

Bastrop, TX City Council Meeting Agenda

This meeting will be live streamed on the City of Bastrop Facebook Page

(www.facebook.com/bastroptx) and broadcast on Spectrum channel 10 and AT&T uVerse channel 99. A recording of the meeting will also be available within 72 hours after the meeting on the City's YouTube channel (Bastrop TX Network) and in the Agendas & Minutes section of the City website (www.cityofbastrop.org).



August 25, 2020 at 6:30 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.

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

The City Council reserves the right to reconvene, recess, or realign the Regular Session, Executive Session, or order of business at any time prior to adjournment. All matters listed below shall be eligible for both discussion and action, unless otherwise specifically noted.

PLEASE NOTE: ANYONE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM WITH COMMENTS AT WWW.CITYOFBASTROP.ORG/CITIZENCOMMENTFORM BEFORE 5:00 P.M. ON AUGUST 25, 2020. SUBMITTED COMMENTS WILL BE READ ALOUD AT THE MEETING. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

TEXAS PLEDGE OF ALLEGIANCE

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

3. INVOCATION – Bob Long, Police Chaplain

4. PRESENTATIONS

4A. Mayor's Report

4B. Council Members' Report

- 4C. City Manager's Report
- 4D. Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of September, 2020 as National Preparedness Month.

5. WORK SESSION/BRIEFINGS

- 5A. Receive and discuss recommendations from the Actuarial Analysis of the Fairview Cemetery Perpetual Care Fund.
- 5B. Receive an update regarding the results of the pilot program to provide traffic calming on Wilson Street.
- 5C. Annual review of the Financial Management Policy by City Council.
- 5D. Annual review of the Purchasing Policy by City Council.
- 5E. Annual review of the Purchasing Card Policy by City Council.
- 5F. Receive and discuss questions from Council regarding FY 2020-2021 Proposed Budget.

6. STAFF AND BOARD REPORTS

- 6A. Discuss developing a plan for the Rodeo Arena at Mayfest Park.

7. CITIZEN COMMENTS

Anyone wishing to address the Council, must complete a citizen comment form with comments at www.cityofbastrop.org/citizencommentform before 5:00 p.m. on August 25, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud.

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 the City Manager for research and possible inclusion on a future agenda.

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 any person or threaten any person. Accordingly, profane, insulting or threatening language will not be read aloud at the meeting.

8. CONSENT AGENDA

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

- 8A. Consider action to approve City Council minutes from the August 11, 2020, Regular meeting; August 13, 2020, Joint City Council and Visit Bastrop Board of Directors meeting; and August 18, 2020, Council Budget Workshop.

- 8B. Consider action to approve the second reading of Ordinance No. 2020-23 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 2021 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.
- 8C. Consider action to approve the second reading of Ordinance No. 2020-24 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

9. ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider and adopt on first and final reading Ordinance No. 2020-25 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.
- 9B. Consider action to approve Resolution No. R-2020-74 of the City Council of the City of Bastrop, Texas to approve grant administration service providers to provide grant writing services for a complete application and project implementation for grant projects, including but not limited to the Department of Agriculture Texas Community Development Block Grant Program, to include Downtown Revitalization of Water Street; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9C. Consider action to approve the first reading of Ordinance No. 2020-26 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the September 8, 2020 City Council consent agenda for a second reading.
- 9D. Consider action to approve Resolution No. R-2020-75 of the City Council of the City of Bastrop, Texas, establishing the boundaries of the Historic Downtown/Commercial District of the City for purposes of applying for financial assistance from the Texas Department of Agriculture's Texas Capital Fund - Downtown Revitalization Program; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9E. Consider action to approve Resolution No. R-2020-76 of the City Council of the City of Bastrop, Texas, finding that conditions exist within the designated historic downtown/commercial district of the city which are detrimental to the public health, safety and welfare of the community and, therefore, are declared to constitute a slum/blighted area.; providing for a repealing clause; and establishing an effective date.

10. EXECUTIVE SESSION

10A. City Council shall convene into closed executive session pursuant to Sections 551.071 and 551.072 of the Texas Government Code to deliberate the acquisition of property associated with Fairview Cemetery.

10B. City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the acquisition of real property interests associated with the construction of Wastewater Treatment Plant #3 at 385 SH 304, Unit B, Bastrop, TX 78602, and its collections systems, including all related agreements, authorizations, easements, resolutions, and associated legal actions.

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

12. 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: Thursday, August 20, 2020 at 12:00 p.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 4A

TITLE:

Mayor's Report

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

ATTACHMENTS:

- Power Point Presentation



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 4B

TITLE:

Council Members' Report

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 4C

TITLE:

City Manager's Report

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: August 25, 2020

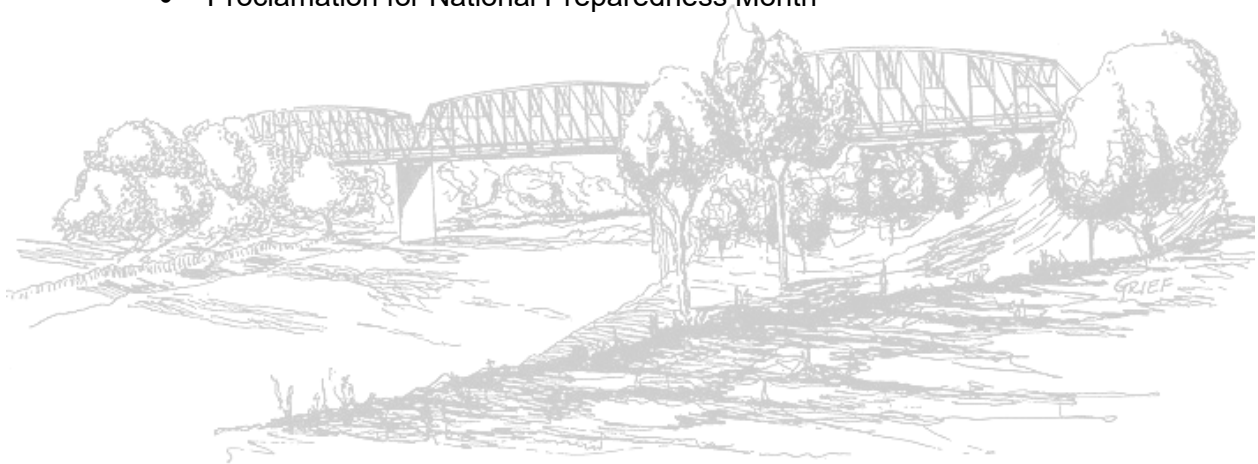
AGENDA ITEM: 4D

TITLE: Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of September, 2020 as National Preparedness Month.

STAFF REPRESENTATIVE:
Paul A. Hofmann, City Manager

ATTACHMENTS:

- Proclamation for National Preparedness Month



P

ROCLAMATION



BASTROPTX
Heart of the Lost Pines / Est. 1832

WHEREAS, September is National Preparedness Month, which serves as a reminder that we all must take action to prepare, now and throughout the year, for the types of emergencies that could affect us where we live, work, and also where we visit; and

WHEREAS, "National Preparedness Month" creates an opportunity for the residents and businesses in the City of Bastrop to prepare their homes, establishments, and communities for any type of emergency including natural disasters and potential terror attacks; and

WHEREAS, this year it's even more imperative for the City of Bastrop to recognize the need for preparedness. In the midst of this pandemic, keeping our residents informed about public health issues is paramount; and

WHEREAS, the City of Bastrop, along with other regional, state and national partners, support the WarnCentralTexas.org campaign to increase public readiness in preparing for emergencies and educating citizens on how to take action; and

WHEREAS, preparedness is an ongoing effort of all citizens in the CAPCOG region, including youth, older adults, and people with access and functional needs; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation throughout our nation; and

WHEREAS, emergency preparedness is the responsibility of every citizen in the (city/county) and all citizens are encouraged to make preparedness a priority; and

WHEREAS, The City of Bastrop, along with other regional, state and national partners, support the WarnCentralTexas.org campaign to increase public readiness in preparing for emergencies and educating citizens on how to take action;

NOW, THEREFORE, I, Connie B. Schroeder, Mayor of the City of Bastrop, Texas, do hereby proclaim September 2020 as:

NATIONAL PREPAREDNESS MONTH

and encourage all citizens and businesses to develop their own emergency preparedness plan, go to WarnCentralTexas.org to register to receive emergency alerts, and work as a team towards that end.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 25th day of August, 2020.

Connie B. Schroeder, Mayor





STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 5A

TITLE:

Receive and discuss recommendations from the Actuarial Analysis of the Fairview Cemetery Perpetual Care Fund.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

It has been a concern for several years that the perpetual care fund is not growing in such a way to be able to sustain the maintenance of the Fairview Cemetery once all of the plots have been sold. The FY2020 budget included funds to engage an Actuarial Study to look at the perpetual fund. The analysis considered all known influences on revenue, expenses, and investment returns to forecast future fund balances. In order to run the model, staff had to provide certain assumptions to see what the future outcome would be. The price that was included in the model was a flat \$2,000 (no difference between in-city and out-of-city), with 20% going into the perpetual care fund (0% is going currently). We also needed to change the way we invest the perpetual care available funds. It was recommended by the consultant that we utilize a money market fund to obtain higher yields for this fund. This will be addressed during the annual update to the Investment Policy.

This update was presented to the Fairview Cemetery Advisory Board at their July 22, 2020 meeting. It was the recommendation of the board to propose to Council an increase in the rates as stated below.

In city resident	\$1,000	\$1,500
Out of city resident	\$1,500	\$2,500

This rate increase will be included in the Master Fee Schedule that will be brought to City Council on September 8, 2020. This will ensure that the operating fund is fully supported and that funds are being allocated to the Perpetual Fund and invested to grow these funds.

It is critical to the future of our cemetery to make these changes now to ensure there will be funds for maintenance many years in the future.

POLICY EXPLANATION:

Any rate change would have to be taken to City Council as an Ordinance for approval



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 5B

TITLE:

Receive an update regarding the results of the pilot program to provide traffic calming on Wilson Street.

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager

BACKGROUND/HISTORY:

The City Council began receiving complaints about the speeding on Wilson street in approximately mid-May of 2020. The neighborhood expressed concerns about a speeding problem. However, according to a speed study conducted by the Bastrop Police Department the data do not indicate a speeding problem.

After discussing the results of the speed study at the May 26, 2020 City Council meeting, the general consensus was to address the safety concerns of the neighborhood. At the meeting Assistant City Manager Trey Job brought a solution to add a bike lane on one side of the road that would provide the neighborhood with a safe place to walk and ride their bikes. This was going to be temporary and done with ceramic traffic buttons. Concerns about this plan were raised due to the impact on parking along the east side of Wilson Street. As an alternative, the option of using the buttons to somehow narrow the lanes was discussed. The possibility of using the buttons to build some type of bulb-outs was also discussed.

Assistant City Manager Job then held a meeting with several of the neighbors from Wilson Street and Elm street and provided them with three options of placing the buttons. One a bike lane, two bulb outs and three the buttons down the center of the roadway. The neighborhood chose the 7-8' wide median made of buttons and the Street and Drainage Crew began installing them on July 13.

The Bastrop Police Department conducted another speed study in August. The new study replicates the September 2019 study by way of location and duration (four days).

The speed limit on Wilson Street is 30 miles per hour. In both the September 2019 and August 2020 study, the 85th percentile speed is 31 miles per hour.

Total traffic volume remained essentially unchanged between the 4-day study periods of September 2019 (7559) and August 2020 (7650)

In 2019, 1700 of the 7559 vehicles (22%) were recorded at over 30 miles per hour.

In 2020, 1438 of the 7650 vehicles (18.7%) were recorded at over 30 miles per hour.

In 2019, 382 vehicles were recorded exceeding 36 mph (5%)
In 2020, 351 vehicles were recorded exceeding 36 mph (4.65)

These statistics indicate that the installation of the buttons may have had a slight impact on reducing the percentage of vehicles exceeding the speed limit (30 mph) and the “enforceable” limit (36 mph).

The feedback from Wilson Street neighbors after the installation of the buttons has been increasingly negative. Neighbors are concerned that the buttons cause drivers to get too close to the curb, creating potential conflicts with pedestrians. Neighbors also expressed aesthetic concerns.

Alternatives to the buttons suggested by residents include:

1. A three way stop sign at the intersection of Wilson Street and Elm Street.
2. Speed bumps/Speed humps
3. Sidewalks

Option 1: Three-way stop sign

The three - way stop is not recommended. Even if the data indicated a significant speeding problem, stops signs are not considered safe or effective means of controlling speeds.

The City of Bastrop Code of Ordinances Chapter 12 **Traffic and Vehicles** requires the installation of traffic control devices to be in conformance with the Texas Manual on Uniform Traffic Control Devices. The manual includes criteria for crash data and vehicular volumes that would not be met at this intersection for the installation of multi-way stops.

Option 2. Install speed humps.

The City has had request for speed humps in the past. However, there has been no established policy. If the City Council is interested staff can develop a policy and bring it to council for approval at a future meeting. The policy should include the criteria for implementing speed humps, the input from affected property owners, and the extent to which property owners should be expected to pay for the installation of speed humps.

Option 3. Install sidewalks.

Sidewalks would provide separation between vehicular and pedestrian traffic. No cost estimate currently exists, but could be developed, and Council could direct the identification of a funding source. Sidewalks should be reviewed at a much larger scale and be reviewed city wide in the future.

RECOMMENDATION

Upon receiving a brief presentation, Council is requested to provide feedback and direction. Assistant City Manager Job and City Manager Hofmann are happy to arrange a meeting with Wilson Street residents and discuss



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 5C

TITLE:

Annual review of the Financial Management Policy by City Council.

STAFF REPRESENTATIVE:

Tracy Waldron, CFO

BACKGROUND/HISTORY:

The City of Bastrop Financial Management Policy was last approved by Council on September 24, 2019. This policy provides 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.

The review of the policy only brought minor changes and aligned the policy with current practices. Council Members had previously expressed concern regarding the contingency portion of the policy. The draft presented for Council review would remove the “central control” section of the policy and leave the expenditure of contingency funds at the \$50,000 amount.

POLICY EXPLANATION:

The Financial 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.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Upon receiving a brief presentation, Council is requested to provide direction and feedback. Council consideration is scheduled for September 8.

ATTACHMENTS:

- Financial Management Policy

City of Bastrop, Texas

Financial Management Policy

Draft
August 25, 2020



Table of Contents

- I. Purpose Statement**
- II. Accounting, Auditing and Financial Reporting**
 - A. Accounting
 - B. Funds
 - C. External Auditing
 - D. External Auditors Responsible to City Council
 - E. External Auditors Rotation
 - F. External Financial Reporting
- III. Internal Controls**
 - A. Written Procedures
 - B. Internal Audit
 - C. Department Managers Responsible
- IV. Operating Budget**
 - A. Preparation
 - B. Balanced Budgets
 - C. Planning
 - D. Reporting
 - E. Control
 - F. Performance Measures and Productivity Indicators
- V. Capital Budget**
 - A. Preparation
 - B. Appropriation
 - C. Control
 - D. Alternate Resources
 - E. Debt Financing
 - F. Reporting
- VI. Revenue Management**
 - A. Simplicity
 - B. Certainty
 - C. Equity
 - D. Administration
 - E. Revenue Adequacy
 - F. Cost/Benefit of Abatement
 - G. Diversification and Stability
 - H. Non-Recurring Revenues
 - I. Property Tax Revenues
 - J. User-Based Fees
 - K. General and Administrative Charges
 - L. Utility Rates
 - M. Interest Income
- N. Revenue Monitoring**
- VII. Expenditure Control**
 - A. Operating Expenditures
 - B. Appropriations
 - C. Vacancy Savings/Contingency Account
 - D. Contingency Account Expenditures
 - E. Central Control
 - F. Purchasing Control
 - G. Professional Services
 - H. Prompt Payment
- VIII. Asset Management**
 - A. Investments
 - B. Cash Management
 - C. Investment Performance
 - D. Fixed Assets and Inventory
- IX. Financial Condition and Reserves**
 - A. No Operating Deficits
 - B. Operating Reserves
 - C. Risk Management Program
 - D. Loss Financing
 - E. Enterprise Fund Self-Sufficiency
 - F. Hotel Occupancy Tax Fund
- X. Debt Management**
 - A. Self-Supporting Debt
 - B. Analysis of Financing Alternatives
 - C. Voter Authorization
 - D. Bond Debt
 - E. IRS Compliance
- XI. Staffing and Training**
 - A. Adequate Staffing
 - B. Training
- XII. Grants/Funding Requests Financial Management**
 - A. Grant Solicitation
 - B. Grant Acceptance
 - C. Responsibility
 - D. Funding Requests
- XIII. Annual Review and Reporting**
 - A. Annual Review
 - B. Reporting

I. Purpose Statement

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

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

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

II. Accounting, Auditing, And Financial Reporting

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

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

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

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

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

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

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

III. Internal Controls

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

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

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

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

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

IV. Operating Budget

A. Preparation – The city's "operating budget" is the city's annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation debt service fund. The budget is prepared using the same basis of accounting as the audited financial statements. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and cooperation of all city departments. The City Manager transmits the document to the City Council thirty (30) days prior to the commencement of the fiscal year per the City Charter. The budget should be enacted by the City Council prior to the fiscal year beginning. The operating budget may be submitted to the GFOA annually for evaluation and possible awarding of the Award for

Distinguished Budget Presentation.

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

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

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

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

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

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

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

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

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

F. Performance Measures – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the [final annual budgeting process document](#).

V. Capital Budget

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

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

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

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

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

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

VI. Revenue Management

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

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

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

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

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

service, willingness to pay, and ability to pay.

