

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).



September 22, 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 September 22, 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 – Pastor Robert Oliver, Police Chaplain

4. PRESENTATIONS

4A. Mayor's Report

- 4B. Council Members' Report
- 4C. City Manager's Report
- 4D. A proclamation of the City Council of the City of Bastrop, Texas, recognizing October 2, 2020 as National Custodial Workers Recognition Day.
- 4E. A proclamation of the City Council of the City of Bastrop, Texas recognizing the Month of October as National Community Planning Month.
- 4F. A proclamation of the City Council of the City of Bastrop, Texas acknowledging the Week of October 4 - October 10, 2020 as National Fire Prevention Week in the City of Bastrop, TX.

5. WORK SESSION/BRIEFINGS

- 5A. Receive a presentation and hold discussion on contracting method for Water Treatment Plant (Construction Manager at Risk vs. traditional design/bid/build).

6. STAFF AND BOARD REPORTS - NONE

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 September 22, 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 September 8, 2020 Budget and Tax Rate and Regular meetings.
- 8B. Consider action to approve the second reading of Resolution No. R-2020-81 of the City Council of the City of Bastrop, Texas, approving the distribution of funds to Bastrop businesses to assist businesses with expansion of their enterprise pre- and post-COVID-19 disaster and/or with the retention and training of employees during the COVID-19

Pandemic and National Disaster, in an amount exceeding TEN THOUSAND DOLLARS (\$10,000.00) per project and per business; providing 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 the second reading of Ordinance No. 2020-27 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2020-2021 (October 1, 2020 through September 30, 2021) attached as Exhibit A; making certain appropriations; and providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a distribution; severability; repealer; an effective date; and proper notice and meeting.
- 9C. Consider action to approve Resolution No. R-2020-92 of the City Council of the City of Bastrop, Texas, ratifying that the adoption of the Fiscal Year 2020-2021 budget will require raising more revenue from property taxes than in the previous year.
- 9D. Consider action to approve the second reading of Ordinance No. 2020-28 of the City Council of the City of Bastrop, Texas, adopting the tax roll, adopting the tax rate, and levying ad valorem taxes for the Fiscal Year 2020-2021 to provide revenue for the payment of budgeted municipal expenditures; and providing for tax assessment; records; severability; an effective date; and proper notice and meeting.
- 9E. Consider action to approve Resolution No. R-2020-91 City Council of the City of Bastrop, Texas, approving an amendment to Task Order No 2 with Freese and Nichols Engineers to include a Construction Manager at Risk services in the amount of Sixty Thousand Dollars Nine hundred and thirty-six dollars and Zero Cents (\$60,936.00) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9F. Consider action to approve Resolution No. R-2020-88 of the City Council of the City of Bastrop, Texas confirming a board appointment of Jeff Haladyna to Place 4 on the Zoning Board of Adjustments, as required in Section 3.08 of the City's Charter, and establishing an effective date.
- 9G. Consider action to approve Resolution No. R-2020-89 of the City Council of the City of Bastrop, Texas, approving the Bastrop Public Library to accept a grant in the amount of Seven Thousand Nine Hundred Two and 00/100 Dollars (\$7,902) of CARES funding from the Institute for Museum and Library Services and the Texas State Library and Archives Commission for the equipment and software to implement touchless and contactless self-checkout; authorizing the City Manager to execute all necessary documents; and providing an effective date.

- 9H. Consider action to approve Resolution No. R-2020-90 of the City Council of the City of Bastrop, Texas approving an Amendment to Task Order No. BAS.006A to KSA Engineers for additional engineering design services to include a new water line and diesel engine generator (in lieu of gas engine generator) in the amount of Two Hundred Fifty-five Thousand Five Hundred Dollars and Zero Cents (\$255,500.00) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9I. Consider action to approve the first reading of Resolution No. R-2020-93 of the City Council of the City of Bastrop, Texas, approving Project Gummy Bears in an amount exceeding Ten Thousand Dollars (\$10,000.00) for the project; and providing an effective date; and move to include on the October 13, 2020 City Council agenda for second reading.


10. EXECUTIVE SESSION

- 10A. 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.
- 10B. 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.

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, September 17, 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: September 22, 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: September 22, 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;
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- (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: September 22, 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;
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- (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: September 22, 2020

AGENDA ITEM: 4D

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas, recognizing October 2, 2020 as National Custodial Workers Recognition Day.

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager



P

ROCLAMATION



WHEREAS, custodial workers contribute to important first impressions and the success of any business; and

WHEREAS, custodial workers operate behind the scenes and are often under-appreciated for the hard work they do day after day keeping facilities clean and well maintained; and

WHEREAS, the City of Bastrop recognizes the often thankless job performed by these dedicated workers today, and as a reminder year-round; and

WHEREAS, October 2nd has historically been observed as National Custodial Worker's Recognition Day.

NOW THEREFORE, I, Mayor Connie B. Schroeder, do hereby proclaim October 2nd, 2020 as:

CITY OF BASTROP CUSTODIAL WORKER'S RECOGNITION DAY

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 22nd day of September 2020.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 4E

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas recognizing October as National Community Planning Month.

STAFF REPRESENTATIVE:

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director



P

ROCLAMATION



BASTROPTX
Heart of the Lost Pines / Est. 1832

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Bastrop; and

WHEREAS, the City was awarded the Congress for New Urbanism Charter Award for Emerging Projects and the Central Texas APA General Plan Award for the Bastrop Building Block (B³) Code; and

WHEREAS, the Planning Department received a Certificate of Achievement for Planning Excellence from the Texas Chapter of the American Planning Association; and

WHEREAS, we recognize the many valuable contributions made by professional planners of the City of Bastrop and the volunteer members of the Planning and

Zoning Commission, Zoning Board of Adjustment, Historic Landmark Commission and the Construction Standards Board and extend our heartfelt thanks for the continued commitment to public service by these professionals and volunteers;

NOW, THEREFORE, I, Connie Schroeder, Mayor of the City of Bastrop, do hereby recognize the month of October 2020 as:

Community Planning Month

in conjunction with the celebration of National Community Planning Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 22nd day of September 2020.

Connie B. Schroeder, Mayor





STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 4F

TITLE:

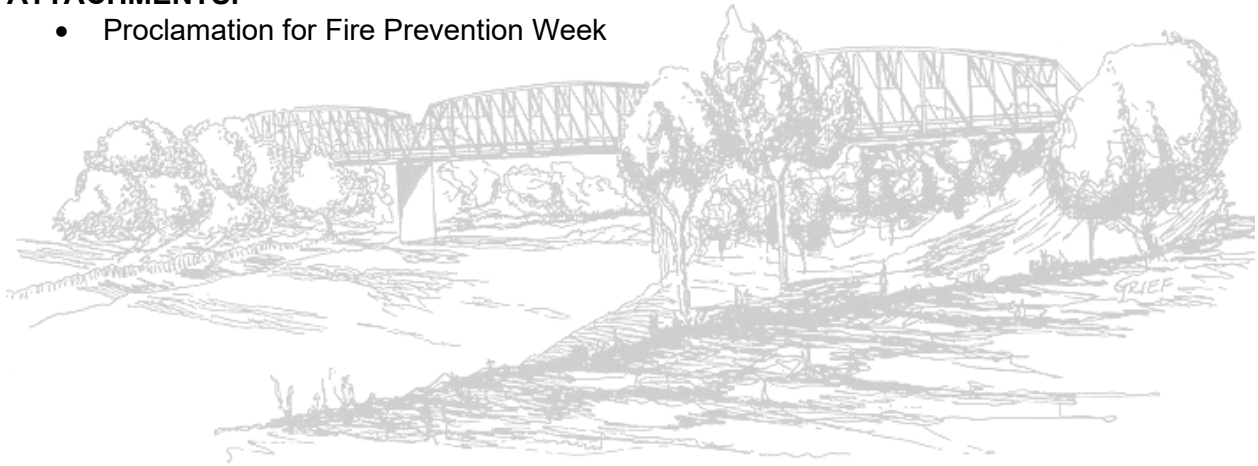
Proclamation of the City Council of the City of Bastrop, Texas recognizing the week of October 4th through October 10th as Fire Prevention Week for the City of Bastrop.

STAFF REPRESENTATIVE:

Andres Rosales, Fire Chief

ATTACHMENTS:

- Proclamation for Fire Prevention Week



P

ROCLAMATION



WHEREAS, the City of Bastrop is committed to ensuring the safety and security of all those living in and visiting Bastrop; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed 2,980 people in the United States in 2019, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 481,500 home fires; and

WHEREAS, the majority of U.S. fire deaths (4 out of 5) occur at home each year; and

WHEREAS, the fire death rate per 1,000 home fires reported to U.S. fire departments was fifteen (15) percent higher in 2019 than in 1980; and

WHEREAS, Bastrop's residents should identify places in their home where fires can start and eliminate those hazards; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Bastrop's residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

WHEREAS, Bastrop's residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

WHEREAS, Bastrop residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Bastrop first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention, protection, and education; and

WHEREAS, Bastrop residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

WHEREAS, the 2020 Fire Prevention Week theme, “Serve Up Fire Safety in the Kitchen!” effectively highlights this years focus on cooking safety and preventing kitchen fires at home.

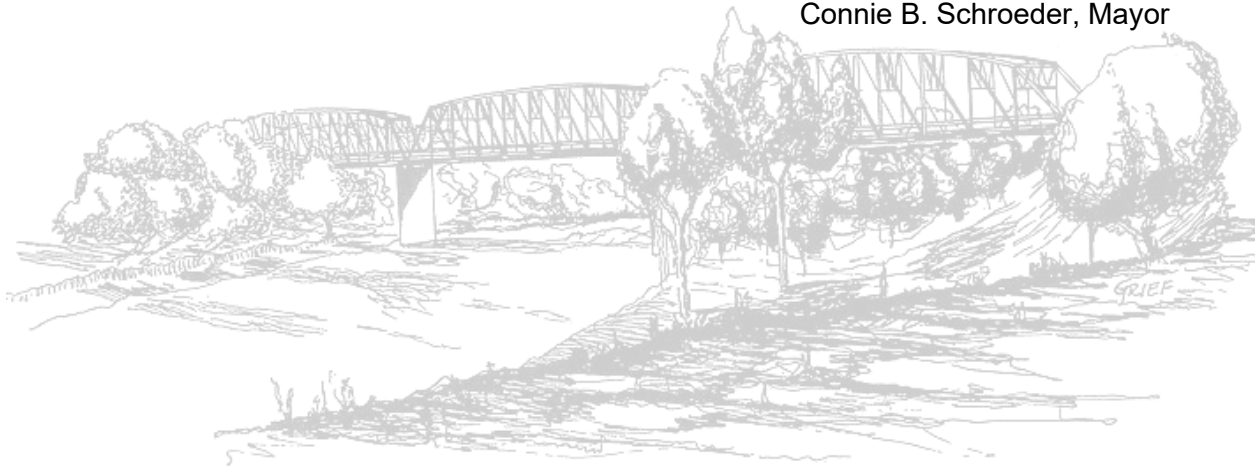
NOW THEREFORE, I, Mayor Connie B. Schroeder, do hereby proclaim October 4th through October 10th as:

FIRE PREVENTION WEEK

And I urge all the people of Bastrop to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety efforts and activities of the Bastrop Fire Department.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 22nd day of September 2020.

Connie B. Schroeder, Mayor





STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 5A

TITLE:

Receive a presentation and hold discussion on contracting method for Water Treatment Plant (Construction Manager At Risk vs. traditional design/bid/build).

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager

ATTACHMENTS:

- PowerPoint



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BASTROP SIMSBORO

AQUIFER WATER SUPPLY FACILITIES

Overview and Applicability of
CM@Risk Delivery

September 22, 2020



presented by
Chuck Wolf

Some Project Delivery Storylines...

NM's first 'toilet to tap' project years overdue and millions over budget

By Brigette Russell / January 7, 2015 / News / 5 Comments



(<http://watchdog.wpengine.netdna-cdn.com/wp-content/blogs.dir/1/files/2015/01/Screen-Shot-2015-01-06-at-10-41-40-AM.png>)

Flickr Commons photo by Pam Broviak

By Brigette Russell | Watchdog.org

SANTA FE, N.M. — After having to truck in fresh water to make it through tourist season during the 2001 drought, the village of Cloudcroft turned to a novel idea — spend \$2.3 million to recycle wastewater for household use.

But the cost of the project has since swelled to nearly \$6 million, according to a Legislative Finance Committee report (<http://www.nmlegis.gov/lcs/lfc/lfcdocs/perfaudit/Office%20of%20the%20State%20Engineer,%20NM%20Environment%20Department,%20Capital%20Outlay%20-%20Review%20of%20Select%20Water%20Projects.pdf>), and is likely to go higher.

Cloudcroft Mayor Dave Venable estimates the cost of the PUR water project will end up being about \$6.2 million. The ori

The Green Line Extension Is Way Over Budget

The MBTA project to extend the Green Line from East Cambridge through Somerville into Medford is in jeopardy because it is facing huge new cost overruns ...

Garrett Quinn / *Boston Daily*, August 2015

“City Council still doesn’t know whether Flin Flon’s multi-million dollar water treatment plant will exceed its cost estimate for a fourth and final time...

In late 2013, ... said that at that time the plant was ‘well within 10 per cent’ of its \$15.2-million budget – and ‘that’s huge.’ Indeed, within the construction industry, a 10 per cent overrun on a project the size of the plant would not be considered outrageous...” Jonathan Naylor / *Flin Flon Reminder*, May 2015

Capital Project Challenges Owners Face

Lack of Certainty

**Project Performance
Issues**

Claims, Mediation and Litigation

Poor Workmanship

**Cost Surprises or Budget Control
Challenges**

Operational/Regulatory Impacts

Opportunities for Improved Delivery

Challenges

Project Performance Issues

Claims, Mediation and Litigation

Poor Workmanship

Cost Surprises or Budget Control Challenges

Operational/Regulatory Impacts

Lack of Certainty

Contractor Input to Design

Qualification Based Selection of Contracting Partner

Improved Risk Management and Construction Productivity



Opportunities for Improved Delivery



Experience

- Collaborative team effort to look at constructability as well as means and methods.
- Higher quality product for the owner.

Result

- Time savings of 26 days
- \$250,000 added back into the budget

Opportunities for Improved Delivery



Tools to Apply

Overview

Design-Bid-Build (DBB)

- Independent contract with designer and builder
- Builder selected based on lowest bid of design documents (quals and price under Competitively Sealed Proposal)

Construction Manager at Risk (CM@Risk)

- Independent contract with designer and builder
- Builder selected on qualifications and provides a guaranteed price for construction prior to beginning work

Tools to Apply

Potential Benefits

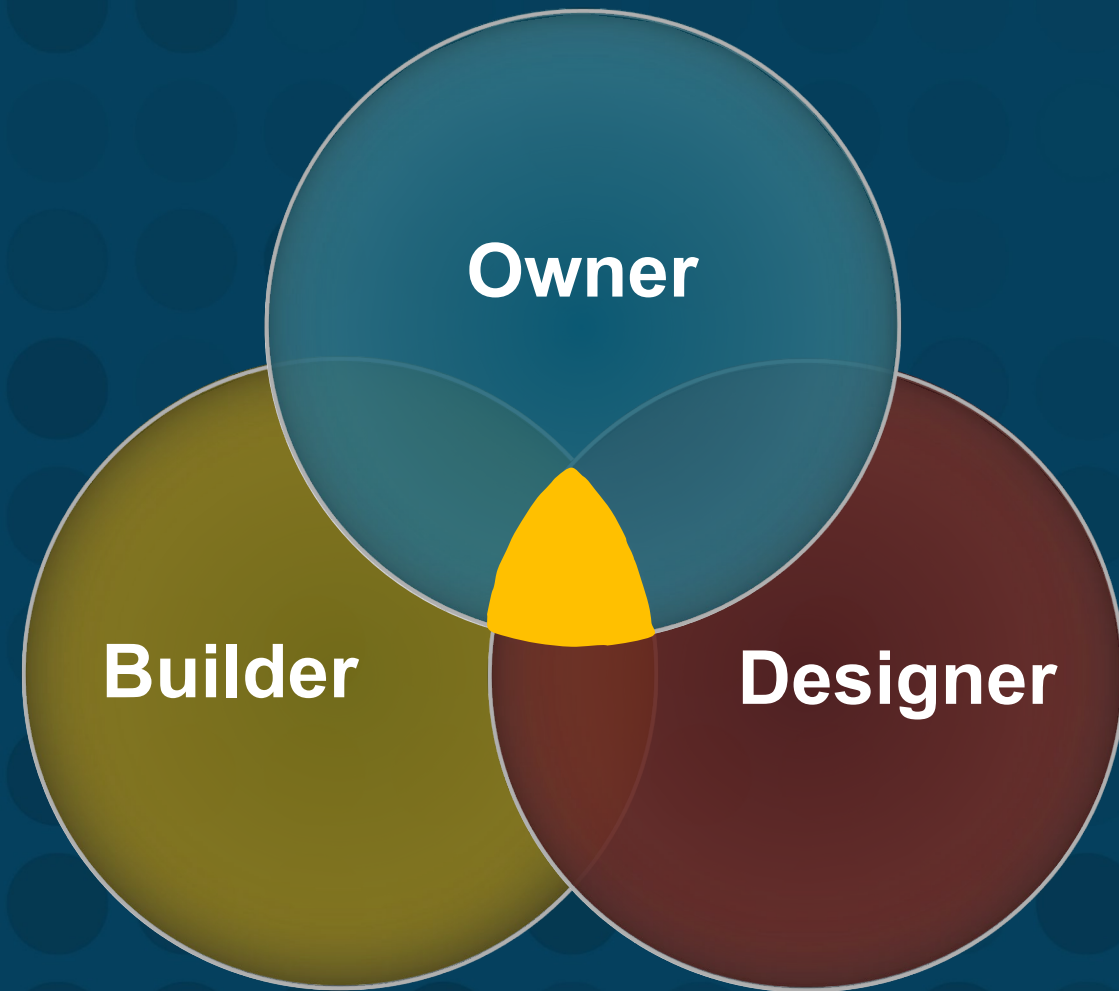
Design-Bid-Build (DBB)

- Well known approach with successful projects
- Provides low-bid selection of builder

Construction Manager at Risk (CM@Risk)

- Contracting similar to DBB in structure and approach
- Costs managed through bidding of construction services and guaranteed maximum price to owner
- Allows for builder to be selected on qualifications
- Incorporates builder into design process

Owner Best Practices with CM@Risk Delivery



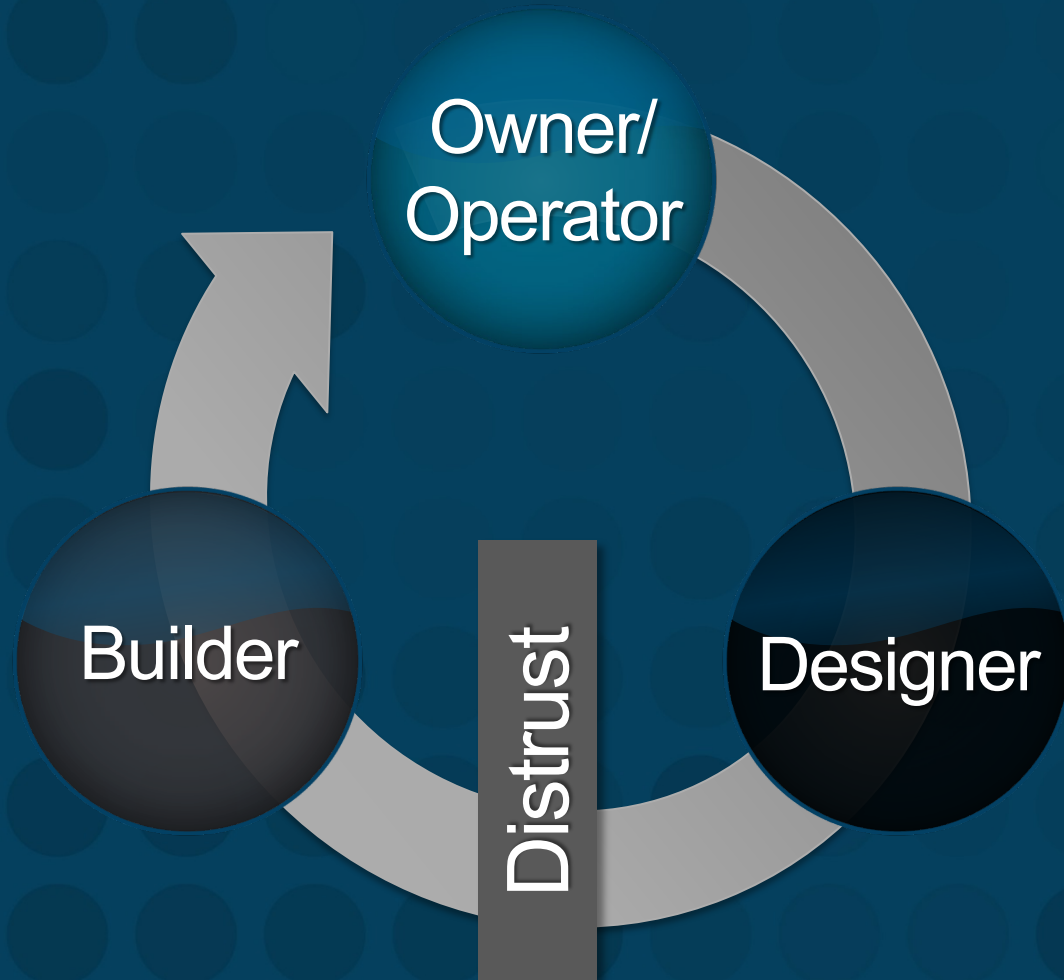
Engage CM@Risk as Early as Practical

Build a Cost and Schedule Model to Guide Design

Review Cost and Schedule Impacts of Design Development

Leverage the Unique Skills of Each Party

Owner Best Practices with CM@Risk Delivery



Develop a Collaborative Team Culture

Set the Project's Success as the Goal of All

Build Trust in Team and Proactively Manage Risk

Collectively Look to Improve Construction Productivity

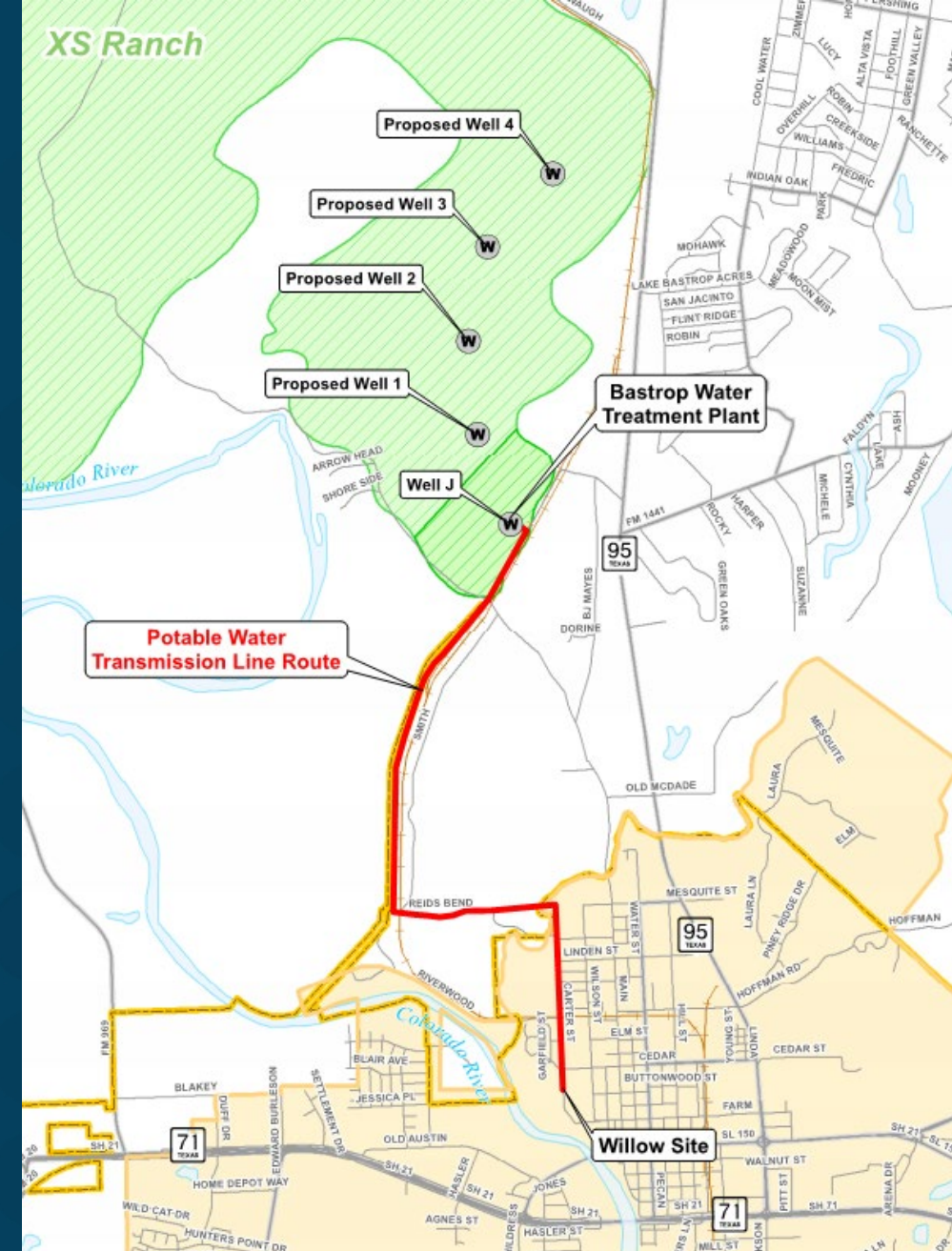
Why FNI Recommends CM@Risk

- Provides a *builder partner* to work with you to estimate costs, provide value engineering input, and lock-in schedule and price objectives earlier in project
- Improves your transparency/control over selection of sub contractors, but keeps management/cost control under single entity
- Provides opportunities to reduce project costs through effective risk management
- Incorporate construction phase coordination into the design to improve operations during construction



Why CM@Risk is Right for You Now

- Gives you the ability to select your contractor based on their qualifications to deliver this work
 - Well Drilling and Completion
 - Pipelines (raw water, treated water and wastewater force main)
 - Water Treatment Plant (process equipment, mechanical installation, electrical, instrumentation and controls)
 - Pre-stressed concrete ground storage tank
 - Sitework and roadways
- Reduces your project management burden across a diverse set of construction types



Project Schedule and CM@Risk Procurement

★ Procurement Kickoff

■ Draft Contract and RFQ Materials

■ CM@Risk Procurement/Contracting

■ Well Location Coordination

■ Well Field Design

■ Drill Wells

■ Well Permitting

★ CM@Risk Award and Services Kickoff

■ CM@Risk Design Services

■ Design WTP, Pipelines, Other Facilities

★ CM@Risk Guaranteed Maximum Price

■ Build WTP, Pipelines, Other Facilities

Work To Date

2020

2021

2022

2023

New Water
Supply Online

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AQUIFER WATER SUPPLY FACILITIES

Overview and Applicability of
CM@Risk Delivery

September 22, 2020





STAFF REPORT

MEETING DATE: September 22, 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 September 22, 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: September 22, 2020

AGENDA ITEM: 8A

TITLE:

Consider action to approve City Council minutes from the September 8, 2020 Budget and Tax Rate and Regular meetings.

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 City Council minutes from the September 8, 2020 Budget and Tax Rate and Regular meetings.

ATTACHMENTS:

- September 8, 2020, DRAFT Budget and Tax Rate Meeting Minutes.
- September 8, 2020, DRAFT Regular Meeting Minutes.

September 8, 2020

The Bastrop City Council met in a Budget and Tax Rate Meeting on Tuesday, September 8, 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, Peterson, 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 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

ITEMS FOR INDIVIDUAL CONSIDERATION

- 2A. Hold a public hearing and consider action to approve the first reading of Ordinance No. 2020-27 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2020-2021 (October 1, 2020 through September 30, 2021) attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 22, 2020 agenda for a second reading.

Presentation was made by Chief Financial Officer, Tracy Waldron.

Public Hearing was opened.

Public Hearing was closed.

A motion was made by Mayor Pro Tem Nelson to approve the first reading of Ordinance No. 2020-27 and include on the September 22, 2020, agenda for a second reading, seconded by Council Member Rogers, motion was approved on a 5-0 vote.

- 2B. Hold a public hearing and consider action to approve the first reading of Ordinance No. 2020-28 of the City Council of the City of Bastrop, Texas, adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2020-2021 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 22, 2020 agenda for a second reading.

Presentation was made by Chief Financial Officer, Tracy Waldron.

Public Hearing was opened.

Public Hearing was closed.

A motion was made by Council Member Peterson to approve the first reading of Ordinance No. 2020-28 increasing the tax rate by adopting a tax rate of \$0.5794 and include on the September 22, 2020, agenda for a second reading, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

ADJOURNMENT

Adjourned at 6:45 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on September 22, 2020, by Council Member motion, Council Member second. The motion was approved on a vote.

September 8, 2020

The Bastrop City Council met in a Regular Meeting on Tuesday, September 8, 2020, at 7:00 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, Peterson, 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 7:00 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

PLEDGE OF ALLEGIANCE**INVOCATION**

Chaplain Phil Woods gave the invocation.

PRESENTATIONS

- 4A. Mayor's Report
- 4B. Council Members' Report
- 4C. City Manager's Report
- 4D. A proclamation of the City Council of the City of Bastrop, Texas recognizing September 2020 as National Library Card Sign-up Month.
The proclamation was read into record by Mayor Schroeder.

WORK SESSION/BRIEFINGS - NONE**STAFF AND BOARD REPORTS**

- 6A. Receive presentation on the unaudited Monthly Financial Report for the period ending July 31, 2020.
Presentation was made by Chief Financial Officer, Tracy Waldron.

CITIZEN COMMENT - NONE**CONSENT AGENDA**

A motion was made by Mayor Pro Tem Nelson to approve Items 8A, 8B, and 8C as listed on the Consent Agenda after being read into the record by City Secretary, Ann Franklin. Seconded by Council Member Ennis, motion was approved on a 5-0 vote.

- 8A. Consider action to approve City Council minutes from the August 25, 2020 Regular meeting and August 26, 2020 Board Interviews meeting.
- 8B. Consider action to approve the second 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; and establishing an effective date.

- 8C. Consider action to approve Resolution No. R-2020-82 of the City Council of the City of Bastrop, Texas, authorizing the submission of a community development Block Grant-Mitigation Project application to the General Land Office; and authorizing the City Manager to act as the City's Executive Officer and authorized representative in all matters pertaining to the City's participation in the Community Development & Revitalization Program; providing for a repealing clause; and establishing an effective date.

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. **Mayor Schroeder did not approve any Emergency Orders since the last Council meeting.**
- 9B. Consider action to approve Resolution No. R-2020-58 of the City of Bastrop, Texas amending the City Council Rules of Procedure attached as Exhibit A; establishing a repealing clause; and establishing an effective date. **A motion was made by Council Member Rogers to approve Resolution No. R-2020-58 with the following amendment, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

The amendment was to amend 3.12 "Council May Discipline its Own Members" of the City Council Rules of Procedure to read as follows: "In the event a Council Member violates the Charter, these rules or any other ordinance of the city, or acts in a manner that causes embarrassment or disgrace to the City of Bastrop, the City Council on supermajority vote may discipline the offending member. To consider such an action, the Mayor or two Council Members may place the item on an agenda."

- 9C. Consider action to approve Resolution No. R-2020-79 approving the City of Bastrop Purchasing Card Policy, which is attached as Exhibit A; providing for a repealing clause; and establishing an effective date. **Presentation was made by Chief Financial Officer, Tracy Waldron.**
- A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2020-79, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**
- 9D. Consider action to approve Resolution No. R-2020-78 of the City Council of the city of Bastrop, Texas, approving the City of Bastrop Purchasing Policy, which is attached as Exhibit A; providing for a repealing clause; 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-2020-78, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

- 9E. Consider action to approve Resolution No. R-2020-77 of the City Council of the City of Bastrop, Texas, approving the Financial Management Policy, which is attached as Exhibit A; providing for a repealing clause 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-2020-77, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

- 9F. Consider action to approve the first reading of Resolution R-2020-81 of the City Council of the City of Bastrop, Texas, approving the distribution of funds to Bastrop businesses to assist businesses with expansion of their enterprise pre- and post-COVID-19 disaster and/or with the retention and training of employees during the COVID-19 Pandemic and National Disaster, in an amount exceeding TEN THOUSAND DOLLARS (\$10,000.00) per project and per business; providing an effective date; and move to include on the September 22, 2020 City Council agenda for second reading.
Presentation was made by Cameron Cox, Chief Executive Officer of Bastrop Economic Development Corporation.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2020-81, seconded by Council Member Jackson, motion was approved on a 5-0 vote.

