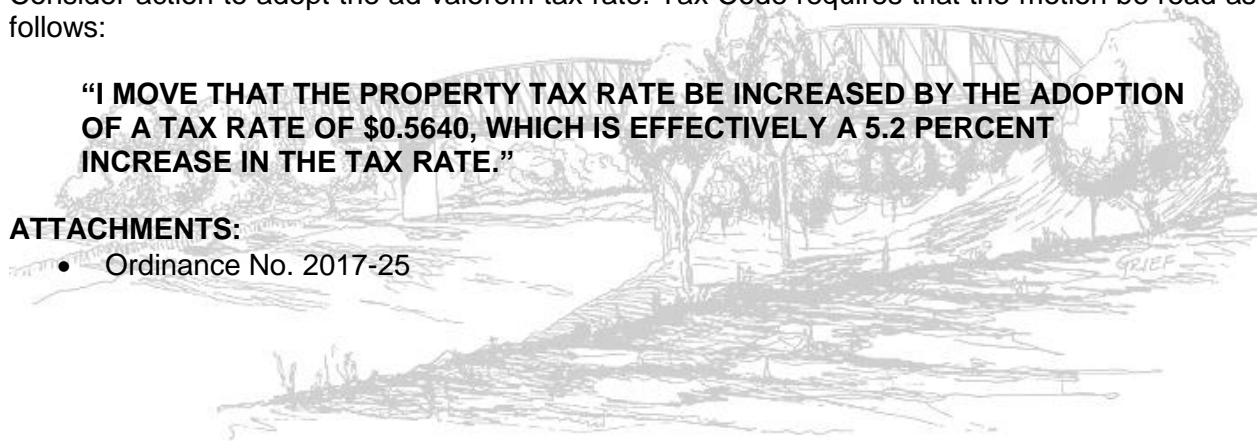
RECOMMENDATION:

Consider action to adopt the ad valorem tax rate. Tax Code requires that the motion be read as follows:

“I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5640, WHICH IS EFFECTIVELY A 5.2 PERCENT INCREASE IN THE TAX RATE.”

ATTACHMENTS:

- Ordinance No. 2017-25



ORDINANCE NO. 2017- 25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2017-2018 TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for fiscal year 2017-2018 (FY 2017-2018); and

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

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

WHEREAS, it is necessary to levy such an *ad valorem* tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2017-2018; and

WHEREAS, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for FY 2017-2018.

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

Section 1: There is hereby levied for the FY 2017-2018 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property which was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2017, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.5640 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

a) An *ad valorem* tax rate of \$0.3643 on each \$100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the fiscal year ending September 30, 2018, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

b) An *ad valorem* tax rate of \$0.1997 on each \$100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2018.

Section 2: The City of Bastrop shall have lien on all taxable property located in the City of Bastrop to secure the payment of taxes, penalty, and interest, and all costs of collection, assessed and levied hereby.

Section 3: Taxes are payable in Bastrop, Texas at the Office of the Tax Assessor Collector of Bastrop County. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

Section 4: The tax roll presented to the City Council, together with any supplements thereto, are hereby accepted and approved.

Section 5: Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section 6: This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

Section 7: All other ordinances and Code provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Bastrop City Code not in conflict herewith shall remain in full force and effect.

Section 8: The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City under any section or provision of any ordinances at the time of passage of this Ordinance.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 5.29 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$.30.

Section 9: The City Council of the City of Bastrop, Texas met in a public meeting on September 26, 2017, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Gary Schiff YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Peterson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Lyle Nelson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Ennis YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Deborah Jones YEA___ NAY___ ABSTAIN___ ABSENT___

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

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

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 11J

TITLE:

Hold Public Hearing to solicit input from citizens regarding the City of Bastrop's Parks and Recreation needs and priorities and discuss a proposed park project to be submitted to Texas Parks and Wildlife Department (TPWD) for grant funding; and consider action to approve Resolution No. R-2017-78 of the City Council of the City of Bastrop, Texas approving an application to the Texas Parks and Wildlife Division for a 50% match grant for the total amount of Five Hundred Thousand Dollars and 00/100 cents (\$500,000.00) for the development of Phase II of Minerva Delgado Park; authorizing the City Manager to execute all necessary documents for the grant submission; and establishing an effective date.