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

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

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

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

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

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

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

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

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

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

VII. Expenditure Control

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

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

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

C. Vacancy Savings/Contingency Account – The General Fund Contingency Account will be budgeted at a minimal amount (\$35,000). The contingency account balance for expenditures may be increased quarterly by the amount of available vacancy savings and capital project savings.

D. 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.

E. Central Control – ~~Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled by the City Manager.~~

FE. 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.

GF. 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.

HG. Prompt Payment – All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably

delayed in order to maximize the city's investable cash, where such delay does not violate the agreed upon terms.

VIII. Asset Management

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

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

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

D. Fixed Assets and Inventory – 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. Asset control will be conducted in accordance with the City Council approved Purchasing Policy Sec. IV.

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 downturn in the economy occurred. Sufficient level of reserves should be a minimum of one year of expenditures to allow the City to ensure continuity of the organizations promoting tourism. Policy makers will need to determine priorities and funding levels should the economic downturn be expected to exceed the current adopted budget plus one-year reserves.

X. Debt Management

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

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

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

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

E. IRS Compliance – The City will have a written policy for monitoring compliance with IRS laws and regulations for tax exempt debt.

XI. Staffing and Training

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

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

XII. Grants/Funding Requests Financial Management

A. Grant Solicitation – Each department is responsible for researching and applying for grants that support needs within their department. The purpose of this policy is to ensure grant funding

is solicited with prior approval of the City Manager. The grant application should only be made with input from pertinent departments. The grants should be cost beneficial and meet the city's objectives. Communication will be made with City Council to keep them informed on what grants are being solicited.

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

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

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

XIII. Annual Review and Reporting

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

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

Lynda Humble ~~Paul Hofmann~~, City Manager

Tracy Waldron, CFO

History of Financial Policies:

Previously Approved 9/23/14

Previously Approved 10/25/16

Previously Approved 5/9/17

Previously Approved with Budget 9/25/18

Previously Approved 10/22/19



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 5D

TITLE:

Annual review of the Purchasing Policy by City Council.

STAFF REPRESENTATIVE:

Tracy Waldron, CFO

BACKGROUND/HISTORY:

The City of Bastrop Purchasing Policy was last adopted by Council on September 24, 2019 as a part of the budget process for FY 2020.

No amendments are being recommended.

POLICY EXPLANATION:

City Council requests that the Purchasing Policy be reviewed and adopted annually by Council as a part of the budget adoption process to ensure the policy is current with State Law and appropriately addresses operational needs.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Upon receiving a brief presentation, Council is requested to provide feedback. Consideration of this item is scheduled for September 8.

ATTACHMENTS:

- Purchasing Policy

City of Bastrop, Texas

Purchasing Policy

Draft
August 25, 2020



City of Bastrop Purchasing Policy

Table of Contents

- I. PURPOSE**
- II. CODE OF ETHICS**
- III. COMPETITIVE PURCHASING REQUIREMENTS**
 - A. Who is authorized to make purchases?
 - B. Instructions for Bidding
 - C. Purchasing Control
 - D. Fleet Purchases
 - E. Dollar Limitations
 - F. Personal and Professional Services
 - G. Other Exemptions
 - H. Sole Source Purchases
 - I. Change Orders
 - J. Making the purchase
 - K. 30 Day Accounts Payable Cycle
 - L. Emergency Procedures
- IV. ASSET CONTROL**
 - A. Inventory Control
 - B. Use of Property
 - C. Disposal of Surplus Materials and Equipment/ Donations
 - D. Lost Property
 - E. Security Measures
- V. RESPONSIBILITIES OF PARTIES**
- VI. DEFINITION OF TERMS**

I. PURPOSE

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

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

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

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

II. CODE OF ETHICS

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

- A. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- B. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
- C. Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Bastrop.
- D. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.
- E. Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- F. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- G. Expose corruption and fraud wherever discovered.

- H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.
- I. Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the two Ethics policies, the stricter of the two would apply.

III. COMPETITIVE PURCHASING REQUIREMENTS

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

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

A. Who is authorized to make purchases?

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

B. Instructions for Soliciting Bids

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

1. Give the same exact specifications to each vendor.
2. Give each bidder same deadline for turning in bids.

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

C. Purchasing Control

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

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

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

D. Fleet Purchases

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

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

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

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

E. Dollar Limitations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

F. Personal or Professional Services

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

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

Professional services may include:

- Accounting.
- Architecture.
- Landscape architecture.
- Land surveying.
- Medicine.
- Optometry.
- Engineering.
- Real estate appraisal.
- Nursing.

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

G. Other Exemptions

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

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

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

H. Sole Source Purchases

Sole Source purchases must be approved by the City Manager before purchasing. These conditions occur when the purchase involves compatibility of equipment, accessories or replacement parts or when the goods or services is a one-of-a kind or protected by a patent, copyright, secret process. The product is only available from a regulated or natural monopoly. The product is a component or repair part that may only be purchased from the original supplier. The following items are necessary to provide sufficient justification for sole source purchase:

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

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

I. Change Orders

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

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

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

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

J. Making the Purchase

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

K. 30 Day Accounts Payable Cycle

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

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

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

L. Emergency Procedures

Valid emergencies are those that occur as a result of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown

would result in the disruption of City operations. It is required to get City Manager or his designee approval on any emergency purchases.

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

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

The following steps must be taken when making emergency purchases:

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

IV. ASSET CONTROL

A. Inventory Control

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

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

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

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

B. Use of Property

City of Bastrop employees should be aware that the use of City property for personal gain is strictly prohibited. City vehicles should only be used for official City business.

City Personnel Policies list theft and unauthorized use of City property as grounds for immediate dismissal.

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

C. Disposal of Surplus Materials and Equipment/ Donations

City surplus materials and equipment (a/k/a 'surplus items') includes any City owned personal property such as furniture, fixtures, equipment, computers, vehicles, tools, clothing, or other such items, which have lost useful value to the City, have become non-functional or are obsolete. Such surplus items may be disposed of by one of the following methods:

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

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

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

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

newspaper, 3) request sealed bids, or 4) sell through a public auction, which may take place at a specified location or, by means of an on-line sale.

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

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

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

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

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

D. Lost Property

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

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

E. Security Measures

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

V. RESPONSIBILITIES OF PARTIES

A. Department Heads

1. Monitor and approve overall purchases to ensure that funds are spent judiciously and that budgeted resources are within their control and available for all procurement.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Approve all purchases up to \$9,999 excluding budgeted capital.
4. Adhere to the Purchasing Policies and the Code of Ethics.
5. Place cooperative agreements and RFP's on file with Finance and monitor purchases to ensure that supply agreements are used.
6. Ensure that sole source requests meet the guidelines and include required documentation.
7. Inventory all fixed assets every year.
8. Verify goods and services are received as ordered before approving payment.
9. Annually inventory equipment assigned to employee.
10. Keep records of losses occurring in their areas to detect patterns of theft in one area or individual employee.

B. Supervisors

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

C. City of Bastrop Accounts Payable

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

D. City of Bastrop Accounting

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

VI. DEFINITION OF TERMS

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

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

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

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

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

Paul Hofmann, City Manager

Tracy Waldron, Chief Financial Officer

History of Purchasing Policy:

Previously Approved 09/23/2014

Previously Approved 10/23/2018

Previously Approved 09/24/2019



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 5E

TITLE:

Annual review of the Purchasing Card Policy by City Council.

STAFF REPRESENTATIVE:

Tracy Waldron, CFO

BACKGROUND/HISTORY:

The City of Bastrop Purchasing Card Policy was last adopted by Council on October 25, 2016. This policy will be added to the list of policies that gets reviewed and adopted annually as a part of the budget process.

This policy needed to be updated to reflect current practices. The Program Administrator section was re-formatted, but the basic information is still the same. Staff added additional information regarding sales tax. Paying sales tax can't always be avoided when purchasing online but we do have a method to receive a credit for those taxes paid.

POLICY EXPLANATION:

City Council requests that the Purchasing Card Policy be reviewed and adopted annually by Council as a part of the Budget adoption process to ensure the policy is current with State Law and appropriately addresses operational needs.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Upon receiving a brief presentation, Council is requested to provide feedback. Consideration of this item is scheduled for September 8.

ATTACHMENTS:

- Purchasing Card Policy

City of Bastrop, Texas

Purchasing Card Policy

Draft

August 25, 2020



City of Bastrop Purchasing Card Policy

Table of Contents

- I. PURPOSE**
- II. ELIGIBILITY**
- III. USAGE**
 - Will the use of a Credit Card enhance productivity?
 - Will the use of a Credit Card reduce paperwork?
 - Will the Credit Card be utilized regularly for the purchasing of authorized (budgeted) goods, supplies and services?
- IV. DUTIES AND RESPONSIBILITIES**
 - A. Cardholder
 - B. Program Administrator
 - C. Departmental Responsibility
- V. PURCHASING CARD PROVIDER**
- VI. TRANSACTION/CARD LIMITS**
- VII. SALES TAX**
- VIII. RETURNS**
- IX. RESTRICTIONS AND EXEMPTIONS**
- X. OBTAINING A PURCHASING CARD**
- XI. REVOCATION OF THE PURCHASING CARD**

I. Purpose

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

II. Eligibility

If requested, Department heads and supervisors will be issued a credit card in their name. Department cards will be issued to each department and be the responsibility of the Department head or his designee. Criteria for determining which departments should be issued a department card:

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

III. Usage

Each card will have a daily and monthly limit. The daily limit on the Department head cards are set by the ~~City Manager~~ department heads. The Department heads will provide to the Program Administrator in writing, the limits for Supervisors individual cards. The daily limit for the department cards ~~are~~ **\$500.00**. Limits can be changed on a temporary or permanent basis when warranted and a written request is received by the Program Administrator from the department head.

Formatted: Font: Arial Nova, Highlight

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

Acceptable purchases are:

- Maintenance and repair of equipment
- Operational expense items
- Registration Fees
- Travel expenses (must adhere to the Travel Policy)
- Other items that fit the purpose of the program

-Purchases made on the card will be for City business only. The card is not a personal line of credit and must never be used for personal or private purchases of any nature. When in doubt as to whether a purchase is allowable under the City policy, the

~~Cardholder~~cardholder should either contact the Program Administrator before making the purchase, or make payment personally and seek reimbursement from the City afterwards. Please remember that reimbursement for any out-of-pocket purchase made without authorization is subject to the City Manager's approval. Unauthorized purchases or use of the card in violation of this or other City policies are ~~prohibited~~prohibited, and purchaser will be subject to disciplinary action.

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

IV. Duties and Responsibilities

A. Cardholder

1. The employee who is issued a card is called a "Cardholder" whether it was issued in their name or just in their custody (ie. department card). The purchasing card has daily transaction limits as well as a maximum monthly limits.
- ~~2.~~ Every transaction made using the purchasing card must have corresponding backup and be entered into the ~~Purchase Order system in accordance with the Purchasing and Materials Control Policy and all other City of Bastrop policies~~accounting system. Only one ~~(1) P.O.~~invoice should be created, per month for each card account. This invoice is currently being created through an import file. When available, the cardholder can utilize the online export feature, from the card provider, and download the transactions directly into the ~~Accounting software~~import file. The Cardholder is responsible for ensuring the ~~P.O.~~invoice balances to the card statement prior to submitting it for approval and payment.
2. Each Cardholder shall use the card only for authorized purchases. A hardcopy itemized receipt must be obtained from the vendor each time the card is used and be signed by the Cardholder. Online and telephone charges must also be documented by a receipt, so the Cardholder shall request the vendor send them a receipt.
4. The Cardholder is responsible for immediately notifying the Purchasing Card provider, their supervisor, and the Program Administrator if the card is lost or stolen.
5. Each Cardholder must acknowledge receipt of the purchasing card, understand the rules of usage, and sign the user agreement. Failure to abide by this Purchasing Card Policy may result in disciplinary action, up to and including termination of employee. The Cardholder will be required to reimburse the City for any unauthorized transaction.

6. Upon resignation or termination of employment of a Cardholder, the Department Director shall notify the Program Administrator immediately, and the card shall be turned in to the Program Administrator.

B. Program Administrator

~~The Program Administrator is the Chief Financial Officer of their designee. The Program Administrator manages the Purchasing Card Program and has the following responsibilities: — The Administrator is the City's point of control for the Purchasing Card Program, monitors all usage of the purchasing cards, and is the point of contact for any Cardholder questions or problems.~~

~~The Program Administrator is also responsible for ensuring all Cardholders receive the Purchasing Card Policy and signs the Purchasing Cardholder Agreement.~~

~~The Program Administrator shall cancel the purchasing card for all persons leaving the employment of the City immediately after their termination, dismissal or resignation.~~

~~The Program Administrator will also report to the Department Directors any Cardholder infractions or potential infractions:~~

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

C. Departmental Responsibility

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

V. Purchasing Card Provider

The Purchasing Card Provider will send the Cardholder and the City's Finance Department a billing statement once each month for all transactions that have taken

place in the previous month's statement cycle. [This statement can also be obtained online. All cardholders should receive instructions on how to establish a login to their account.](#) The Cardholder is responsible for reconciling their respective statement, matching each transaction with a receipt, as soon as it is received. If a transaction is listed which is not known to the Cardholder, the Cardholder is responsible for immediately notifying the Purchasing Card Provider and the Program Administrator of the disputed charge. It is imperative that each Cardholder promptly process the transactions and forward receipts to their supervisor.

VI. Transaction/Card Limits

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

VII. Sales Tax

As a tax-exempt government agency, the City of Bastrop does not pay sales tax. Cardholders will be provided a copy of the City's tax exemption certificate when requested. Cardholders are responsible for insuring that the merchant does not include sales tax in the transaction ~~if at all possible~~ [if possible. In the event sales tax is charged, the cardholder is required to go back to the vendor/merchant to request a refund of the sales tax paid. If a refund is not possible, the cardholder is required to submit a memorandum monthly to the finance department that includes an explanation as to why the sales tax paid cannot be credited along with a copy of the receipts showing the sales tax paid. The finance department will deduct the sales tax paid during the monthly sales tax reporting process.](#)

VIII. Returns

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

IX. Restrictions and Exemptions

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

1. Any purchases of items for personal use.
2. Cash refunds or advances.
3. Any purchase of goods/services or from a merchant type not considered prudent or of good judgment.
4. Any purchases set up as reoccurring.
5. No purchases are to be processed through the employee's personal account online. You must establish a City account to process the purchase.
6. Any transaction amount greater than the Cardholder's transaction limit.
7. Items under contract, unless an emergency exception is granted.
8. Alcohol or liquor of any kind. Patronization of bars, drinking places, and package stores must not be paid for with the purchasing card.
9. Separate, sequential, and component purchases or any transaction made with intent to circumvent the City Purchasing Policy or state law.
10. Any transaction that may cause or be perceived to cause damage to the City of Bastrop's reputation and goodwill, and/or reflect poorly on the ethical and moral decision-making of the Cardholder, staff, and elected officials.
11. Any other purchase specifically excluded in the City Purchasing Policy.

B. Documentation

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

C. Personal Use Restrictions

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

X. Obtaining a Purchasing Card

A. Steps:

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

XI. Revocation of the Purchasing Card

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

Tracy Waldron, Chief Financial Officer

Paul Hofmann, City Manager

History of Financial Policies:

Previously Approved 10/25/2016



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 5F

TITLE:

Receive and discuss questions from Council regarding FY 2020-2021 Proposed Budget.

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A





STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 6A

TITLE: Discuss developing a plan for the Rodeo Arena at Mayfest Park.

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager

BACKGROUND/HISTORY:

The City of Bastrop entered into a fifty-year lease with the Bastrop Homecoming Committee, Inc. on or about December 1, 1997 and set to expire in November 2047. The arena had fallen into disrepair and the volunteer organizations were unable to continue the maintenance of the arena. Approximately in 2014-2015 a request was made to City Council to take over the maintenance and operations of the rodeo arena. The Bastrop City Council agreed and in 2015 to rescind the original contract and entered into a separate agreement that expired June 2020.

During the May 26, 2020 meeting staff discussed bringing multiple ideas to council for discussion of what could become of the Rodeo Arena at Mayfest Park. Since that time multiple ideas were presented to the Parks board. The Parks Board choose three to recommend to City Council.

1. A City of Bastrop Recreation Center.
2. A City of Bastrop Sports Complex
3. Improve the City of Bastrop Rodeo Arena by covering it and using it as a Multi-purpose facility that can continue to host rodeos along with other events.

ATTACHMENTS:

- PowerPoint

MAYFEST PARK IDEAS

No
Improvements

Have Staff
promote 2
events each
quarter



Rodeo Arena Restoration into a Multipurpose Venue

- Keep existing Rodeo Arena structure and close the structure in
- Add more seating, bathrooms, electricity, etc.
- Could incorporate outdoor amenities
 - Playground, seating area, electrical connections, green space, pavilions
- Could be utilized for a variety of events
 - Rodeo
 - Concerts
 - Movies
 - Conventions
 - Banquets
 - Special Events and more!



Inspiration:
Gerald D. Young Agricultural Sciences
Center- Katy, TX

Photo Source




PROJECT DATA		
ARENA	16,000	SF
ARENA CAPACITY	1,800	SEATS (APPROX)
STABLE BARN	36,000	SF (200 STALLS)
SHOW BARN	24,000	SF
STEER BARN	8,000	SF
PRACTICE ARENA	24,000	SF
RODIO PARKING	400	SPACES (APPROX)
RV PARKING	120	SPACES (APPROX)
COUNTY OFFICE	13,000	SF
COUNTY PARKING	150	SPACES
MAYFEST PARK	2	ACRES
RODIO GROUNDS	24	ACRES



Inspiration: Concept plan provided by MWM design in 2017.

NO.	DATE	DESCRIPTION	BY



 The bar above measures one inch on the original drawing. Adjust scales accordingly.