- 9G. Discuss and consider action to approve Resolution No. R-2020-84 of the City Council of the City of Bastrop, Texas, regarding the Texas Municipal League Intergovernmental Risk Pool Board of Trustees election voting for Places 1-4 of the Board of Trustees; establishing a repealing clause; and establishing an effective date.
A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2020-84, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

- 9H. Consider action to approve Resolution No. R-2020-85 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.
A motion was made by Council Member Ennis to approve Resolution No. R-2020-85, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

- 9I. Consider action to approve Resolution No. R-2020-86 of the City Council of the City of Bastrop, Texas, granting authority to the City Manager to execute an Interlocal Agreement with Bastrop County to allow the construction of a new monopole communication tower, with a modified development process approved by the Zoning Board of Adjustment for a Non-conforming Structure, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents for the agreement; providing for a repealing clause; and establishing an effective date.

Presentation was made by Assistant Director of Planning, Jennifer Bills.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2020-86, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

EXECUTIVE SESSION - NONE

ADJOURNMENT

Adjourned at 8:36 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on September 22, 2020, by Council Member motion, Council Member second. The motion was approved on a vote.



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 8B

TITLE:

Consider action to approve the second reading of Resolution R-2020-81 of the City Council of the City of Bastrop, Texas, approving the distribution of funds to Bastrop businesses to assist businesses with expansion of their enterprise pre- and post-COVID-19 disaster and/or with the retention and training of employees during the COVID-19 Pandemic and National Disaster, in an amount exceeding TEN THOUSAND DOLLARS (\$10,000.00) per project and per business; providing an effective date.

STAFF REPRESENTATIVE:

Cameron Cox, Bastrop EDC Chief Executive Officer

BACKGROUND/HISTORY:

The BEDC has thus far issued approximately \$400,000 to 124 businesses within the City of Bastrop through two rounds of Disaster Relief Grants. With recent increases in COVID-19 cases, BEDC felt another round of Relief Grants would be beneficial to our City's businesses.

The BEDC Board approved a third round of grant funding by Resolution R-2020-0017 at the board meeting on July 20, 2020. The Board requested and City Council subsequently approved a budget amendment in the amount of \$320,000, via Bastrop City Ordinance No. 2020-24, with the second reading taking place on August 25, 2020.

A small number of our larger employers in Bastrop require more than the allotted maximum of \$10,000 in Relief Grants due to the fact their operating costs and expenses exceed \$10,000 a month, with lost revenues in excess of 25% for the months of May, June and/or July 2020, and expect to continue to experience losses in the upcoming months, as well. These businesses have been the hardest hit by the COVID-19 pandemic – tourism, restaurant, accommodations and entertainment businesses. The BEDC Board approved these six projects at a special board meeting held on August 26, 2020, as well as additional funding for 41 Bastrop businesses that had received previous grant funding and 13 businesses that had not applied before.

The list of businesses that the BEDC has approved in an amount over \$10,000 is attached as Exhibit "A". Each business has been assigned a project number until such time as Texas law requires the name of the business to become public record.

POLICY EXPLANATION:

Section 505.158(b) of the Local Government Code, a/k/a the Texas Economic Development Act, mandates that prior to the BEDC funding a project involving an expenditure by the BEDC of more than \$10,000, per project, the City Council shall adopt a Resolution authorizing the project, which Resolution shall be read by the City Council on two separate occasions.

FUNDING SOURCE:

City Council approved a BEDC Budget Amendment in the amount of \$320,000, with the final reading taking place on August 25, 2020.

RECOMMENDATION:

Recommend approval of the second reading of Resolution R-2020-81 of the City Council of the City of Bastrop, Texas, approving the distribution of funds to Bastrop businesses to assist businesses with expansion of their enterprise pre- and post-COVID-19 disaster and/or with the retention and training of employees during the COVID-19 Pandemic and National Disaster, in an amount exceeding TEN THOUSAND DOLLARS (\$10,000.00) per project and per business; providing an effective date; and move to include on the September 22, 2020 City Council agenda for second reading.

ATTACHMENTS:

- Draft Resolution R-2020-0081
- Exhibit "A" - List of Relief Grant Recipients over \$10,000
- EDC Resolution R-2020-0022



RESOLUTION NO. R-2020-81

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE DISTRIBUTION OF FUNDS TO BASTROP BUSINESSES TO ASSIST BUSINESSES WITH EXPANSION OF THEIR ENTERPRISE PRE- AND POST-COVID-19 DISASTER AND/OR WITH THE RETENTION AND TRAINING OF EMPLOYEES DURING THE COVID-19 PANDEMIC AND NATIONAL DISASTER, IN AN AMOUNT EXCEEDING TEN THOUSAND DOLLARS (\$10,000.00) PER PROJECT AND PER BUSINESS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of the Bastrop Economic Development Corporation (“BEDC”) met on August 13, 2020, and took formal action to support and provide funds for various 4B projects; and

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

WHEREAS, the City has reviewed the August 13, 2020, actions of the BEDC related to the project noted herein below, has considered and evaluated that project, and has found it meritorious of the Council’s approval; 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 City and BEDC desire 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-2020-2011 (the first round of Relief Grants approved April 13, 2020); and

WHEREAS, the BEDC provided Bastrop businesses with funds in Resolution-2020-2013 (the second round of Relief Grants approved May 11, 2020); and

WHEREAS, this 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 considers each business applying for Relief Grants (under all rounds of Relief Grants) a separate Project under the Act and is requiring each Project enter into a Performance Agreement in accordance with Section 501.158 of the Texas Local Government Code; and

WHEREAS, the BEDC considered each factor and metric used to evaluate the amounts to be awarded to each Project the first two rounds and believes these awards are being fairly and objectively decided and distributed; and

WHEREAS, the BEDC is awarding more than \$10,000 per Project and per Business under this Resolution, which requires the City of Bastrop City Council to approve of these Projects at two readings; 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 for the third round of Relief Grants, which City of Bastrop City Council approved under City Council Ordinance No. 2020-24 on August 11, 2020, and August 25, 2020; and

WHEREAS, the Bastrop EDC Board of Directors took action to approve the distribution of these relief grants in Resolution R-2020-0022 at the Special Board Meeting on August 26, 2020; 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 CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

SECTION 1. The City Council of the City of Bastrop, Texas, hereby approves the following project, which had been approved for funding by the BEDC:

a. To fund each Project (the "COVID-19 Relief Grants") as approved by BEDC Board on August 26, 2020, under BEDC Resolution 2020-0022 and with each Project receiving a COVID-19 Relief Grant in an amount exceeding \$10,000.00 per business, as attached in Exhibit "A".

SECTION 2. The City Manager is hereby authorized to convey a copy of this Resolution of approval, as appropriate.

SECTION 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

READ and ACKNOWLEDGED on First Reading on the 8th day of September 2020.

READ and APPROVED on the Second Reading on the 22nd day of September 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit "A"

List of Relief Grant Recipients over \$10,000

Project #	Round 1	Round 2	Round 3	Total
41	\$ 9,500		\$ 19,000	\$ 28,500
56	\$ 6,500	\$ 3,000	\$ 10,000	\$ 19,500
26	\$ 6,500		\$ 13,000	\$ 19,500
1	\$ 6,500		\$ 13,000	\$ 19,500
60	\$ 5,000	\$ 4,500	\$ 5,000	\$ 14,500
58	\$ 5,000	\$ 2,500	\$ 5,000	\$ 12,500
TOTALS	\$ 39,000	\$ 10,000	\$ 65,000	\$ 114,000

RESOLUTION NO. R-2020-0022

A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING THE DISTRIBUTION OF FUNDS TO BASTROP BUSINESSES TO ASSIST WITH THE RETENTION AND TRAINING OF EMPLOYEES DURING THE COVID-19 PANDEMIC AND NATIONAL DISASTER, IN AN AMOUNT EXCEEDING \$10,000 PER PROJECT AND PER BUSINESS; 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, this 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 Board considers each business applying for Relief Grants (under all rounds of Relief Grants) a separate Project under the Act and is requiring each Project enter into a Performance Agreement (Exhibit “A”) in accordance with Section 501.158 of the Texas Local Government Code; and

RESOLUTION NO. R-2020-0022

WHEREAS, the Board considers each factor and metric used to evaluate the amounts to be awarded to each Project and believes these awards are being fairly and objectively decided and distributed; and

WHEREAS, a small number of local businesses require more than the allotted maximum \$10,000 in COVID-19 grant funds because their operating costs and expenses exceed approximately \$10,000 per month, with revenue losses in excess of 25% for the months of May, June and/or July 2020, and expected continued losses in revenues for the months of August, September and October 2020; and

WHEREAS, these businesses are the larger employers within the City of Bastrop and represent the hardest hit of the industries in our city, which are the restaurant, hotel, tourism and entertainment industries; and

WHEREAS, in order to enable these businesses to survive the pandemic and expand back to the size, employment and revenue levels experienced prior to March 2020, these funds are necessary to expand these businesses back to those levels they experienced before this economic disaster; and

WHEREAS, a Type B corporation may not undertake a project authorized by this section that requires an expenditure of more than \$10,000 until the governing body of the corporation's authorizing municipality adopts a resolution authorizing the project after giving the resolution at least two separate readings; and

WHEREAS, the BEDC Board of Directors approved a budget amendment in the amount of \$320,000 on July 20, 2020, with Resolution R-2020-0017, which is expected to be approved by the City of Bastrop City Council on August 24, 2020; 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 expenditure to fund COVID-19 Relief Grants in an amount exceeding \$10,000.00 per Project and business.

SECTION 3. The Board approves of the Performance Agreement attached to this Resolution as Exhibit "A" and authorizes BEDC's Chief Executive Officer to execute this Exhibit "A" with each business that is an authorized Project under Exhibit "B".

RESOLUTION NO. R-2020-0022

SECTION 4. The Board approves of each Project listed in Exhibit "B" and the distribution amounts awarded for each Project's allowed COVID-19 Relief Grant under this Resolution.

SECTION 5. The Board authorizes BEDC's Chief Executive Officer to take all necessary actions and to execute all necessary documents to ensure the Relief Grants awarded in Exhibit "B" are distributed in accordance with this Resolution.

SECTION 6. This Resolution is effective upon passage.

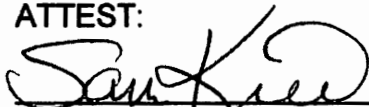
PASSED AND APPROVED on the 27th day of August 2020 by the Board of Directors of the Bastrop Economic Development Corporation.

**BASTROP ECONOMIC
DEVELOPMENT CORPORATION**



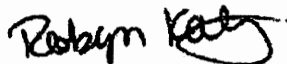
Kathryn Nash, Board Chair

ATTEST:



Sam Kier, Board Secretary

APPROVED AS TO FORM:



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



STAFF REPORT

MEETING DATE: September 22, 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:

Paul A. Hofmann, 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:

Recommend adopting 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 22nd day of September 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit A

CITY OF BASTROP - PHASED REOPENING PLAN - AMENDMENT #3 - SEPTEMBER 22, 2020

	Phase 1	Phase 2	Phase 3	Phase Out
Dates	Monday, June 15, 2020	Monday, June 22, 2020	Monday, October 5, 2020	To Be Determined
City Facilities	City Facilities and buildings prepare for re-opening to public. All City Facilities will remain closed to public.	Police Department, Public Works, Water Department, and Municipal Court will open lobbies to normal hours with safety guidelines. Telephone interaction and online services still highly encouraged. No outside reservation of city facilities.	City Hall lobby and Fire Stations open to normal operations with safety guidelines in place. Senior Activity Center to open following federal/state guidelines and an approved health and safety plan.	No facility restrictions but safety guidelines will be in place. Allow outside reservations and in-person activities resume.
Public Meetings	Non- Essential meetings of City Boards, Commissions, and advisory groups conducted virtually or in person with social distancing.	No changes from Phase One public meetings. City Council meeting online. Council Chambers will be closed to public.	In-Person City Council, City Boards, Commissions, and advisory group meetings resume with safety guidelines in place. Virtual participation option still available. City Council citizen comments can be submitted online through the website or be provided in person during the meeting.	Resume regular meeting practices with consideration to further digital enhancements for increased participation.
Special Events / Convention Center	No special events. Convention Center remains closed.	No changes from Phase One special events. Convention Center remains closed.	Special Events application process open for submittal. No Special Events permits issued without approval from City Manager and Emergency Management Coordinator. Convention Center is open for bookings and events with approval from City Manager and Emergency Management Coordinator. All Special Events and Convention Center bookings must submit an Health and Safety Plan with application.	Special Events and Convention Center open to normal operations with increased safety guidelines in place.
Library	Library will continue curbside service and online programming.	Library remains closed for normal use. Computer use allowed by appointment.	Library will open to public with programing continuing online.	Library open to normal operations with increased safety guidelines in place.
Parks	Open Sports Fields (Basketball courts, Tennis/Pickle Courts), Bark Park is open to public usage. Encourage gatherings less than 10 and follow safety guidelines. No park rentals.	Open Splash Pad, park bathrooms, and playscapes with increased safety guidelines. Pavilion open for use with no park rentals.	No changes from phase two. Continue to encourage use of safety guidelines. Park rentals taking booking for immediate use.	Parks fully open with continued safety guidelines. Allow for park rentals.
Municipal Court	Municipal Court lobby is closed to public. Telephone and online services available. Outside dropbox available for after hour drop off.	Municipal Court will open lobbies to normal hours with safety guidelines. Telephone interaction and online services still highly encouraged.	No changes from Phase two.	Resume normal Municipal Court operations. Excludes any jury trials. (Will resume at later date)
City Employee Impacts	Employee working hours are determined by supervisors. Employees directed to not report to work if they are sick or show symptoms of illness. Virtual and/or telephone meetings are encouraged. Practice social distancing, greet without contact, wear a mask when unable to maintain 6 feet distance when in the presence of public. Supervisors will ensure supply of PPE and hand sanitizers are available.	No changes from Phase One employee impacts.	No changes from Phase One employee impacts.	Employees to continue to follow work guidance from previous phases. Continue to provide PPE and encourage continued hand washing/sanitizing.
City Safety Measures	Install protective screens at public counter space. Add additional hand sanitizing stations throughout City facilities. Temperature taken when entering City Facilities. Clean and disinfect common areas and frequently touched surfaces.	Phase one safety measures continued with the addition of Council Chambers safety guidelines. Practice social distancing, greet without contact, wear a mask when unable to maintain 6 feet distance. Encourage the use of mask until social distancing can be maintained. Hand sanitizer is encouraged with attending public meetings. Limited occupancy of public meetings to maintain distances.	Phase one and two safety measures continued at opened facilities.	No facility restrictions, but appropriate PPE and safety guidelines must be followed. Post CDC and City guidelines on all public enter/exit points.
Emergency Readiness Level	1	2	3	4

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. This phased approach is subject to change as necessary based on current conditions and to follow Local, State, and Federal Guidelines.



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9B

TITLE:

Consider action to approve the second reading of Ordinance No. 2020-27 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2020-2021 (October 1, 2020 through September 30, 2021) attached as Exhibit A; making certain appropriations; and providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a distribution; severability; repealer; an effective date; and proper notice and meeting.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Council held a budget work session on April 28, 2020 to discuss Council priorities going into FY2021 budget preparation. At this work session, the Interim City Manager and the Chief Financial Officer were seeking feedback from City Council on prioritizing these items. This feedback was used to prepare the Proposed FY2021 Budget.

Another Council Workshop was held on July 30, 2020 to review with City Council the major assumptions included in the proposed budget document, review the tax rates, and seek City Councils feedback on these items.

The City Manager presented the Proposed Budget for FY2021 on August 11, 2020. The City Council held a Budget Workshop on August 18, 2020 to go over the budget in more detail and ask any questions of the City Manager and Chief Financial Officer.

After the discussion of cemetery plot prices at the August 25th City Council Meeting, the recommended plot prices of \$1,500 for City of Bastrop Residents and \$3,500 for Non-City of Bastrop Residents were incorporated into this proposed budget as reflected in the Master Fee Schedule. No other fees were changed.

All changes and recommendations have been incorporated into this final version. This version has been uploaded to the website, provided to the City Secretary and placed at the Bastrop Public Library.

The Total Expenditure amount reflected on the All Funds Summary page 9 went from \$68,898,366 to \$68,106,207 a change of (\$792,159).

Detail changes to the Total Expenditures on the All Funds Summary since the last budget workshop are as follows:

Fund	Total Expenditures as of 8/11/2020	Total Expenditures as of 9/8/2020	\$ change	Notes
GF Debt Service	\$2,667,170	\$2,997,157	\$329,987	Page 94 was correct - All Funds Summary needed updating
BP&L	\$7,433,850	\$7,427,450	(\$6,400)	Community Support changes-removed Community Action, Inc. and added \$600 to CASA
Innovation	\$293,668	\$503,668	\$210,000	Carry-over Skate Park Project
Grant	\$605,200	\$731,851	\$126,651	Add CARES Act Relief amount of 25% of total allocation to the City that can be used for Economic Support as a Grant to EDC
Impact Fund	\$902,750	\$910,250	\$7,500	Page 80 was correct - All Funds Summary needed updating
Park/Trail Dedication	\$0	\$56,000	\$56,000	Carry-over Skate Park Project
Hunter's Crossing PID	\$598,525	\$480,025	(\$118,500)	Page 110 was correct – All Funds Summary needed updating
Street Maint.	\$998,654	\$1,020,654	\$22,000	Page 115 was correct – All Funds Summary needed updating
EDC	\$5,121,096	\$5,131,091	\$9,995	Update final numbers to match EDC Board approved budget
Hotel Tax	\$2,719,305	\$2,795,012	\$75,707	Remove the FY2020 true-up credit from Visit Bastrop budget, updated the debt amount and added Rodeo exp to summary.
Hotel Tax	All Fund Summary	Hotel Tax Fund Summary		
	\$4,224,404	\$2,719,305	(\$1,505,099)	Had an error in formula – Page 82 Fund Summary was correct
Total Changes			(\$792,159)	

This agenda item was approved on first reading at a City Council meeting held on September 8, 2020, after a public hearing was held to give citizens an opportunity to comment.

POLICY EXPLANATION:

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

Since the Charter requires two readings for an Ordinance to be effective, the second reading of this Ordinance adopting the budget for FY 2020-2021 will be on September 22, 2020 at the regular scheduled Council meeting.

FUNDING SOURCE:

N/A

RECOMMENDATION:

I recommend approval of the second reading of Ordinance No. 2020-27 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2020-2021 (October 1, 2020 through September 30, 2021) attached as Exhibit A; making certain appropriations; and providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a distribution; severability; repealer; an effective date; and proper notice and meeting.

ATTACHMENTS:

- Ordinance No. 2020-27
- Exhibit A – Annual Proposed Operating Budget for FY2020-2021



ORDINANCE NO. 2020-27

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2020-2021 (OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021), ATTACHED AS EXHIBIT A; MAKING CERTAIN APPROPRIATIONS; AND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A DISTRIBUTION; SEVERABILITY; REPEALER; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2020-2021; and

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and City Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete Financial Plan for Fiscal Year beginning October 1, 2020 and ending September 30, 2021; and

WHEREAS, the City Council on September 8, 2020 conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notices were duly posted in the *Bastrop Advertiser*; and

WHEREAS, the City has acknowledged that this budget will raise more total property taxes than last year's budget by \$188,288 or .05%, and of that amount \$134,825 is tax revenue to be raised from new property added to the tax roll this year; and

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

WHEREAS, pursuant to the statutory authority granted by the City of Bastrop Home Rule Charter, Section 6.06, this budget shall constitute the official appropriations of proposed expenditures for the Fiscal Year 2020-2021 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; and

WHEREAS, the City Council is authorized to adopt the proposed budget pursuant to the statutory authority granted by Texas Local Government Code Chapter 102.

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

Section 1. Budget Adopted: The proposed budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021, as submitted to the City Council by the City Manager, attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2020-2021.

Section 2. Appropriation: The sum of sixty-eight million, one hundred six thousand and two hundred seven U.S. Dollars (\$68,106,207) is hereby appropriated for the City's FY2020-

2021 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2020-2021 budget document.

Section 3. Distribution: Upon final approval, the budget adopted by this Ordinance shall be filed with the Office of the City Secretary and posted on the City's website in accordance with Texas Local Government Code Chapter 102. The budget shall also be printed, or otherwise reproduced, and sufficient copies shall be made available for the use of all offices and agencies and for the use of interested persons and civic organizations in accordance with City of Bastrop Home Rule Charter Section 6.09.

Section 4. Fee Schedule: This Ordinance establishes the administrative fees the City is authorized to impose and collect for providing certain services or processing certain requests for approval. Other specific fees may be imposed by other ordinances of the City or state law. The absence of any certain fee from the Fee Schedule, Appendix A of the City of Bastrop Code of Ordinances, shall not be interpreted to preclude assessment and collection of that fee by the City.

Section 5. Severability: Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section 6. Repealer: All other ordinances and provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Code of Ordinances not in conflict herewith shall remain in full force and effect. The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City of Bastrop under any section or provision of any ordinances at the time of passage of this Ordinance.

Section 7. Effective Date: This Ordinance shall be in full force and effect from and after its date of adoption by the City Council and publication of its caption as the law and the City of Bastrop's Charter provide in such cases.

Section 8. Open Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was conducted in compliance with the Open Meetings Act, Texas Government Code, Chapter 551, as may have been modified by any applicable emergency orders.

CONSIDERED and APPROVED on First Reading on the 8th day of September 2020, by the following motion:

"I MOVE THAT THE CITY COUNCIL ADOPT THE BUDGET AS PRESENTED."

Mayor Pro Tem Lyle Nelson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Peterson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Drusilla Rogers YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Ennis YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Dock Jackson YEA___ NAY___ ABSTAIN___ ABSENT___

CONSIDERED and ADOPTED on Second Reading on the 22nd day of September 2020, by the following motion:

"I MOVE THAT THE CITY COUNCIL ADOPT THE BUDGET AS PRESENTED."

Mayor Pro Tem Lyle Nelson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Peterson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Drusilla Rogers YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Ennis YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Dock Jackson YEA___ NAY___ ABSTAIN___ ABSENT___

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

CITY OF BASTROP, TEXAS

Annual Proposed Operating Budget Fiscal Year 2020-2021

City Council Record Vote

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

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

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$188,288, which is an .05% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$134,825”.

TAX RATE					
Fiscal Year	Property Tax Rate	No-New-Revenue Tax Rate	No-New-Revenue M&O Tax Rate	Voter-Approval Tax Rate	Debt Rate
2020-2021	0.5794	0.5656	0.3715	0.5961	0.1949
2019-2020	0.5640	0.5322	0.3477	0.5704	0.1949

Municipal Debt Obligations – Principal & Interest		
Tax Supported	Revenue Supported	Total
\$29,504,554	\$51,474,661	\$80,979,215



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Table of Contents



Overview

Transmittal Letter	1
Organizational Chart.....	7

Financial Strategy

All Fund Structure	9
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General Fund

Fund Summary	11
Revenue Summary.....	22
Legislative.....	23
Organizational	24
City Manager.....	25
City Secretary	27
Finance	29
Human Resources	33
Information Technology.....	35
Multi-Media.....	37
Special Events & Reservations.....	39
Police	41
Fire	48
Municipal Court	52
Development Services.....	53
Public Works	57
Library	62

Enterprise Funds

BP&L Fund Summary.....	65
Water/Wastewater Fund Summary.....	71
Water/Wastewater Revenue Summary	74
Water/Wastewater Administration.....	75
Water/Wastewater Distribution & Collections.....	76
Water/Wastewater Water Prod./Treatment.....	77
Water/Wastewater Treatment Plant.....	78
Water/Wastewater Capital Fund.....	79
Impact Fee Fund	80

Hotel Occupancy Tax Fund

Fund Summary.....	81
Revenue Summary	83
Organizational.....	84
Convention Center.....	85
Main Street.....	87
BAIPP.....	89
Rodeo Arena.....	90

Debt

Bond & Debt Summary	91
General Fund – Debt Service	94
W/WW Debt Service	95
2013 Comb. Bond.....	96
2018 Certificate of Obligation.....	97
2019 Revenue Bond Series.....	98
2019 Limited Tax Note	99
2020 Certificate of Obligation.....	100
2020 Revenue Bond Series.....	101
2021 Limited Tax Note	102

Other Funds

Bastrop EDC.....	103
Innovation Fund	105
Designated Fund #102.....	106
Fairview Cemetery #525.....	107
Fairview Cemetery #526.....	108
Grant Fund #801	109
Hunters Crossing PID.....	110
Library Board Fund #505.....	111
Park/Trail Land Dedication Fund	112
Vehicle/Equipment Replacement Fund	113
Street Maintenance.....	114

Reference

Detailed Employee Listing.....	117
Master Fee Schedule.....	121



BASTROPTX

Heart of the Lost Pines

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MEMORANDUM

TO: Honorable Mayor & City Council Members
FROM: Paul Hofmann, City Manager
DATE: September 8, 2020
SUBJECT: FY 2021 Proposed Budget



Introduction and Appreciation

It is with pleasure I submit the City Manager's FY 2021 Budget for the City of Bastrop. The proposed budget represents a great deal of work on the part of many people, especially Chief Financial Officer Tracy Waldron and Assistant City Manager Trey Job. They both produce a lot of work, and both care a great deal about the service they provide this community. They both have had a chance to display their leadership skills these past few months. I'm looking forward to working with both of them long into the future.

Thanks, are also due to the City Council for the leadership shown during this strange time. In particular, thank you for the direction and feedback provided during the April 28 and July 30 workshops. I believe you will find the proposed budget is responsive to Council priorities.

Revisions since the July 30 workshop

The budget recommendations on August 11 included the following revisions from the version of the budget document discussed with the City Council on July 30.

The salary increase (2.5% Step increase) described to Council on July 30 is not being recommended at this time. As discussed in response to Council questions, a salary study has not been conducted since 2016. The City Manager's recommended budget now includes funding for a compensation and classification system market study.

The recommended tax rate has been lowered to \$0.5794 per \$100 valuation. This is less than the \$0.5818 rate described to Council on July 30 and August 4. The Maintenance and Operations rate component of the recommended tax rate is \$.3845, which represents a 3.5 percent increase over the No New Revenue Rate.

The City Manager's recommended budget now includes six months of salary for the currently vacant Planning Director position. Steps are being taken to improve efficiencies and communication within the Planning Department now. The success of those steps are not

dependent on filling the Planning Director position right away, and we are still learning and evaluating precisely what it is we need in that role.

We are now recommending that we do not eliminate the vacant planner position but will be looking to reclassify the position into a role that better meets our needs.

The recommended budget does not include funding for a Community Relations Director. We are taking a different approach to integrating our messaging efforts.

These changes will increase the amount of unappropriated reserves. What this means is as we move forward throughout the budget year and better information is available the unallocated reserve can be brought to City Council for approval at a later date. This is a prudent approach given our uncertain property, Hotel-Motel, and sales tax future.

There are two budget workshops scheduled with City Council, August 18th & 19th, to discuss the contents of this proposed budget and come to a final budget document that will be adopted on September 22, 2020.

Revisions since August 11 Proposed Budget

This final budget document includes the additions discussed with City Council at their regular meeting held August 25, 2020.

In the Grant Fund the revenue and expense has been added for granting CARES Act Relief funds in the amount of \$126,651 to the Bastrop Economic Development Corporation. This amount represents 25% of the total allocation the City was awarded that can be used towards economic support.

In the Hotel Tax Fund, the true up credit due from Visit Bastrop for FY2020, in the amount of \$91,839, has been removed, increasing their funding amount for FY2021.

Highlights of Changes from the FY 2020 Budget

The FY 2021 Budget Book will have a simplified format but still provide excellent transparency. We started with FY 2020 as the base budget for FY 2021 with the following significant changes:

- Staff changes in the City Manager's budget: Elimination of the Council Liaison and part-time Office Assistant positions, and the addition of Assistant City Manager (ACM) (100%). This position was previously split between Public Works and Water/Wastewater.
- Increase in health insurance premiums of 3 percent (\$24,000) and an increase to split the cost of the increase of dependent care coverage (\$3,200).
- Increase in Administrative Overhead allocation from Water/Wastewater (W/WW), BP&L and Convention Center to cover moving the ACM 100% to General Fund, moving Multi-Media back to General Fund and the increase in annual software maintenance costs for AMI program.

- Moved Special Events & Reservation and the Multi-Media Departments back to the General Fund. The Multi-Media Department is absorbing 85% of the Chief Storyteller position with the other 15% allocated to the Hotel Tax Fund. This change reflects an increase of ~\$94,000 in the General Fund.
- Move the right-of-way (ROW) mowing back to General Fund. This increased expense in the General Fund by \$171, 035
- Move CARTS funding back to General Fund from Innovation Fund - \$20,000
- Automated Meter Infrastructure software upgrade \$62,045 – One-time fee of \$36,456 split between Water/Wastewater (W/WW) and BP&L. Annual fee increase of \$15,070 included in Utility Customer Service budget and covered by Administrative Overhead from W/WW and BP&L.
- Increase in the Vehicle & Equipment Replacement lease to reflect the new equipment purchased during FY2020 \$71,826 (General Fund only \$64,685).
- \$40,000 (\$20,000 from the General Fund) is being provided for a Compensation and Classification System study. The last study was done in 2016. It's important to know how our salaries and benefits compare to market. It's also beneficial to evaluate how our positions are classified and to assess internal and external equity. The results of this evaluation should be presented to Council prior to any comprehensive decisions regarding employee compensation.
- During FY2020, the Fire Department was challenged with covering their part-time shifts due to restrictions placed by COVID-19. Most of the firefighters that work part-time for the City of Bastrop are full-time firefighters in other jurisdictions. Some of these other jurisdictions did not want their staff working outside of their jurisdiction for public safety reasons due to COVID-19. By moving to full-time firefighters, Bastrop will have stability in knowing that all shifts will be filled. In an effort to move to full-time firefighters, the city has applied for a SAFR grant. The grant would fund ten (10) full time firefighters which would be an annual increase of \$75,690. If the SAFR grant is not approved the annual increase to convert our part-time firefighter budget to six (6) full-time firefighters would be an increase of \$58,856. The proposed budget includes the higher estimate and will be adjusted pending the outcome of the SAFR grant application.

FY 2021 Revenue Assumptions – General Fund Overview:

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2021 are \$12,471,919 which represents a 2.7% increase or \$331,656 over FY 2020 year-end projected.** Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Proposed FY 2021 Sales Tax revenue is forecasted to be \$5,266,932, which is a 1.8% increase or \$84,555 more than FY 2020 budget and \$94,432 over the FY2020 year-end projection. Despite the COVID-19 pandemic, the FY2020 projected year-end is \$5,172,500 which is 1.7% of the FY2020 budget amount and 1.7% more than FY2019 actual amount.

Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Operations & Maintenance tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem Taxes total 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Values for FY 2021 show a net taxable value of \$967,902,273, which is a 0% increase over the net taxable values used to establish the FY 2020 budget.** Net taxable values will generate \$4,039,083 in revenue, which is \$254,022 more than FY 2020 year-end budget projections. This proposed budget recommends increasing the property tax rate to \$0.5794, which will increase the M&O portion of the tax rate by 3.5% over the M&O no-new-revenue rate, leaving the I&S rate at \$0.1949.

A detailed summary of all sources of General Fund revenue can be found in the Budget Summary, located at the beginning of the General Fund section of the FY 2021 Budget.