STAFF REPRESENTATIVE:

Trey Job, Managing Director of Public Works & Leisure Services

BACKGROUND/HISTORY:

Recently the City of Bastrop purchased a tract of land located in the 700-800 block of Laurel Street, just a block away from the Historic Marker designating the location of the Mina Ward School, and telling the story of the historic desegregation decision. The City's park was named Minerva Delgado Park and provides increased recreation opportunities for the nearby residents. The first phase of construction, funded as a community support project by Bastrop Power & Light, includes a restroom facility, ages 5- 12 Playscape, shade structure, swing set, and fencing.

POLICY EXPLANATION:

The City has an opportunity to apply for a grant through the Texas Parks and Wildlife Department for the second phase of development of this park, which requires the approval of City Council. The City is requesting a \$500,000 grant, which would require a 50% match. Two (2) public hearings are required prior to the application submission. The first public hearing was conducted on Tuesday, September 20, 2017 by the Parks & Recreation Board.

RECOMMENDATION:

consider action to approve Resolution No. R-2017-78 of the City Council of the City of Bastrop, Texas approving an application to the Texas Parks and Wildlife Division for a 50% match grant for the total amount of Five Hundred Thousand Dollars and 00/100 cents (\$500,000.00) for the development of Phase II of Minerva Delgado Park; authorizing the City Manager to execute all necessary documents for the grant submission; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Public Hearing Notice

RESOLUTION NO. R-2017-78

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING AN APPLICATION TO THE TEXAS PARKS AND WILDLIFE DIVISION FOR A 50% MATCH GRANT FOR THE TOTAL AMOUNT OF FIVE HUNDRED THOUSAND DOLLARS AND 00/100 CENTS (\$500,000.00) FOR THE DEVELOPMENT OF PHASE II OF MINERVA DELGADO PARK; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS FOR THE GRANT SUBMISSION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, The City Council has appointed the City Manager as the Chief Administrative Officer of the City; and

WHEREAS, The City Manager is responsible for the proper administration of all affairs of the City; and

WHEREAS, The City of Bastrop has an interest in providing outdoor recreation opportunities to the citizens of Bastrop and Bastrop County; and

WHEREAS, The City of Bastrop has recognized the need to have healthy outdoor recreation opportunities for the public; and

WHEREAS, Pursuant to Chapter 331, Section 331.001, of the Local Government Code, grants the general authority to improve the land which includes the authority to construct buildings, lay out and pave driveways and walks, construct ditches or lakes, and set out trees and shrubs; and

WHEREAS, the City Council finds that a very significant public interest is served by submission of a grant to the Texas Parks & Wildlife division for an outdoor recreation grant in the total amount of \$500,000.00 for Phase II of Minerva Delgado Park, which the City will be responsible for a 50% match of this funding (\$250,000) total; and

WHEREAS, the two required public hearings were held on Tuesday, September 20, 2017 by the Parks & Recreation Board and Tuesday, September 26, 2017 by the City Council.

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

Section 1: That the City Manager is hereby authorized to execute all necessary documents for the grant submission to the Texas Parks & Wildlife Division and all other documents necessary for the completion of the grant administration.

Section 2: All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 3: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

PASSED AND APPROVED this 26th day of September, 2017.

CITY OF BASTROP, TEXAS

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr.
Interim City Attorney

CITY OF BASTROP

NOTICE OF TWO PUBLIC HEARINGS

TPWD/TRPAP Outdoor Recreation Grant Application

The City of Bastrop will conduct two public hearings to solicit the input and participation of all of its residents in planning for parks and recreation, and in the preparation of an application for an Outdoor Recreation Grant from the Texas Recreation and Parks Account Program of the Texas Parks and Wildlife Department (TPWD). The public is encouraged to attend the hearings, and to provide opinions regarding the proposed project.