PARK AND RODEO CONCEPTUAL PLAN

MAYFEST PARK
BASTROP, TX 78602

PLOTTED: 2/21/2017
 JOB NO: 345-02
 1 OF 1

Green Space/ Amphitheater- Multipurpose Area

- Could/could not include the Rodeo Arena
- Could include more elaborate landscaping (aesthetic)
- Walking paths (both concrete and track material) and play area for kids
- Could include an Amphitheatre for entertainment (could be rented) and pavilions
- Could include a smaller indoor venue for special events
- Includes wide open space for a variety of activities
 - People can bring their own equipment and utilize it as they want to
 - Birthday parties
 - Outdoor events (movies, entertainment, etc.)
 - Leisure activities



Inspiration: Centennial Park-
Midland, TX

[Photo Source](#)





Inspiration: Wolf Pen Creek Amphitheater- College Station, TX

An aerial site map of the Wolf Pen Creek Amphitheater. The map shows the layout of the venue, including the stage, seating area, festival site, and various buildings. Key features are labeled with callouts: GATE 1, GATE 2, GATE 3 (Can be closed and locked), GATE 4 (Can be closed and locked), AMPHITHEATER STAGE, SEATING, BAND/ PRODUCTION LOAD-IN (NEED SECURITY HERE), GREEN ROOM, OPERATIONS CENTER (TICKET OFFICE INSIDE), ARTS COUNCIL BULIDING, FESTIVAL SITE, DARTMOUTH DRIVE, HOLLEMAN DRIVE, COLGATE DRIVE, and PRIMARY PARKING (POST OAK MALL). The City of College Station Parks & Recreation logo is in the top left, and the website URL cstx.gov/wolfpen is in the bottom right.

WOLF PEN CREEK AMPHITHEATER

CITY OF COLLEGE STATION
PARKS & RECREATION

PRIMARY PARKING (POST OAK MALL)

HOLLEMAN DRIVE

DARTMOUTH DRIVE

DARTMOUTH DRIVE

COLGATE DRIVE

COLGATE DRIVE

GATE 3 (Can be closed and locked)

GATE 2

AMPHITHEATER STAGE

BAND/ PRODUCTION LOAD-IN (NEED SECURITY HERE)

SEATING

GREEN ROOM

GATE 4 (Can be closed and locked)

OPERATIONS CENTER (TICKET OFFICE INSIDE)

GATE 1

ARTS COUNCIL BULIDING

FESTIVAL SITE

cstx.gov/wolfpen

Disc Golf Course/ Multipurpose Area

- Similar to Green Space, but would include a designated Disc Golf course
 - Smithville's Disc Golf course is just over a mile long (18 holes)
 - Could utilize as little as 2 acres for a 9 hole course
- Walking paths (both concrete and track material), benches and pavilions
 - Pavilions can be rented
- Could include a small indoor venue for more specialized events



Inspiration: City of Flower Mound

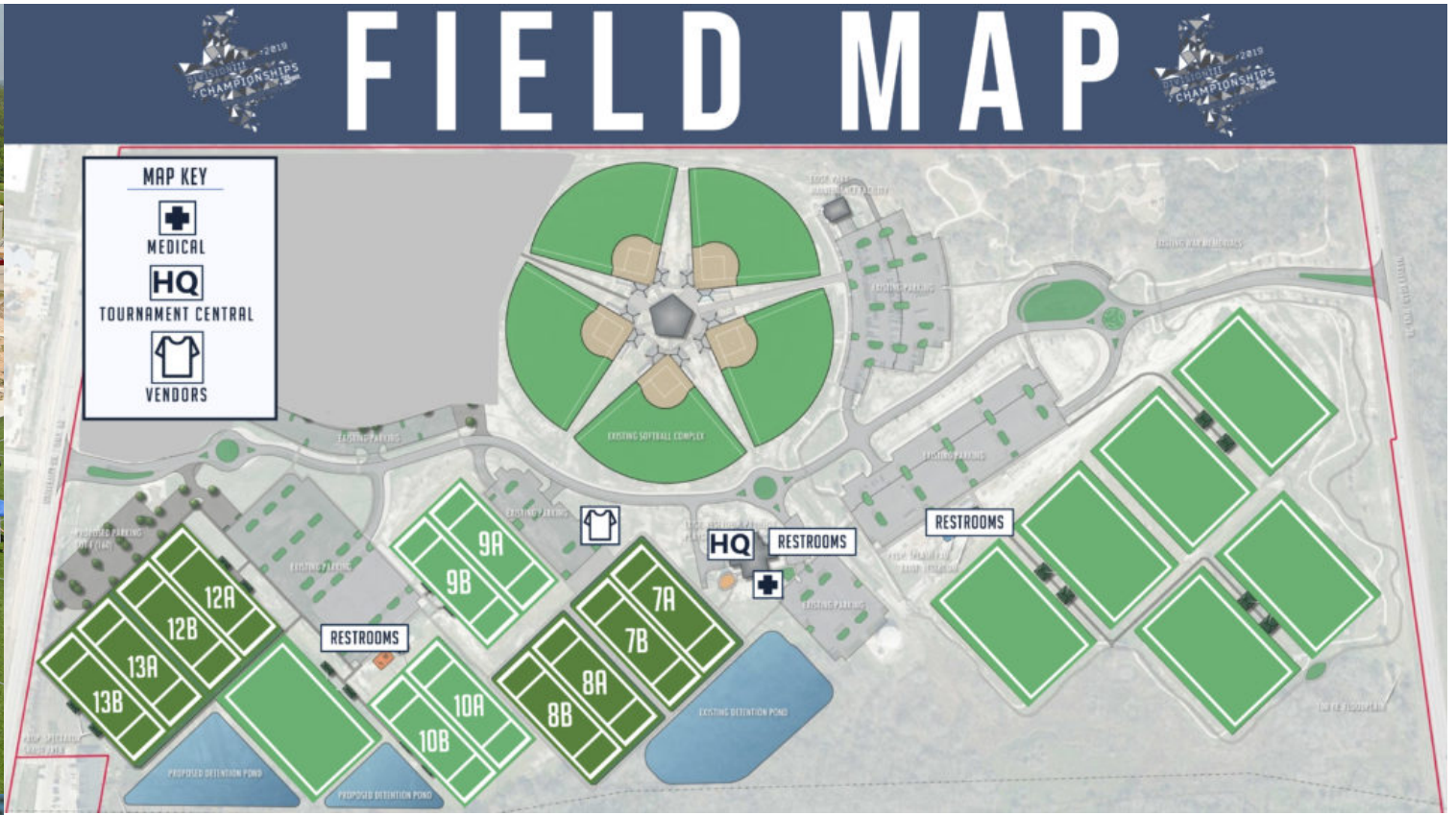




Food Truck Park
Inspiration from- Austin, TX

City Run Athletics Complex

- Opportunities for rentals, bringing bigger events in
- Other organizations can utilize the fields for their games/ practices
- Promotes healthy lifestyle and community
- Water fountains, benches, bleachers, bathrooms, electricity needed
- Includes a variety of fields for people to come and play sports or games
 - Open fields for soccer and football
 - Basketball courts
 - Tennis courts
 - Could include Disc Golf



Inspiration: Veterans Park and Athletic Complex-
College Station, TX

Recreation Center

- Opportunities for rentals, indoor recreation, indoor swimming, provide health and fitness classes.
- Other organizations can utilize the building for programming.
- Promotes healthy lifestyle and community



Inspiration: Various Recreation Centers over Texas



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 7

TITLE:

CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone wishing to address the Council, must complete a citizen comment form with comments at www.cityofbastrop.org/citizencommentform before 5:00 p.m. on August 25, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud. 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 Manager for research and possible future action.

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: August 25, 2020

AGENDA ITEM: 8A

TITLE:

Consider action to approve City Council minutes from the August 11, 2020, Regular meeting; August 13, 2020, Joint City Council and Visit Bastrop Board of Directors meeting; and August 18, 2020, Council Budget Workshop.

STAFF REPRESENTATIVE:

Paul A. Hofmann, 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:

Recommend approval of the City Council minutes from the August 11, 2020, Regular meeting; August 13, 2020, Joint City Council and Visit Bastrop Board of Directors meeting; and August 18, 2020, Council Budget Workshop.

ATTACHMENTS:

- August 11, 2020, DRAFT Regular Meeting Minutes.
- August 13, 2020, DRAFT Joint City Council and Visit Bastrop Board of Directors Meeting Minutes.
- August 18, 2020, DRAFT Council Budget Workshop Meeting Minutes

August 11, 2020

The Bastrop City Council met in a Regular Meeting on Tuesday, August 11, 2020, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members physically present were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Ennis, and Rogers. Council Member Jackson was present via video. Officers physically present were City Manager, Paul A. Hofmann; City Secretary, Ann Franklin; and City Attorney, Alan Bojorquez.

CALL TO ORDER

At 6:31 p.m. Mayor Schroeder called the meeting to order with a quorum being present. Council Member Peterson was absent.

PLEDGE OF ALLEGIANCE**INVOCATION**

Mayor Pro Tem Nelson, gave the invocation.

OATH OF OFFICE

- 4A. New City Manager, Paul A. Hofmann.
- Swearing Oath of Office, The Honorable Chris Duggan, State District Judge, District 423

PRESENTATIONS

- 5A. Mayor's Report
- 5B. Councilmembers' Report
- 5C. City Manager's Report
- 5D. Receive presentations from Bastrop County Historical Society/Visitor Center & Museum, Bastrop Opera House, Lost Pines Art Center and YMCA - all requesting to contract for FY2021 Funding.

Presentations were made by:

**Kaye Sapikas
Visitor Center**

**Lisa Holcomb
Bastrop Opera House**

**Patricia Rendulic
Lost Pines Art Center**

WORK SESSION/BRIEFINGS

- 6A. Discussion regarding the recommendation of the City of Bastrop Cemetery Board to change the cost of a plot, and allocating twenty percent of the sale price to stabilize

the perpetual care fund based on the recommendations of the actuarial study performed on the Fairview Cemetery.

This item was pulled from the agenda.

- 6B. Receive presentation of the Proposed FY2021 Budget and announce that the Public Hearing on the FY2021 budget will be held on September 8, 2020 at 6:30pm at City Hall 1311 Chestnut Street.

Presentation was made by City Manager, Paul A. Hofmann

Mayor Schroeder recessed the Council Meeting at 8:07 p.m.

Mayor Schroeder called the Council Meeting back to order at 8:12

- 6C. Receive presentations from Halff Associates Inc. for the Engineering Design of the Gills Branch Drainage Mitigation Project.

Presentation was made by Assistant City Manager, Trey Job and Paul Morales, Halff Associates Inc.

STAFF AND BOARD REPORTS

- 7A. Receive Quarterly Report on the Bastrop Convention & Exhibit Center.

Presentation was made by Assistant City Manager, Trey Job.

- 7B. Receive Quarterly Presentation from the Bastrop Economic Development Corporation.

Presentation was made by Executive Director of Bastrop Economic Development Corporation, Cameron Cox.

INDIVIDUAL CONSIDERATION

- 10F. Consider action to approve the first reading of Ordinance No. 2020-24 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the August 25, 2020 City Council consent agenda for a second reading.

A motion was made by Council Member Rogers to approve the first reading of Ordinance No. 2020-24, seconded by Mayor Pro Tem Nelson, motion was approved on a 4-0 vote. Council Member Peterson was absent.

STAFF AND BOARD REPORTS CONTINUED

- 7C. Receive Quarterly Report on the YMCA.

Presentation was made by Terry Moore, Executive Director, YMCA of Austin.

CITIZEN COMMENTS (Statements were read into record by Mayor Connie Schroeder)

**Gaill Hartsfield
1906 Main Street
Bastrop, Texas 78602**

512-696-2719

**Robin L. Peyson
1704 Wilson St.
512-799-4743**

CONSENT AGENDA

A motion was made by Council Member Ennis to approve Items 9A, 9B and 9C as listed on the Consent Agenda after being read into the record by City Secretary, Ann Franklin. Seconded by Council Member Jackson, motion was approved on a 4-0 vote. Council Member Peterson was absent.

- 9A. Consider action to approve City Council minutes from the July 28, 2020 Regular Meeting; July 30, 2020 Budget Workshop; and August 4, 2020 Tax Rate Meeting.
- 9B. Consider action to approve the second reading of Ordinance No. 2020-21 of the City of Bastrop, Texas updating and amending Bastrop Code of Ordinances, Chapter 13, Article 13.12, entitled "Impact Fees", updating the land use assumptions, capital improvement plan and amending impact fees for water and wastewater utilities, as attached in Exhibits A-E, and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
- 9C. Consider action to approve resolution No. R-2020-72 of the City Council of the City of Bastrop, Texas, removing mowing and other related liens filed by the City of Bastrop against 1403 Water Street in the amount of five thousand seven hundred thirty-eight dollars and 44/100 cents (\$5,738.44) authorizing the City Manager to execute all necessary documents; providing for a severability clause; and establishing an effective date.

INDIVIDUAL CONSIDERATION CONTINUED

- 10A. Consider and adopt on first and final reading Ordinance No. 2020-25 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety. **Mayor Schroeder did not approve any Emergency Orders since the last Council meeting.**
- 10B. Consider action to approve Resolution No. R-2020-71 of the City Council of the City of Bastrop, Texas confirming appointments by the Mayor to the Hunters Crossing Local Government Corporation and the Parks Board/Public Tree Advisory Board, as required in Section 3.08 of the City's Charter, and establishing an effective date. **A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2020-71, seconded by Council Member Ennis, motion was approved on a 4-0 vote. Council Member Peterson was absent.**
- 10C. Consider action to approve Resolution No. R-2020-70 of the City Council of the City of Bastrop, Texas adopting amended Budget Planning Calendar for Fiscal Year 2021,

as shown in Exhibit A; repealing all resolutions in conflict; and establishing an effective date.

Presentation was made by Chief Financial Officer, Tracy Waldron.

A motion was made by Council Member Rogers to approve Resolution No. R-2020-70, seconded by Council Member Ennis, motion was approved on a 4-0 vote. Council Member Peterson was absent.

- 10D. Consider action to approve Resolution No. R-2020-69 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies attached as Exhibit A; approving the list of Qualified Brokers attached as Exhibit B; making various provisions related to the subject; and establishing an effective date.

Presentation was made by Chief Financial Officer, Tracy Waldron.

A motion was made by Council Member Ennis to approve Resolution No. R-2020-69, seconded by Mayor Pro Tem Nelson, motion was approved on a 4-0 vote. Council Member Peterson was absent.

- 10E. 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. 2020-23 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 2021 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 August 25, 2020 City Council Meeting for a second reading.

Presentation was made by Jon Snyder, P3Works.

Public Hearing opened.

Public Hearing closed.

A motion was made by Council Member Rogers to approve the first reading of Ordinance No. 2020-23, seconded by Council Member Ennis, motion was approved on a 3-0-1 vote. Council Member Peterson was absent. Mayor Pro Tem Nelson recused himself.

EXECUTIVE SESSION

The following item was pulled from the agenda:

- 11A. City Council shall convene into closed executive session pursuant to Sections 551.071 and 551.072 of the Texas Government Code to deliberate the acquisition of property associated with Fairview Cemetery

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

No action was taken.

ADJOURNMENT

Adjourned at 9:43 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on August 25, 2020, by Council Member motion, Council Member second. The motion was approved on a vote.

DRAFT

**MINUTES OF JOINT WORKSHOP WITH BASTROP COUNCIL AND
VISIT BASTROP BOARD OF DIRECTORS**

August 13, 2020

The Bastrop City Council and Visit Bastrop Board of Directors met in a Joint Workshop Meeting on Thursday, August 13, 2020, at 6:00 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members physically present for the Bastrop City Council were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Ennis, Rogers and Peterson. Council Member Jackson was present via video Officers present were: Assistant City Manager, Trey Job, City Secretary, Ann Franklin. Members present for the Visit Bastrop Board of Directors Executive Committee were: Chair, Mindy Raymond; Co-Chair, Kevin Plunkett; Treasurer, Kaye Sapikas; and Secretary, Brenda Abbott; Staff: Marketing Coordinator, Christy Hunn; Marketing Manager, Ashton LaFuente; and President/CEO, Susan Smith.

CALL TO ORDER

Mayor Schroeder called the meeting of the Bastrop City Council to order with a quorum being present at 6:00 p.m.

Chair, Mindy Raymond called the meeting of the Visit Bastrop Board of Directors to order with a quorum being present at 6:00 p.m.

CITIZEN COMMENTS - NONE

WORK SESSION

- 3A. Review the City's Contract with Visit Bastrop dated September 12, 2017 regarding scope of service and deliverables.
Presentation was made by President/CEO, Susan Smith; Marketing Manager, Ashton LaFuente; Chair, Mindy Raymond; Co-Chair, Kevin Plunkett; and Treasurer, Kaye Sapikas.

ADJOURNMENT

Mayor Schroeder adjourned the Bastrop City Council meeting at 7:31 p.m. without objection.

Chair, Mindy Raymond adjourned the Visit Bastrop Board of Directors meeting at 7:31 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on August 25, 2020, by Council Member motion, Council Member second. The motion was approved on a vote.

**BASTROP CITY COUNCIL
August 18, 2020**

The Bastrop City Council met in a Budget Workshop on Tuesday, August 18, 2020, at 5:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members physically present were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Ennis, Rogers, and Peterson. Council Member Jackson was present via video. Officers physically present were: City Manager, Paul A. Hofmann and City Secretary, Ann Franklin.