CHART 1

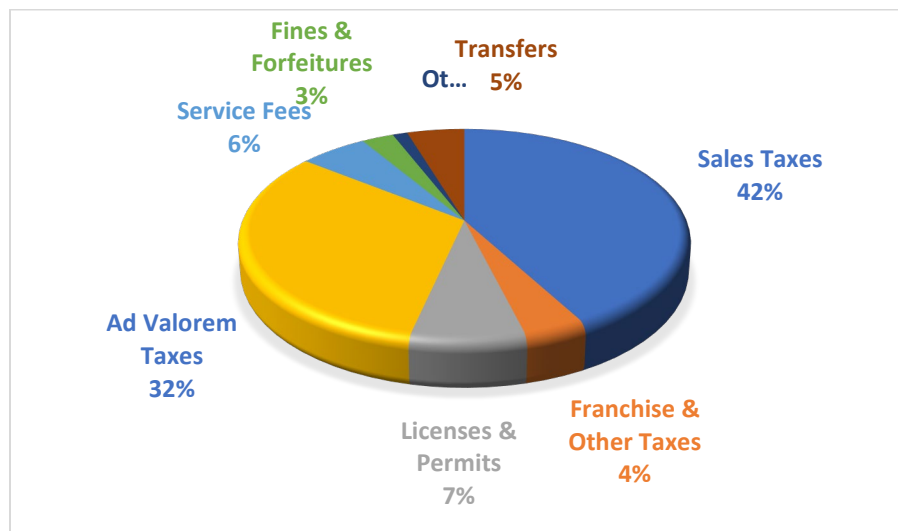
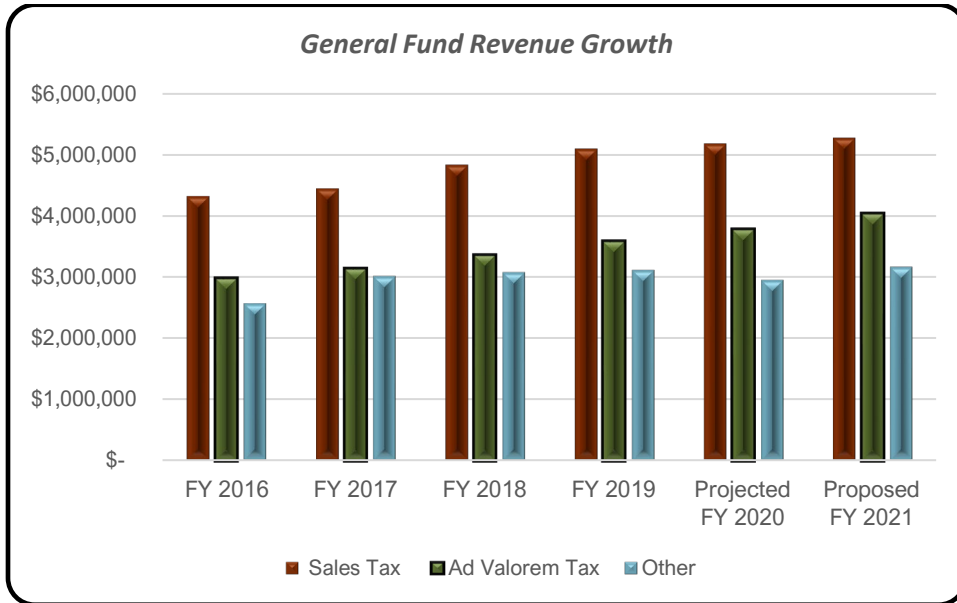


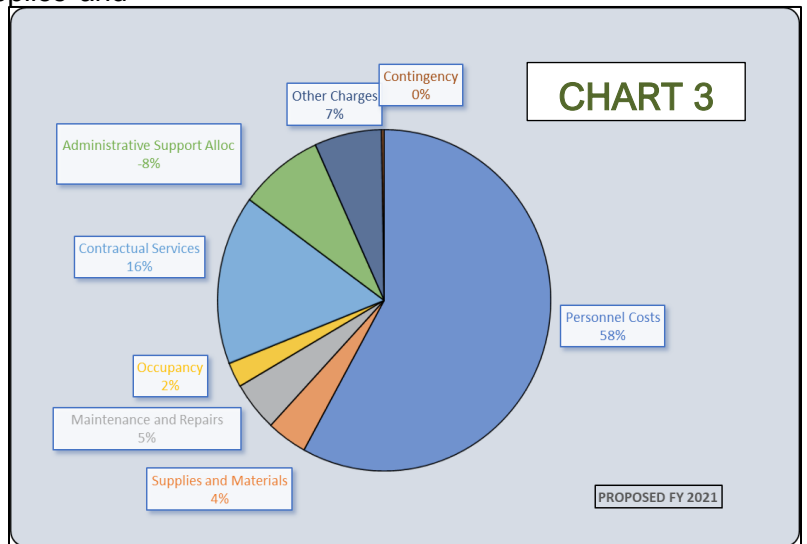
CHART 2



FY 2021 Expenditure Synopsis – General Fund Overview:

Proposed General Fund expenditures for FY 2021 are \$12,333,505, which represents a 2.5% increase or \$303,138 over FY 2020 budget. The increase is largely attributed transitioning the right-of-way mowing to General Fund, reallocation of the Special Events & Reservatic **CHART 3** Media departments from Hotel Tax Fund to the General Fund, and the increase in lease payments to the Vehicle & Equipment Replacement Fund. A breakdown and description of the General Fund expenditures by account category and by function is provided below. As shown in Chart 3 below, the FY2021 Proposed Budget for the General Fund is broken into eight (8) major categories, which are personnel costs, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, administrative support allocation and contingency.

Details of how these categories compare to FY2020 budget and year-end projections can be found in the General Funds Fund Summary section.



Outlined below is a brief overview of the new expenditures, which are included in the FY 2021 Budget:

Short term Tax Note - \$1M

The City has the ability to sell a \$1,000,000 Certificate of Obligation without raising the debt service tax rate. Therefore, staff recommends selling a short-term tax note for five (5) years to fund a variety of requests, as identified below, to fill needs in multiple departments. The priorities will be deferred building maintenance and the remediation of the Public Works Facility.

- Digital records storage
- Walk behind roller for Public Works
- Crew Cab Truck for Public Works
- Backhoe for Public Works
- Tractor/Shredder for Public Works
- Two small SUV's for Development Services (Building Inspections & Building Official)
- Drainage Master Plan
- Deferred Building Maintenance
- Mold Remediation at Public Works Facility

Other Funds

We do not have a rate increase proposed in this budget for Water/Wastewater since we approved the last rate increase in Spring of 2020. We continue to monitor the rate model as construction costs, land acquisition costs and wholesale agreements are received. We will come back to Council with rate recommendations as needed.

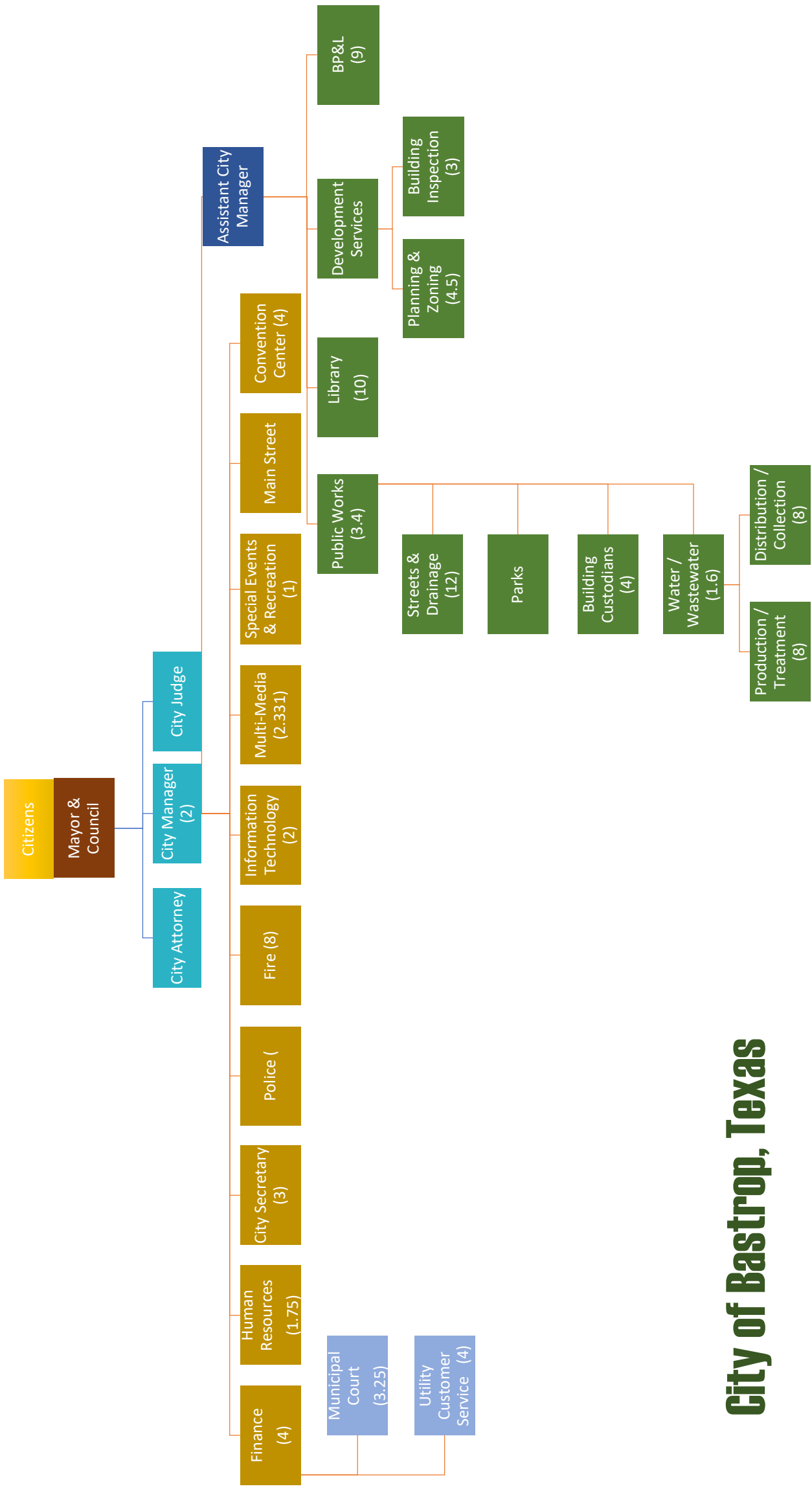
There are no rate changes recommended for BP&L.

The cemetery lot prices are increasing as follows:

Residents of City of Bastrop	\$1,500 (previously \$1,000)
Non-Residents of City of Bastrop	\$3,500 (previously \$1,500)

Street Maintenance continues to be a focus for Council. This budget does not include any funds for Old Austin Highway. This road was patched during FY2020 after the quotes for reconstruction exceeded the budget available. The improvements performed in FY 2020 will extend this road until funds will allow for the total reconstruction of this road.

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



City of Bastrop, Texas



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Heart of the Lost Pines
Est. 1832

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ALL FUND SUMMARY FY 2020-2021

	GENERAL FUND	DEBT SERVICE FUNDS	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
BEGINNING FUND BALANCES	\$ 3,364,275	\$ 162,685	\$ 3,797,361	\$ 2,397,872	\$ 3,640,639	\$ 3,555,535	\$ 23,956,263	\$ 2,817,995	\$ 5,409,325	\$ 49,101,950
REVENUES:										
AD VALOREM TAXES	4,039,083	2,051,124	-	-	-	-	-	-	-	6,090,207
SALES TAXES	5,266,932	-	-	-	-	-	-	-	2,611,200	7,878,132
FRANCHISE & OTHER TAXES	486,000	-	2,264,400	23,500	-	-	-	-	-	2,773,900
LICENSES & PERMITS	943,000	-	-	-	-	-	-	-	-	943,000
SERVICE FEES	671,150	-	181,500	1,509,681	6,545,900	7,110,050	-	371,192	177,370	16,566,843
FINES & FORFEITURES	335,200	-	-	12,800	-	-	-	-	-	348,000
INTEREST	30,000	20,000	25,000	24,850	25,600	30,000	109,293	16,000	35,000	315,743
INTERGOVERNMENTAL	69,804	249,802	62,312	731,851	-	-	150,000	-	1,030,000	2,293,769
OTHER	40,000	-	-	42,383	7,000	14,000	1,365	-	100,000	204,748
TOTAL REVENUES	11,881,169	2,320,926	2,533,212	2,345,065	6,578,500	7,154,050	260,658	387,192	3,953,570	37,414,342
OTHER SOURCES										
Other Financing Sources	-	-	-	-	-	-	1,000,000	-	-	1,000,000
Interfund Transfers	590,750	542,255	-	-	3,080,425	-	1,021,000	65,000	-	5,299,430
TOTAL REVENUE & OTHER SOURCES	12,471,919	2,863,181	2,533,212	2,345,065	9,658,925	7,154,050	2,281,658	452,192	3,953,570	43,713,772
TOTAL AVAILABLE RESOURCES	\$ 15,836,194	\$ 3,025,866	\$ 6,330,573	\$ 4,742,937	\$ 13,299,564	\$ 10,709,585	\$ 26,237,921	\$ 3,270,187	\$ 9,362,895	\$ 92,815,722
EXPENDITURES:										
GENERAL GOVERNMENT	4,858,996	-	-	15,000	-	-	307,000	-	-	5,180,996
PUBLIC SAFETY	4,682,622	-	-	50,000	-	-	15,032	-	-	4,747,654
DEVELOPMENT SERVICES	937,127	-	-	-	-	-	-	-	-	937,127
COMMUNITY SERVICES	1,854,760	-	-	234,778	-	-	-	-	-	2,089,538
UTILITIES	-	-	-	15,000	4,028,696	6,306,462	-	-	447,012	10,350,158
DEBT SERVICE	-	2,997,157	2,252,757	-	-	-	143,668	-	-	5,930,427
ECONOMIC DEVELOPMENT	-	-	-	-	-	-	319,055	-	2,209,079	4,780,891
CAPITAL OUTLAY	-	-	-	1,493,351	200,000	300,000	24,079,835	241,800	2,475,000	28,789,986
TOTAL EXPENDITURES	12,333,505	2,997,157	2,252,757	1,808,129	6,403,048	6,774,700	24,864,590	241,800	5,131,091	62,806,777
OTHER USES										
Interfund Transfers	-	-	542,255	898,250	2,185,176	652,750	1,021,000	-	-	5,299,430
TOTAL EXPENDITURE & OTHER USES	12,333,505	2,997,157	2,795,012	2,706,379	8,588,224	7,427,450	25,885,590	241,800	5,131,091	68,106,207
ENDING FUND BALANCES	\$ 3,502,669	\$ 28,709	\$ 3,535,561	\$ 2,036,558	\$ 4,711,340	\$ 3,282,135	\$ 352,331	\$ 3,028,387	\$ 4,231,804	\$ 24,709,515



BASTROP TX
Heart of the Lost Pines
Est. 1832

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Fund Description

General Fund is the City's primary operating fund. It is utilized to account for all financial resources, except those required to be accounted for in other funds. Primary sources of revenue for this fund include taxes, fees, and permits.

Departments appropriated in the General Fund include Legislative, Organizational, City Manager's Office, City Secretary's Office, Finance, Utility Customer Service, Human Resources, Information Technology, Multi-Media, Special Events & Reservations, Police, Fire, Municipal Court, Development Services, Public Works, Park Maintenance, Building Maintenance, and Library.



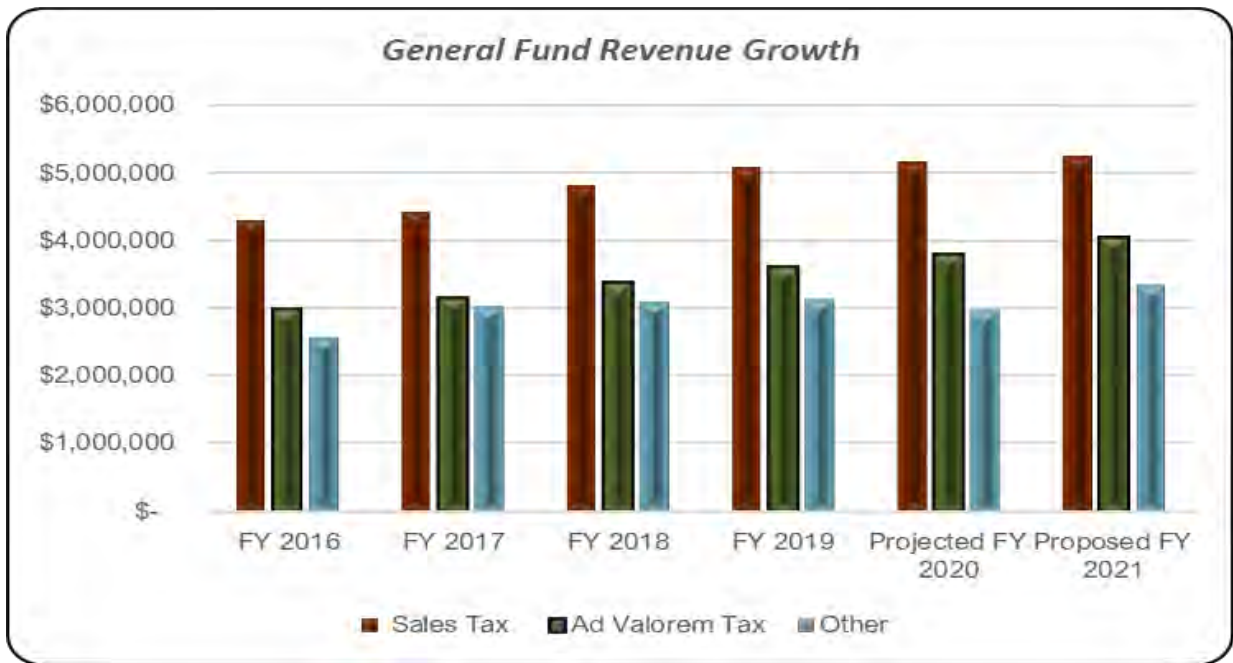
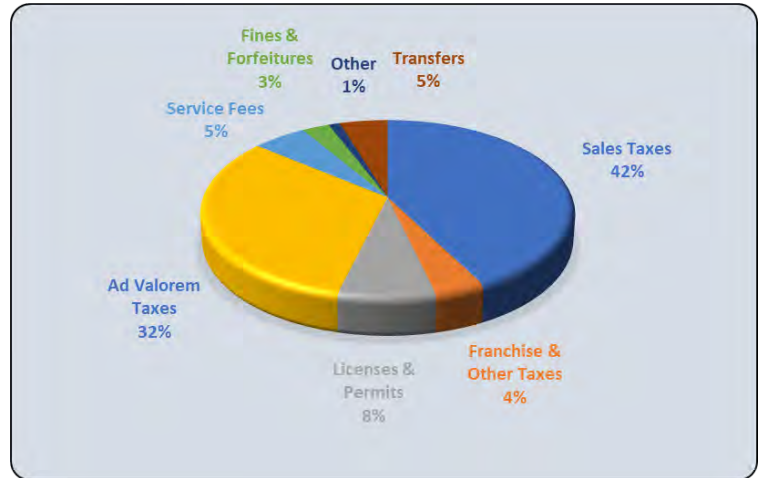
	ACTUAL 2018-2019	ORIGINAL BUDGET 2019-2020	PROJECTED 2019-2020	PROPOSED 2020-2021	PLANNING 2021-2022
BEGINNING FUND BALANCE	\$ 2,607,679	\$ 2,643,264	\$ 2,982,362	\$ 3,364,281	\$ 3,502,695
REVENUES:					
Ad Valorem Taxes	3,589,932	3,850,795	3,785,061	4,039,083	4,181,933
Sales Taxes	5,087,945	5,084,400	5,172,500	5,266,932	5,499,287
Franchise & Other Taxes	534,651	467,830	483,000	486,000	511,000
Licenses & Permits	560,225	819,032	972,847	943,000	898,000
Service Fees	571,732	673,100	604,250	671,150	709,300
Fines & Forfeitures	316,968	349,585	296,147	335,200	335,200
Interest	81,936	65,000	60,000	30,000	35,000
Intergovernmental	70,347	89,878	179,183	69,804	69,804
Other	67,261	60,000	19,525	40,000	42,000
TOTAL REVENUE	10,880,997	11,459,620	11,572,513	11,881,169	12,281,524
OTHER RESOURCES					
Transfer from Library Board	3,000	3,000	-	3,000	3,000
Transfer from Innovation Fund	349,000	198,991	-	-	-
Transfers from Electric (ILOT) & Special	557,750	567,750	567,750	587,750	587,750
TOTAL OTHER RESOURCES	909,750	769,741	567,750	590,750	590,750
TOTAL REVENUE & OTHER RESOURCES	11,790,747	12,229,361	12,140,263	12,471,919	12,872,274
TOTAL AVAILABLE RESOURCES	\$ 14,398,426	\$ 14,872,625	\$ 15,122,625	\$ 15,836,200	\$ 16,374,969
EXPENDITURES:					
General Government:					
Legislative	37,663	40,357	36,333	39,983	39,695
Organizational	1,649,185	1,283,110	1,334,795	1,379,294	1,375,687
City Manager	387,752	502,008	626,026	453,893	447,803
City Secretary	158,665	148,629	129,695	281,656	281,656
Finance	1,301,311	1,336,502	1,293,514	1,403,459	1,432,812
Human Resource	201,505	223,626	214,691	228,707	224,567
Information Technology	312,653	426,382	407,251	413,458	421,725
Public Works (Admin & Streets/Drainage)	1,183,857	1,201,861	1,089,632	1,561,440	1,536,900
Building Maintenance	283,318	289,900	279,592	307,946	298,051
Administrative Support Reimb.	(991,092)	(998,368)	(998,368)	(1,210,840)	(1,271,382)
Public Safety:					
Police	3,153,421	3,406,413	3,283,335	3,363,945	3,422,985
Fire	631,529	862,042	797,793	980,776	983,496
Court	342,877	336,853	321,295	337,901	338,516
Development Services:					
Planning & Zoning	553,725	618,720	435,650	552,583	555,633
Engineering & Development	464,125	152,405	89,583	75,200	75,207
Building Inspection	-	313,199	176,893	309,344	309,484
Community Services:					
Special Events & Reservations	-	-	-	167,550	167,550
Multi-Media	-	-	-	202,253	198,253
Parks	878,477	906,469	792,030	738,840	725,605
Library	660,539	741,267	709,612	746,117	755,537
TOTAL OPERATING EXPENDITURES	11,209,510	11,791,375	11,019,352	12,333,505	12,319,780
Transfer to Hotel Tax Fund	206,554	238,992	238,992	-	-
Transfer to Innovation Fund	-	-	500,000	-	-
TOTAL TRANSFER OUT	206,554	238,992	738,992	-	-
TOTAL EXPENDITURES & TRANS OUT	11,416,064	12,030,367	11,758,344	12,333,505	12,319,780
<i>Excess of Revenue over (under) Exp</i>	<i>374,683</i>	<i>198,994</i>	<i>381,919</i>	<i>138,414</i>	<i>552,494</i>
ENDING FUND BALANCE	\$ 2,982,362	\$ 2,842,258	\$ 3,364,281	\$ 3,502,695	\$ 4,055,189
Reserves %	26%	24%	30%	28%	33%

Overview

The General Fund Summary section includes revenue summary information, expenditure summary information, and departmental detail information for the FY 2021 proposed budget, while providing a comparison to FY 2020 year-end budget projections. Professional and technical vocabulary and abbreviations are defined in the Budget Glossary of Terms located in the Acronyms / Glossary / Index section. Operational accomplishments are reported within the departmental pages.

Revenue Assumptions

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2021 are \$12,471,919 which represents a 2.7% increase or \$331,656 over FY 2020 year-end projected.** Funding in the City’s General Fund is derived from 8 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.

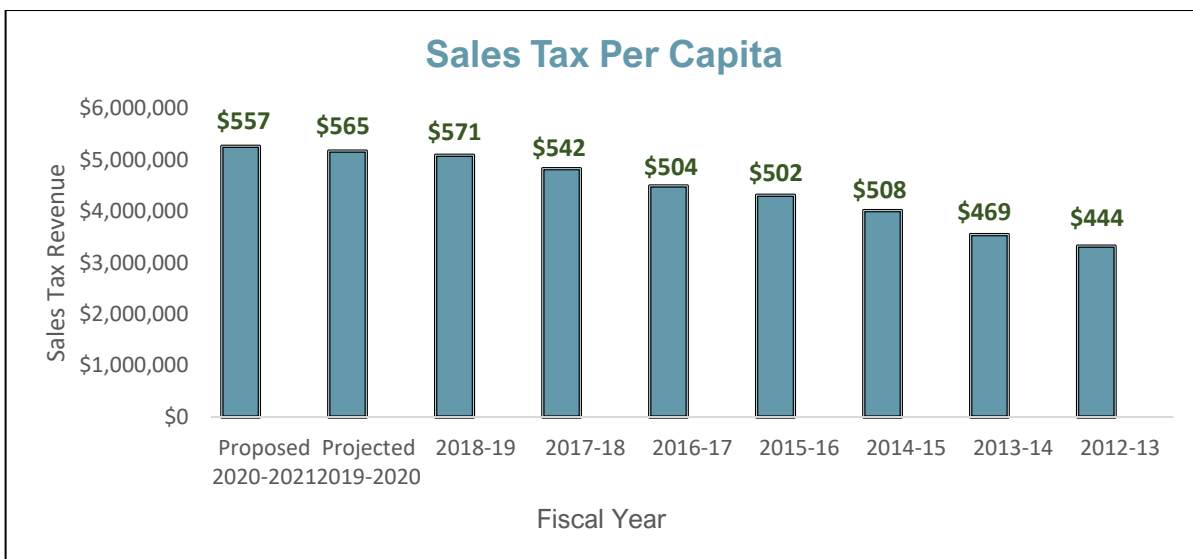


Sales Tax Allocation

Sales Tax in the City of Bastrop is collected at a rate of 8.25% of the goods and services sold within the City’s boundaries. The tax is collected by businesses making the sale and is remitted to the State’s Comptroller of Public Accounts on a monthly, and in some cases, quarterly basis. The State retains 6.25%, the County retains .5%, Bastrop Economic Development Corporation retains .5%, and the remaining 1% is distributed to the City of Bastrop within 40 days following the period for which the tax is collected by the businesses. Therefore, the Sales Tax reported on the City’s monthly financial statement is typically two (2) months in arrears. However, at the end of the year, collections are aligned by fiscal year.

Sales and Use Tax Collection

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Sales Tax revenue has experienced steady growth over the last 10 years. This growth has slowed down slightly over the last several years. Considering COVID-19, FY2020 projections were conservative but are still exceeding the FY2020 budget by \$84,555. Proposed FY 2021 Sales Tax revenue is forecasted to be \$5,266,932, which is a 1.8% increase or \$94,432 more than FY 2020 year-end budget projections. Finance staff feel comfortable with this moderate increase based on the FY2020 projections.



Ad Valorem Taxes

Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Maintenance & Operations tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem M&O Taxes total 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Properties for FY 2021 show a net taxable value of \$967,902,273, which is a 0% increase over FY 2020 taxable value used to project the budget.** Property values will generate \$4,039,083 in budgeted revenue, which is \$254,022 more than FY 2020 year-end budget projections and \$188,288 over FY2020 budget.

Ad Valorem Tax Forecast

The City anticipates the Ad Valorem tax roll to grow over the next few years based on the current development activity. The Preserve at Hunters Crossing, a multi-family apartment, was completed during FY2020. Pecan Park and Piney Creek subdivisions have new sections under construction ongoing, which provides additional opportunities for new home construction. The Riverwood Commons II, Quik Trip Convenience Store, Austin Regional Clinic, are all currently under construction and should be completed by January 1, 2021 to be included on future tax rolls.

Appraisal Process

Ad Valorem (Property) Taxes attach as an enforceable lien on property as of January 1st of each year. The City's property tax is levied each October 1st on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Bastrop County Central Appraisal District at 100% of the estimated market value and certified by the Appraisal Review Board. The assessed taxable value of the tax roll on January 1, 2020, upon which the tax levy is based, is \$967,902,273. The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general government services including the payment of principal and interest on general obligation long-term debt.

Taxes are due by January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections are estimated to be 99% of the levy and will generate \$6,183,207 in revenues, which includes \$533,761 of frozen tax levy, delinquent tax collections, and penalty and interest.

In Texas, countywide central appraisal districts are required to assess all property within the appraisal district based on 100% of its appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every five years; however, the City may, at its own expense, require annual reviews of appraised values.

Property Tax Calculation	
	FY2021
	TAX YEAR 2020
TAX ROLL:	
Net Taxable Value (100%)	\$967,902,273
Rate per \$100	0.5794
Tax Levy Freeze Adjusted	5,608,026
Tax Levy - Frozen (Disabled / over 65)*	539,153
Total Tax Levy	6,147,179
Percent of Collection	99.0%
SUMMARY OF TAX COLLECTIONS:	
Current Tax	5,551,946
Revenue From Tax Freeze Property	533,761
Delinquent Tax	55,500
Penalty and Interest	42,000
TOTAL TAX COLLECTIONS	\$6,183,207

Truth-in-Taxation

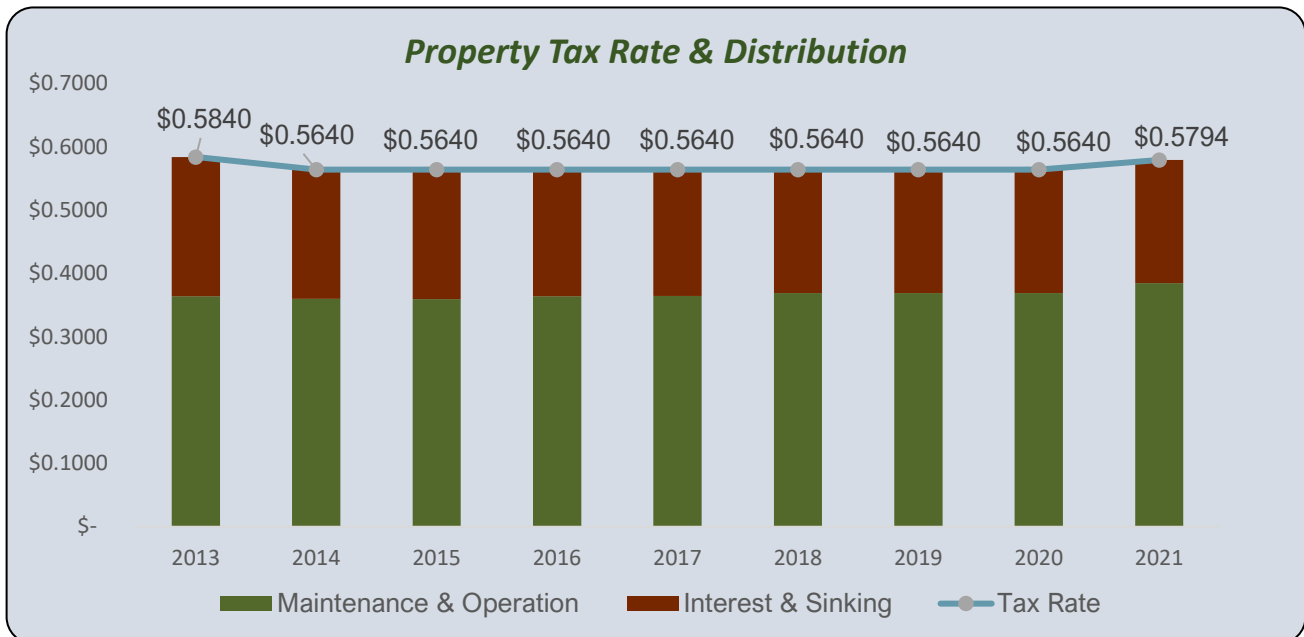
The Truth-in-Taxation laws of the State of Texas require notices to be published to and hold a public hearing if an entity’s proposed tax rate exceeds the no-new-revenue or voter-approval tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the proposed tax rate. The City of Bastrop’s no-new-revenue tax rate is \$0.5656/ \$100, voter-approval tax rate is \$0.5961/ \$100, and the proposed rate published for the public hearing is \$0.5961/ \$100. The proposed rate did exceed the lower of the no-new-revenue or voter-approval rate therefore the City was required to publish certain notices and hold a public hearing on the proposed tax rate. This proposed budget is based on a recommended rate of \$0.5794/\$100 which is 3.5% higher than the no-new-revenue M&O rate plus the debt rate.