LOCATION: BASTROP POWER & LIGHT BUILDING
1209 LINDEN STREET BASTROP, TEXAS 78602

DATES & HOURS: First Public Hearing - Parks and Recreation Workshop:
Tuesday, SEPTEMBER 20, 2017, at 5:00 PM

LOCATION: BASTROP CITY HALL
1311 CHESTNUT STREET BASTROP TX 78602

Second Public Hearing - TPWD Grant Application Hearing
Tuesday, SEPTEMBER 26, 2017, at 6:30 PM

The purposes of these public hearings are:

- (1) To discuss parks and recreation needs and priorities, and
- (2) To discuss a proposed park project to be submitted to TPWD for park grant funding.

The hearings will allow the residents of Bastrop to express their opinions and desires concerning parks and recreation facilities in the community.

Residents unable to attend these hearings may submit their written views and proposals to the City Secretary at the Bastrop City Hall. Written comments will be accepted until the conclusion of each public hearing.

Residents who have disabilities and who require auxiliary aids or services in order to attend this hearing should contact the City of Bastrop at least 24 hours before the hearing, so that appropriate arrangements can be made.

*Las discusiones y presentaciones se haran en español
para aquellas personas que así lo soliciten.*

AFFIDAVIT OF POSTING:

Date & Time: September 16, 2017 8:20 A.M.

Signature: 
Title: Managing Director of Public works & Leisure services

Trey Job



STAFF REPORT

MEETING DATE: September 26, 2017

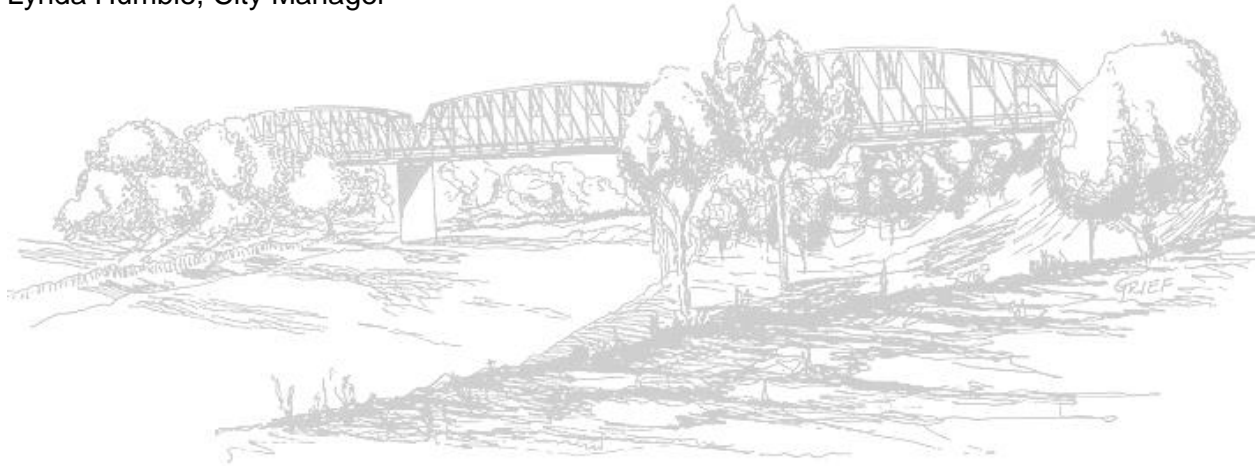
AGENDA ITEM: 12A

TITLE:

City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to discuss and deliberate litigation matters with the Special Counsel to the City of Bastrop regarding *City of Bastrop vs. Vandiver* settlement agreement (21st Judicial District, Cause No. 124-21).

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 13

TITLE:

Take any necessary or appropriate action on matters posted for consideration in closed/executive session

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