CALL TO ORDER

At 5:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

CITIZEN COMMENTS- NONE

WORK SESSION

- 2A. Receive briefing on Community Support funding requests and staff recommendations included in the FY 2020-2021 Proposed Budget.
Update was provided by City Manager, Paul A. Hofmann.
- 2B. Receive briefing on Hotel Tax Fund funding requests and staff recommendations included in the FY 2020-2021 Proposed Budget.
Update was provided by City Manager, Paul A. Hofmann.
- 2C. Receive questions from Council regarding FY 2020-2021 Proposed Budget.
Update was provided by City Manager, Paul A. Hofmann.
- 2D. Discuss August 19, 2020 budget workshop to provide feedback to staff regarding additional information needs on specific items, if needed.
The August 19, 2020, budget workshop was canceled.

ADJOURNMENT

Adjourned at 6:47 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on August 25, 2020, by Council Member _____'s motion, Council Member _____'s second. The motion was approved on a _____ vote.



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 8B

TITLE:

Consider action to approve the second reading of Ordinance No. 2020-23 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 2021 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.

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. The updated Service & Assessment Plan reflects no change in annual assessments. City Staff has prepared a proposed Fiscal Year 2021 Budget and Proposed Assessments for the Operations and Maintenance Project Costs for Fiscal year 2021 based on the updated service plan and presented it to the public and the Hunters Crossing Local Government Corporation (LGC) for consideration. The LGC on July 22, 2020, by Resolution of the Board, recommended approval of its proposed service plan, assessment levy and annual budget for Fiscal Year 2021. The LGC recommended that the 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.

This item was approved in first reading at the City Council meeting held on August 11, 2020.

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 FY2021

RECOMMENDATION:

Consider action to approve the second reading of Ordinance No. 2020-23 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 2021 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.

ATTACHMENTS:

- Ordinance 2020-23



ORDINANCE NO. 2020-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS RELATED TO THE HUNTERS CROSSING PUBLIC IMPROVEMENT DISTRICT; APPROVING THE 2020 SERVICE PLAN UPDATE AND FY2021 ASSESSMENT ROLL FOR THE DISTRICT; PROVIDING FOR RATIFICATION OF PRIOR COUNCIL ACTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas (the "City"), pursuant to and in accordance with the terms, provisions, and requirements of the Public Improvement District Assessment Act, Chapter 372, Texas Local Government Code, as amended (the "PID Act"), has previously established the "Hunters Crossing Public Improvement District" (the "District"), pursuant to Resolution No. R-2001-19 adopted by the City Council of the City (the "City Council") on September 11, 2001 (the "Original Creation Authorization"); and

WHEREAS, on November 11, 2003, the City Council passed and approved Resolution No. R-2003-34 amending the Original Creation Authorization by reducing the estimated costs of the public improvements for the PID (the "Public Improvements") and modifying the method of assessment; and

WHEREAS, on December 9, 2003, the City Council passed and approved Ordinance No. 2003-35 (the "Original Assessment Ordinance") levying assessments and adopting the Service and Assessment Plan, including the Assessment Roll for the PID attached thereto (collectively, the "Service and Assessment Plan"); and

WHEREAS, on December 14, 2004, the City Council passed and approved Ordinance No. 2004-42 (the Original Assessment Ordinance as amended by Ordinance No. 2004-42, and as the same may be amended from time to time, is referred to collectively as the "Assessment Ordinance"), to correct omissions or mistakes discovered in the Assessment Roll consisting of scrivener's and mathematical errors as well as a failure to denote the effects of rounding in the conversion of square feet; and

WHEREAS, the service plan and assessment roll contained in the Service and Assessment Plan are required to be reviewed and updated annually pursuant to the PID Act; and

WHEREAS, the Hunter's Crossing Local Government Corporation "HCLGC" was established by the City Council to operate the District and make recommendations to the City Council regarding District operation which is controlled by the City Council, including the District's annual service plan update and assessment roll.

WHEREAS, after staff and consultant preparation, the HCLGC conducted a public meeting in accordance with the Texas Open Meetings Act on July 22, 2020 where the Hunters Crossing Public Improvement District 2020 Annual Service Plan Update, including the FY2021 Assessment Roll (attached hereto as Exhibit A) was presented; where opportunity for public testimony was provided; and where the Board deliberated upon the item and unanimously

approved its recommendation to the City Council for adoption as the 2020 annual update to the Service Plan and FY2021 Assessment Roll.

WHEREAS, the City Council now desires to proceed with the adoption of this Ordinance to conduct the annual update to the Service and Assessment Plan and set forth the FY2021 Assessment Roll, in conformity with the requirements of the PID Act; and

WHEREAS, the City Council finds the passage of this Ordinance is required by the PID Act and is in the best interest for the citizens of Bastrop.

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

Section 1. Terms.

Terms not otherwise defined herein, including in the preambles to this Ordinance, have the meanings ascribed thereto as set forth in the FY2021 Annual Service Plan Update.

Section 2. Findings.

The findings and determinations set forth in the recitals hereof are hereby incorporated by reference and made a part of this Ordinance for all purposes as if the same were restated in full in this Section.

Section 3. Ratification of Previous City Council Actions.

The City Council does hereby approve and ratify all prior actions of the City Council taken related to the Hunters Crossing Public Improvement District, including the creation of the District and the levy of assessments.

Section 4. Service and Assessment Plan.

The City Council of the City of Bastrop, Texas does hereby approve and adopt the Service and Assessment Plan, dated July 22, 2020 as the FY2021 Annual Service Plan Update for the District, a copy of which is attached hereto as **Exhibit A** and is incorporated herein for all purposes.

Section 5. Assessment Roll.

The Assessment Roll attached to the FY2021 Annual Service Plan Update is hereby accepted and approved pursuant to the PID Act as the assessment roll of the District.

Section 6. Method of Assessment.

The method of apportioning the Costs of the Authorized Improvements is set forth in the FY2021 Annual Service Plan Update.

Section 7. Penalties and Interest on Delinquent Assessments.

Delinquent Assessments shall be subject to the penalties, interest, procedures, and foreclosure sales set forth in the Amended and Restated Service and Assessment Plan and as allowed by law.

Section 8. Lien Priority.

The City Council intends for the obligations, covenants and burdens on the landowners of the Assessed Property, including without limitation such landowners' obligations related to payment of the Assessment and the Annual Installments thereof, to constitute covenants that shall run with the land. The Assessment and Annual Installments thereof, which were levied by the Assessment Ordinance and which are described in and apportioned by the FY 2021 Annual Service Plan Update, shall be binding upon the landowners of the Assessed Property, and their respective transferees, legal representatives, heirs, devisees, successors and assigns in the same manner and for the same period as such parties would be personally liable for the payment of ad valorem taxes under applicable law. The Assessment shall have lien priority as specified in the PID Act.

Section 9. Appointment of Administrator and Collector of Assessments.

(a) Appointment of Administrator.

The Hunters Crossing Local Government Corporation was designated by the City as the Administrator of the Service and Assessment Plan and of the Assessment levied by the Assessment Ordinance (the "Administrator"). The Administrator shall perform the duties of the Administrator described in Service and Assessment Plan and in this Ordinance. The Administrator's fees, charges and expenses for providing such service shall constitute an Operational and Maintenance Supplemental Service. The City delegates authority to the City Manager (or her designee) to appoint the Administrator or a replacement Administrator.

(b) Appointment of Collector.

The Bastrop County Tax Assessor-Collector is hereby appointed and designated as the collector of the Assessment (the "Collector"). The City Manager, or her assignee, is directed to provide the Assessment Roll to the Collector no later than close of business on September 30, 2020, and to request that such assessments be assessed to and collected from Assessed Property in the PID.

Section 10. Applicability of Tax Code.

To the extent not inconsistent with this Ordinance, and not inconsistent with the PID Act or the other laws governing public improvement districts, the provisions of the Texas Tax Code shall be applicable to the imposition and collection of Assessment by the City.

Section 11. Filing in Land Records.

The City Secretary is directed to cause a copy of this Ordinance, including the FY2021 Annual Service Plan Update and Assessment Roll, to be recorded in the real property records of Bastrop County. The City Secretary is further directed to similarly file each Annual Service Plan Update approved by the City Council.

Section 12. Severability.

If any provision, section, subsection, sentence, clause, or phrase of this Ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Ordinance or the application to other persons or sets of circumstances shall not be affected thereby, it being the

intent of the City Council that no portion hereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity or any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

Section 13. Conflict.

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

Section 14. Public Meeting.

The City Council met in two public meetings conducted in compliance with the Texas Open Meetings Act, and which allowed the public to address the City Council on the passage of this Ordinance, the first on August 11, 2020 and the second on August 25, 2020, and took all necessary action to adopt this ordinance by majority vote of the City Council.

Section 15. Effective Date.

This Ordinance shall take effect and the provisions and terms of the FY2021 Annual Service Plan Update and Assessment Roll shall be and become effective upon passage and execution hereof.

READ and ACKNOWLEDGED on First Reading on the 11th day of August 2020.

READ and ADOPTED on the Second Reading on the 25th day of August 2020.

ADOPTED:

Connie Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM AND LEGALITY:

George Hyde, Special Legal Counsel to City of Bastrop, Texas

EXHIBIT A

**HUNTERS CROSSING PUBLIC IMPROVEMENT DISTRICT
FY 2021 Annual Service Plan Update and Assessment Roll
[Attached]**

EXHIBIT A



HUNTER'S CROSSING
PUBLIC IMPROVEMENT DISTRICT
FY 2021 ANNUAL SERVICE PLAN UPDATE

July 22, 2020

INTRODUCTION

Capitalized terms used in this Annual Service Plan Update shall have the meanings set forth in the Hunters Crossing Public Improvement District 2019 Amended and Restated Service and Assessment Plan, dated September 24, 2019 (the “2019 Amended and Restated SAP”).

On September 11, 2001, the City passed and approved Resolution No. R-2001-19 authorizing the establishment of the Bastrop Hunters Crossing Public Improvement District in accordance with the Act, which authorization was effective upon publication as required by the Act. On November 11, 2003, the City Council approved Resolution No. R-2003-34 amending the Original Creation Authorization by reducing the estimated costs of the Authorized Improvements from \$14,500,000 to \$12,476,000 and modifying the method of assessment.

On December 9, 2003 the City passed and approved Ordinance No. 2003-35, the initial levy of assessments on the approximately 283.001 acre parcel comprising the District, at \$11,961,260 for Capital Assessments and \$5,400,000 for the operation and maintenance of the District (Assessment levied is a grand total of \$17,361,260 in the aggregate). The purpose of the District is to finance certain public improvement projects that confer a special benefit on approximately 283.001 acres within the corporate limits of the City, located south of State Highway No. 71, west of State Highway No. 304, and east of Bear Hunter Drive.

Incorporated in the Original Assessment Ordinance was the 2003 SAP and Assessment Roll for the District and levied in lump sum the assessments shown on the 2003 Assessment Roll. On December 14, 2004, the City Council passed and approved Ordinance No. 2004-42 to correct omissions or mistakes discovered in the Assessment Roll consisting of scrivener's and mathematical errors as well as a failure to denote the effects of rounding in the conversion of square feet. Section 4 of Ordinance No. 2004-42 states: All ordinances, parts of ordinances or resolutions in conflict herewith are expressly repealed.

Under the 2003 SAP, assessments were levied in lump sum on a 283.001-acre parcel of property comprising the District. Under the 2019 Amended and Restated SAP, the assessments were allocated on a parcel-by-parcel basis to 27.434 acres of commercial property, 24.523 acres of multi-family property, 510 single family lots, and 37.937 acres of undeveloped land. Parcel 90301 was excluded from the Capital Assessment portion of the 2019 Amended and Restated SAP because that property's Capital Assessment was reduced to zero by a developer contribution payment. Parcel 98555 was also excluded from the 2019 Amended and Restated SAP because its use is limited to drainage, so its Assessment was reduced to zero as it is non-benefitted property. The 37.937 acres of undeveloped property is anticipated to be developed with multi-family uses.

In the Fall of 2017, property owner inquiries regarding the operation of the District resulted in the Hunters Crossing Local Government Corporation and the new City Council to engage professionals to examine the state of the District and engage with the Original Developer and subsequently the current Developer to reconcile the District operation. Contemporaneously, approximately 15 residents of the District initiated legal action against a host of civil defendants alleging liability for flood damage to their homes in the District. The legal action placed the City, Hunters Crossing Local Government Corporation, the Original Developer, among several others in litigation as Defendants.

Municipal records prior to the Fall of 2017 do not demonstrate statutory compliance in the operation of the District. Legal counsel for the City, the Hunters Crossing Local Government Corporation and the Developer have found several provisions of the existing 2003 SAP unworkable, necessitating the 2019 Amended and Restated SAP.

The Original Developer issued written notice of assignment of the District Development and Reimbursement Agreement to TF Hunters Crossing, LP., the current Developer in February 2018, placing addition complexities into the examination. After months of examination, evaluation, and development of materials to reconcile the District operation, the preparation of amended and restated documentation including the 2019 Amended and Restated SAP, were necessary to support the continued operation of the District to its conclusion.

On September 10, 2019, the City Council approved Ordinance No. 2019-40, and on September 24, 2019, City Council adopted Ordinance No. 2019-40 , which approved and accepted the 2019 Amended and Restated SAP, including the updated Assessment Roll, which replaced the 2003 SAP in its entirety.

Pursuant to the PID Act, the 2019 Amended and Restated SAP must be reviewed and updated annually. This document is the Annual Service Plan Update for 2020. This Annual Service Plan Update also updates the Assessment Roll for 2020.

OUTSTANDING ASSESSMENTS

The 2019 Amended and Restated SAP identified the total unpaid Capital Assessment as \$4,903,878.58¹. A total of \$351,287.13² in Capital Assessment installments were billed for FY 2020, resulting in \$4,552,591.45 in Capital Assessments outstanding. The outstanding Capital Assessment per parcel is shown in the table below.

Property ID	Capital Assessment Unpaid	Capital Assessment FY 2020 Installment	Capital Assessment Unpaid After FY 2020 Installment
Commercial Lots			
		.071/square foot	.0317/square foot
90301	\$ -	\$ -	\$ -
90754	\$ 35,443.00	\$ 3,544.30	\$ 31,898.70
90302	\$ 31,267.80	\$ 3,126.78	\$ 28,141.02
97463	\$ 18,278.20	\$ 1,827.82	\$ 16,450.38
97464	\$ 29,752.40	\$ 2,975.24	\$ 26,777.16
90303	\$ 57,488.22	\$ 4,790.69	\$ 52,697.53
92325	\$ 39,247.10	\$ 3,924.71	\$ 35,322.39
95378	\$ 33,305.93	\$ 3,027.81	\$ 30,278.12
95379	\$ 48,247.10	\$ 4,824.71	\$ 43,422.39
115192	\$ 64,991.26	\$ 4,642.23	\$ 60,349.03
30102	\$ 278,116.12	\$ 19,862.96	\$ 258,253.16
114958	\$ 316,779.88	\$ 22,626.63	\$ 294,153.25
127995	\$ 194,345.57	\$ 9,593.74	\$ 184,751.83
114957	\$ 1,206.15	\$ 80.41	\$ 1,125.74
Multi-Family Lots			
		.068/square foot	.0317/square foot
104899	\$ 793,158.16	\$ 37,141.53	\$ 756,016.63
113268	\$ 830,451.69	\$ 35,497.57	\$ 794,954.12
Undeveloped Lots			
		.068/square foot	.0317/square foot
47760	\$ -	\$ -	\$ -
Single Family Lots			
Per Lot	\$ 4,180.00	\$ 380.00	\$ 3,800.00
Total (510 Lots)	\$ 2,131,800.00	\$ 193,800.00	\$ 1,938,000.00
DISTRICT TOTAL	\$ 4,903,878.58	\$ 351,287.13	\$ 4,552,591.45

¹ Parcel 47760 prepaid the Capital Assessment in full after the approval of the 2019 Amended and Restated SAP.

² Does not account for delinquencies.

ANNUAL INSTALLMENTS DUE 1/31/2021

- **Capital Assessment** - The 2019 Amended and Restated SAP identified annual installment for each property type for the Capital Assessment. Commercial Property is billed at \$0.071 per square foot of land area, Multifamily Property is billed at \$0.068 per square foot of land area, and residential lots are billed at \$380 per unit. The undeveloped lot prepaid the Capital Assessment. The total installment relating to the Capital Assessment due January 31, 2021 equals \$351,287.12, and a breakdown by parcel is shown in the table below.
- **Operation and Maintenance Supplemental Services Assessment** - The 2019 Amended and Restated SAP identified annual installment for each property type for the Operation and Maintenance Supplemental Services Assessment. Commercial, Multifamily, and Undeveloped Property is billed at \$0.0317 per square foot of land area, and residential lots are billed at \$23.16 per unit. The total installment relating to the Operation and Maintenance Supplemental Services Assessment due January 31, 2021 equals \$155,318.57, and a breakdown by parcel is shown in the table below.

Property ID	Square Feet	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
Commercial Lots				
		.071/square foot	.0317/square foot	
90301	611,233.92	\$ -	\$ 19,376.12	\$ 19,376.12
90754	49,919.76	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
90302	44,039.16	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
97463	25,743.96	\$ 1,827.82	\$ 816.08	\$ 2,643.90
97464	41,904.72	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
90303	67,474.44	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
92325	55,277.64	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
95378	42,645.24	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
95379	67,953.60	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
115192	65,383.56	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
30102	279,760.00	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
114958	318,684.96	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
127995	135,123.12	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
114957	\$ 1,132.56	\$ 80.41	\$ 35.90	\$ 116.31
Multi-Family Lots				
		.068/square foot	.0317/square foot	
104899	546,198.84	\$ 37,141.52	\$ 17,314.50	\$ 54,456.02
113268	522,023.04	\$ 35,497.57	\$ 16,548.13	\$ 52,045.70
Undeveloped Lots				
		.068/square foot	.0317/square foot	
47760	1,652,535.72	\$ -	\$ 52,385.38	\$ 52,385.38
Single Family Lots				
Per Lot	NA	\$ 380.00	\$ 23.16	\$ 403.16
Total (510 Lots)	NA	\$ 193,800.00	\$ 11,811.60	\$ 205,611.60
DISTRICT TOTAL		\$ 351,287.12	\$ 155,318.57	\$ 506,605.69

AUTHORIZED IMPROVEMENTS

The Authorized Improvements consist of water distribution system improvements, wastewater collection system improvements, storm drainage and detention improvements, public street improvements, and landscaping, open space, recreational, and park improvements. The Authorized Improvements are all complete.