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

Tax Rate

The recommended tax rate for the year ending September 30, 2021, is \$0.5794/\$100. The amount allocated for general government operations is \$0.3845/\$100, while the remaining \$0.1949/\$100 is allocated for general obligation long-term debt service. The General Fund budgeted amount is net of any 380 agreement rebates due from this revenue source.

Property Tax Rate Distribution History



Franchise & Other Taxes

Franchise fees represent those revenues collected from utilities operating within the City's rights-of-way to conduct business including Time Warner, AT&T, Bluebonnet Electric, and CenterPoint Energy. This revenue source was significantly changed by Senate Bill 1152. Those companies that were paying for both communications and cable were able to choose to drop the lowest of the two. This did have about a \$40,000 impact on this revenue source. This did not go into effect until January 1, 2020. The proposed FY2021 is budgeting an increase in this revenue source due to growth. Mixed Beverage Tax and Occupancy Tax are also included in this revenue category. There was a significant decline in Mixed Beverage Tax due to COVID-19 during FY2020. Proposed FY2021 budget is \$486,000, which is \$3,000 more than FY 2020 year-end budget projections. The electric and solid waste franchise fees are projected to increase during this fiscal year.

License & Permits

Licenses and permits are based on construction such as plan review, business permits, construction inspections, and permit fees. This revenue source is projected to end FY 2020 higher than budgeted by 19% or \$153,815. The FY2021 is proposing slightly less than FY2020 year-end projections at \$943,000. There are based on estimates provided by the Planning and Development Department.

Service Fees

Service Fees represent revenue generated through fees associated with receiving a specific service. The largest fee in this category is Sanitation, the charge for curbside solid waste and recycling pick-up. The contractor notified that they would not be exercising their rights under the contract to increase the rates up to 5% annual. Therefore, this budget does not reflect a rate increase just an increase due to additional accounts being added through growth. A library fee for non-residence is also in this category with the proposed amount much less than what was budgeted for FY2020 based on year-end projections. Other fees are animal control, and accident reports. Proposed FY2021 budget is \$671,150, which is 11% or \$66,900 more than FY 2020 year-end budget projections.

Fines & Forfeitures

Fines and forfeitures represent revenue generated through the Municipal Court. During FY2020, the court was not able to conduct as many warrant round-ups as anticipated due to COVID-19. Proposed FY2021 budget is \$335,200, which is 13% or \$39,053 more than FY 2020 year-end budget projections.

Interest

The interest earned is from city investments in Money Market accounts, Government Pools, Certificates of Deposit and Agency Securities. FY2020 saw a decline in rate of return which continues to go down. These FY2021 proposed budget is reflecting a 50% decrease over FY2020 year-end projections.

Intergovernmental

This revenue represents funding received from federal, state and local sources due to grants, interlocal agreements and funding agreements. It also includes any funding provided by Bastrop Economic Development Corporation to the City. The FY2020 year-end projections includes the first 20% of the Coronavirus CARES Relief Funding of \$101,321. The FY2021 proposed budget is \$69,804. This proposed budget does not include additional CARES funding but if the city submits eligible reimbursements, this item will be brought to City Council for a budget amendment.

Other

Revenue not included in another category are classified as other. The largest source in this category is the Citibank rebate the City receives for using the purchasing cards through the state program. The proposed FY2021 budget is \$40,000, which is 105% higher than FY2020 year-end projections.

Transfers In

This revenue represents funding received from other funds as follows: Library Board \$3,000 to cover summer reading interns, BP&L \$587,750 of which \$30,000 is for YMCA pool operations and the rest is payment in lieu of taxes.

Expenditure Synopsis

Proposed General Fund expenditures for FY 2021 are \$12,333,505, which represents a 2.5% increase or \$303,138 over FY 2020 budget. The increase is largely attributed to transitioning the right-of-way mowing to General Fund, reallocation of the Special Events & Reservations and Multi-Media departments from Hotel Tax Fund to the General Fund, and the increase in lease payments to the Vehicle & Equipment Replacement Fund. A breakdown and description of the General Fund expenditures by account category and by function is provided below.

Expenditures by Account Category

The General Fund is broken into nine (10) major categories, which are personnel costs, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, administrative support allocation, contingency, capital outlay, and transfers out. A comparison between the budget for FY2021 and FY2020 is provided below:

Expenditures by Category	FY2021	FY2020	% Change
Personnel Costs	\$8,555,788	\$8,317,235	2.9%
Supplies & Materials	\$579,696	\$571,036	1.5%
Maintenance & Repairs	\$692,516	\$632,769	9.4%
Occupancy	\$354,288	\$335,903	5.5%
Contractual Services	\$2,364,480	\$1,939,346	21.9%
Other Charges	962,577	939,589	2.4%
Admin Support Allocation	(\$1,210,840)	(\$998,368)	21.3%
Contingency	\$35,000	\$35,363	-1.0%
Capital Outlay	\$0	\$18,500	-100%
Transfer Out	\$0	\$238,994	-100%
TOTAL EXPENDITURE	\$12,333,505	\$12,030,367	2.5%

Personnel Costs

The Human Resources Department calculates personnel costs, including any increases in compensation rates. Since the City is a service organization, personnel costs are the single largest expenditure category for the General Fund representing 69% and includes the costs related to salaries, insurance, and retirement benefits. The FY 2021 Budget is not including an increase in wages. However, it does include the cost of a compensation study. The Receptionist position moved from part-time to full-time and the Finance Specialist II position was reclassified as an Accountant. There was a 3% increase for health insurance in FY 2021. The city's contribution to the retirement program also experienced a slight increase. This category increased year over year by 2.9%.

Supplies and Materials

These object classifications are expendable materials and operating supplies necessary to conduct departmental activities. The increase is attributed to additional safety equipment and clothing for fire and public works. This category increased year over year by 1.5%.

Maintenance and Repairs

These object classifications are for expendable upkeep of physical properties which are used in carrying out operations and include building maintenance, vehicle repair, and computer and equipment repair. It also includes the maintenance paid for software utilized in the course of business. The FY 2021 budget is due to increased software maintenance agreements and needed equipment upkeep. This also included the addition of MyGov software that will benefit various departments and enhance the citizen's experience. This category increased year over year by 9.4%

Occupancy

These object classifications are for the utilities and related expenses required to maintain a building such as electricity, water, telephone, gas, property insurance, and communications. There was an adjustment needed in the Parks budget to recognize the actual amount in utilities for all city facilities. This category increased year over year by 5.5%.

Contractual Services

These object classifications include services rendered to city activities by private firms or other outside agencies. Some of the largest contracts in this budget are for solid waste, police and fire dispatch, city engineering. The FY 2021 budget increase in this category included the mowing contract moving back into General Fund, CARTS funding moving back to General Fund, compensation plan consultant, codification fees, Single Audit requirement, and additional lease payments to the Vehicle & Equipment Replacement Fund. This category increased year over year by 21.9%

Other Charges

These object classifications are expenditures that do not apply to other expenditure classifications and includes travel and training, membership dues, equipment rental, prisoner housing, 380 agreement reimbursements, administrative support allocation, election services, and historical structure refund. This list is not exclusive. The largest increase within this category was for the City's 380 development agreements. This category increased year over year by 2.4%.

Administrative Support Allocation

This allocation represents a percentage allocation for administrative services from the Water/Wastewater (W/WW), BP&L and Convention Center Funds. The departments providing support include Legislative, Organizational, City Secretary, City Manager, Finance, Utility Customer Service, Human Resources, Information Technology, Communications and Building Maintenance. This percentage is based on various factors including number of employees, amount of debt, etc. This allocation increased in the FY2021 Proposed Budget for several factors. The Assistant City Manager was moved 100% to General Fund so the allocation from W/WW was increased to cover this change. Also, moving the Multi-Media Department back to General Fund increased this allocation to the General Fund (used to be allocated to the Hotel Tax Fund). The overall allocation may increase due to rising total expenditures in the departments providing services. This category increased year over year by 21.3%.

Contingency

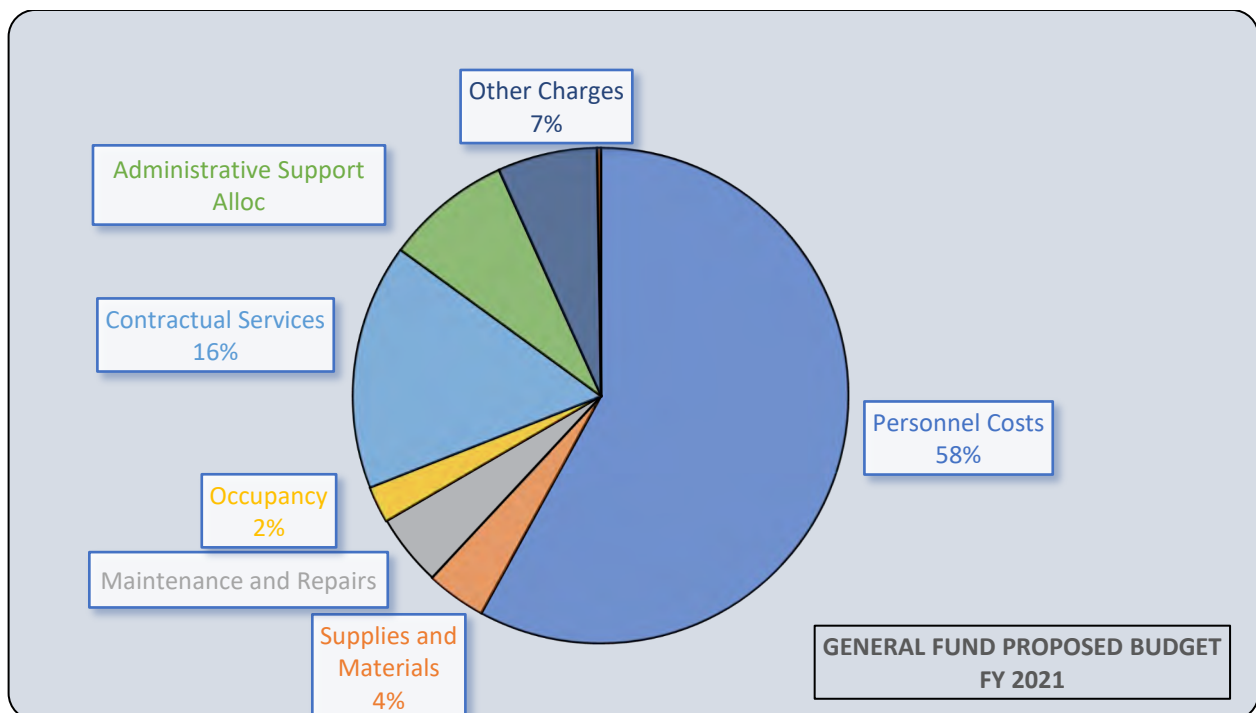
The Contingency category is funding for any unforeseen expenditures that may occur during the fiscal year. The Financial Management Policy states a minimum of \$35,000 must be appropriated in the budget. Expenses are not charged to this account directly; the budget is moved to the appropriate account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

Capital Outlay

Capital Outlay expenditures have a useful life longer than a year and have a value of over \$5,000. This budget does not include any items in this category within the General Fund.

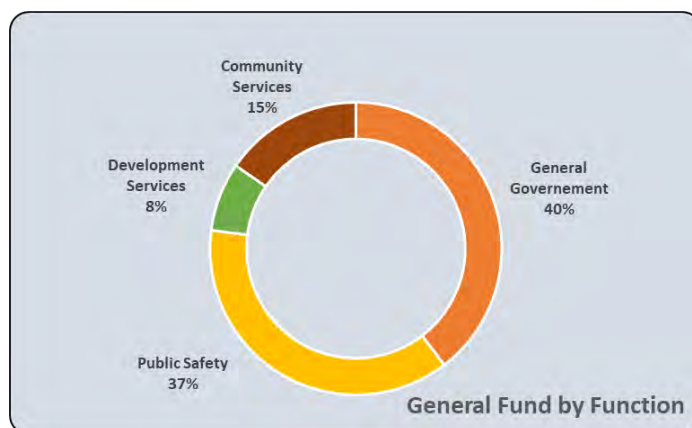
Transfers Out

Transfers Out reflect a transfer from the General Fund to another fund within the City’s operating and capital budgets. In FY 2020, funding for Multi-Media and Special Events and Reservations were being transferred to the Hotel Tax Fund. In FY2021, this transfer was eliminated by moving these departments back into the General Fund.



Expenditures by Function

There are four main functions in the General Fund including General Government, Public Safety, Development Services, and Community Services. A breakdown of FY 2021 proposed departmental expenditures and a brief description is given comparing the functions to the FY 2020 budget and year-end projections. The pie chart, General Fund by Function, shows the percentage breakdown of each function.



General Government

General Government handles the administrative functions of the City and is comprised of Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance. FY 2021 Proposed Budget increase of 9.1% is attributed to many of the previously mentioned items in the category break down. Also, the addition to two Public Works Maintenance Workers moved from the Parks Department. No new positions were added just a reallocation of current positions.

Public Safety

Public Safety function handles all aspects related to citizen protection and is made up of Police Services, Fire Services, and Municipal Court. FY 2021 Proposed Budget increase of 1.7% is attributed to moving to Full-time Fire, an increase in equipment associated with life safety.

Development Services

Development Services function handles both commercial and residential development through the Departments of Engineering and Development, Building Inspection and Planning & Zoning. FY 2021 Proposed Budget decrease of 13.6% is largely attributed to funding the Director of Planning for only 6 months.

Community Services

Community Services function includes Multi-Media, Special Events & Reservations, Parks and Library services. FY2021 Proposed Budget reflects a 1.7% decrease. This decrease can be attributed to the transfer of two positions from the Parks Department to the Public Works Department which is under General Government.

FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
AD VALOREM TAXES	\$3,589,935	\$3,850,795	\$3,785,061	\$4,039,083	\$4,181,933
FRANCHISE AND OTHER TAXES	\$534,652	\$467,830	\$483,000	\$486,000	\$511,000
SALES TAX	\$5,087,946	\$5,084,400	\$5,172,500	\$5,266,932	\$5,499,287
LICENSES AND PERMITS	\$560,225	\$819,032	\$972,847	\$943,000	\$898,000
CHARGES FOR SERVICES	\$571,731	\$673,100	\$604,250	\$671,150	\$709,300
FINES AND FORFEITURES	\$316,967	\$349,585	\$296,147	\$335,200	\$335,200
INTEREST	\$81,936	\$65,000	\$60,000	\$30,000	\$35,000
INTERGOVERNMENTAL	\$70,345	\$89,878	\$179,183	\$69,804	\$69,804
OTHER	\$67,261	\$60,000	\$19,525	\$40,000	\$42,000
TRANSFERS IN	\$909,748	\$769,741	\$567,750	\$590,750	\$590,750
TOTAL REVENUE	\$11,790,746	\$12,229,361	\$12,140,263	\$12,471,919	\$12,872,274

Mission Statement

Bastrop – A welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment.

Department Description

The City of Bastrop is a home-rule city. The City Council consists of five (5) Council Members and a Mayor. The Mayor only votes in the instance of a tie-vote. The City Council operates under a City Charter, City Ordinances, and State Law. They are charged with appointing the City Manager, City Attorney, Municipal Court Judge, and various citizen boards and commissions. The City Council are elected officials. They shall enact local legislation, adopt the annual budget, and determine policies. The City Council adopts the City’s ad valorem tax rate and authorizes the issuance of bonds.

Goals and Objectives – FY 2021

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

ORGANIZATIONAL EXCELLENCE:

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

Recent Accomplishments - FY 2020

- ✓ Led the City of Bastrop during the Coronavirus pandemic.
- ✓ Appointed City Manager
- ✓ Met with all Boards & Commissions, who are scheduled to regularly meet, in Joint Workshops to discuss Vision / Mission and Board goals.
- ✓ Updated the Council’s Rules of Procedure.
- ✓ Participated in numerous local, regional, and state events representing the City of Bastrop.

Significant Base Budget changes for FY2021

- None
- Other Category includes Travel & Training, Dues, and Advertising.

FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	01 LEGISLATIVE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$6,915	\$6,807	\$6,807	\$6,804	\$6,514
SUPPLIES AND MATERIALS	\$3,721	\$2,700	\$2,500	\$2,969	\$2,971
OCCUPANCY	\$8,304	\$7,500	\$6,826	\$7,650	\$7,650
CONTRACTUAL SERVICES	\$276	\$4,100	\$2,850	\$4,700	\$4,700
OTHER CHARGES	\$18,444	\$19,250	\$17,350	\$17,860	\$17,860
TOTAL EXPENDITURES	\$37,660	\$40,357	\$36,333	\$39,983	\$39,695
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
COUNCIL MEMBER	5.000	5.000	5.000	5.000	5.000
MAYOR	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	6.000	6.000	6.000	6.000	6.000

Department Description

To provide better efficiency when processing expenditures that benefit all departments and to capture expenditures that are for the City as a whole, this department was created to track those expenditures in one place. Some examples would be insurance, legal services, retirees insurance, 380 agreements, communications and consulting services. The credit represents the amount being reimbursed to General Fund from BP&L, Water/Wastewater and Convention Center for administrative support. The City Manager and Chief Financial Officer are responsible for the budget in this department.

Significant Base Budget changes for FY2021

- There was an additional retiree added to insurance.
- MyGov subscription cost was added in this department since it benefits multiple departments.
- Move the CARTS \$20,000 contract amount back to General Fund from Innovation Fund.
- Increased professional services and engineering services for unforeseen projects.
- Increased the 380 agreement for Burleson Crossing due to an estimated increase in sales tax revenue.
- Increased the administrative support reimbursement to offset the Assistant City Manager being moved 100% to City Manager budget.
- Included a compensation study estimate to be conducted during this fiscal year.
- The FY2020 estimated transfer out includes a one-time transfer of \$500,000 to the Innovation Fund to set aside for future loan payments to BP&L

FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	02 ORGANIZATIONAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$62,334	\$66,248	\$56,248	\$86,579	\$88,247
SUPPLIES AND MATERIALS	\$20,204	\$13,350	\$12,240	\$13,425	\$14,425
MAINTENANCE AND REPAIRS	\$127	\$225	\$145	\$22,595	\$22,620
OCCUPANCY	\$73,691	\$73,000	\$73,060	\$73,000	\$73,000
CONTRACTUAL SERVICES	\$844,149	\$456,164	\$551,035	\$496,900	\$484,500
OTHER CHARGES	(\$352,884)	(\$359,608)	(\$356,303)	(\$559,045)	(\$613,487)
CONTINGENCY	\$0	\$35,363	\$0	\$35,000	\$35,000
TRANSFERS OUT	\$206,554	\$238,994	\$738,994	\$0	\$0
TOTAL EXPENDITURES	\$854,175	\$523,736	\$1,075,419	\$168,454	\$104,305

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

Mission Statement

Responsible implementation and administration of policies, making recommendations concerning policies and programs to the Council, and developing methods to ensure the efficient operation of city services.

Department Description

The City Manager is appointed by and reports to the City Council and advises the City Council on present conditions and future City requirements. The City Manager is ultimately responsible for all services provided by the City. The City Manager's Office creates and presents the City budget, administers policies established by the City Council, and has administrative oversight of all City departments, programs, and projects. The City Manager represents the interests and positions of the City in dealing with other governmental entities and agencies, with various business interests, and within the community at large.

Goals and Objectives - FY 2021

COMMUNITY SAFETY: Lead the Capital Improvement Programs for FY 2021.

ORGANIZATIONAL EXCELLENCE: Lead the implementation of the Operational Work Plan, with emphasis on communication.

FISCAL RESPONSIBILITY: Lead the development of multi-year budgets and financial planning as part of the annual budget process.

Recent Accomplishments - FY 2020

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

Significant Base Budget changes for FY2021

- Assistant City Manager was moved to this department (100% allocation)
- Moved the Receptionist and Executive Assistant positions to the City Secretary's budget.
- Personnel costs includes the rest of the settlement agreement for insurance coverage for former City Manager through January 2021.
- Dues and Subscriptions was increased to pay for essential organizational dues.
- Ensured safe practices and internal and external communication during the Covid-19 pandemic.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	03 CITY MANAGER		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$374,573	\$487,858	\$440,170	\$439,433	\$433,233
SUPPLIES AND MATERIALS	\$2,235	\$3,450	\$2,875	\$3,460	\$3,470
OCCUPANCY	\$3,623	\$4,900	\$3,650	\$4,300	\$4,400
CONTRACTUAL SERVICES	\$2,250	\$200	\$174,075	\$200	\$200
OTHER CHARGES	\$5,070	\$5,600	\$5,256	\$6,500	\$6,500
TOTAL EXPENDITURES	\$387,751	\$502,008	\$626,026	\$453,893	\$447,803
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT CITY MANAGER OF DEVELOPMENT SERVICES	0.000	0.000	0.000	1.000	1.000
CITY MANAGER	1.000	1.000	1.000	1.000	1.000
COMMUNITY/COUNCIL LIAISON	1.000	1.000	1.000	0.000	0.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	0.000	0.000
OFFICE ASSISTANT	0.625	0.625	0.625	0.000	0.000
RECEPTIONIST	0.625	0.625	0.625	0.000	0.000
TOTAL FTEs	4.250	4.250	4.250	2.000	2.000

Mission Statement

Provide documented accountability of the City of Bastrop's policies, functions, and transactions in order to protect both the legal and financial rights of the citizens of Bastrop.

Department Description

The City Secretary prepares and maintains the agendas and minutes of all City Council Meetings and posts and maintains all agendas for Boards & Commissions meetings and maintains the minutes. Prepares and maintains ordinances, resolutions, proclamations, and election orders. Acts as Chief Election Officer. Serves as Records Management Officer. Responsible for the preservation of City records, including storage, retention, and destruction. Keeps current in changes of the law and technology and the practices of job responsibilities through continued participation in professional associations and education.

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE

- Converting Energov database to MyGov database for licenses and permits.
- Post all meeting agendas in compliance with regulations and statutes.
- Conduct a Boards & Commission Application and Appointment process.
- Hold 3rd Annual Boards & Commission Volunteer Appreciation Banquet.
- Administer May 2021 General Election.

Recent Accomplishments - FY 2020

- ✓ Canceled the 2020 General Election, saving the City \$11,991.83.
- ✓ Posted all meeting agendas in compliance with regulations and statutes.
- ✓ Conducted a Boards & Commission Application and Appointment process in lieu of COVID19.
- ✓ Created and implemented a Records Management process.

Significant Base Budget changes for FY2021

- Moved the Receptionist and Executive Assistant positions into this department from City Manager.
- Increase of hours for Receptionist/Administrative Assistant position from part-time to full-time, including additional benefit costs.
- Contractual services went up due to increased costs for codification services.
- Other Charges category had a net neutral change after Special Events (ie. Volunteer Banquet) and Travel & Training accounts were reduced but Elections Services had an increase.





FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	04 CITY SECRETARY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$106,745	\$112,124	\$110,144	\$243,688	\$243,688
SUPPLIES AND MAINTENANCE	\$1,572	\$2,775	\$1,155	\$2,775	\$2,775
MAINTENANCE AND REPAIRS	\$41	\$0	\$0	\$0	\$0
OCCUPANCY	\$1,339	\$1,580	\$1,393	\$1,416	\$1,416
CONTRACTUAL SERVICES	\$11,096	\$8,700	\$9,881	\$10,600	\$10,600
OTHER CHARGES	\$37,872	\$23,450	\$7,121	\$23,177	\$23,177
TOTAL EXPENDITURES	\$158,665	\$148,629	\$129,695	\$281,656	\$281,656
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CITY SECRETARY	1.000	1.000	1.000	1.000	1.000
EXEC. ADMIN ASSIST	0.000	0.000	0.000	1.000	1.000
RECEPTIONIST	0.000	0.000	0.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	3.000	3.000

The Finance department consists of two divisions, Finance Administration and Utility Customer Service. The Chief Financial Officer oversees the operations of both divisions.

Mission Statement

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

Department Description

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

Goals and Objectives - FY 2021

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

COMMUNICATION - Apply for and receive the GFOA award for Distinguished Budget Presentation for the FY 2021 budget. This award requires the budget document to be of the highest quality and reflect excellent financial transparency to our citizens.

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

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

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

Recent Accomplishments - FY 2020

- ✓ Received the Government Finance Officers Association Award for the Comprehensive Annual Finance Report (CAFR) for FY2019 for the 9th straight year.
- ✓ Received an unmodified audit opinion with no findings.
- ✓ City continues to receive the highest credit rating on its general obligation debt of "AA" from Standard & Poors.
- ✓ Received "AA-" on the Revenue Bond issuance for Water and Wastewater infrastructure financing.
- ✓ Maintained one (1) of five (5) Transparency Stars in the Texas Comptroller's transparency program.
- ✓ Submitted to Government Finance Officers Association for recognition of the Distinguished Budget Presentation Award for the FY2019 Budget Document.
- ✓ Sold 57 plots, scheduled 36 burials, located 42 plots in Fairview Cemetery.
- ✓ Processed 4,483 payments, 11 Insurance claims

Significant Base Budget changes for FY2021

- Personnel costs have increased in part to upgrade a Finance Specialist II position to an Accountant position. This upgrade will assist the Chief Financial Officer in ensuring the city continues to stay in compliance with all the many regulations that apply to city finances. The function of this position has been missing since the Assistant Finance Director position was froze in FY2020.
- The supplies budget increased slightly to budget for replacement scanners.
- There will always be an increase in maintenance year to year. This increase is for the continued maintenance of the financial software. There was an additional increase by the provider of our budgeting program.
- Contractual services include the Actuarial Valuation Report (required annually by the Governmental Accounting Standards Board) and the auditing services. The actuarial report is a full report every other year. FY2021 is a full report year which is part of the increase in this category. The audit is always a slight increase but for FY2021 a Single Audit will be required due to the level of grant money the City will have received in FY2020.
- The other category increased in the Travel & Training line item. Every other year Tyler Technologies (our financial software provider) host their annual conference in Texas. This is the case for FY2021. When this happens, we try and send two staff members (rotating if possible) to this very valuable and informative conference. This does increase the cost of our training budget in those years.
- The Other category is a negative due to an administrative support allocation from Cemetery Operating Fund the offsets some of the administrative costs the Finance Department incurs on behalf of the cemetery.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$352,456	\$348,461	\$315,717	\$359,063	\$359,003
SUPPLIES AND MATERIALS	\$2,455	\$1,950	\$1,750	\$2,950	\$2,500
MAINTENANCE AND REPAIRS	\$29,806	\$30,500	\$30,500	\$36,775	\$38,365
OCCUPANCY	\$3,364	\$3,200	\$3,300	\$3,412	\$3,415
CONTRACTUAL SERVICES	\$38,171	\$41,500	\$40,600	\$57,300	\$54,050
OTHER CHARGES	(\$2,404)	(\$4,410)	(\$5,650)	(\$2,545)	(\$3,900)
TOTAL EXPENDITURES	\$423,848	\$421,201	\$386,217	\$456,955	\$453,433
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ACCOUNTANT	0.000	0.000	0.000	1.000	1.000
CHIEF FINANCIAL OFFICER	1.000	1.000	1.000	1.000	1.000
FINANCE SPEC I	1.000	1.000	1.000	1.000	1.000
FINANCE SPEC II	2.000	2.000	2.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

Mission Statement

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

Department Description

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

Goals and Objectives – FY 2021

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

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

FISCAL RESPONSIBILITY – Researching payment options that are less expensive for the city but continue to offer the payment flexibility to our customers.

FISCAL RESPONSIBILITY – Reduce the cost of paper/postage by migrating those customers utilizing the customer portal off of receiving a paper bill.

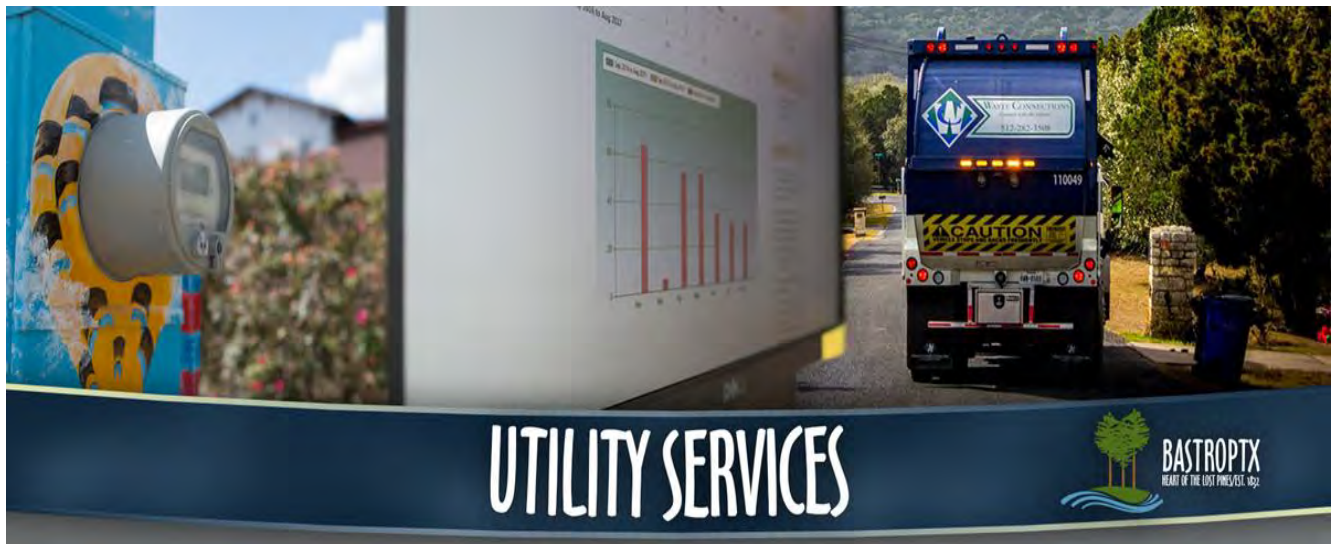
Recent Accomplishments - FY 2020

- ✓ Upgraded Customer Portal/added new features. Giving customers the ability to have all of their accounts linked to one "master account", and pay by ACH option
- ✓ Processed 54,478 payments annually
- ✓ Set 1,200 new accounts
- ✓ Review leak reports weekly and sent out 311 leak notices and calls. Continue reminder calls until leak is resolved.
- ✓ Processed 2,655 work orders
- ✓ Reduced the number of printed bills by shifting customers registered in portal to receiving electronic bill. This reduced the printed copies and postage down by 1,200. Also, all new customers are asked to be on eBill, unless otherwise refuse.
- ✓ Created 637 Landlord Accounts to reduce the number of workorders to BP&L & Water Departments. Landlord account automatically goes into the Landlords name without any work order issued.
- ✓ Assisting Finance with reconciliations by reconciling all payments processed through Utilities Cash Collections
- ✓ Integration of work orders being processed through MyGov
- ✓ Serve as the liaison for commercial solid waste customers to provide excellent customer service.
- ✓ Management and production of extensive Payment Arrangement due to COVID-19
- ✓ Processed and turned over 60 accounts to collection agent up to March of 2020 (stopped with COVID-19)
- ✓ Since March 2020 (COVID-19), increased ability to service customers in more innovative methods. Customers can download forms/applications online, complete all service request via email or utility portal.

Significant Base Budget changes for FY2021

- Personnel costs overall have decreased due to a change in staff (long time employee retired during FY2020).
- The supplies category was decreased to reflect the projected savings in postage due to the elimination of mailing utility bills to those active customers using the city's customer portal. This initiative was started during FY2020.
- The maintenance and repair category reflects a large increase due to a required upgrade of the software that supports the automated meters. The one-time cost to this upgrade is being split between the two utilities (water/wastewater and electric) and can be found in their respective budgets. This increase is the annual increase in maintenance of the software.
- There is no rate increase for the Solid Waste Contract with Waste Connections but an estimated increase in expense due to additional households being added (which is offset in the Sanitation revenue line item).