SERVICE PLAN - FIVE YEAR BUDGET FORECAST

The PID Act requires the annual indebtedness and projected costs for the improvements to be reviewed and updated in the Annual Service Plan Update, and the projection shall cover a period of not less than five years.

Installment Due	1/31/2021	1/31/2022	1/31/2023	1/31/2024	1/31/2025
Capital Assessment Installment	\$ 351,287.12	\$ 351,287.12	\$ 351,287.12	\$ 351,287.12	\$ 351,287.12
O&M Assessment Installment	\$ 155,318.57	\$ 155,318.57	\$ 155,318.57	\$ 155,318.57	\$ 155,318.57
	\$ 506,605.69	\$ 506,605.69	\$ 506,605.69	\$ 506,605.69	\$ 506,605.69

ASSESSMENT ROLL

The list of Parcels within the District, the corresponding outstanding Assessments, and current Annual Installment are shown on the Assessment Roll attached hereto as **Exhibit A**. The Parcels shown on the Assessment Roll will receive the bills for the FY 2021 Annual Installments which will be delinquent if not paid by January 31, 2021.

INSTALLMENT SCHEDULES

The installment schedules for each parcel within the PID are shown on Exhibits B-1 through B-18.

- Exhibit B-1** – Residential Lot Annual Installment Schedule
- Exhibit B-2** – Parcel 90301 Annual Installment Schedule
- Exhibit B-3** – Parcel 90754 Annual Installment Schedule
- Exhibit B-4** – Parcel 90302 Annual Installment Schedule
- Exhibit B-5** – Parcel 97463 Annual Installment Schedule
- Exhibit B-6** – Parcel 97464 Annual Installment Schedule
- Exhibit B-7** – Parcel 90303 Annual Installment Schedule
- Exhibit B-8** – Parcel 92325 Annual Installment Schedule
- Exhibit B-9** – Parcel 95378 Annual Installment Schedule
- Exhibit B-10** – Parcel 95379 Annual Installment Schedule
- Exhibit B-11** – Parcel 115192 Annual Installment Schedule
- Exhibit B-12** – Parcel 30102 Annual Installment Schedule
- Exhibit B-13** – Parcel 114958 Annual Installment Schedule
- Exhibit B-14** – Parcel 127995 Annual Installment Schedule
- Exhibit B-15** – Parcel 114957 Annual Installment Schedule
- Exhibit B-16** – Parcel 104899 Annual Installment Schedule
- Exhibit B-17** – Parcel 113268 Annual Installment Schedule
- Exhibit B-18** – Parcel 47760 Annual Installment Schedule

EXHIBIT A – ASSESSMENT ROLL

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
90301	\$ -	\$ -	\$ 19,376.12	\$ 19,376.12
90754	\$ 31,898.70	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
90302	\$ 28,141.02	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
97463	\$ 16,450.38	\$ 1,827.82	\$ 816.08	\$ 2,643.90
97464	\$ 26,777.16	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
90303	\$ 52,697.53	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
92325	\$ 35,322.39	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
95378	\$ 30,278.12	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
95379	\$ 43,422.39	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
115192	\$ 60,349.03	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
30102	\$ 258,253.16	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
114958	\$ 294,153.25	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
127995	\$ 184,751.83	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
114957	\$ 1,125.74	\$ 80.41	\$ 35.90	\$ 116.31
104899	\$ 756,016.63	\$ 37,141.52	\$ 17,314.50	\$ 54,456.02
113268	\$ 794,954.12	\$ 35,497.57	\$ 16,548.13	\$ 52,045.70
47760	\$ -	\$ -	\$ 52,385.38	\$ 52,385.38
98372	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98370	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95416	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98355	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98380	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98354	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95395	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95386	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98373	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95415	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95390	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98356	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95396	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98374	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95414	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95389	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98359	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98352	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95397	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95384	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98351	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95398	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95412	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
95387	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98350	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95399	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95411	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98627	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95400	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95410	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98626	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95401	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95409	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98625	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95402	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98601	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95408	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95407	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95404	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98622	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98621	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98619	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98617	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104777	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98338	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98346	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104871	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95391	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98361	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98369	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95392	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98347	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98337	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98345	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104870	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98371	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98360	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98379	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104854	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98353	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95381	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95385	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95393	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98336	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98344	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98357	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98378	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95394	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98335	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98343	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98375	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95413	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95388	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
98358	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98377	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98366	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98342	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98376	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98365	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98333	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98341	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98364	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98340	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98602	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98339	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104857	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104856	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98624	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95403	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98600	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98623	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98599	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95405	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98598	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98638	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98620	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98628	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98597	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98604	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98639	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98596	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98640	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98618	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98630	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98595	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98641	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98631	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98594	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98616	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98632	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98593	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98643	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98615	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98592	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98644	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98614	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98634	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98591	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98645	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98613	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98635	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98590	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98646	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
98612	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98647	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98611	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98637	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98648	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95202	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104881	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
99616	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98362	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104855	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104889	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104872	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104863	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104882	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
99617	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104890	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98368	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104873	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104869	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104862	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104883	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
99618	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104853	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104891	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98367	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104874	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104868	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104861	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104884	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
99619	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104852	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104892	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104875	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98334	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104867	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104860	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104885	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
99620	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104851	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104893	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104876	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104859	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104886	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
99621	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104850	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109244	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104877	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104865	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104858	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104887	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
99622	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104849	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109243	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104846	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104878	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104888	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
99623	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104847	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104879	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109241	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104848	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109240	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95406	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98629	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98605	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98606	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98607	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98642	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98608	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109258	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98633	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98609	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98610	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98636	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98589	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104809	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104766	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104773	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104767	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104774	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104768	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104791	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104812	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104769	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104792	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104813	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104793	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104814	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104771	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104794	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104815	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104772	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104795	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104796	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104834	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104797	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104833	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104798	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104832	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104799	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
104831	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104800	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104830	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104801	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104829	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104828	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104802	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104827	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104803	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104826	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104804	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104825	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104806	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104866	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104864	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95380	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95383	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
95382	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104845	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109242	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109263	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109251	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109239	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109262	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109252	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109238	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109261	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109253	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109237	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109260	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109254	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109236	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109259	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109250	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109255	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109235	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109249	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109256	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109234	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109248	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109221	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109233	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104819	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104810	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109222	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109228	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109232	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104820	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104811	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109223	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
103255	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104786	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104775	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109227	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109231	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104821	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109224	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109246	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104787	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104776	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109226	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109230	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104822	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104770	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109225	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109247	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109229	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104823	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104778	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104824	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104779	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104816	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104780	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104817	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104781	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104818	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104782	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104783	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104785	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104805	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
98603	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104788	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104789	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104790	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
104784	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111961	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111986	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111987	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111974	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111988	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111973	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111989	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111971	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111970	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111991	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111964	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111966	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111968	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111983	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111969	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
111982	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111980	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111979	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111978	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115217	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115218	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115219	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115220	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115221	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115222	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115240	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115223	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115224	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115242	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115243	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115226	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111976	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115227	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111975	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111972	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111990	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
109644	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111962	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111992	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111963	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111965	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111967	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111984	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111981	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
111977	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115215	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115230	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115213	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115231	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115214	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115254	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115253	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115256	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115252	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115216	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115257	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115234	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115251	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115258	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115235	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115250	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115259	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115236	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115249	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115260	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
115237	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115261	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115238	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115247	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115262	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115239	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115246	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115263	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115245	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115241	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115244	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115229	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115228	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124637	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124639	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124640	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124642	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124643	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124644	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124645	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124648	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115233	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115248	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115265	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124660	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124673	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124661	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124674	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124659	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124662	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124638	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124675	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124663	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124676	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124657	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124664	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124677	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124656	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124665	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124641	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124678	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124655	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124666	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124679	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124654	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124667	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124680	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124653	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124668	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124681	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
124652	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124669	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124682	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124651	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124670	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124646	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124650	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124671	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124647	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124684	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124649	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124685	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127971	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127978	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127946	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127917	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127990	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127979	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127922	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127947	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127969	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127918	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127989	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127980	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127921	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127948	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127968	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127919	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127988	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127949	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127967	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127966	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127951	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127965	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127952	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127964	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127953	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127955	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127987	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127945	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
115232	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127986	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127944	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127957	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127985	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127943	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127984	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127942	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127959	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127983	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16

Property ID	Outstanding Capital Assessment	Capital Assessment FY 2021 Installment	O&M Assessment FY 2021 Installment	Total FY 2021 Installment
127941	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127960	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127991	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127982	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127940	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127961	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127981	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127939	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127962	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
113267	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127938	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127963	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127937	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127935	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127934	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127933	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124658	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
124683	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127924	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127923	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127910	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127911	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127915	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127914	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127913	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127936	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127970	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127920	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127950	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127954	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127956	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127958	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127992	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127908	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127909	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127916	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
127912	\$ 3,800.00	\$ 380.00	\$ 23.16	\$ 403.16
Total	\$ 4,552,591.45	\$ 351,287.12	\$ 155,318.57	\$ 506,605.69

EXHIBIT B-1 – RESIDENTIAL LOT ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Residential Lot Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 380.00	\$ 23.16	\$ 403.16
2022	\$ 380.00	\$ 23.16	\$ 403.16
2023	\$ 380.00	\$ 23.16	\$ 403.16
2024	\$ 380.00	\$ 23.16	\$ 403.16
2025	\$ 380.00	\$ 23.16	\$ 403.16
2026	\$ 380.00	\$ 23.16	\$ 403.16
2027	\$ 380.00	\$ 23.16	\$ 403.16
2028	\$ 380.00	\$ 23.16	\$ 403.16
2029	\$ 380.00	\$ 23.16	\$ 403.16
2030	\$ 380.00	\$ 23.16	\$ 403.16
Total	\$ 3,800.00	\$ 231.60	\$ 4,031.60

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP showed an outstanding balance of \$4,180 per lot, with an annual installment of \$380. Following the payment due 1/31/20, \$3,800 remains outstanding per residential lot.

² Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is a total of \$650.00 per Single Family Residential Lot. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council, and may extend beyond 2030.

EXHIBIT B-2 – PARCEL 90301 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 90301 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ -	\$ 19,376.12	\$ 19,376.12
2022	\$ -	\$ 19,376.12	\$ 19,376.12
2023	\$ -	\$ 19,376.12	\$ 19,376.12
2024	\$ -	\$ 19,376.12	\$ 19,376.12
2025	\$ -	\$ 19,376.12	\$ 19,376.12
2026	\$ -	\$ 19,376.12	\$ 19,376.12
2027	\$ -	\$ 19,376.12	\$ 19,376.12
2028	\$ -	\$ 19,376.12	\$ 19,376.12
2029	\$ -	\$ 19,376.12	\$ 19,376.12
2030	\$ -	\$ 19,376.12	\$ 19,376.12
2031	\$ -	\$ 19,376.12	\$ 19,376.12
2032	\$ -	\$ 19,376.12	\$ 19,376.12
2033	\$ -	\$ 19,376.12	\$ 19,376.12
2034	\$ -	\$ 19,376.12	\$ 19,376.12
Total	\$ -	\$ 271,265.61	\$ 271,265.61

¹ Parcel 90301 assessment was reduced to zero by a developer contribution payment.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-3 – PARCEL 90754 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 90754 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2022	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2023	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2024	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2025	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2026	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2027	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2028	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2029	\$ 3,544.30	\$ 1,582.46	\$ 5,126.76
2030	\$ 0.00	\$ 1,582.46	\$ 1,582.46
2031	\$ -	\$ 1,582.46	\$ 1,582.46
2032	\$ -	\$ 1,582.46	\$ 1,582.46
2033	\$ -	\$ 1,582.46	\$ 1,582.46
2034	\$ -	\$ 1,582.46	\$ 1,582.46
Total	\$ 31,898.70	\$ 22,154.44	\$ 54,053.14

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-4 – PARCEL 90302 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 90302 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2022	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2023	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2024	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2025	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2026	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2027	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2028	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2029	\$ 3,126.78	\$ 1,396.04	\$ 4,522.82
2030	\$ 0.00	\$ 1,396.04	\$ 1,396.04
2031	\$ -	\$ 1,396.04	\$ 1,396.04
2032	\$ -	\$ 1,396.04	\$ 1,396.04
2033	\$ -	\$ 1,396.04	\$ 1,396.04
2034	\$ -	\$ 1,396.04	\$ 1,396.04
Total	\$ 28,141.02	\$ 19,544.56	\$ 47,685.58

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-5 – PARCEL 97463 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 97463 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2022	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2023	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2024	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2025	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2026	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2027	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2028	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2029	\$ 1,827.82	\$ 816.08	\$ 2,643.90
2030	\$ -	\$ 816.08	\$ 816.08
2031	\$ -	\$ 816.08	\$ 816.08
2032	\$ -	\$ 816.08	\$ 816.08
2033	\$ -	\$ 816.08	\$ 816.08
2034	\$ -	\$ 816.08	\$ 816.08
Total	\$ 16,450.38	\$ 11,425.12	\$ 27,875.50

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-6 – PARCEL 97464 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 97464 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2022	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2023	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2024	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2025	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2026	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2027	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2028	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2029	\$ 2,975.24	\$ 1,328.38	\$ 4,303.62
2030	\$ 0.00	\$ 1,328.38	\$ 1,328.38
2031	\$ -	\$ 1,328.38	\$ 1,328.38
2032	\$ -	\$ 1,328.38	\$ 1,328.38
2033	\$ -	\$ 1,328.38	\$ 1,328.38
2034	\$ -	\$ 1,328.38	\$ 1,328.38
Total	\$ 26,777.16	\$ 18,597.32	\$ 45,374.48

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-7 – PARCEL 90303 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 90303 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2022	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2023	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2024	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2025	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2026	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2027	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2028	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2029	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2030	\$ 4,790.69	\$ 2,138.94	\$ 6,929.63
2031	\$ 4,790.63	\$ 2,138.94	\$ 6,929.57
2032	\$ -	\$ 2,138.94	\$ 2,138.94
2033	\$ -	\$ 2,138.94	\$ 2,138.94
2034	\$ -	\$ 2,138.94	\$ 2,138.94
Total	\$ 52,697.53	\$ 29,945.16	\$ 82,642.69

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-8 – PARCEL 92325 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 92325 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2022	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2023	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2024	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2025	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2026	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2027	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2028	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2029	\$ 3,924.71	\$ 1,752.30	\$ 5,677.01
2030	\$ -	\$ 1,752.30	\$ 1,752.30
2031	\$ -	\$ 1,752.30	\$ 1,752.30
2032	\$ -	\$ 1,752.30	\$ 1,752.30
2033	\$ -	\$ 1,752.30	\$ 1,752.30
2034	\$ -	\$ 1,752.30	\$ 1,752.30
Total	\$ 35,322.39	\$ 24,532.20	\$ 59,854.59

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-9 – PARCEL 95378 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 95378 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2022	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2023	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2024	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2025	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2026	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2027	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2028	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2029	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2030	\$ 3,027.81	\$ 1,351.85	\$ 4,379.66
2031	\$ 0.02	\$ 1,351.85	\$ 1,351.87
2032	\$ -	\$ 1,351.85	\$ 1,351.85
2033	\$ -	\$ 1,351.85	\$ 1,351.85
2034	\$ -	\$ 1,351.85	\$ 1,351.85
Total	\$ 30,278.12	\$ 18,925.90	\$ 49,204.02

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-10 – PARCEL 95379 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 95379 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2022	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2023	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2024	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2025	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2026	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2027	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2028	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2029	\$ 4,824.71	\$ 2,154.13	\$ 6,978.84
2030	\$ -	\$ 2,154.13	\$ 2,154.13
2031	\$ -	\$ 2,154.13	\$ 2,154.13
2032	\$ -	\$ 2,154.13	\$ 2,154.13
2033	\$ -	\$ 2,154.13	\$ 2,154.13
2034	\$ -	\$ 2,154.13	\$ 2,154.13
Total	\$ 43,422.39	\$ 30,157.82	\$ 73,580.21

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-11 – PARCEL 115192 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 115192 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2022	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2023	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2024	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2025	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2026	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2027	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2028	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2029	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2030	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2031	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2032	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2033	\$ 4,642.23	\$ 2,072.66	\$ 6,714.89
2034	\$ 0.04	\$ 2,072.66	\$ 2,072.70
Total	\$ 60,349.03	\$ 29,017.24	\$ 89,366.27

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-12 – PARCEL 30102 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 30102 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2022	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2023	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2024	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2025	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2026	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2027	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2028	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2029	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2030	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2031	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2032	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2033	\$ 19,862.96	\$ 8,868.39	\$ 28,731.35
2034	\$ 34.68	\$ 8,868.39	\$ 8,903.07
Total	\$ 258,253.16	\$ 124,157.46	\$ 382,410.62

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-13 – PARCEL 114958 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 114958 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2022	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2023	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2024	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2025	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2026	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2027	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2028	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2029	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2030	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2031	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2032	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2033	\$ 22,626.63	\$ 10,102.31	\$ 32,728.94
2034	\$ 7.06	\$ 10,102.31	\$ 10,109.37
Total	\$ 294,153.25	\$ 141,432.34	\$ 435,585.59

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-14 – PARCEL 127995 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 127995 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2022	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2023	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2024	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2025	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2026	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2027	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2028	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2029	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2030	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2031	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2032	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2033	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
2034	\$ 9,593.74	\$ 4,283.40	\$ 13,877.14
Total	\$ 134,312.36	\$ 59,967.60	\$ 194,279.96

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-15 – PARCEL 114957 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 114957 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 80.41	\$ 35.90	\$ 116.31
2022	\$ 80.41	\$ 35.90	\$ 116.31
2023	\$ 80.41	\$ 35.90	\$ 116.31
2024	\$ 80.41	\$ 35.90	\$ 116.31
2025	\$ 80.41	\$ 35.90	\$ 116.31
2026	\$ 80.41	\$ 35.90	\$ 116.31
2027	\$ 80.41	\$ 35.90	\$ 116.31
2028	\$ 80.41	\$ 35.90	\$ 116.31
2029	\$ 80.41	\$ 35.90	\$ 116.31
2030	\$ 80.41	\$ 35.90	\$ 116.31
2031	\$ 80.41	\$ 35.90	\$ 116.31
2032	\$ 80.41	\$ 35.90	\$ 116.31
2033	\$ 80.41	\$ 35.90	\$ 116.31
2034	\$ 80.41	\$ 35.90	\$ 116.31
Total	\$ 1,125.74	\$ 502.60	\$ 1,628.34

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.071 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-16 – PARCEL 104899 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 104899 Annual Installments					
Installment Due 1/31	Capital Assessment Installments ¹		O&M Assessment Installments ²		Total
2021	\$	37,141.52	\$	17,314.50	\$ 54,456.02
2022	\$	37,141.52	\$	17,314.50	\$ 54,456.02
2023	\$	37,141.52	\$	17,314.50	\$ 54,457.02
2024	\$	37,141.52	\$	17,314.50	\$ 54,458.02
2025	\$	37,141.52	\$	17,314.50	\$ 54,459.02
2026	\$	37,141.52	\$	17,314.50	\$ 54,460.02
2027	\$	37,141.52	\$	17,314.50	\$ 54,461.02
2028	\$	37,141.52	\$	17,314.50	\$ 54,462.02
2029	\$	37,141.52	\$	17,314.50	\$ 54,463.02
2030	\$	37,141.52	\$	17,314.50	\$ 54,464.02
2031	\$	37,141.52	\$	17,314.50	\$ 54,465.02
2032	\$	37,141.52	\$	17,314.50	\$ 54,466.02
2033	\$	37,141.52	\$	17,314.50	\$ 54,467.02
2034	\$	37,141.52	\$	17,314.50	\$ 54,468.02
2035	\$	37,141.52	\$	17,314.50	\$ 54,469.02
2036	\$	37,141.52	\$	17,314.50	\$ 54,470.02
2037	\$	37,141.52	\$	17,314.50	\$ 54,471.02
2038	\$	37,141.52	\$	17,314.50	\$ 54,472.02
2039	\$	37,141.52	\$	17,314.50	\$ 54,473.02
2040	\$	37,141.52	\$	17,314.50	\$ 54,474.02
2041	\$	13,186.23	\$	17,314.50	\$ 30,519.73
Total	\$	756,016.63	\$	363,604.50	\$ 1,119,811.13

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.068 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-17 – PARCEL 113268 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 113268 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ 35,497.57	\$ 16,548.13	\$ 52,045.70
2022	\$ 35,497.57	\$ 16,548.13	\$ 52,045.70
2023	\$ 35,497.57	\$ 16,548.13	\$ 52,046.70
2024	\$ 35,497.57	\$ 16,548.13	\$ 52,047.70
2025	\$ 35,497.57	\$ 16,548.13	\$ 52,048.70
2026	\$ 35,497.57	\$ 16,548.13	\$ 52,049.70
2027	\$ 35,497.57	\$ 16,548.13	\$ 52,050.70
2028	\$ 35,497.57	\$ 16,548.13	\$ 52,051.70
2029	\$ 35,497.57	\$ 16,548.13	\$ 52,052.70
2030	\$ 35,497.57	\$ 16,548.13	\$ 52,053.70
2031	\$ 35,497.57	\$ 16,548.13	\$ 52,054.70
2032	\$ 35,497.57	\$ 16,548.13	\$ 52,055.70
2033	\$ 35,497.57	\$ 16,548.13	\$ 52,056.70
2034	\$ 35,497.57	\$ 16,548.13	\$ 52,057.70
2035	\$ 35,497.57	\$ 16,548.13	\$ 52,058.70
2036	\$ 35,497.57	\$ 16,548.13	\$ 52,059.70
2037	\$ 35,497.57	\$ 16,548.13	\$ 52,060.70
2038	\$ 35,497.57	\$ 16,548.13	\$ 52,061.70
2039	\$ 35,497.57	\$ 16,548.13	\$ 52,062.70
2040	\$ 35,497.57	\$ 16,548.13	\$ 52,063.70
2041	\$ 35,497.57	\$ 16,548.13	\$ 52,064.70
Total	\$ 745,448.97	\$ 347,510.73	\$ 1,093,149.70

¹ Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The 2019 Amended and Restated SAP collects the Capital Assessments at a rate of \$0.068 per square foot.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.

EXHIBIT B-18 – PARCEL 47760 ANNUAL INSTALLMENT SCHEDULE

Hunter's Crossing PID - Parcel 47760 Annual Installments

Installment Due 1/31	Capital Assessment Installments ¹	O&M Assessment Installments ²	Total
2021	\$ -	\$ 52,385.38	\$ 52,385.38
2022	\$ -	\$ 52,385.38	\$ 52,385.38
2023	\$ -	\$ 52,385.38	\$ 52,386.38
2024	\$ -	\$ 52,385.38	\$ 52,387.38
2025	\$ -	\$ 52,385.38	\$ 52,388.38
2026	\$ -	\$ 52,385.38	\$ 52,389.38
2027	\$ -	\$ 52,385.38	\$ 52,390.38
2028	\$ -	\$ 52,385.38	\$ 52,391.38
2029	\$ -	\$ 52,385.38	\$ 52,392.38
2030	\$ -	\$ 52,385.38	\$ 52,393.38
2031	\$ -	\$ 52,385.38	\$ 52,394.38
2032	\$ -	\$ 52,385.38	\$ 52,395.38
2033	\$ -	\$ 52,385.38	\$ 52,396.38
2034	\$ -	\$ 52,385.38	\$ 52,397.38
2035	\$ -	\$ 52,385.38	\$ 52,398.38
2036	\$ -	\$ 52,385.38	\$ 52,399.38
2037	\$ -	\$ 52,385.38	\$ 52,400.38
2038	\$ -	\$ 52,385.38	\$ 52,401.38
2039	\$ -	\$ 52,385.38	\$ 52,402.38
2040	\$ -	\$ 52,385.38	\$ 52,403.38
2041	\$ -	\$ 52,385.38	\$ 52,404.38
Total	\$ -	\$ 1,100,092.98	\$ 1,100,282.98

¹ Parcel 47760 prepaid the Capital Assessment and is only subject to the O&M Assessment.

² Pursuant to the 2019 Amended and Restated SAP, since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to \$0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update. To date, the District has collected \$1,414,218.57 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original \$5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 73.81% of remains to be levied on an annual basis for the maintenance and operation of the District. The O&M assessments levied may be adjusted annually by City Council.



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 8C

TITLE:

Consider action to approve the second reading of Ordinance No. 2020-24 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The FY2020 budget was approved by City Council on September 24, 2019. Since that approval, the Economic Development Corporation (EDC) made the following amendment:

Budget Amendment #1: Economic Development Corporation-Expenditures

The EDC passed Resolution R-2020-0017 on July 20, 2020 to amend their FY2020 budget to allocate \$320,000 from reserve funds for the distribution of funds to Bastrop businesses to assist with the retention and training of employees due to COVID-19.

POLICY EXPLANATION:

The Texas Local Government Code Sec. 501.073 states the corporation's authorizing unit (the city) will approve all programs and expenditures of a corporation.

The City Charter requires that when the budget is amended, that the amendment be made by Ordinance.

FUNDING SOURCE:

EDC

RECOMMENDATION:

Consider action to approve the second reading of Ordinance No. 2020-24 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

ATTACHMENTS:

- Ordinance 2020-24
- Exhibit A
- EDC Resolution R-2020-0017

ORDINANCE NO. 2020-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP ECONOMIC DEVELOPMENT BUDGET FOR THE FISCAL YEAR 2020 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN, AS ATTACHED IN EXHIBIT A; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND ESTABLISHING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bastrop, Texas has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2020; and

WHEREAS, the Mayor and City Council have now provided for and conducted a public hearing on the budget as provided by law.

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

Section 1: That the proposed budget amendment(s) for the Fiscal Year 2020, as submitted to the City Council by the City Manager and which budget amendment(s) are attached hereto as Exhibit A, are hereby adopted and approved as the amended budget of said city for Fiscal Year 2020.

Section 2: If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

Section 3: This ordinance shall take effect upon the date of final passage noted below, 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 APPROVED on First Reading on the 11th day of August 2020.

READ and ADOPTED on Second Reading on the 25rd day of August 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

EXHIBIT A

Budget Amendment #1: Economic Development Corporation-Expenditures

FY 2020 Budget Book (Page 314)

Original Budget as previously Amended	\$ 5,513,898
Real Property (601-70-00-5649)	<u>\$ 320,000</u>
New Total Expenditure	\$5,833,898

This amendment is using available reserve funds to allocate \$320,000 from reserve funds for the distribution of funds to Bastrop businesses to assist with the retention and training of employees due to COVID-19.

A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING AND REQUESTING APPROVAL OF AN AMENDMENT TO THE BASTROP ECONOMIC DEVELOPMENT CORPORATION'S FY 2019/2020 ANNUAL BUDGET TO ALLOCATE THREE HUNDRED TWENTY THOUSAND DOLLARS (\$320,000.00) FROM RESERVE FUNDS FOR THE DISTRIBUTION OF FUNDS TO BASTROP BUSINESSES TO ASSIST WITH THE RETENTION AND TRAINING OF EMPLOYEES DURING THE COVID-19 PANDEMIC AND NATIONAL DISASTER; AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE ALL NECESSARY PAPERWORK; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Bastrop Economic Development Corporation ("BEDC") is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the "Act"); and

WHEREAS, the COVID-19 National Disaster has caused businesses in Bastrop, Texas, to temporarily close and/or experience reductions in sales, workforce, capital development and/or business enterprise retractions for all size businesses located within the City of Bastrop; and

WHEREAS, businesses in the City of Bastrop experienced a retraction brought on by the COVID-19 pandemic; and

WHEREAS, businesses desire to expand to the size, employment, enterprise and/or revenue levels experienced by those businesses prior to the retraction brought on by the National Disaster declaration and COVID-19 pandemic crisis; and

WHEREAS, the BEDC desires to offer a third round of "Relief Grants" as an incentive to City of Bastrop businesses to enable them to expand to the size, employment, enterprise and/or revenue levels experienced by those businesses prior to the National Disaster declaration and COVID-19 pandemic crisis, which promotes or develops new or expanded business enterprise that create or retain primary jobs in substantial conformity with the Act; and

WHEREAS, the BEDC provided Bastrop businesses with funds in Resolution-2020-0011 (the first round of Relief Grants approved April 13, 2020); and

WHEREAS, the BEDC provided Bastrop businesses with funds in Resolution-2020-0013 (the second round of Relief Grants approved May 11, 2020); and

WHEREAS, a third round of Relief Grants will contribute to the City of Bastrop by helping businesses expand to the size, employment, enterprise and/or revenue levels experienced by those businesses prior to the National Disaster declaration, creating a direct overall improvement/stimulus in the local economy; and

WHEREAS, the BEDC adopted its FY 2019/2020 Annual Budget on August 19, 2019, which was subsequently adopted and authorized by the City of Bastrop City Council in September 2019; and

WHEREAS, the FY 2019/2020 Annual Budget did not include adequate funding for Relief Grants, so the FY 2019/2020 Annual Budget must be amended to allocate this \$320,000.00 in reserve funds to expend the third round of Relief Grants; and

WHEREAS, the Board finds that those businesses who can demonstrate a loss of at least twenty-five percent (25%) in gross revenues for either the month of June or July 2020 will be eligible for a grant this third round and in accordance with this Resolution; and

WHEREAS, it is hereby officially found and determined 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.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:

SECTION 1. The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

SECTION 2. The Board approves an amendment to the FY 2019/2020 Annual Budget to allocate funds from the BEDC Reserve Fund Balance Account in the amount of \$320,000.00 to "SPL Disaster Relief Grants", 70-00-5649 (the "Budget Amendment") to be awarded to businesses who can demonstrate a loss of at least twenty-five (25%) in gross revenues for either the month of June or July 2020.

SECTION 3. The Board recommends and requests that the Budget Amendment approved hereby by the BEDC be considered and approved by the City of Bastrop City Council for the purposes stated herein.

SECTION 4. The Board authorizes BEDC's Chief Executive Officer to take all necessary actions and to execute all necessary documents to ensure the Budget Amendment is approved.

SECTION 5. This Resolution is effective upon passage.

PASSED AND APPROVED on the 20th day of July 2020 by the Board of Directors of the Bastrop Economic Development Corporation.

[SIGNATURE PAGE FOLLOWS]

BASTROP ECONOMIC
DEVELOPMENT CORPORATION

Kathryn Nash

Kathryn Nash, Board Chair

ATTEST:

Sam Kier

Sam Kier, Board Secretary

APPROVED AS TO FORM:

Rebbyn Katz

Denton, Navarro, Rocha, Bernal & Zech, P.C



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 9A

TITLE:

Consider and adopt on first and final reading Ordinance No. 2020-25 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

STAFF REPRESENTATIVE:

Trey Job, Interim City Manager

BACKGROUND/HISTORY

A declaration of local disaster and public health emergency includes the ability to take measures to reduce the possibility of exposure to disease, control the risk, prevent the spread of the disease, and promote the health and safety of individuals in the City of Bastrop; and

POLICY EXPLANATION:

On March 16, 2020 the City Council Confirmed a Declaration of Disaster due to the novel coronavirus (COVID-19). Within that declaration the mayor is granted the authority to take extraordinary measures to protect the health and safety of the citizens of Bastrop.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider and adopt on first and final reading Ordinance No. 2020-25 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

ATTACHMENTS:

- Ordinance No. 2020-25
- Emergency order of the Mayor

EMERGENCY ORDINANCE 2020-25

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, CONFIRMING AND RATIFYING THE EMERGENCY ORDERS ISSUED BY THE MAYOR AS THE EMERGENCY MANAGEMENT DIRECTOR, AS DESCRIBED IN EXHIBIT A; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, ENFORCEMENT, AND PENALTY; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus; and

WHEREAS, on March 13, 2020, Texas Governor Greg Abbott declared a State of Disaster for all counties in Texas, and the President of the United States of America declared a national emergency in relation to COVID-19; and

WHEREAS, on March 16, 2020, the Mayor issued a Declaration of Local Disaster to allow the City of Bastrop to take measures to reduce the possibility of exposure to COVID-19 and promote the health and safety of Bastrop residents; and

WHEREAS, Section 418.108 of the Texas Government Code provides that a declaration of local disaster activates the City's Emergency Management Plan; and

WHEREAS, in furtherance of the declaration of local disaster, the Mayor issued certain orders pursuant to Chapter 418 of the Texas Government Code; and

WHEREAS, Section 3.15(b) of the Bastrop City Charter allows the City Council to adopt an emergency ordinance relating to the immediate preservation of the public peace, health or safety, and such emergency ordinances shall take effect immediately upon adoption and execution without a second consideration; and

WHEREAS, Section 54.001 of the Texas Local Government Code generally provides the maximum penalties for violations of municipal ordinances, rules, or police regulations; and

WHEREAS, Section 418.173 of the Texas Government Code provides that a local emergency management plan may provide that failure to comply with the plan or with a rule, order, or ordinance adopted under the plan is an offense punishable by a fine not to exceed \$1,000 or confinement in jail for a term not to exceed 180 days; and

WHEREAS, the City Council of the City of Bastrop, Texas, finds it reasonable and necessary for the protection of the health and safety of the residents of the City of Bastrop to confirm and ratify the orders issued by the Mayor pursuant to Chapter 418 of the Texas Government Code, as described in **Exhibit A**; and

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

SECTION 1. FINDINGS OF FACT: The foregoing recitals are incorporated into this Emergency Ordinance by reference as findings of fact as if expressly set forth herein.

SECTION 2. CONFIRMATION & RATIFICATION: The City Council of the City of Bastrop, Texas, in accordance with the authority vested in the governing body of the City of Bastrop, Texas, by Section 418.108 of the Texas Government Code, hereby confirms and ratifies the emergency orders issued by the Mayor in furtherance of the declaration of local disaster, as described in **Exhibit A**.

SECTION 3. PUBLIC NOTICE: The City Secretary is hereby directed to give prompt and general publicity to this Emergency Ordinance.

SECTION 4. CONFLICTS: In the case of any conflict between other provisions of this Emergency Ordinance and any existing Ordinance of the City, the provisions of this Emergency Ordinance will control.

SECTION 5. SEVERABILITY: If any provision of this Emergency Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Emergency Ordinance that can be given effect without the invalid provision.

SECTION 6. ENFORCEMENT: The City shall have the power to administer and enforce the provisions of this Emergency Ordinance as may be required by governing law. Any person violating any provision of this Emergency Ordinance violates Section 1.08.011 of the Bastrop City Code. In accordance with Section 418.173 of the Texas Government Code, a violation is a misdemeanor punishable by a fine not to exceed \$1,000 or confinement in jail for a term not to exceed 180 days. Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and/or equity.

SECTION 7. EFFECTIVE DATE: In accordance with Section 3.15(b) of the Bastrop City Charter, this Emergency Ordinance shall be *effective immediately* upon passage.

SECTION 8. OPEN MEETING: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

READ, ACKNOWLEDGED & APPROVED on the First & Final Reading on this, the 25th day of August 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit A



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 9B

TITLE:

Consider action to approve Resolution No. R-2020-74 of the City Council of the City of Bastrop, Texas to approve grant administration service providers to provide grant writing services for a complete application and project implementation for grant projects, including but not limited to the Department of Agriculture Texas Community Development Block Grant Program, to include Downtown Revitalization of Water Street; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager of Development Services

BACKGROUND/HISTORY:

The Downtown Revitalization and Main Street Programs objective is to provide infrastructure improvements to address the conditions that contribute to the deterioration in an area designated as slum or blighted in the applicant community's downtown or main street area.

The Grant amount ranges from \$50,000.00 to \$500,000.00 with a minimum match of 3.5%. The larger the match the more points you can receive. I propose we maximize the points and match up to 15% for the maximum amount of point. If we are funded the requested 500,000 dollars, the City of Bastrop's out of pocket expense would be \$75,000.00.

TxCDBG monies are only available for public infrastructure improvements or activities explicitly needed to eliminate slum and blighted conditions in the downtown or main street area. For all proposed uses, requested funds may not exceed the minimum necessary to meet the needs of the area. Excess/speculative improvements, extra connections or excessive looping will not be funded.

TxCDBG monies are to reimburse a city for eligible expenditures it has made or incurred, rather than advance payments. These reimbursements will be only for work/materials actually completed/delivered. Cities are responsible to pay construction contractors according to the terms of their agreements.

TxCDBG monies are available to reimburse cities for construction draws when they are in compliance with the terms of their TxCDBG contract. Failure to comply with the terms of the TxCDBG contract does not relieve the city of its liability to pay contractors.

Funds may be provided for the following:

- Sidewalks and lighting,
- Activities required to eliminate architectural barriers for the disabled.
- Water lines, storage and pumping facilities, and related items

- Sewer lines, lift stations, and related items
- Road construction/renovation, to include curb and gutter and related drainage.
- Natural gas lines and related items.
- Electric power lines and transformers.
- Utilities including natural gas, and electric
- High-speed internet infrastructure, with prior approval from TDA
- Award administration
- Demolition and clearance activity of non-residential structures.

The project limits for this proposed project will be on Water Street from Farm Street to Pine Street. The project will be to provide sidewalks where needed and eliminate barriers to accessibility from along Water Street.

POLICY EXPLANATION:

In the past the City of Bastrop City Council has encouraged staff to find new funding sources to promote fiscal sustainability, protect the public health and life safety.

FUNDING SOURCE:

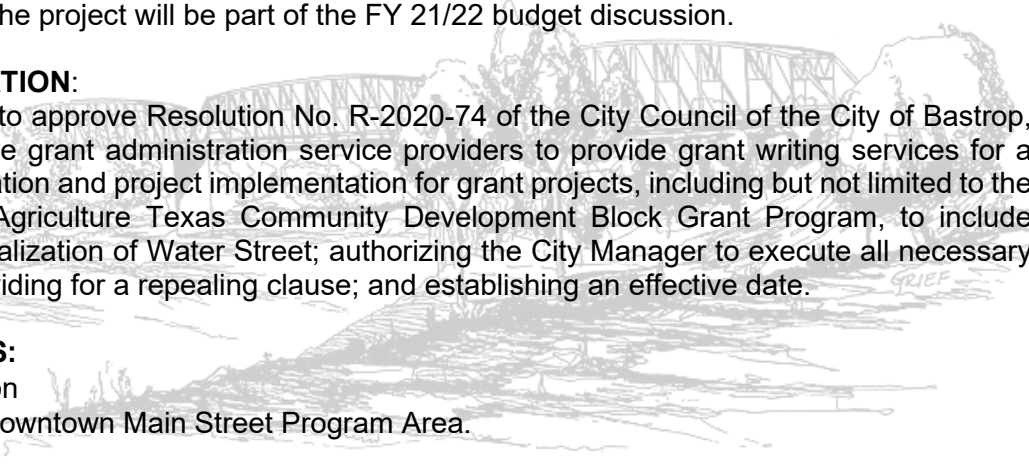
The funding for the project will be part of the FY 21/22 budget discussion.

RECOMMENDATION:

Consider action to approve Resolution No. R-2020-74 of the City Council of the City of Bastrop, Texas to approve grant administration service providers to provide grant writing services for a complete application and project implementation for grant projects, including but not limited to the Department of Agriculture Texas Community Development Block Grant Program, to include Downtown Revitalization of Water Street; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Map of Downtown Main Street Program Area.



RESOLUTION NO. R-2020-74

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS TO APPROVE GRANT ADMINISTRATION SERVICE PROVIDERS TO PROVIDE GRANT WRITING SERVICES TO COMPLETE APPLICATION AND PROJECT IMPLEMENTATION FOR GRANT PROJECTS, INCLUDING BUT NOT LIMITED TO, THE DEPARTMENT OF AGRICULTURE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TxCDBG) PROGRAM, TO INCLUDE DOWNTOWN REVITALIZATION OF WATER STREET; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bastrop desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- to moderate-income; and

WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Bastrop to apply for funding under the Texas Community Development Block Grant Program;

WHEREAS, The City Council of the City of Bastrop, Texas 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 Council of the City of Bastrop, Texas is committed to improving drainage, response time, and resiliency around the City following several overwhelming flood events; and

WHEREAS, The City of Bastrop, Texas has found Langford Community Management Services to be qualified to provide application and implementation services for grant programs including the TxCDBG program and Downtown revitalization Program.

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 Agreement for Professional Services with Langford Community Management Services, to provide application and implementation services for the Texas Community Development Block Grant Program and the Downtown Revitalization Program Fund.

Section 2: That the city's application be placed in competition for funding under the Downtown Revitalization Program Fund.

Section 3: That the application be for up to \$500,000.00 of grant funds to provide ADA compliant downtown sidewalks including possible drainage, streets, and lighting improvements.

Section 4: That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

Section 5: That it further be stated that the City of Bastrop is committing \$75,000.00 as a cash contribution toward the project activities of this Downtown Revitalization Program project.

Section 6: 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 7: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 25th day of August, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

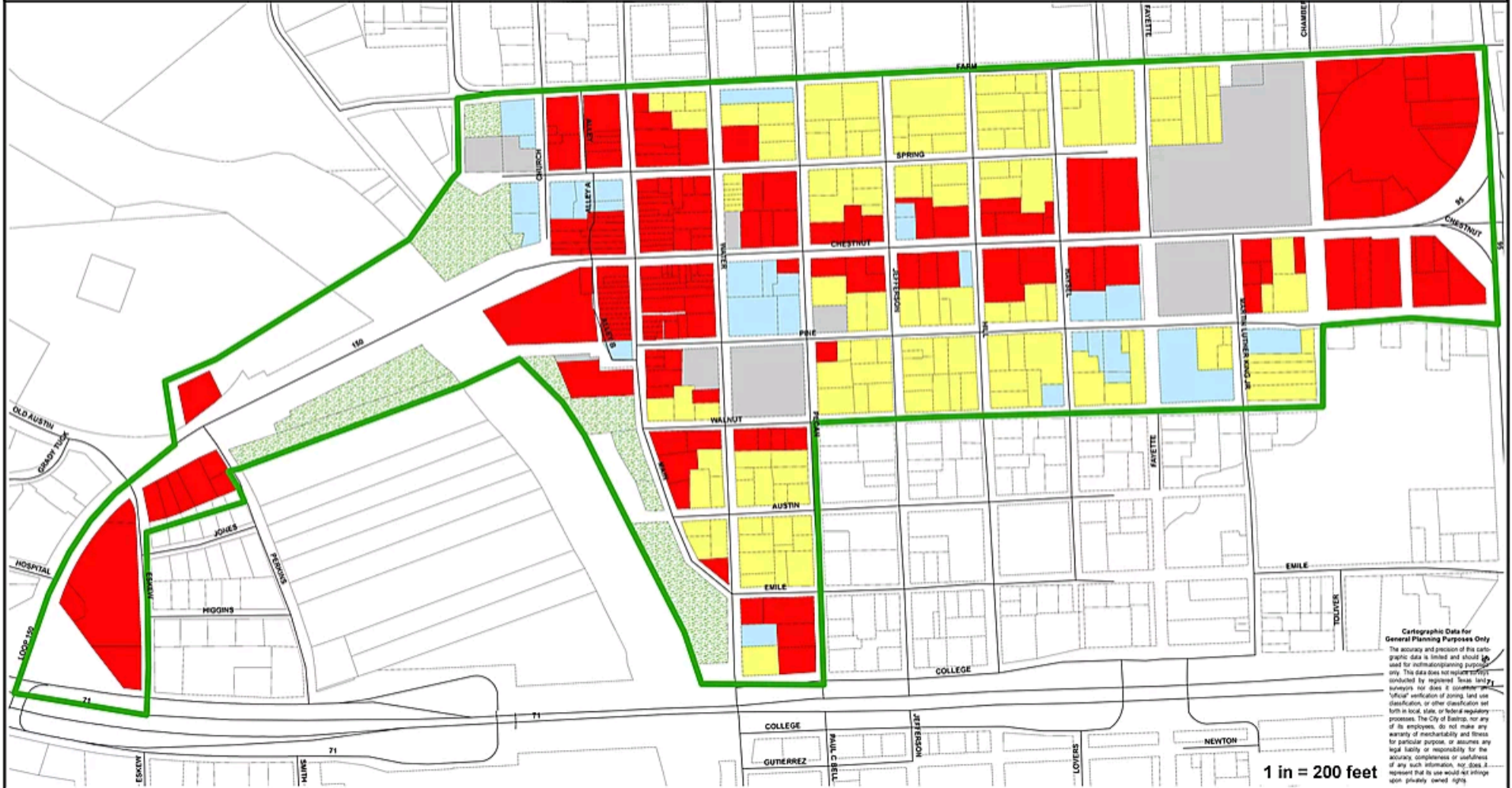
Alan Bojorquez, City Attorney



The City of Bastrop Main Street Program Area

Legend

- Churches, Schools, & Non-Profit
- Commercial
- Government
- Residential
- Parks



Cartographic Data for General Planning Purposes Only
 The accuracy and precision of this cartographic data is limited and should not be used for engineering purposes only. This data does not represent any warranty or liability for the accuracy, completeness or suitability of any such information, nor does it represent that its use would not infringe upon privately owned rights.

1 in = 200 feet



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 9C

TITLE:

Consider action to approve the first reading of Ordinance No. 2020-26 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the September 8, 2020 City Council consent agenda for a second reading.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The FY2020 budget was approved by City Council on September 24, 2019. Since that approval, the Economic Development Corporation (EDC) made the following amendment:

Budget Amendment #1: Economic Development Corporation-Expenditures

The EDC passed Resolution R-2020-0018 on July 20, 2020 to amend their FY2020 budget to allocate \$1,120,000 from reserve funds to provide the remaining funding for the 921 Main Street project.

POLICY EXPLANATION:

The Texas Local Government Code Sec. 501.073 states the corporation's authorizing unit (the city) will approve all programs and expenditures of a corporation.

The City Charter requires that when the budget is amended, that the amendment be made by Ordinance.

FUNDING SOURCE:

EDC

RECOMMENDATION:

Approve the first reading of Ordinance No. 2020-26 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the September 8, 2020 City Council consent agenda for a second reading.

ATTACHMENTS:

- Ordinance 2020-26
- Exhibit A
- EDC Resolution R-2020-0018

ORDINANCE NO. 2020-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP ECONOMIC DEVELOPMENT BUDGET FOR THE FISCAL YEAR 2020 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN, AS ATTACHED IN EXHIBIT A; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND ESTABLISHING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bastrop, Texas has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2020; and

WHEREAS, the Mayor and City Council have now provided for and conducted a public hearing on the budget as provided by law.

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

Section 1: That the proposed budget amendment(s) for the Fiscal Year 2020, as submitted to the City Council by the City Manager and which budget amendment(s) are attached hereto as Exhibit A, are hereby adopted and approved as the amended budget of said city for Fiscal Year 2020.

Section 2: If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

Section 3: This ordinance shall take effect upon the date of final passage noted below, 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 APPROVED on First Reading on the 25th day of August 2020.

READ and ADOPTED on Second Reading on the 8th day of September 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

EXHIBIT A

Budget Amendment #1: Economic Development Corporation-Expenditures

FY 2020 Budget Book (Page 314)

Original Budget as previously Amended	\$ 5,833,898
Real Property (601-70-00-5649)	<u>\$ 1,120,000</u>
New Total Expenditure	\$6,953,898

This amendment is using available reserve funds to allocate \$1,120,000 from reserve funds for the additional funds necessary to complete the 921 Main Street project. With this amendment the projected ending fund balance as of 9/30/2020 will be \$2,688,998.

A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING AND REQUESTING APPROVAL OF AN AMENDMENT TO THE BASTROP ECONOMIC DEVELOPMENT CORPORATION'S FY 2019/2020 ANNUAL BUDGET TO ALLOCATE \$1,120,000 FROM RESERVE FUNDS FOR THE ESTIMATED COSTS TO COMPLETE THE PROJECT AT 921 MAIN STREET, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE ALL NECESSARY PAPERWORK, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Bastrop Economic Development Corporation ("BEDC") is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the "Act"), and is acting with the approval of the governing body of the City of Bastrop, Texas (the "City"); and

WHEREAS, in May, June, and July 2019, the BEDC approved Resolutions R-2019-0006, R-2019-0007 and R-2019-0015 authorizing the BEDC to build a two-story and approximately 9,000-square-foot commercial building at 921 Main Street in the amount of \$1,800,000 to be financed with a loan from Roscoe State Bank, with approximately \$377,072 of the \$1.8M being paid from BEDC reserve funds; and

WHEREAS, on January 27, 2020, the BEDC approved Resolution R-2020-03 authorizing Sabre Commercial to construct the commercial building at 921 Main Street with a guaranteed maximum price bid to complete the scope of the project at \$2,400,000; and

WHEREAS, the total estimated cost of the Project at 921 Main Street is \$2,920,000, which includes \$557,233.65 paid to designers, engineers, architects, suppliers and laborers directly by the BEDC to complete the project timely, thereby requiring a \$1,120,000 budget amendment to the BEDC's FY 2019/2020 Annual Budget approved on August 19, 2019, which was subsequently adopted and authorized by the City of Bastrop City Council; and

WHEREAS, the FY 2019/2020 Annual Budget only included \$377,072 in out-of-pocket costs for the 921 Main Street Project, but did not include this additional \$1,120,000, which requires the funding to be allocated from BEDC's reserve funds; and

WHEREAS, the FY 2019/2020 Annual Budget must be amended to allocate this \$1,120,000 in reserve funds to provide the remaining funds to complete the 921 Main Street Project; and

WHEREAS, it is hereby officially found and determined 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.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:

SECTION 1. The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

SECTION 2. The BEDC Board agrees to fund the remaining costs of the 921 Main Street Project in the total amount of the Project costs of \$2,920,000.

SECTION 3. The Board approves an amendment to the FY 2019/2020 Annual Budget to allocate funds from the BEDC Reserve Fund Balance Account in the amount of \$1,120,000 to the appropriate BEDC account, to be determined by the City of Bastrop's Chief Financial Officer (the "Budget Amendment").

SECTION 4. The Board recommends and requests that the Budget Amendment approved hereby by the BEDC be considered and approved by the City of Bastrop City Council for the purposes stated herein.

SECTION 5. The Chief Executive Officer is hereby authorized and directed to prepare any instruments reasonably necessary to fulfill the intent expressed herein.

SECTION 6. This Resolution is effective upon passage.

DULY RESOLVED AND ADOPTED on this 20th day of July 2020 by the Board of Directors of the Bastrop Economic Development Corporation.

BASTROP ECONOMIC
DEVELOPMENT CORPORATION



Kathryn Nash, Board Chair

ATTEST:



Sam Kier, Board Secretary

APPROVED AS TO FORM:



Denton, Navarro, Rocha, Bernal & Zech, P.C



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 9D

TITLE:

Consider action to approve Resolution No. R-2020-75 of the City Council of the City of Bastrop, Texas, establishing the boundaries of the Historic Downtown/Commercial District of the City for purposes of applying for financial assistance from the Texas Department of Agriculture's Texas Capital Fund - Downtown Revitalization Program; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager of Development Services

BACKGROUND/HISTORY:

The Downtown Revitalization and Main Street Programs objective is to provide infrastructure improvements to address the conditions that contribute to the deterioration in an area designated as slum or blighted in the applicant community's downtown or main street area. Two things need to happen we need to define the Downtown Main Street area as historic for the purpose of this grant and declare the area as blighted. The lack of accessibility is can be considered blight.

. Typically, a downtown district will meet 2 or more of the following:

1. The city's historic area of commerce;
2. May be the area around the courthouse or city square;
3. Commercial area for the community;
4. Buildings of historical significance, but not primarily residential;
5. Must be areas included in or contiguous to the economic center of the community; and
6. The retail area for the community that does not include single-family dwellings.

This resolution if approved will allow us to submit for funding by September 1, 2020.

POLICY EXPLANATION:

In the past the City of Bastrop City Council has encouraged staff to find new funding sources to promote fiscal sustainability, protect the public health and life safety.

FUNDING SOURCE:

The funding for the project will be part of the FY 21/22 budget discussion.

RECOMMENDATION:

I recommend approval of Resolution No. R-2020-75 establishing the boundaries of the historic downtown/commercial district of the City for purposes of applying for financial assistance from the Texas Department of Agriculture's Texas Capital Fund - Downtown Revitalization Program; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Map of blighted area.



RESOLUTION NO. R-2020-75

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ESTABLISHING THE BOUNDARIES OF THE HISTORIC DOWNTOWN/COMMERCIAL DISTRICT OF THE CITY FOR PURPOSES OF APPLYING FOR FINANCIAL ASSISTANCE FROM THE TEXAS DEPARTMENT OF AGRICULTURE'S TEXAS CAPITAL FUND - DOWNTOWN REVITALIZATION PROGRAM; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City desires to take action to stimulate economic development within the community's original downtown/commercial district; and,

WHEREAS, the City desires to apply for financial assistance from the Texas Capital Fund Downtown Revitalization Program to create an atmosphere which will foster economic development activities; and,

WHEREAS, the Texas Capital Fund requires that the City Identify the boundaries of the Target Area within the Historic Downtown/Commercial District in which public Infrastructure Improvements will be accomplished.

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

Section 1: That the designated Historic Downtown/Commercial District be generally defined as bounded as follows:

- North: Farm Street
- South: Walnut Street
- East: Highway 95
- West: Loop 150 @ S.H. 71

and more specifically defined as shown on Exhibit A to this resolution(s), which is a map of the City with the district outlined.

Section 2: That the boundaries of the District may be modified by future resolution(s) approved by a majority vote of the City Council.

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.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 25th day of August, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

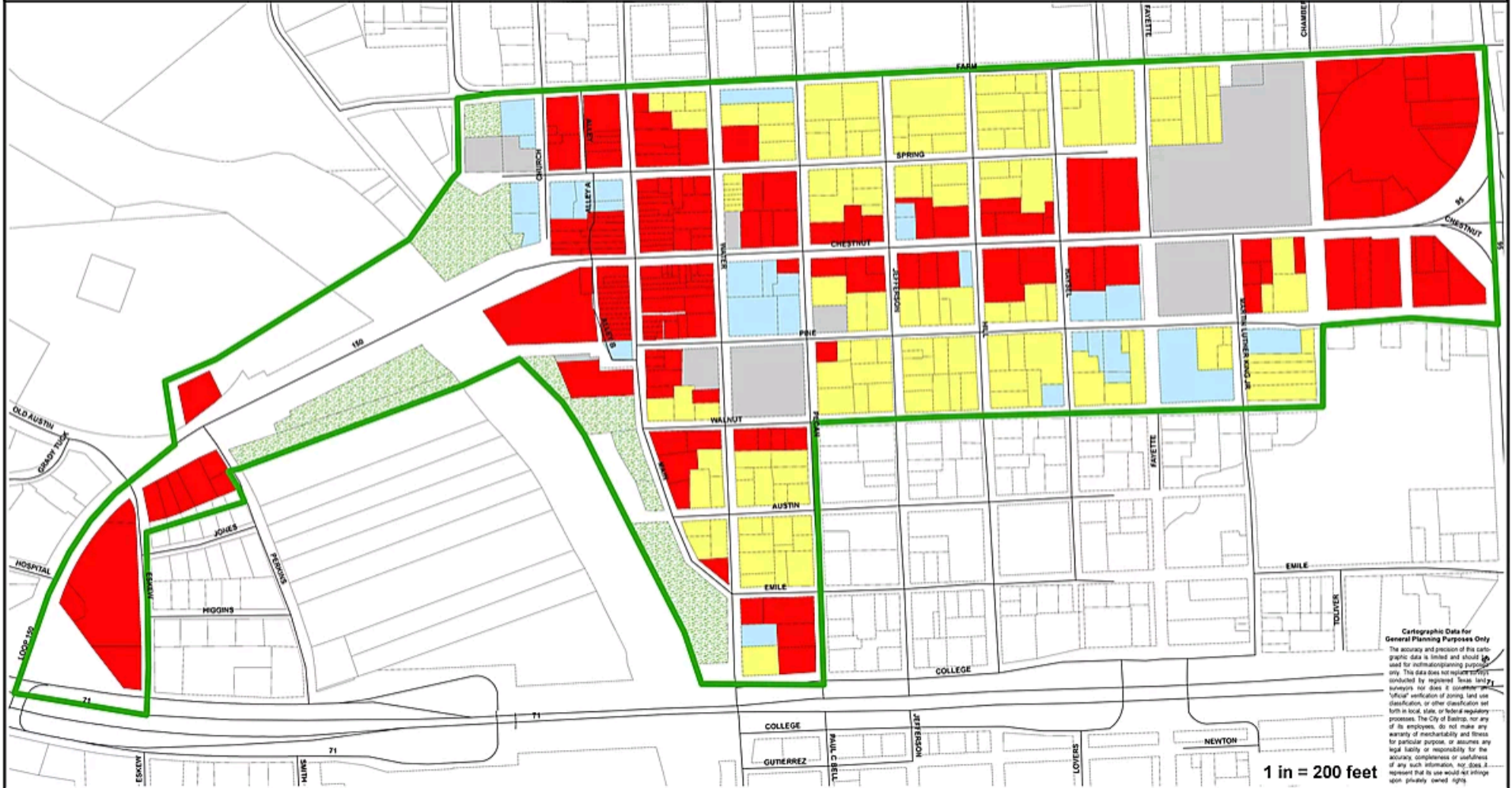
Alan Bojorquez, City Attorney



The City of Bastrop Main Street Program Area

Legend

- Churches, Schools, & Non-Profit
- Commercial
- Government
- Residential
- Parks



Cartographic Data for General Planning Purposes Only
 The accuracy and precision of this cartographic data is limited and should not be used for engineering purposes only. This data does not represent any warranty or liability for the accuracy, completeness or suitability of any such information, nor does it represent that its use would not infringe upon privately owned rights.

1 in = 200 feet



STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 9E

TITLE:

Consider action to approve Resolution No. R-2020-76 of the City Council of the City of Bastrop, Texas, finding that conditions exist within the designated historic downtown/commercial district of the city which are detrimental to the public health, safety and welfare of the community and, therefore, are declared to constitute a slum/blighted area.; providing for a repealing clause; and establishing an effective date.

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager of Development Services

BACKGROUND/HISTORY:

The Downtown Revitalization and Main Street Programs National Program Objective is to remove slum or blight from the Downtown Main Street Area.

To qualify under this objective, the area must:

1. be officially designated by the applicant through passed/adopted city council resolution.
2. meet a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law; and
3. exhibit physical signs of blight or decay.

This resolution if approved will allow us to submit for funding by September 1, 2020.

POLICY EXPLANATION:

In the past the City of Bastrop City Council has encouraged staff to find new funding sources to promote fiscal sustainability, protect the public health and life safety.

FUNDING SOURCE:

The funding for the project will be part of the FY 21/22 budget discussion.

RECOMMENDATION:

I recommend approval of Resolution No. R-2020-76 of the City Council of the City of Bastrop, Texas, finding that conditions exist within the Designated Historic Downtown/Commercial District of the City which are detrimental to the public health, safety and welfare of the community and, therefore, are declared to constitute a slum/blighted area.; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Map of Downtown Main Street Program Area.



RESOLUTION NO. R-2020-76

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, FINDING THAT CONDITIONS EXIST WITHIN THE DESIGNATED HISTORIC DOWNTOWN/COMMERCIAL DISTRICT OF THE CITY WHICH ARE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE COMMUNITY AND, THEREFORE, ARE DECLARED TO CONSTITUTE A SLUM/BLIGHTED AREA.; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City desires to take action to stimulate economic development within the community's original downtown/commercial district; and,

WHEREAS, the City Council has previously designated and defined the Historic Downtown/Commercial District for the purpose of economic development and historic preservation; and,

WHEREAS, the City Council has found conditions which are detrimental to the public health, safety, and welfare of the community within the district as follows- cracked, broken, and uneven sidewalks, lack of adequate walkways, and lack of handicap accessible ramping; and,

WHEREAS, the existence of said conditions are detrimental to the public health, safety and welfare due to the possibility of injury; and,

WHEREAS, the City Council of Bastrop has authorized an application for funding under the Downtown Revitalization Program, as follows:

Rehabilitate and replace cracked, broken, and uneven sidewalks and provide ADA compliant ramps and accessibility, including possible lighting, drainage, and streets. and,

WHEREAS, these project activities will aid in the elimination of slum/blight in the community by rehabilitation, replacement, and expansion of existing sidewalks and facilities and provide ADA compliant ramps and accessibility.

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

Section 1: That the designated Historic Downtown/Commercial District be generally defined has been determined to be a slum/blighted area and is described as bounded by:

North: Farm Street
South: Walnut Street
East: Highway 95
West: Loop 150 @ S.H. 71

and more specifically defined as shown on Exhibit A to this resolution(s), which is a map of the City with the district outlined.

Section 2: That the boundaries of the District may be modified by future resolution(s) approved by a majority vote of the City Council.

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.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 25th day of August, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

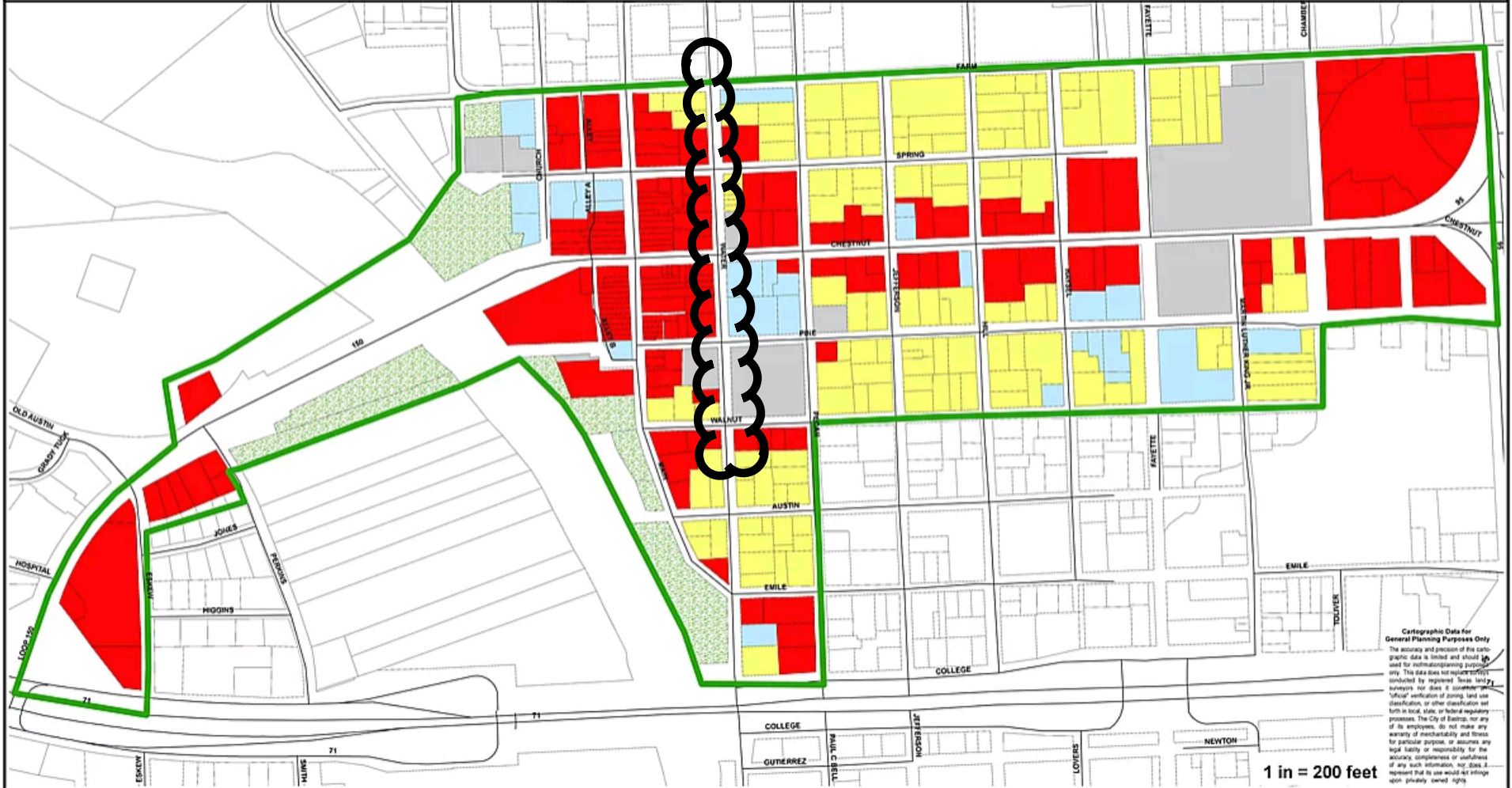
Alan Bojorquez, City Attorney



The City of Bastrop Main Street Program Area

Legend

- Churches, Schools, & Non-Profit
- Commercial
- Government
- Residential
- Parks



Cartographic Data for General Planning Purposes Only
 The accuracy and precision of this cartographic data is limited and should not be used for engineering purposes only. This data does not represent any warranty or liability for the accuracy, completeness or suitability of any such information, nor does it represent that its use would not infringe upon privately owned rights.



STAFF REPORT

MEETING DATE: August 25, 2020

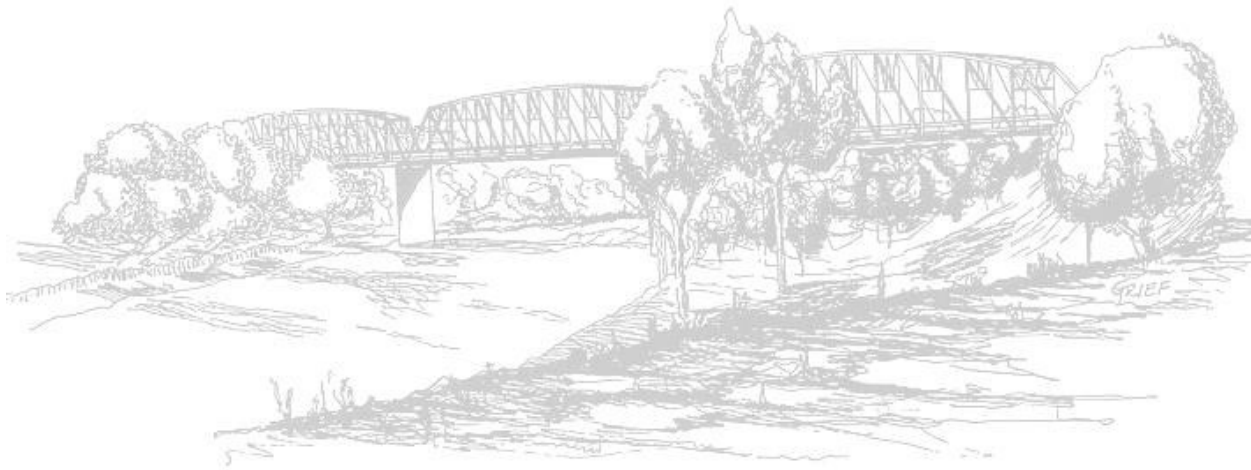
AGENDA ITEM: 10A

TITLE:

City Council shall convene into closed executive session pursuant to Sections 551.071 and 551.072 of the Texas Government Code to deliberate the acquisition of property associated with Fairview Cemetery.

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager





STAFF REPORT

MEETING DATE: August 25, 2020

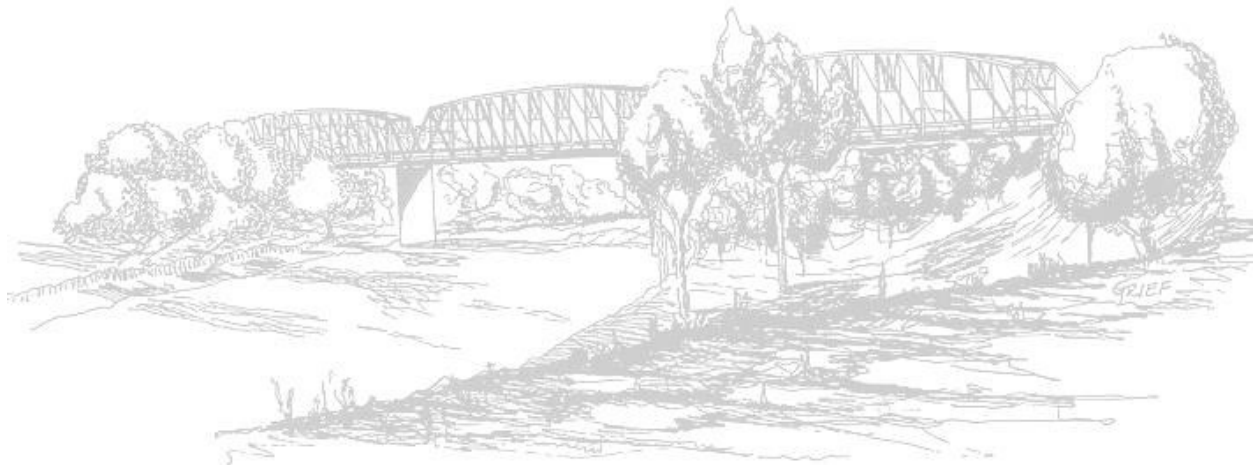
AGENDA ITEM: 10B

TITLE:

City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the acquisition of real property interests associated with the construction of Wastewater Treatment Plant #3 at 385 SH 304, Unit B, Bastrop, TX 78602, and its collections systems, including all related agreements, authorizations, easements, resolutions, and associated legal actions.

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager





STAFF REPORT

MEETING DATE: August 25, 2020

AGENDA ITEM: 11

TITLE:

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

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager