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		15 UTILITY CUSTOMER SERVICE		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$250,139	\$255,391	\$237,239	\$237,999	\$237,999
SUPPLIES AND MATERIALS	\$23,758	\$23,870	\$24,795	\$16,350	\$16,350
MAINTENANCE AND REPAIRS	\$33,088	\$38,630	\$37,205	\$49,900	\$50,395
OCCUPANCY	\$9,711	\$9,750	\$9,650	\$9,750	\$9,750
CONTRACTUAL SERVICES	\$558,857	\$584,460	\$596,508	\$629,305	\$661,435
OTHER CHARGES	\$1,910	\$3,200	\$1,900	\$3,200	\$3,450
TOTAL EXPENDITURES	\$877,463	\$915,301	\$907,297	\$946,504	\$979,379
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CS SPECIALIST II	1.000	1.000	1.000	1.000	1.000
CUSTOMER SERV SUPERVISOR	1.000	1.000	1.000	1.000	1.000
CUSTOMER SERVICE COORDINATOR	1.000	1.000	1.000	1.000	1.000
CUSTOMER SERVICE SPECIALIST I	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

Mission Statement

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

Department Description

Human Resources provides responsible leadership and direction in human resource services, including managing and administering recruitment, compensation, benefits, employee relations, training, and records management program. Monitors personnel policies and practices for compliance with local, state, and federal laws that govern municipal employment practices. Conducts and / or coordinates training and seminars for employee orientation, policies, and procedures, performance management, safety and other programs that benefit the organization and employees.

Goals and Objectives for FY 2021

COMMUNICATION

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

ORGANIZATIONAL EXCELLENCE

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

Recent Accomplishments for FY 2020

- ✓ 3rd Year for Alight Medical Concierge Services: Saving \$196,000 in medical costs YTD, with 39% employee engagement.
- ✓ NIBBLES Backpack Program: City employees-built food bags, feeding 142 food insecure BISS students each weekend during the school year bridging the gap between Fridays and Mondays. Thirty-three employees participated, logging 70 volunteer hours.
- ✓ Updated 36 job descriptions.
- ✓ Received 12 Workers Compensation claims with <5 lost time claims.
- ✓ Implemented Neogov Software to improve efficiency related to on-line job applications.
- ✓ Tanya Cantrell attended the Certified Public Communicator Program at TCU.

Significant Base Budget changes for FY2021

- Other Charges increased for additional Public Information Officer training as backup for emergency management. This category also includes special events and city appreciation (employee appreciation), along with advertising and dues.



**Tanya Cantrell, PHR
Director**



**Zana Jones
Executive Administrative
Assistant**

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	06 HUMAN RESOURCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$171,830	\$189,675	\$187,381	\$189,123	\$187,913
SUPPLIES AND MATERIALS	\$1,575	\$3,000	\$2,625	\$2,150	\$2,150
MAINTENANCE AND REPAIRS	\$8,803	\$8,803	\$9,082	\$9,536	\$9,856
OCCUPANCY	\$1,922	\$2,268	\$2,268	\$2,268	\$2,268
CONTRACTUAL SERVICES	\$0	\$2,000	\$0	\$2,000	\$2,000
OTHER CHARGES	\$17,375	\$17,880	\$13,335	\$23,630	\$20,380
TOTAL EXPENDITURES	\$201,505	\$223,626	\$214,691	\$228,707	\$224,567
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
EXEC. ADMIN ASSIST	0.625	0.750	0.750	0.750	0.750
HR DIRECTOR	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.625	1.750	1.750	1.750	1.750

Mission Statement

Information Technology Department provides technical support to the organization, implements state-of-the-art technology, and plans for future technology initiatives.

Department Description

Information Technology Department provides automated solutions that are effectively aligned with business requirements and tailored to provide support and service to internal and external customers. Our customers are diverse, ranging from elected officials, city management and staff, to citizens, businesses, and visitors.

Goals and Objectives - FY 2021

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

COMMUNICATION - Upgrade City network security, accessibility and wireless access hardware.

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

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

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

Recent Accomplishments - FY 2020

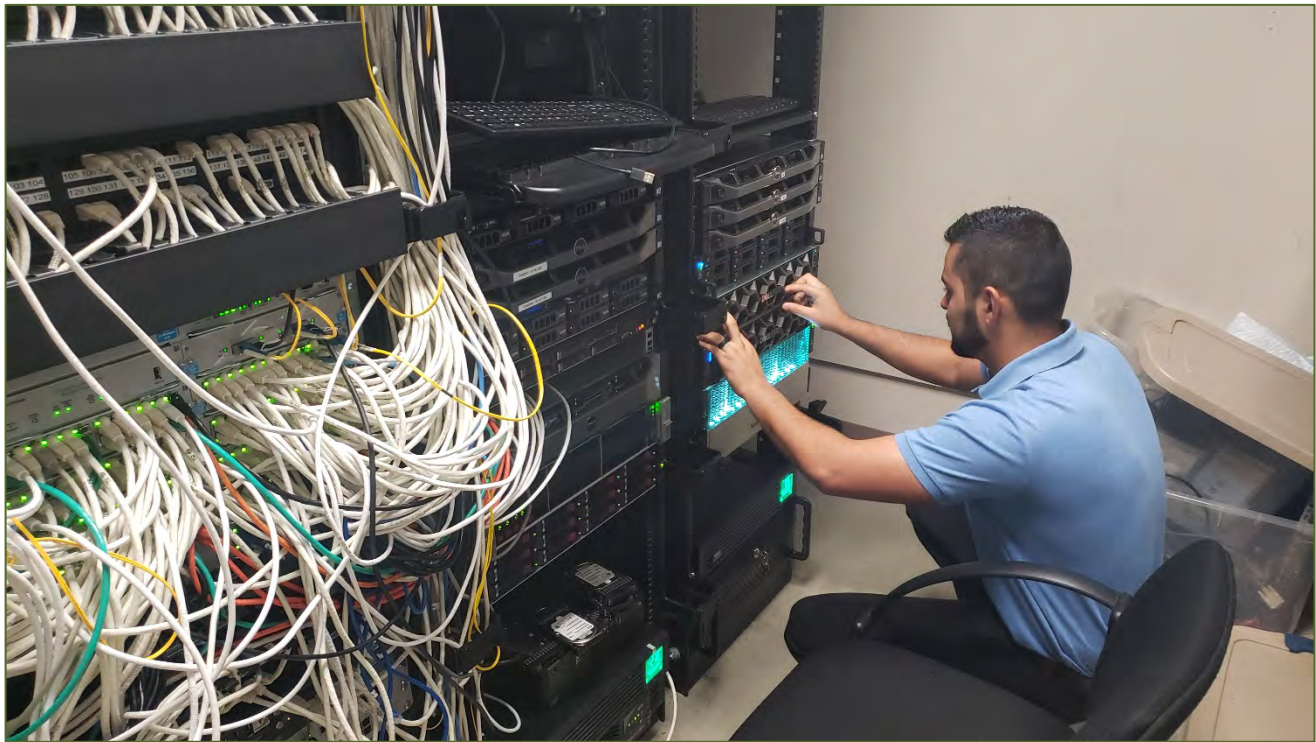
- ✓ Utilized ten-year technology replacement schedule program to ensure replacement of hardware before it becomes obsolete.
- ✓ Replaced 54 workstations in first round of three-year desktop replacement program.
- ✓ Replaced old backup batteries in data centers.
- ✓ Assisted all departments with new workflow requirements due to COVID, including implementation and support for consistent use of teleconferencing and telecommute solutions.
- ✓ Refreshed Public Library public access infrastructure - upgraded wireless for full building coverage and assisted with workflow modifications as a result of COVID safety.

Significant Base Budget changes for FY2021

- Software Maintenance account was increased to add additional security with the cybersecurity on the rise.



FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	07 INFORMATION TECHNOLOGY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$157,227	\$198,513	\$198,792	\$200,477	\$200,477
SUPPLIES AND MATERIALS	\$12,096	\$26,370	\$39,320	\$17,035	\$16,938
MAINTENANCE AND REPAIRS	\$102,974	\$150,090	\$138,890	\$139,340	\$144,464
OCCUPANCY	\$10,667	\$8,780	\$8,620	\$10,200	\$10,620
CONTRACTUAL SERVICES	\$9,356	\$33,629	\$19,629	\$39,906	\$39,906
OTHER CHARGES	\$2,849	\$9,000	\$2,000	\$6,500	\$9,320
CAPITAL OUTLAY	\$17,484	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$312,653	\$426,382	\$407,251	\$413,458	\$421,725
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
IT DIRECTOR	1.000	1.000	1.000	1.000	1.000
IT SYSTEM ADMINISTRATOR	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	2.000	2.000	2.000	2.000	2.000

Department Description

This department is responsible for communication, transparency, and telling the City's story. Documenting and promoting the projects, initiatives, and services that our organization provides and reaching our audience with vibrant, useful, and quality information is our daily focus. We offer the full spectrum of digital media services including video production, photography, graphic design, social media management, written and verbal communications, television, web, and print publication, and audio/visual solutions.

Goals and Objectives - FY 2021

COMMUNICATION - Define and enhance the City of Bastrop brand through study of existing branding, development of tools to assist in a cohesive and consistent brand, and further exploration of our ever-evolving brand.

ORGANIZATIONAL EXCELLENCE - Develop a style guide for internal use to guide in the creation of all City of Bastrop communications.

COMMUNICATION - Work with every City of Bastrop department to create content and stories about the services and value provided to our customers and increase engagement with the general public through various forms of media.

COMMUNICATION - Continue to live-stream the public meetings and develop new and creative ways to connect our citizens with the actions of the council and other boards.

Recent Accomplishments - FY 2020

- ✓ Received the Texas Association of Telecommunication Operators and Advisors Kurt Uglund Programming Impact Award for our video on Martin Luther King, Jr.
- ✓ Successfully pivoted and directed substantial resources toward the COVID-19 state of disaster and have amassed tens of thousands of engagements and views of our updates and information posts, graphics, and videos. The creation of a Mayor's Update video series, and two campaigns, #stayhomebastrop and #staysafebastrop. Our post announcing Mask Requirements had an audience reach of 44,700, and our live video of the first COVID-19 press conference was seen by an audience of 24,900.
- ✓ Repurposed and restructured the Building Bastrop brand to include all capital improvement projects and even other, more minor, construction and infrastructure projects.
- ✓ National Recognition on #CityHallSelfieDay for social media post with City staff.

Significant Base Budget changes for FY2021

- Software Maintenance account was increased to add additional support for the software used to run the Council meetings.
- The other charges in the FY2020 budget included an administrative support allocation from other funds to offset this budget. Since moving this department back into the General Fund, the administrative support allocation into the General Fund covers a portion of this departments support to other funds.



FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	08 MULTI-MEDIA		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$176,722	\$207,549	\$187,185	\$168,553	\$168,553
SUPPLIES AND MATERIALS	\$1,296	\$5,150	\$2,400	\$5,000	\$1,000
MAINTENANCE AND REPAIRS	\$5,207	\$7,650	\$6,650	\$9,500	\$9,500
CONTRACTUAL SERVICES	\$4,324	\$6,115	\$5,680	\$6,750	\$6,750
OCCUPANCY	\$1,776	\$12,500	\$5,000	\$6,350	\$6,350
OTHER CHARGES	(\$61,540)	(\$65,252)	(\$39,878)	\$6,100	\$6,100
TOTAL EXPENDITURES	\$127,785	\$173,712	\$167,037	\$202,253	\$198,253
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
CHIEF STORY TELLER	1.000	1.000	1.000	0.850	0.850
DIGITAL MEDIA SPECIALIST	1.000	1.000	1.000	1.000	1.000
DOWNTOWN & HOSPITALITY DIRECTOR	0.150	0.000	0.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.100	0.100	0.000	0.000
TEMP ASST. CHIEF STORYTELLER	0.481	0.481	0.481	0.481	0.481
TOTAL FTEs	2.631	2.581	2.581	2.331	2.331

*This department was located in the Hotel Tax Fund during these years (amounts provided for comparison purposes only)

Department Description

This department is responsible for special event permitting and coordination, parks reservations, and assisting with community programming. This department's role also contributes support to the entire Hospitality & Downtown division's administrative, billing, and communication efforts and acts as a liaison between special events and internal City resources.

Goals and Objectives - FY 2021

AUTHENTIC BASTROP - Create an improved Special Event Planning and Implementation Guide for our users; equipped with information on how to request an event, timeline example, thus making the user experience more pleasant.

AUTHENTIC BASTROP - Educate the public and community about the new Special Event portal (built within MYGOV), through social media marketing and a user-friendly public portal located on the City website for easier submissions.

AUTHENTIC BASTROP - Create an improved experience by reviewing the Special Events Ordinance, improving event process efficiencies, drafting Special Event Planning and Implementation Guide for users; equipped with information on how to request an event, timeline example, thus making the experience more pleasant.

AUTHENTIC BASTROP - Create and implement a Park Reservation Campaign to include but not limited to an information brochure, website redesign, post-rental evaluation and updated reservation portal to increase community usage of our parks.

Recent Accomplishments - FY 2020

- ✓ Created and implemented a Special Event online submission and payment portal (through MYGOV).
- ✓ Introduced a new project management software, TRELLO, to the department to improve the workflow of city wide and departmental projects.
- ✓ Communicated in a timely manner with event organizers through the COVID-19 responses to reflect the ever-changing requirements and updates within event operations.

Significant Base Budget changes for FY2021

- The Food Pantry's NIBBLES program was budgeted in this department in FY2020 but funded with a transfer in from BP&L. For FY2021 this program is being funded directly out of BP&L.
- The other charges increased to allow additional funds to support Snow Day, a popular community event during the Christmas programming.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT	DIVISION			
101 GENERAL FUND	10 SPECIAL EVENTS AND RESERVATIONS	00 NON-DIVISION			
SUMMARY					
CATEGORIES	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$47,868	\$61,906	\$46,277	\$62,250	\$62,250
SUPPLIES AND MAINTENANCE	\$739	\$4,250	\$1,000	\$3,300	\$3,300
OCCUPANCY	\$0	\$1,282	\$250	\$1,000	\$1,000
CONTRACTUAL SERVICES	\$79,800	\$98,000	\$97,300	\$82,000	\$82,000
OTHER CHARGES	\$6,204	\$15,000	\$15,000	\$19,000	\$19,000
TOTAL EXPENDITURES	\$134,611	\$180,438	\$159,827	\$167,550	\$167,550
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019*	BUDGET 2020*	ESTIMATE 2020*	PROPOSED 2021	PLANNING 2022
DOWNTOWN & HOSPITALITY DIRECTOR	0.100	0.000	0.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.075	0.075	0.000	0.000
RECREATION COORDINATOR	0.667	0.667	0.667	1.000	1.000
TOTAL FTEs	0.767	0.742	0.742	1.000	1.000

*This department was located in the Hotel Tax Fund during these years (amounts provided for comparison purposes only)

Mission Statement

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

Department Description

Providing enhanced safety and an overwhelming sense of security to our community is what the dedicated men and women of the Bastrop Police Department strive to accomplish every minute of every day. The twenty-four (24) sworn officers, two (2) reserve officers and four (4) civilians compose this premier law enforcement agency and are committed to integrity, service, and professionalism. The Bastrop Police Department consists of the following Divisions/Sections: Police Administration, Patrol Division, Criminal Investigations Division, Community Resource/Crime Prevention, Animal Control/Code Compliance, and Emergency Management.

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE –

- Complete the Texas Chief's Association Best Practices Recognition Program.
- Perfect gathering and utilizing data to form decisions.
- Prepare citywide community survey to solicit feedback.
- Create a Recruiting and Retention Committee.
- Maintain an above average clearance rate greater than 9% the State of Texas' clearance rate.

COMMUNICATION –

- Expand community education to the next generation of Bastropians (e.g. Baskets with BPD).

Recent Accomplishments - FY 2020

- ✓ Despite COVID-19, no officers or personnel have become sick although we engage with the public consistently and routinely.
- ✓ Forty-seven percent (47%) clearance rate for all crimes this year compared to the State of Texas' twenty-six percent (26%).
- ✓ 52% of all officers have achieved the highest Peace Officer Certification, Master Peace Officer.
- ✓ Completed overhaul of nuisance codes and general health and sanitation regulations to make them practical and enforceable.

Significant Base Budget changes for FY2021

- Personnel costs in the Patrol Division includes the anticipated costs of two officers that will be retiring in December 2020. This category also includes Field Officer training stipend.
- The Emergency Management budget decreased significantly. The FY2021 budget does not include a significant amount for incident supplies. If the city were to have an incident and incurred costs because of it, a budget amendment would be required.
- Contractual services in the Administrative Division increased due to the addition of vehicles purchased in FY2020 into the Vehicle & Equipment replacement fund which increased the lease payment transferred into that fund.
- The Other Category includes Travel & Training, Dues, contract with Bastrop County for animal shelter, and Prison Housing.

FY 2021 Fund Summary & Personnel Schedule



COFFEE WITH THE CHIEFS



CLINT NAGY, CHIEF

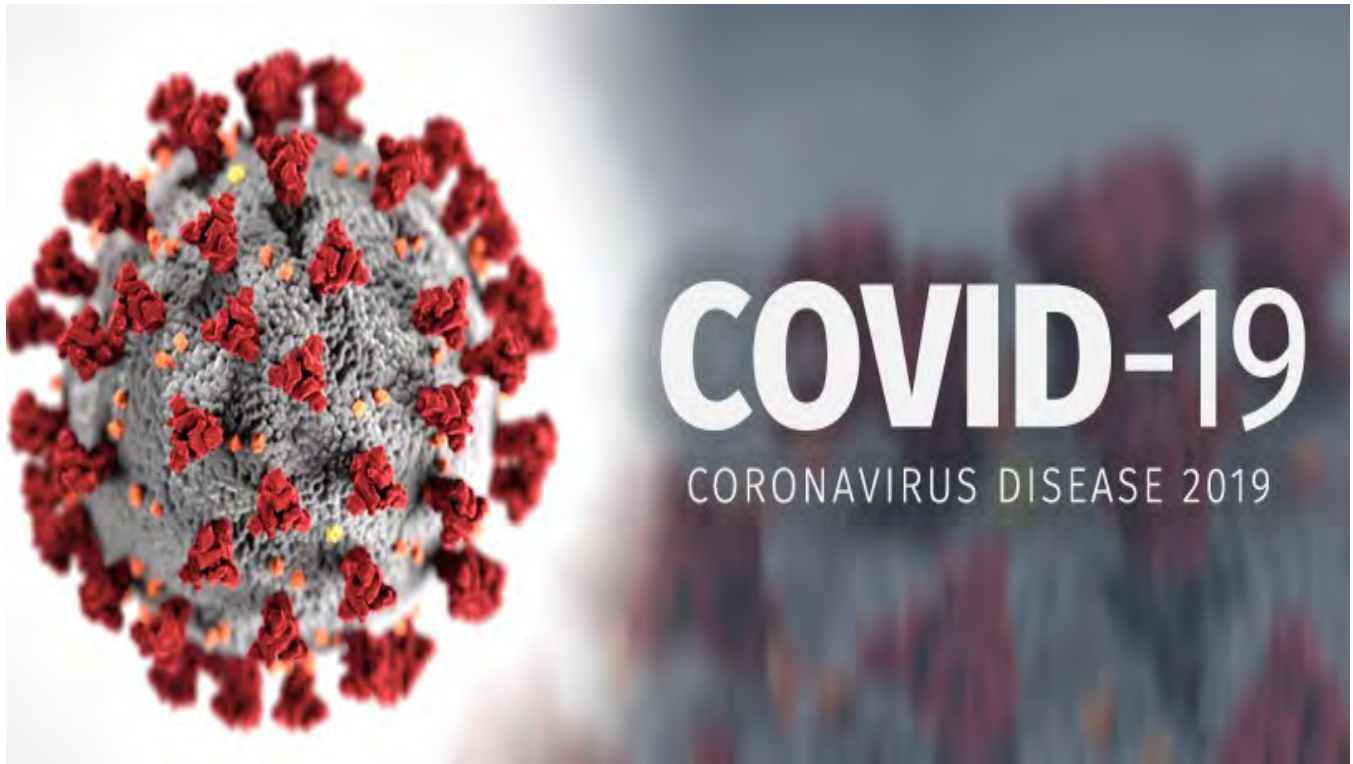
VICKY STEFFANIC, ASSISTANT CHIEF

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$549,817	\$544,965	\$487,118	\$523,442	\$523,442
SUPPLIES AND MATERIALS	\$27,738	\$40,191	\$22,130	\$31,567	\$25,397
MAINTENANCE AND REPAIRS	\$29,925	\$44,152	\$41,352	\$44,543	\$46,543
OCCUPANCY	\$48,223	\$49,074	\$41,914	\$46,622	\$48,522
CONTRACTUAL SERVICES	\$358,315	\$358,886	\$356,687	\$378,551	\$378,551
OTHER CHARGES	\$22,949	\$36,808	\$16,890	\$25,910	\$27,785
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,036,967	\$1,074,076	\$966,091	\$1,050,635	\$1,050,240
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
ADMIN. OFFICER	1.000	1.000	1.000	1.000	1.000
ASSISTANT POLICE CHIEF	1.000	1.000	1.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	1.000	0.650	0.650	0.000	0.000
INTERIM ASSISTANT CHIEF OF POLICE	0.000	0.000	0.000	1.000	1.000
INTERIM CHIEF OF POLICE	0.000	0.000	0.000	1.000	1.000
RECORDS TECHNICIAN	2.000	2.000	2.000	2.000	2.000
TOTAL FTEs	6.000	5.650	6.000	6.000	6.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		12 CODE ENFORCEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$51,627	\$62,462	\$62,500	\$62,204	\$62,204
SUPPLIES AND MATERIALS	\$2,315	\$5,172	\$1,820	\$3,875	\$3,895
MAINTENANCE AND REPAIRS	\$1,043	\$4,102	\$1,551	\$4,102	\$2,102
OCCUPANCY	\$64	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$2,674	\$10,615	\$1,000	\$5,225	\$4,400
OTHER CHARGES	\$15,534	\$20,350	\$13,600	\$19,800	\$19,800
TOTAL EXPENDITURES	\$73,257	\$102,701	\$80,471	\$95,206	\$92,401
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CODE COMPLIANCE	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	1.000	1.000

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

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		14 EMERGENCY MANAGEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SUPPLIES AND MATERIALS	\$4,651	\$35,600	\$63,895	\$14,800	\$14,800
MAINTENANCE AND REPAIRS	\$0	\$3,200	\$2,750	\$3,200	\$3,200
OCCUPANCY	\$7,210	\$9,070	\$7,820	\$9,070	\$9,070
CONTRACTUAL SERVICES	\$10,000	\$10,000	\$25,000	\$7,253	\$7,253
OTHER CHARGES	\$2,237	\$3,750	\$693	\$3,750	\$3,750
TOTAL EXPENDITURES	\$24,098	\$61,620	\$100,158	\$38,073	\$38,073

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		21 CID		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$257,961	\$276,708	\$281,693	\$281,515	\$281,515
SUPPLIES AND MATERIALS	\$5,219	\$12,818	\$3,150	\$3,550	\$2,550
MAINTENANCE AND REPAIRS	\$180	\$5,112	\$2,000	\$5,914	\$5,914
CONTRACTUAL SERVICES	\$3,846	\$7,086	\$2,400	\$3,000	\$3,000
OTHER CHARGES	\$6,363	\$10,076	\$4,890	\$6,796	\$6,796
TOTAL EXPENDITURES	\$273,569	\$311,800	\$294,133	\$300,775	\$299,775
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
OVERTIME	0.000	0.000	0.000	0.000	0.000
POLICE DETECTIVE	3.000	3.000	3.000	3.000	3.000
TOTAL FTEs	3.000	3.000	3.000	3.000	3.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		22 PATROL		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$1,511,761	\$1,573,434	\$1,574,336	\$1,601,325	\$1,591,295
SUPPLIES AND MATERIALS	\$83,786	\$100,399	\$88,016	\$103,275	\$178,325
MAINTENANCE AND REPAIRS	\$29,438	\$28,830	\$45,300	\$30,330	\$28,830
CONTRACTUAL SERVICES	\$14,214	\$17,171	\$13,500	\$15,000	\$15,000
OTHER CHARGES	\$3,887	\$15,411	\$13,720	\$13,720	\$13,720
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,643,086	\$1,735,245	\$1,734,872	\$1,763,650	\$1,827,170
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
POLICE OFFICER	3.000	3.000	3.000	3.000	3.000
POLICE OFFICER I	1.000	1.000	1.000	0.000	0.000
SENIOR OFFICER	8.000	8.000	8.000	9.000	9.000
SERGEANT	5.000	5.000	5.000	5.000	5.000
TOTAL FTEs	17.000	17.000	17.000	17.000	17.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		23 CRIME PREVENTION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$91,462	\$104,035	\$102,505	\$104,824	\$104,824
SUPPLIES AND MATERIALS	\$5,349	\$8,170	\$2,100	\$3,650	\$3,650
MAINTENANCE AND REPAIRS	\$1,659	\$3,144	(\$245)	\$3,144	\$3,144
CONTRACTUAL SERVICES	\$1,344	\$1,963	\$1,300	\$1,338	\$1,338
OTHER CHARGES	\$2,630	\$3,659	\$1,950	\$2,650	\$2,370
TOTAL EXPENDITURES	\$102,444	\$120,971	\$107,610	\$115,606	\$115,326
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SENIOR OFFICER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	1.000	1.000

Mission Statement

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

Department Description

The Fire Department's primary purpose is to protect the lives and property of the citizens, businesses, and visitors to our community. The department is called on to handle anything from minor emergencies to major disasters and continually seeks opportunities to serve and engage our community through outstanding customer service. Service is accomplished through the delivery of fire suppression operations, fire prevention, and public education.

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE

- Convert part-time firefighters to full-time for better coverage during disasters and alleviate the need to hire additional part-time to meet demand.
- Continue to maintain response times less than the required standard of 10 minutes, 80 percent of the time.
- Respond to all requests for service with a high level of efficiency and preparedness.
- Manage all scenes to ensure the safety of all citizens and fire personnel.
- Conduct training for operational effectiveness and standardization for all personnel.
- Provide and promote fire safety education to all.

Recent Accomplishments - FY 2020

- ✓ Increased paid coverage from 3 part-time shifts to 4 part-time shifts. This allowed for 2 part-time firefighters 24 hours a day, 7 days a week.
- ✓ Hired a full-time Assistant Fire Chief / Fire Inspector and integrated them into the planning review process.
- ✓ Reduced nighttime response times from 19-20 minutes to an average of 6-8 minutes by adding 24 hour paid coverage.
- ✓ Purchased 3 new apparatus and added them to fleet. Provided training before placing them into service.

Significant Base Budget changes for FY2021

- There are significant personnel cost changes in this budget. In the Operations Division the increase is related to moving to full-time fire keeping the same shifts (unless the SAFR grant is approved) and adding benefit costs. In the Volunteer Division the stipend that is paid quarterly has been moved from contracted services to personnel cost and is paid through payroll.
- The supplies and materials have been increased to provide needed safety equipment to our firefighters. This includes protective gear, wildland clothing and equipment for performing their duties.
- The training budget for the Operational Division was increased to account for training any new staff.
- The vehicle maintenance line item has been underfunded in prior years. This has been corrected in this budget.
- Contractual services in the Administrative Division increased due to the addition of vehicles purchased in FY2020 into the Vehicle & Equipment replacement fund which increased the lease payment transferred into that fund.
- The Other Category includes Travel & Training, Dues and Special Events (employee appreciation).

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	11 FIRE		10 ADMIN		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$341,691	\$245,892	\$245,697	\$254,994	\$254,994
SUPPLIES AND MATERIALS	\$58,309	\$22,340	\$27,640	\$26,890	\$27,700
MAINTENANCE AND REPAIRS	\$81,840	\$7,900	\$5,200	\$10,414	\$10,414
OCCUPANCY	\$43,111	\$47,000	\$42,500	\$51,510	\$52,510
CONTRACTUAL SERVICES	\$79,175	\$57,590	\$57,040	\$73,993	\$73,993
OTHER CHARGES	\$16,464	\$17,025	\$15,525	\$16,315	\$16,315
CAPITAL OUTLAY	\$10,939	\$18,500	\$18,461	\$0	\$0
TOTAL EXPENDITURES	\$631,529	\$416,247	\$412,063	\$434,116	\$435,926
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT FIRE CHIEF	0.000	1.000	1.000	1.000	1.000
FIRE CHIEF	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	2.000	2.000	2.000	2.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	11 FIRE		11 OPERATIONAL		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$310,215	\$259,170	\$387,042	\$387,042
SUPPLIES AND MATERIALS	\$0	\$37,935	\$29,785	\$37,035	\$37,870
MAINTENANCE AND REPAIRS	\$0	\$55,705	\$55,705	\$58,861	\$58,861
CONTRACTUAL SERVICES	\$0	\$950	\$950	\$950	\$950
OTHER CHARGES	\$0	\$5,025	\$5,680	\$9,930	\$9,930
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$409,830	\$351,290	\$493,818	\$494,653
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
FIREFIGHTER*	6.300	8.400	8.400	0.000	0.000
FIREFIGHTER/EMT	0.000	0.000	0.000	6.000	6.000
TOTAL FTEs	6.300	8.400	8.400	6.000	6.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	11 FIRE		13 VOLUNTEER		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$0	\$2,440	\$27,422	\$27,497
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$15,570	\$15,570
CONTRACTUAL SERVICES	\$0	\$24,000	\$24,000	\$3,600	\$3,600
OTHER CHARGES	\$0	\$10,000	\$8,000	\$6,250	\$6,250
TOTAL EXPENDITURES	\$0	\$34,000	\$34,440	\$52,842	\$52,917

Mission Statement

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

Department Description

Municipal Court is a Court of Record and processes approximately 2,600 cases annually, which translates into this Court sees more people than any other court in the County. This Court processes complaints filed by Bastrop Police Department, Bastrop Fire Department, Citizens of the City, Bastrop Independent School District, and Officials of the City of Bastrop. After adjudication, the Court is responsible to impose collection of all fines, maintain all records regarding court cases, prepare reports as required, to magistrate, set bonds or fines, manage payment plans, track community service hours, sign warrants for failure to comply with Court Orders, Failure to Appear or Violation of Promise to Appear, and issue warrants on A and B misdemeanor and felony cases originating in the City of Bastrop.

Goals and Objectives - FY 2021

- ORGANIZATIONAL EXCELLENCE** - Treat all internal and external customers with professional courtesy and respect.
- ORGANIZATIONAL EXCELLENCE** - Complete the life cycle of cases where defendants are actively engaging as simply and expeditiously as possible.
- COMMUNICATION** - Provide more education – Juvenile Case Manager will provide education to reduce the percentage of recidivism.
- FISCAL RESPONSIBILITY** – Work in cooperation with the Bastrop Police Dept. to hold multiple warrant roundups each year to reduce the amount of outstanding warrants.

Recent Accomplishments - FY 2020

- ✓ As of April 2020, all clerks are state certified.
- ✓ Collected and closed court cases from 1992, 1994 and 1998
- ✓ Managing 287 payment plans and 62 community service cases – 16 currently open
- ✓ Administered monthly pre-trials and 1 Bench Trial
- ✓ Coordinated with Bastrop Police Dept. to conduct warrant round up
- ✓ Processed 1743 payments to date
- ✓ Issued 459 warrants to date

Significant Base Budget changes for FY2021

- None to report

FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	12 MUNICIPAL COURT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$213,662	\$199,971	\$195,855	\$202,251	\$201,366
SUPPLIES AND MATERIALS	\$7,415	\$7,800	\$7,400	\$7,900	\$8,000
MAINTENANCE AND REPAIRS	\$6,154	\$8,578	\$7,500	\$8,300	\$8,700
OCCUPANCY	\$4,203	\$4,250	\$4,200	\$4,400	\$4,400
CONTRACTUAL SERVICES	\$106,931	\$108,604	\$99,723	\$107,200	\$108,200
OTHER CHARGES	\$4,873	\$7,650	\$6,617	\$7,850	\$7,850
TOTAL EXPENDITURES	\$343,238	\$336,853	\$321,295	\$337,901	\$338,516
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
COURT ADMINISTRATOR	1.000	1.000	1.000	1.000	1.000
COURT CLERK/JUVENILE CASES	1.000	1.000	1.000	1.000	1.000
COURT CLERK/TRIAL COORD	1.000	1.000	1.000	1.000	1.000
JUDGE	1.000	0.000	0.000	0.000	0.000
MC VOE CLERK	0.250	0.250	0.250	0.250	0.250
TOTAL FTEs	4.250	3.250	3.250	3.250	3.250

Mission Statement

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

Department Description

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

Goals and Objectives - FY 2021

- **MANAGE GROWTH** - Continue with the implementation of the Bastrop Building Block (B³) Code while reviewing for Code revision every six months.
- **COMMUNITY SAFETY** – Educated the public on the newly adopted 2018 International Building Codes.
- **COMMUNITY SAFETY** - Ensure life-safety measures for infrastructure and construction are being upheld throughout the community.
- **ORGANIZATIONAL EXCELLENCE** - Meet scheduled plan review completion dates through new processes, development schedule, and online plan review submittal.
- **ORGANIZATIONAL EXCELLENCE** - Implement new Development Review Process in conjunction with the adoption of the new codes.
- **MANAGE GROWTH** - Complete annual Comprehensive Plan Review with the P&Z Commission.
- **AUTHENTIC BASTROP** - Complete application and achieve Certified Local Government Status with the Texas Historical Commission

Recent Accomplishments - FY 2020

- ✓ Adopted the Bastrop Building Block (B³) Code, replacing the Zoning, Subdivision and Sign Ordinances.
- ✓ Adopted the 2018 International Code Council Codes, including the International Building Code, International Residential Code, and International Fire Code.
- ✓ Adopted a Mobile Food Vendor Program.
- ✓ Issued 1,648 permits totaling \$537,742.54 in revenue. (Residential–1303 \$374,257.43; Commercial – 345 \$163,485.11)
- ✓ Implemented a new Planning and Building Permitting review and inspection tracking system with MyGov Online.
- ✓ Updated building and development fees.
- ✓ Awarded the Congress for New Urbanism Charter Award for Emerging Projects for the Bastrop Building Block Code.
- ✓ Received Certificate of Achievement for Planning Excellence from the American Planning Association Texas Chapter.

Significant Base Budget changes for FY2021

- The City Engineer moved from personnel to contracted from FY2020 to FY2021 budget.
- The personnel costs are reduced in the Planning & Zoning Division with only funding the Director of Planning position for 6 months.
- Contractual services went up to account for the cost of digitizing our public infrastructure maps into GIS. Also, the city needs to updated Orthoimagery which provides the staff with the most up to date aerial views of the city.
- The Other Category includes Travel & Training, Dues, Advertising and Historical Structure Refund accounts.

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		16 ENGINEERING AND DEVELOPMENT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$322,458	\$80,473	\$0	(\$0)	\$7
SUPPLIES AND MATERIALS	\$4,298	\$3,732	\$1,260	\$200	\$200
MAINTENANCE AND REPAIRS	\$6,992	\$9,000	\$5,008	\$0	\$0
OCCUPANCY	\$1,430	\$1,500	\$1,300	\$0	\$0
CONTRACTUAL SERVICES	\$123,328	\$50,500	\$80,000	\$75,000	\$75,000
OTHER CHARGES	\$5,619	\$7,200	\$2,015	\$0	\$0
TOTAL EXPENDITURES	\$464,125	\$152,405	\$89,583	\$75,200	\$75,207
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CITY ENGINEER (50%)	0.500	0.500	0.500	0.000	0.000
TOTAL FTEs	0.000	0.000	0.000	0.000	0.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$468,778	\$532,212	\$341,724	\$446,223	\$446,223
SUPPLIES AND MATERIALS	\$17,240	\$6,510	\$5,774	\$11,350	\$10,400
MAINTENANCE AND REPAIRS	\$14,628	\$16,270	\$14,627	\$16,750	\$16,750
OCCUPANCY	\$7,802	\$5,936	\$5,936	\$5,960	\$5,960
CONTRACTUAL SERVICES	\$2,926	\$10,037	\$28,215	\$27,700	\$27,700
OTHER CHARGES	\$42,351	\$47,755	\$39,374	\$44,600	\$48,600
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$553,725	\$618,720	\$435,650	\$552,583	\$555,633
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASST. PLANNING DIRECTOR	1.000	1.000	1.000	1.000	1.000
PLANNER	2.000	2.000	2.000	2.000	2.000
PLANNING DIRECTOR	1.000	1.000	1.000	0.500	0.500
PLANNING TECH	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	5.000	5.000	5.000	4.500	4.500

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		18 BUILDING INSPECTION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$292,024	\$136,738	\$286,334	\$286,334
SUPPLIES AND MATERIALS	\$0	\$4,500	\$2,200	\$6,600	\$6,600
MAINTENANCE AND REPAIRS	\$0	\$6,000	\$1,500	\$3,000	\$3,000
OCCUPANCY	\$0	\$2,592	\$2,160	\$2,160	\$2,300
CONTRACTUAL SERVICES	\$0	\$900	\$30,800	\$1,500	\$1,500
OTHER CHARGES	\$0	\$7,184	\$3,495	\$9,750	\$9,750
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$313,199	\$176,893	\$309,344	\$309,484
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
BUILDING INSPECTOR	1.000	1.000	1.000	1.000	1.000
BUILDING OFFICIAL	1.000	1.000	1.000	1.000	1.000
PERMIT TECHNICIAN	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	3.000	3.000	3.000	3.000	3.000

Mission Statement

Public Works, through its dedicated employees, strive to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.

Department Description

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

Goals and Objectives - FY 2021

ORGANIZATIONAL EXCELLENCE

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

Recent Accomplishments - FY 2020

- ✓ Completed the Gills Branch 2D Analysis.
- ✓ Completed year 2 of Right-of-Way mowing contract.
- ✓ Reconstructed all streets associated with the North Main Street Sewer Relocation Project.
- ✓ Install new fence at Delgado Park.
- ✓ Completed Year 1 & 2 of Street Maintenance Plan with the exception of Old Austin Hwy. based on PCI Study completed in January 2018.
- ✓ Awarded the Skate Park bid for final design and construction.
- ✓ Develop a 10-year maintenance schedule for Parks.
- ✓ Develop a 10-year maintenance schedule for Building Maintenance.

Significant Base Budget changes for FY2021

- There were significant changes in the personnel cost category. The Director of Public Works transitioned to the Assistant City Manager and was moved to the City Manager's budget. The Assistant Public Works Director was promoted to Director of Public Works. This budget includes some reallocation of staff between the Streets & Drainage and Parks divisions. Two positions moved from Parks to Streets & Drainage.
- Supplies and materials shows an increase for additional safety gear for the staff.
- The right-of-way and facilities mowing contract was moved back into General Fund from the Hotel Tax Fund and is included in contractual services.
- There was also an increased amount of engineering costs associated with surveying needed for sidewalk projects.
- Contractual services in the Administrative Division increased due to the addition of vehicles purchased in FY2020 into the Vehicle & Equipment replacement fund which increased the lease payment transferred into that fund.
- Advertising was increased for cost of publishing Request for Proposals. Other accounts in Other Category are Travel & Training, Dues, and Equipment Rental (copier).

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$171,745	\$309,635	\$307,795	\$339,188	\$339,188
SUPPLIES AND MATERIALS	\$12,708	\$9,980	\$9,500	\$13,270	\$11,290
MAINTENANCE AND REPAIRS	\$1,022	\$0	\$0	\$0	\$0
OCCUPANCY	\$10,019	\$12,000	\$12,000	\$12,000	\$12,000
CONTRACTUAL SERVICES	\$232,072	\$86,586	\$83,006	\$272,008	\$259,138
OTHER CHARGES	\$8,267	\$10,046	\$9,600	\$13,615	\$12,075
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$435,833	\$428,247	\$421,901	\$650,081	\$633,691
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT PW DIRECTOR	0.250	0.250	0.250	0.500	0.500
CONSTRUCTION MANAGER	0.000	1.000	1.000	1.000	1.000
DIRECTOR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.000	0.000
MECHANIC	1.000	1.000	1.000	1.000	1.000
PW TECHNICIAN	0.375	0.375	0.375	0.900	0.900
TOTAL FTEs	1.875	2.875	2.875	3.400	3.400

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		15 STREETS / DRAINAGE		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL	\$613,903	\$625,614	\$547,121	\$723,954	\$718,454
SUPPLIES AND MATERIALS	\$79,079	\$64,125	\$53,200	\$92,630	\$90,880
MAINTENANCE AND REPAIRS	\$45,770	\$70,100	\$59,410	\$79,800	\$78,600
CONTRACTUAL SERVICES	\$9,272	\$12,375	\$8,000	\$13,475	\$13,775
OTHER CHARGES	\$0	\$1,400	\$0	\$1,500	\$1,500
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$748,024	\$773,614	\$667,731	\$911,359	\$903,209
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
EQUIPMENT OPERATOR I	3.000	3.000	3.000	3.000	3.000
EQUIPMENT OPERATOR II	3.000	3.000	3.000	3.000	3.000
OVERTIME	0.000	0.000	0.000	0.000	0.000
PW CREW LEADER	1.000	1.000	1.000	1.000	1.000
PW-MAINT II	1.000	1.000	1.000	3.000	3.000
PW-MAINTENANCE WORKER II	1.000	1.000	1.000	1.000	1.000
UTIL. FIELD SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	10.000	10.000	10.000	12.000	12.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		19 PARKS		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$676,466	\$701,578	\$633,444	\$513,938	\$513,938
SUPPLIES AND MATERIALS	\$33,447	\$36,150	\$30,015	\$36,650	\$37,400
MAINTENANCE AND REPAIRS	\$78,839	\$84,650	\$58,300	\$89,365	\$83,700
OCCUPANCY	\$70,112	\$56,420	\$52,450	\$73,620	\$59,400
CONTRACTUAL SERVICES	\$9,280	\$21,921	\$13,021	\$19,517	\$25,017
OTHER CHARGES	\$4,490	\$5,750	\$4,800	\$5,750	\$6,150
CAPITAL OUTLAY	\$5,843	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$878,477	\$906,469	\$792,030	\$738,840	\$725,605
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ASSISTANT PUBLIC WORKS DIR	0.250	0.250	0.250	0.000	0.000
ATHLETIC FIELD MAINT. TECH	1.000	1.000	1.000	1.000	1.000
DIRECTOR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.000	0.000
EQUIP OPERATOR I	1.000	1.000	1.000	1.000	1.000
FACILITIES MAINT WORKER II	1.000	1.000	1.000	1.000	1.000
MAINTENANCE SPECIALIST	1.000	1.000	1.000	1.000	1.000
PARKS & REC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
PARKS CREW LEADER	1.000	1.000	1.000	1.000	1.000
PARKS-MAINT WORKER II	5.000	5.000	5.000	3.000	3.000
PW TECHNICIAN	0.375	0.375	0.375	0.000	0.000
SEASONAL EMPLOYEES	0.185	0.185	0.185	0.185	0.185
TOTAL FTEs	12.060	12.060	12.060	9.185	9.185

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		20 BUILDING MAINTENANCE		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$196,180	\$204,911	\$194,073	\$207,610	\$207,610
SUPPLIES AND MATERIALS	\$21,409	\$26,100	\$22,500	\$30,800	\$25,900
MAINTENANCE AND REPAIRS	\$61,059	\$51,120	\$58,600	\$61,267	\$56,522
OCCUPANCY	\$858	\$1,200	\$500	\$600	\$600
CONTRACTUAL SERVICES	\$3,812	\$5,269	\$3,619	\$6,369	\$6,119
OTHER CHARGES	\$0	\$1,300	\$300	\$1,300	\$1,300
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$283,318	\$289,900	\$279,592	\$307,946	\$298,051
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CUSTODIAN	3.000	3.000	3.000	3.000	3.000
CUSTODIAN CREW LEADER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

Mission Statement

The Library provides free and unrestricted access to informational, educational, cultural, and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

Department Description

The Library collects, classifies, organizes, and makes information in all formats, including print, audiovisual, and digital, available for the community. The Library encourages reading by providing materials and enrichment programs for patrons of all ages along with access to local history and genealogical resources, and on-line access to the TexShare databases. The Library provides a variety of programs, including regular preschool story time and summer reading programs; public access to computers; and meeting rooms for the general public, clubs, and non-profit organizations.

Goals and Objectives - FY 2021

AUTHENTIC BASTROP

- Continue to partner with other City departments and local organizations to disseminate information and provide programs to the community.

COMMUNICATION

- Implement a new electronic newsletter service to improve communication with the public and increase awareness of library materials and services.
- Increase technology access and digital literacy in the community through expanded eBook collections; mobile device lending; and remote printing capability.

ORGANIZATIONAL EXCELLENCE

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

Recent Accomplishments - FY 2020

- ✓ Registered more than 350 participants for our virtual Summer Reading Program
- ✓ Increased eBook lending 25% over FY 2019.
- ✓ Conducted 350 curbside transactions, circulating more than 1,500 items, per month.
- ✓ Implemented online library card applications and online bill pay for fines and fees.
- ✓ Awarded grant funding to implement touchless and contactless material checkout.
- ✓ Improved wifi accessibility throughout the facility.
- ✓ Streamlined public computer access for a more user-friendly experience.

Significant Base Budget changes for FY2020

- Personnel costs went up slightly due to transitioning a Library Associate from 38 to 40 hours.
- All other categories remained fairly neutral from FY2020 budget.
- Other Category includes Travel & Training, Dues, and Equipment Rental.



FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	21 LIBRARY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$525,542	\$588,029	\$588,057	\$599,552	\$598,952
SUPPLIES AND MATERIALS	\$67,713	\$72,050	\$61,380	\$70,670	\$72,950
MAINTENANCE AND REPAIRS	\$4,270	\$6,658	\$6,290	\$5,880	\$6,015
OCCUPANCY	\$28,744	\$33,920	\$26,020	\$29,000	\$30,435
CONTRACTUAL SERVICES	\$21,786	\$24,140	\$15,050	\$23,140	\$24,035
OTHER CHARGES	\$12,484	\$16,470	\$12,815	\$17,875	\$18,150
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$5,000
TOTAL EXPENDITURES	\$660,539	\$741,267	\$709,612	\$746,117	\$755,537
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
LIBRARY ASSOCIATE	1.950	1.950	1.950	2.000	2.000
LIBRARY ASSOCIATE II/ADMIN SVCS	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/CHLD SRVS	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/WEB & GRAPHICS	1.000	1.000	1.000	1.000	1.000
LIBRARY CLERK-VOE	1.000	1.000	1.000	1.000	1.000
LIBRARY DIRECTOR	1.000	1.000	1.000	1.000	1.000
SUPERVISOR OF PUBLIC SERVICE	1.000	1.000	1.000	1.000	1.000
TECHNICAL SERVICES & CIRCULATION SUPERVISOR	1.000	1.000	1.000	1.000	1.000
YOUNG ADULT LIBRARIAN	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	9.950	9.950	9.950	10.000	10.000



BASTROPTX
Heart of the Lost Pines
Est. 1832

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Mission Statement

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

Department Description

Bastrop Power & Light (BP&L) Fund is utilized to account for the financial activities related to the provision of electricity services to residents in the BP&L service territory. BP&L is responsible for the City's 7200-volt electric distribution system. There are 41.4 miles of overhead electrical lines and 4.8 miles of underground electrical lines, which provide services to approximately 2,802 customers. Lower Colorado River Authority (LCRA) generates the electricity purchased by BP&L, acts as the liaison to the Electric Reliability Council of Texas (ERCOT) on behalf of BP&L and provides engineering studies and infrared and visual inspections that helps pinpoint required system maintenance. LCRA also provides mutual assistance during disasters providing manpower and equipment, when needed.

Goals and Objectives – FY 2021

ORGANIZATIONAL EXCELLENCE – Provide consistently reliable service to our residential and commercial customers.

ORGANIZATIONAL EXCELLENCE – Complete system maintenance according to LCRA Annual Engineering Study.

ORGANIZATIONAL EXCELLENCE – Complete line extensions in a timely manner.

COMMUNICATION – Create a BP&L webpage on the City's website to communicate with citizens and contractors on the responsibilities and policies of the department.

Recent Accomplishments - FY 2020

- ✓ Completed all work orders the same day and within a couple of hours of receipt.
- ✓ All staff completed HB4150 Training and filed the new required annual report to the Public Utility Commission.
- ✓ Converted to a new work order software to help better track work and time.

BP&L is sharing the cost of the software used with the Automated Meter Infrastructure with Water/Wastewater Fund. This is a one-time cost of \$18,228 for this upgrade and is in the operating expense.

System Study Improvements

In FY 2020, BP&L performed the engineering and ordered materials for the last two projects included in the 2014-2019 System Study Report. The first project was rebuilding the northern portion of the tap line (approximately 2,200 feet) near the intersection of Loop 150 & Perkins Street, ending near Hospital Drive utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles. The second project was rebuilding the southern portion of the tap line near the intersection of Loop 150 & Perkins Street, along Eskew and across to Perkins Street (approximately 1,700 feet) utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles.

The cost of labor is estimated to be \$150,000 and has been included in the FY2021 budget. Staff is not confident these projects will move into the construction phase before the end of FY2020.

The next Electric System Study should be completed in FY 2021 to identify capital improvements in future years.

Line Extensions

Line Extension revenue and expense can vary from year to year depending on development within the BP&L service area. The FY2019 and FY2020 budgets included significant increases in these accounts due to the Piney Creek Subdivision development. There are not any significant projects slated for FY2021, so these accounts have gone back down to a historical average.

Special Projects

FY2020 included \$250,000 for upgrading and adding additional street lighting to promote pedestrian safety, traffic safety, enhanced walkability, and an opportunity to address citizen concerns regarding the need for more lighting in residential neighborhoods. During FY2020 materials were ordered to start the replacement of the light's city

wide in the amount of \$42,000. This will be a 3-5-year project of upgrading and enhancing the entire street lighting system. The FY2021 includes an additional \$75,000 to continue this project.

Community Event Support

In FY 2021, there will be only \$137,000 budgeted in this line item. Due to COVID-19, several of the supported community events were canceled. Council made the decision to not ask for a refund from these organizations but to allow their FY2020 funding to carryover to FY2021. The following projects are supported out of the FY2021 budget:

- Christmas Lights - \$137,000
- Patriotic Festival - \$0 (FY2020 carryover)
- Bastrop Homecoming & Rodeo - \$0 (FY2020 carryover)
- Juneteenth Celebration - \$0 (FY2020 carryover)

Community Support Funding

In FY 2021, there will be \$139,785.50 in this funding line item. The following are supported out of the line item:

- Funding requests \$119,498.50
- PHI Cares membership fee \$20,287

CITY OF BASTROP COMMUNITY SUPPORT FUNDING REQUESTS FY2020-2021				
Organization	FY18-19 Approved Funding	FY19-20 Approved Funding	COMMUNITY SUPPORT FY2020-2021	
			FY20-21 REQUESTED FUNDING	FY20-21 PROPOSED FUNDING
Austin Habitat for Humanity, Inc.	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 12,000.00
Bastrop County Child Welfare Board	-	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Bastrop County Emergency Food Pantry (incl NIBBLES prog)	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00
Bastrop County First Responders	-	\$ 14,787.00	\$ 15,840.50	\$ 15,840.50
Bastrop County Long Term Recovery Team	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Bastrop County Women's Shelter, Inc. - Family Crisis Center	\$ 9,200.00	\$ 9,200.00	\$ 10,000.00	\$ 10,000.00
Bastrop Pregnancy Resource Center	\$ 7,500.00	\$ 7,500.00	\$ 15,437.00	\$ 8,000.00
Children's Advocacy Center of Bastrop County	\$ 6,400.00	\$ 6,400.00	\$ 15,000.00	\$ 7,000.00
Combined Community Action, Inc.	\$ 6,400.00	\$ 6,400.00	\$ 8,000.00	\$ 7,000.00
Court Appointed Special Advocate of Bastrop County	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	\$ 7,000.00
Feed The Need	\$ 6,500.00	\$ 6,500.00	\$ 8,000.00	\$ 7,000.00
In the Streets-Hands Up High Ministry	\$ 6,200.00	\$ 6,200.00	-	-
Literacy Volunteers of Bastrop	\$ 10,000.00	\$ 10,000.00	-	-
TOTAL	\$ 112,258.00	\$ 129,045.00	\$ 139,335.50	\$ 119,498.50

Transfer Out

In FY 2021, there will be \$30,000 transferred to the General Fund to cover the following:

- YMCA pool operations - \$30,000

	ACTUAL FY-18	ACTUAL FY-19	BUDGETED FY-20	ESTIMATED FY-20	PROPOSED FY-21	PLANNING FY-21
BEGINNING FUND BALANCE	\$ 4,264,411	\$ 4,308,148	\$ 3,959,859	\$ 3,959,859	\$ 3,555,535	\$ 3,282,135
REVENUES						
Electric Sales	\$ 7,140,226	\$ 6,939,857	\$ 6,678,682	\$ 6,399,800	\$ 6,980,050	\$ 7,015,270
Service Fees	\$ 31,028	\$ 26,360	\$ 31,000	\$ 28,000	\$ 30,000	\$ 30,000
Extension Fees	\$ 270,626	\$ 462,153	\$ 328,000	\$ 90,000	\$ 100,000	\$ 100,000
Pole Attachment	\$ 7,865	\$ 7,880	\$ 7,880	\$ 7,880	\$ 8,000	\$ 8,000
Interest	\$ 67,533	\$ 93,389	\$ 72,000	\$ 62,000	\$ 30,000	\$ 30,000
Other	\$ 42,068	\$ 11,469	\$ 9,000	\$ 11,500	\$ 6,000	\$ 6,000
Total Revenues	\$ 7,559,346	\$ 7,541,108	\$ 7,126,562	\$ 6,599,180	\$ 7,154,050	\$ 7,189,270
TOTAL REVENUE & OTHER RESOURCES	\$ 11,823,757	\$ 11,849,256	\$ 11,086,421	\$ 10,559,039	\$ 10,709,585	\$ 10,471,405
EXPENDITURES:						
Operating Expense	\$ 5,923,913	\$ 5,983,502	\$ 5,924,106	\$ 5,582,542	\$ 6,029,676	\$ 6,048,381
Line Extensions	\$ 161,075	\$ 105,560	\$ 185,000	\$ 185,000	\$ 75,000	\$ 75,000
System Study Improvements	\$ 48,551	\$ 193,997	\$ 180,000	\$ 45,000	\$ 150,000	\$ -
Special Project	\$ -	\$ -	\$ 250,000	\$ 42,000	\$ 75,000	\$ 75,000
Community Support	\$ 155,930	\$ 104,758	\$ 130,545	\$ 114,460	\$ 139,786	\$ 146,500
Community Event Support	\$ -	\$ -	\$ -	\$ -	\$ 137,000	\$ 187,000
Debt Service	\$ 159,196	\$ 160,005	\$ 159,847	\$ 157,352	\$ 168,238	\$ 171,072
Transfer out - GF (lieu of taxes)	\$ 557,748	\$ 557,750	\$ 557,750	\$ 557,750	\$ 557,750	\$ 557,750
Transfer out - Special Projects	\$ 409,200	\$ 683,825	\$ 240,000	\$ 244,400	\$ 30,000	\$ 30,000
Transfer out - VERF	\$ 99,996	\$ 100,000	\$ 75,000	\$ 75,000	\$ 65,000	\$ 65,000
TOTAL OPERATING EXPENDITURES	\$ 7,515,609	\$ 7,889,397	\$ 7,702,248	\$ 7,003,504	\$ 7,427,450	\$ 7,355,703
NET INCOME (LOSS)	\$ 43,737	\$ (348,289)	\$ (575,686)	\$ (404,324)	\$ (273,400)	\$ (166,433)
ENDING FUND BALANCE	\$ 4,308,148	\$ 3,959,859	\$ 3,384,173	\$ 3,555,535	\$ 3,282,135	\$ 3,115,702
<i>Fund Balance %</i>	<i>57%</i>	<i>50%</i>	<i>44%</i>	<i>51%</i>	<i>44%</i>	<i>42%</i>

FY 2021 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHARGES FOR SERVICES	\$384	\$3,000	\$0	\$0	\$0
ELECTRIC REVENUES	\$7,443,607	\$7,051,562	\$6,537,180	\$7,124,050	\$7,159,270
INTEREST INCOME	\$93,389	\$72,000	\$62,000	\$30,000	\$30,000
MISCELLANEOUS	\$4,114	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$7,541,494	\$7,126,562	\$6,599,180	\$7,154,050	\$7,189,270

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	60 POWER AND LIGHT DEPT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$720,836	\$734,689	\$730,999	\$748,391	\$748,391
SUPPLIES AND MATERIALS	\$32,646	\$41,500	\$34,650	\$41,500	\$41,500
MAINTENANCE AND REPAIRS	\$220,037	\$237,000	\$199,500	\$250,228	\$232,000
OCCUPANCY	\$10,365	\$10,780	\$10,780	\$10,780	\$10,780
CONTRACTUAL SERVICES	\$4,765,786	\$4,809,915	\$4,542,813	\$4,900,277	\$4,933,210
OTHER CHARGES	\$70,317	\$90,222	\$63,800	\$78,500	\$82,500
COMMUNITY SUPPORT	\$104,759	\$130,545	\$114,460	\$139,786	\$146,500
COMMUNITY EVENT SUPPORT	\$0	\$0	\$0	\$137,000	\$187,000
CAPITAL OUTLAY	\$299,556	\$615,000	\$272,000	\$300,000	\$150,000
DEBT SERVICE	\$160,005	\$159,847	\$157,352	\$168,238	\$171,072
TRANSFERS OUT	\$1,341,568	\$872,750	\$877,150	\$652,750	\$652,750
TOTAL EXPENDITURES	\$7,725,875	\$7,702,248	\$7,003,504	\$7,427,450	\$7,355,703
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
DIRECTOR OF BP&L	1.000	1.000	1.000	1.000	1.000
ELECTRIC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
FOREMAN	1.000	1.000	1.000	1.000	1.000
LINEMAN APPRENTICE	2.000	2.000	2.000	2.000	2.000
LINeworker-JOURNEYMAN	3.000	3.000	3.000	3.000	3.000
OVERTIME	0.000	0.000	0.000	0.000	0.000
TOTAL FTEs	9.000	9.000	9.000	9.000	9.000



BASTROPTX
Heart of the Lost Pines
Est. 1832

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Mission Statement

Protection of the public's health and safety is through proper treatment, operation and maintenance of the water and wastewater systems the most essential functions of the Water and Wastewater Department.

Fund Description

Water/Wastewater Fund is utilized to account for the financial activities related to the provision of water and wastewater services to residents in the City's service territory. The City's Water and Wastewater divisions are separated into four (4) subcategories: Water Distribution, Wastewater Collection, Wastewater Treatment, and Water Treatment. Water distribution is provided through 76.59 miles of water main lines. It provides clean water to approximately 3,502-meter connections. The system pressure helps lower cost of insurance by providing adequate fire flow at one of 669 fire hydrants. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 63 miles of sewer main lines. Wastewater treatment is vital to maintaining a safe and clean drinking water source and protection of our river's ecosystem.

Goals and Objectives – FY 2021

- Provide maintenance on 76.59 miles of water mains, 63 miles of wastewater lines, 658 manholes, 6 alluvial wells, 1 deep well, 21 lift stations, 3502-meter connections from ¾" to 10", and 669 fire hydrants.
- Provide safe drinking water.
- Conserve the City's water source.
- Collect and treat approximately 1.1 million gallons of wastewater per day.
- Maintain a 98% compliance with TCEQ required drinking water standards annually.
- Maintain accuracy of well entry point meters at 97% annually.
- Maintain 3%-meter accuracy between gallons of water produced and gallons of water distributed.
- Maintain a 98% compliance rate with TCEQ required effluent discharge quality standards annually.
- Track reliability and response time to work orders for water leaks, after hours call outs and sewer stoppages.
- Ensure Wastewater Treatment Plant is under construction by end of FY 2020.

Recent Accomplishments - FY 2020

- ✓ Tested accuracy of 100 water meters
- ✓ Continued to provide logistical support for 50+ special events.
- ✓ Started design of a new wastewater treatment plant.
- ✓ Started design of a new water treatment plant.
- ✓ Completed year 2 comprehensive list and maintenance schedules for equipment at Water & Wastewater Treatment Facilities and Lift Stations.
- ✓ Began process to camera City sewer lines based on streets requiring rehabilitation per Pavement Condition Index Report.
- ✓ Completed maintenance of 669 Fire Hydrants
- ✓ Completed the North Bastrop Water & Wastewater replacement Project (Maple, Mesquite, Magnolia, Locust from Main to Pecan)
- ✓ Completed new 250,000 ET at Hwy 20 & 71

Utility System Overview

Consensus was reached to construct a new consolidated Wastewater Treatment Plant on the City's 26-acre site on FM 304 and a consolidated Water Treatment Plant at XS Ranch. Since that time, several of the projects to reach those broad goals have been completed or are underway. The Wastewater plant has submitted the Texas Commission on Environmental Quality (TCEQ) and approved. Additionally, the preliminary design technical memorandum for the water treatment plant has been completed and presented to City Council in June of 2020 bringing us one step closer to building the plant located at XS Ranch.

Water/Wastewater Rates

Knowing that a significant rate increase will be required to cover debt payments for the wastewater treatment plant by FY 2021, when the plant is expected to go on-line, Council determined that the expected rate increase should be spread over the three (3) years. Council adopted a rate increase March 2020. Although there is not a rate increase built into this proposed budget, it may be required. We will be letting the WWTP#3 in September 2020 and depending on the construction costs will dictate another request for a rate increase.

Revenue Bond Sale

Given the length of the useful life of both the water and wastewater treatment facilities and the difference in coverage areas included in the Certificate of Convenience and Necessity (CCN), it is prudent to issue revenue bonds to fund the debt of both facilities. **In FY 2020, \$ 21 million in Revenue bonds were sold to fund capital needs. These bonds were rated AA- by Standard & Poor, which is an excellent rating for a sale given our size.** Much of the bond sale in FY 2020 was to cover the costs of construction for the WWTP#3. Although the project has not started yet, it is expected to be underway by November 2020. Based on the construction schedule there will most likely need to be another bond sale in FY2021 and the potential for a rate increase.

Utility System Improvements

Water System

In this fiscal year, the focus will be on the design and construction of a new water treatment plant and any ancillary component needed to provide a connection to the current water system. This will ultimately provide a more reliable, more efficient, and more dependable overall system. The Improvement will include an additional three water wells, a three million six hundred-thousand-gallon water treatment plant and the transmission line to connect it to the water distribution system.

Wastewater System

Much like the drinking water system the current wastewater treatment plants are quite old and are at the end of their useful life. Not only are the Wastewater Treatment Plants 1 & 2 threadbare out but that are also a level of capacity that requires the construction of a third wastewater treatment plant.

Texas Administrative Code (TAC) Title 30. Environmental Quality Part 1. TCEQ Chapter 305. Consolidated Permits Subchapter F. Permit Characteristics and Conditions. Section 305.126 (a): At 75% of daily average flow for three (3) consecutive months, start designing. At 90% of the daily average flow for three (3) consecutive months, a new plant must be permitted to be built.

The City currently processes approximately 1,200,000 gallons per day, which is 82% of 1.4 million gallons per day (MGD). At 75%, the trigger to design a new plant, which is under design. At 90%, the trigger to permit the construction of a new plant. The new plant is at approximately 95% design. The project is undergoing some value engineering to stretch the rate payer's dollars as far as possible. Once that is complete the project will begin the bidding process and start construction in FY21. The construction of the WWTP is expected to be eighteen months.



	ACTUAL 2018-2019	BUDGET 2019-2020	PROJECTED 2019-2020	PROPOSED 2020-2021	PLANNING 2021-2022
BEGINNING BALANCE	\$ 1,966,830	\$ 1,801,782	\$ 1,801,782	\$ 1,935,883	\$ 2,294,911
REVENUES:					
WATER					
Water Service	\$ 2,989,867	\$ 3,176,945	\$ 3,135,628	\$ 3,208,600	\$ 3,292,500
Water Service Fees	\$ 20,240	\$ 19,800	\$ 13,000	\$ 20,200	\$ 20,604
Penalties	\$ 34,177	\$ 39,500	\$ 28,000	\$ 40,600	\$ 40,600
Water Tap Fees	\$ 11,500	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000
Interest	\$ 28,195	\$ 25,200	\$ 25,200	\$ 12,000	\$ 15,000
Other	\$ 10,984	\$ 6,500	\$ 8,759	\$ 6,500	\$ 6,500
WATER TOTAL	\$ 3,094,963	\$ 3,307,945	\$ 3,255,587	\$ 3,332,900	\$ 3,420,204
WASTEWATER					
Sewer Service	\$ 2,341,037	\$ 2,702,819	\$ 2,742,000	\$ 3,061,500	\$ 3,398,500
Sewer Tap Fees*	\$ 2,100	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000
Penalties	\$ 28,054	\$ 25,500	\$ 23,000	\$ 25,000	\$ 26,000
Wholesale Sewer Contracts	\$ 140,341	\$ 148,000	\$ 132,500	\$ 135,000	\$ 138,000
Interest	\$ 18,796	\$ 16,800	\$ 16,800	\$ 8,000	\$ 10,000
Other	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
WASTEWATER TOTAL	\$ 2,530,328	\$ 2,903,619	\$ 2,919,800	\$ 3,240,000	\$ 3,583,000
TOTAL REVENUES	\$ 5,625,291	\$ 6,211,564	\$ 6,175,387	\$ 6,572,900	\$ 7,003,204
Proceeds from Bond Sale	\$ -	\$ -	\$ 21,000,000	\$ -	\$ -
TOTAL RESOURCES	\$ 7,592,121	\$ 8,013,346	\$ 28,977,169	\$ 8,508,783	\$ 9,298,115
EXPENDITURES:					
Administration	\$ 1,420,856	\$ 1,264,918	\$ 1,298,342	\$ 1,336,661	\$ 1,316,554
Distribution/ Collection/ Liftstation	\$ 757,766	\$ 815,815	\$ 700,663	\$ 726,572	\$ 972,937
Production/ Treatment	\$ 968,878	\$ 971,774	\$ 894,163	\$ 1,005,587	\$ 1,077,312
Wastewater Treatment Plant	\$ 759,274	\$ 786,539	\$ 819,925	\$ 959,876	\$ 1,057,271
Debt Service Transfer	\$ 1,641,565	\$ 1,303,193	\$ 1,303,193	\$ 2,060,176	\$ 2,266,643
Capital replacement Reserve	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
TOTAL OPERATING EXPENDITURES	\$ 5,673,339	\$ 5,267,239	\$ 5,141,286	\$ 6,213,872	\$ 6,815,717
NET INCOME (LOSS)	\$ (48,048)	\$ 944,325	\$ 1,034,101	\$ 359,028	\$ 187,487
ENDING FUND BALANCE	\$ 1,918,782	\$ 2,746,107	\$ 23,835,883	\$ 2,294,911	\$ 2,482,398
TRANSFERS OUT					
Transfer to VERF - New Trucks	\$ 117,000	\$ -	\$ -	\$ -	\$ -
Transfer to Innovation Fund	\$ -	\$ 7,500	\$ -	\$ -	\$ -
Transfer to Bond Fund	\$ -	\$ -	\$ 21,000,000	\$ -	\$ -
Transfer to W/WW Capital Fund	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ -
TOTAL TRANSFERS OUT	\$ 117,000	\$ 907,500	\$ 21,900,000	\$ -	\$ -
ENDING FUND BAL AFTER TRANSFERS	\$ 1,801,782	\$ 1,838,607	\$ 1,935,883	\$ 2,294,911	\$ 2,482,398
Reserve Requirement 35%	\$ 1,985,669	\$ 1,843,534	\$ 1,799,450	\$ 2,174,855	\$ 2,385,501
Reserve %		36%	39%	38%	37%

FY 2021 Revenue Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
WATER REVENUES	\$3,055,490	\$3,276,245	\$3,221,628	\$3,314,400	\$3,398,704
WASTEWATER REVENUES	\$2,511,528	\$2,886,819	\$2,903,000	\$3,232,000	\$3,573,000
INTEREST INCOME	\$46,840	\$42,000	\$42,000	\$20,000	\$25,000
MISCELLANEOUS	\$6,000	\$6,500	\$5,500	\$6,500	\$6,500
OTHER SOURCES	\$5,433	\$0	\$21,003,259	\$0	\$0
TOTAL REVENUE	\$5,625,291	\$6,211,564	\$27,175,387	\$6,572,900	\$7,003,204

FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$321,571	\$415,277	\$261,871	\$165,452	\$202,310
SUPPLIES AND MATERIALS	\$19,814	\$29,410	\$24,463	\$28,700	\$28,700
MAINTENANCE AND REPAIRS	\$1,338	\$10,430	\$16,710	\$33,658	\$15,430
OCCUPANCY	\$14,468	\$16,032	\$15,735	\$16,000	\$16,000
CONTRACTUAL SERVICES	\$822,657	\$742,549	\$955,572	\$1,049,381	\$1,010,494
OTHER CHARGES	\$109,866	\$41,220	\$23,991	\$33,470	\$33,620
CONTINGENCY	\$0	\$10,000	\$0	\$10,000	\$10,000
CAPITAL OUTLAY	\$5,000	\$0	\$0	\$0	\$0
DEBT SERVICE	\$6,033	\$0	\$0	\$0	\$0
TRANSFER OUT	\$3,794,775	\$2,335,693	\$23,328,193	\$2,185,176	\$2,391,643
TOTAL EXPENDITURES	\$5,095,522	\$3,600,611	\$24,626,535	\$3,521,837	\$3,708,197

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		41 W/WW DISTRIBUT/COLLECT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$485,538	\$465,767	\$403,142	\$463,629	\$645,004
SUPPLIES AND MATERIALS	\$68,688	\$96,263	\$92,704	\$73,262	\$73,262
MAINTENANCE AND REPAIRS	\$147,983	\$150,499	\$135,358	\$108,000	\$172,990
OCCUPANCY	\$333	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$52,230	\$98,251	\$66,208	\$77,181	\$77,181
OTHER CHARGES	\$3,000	\$5,036	\$3,251	\$4,500	\$4,500
CAPITAL OUTLAY	\$41,999	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$799,771	\$815,815	\$700,663	\$726,572	\$972,937
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
FOREMAN	1.000	1.000	1.000	1.000	1.000
W/WW SYSTEMS TECH	6.000	6.000	6.000	6.000	6.000
W/WW SYSTEMS TECH CREW LEADER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	8.000	8.000	8.000	8.000	8.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		43 WATER PRODUCTION/TREAT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$174,675	\$277,529	\$222,899	\$297,889	\$396,614
SUPPLIES AND MATERIALS	\$62,375	\$82,286	\$76,116	\$83,750	\$83,750
MAINTENANCE AND REPAIRS	\$448,629	\$273,900	\$267,545	\$280,800	\$285,800
OCCUPANCY	\$123,719	\$141,000	\$140,965	\$145,800	\$145,800
CONTRACTUAL SERVICES	\$158,550	\$191,377	\$185,588	\$191,666	\$159,666
OTHER CHARGES	\$937	\$5,682	\$1,050	\$5,682	\$5,682
TOTAL EXPENDITURES	\$968,885	\$971,774	\$894,163	\$1,005,587	\$1,077,312
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	1.000	1.000	1.000	1.000	1.000
W/WW SUPERINTENDENT	0.500	0.500	0.500	0.500	0.500
WWW OPERATOR C	2.000	2.000	2.000	2.000	2.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		46 WW TREATMENT PLANT		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$221,516	\$273,927	\$205,005	\$291,232	\$388,627
SUPPLIES AND MATERIALS	\$36,058	\$40,118	\$39,934	\$40,260	\$40,260
MAINTENANCE AND REPAIRS	\$221,692	\$218,014	\$284,744	\$286,500	\$286,500
OCCUPANCY	\$212,182	\$167,548	\$208,300	\$244,000	\$244,000
CONTRACTUAL SERVICES	\$66,182	\$81,252	\$80,692	\$92,204	\$92,204
OTHER CHARGES	\$1,643	\$5,680	\$1,250	\$5,680	\$5,680
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$759,273	\$786,539	\$819,925	\$959,876	\$1,057,271
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	2.000	2.000	2.000	2.000	2.000
W/WW SUPERINTENDENT	0.500	0.500	0.500	0.500	0.500
WWW OPERATOR B	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	4.000	4.000	4.000	4.000

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
250 CIP W/WW UTILITY FUND	00 NON-DEPT		00 NON-DIV		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$52,970	\$45,000	\$55,000	\$5,000	\$5,000
TRANSFERS IN	\$125,004	\$3,025,000	\$3,396,011	\$125,000	\$125,000
TOTAL REVENUE	\$177,974	\$3,070,000	\$3,451,011	\$130,000	\$130,000
CAPITAL OUTLAY	\$1,233,498	\$2,300,400	\$2,762,070	\$200,000	\$200,000
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
TOTAL WATER EXPENDITURES	\$1,233,498	\$2,300,400	\$2,762,070	\$200,000	\$200,000
CONTRACTUAL SERVICES	\$0	\$0	\$21,616	\$0	\$0
CAPITAL OUTLAY	\$169,292	\$1,850,000	\$1,853,171	\$0	\$0
TOTAL WASTEWATER EXPENDITURES	\$169,292	\$1,850,000	\$1,874,787	\$0	\$0

Fund Description

The Impact Fee Funds were established under Chapter 395, Texas Local Government Code, to finance water and wastewater capital improvements required by new development. Because the city is in a growth stage, the impact fee for water and wastewater fees are being reviewed annual. In July 2020, the city completed an annual review and approved in increase in both fees.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
306 IMPACT FEE FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
WATER REVENUES	\$142,878	\$135,300	\$331,081	\$267,750	\$267,750
WASTEWATER REVENUES	\$253,723	\$266,550	\$732,600	\$627,500	\$627,500
INTEREST INCOME	\$37,401	\$19,000	\$12,000	\$12,000	\$12,000
TOTAL REVENUE	\$434,002	\$420,850	\$1,075,681	\$907,250	\$907,250
CONTRACTUAL SERVICES	\$9,242	\$7,500	\$7,500	\$7,500	\$7,500
CAPITAL OUTLAY	\$22,934	\$150,000	\$150,000	\$0	\$0
TRANSFER OUT	\$1,175,937	\$249,784	\$275,000	\$267,750	\$267,750
TOTAL WATER CIP EXPENDITURES	\$1,208,113	\$407,284	\$432,500	\$275,250	\$275,250
CONTRACTUAL SERVICES	\$9,242	\$7,500	\$7,500	\$7,500	\$7,500
CAPITAL OUTLAY	\$81,139	\$0	\$0	\$0	\$0
TRANSFER OUT	\$340,273	\$317,907	\$611,320	\$627,500	\$627,500
TOTAL WASTEWATER CIP EXPENDITURES	\$430,654	\$325,407	\$618,820	\$635,000	\$635,000

Fund Description

The Hotel Tax Fund is utilized primarily to account for the receipt and expenditures of funds received by the City from the assessment of hotel occupancy tax. This fund contains the Convention Center, Main Street Program, Bastrop Art In Public Places, and the Rodeo Arena.

Hotel Occupancy Tax Fund Overview

For the last two budget years the Special Events & Reservations and the Multi-Media departments have been in this fund. Both being partially funded by transfers in from various funds. For FY2021 these departments are being moved to the General Fund.

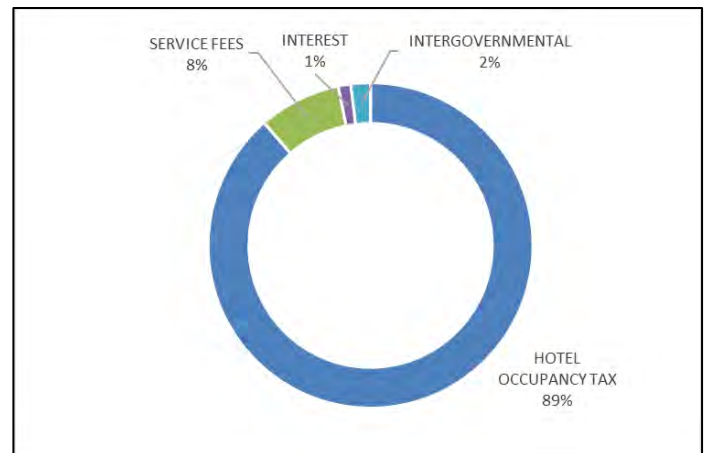
Revenue Assumptions

This fund took a significant hit during FY2020 due to COVID-19. The Hyatt Lost Pines closed for the months of April and May and the utilization in all the hotels was reduced. The overall FY2020 year-end projected revenue is down by 36%. Total Revenue & Other Sources are budgeted to be \$2,533,212 for FY 2021, which is 45% or \$1,163,344 less than FY 2020 year-end budget projections. This includes the removal of \$461,494 transfers in related to community event support funding and partial funding of the Special Events & Reservations and Multi-Media departments.

Outlined below are explanations on two (2) major sources make up 97% of the Fund’s revenue.

Hotel Occupancy Tax

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and our ETJ. Of the tax collected, 6% goes to the State, 7% goes to the City, and .5% goes to the County, if in the City’s ETJ. Hotel Occupancy Tax is budgeted at \$2,264,400 which is 25% decrease from the FY2020 budget. With the tourism industry being hit heavy due to the Coronavirus during FY2020, the proposed revenue is a conservative amount.



Service Fees

Service Fees represent those revenues collected from Convention Center sponsored events, such as Farm Street Opry and Western Swing Festival; Main Street sponsored events, such as Table on Main, Red, White & Brews; Convention Center rentals, and catering services. The FY2021 budgeted amount is \$181,500 which is approximately 50% below FY2020 budget. The effects of COVID-19 on the tourism industry is unknown and this budget is being set conservatively to keep this fund financially healthy.



	ACTUAL FY2018-2019	ORIGINAL BUDGET FY2019-2020	PROJECTED FY2019-2020	PROPOSED FY2020-2021	PLANNING FY2021-2022
BEGINNING FUND BALANCES	\$ 3,606,721	\$ 3,797,361	\$ 3,849,732	\$ 3,154,452	\$ 2,892,652
REVENUES:					
HOTEL OCCUPANCY TAX	2,829,049	2,830,500	2,030,300	2,264,400	2,830,500
LICENSE & PERMITS	3,080	2,000	800	-	-
SERVICE FEES	285,517	275,250	97,411	181,500	256,500
INTEREST	80,250	65,000	55,000	25,000	30,000
INTERGOVERNMENTAL	66,554	62,312	62,312	62,312	62,312
OTHER	1,642	-	-	-	-
TOTAL REVENUES	3,266,092	3,235,062	2,245,823	2,533,212	3,179,312
OTHER SOURCES					
Interfund Transfers - General Fund	206,554	238,994	238,994	-	-
Interfund Transfers - Electric Fund	220,000	222,500	222,500	-	-
TOTAL REVENUE & OTHER SOURCES	3,692,646	3,696,556	2,707,317	2,533,212	3,179,312
TOTAL AVAILABLE RESOURCES	\$ 7,299,367	\$ 7,493,917	\$ 6,557,049	\$ 5,687,664	\$ 6,071,964
EXPENDITURES:					
ORGANIZATIONAL	1,486,615	1,970,119	1,544,435	1,234,696	1,645,198
CONVENTION CENTER	652,704	761,506	555,270	617,819	631,432
MAIN STREET PROGRAM	470,566	471,642	437,352	272,610	262,610
MULTI-MEDIA	127,785	173,712	167,037	-	-
SPECIAL EVENTS & RESERVATIONS	134,608	180,438	159,827	-	-
BAIPP	57,986	124,732	29,650	124,732	124,732
RODEO ARENA	3,185	-	2,800	2,900	2,900
TOTAL EXPENDITURES	2,933,449	3,682,149	2,896,371	2,252,757	2,666,872
OTHER USES					
TRANSFER TO INNOVATION FUND		7,500	-		
DEBT SERVICE TRANSFER	516,186	514,416	506,226	542,255	545,702
TOTAL EXPENDITURE & OTHER USES	3,449,635	4,204,065	3,402,597	2,795,012	3,212,574
BAIPP - RESTRICTED FB - LT PROJECTS	60,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
ENDING UNRESTRICTED FUND BALANCES	\$ 3,789,732	\$ 3,209,852	\$ 3,074,452	\$ 2,812,652	\$ 2,779,390
<i>Fund balance Policy Amount</i>	\$ 2,615,171	\$ 3,289,853	\$ 2,693,510	\$ 2,551,200	\$ 2,893,762

FY 2021 Revenue Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
TAXES AND PENALTIES	\$2,829,050	\$2,830,500	\$2,030,300	\$2,264,400	\$2,830,500
LICENSES AND PERMITS	\$3,080	\$2,000	\$800	\$0	\$0
CHARGES FOR SERVICES	\$285,517	\$275,250	\$97,411	\$181,500	\$256,500
INTEREST INCOME	\$80,249	\$65,000	\$55,000	\$25,000	\$30,000
INTERGOVERNMENTAL	\$66,563	\$62,312	\$62,312	\$62,312	\$62,312
OTHER	\$1,642	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN-GENERAL FUND	\$206,558	\$238,994	\$238,994	\$0	\$0
TRANSFERS IN-BP&L	\$219,996	\$222,500	\$222,500	\$0	\$0
TOTAL REVENUE	\$3,692,655	\$3,696,556	\$2,707,317	\$2,533,212	\$3,179,312

Department Description

This department is where the city appropriates funding to our community assets and to Visit Bastrop. Those community assets include the Bastrop Opera House, Bastrop County Historical Society & Visitor Center, and the

Community Assets Funding

These organizations received the full amount of funding that was requested in FY2020, despite the reduction in services due to COVID-19. The City Council asked each organization to review their budgets and to roll-over any funds underutilized in FY2020 into FY2021. They also were asked to consider these available funds when submitting their FY2021 requests for funding.

The FY2021 proposed funding for each organization is:

- Bastrop Historical Society & Visitor Center \$126,497 (this is \$42,627 less than FY2020)
- Bastrop Opera House \$66,175 (this is \$59,825 less than FY2020)
- Lost Pines Art Center \$65,000 (this is \$20,000 less than FY2020)

Visit Bastrop

Funding provided to Visit Bastrop is established through a contracted agreement. The contract states the City will target 50% of the new Hotel Occupancy Tax (HOT) revenue collected, defined as HOT revenue minus the provision of payment satisfying the City’s outstanding debt secured by HOT funds. The amount should not be less than 45% of the total HOT revenues. The FY2021 payment was calculated per the contract at \$934,356 and does not include any amount for a FY2020 true-up.

Contractual Service

The city contracts with Avenu Insights & Analytics to provide administrative support with collecting, auditing and discovery related to Hotel Tax.

Transfer Out

This transfer represents the outstanding debt secured by HOT funds to the Debt Service Fund.

FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	80 ORGANIZATIONAL FUNDING		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$0	\$0	\$0	\$15,668	\$15,668
CONTRACTUAL SERVICES	\$1,462,320	\$1,837,654	\$1,525,483	\$1,204,028	\$1,609,530
OTHER CHARGES	\$24,295	\$25,000	\$10,000	\$15,000	\$20,000
CONTINGENCY	\$0	\$107,465	\$8,952	\$0	\$0
TRANSFERS OUT	\$516,186	\$521,916	\$506,226	\$542,255	\$545,702
TOTAL EXPENDITURES	\$2,002,801	\$2,492,035	\$2,050,661	\$1,776,951	\$2,190,900

PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF STORY TELLER	0.000	0.000	0.000	0.150	0.150
TOTAL FTEs	0.000	0.000	0.000	0.150	0.150

Mission Statement

The Bastrop Convention & Exhibit Center is committed to serving our community and guests by working as a team to build local partnerships, enhance local and regional events and provide efficient results ensuring vitality for Bastrop.

Department Description

Nestled in the heart of the historical district of Bastrop, Texas, the 26,000sq. ft. Convention and Exhibit Center opened in April of 2011. This facility was built to host meetings, regional conferences, tradeshows, weddings, concerts, and local special events. State-of-the-art technical amenities, Wi-Fi, a flexible Main Ballroom, multiple meeting rooms, and additional outdoor venue space make this facility both attractive and affordable to local and regional associations, event planners, brides, and special event planners. The staff is also responsible for all event set-up, break-down and coordination between the Center and Lessee working with outside vendors, civic organizations, event planners, local PD and other city departments to ensure a safe and successful event. Repeat business is a large percentage of the yearly rentals and Convention Center Staff take pride in satisfying the community. This department also produces several tourism driven events designed to entertain locals and attract out of town visitors. These events include the Farm Street Opry and Boogie Back to Bastrop, a Western Swing Festival, celebrating Texas Heritage Music. The Convention Center staff assists Main Street and Visit Bastrop with special projects as needed. The staff for the Center consists of the Director, Maintenance Supervisor, Administrative Assistant/Facility Attendant and 1 Full Time Facility Attendant.

Goals and Objectives - FY 2021

- **Organizational Excellence** - Update Policy and Procedures
- **Organizational Excellence** - Implement new Event Software
- **Community Safety** - Establish and Implement health and safety standards within meeting industry to foster trust and enhance revenue.

Recent Accomplishments - FY 2020

- ✓ Revenue up 17% in First 2 Quarters
- ✓ Occupancy up 20% in First 2 Quarters
- ✓ Maintained an enhanced relationship with Visit Bastrop through Board participation and Staff engagement.

Significant Base Budget changes for FY2021

- The decrease in personnel costs relates to the elimination of .5 Administrative Assistant and reallocation of the Recreation Coordinator to 100% General Fund
- FTE's went from 4.9 in FY2020 to 4.0 in FY2021
- Overall, the FY2021 budget is a decrease of \$143,687 or 23% over FY2020



FY 2021 Fund Summary & Personnel Schedule

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	85 HOSPITALITY AND DOWNTOWN		75 CONVENTION CENTER		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL	\$301,738	\$356,908	\$261,790	\$280,868	\$280,868
SUPPLIES AND MATERIALS	\$29,368	\$52,500	\$37,950	\$52,750	\$71,000
MAINTENANCE AND REPAIRS	\$40,354	\$49,350	\$39,650	\$42,650	\$41,150
OCCUPANCY	\$56,547	\$62,838	\$61,500	\$63,838	\$63,838
CONTRACTUAL SERVICES	\$191,673	\$186,130	\$124,880	\$139,613	\$134,296
OTHER CHARGES	\$33,032	\$53,780	\$29,500	\$38,100	\$40,280
TOTAL EXPENDITURES	\$652,712	\$761,506	\$555,270	\$617,819	\$631,432
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.000	0.000
CONVENTION CENTER DIRECTOR	1.000	1.000	1.000	1.000	1.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.075	0.075	0.000	0.000
FACILITY ATTENDANT	2.000	2.000	2.000	2.000	2.000
MAINTENANCE SUPERVISOR	1.000	1.000	1.000	1.000	1.000
RECREATION COORDINATOR	0.333	0.333	0.333	0.000	0.000
TOTAL FTEs	4.833	4.908	4.908	4.000	4.000

Mission Statement

The mission of the City of Bastrop Main Street Program is to be a stimulant for the economic health, design, and promotion of the entire historic Main Street District through community partnerships and grassroots community involvement.

Department Description

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

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

Goals and Objectives – FY 2021

AUTHENTIC BASTROP - Enhance the user experience with heavy focus on the physical environment for the user with the newly constructed Downtown being "authentically Bastrop" through our Main Street Advisory Board Design Committee and our partnerships with Bastrop Art in Public Places (BAIPP) and the Lost Pines Art Center.

AUTHENTIC BASTROP - Educate the public and community about the Main Street Program through community presentations, social media engagement and passionate board participation.

ECONOMIC VITALITY - Increase business touch points with greater communication, more frequent visitations, increased visibility, and greater access to resources.

Recent Accomplishments - FY 2020

- ✓ During the 2019 Lost Pines Christmas season, the Main Street Program hosted four events including Wassail Fest, the City Christmas Tree Lighting, Downtown Open House, and the Lost Pines Christmas Lighted Parade.
- ✓ Throughout the COVID-19 response, the Main Street Program had to remain agile in the way we served our downtown businesses. We implemented a variety of programs to help our downtown businesses, such as Downtown Curbside, Restaurant Bingo, More than a Business Campaign, specialized promotions, additional resources, and educational opportunities.
- ✓ We broke ground on the Main Street Rehabilitation Project which was rolled out with the Building Bastrop Capital Improvement Project Communication Plan.

Significant Base Budget changes for FY2021

- The decrease in personnel costs relates to the elimination of .5 Administrative Assistant
- FTE's went from 1.6 in FY2020 to 1.0 in FY2021
- The Community Event Support (Homecoming, patriotic festival and Juneteenth Celebration) were in this budget for FY2020 with a transfer in from BP&L. For FY2021, these community events are simply funded out of BP&L.
- Overall, net of BP&L transfer being removed, the FY2021 budget increased by \$18,520, related to promotional activities and sponsored events.

FY 2021 Fund Summary & Personnel Schedule**FY 2021 Fund Summary & Personnel Schedule**

CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
501 HOTEL TAX FUND	85 HOSPITALITY AND DOWNTOWN			80 MAIN STREET PROGRAM	
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL	\$180,672	\$143,372	\$148,697	\$100,820	\$100,820
SUPPLIES AND MATERIALS	\$7,962	\$11,900	\$9,885	\$18,900	\$18,900
MAINTENANCE AND REPAIRS	\$567	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,064	\$1,800	\$1,500	\$1,500	\$1,500
CONTRACTUAL SERVICES	\$12,175	\$16,450	\$14,950	\$13,590	\$13,590
OTHER CHARGES	\$263,343	\$261,120	\$235,320	\$102,800	\$102,800
CONTINGENCY	\$3,789	\$37,000	\$27,000	\$35,000	\$25,000
TOTAL EXPENDITURES	\$470,571	\$471,642	\$437,352	\$272,610	\$262,610
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.000	0.000
DOWNTOWN & HOSPITALITY DIRECTOR	0.750	0.000	0.000	0.000	0.000
ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT	0.000	0.100	0.100	0.000	0.000
MAIN STREET MANAGER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	2.250	1.600	1.600	1.000	1.000

Mission Statement

To increase awareness and appreciation of art, as well as increase civic pride through the display of art in the City of Bastrop, Texas.

Department Description

At the center of Bastrop Art in Public Places FY 2021 budget is the funding for the two-dimensional and three-dimensional art calls. This undertaking requires an enormous effort from the board’s subcommittee and places early 50 pieces of art in public spaces around the city. A major component of BAIPP’s future is the Cultural Arts Master Plan (CAMP) which proposed the creation of a Cultural Arts Commission. We hope to see creation of the Commission through a Task Force in FY 2021. A \$50,000 allocation is being made for the implementation of the CAMP which will include initiatives lined out by the plan itself.



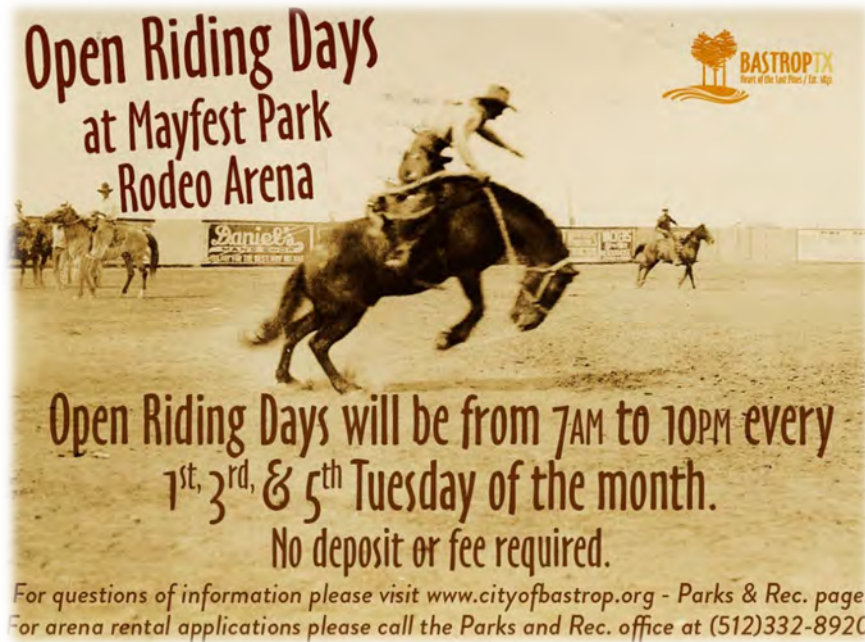
FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	86 BASTROP ART IN PUBLIC PLACES		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$1,105	\$5,000	\$5,000	\$5,000	\$5,000
CONTRACTUAL SERVICES	\$42,729	\$47,232	\$17,150	\$47,232	\$47,232
OTHER CHARGES	\$14,100	\$22,500	\$7,500	\$22,500	\$22,500
CONTINGENCY	\$48	\$50,000	\$0	\$50,000	\$50,000
TOTAL EXPENDITURES	\$57,982	\$124,732	\$29,650	\$124,732	\$124,732

Department Description

This department was created in FY2016 as a result of a change in Legislation through HB3615 that added rodeos as an activity that Hotel Tax dollars can be used to promote tourism by enhancement and upgrading the facility.

During FY2021, Council has requested that staff study options for utilization of this city asset. During this process the facility will be offered for special events.



FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	87 RODEO ARENA		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SUPPLIES AND MATERIALS	\$270	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,916	\$0	\$2,800	\$2,900	\$2,900
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,186	\$0	\$2,800	\$2,900	\$2,900

Overview of Bonds

Major capital improvements such as streets, drainage, buildings, water/wastewater infrastructure and other major infrastructure projects are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

Debt Management Policy

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

The debt management policy states that self-supporting debt will be supported by self-supporting revenues. Other financing alternatives might be grants, leasing, developer contributions, impact fees, and use of reserves. The City shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the City may elect to obtain voter authorization for Revenue Bonds. The City will attempt to maintain base bond ratings of AA (Standard & Poor's) on its General Obligation debt. In an attempt to keep the debt service tax rate flat, retirement of debt principle will be structured to ensure constant annual debt payments when possible. The City will have a written policy for monitoring compliance with IRS laws and regulations as they relate to tax exempt debt.

City's Current Bond Ratings

General Obligation Bonds:

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

Revenue Bonds:

Standard & Poor's "AA-"

Debt Service Funds

General Debt Service

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

All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax, sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for the City purposes.

Calculation of Legal Debt Margin October 1, 2020	
Taxable Assessed Valuation	\$967,902,273
Constitutional Limit	2.50% of assessed value
Maximum Constitutional Revenue Available	\$24,197,557
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2020-2021	\$0.5794/\$100 of valuation
Available unused Constitutional Max Tax Rate	76.8% of assessed valuation

Utility Debt Service

This fund derives its revenue from rates determined by City Council. The function of this fund is to retire bonded indebtedness for water and wastewater capital equipment and infrastructure. The Electric fund bond indebtedness is not recorded and tracked in a separate debt service fund.

Total Outstanding Debt as of October 1, 2020			
Series	Principle	Interest	Total
2005 GO	815,000	93,781	908,781
2006 GO	140,000	22,674	162,674
2006 CO	200,000	31,573	231,573
2007 GO	560,000	83,640	643,640
2007 CO	1,065,000	157,459	1,222,459
2012 GO Refunding	925,000	70,500	995,500
2012 CO	2,960,000	709,750	3,669,750
2013 CO	9,290,000	2,996,688	12,286,688
2014 CO	5,325,000	1,361,363	6,686,363
2014 GO Refunding	2,005,000	581,450	2,586,450
2016 GO Refunding	1,935,000	314,700	2,249,700
2017 GO Refunding	3,670,000	891,600	4,561,600
2018 CO	4,220,000	1,402,100	5,622,100
2019 Limited Tax Note	450,000	31,417	481,417
2019 W/WW Util Sys Rev	1,835,000	643,999	2,478,999
2020 CO	2,615,000	473,300	3,088,300
2020 GO Refunding	2,395,000	47,438	2,442,438
2020 W/WW Util Sys Rev	20,065,000	10,595,782	30,660,782
TOTAL ALL	\$60,470,000	\$20,509,214	\$80,979,214

Total Outstanding Debt All Issues			
Fiscal Year	Principle	Interest	Total
2021	3,290,000	2,006,378	5,296,378
2022	3,790,000	1,873,520	5,663,520
2023	3,820,000	1,765,333	5,585,333
2024	3,765,000	1,644,766	5,409,766
2025	3,485,000	1,518,418	5,003,418
2026	3,405,000	1,395,677	4,800,677
2027	3,445,000	1,267,608	4,712,608
2028	3,510,000	1,137,788	4,647,788
2029	3,385,000	1,000,988	4,385,988
2030	3,300,000	875,688	4,175,688
2031	2,940,000	762,676	3,702,676
2032	2,690,000	657,301	3,347,301
2033	2,485,000	560,513	3,045,513
2034	1,515,000	470,438	1,985,438
2035	1,085,000	422,063	1,507,063
2036	1,115,000	395,462	1,510,462
2037	1,140,000	368,062	1,508,062
2038	1,175,000	335,625	1,510,625
2039	925,000	302,162	1,227,162
2040	810,000	278,362	1,088,362
2041	825,000	260,138	1,085,138
2042	845,000	241,576	1,086,576
2043	870,000	216,225	1,086,225
2044	895,000	190,125	1,085,125
2045	925,000	163,275	1,088,275
2046	950,000	135,525	1,085,525
2047	980,000	107,025	1,087,025
2048	1,010,000	77,625	1,087,625
2049	1,035,000	52,375	1,087,375
2050	1,060,000	26,498	1,086,498
TOTAL ALL	\$60,470,000	\$20,509,214	\$ 80,979,214

Fund Description

General Fund Debt Service is funded by the Interest & Sinking (I&S) portion of the City's Ad Valorem tax rate. Of the City's \$0.5794 tax rate, \$0.1949 is allocated to I&S, which goes to fund all outstanding debt owed by the General Fund. The I&S portion of the tax rate represents 33.6% of the total tax rate.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
120 GENERAL FUND-DEBT SERVICE	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
AD VALOREM TAXES	\$1,873,266	\$2,006,862	\$1,870,592	\$2,051,124	\$2,065,312
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$22,724	\$20,000	\$18,500	\$20,000	\$20,000
MISCELLANEOUS INCOME	\$0	\$246,548	\$246,548	\$249,802	\$293,519
TRANSFERS IN	\$516,186	\$514,416	\$506,226	\$542,255	\$545,702
TOTAL REVENUE	\$2,412,176	\$2,787,826	\$2,641,866	\$2,863,181	\$2,924,533
OTHER CHARGES	\$16,839	\$16,500	\$16,411	\$17,000	\$17,000
DEBT SERVICE	\$2,452,221	\$2,736,118	\$2,721,290	\$2,980,157	\$2,948,653
TOTAL EXPENDITURES	\$2,469,060	\$2,752,618	\$2,737,701	\$2,997,157	\$2,965,653

Fund Description

Water/Wastewater Fund – Debt Service is funded by a portion of the rate allocated to fund all outstanding debt, interest and principle, owed by the Utility Fund.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
220 W/WW DEBT SERVICE	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$37,635	\$30,000	\$8,000	\$600	\$600
TRANSFERS IN W/WW FUND	\$1,641,564	\$1,303,193	\$1,303,193	\$2,060,176	\$2,266,643
TRANSFERS IN - IMPACT FEES	\$1,516,210	\$567,692	\$1,846,920	\$895,250	\$895,250
TOTAL REVENUE	\$3,195,409	\$1,900,885	\$3,158,113	\$2,956,026	\$3,162,493
DEBT SERVICE	\$1,441,891	\$1,870,887	\$1,535,206	\$2,174,352	\$2,477,820
TRANSFERS OUT	\$0	\$2,000,000	\$2,000,000	\$0	\$0
TOTAL EXPENDITURES	\$1,441,891	\$3,870,887	\$3,535,206	\$2,174,352	\$2,477,820

Fund Description

2013 Combination Revenue/Tax Bond was issued for (i) constructing, improving, extending, and/or expanding City streets, including drainage, sidewalks, parking and right-of-way's; (ii) constructing, improving, extending, and/or expanding the City's water and wastewater system including an additional water supply well and related pipeline, and improvements for storm water drainage and detention and related roadway improvements; and (iii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Certificates.

Projects Funded:

✓ The only funds left in this bond funded by BEDC are for improvement of streets and drainage facilities in the Industrial Park.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
724 2013 COMB REV/TAX BOND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$30,153	\$26,644	\$13,500	\$0	\$0
INTERGOVERNMENTAL	\$0	\$0	\$14,310	\$0	\$0
TOTAL REVENUE	\$30,153	\$26,644	\$27,810	\$0	\$0
MAINTENANCE AND REPAIRS	\$15,105	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$111,522	\$1,035,407	\$775,400	\$319,055	\$0
TRANSFER OUT	\$0	\$154,000	\$154,000	\$0	\$0
TOTAL EXPENDITURES	\$126,627	\$1,189,407	\$929,400	\$319,055	\$0

Fund Description

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

Projects Funded:

- ✓ Preliminary engineering of Old Iron Bridge
- ✓ Jasper/Newton drainage project (partially funded through a grant)
- ✓ Pine Street drainage project (partially funded through a grant)
- ✓ Public Works detention pond improvements (partially funded through a grant)
- ✓ North Main Street Improvements (associated with the North Main Sewer project funded by a grant)
- ✓ Main Street sidewalk/street improvement (additional funded required to complete the project)



FY 2021 Fund Summary

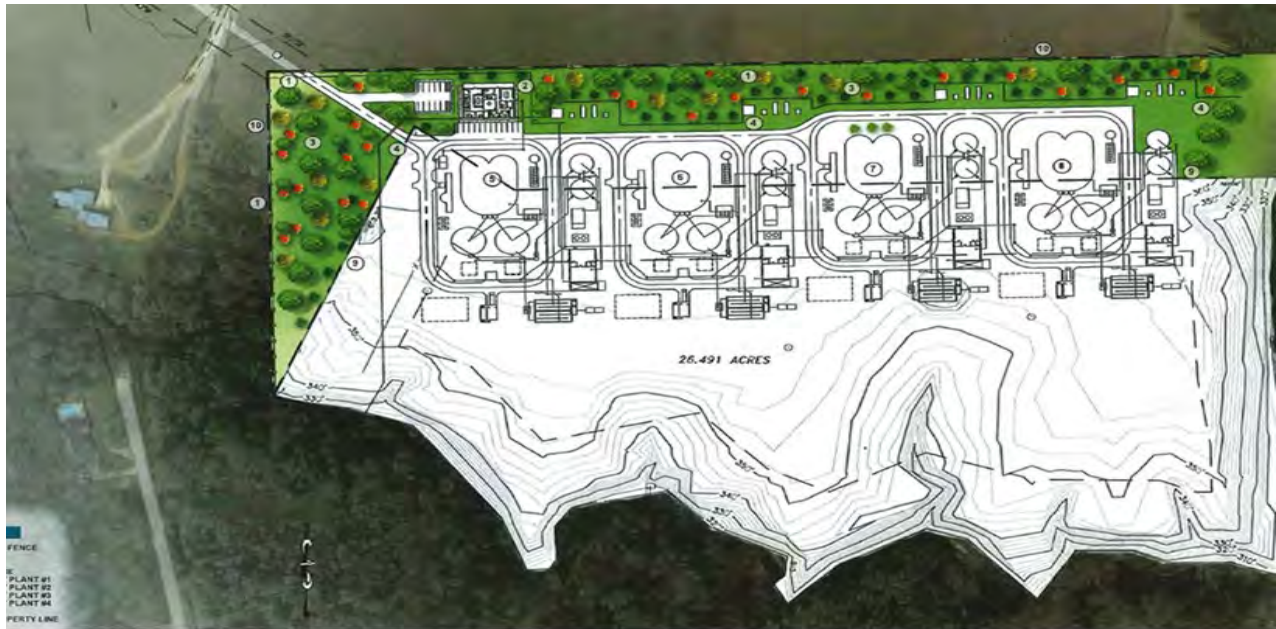
CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
726 CO 2018 SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$85,488	\$50,000	\$50,000	\$3,000	\$0
TOTAL REVENUE	\$85,488	\$50,000	\$50,000	\$3,000	\$0
CAPITAL OUTLAY	\$200,992	\$3,175,697	\$1,601,095	\$837,388	\$0
TRANSFERS OUT	\$1,100,000	\$0	\$84,000	\$1,021,000	\$0
TOTAL EXPENDITURES	\$1,300,992	\$3,175,697	\$1,685,095	\$1,858,388	\$0

Fund Description

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

Projects Funded:

- ✓ WWTP#3 engineering



FY 2021 Fund Summary

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
2019 REVENUE BONDS	00 NON-DEPARTMENTAL		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$17,827	\$8,000	\$10,000	\$0	\$0
TRANSFERS IN	\$1,911,207	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$1,929,034	\$8,000	\$10,000	\$0	\$0
CONTRACTUAL SERVICES	\$38,884	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$1,045,802	\$57,185	\$852,347	\$0	\$0
TOTAL EXPENDITURES	\$1,084,686	\$57,185	\$852,347	\$0	\$0

Fund Description

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

These funds were used to contract with Halff & Associates to prepare engineering design plans, specifications, probable construction cost estimate, and engineering design report for channel and road crossing improvements to mitigate flooding along Gills Branch.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
727 2019 CO SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
OTHER REVENUE	\$465,000	\$465,000	\$0	\$0	\$0
INTEREST INCOME	\$0	\$0	\$5,000	\$0	\$0
TOTAL REVENUE	\$465,000	\$465,000	\$5,000	\$0	\$0
OTHER CHARGES	\$23,330	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$465,000	\$446,670	\$0	\$0
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$23,330	\$465,000	\$446,670	\$0	\$0

Fund Description

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

In FY2021 the available balance will be used to purchase equipment for public safety departments as an allowed use of the funds. This specific equipment has not yet been identified. If a small balance remains those funds will be transferred to the Debt Service Fund to go toward the future debt obligations.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
728 CO 2019 SERIES	00 NON-DEPARTMENTAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
OTHER REVENUE	\$0	\$2,800,000	\$2,868,975	\$0	\$0
INTEREST INCOME	\$0	\$0	\$100	\$0	\$0
TOTAL REVENUE	\$0	\$2,800,000	\$2,869,075	\$0	\$0
OTHER CHARGES	\$0	\$0	\$67,504	\$0	\$0
CAPITAL OUTLAY	\$0	\$2,800,000	\$2,786,539	\$15,032	\$0
TRANSFER OUT	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$2,800,000	\$2,854,043	\$15,032	\$0

Fund Description

2020 Water and Wastewater Utility System Revenue Series Bonds were issued for (1) paying costs of acquiring, purchasing, constructing, improving, renovating, enlarging or equipping the City’s Utility System including constructing, acquiring, improving, renovating and equipping City waterworks and sewer system facilities and (2) paying the costs of issuing such Bonds.

Projects Funded:

- ✓ WWTP#3 engineering and construction
- ✓ WWTP#3 collection lines
- ✓ XS Ranch Water Plant engineering



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
262 WWW REVENUE BOND, SERIES 2020	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$0	\$0	\$10,000	\$100,000	\$0
TRANSFER IN	\$0	\$0	\$21,000,000	\$0	\$0
TOTAL REVENUE	\$0	\$0	\$21,010,000	\$100,000	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$3,130,000	\$0
TOTAL WATER CIP EXPENDITURES	\$0	\$0	\$0	\$3,130,000	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$17,980,000	\$0
TOTAL WASTEWATER EXPENDITURES	\$0	\$0	\$0	\$17,980,000	\$0

Fund Description

2021 Limited Tax Note is proposed replacing old and outdated equipment for Public Works, digital storage for Multi-Media, replacement of several fleet vehicles for Building Inspection and Public Works, funding the Drainage Master Plan, remediation and repair of the Public Works Facility, perform deferred building maintenance, and a tractor/shredder for Parks Department.

The vehicles and equipment that are being replaced are all well past the useful life. The building maintenance is mainly for A/C units and roof repairs for all facilities in the General Fund. The tractor for Parks Department is not a replacement but an addition due to new parks being added over the last several years. The Public Works building is not being used currently due to mold detection.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
729 LIMITED TAX NOTE SERIES 2021	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
BOND PROCEEDS	\$0	\$0	\$0	\$1,000,000	\$0
INTEREST INCOME	\$0	\$0	\$0	\$2,793	\$0
TOTAL REVENUE	\$0	\$0	\$0	\$1,002,793	\$0
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$285,000	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$717,793	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$1,002,793	\$0

Fund Description

The mission of the Economic Development Corporation is to enhance the quality of life in the City of Bastrop, by providing appropriate infrastructure and by promoting and assisting the kind of economic development in our community which will provide the people of Bastrop meaningful and rewarding employment opportunities and greater access to desirable goods and services.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
601 BASTROP E.D.C. FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
SALES TAX	\$2,543,591	\$2,560,000	\$2,560,000	\$2,611,200	\$2,640,000
CHARGES FOR SERVICES	\$13,800	\$13,800	\$13,800	\$15,870	\$15,870
OTHER INCOME	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$134,913	\$80,000	\$65,000	\$35,000	\$40,000
MISCELLANEOUS INCOME	\$118,892	\$40,000	\$0	\$1,291,500	\$161,500
TRANSFER IN	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES	\$0	\$1,520,000	\$1,420,000	\$0	\$0
TOTAL REVENUE	\$2,811,196	\$4,213,800	\$4,058,800	\$3,953,570	\$2,857,370

FY 2021 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
601 BASTROP E.D.C. FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
PERSONNEL COSTS	\$415,130	\$490,151	\$367,394	\$433,262	\$528,325
SUPPLIES AND MATERIALS	\$19,556	\$22,360	\$11,000	\$12,560	\$12,560
MAINTENANCE AND REPAIRS	\$8,734	\$26,200	\$10,500	\$16,000	\$16,000
OCCUPANCY	\$50,638	\$54,000	\$53,000	\$52,800	\$52,800
CONTRACTUAL SERVICES	\$507,129	\$448,200	\$301,976	\$378,148	\$345,600
OTHER CHARGES	\$576,711	\$1,000,534	\$1,289,537	\$1,291,309	\$1,216,200
CONTINGENCY	\$0	\$25,000	\$0	\$25,000	\$25,000
CAPITAL OUTLAY	\$1,314,691	\$2,692,000	\$2,778,550	\$2,475,000	\$0
DEBT SERVICE	\$419,938	\$485,453	\$414,891	\$447,012	\$501,893
TOTAL EXPENDITURES	\$3,312,527	\$5,243,898	\$5,226,848	\$5,131,091	\$2,698,378
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHIEF EXECUTIVE OFFICER	1.000	1.000	1.000	1.000	1.000
MARKETING & COMMUNICATIONS MANAGER	0.000	1.000	1.000	0.000	0.000
OFFICE MANAGER	1.000	1.000	1.000	1.000	1.000
OPERATIONS MANAGER	1.000	1.000	1.000	1.000	1.000
PROJ MGR/ECO DEV COORD	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	4.000	5.000	5.000	4.000	4.000

Fund Description

The Innovation Fund is funded from excess fund balance from the General Fund and Bastrop Power & Light, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations.

Projects Funded:

The City was able to transfer \$500,000 of excess fund balance into the Innovation Fund at the end of FY2020. These funds were available because of a reduction in expenses associated with the COVID-19 pandemic. It was Councils decision to set these excess funds aside to make sure that the loan amounts to BP&L did not go unfunded, shown as debt service in the budget.

There is a carry-over into FY 2021 for the construction of the skate park. The website upgrade was budgeted in FY 2020 but the decision was made that this upgrade was not needed. Also, the customer relations software in combination with planning permitting and development software was covered in the General Fund.

This is also the fund utilized to account for projects funded by the Bastrop Economic Development Corporation (BEDC). In FY2020 and FY2021, the BEDC is funding the non-grant portion of the Downtown River Loop sidewalk project.



FUND SUMMARY	AMOUNTS
Beginning Fund Balance FY2021	\$706,233
Total Revenue	\$150,000
Total Expenditures	\$503,668
Ending Fund Balance FY2021	\$352,565

CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
105 INNOVATION FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$21,788	\$24,500	\$15,000	\$0	\$0
INTERGOVERNMENTAL	\$66,600	\$0	\$60,137	\$150,000	\$0
OTHER SOURCES	\$0	\$30,000	\$0	\$0	\$0
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
TRANSFER IN	\$453,828	\$22,500	\$500,000	\$0	\$0
TOTAL REVENUE	\$2,210,169	\$1,053,059	\$575,137	\$150,000	\$0
SUPPLIES AND MATERIALS	\$25,185	\$0	\$62,579	\$0	\$0
MAINTENANCE AND REPAIRS	\$22,712	\$60,000	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$836,113	\$63,000	\$37,949	\$0	\$0
CAPITAL OUTLAY	\$365,437	\$510,400	\$390,956	\$360,000	\$0
DEBT SERVICE	\$42,002	\$143,668	\$143,668	\$143,668	\$143,668
TRANSFERS OUT	\$376,504	\$198,991	\$0	\$0	\$0
TOTAL EXPENDITURES	\$2,210,169	\$1,053,059	\$635,152	\$503,668	\$143,668

Fund Description

The Designated Fund contains revenue generated from fees collected for specific uses. Fees include Court Technology, Court Security, Juvenile Diversion (Case Manager), Public Education & Government (PEG), Designated Parks Fund, Police Seizure, Child Safety Fund and Police, Fire and Parks Donations. **There is \$405,000 in Red Light Camera Funds designated for Sidewalk Connectivity to improve pedestrian safety that will be rolled over from FY2020 for this project.** The budget includes the available funds for each type of funding to allow the funds to be spent during the year. Expenses that comply with the restrictions on these funds will be applied to these funds first before charging the General Fund budget. The Designated Parks Funds would need approval from City Council for a parks project to be funded out of these funds.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
102 DESIGNATED FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
FRANCHISE AND OTHER TAXES	\$22,399	\$23,250	\$23,000	\$23,500	\$23,500
CHARGES FOR SERVICES	\$3,231	\$1,900	\$1,964	\$1,900	\$1,900
FINES AND FORFEITURES	\$13,642	\$12,650	\$12,800	\$12,800	\$12,800
INTEREST INCOME	\$15,358	\$10,000	\$13,800	\$3,000	\$3,000
INTERGOVERNMENTAL	\$1,052	\$0	\$1,695	\$0	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$5,000	\$9,950	\$10,550
OTHER REVENUE	\$12,315	\$11,910	\$11,413	\$12,433	\$12,433
TOTAL REVENUE	\$67,997	\$59,710	\$69,672	\$63,583	\$64,183
CONTRACTUAL SERVICES	\$7,047	\$405,000	\$0	\$0	\$0
OTHER CHARGES	\$17,860	\$51,950	\$10,000	\$61,000	\$26,000
CAPITAL OUTLAY	\$53,449	\$15,000	\$0	\$420,000	\$15,000
TOTAL EXPENDITURES	\$78,356	\$471,950	\$10,000	\$481,000	\$41,000

Fund Description

Fairview Cemetery #525 is used for the operations of the cemetery. This fund collects all fees associated with plot sales and the expenses associated with the perpetual care and upkeep of plots and graves in the cemetery.

Significant Base Budget changes for FY2021

- FY2020 included contractual services for an Actuarial Study that was a one-time expense reflecting a reduction in this category for FY2021
- Staff is recommending an increase in the price of a plot and allocating plot sales between the Operating Fund and Permanent Fund 80%/20%. The average price of \$2,000 per plot was used for the proposed revenue. This budget document includes the price increase of \$1,500/Resident and \$3,500/ Non-Resident for Councils consideration and approval.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
525 FAIRVIEW CEMETERY-OPERAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$4,642	\$4,800	\$1,250	\$1,250	\$2,000
MISCELLANEOUS INCOME	\$73,970	\$92,050	\$77,700	\$84,500	\$84,700
TRANSFERS IN	\$6,106	\$4,700	\$0	\$0	\$0
TOTAL REVENUE	\$84,718	\$101,550	\$78,950	\$85,750	\$86,700
PERSONNEL COSTS	\$48,767	\$49,439	\$49,352	\$50,818	\$51,329
SUPPLIES AND MATERIALS	\$4,221	\$3,400	\$3,700	\$4,000	\$4,000
MAINTENANCE AND REPAIRS	\$3,113	\$9,200	\$3,475	\$5,475	\$5,500
OCCUPANCY	\$2,098	\$2,600	\$2,600	\$2,600	\$2,600
CONTRACTUAL SERVICES	\$15,664	\$44,890	\$45,215	\$15,910	\$15,910
OTHER CHARGES	\$3,015	\$1,200	\$1,580	\$1,000	\$1,000
CONTINGENCY	\$0	\$3,000	\$0	\$0	\$0
CAPITAL OUTLAY	\$117,900	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$194,778	\$113,729	\$105,922	\$79,803	\$80,339
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
GROUNDKEEPER	1.000	1.000	1.000	1.000	1.000
TOTAL FTEs	1.000	1.000	1.000	1.000	1.000

Fund Description

Fairview Cemetery Permanent Fund is the perpetual trust fund created by the city. A portion of the sale of plots goes into this fund to be invested for the long-term to be able to have the funds necessary to maintain the cemetery when there is no longer plots to sell.

Significant Base Budget changes for FY2021

- Staff is recommending an increase in the price of a plot and allocating plot sales between the Operating Fund and Permanent Fund 80%/20%.
- FY2020 and FY2021 reflect a change in allocation of interest and show the permanent fund retaining any interest earned for growth of this perpetual care fund.



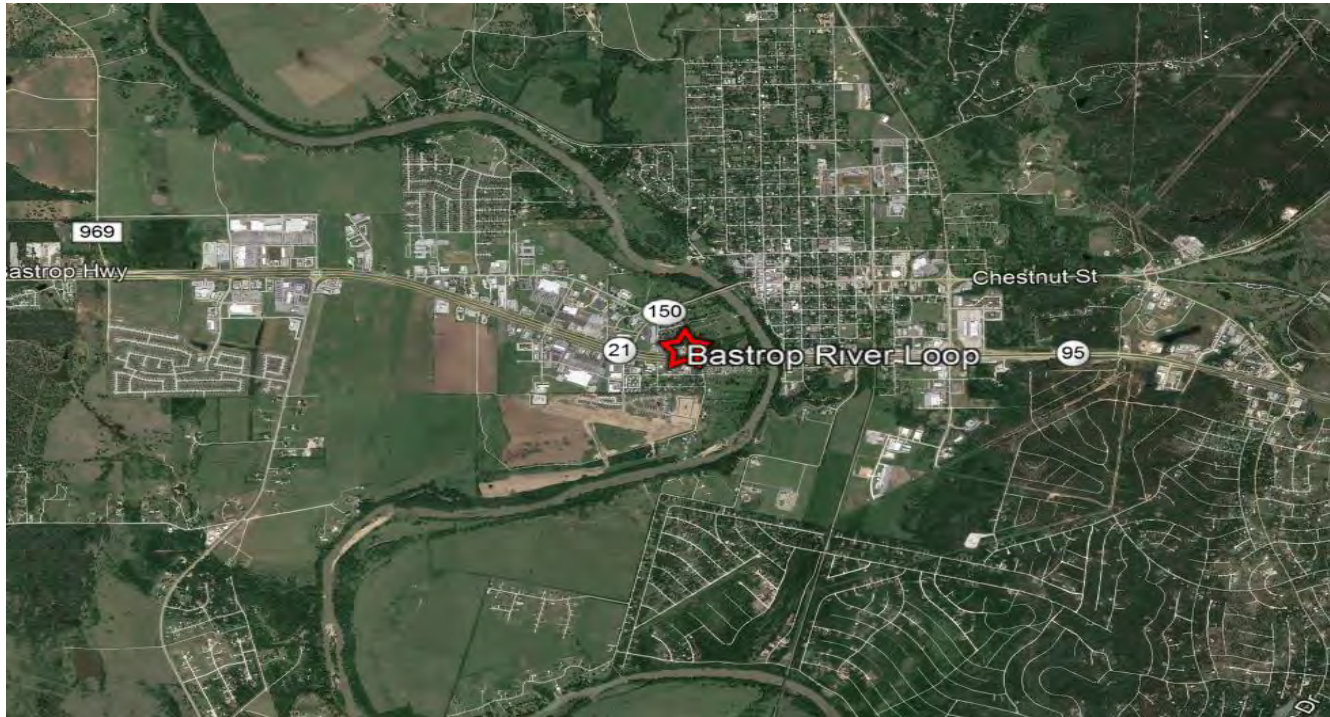
CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
526 FAIRVIEW CEMETERY-PERMAN	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$4,187	\$4,700	\$1,000	\$3,000	\$3,000
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$20,000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

Fund Description

The Grant Fund is used to account for grants received from local, state and federal agencies for capital projects and the application of the funds in accordance with stated requirements.

One project included in the FY2021 budget is the Downtown River Loop. The city received grants from Keep Bastrop County Beautiful \$130,000 and CAMPO \$475,200.

This budget also includes the CARES Act Relief funding related to economic support. There is \$126,651 available, which represents 25% of the City of Bastrop’s funding allocation. This would be a grant to the Bastrop Economic Development Corp. to reimburse them for the COVID-19 grants they have distributed to local businesses.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
801 GRANT FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTERGOVERNMENTAL	\$284,631	\$745,000	\$1,202,228	\$731,851	\$0
MISCELLANEOUS INCOME	\$0	\$2,118,125	\$0	\$0	\$0
TOTAL REVENUE	\$284,631	\$2,863,125	\$1,202,228	\$731,851	\$0
CONTRACTUAL SERVICES	\$9,377	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$275,255	\$2,863,125	\$1,202,228	\$731,851	\$0
TOTAL EXPENDITURES	\$284,632	\$2,863,125	\$1,202,228	\$731,851	\$0

Fund Description

The Hunters Crossing PID Fund was established as a Public Improvement District under Chapter 372, Texas Local Government Code, to fund public infrastructure improvements within the Hunter's Crossing Improvement District. This fund collects the assessments approved by the City Council of the City of Bastrop and paid for by the property owners within the District. The assessments fund the expenses associated with maintaining the assets of the District and reimbursing the developer annually from the capital portion of the assessment.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
710 HUNTERS CROSSING PID	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
TAXES AND PENALTIES	\$576,166	\$620,403	\$3,001,332	\$508,031	\$508,031
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$5,886	\$5,000	\$6,093	\$5,000	\$5,000
TOTAL REVENUE	\$582,052	\$625,403	\$3,007,425	\$513,031	\$513,031
MAINTENANCE/REPAIRS	\$81,491	\$82,898	\$78,522	\$86,250	\$86,250
CONTRACTUAL SERVICES	\$13,893	\$42,250	\$58,845	\$37,275	\$37,280
OTHER CHARGES	\$1,858	\$911,000	\$3,270,821	\$356,500	\$356,500
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$97,242	\$1,036,148	\$3,408,188	\$480,025	\$480,030

Fund Description

The Library Board Fund is used to account for the application of any gifts and donations received for the benefit of the Library.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
505 LIBRARY BOARD FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$909	\$550	\$500	\$600	\$600
MISCELLANEOUS INCOME	\$29,518	\$20,000	\$30,000	\$20,000	\$20,000
TOTAL REVENUE	\$30,427	\$20,550	\$30,500	\$20,600	\$20,600
PERSONNEL COSTS	\$0	\$0	\$0	\$0	\$0
SUPPLIES AND MATERIALS	\$12,936	\$18,750	\$8,850	\$18,750	\$18,750
MAINTENANCE AND REPAIRS	\$0	\$200	\$200	\$200	\$200
CONTRACTUAL SERVICES	\$500	\$1,000	\$350	\$1,000	\$1,000
OTHER CHARGES	\$0	\$500	\$1,000	\$500	\$500
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$3,000	\$3,003	\$0	\$3,000	\$3,000
505-00-00 TOTAL	\$16,436	\$23,453	\$10,400	\$23,450	\$23,450

Fund Description

The Park / Trail Land Dedication is used to account for receipts and disbursement of funds received designated for special improvement projects related to City parks and trails.

Projects Funded

The Skate Park, that will be located in Fisherman’s Park, will be partially funded out of this fund. The balance of the project will be in the Innovation Fund. Total balance of the project is \$266,000.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
520 PARK/TRAIL LAND DEDICAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHARGES FOR SERVICES	\$20,473	\$0	(\$17,402)	\$1,365	\$1,365
INTEREST INCOME	\$2,517	\$1,000	\$2,000	\$500	\$0
TOTAL REVENUE	\$22,990	\$1,000	(\$15,402)	\$1,865	\$1,365
CAPITAL OUTLAY	\$0	\$100,000	\$0	\$56,000	\$0
TOTAL EXPENDITURES	\$0	\$100,000	\$0	\$56,000	\$0

Fund Description

The Vehicle and Equipment Replacement Fund has been established to account for activities related to vehicle and equipment replacement services provided to other departments within the City on a cost-reimbursement basis.

Funded Assets

- Public Works F250 Regular Cab Truck with safety light bar
- Parks Zero Turn mower
- Building Inspector small SUV (partial funding)

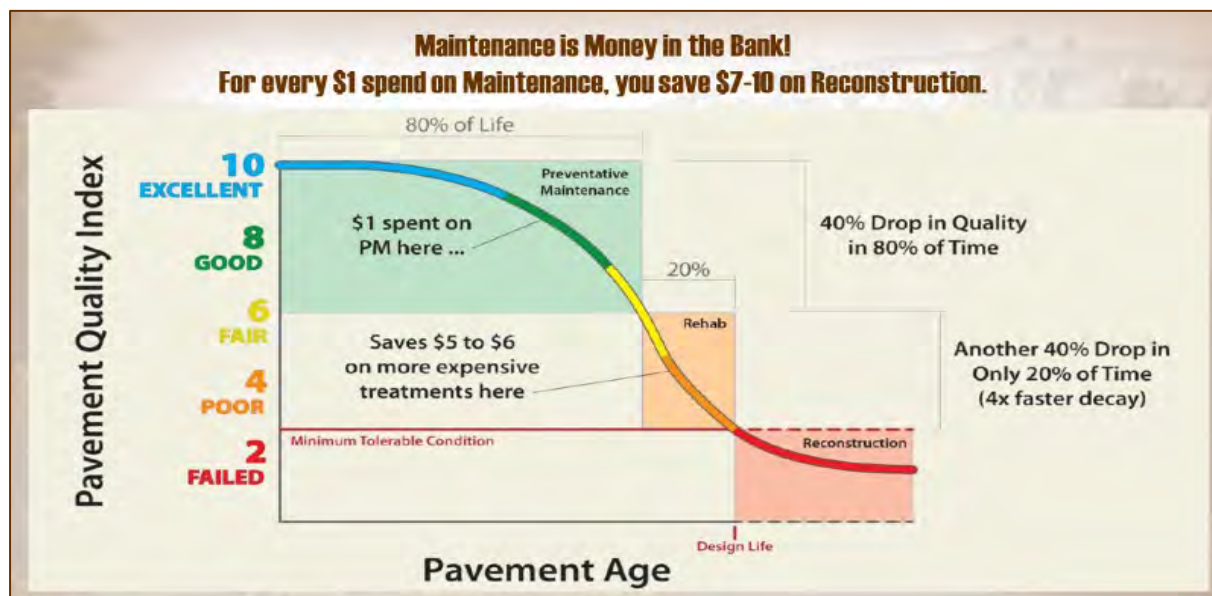


CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
380 VEHICLE AND EQUIP REPL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
CHARGES FOR SERVICES	\$311,568	\$371,192	\$311,563	\$371,192	\$371,192
INTEREST INCOME	\$33,439	\$15,500	\$15,000	\$16,000	\$16,000
TRANSFERS IN	\$254,500	\$75,000	\$254,500	\$65,000	\$65,000
OTHER SOURCES	\$2,754	\$0	\$5,000	\$0	\$0
TOTAL REVENUE	\$602,261	\$461,692	\$586,063	\$452,192	\$452,192
CAPITAL OUTLAY	\$323,971	\$356,500	\$320,112	\$241,800	\$0
TOTAL EXPENDITURES	\$323,971	\$356,500	\$320,112	\$241,800	\$0

Fund Description

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

The City of Bastrop's street system has 54.6 miles of asphaltic concrete, 2.1 miles of Portland cement, and 3.8 miles of gravel surface. In FY 2018, the City Council funded a Pavement Condition Index study to evaluate and grade the City's street infrastructure. Applied Pavement Technology was hired to conduct the study using enhanced data gathering equipment. Results of the study indicate that the City's asphaltic concrete streets have an overall score of 66. The City's 2.1 miles of Portland cement concrete have an overall score of 89. The City's combined overall score is 68.



Street Maintenance is a Good Investment:

Every year the City's streets do not receive maintenance, the quicker the street will deteriorate. Therefore, Staff has put together a five (5) year strategy to stabilize road conditions.

The proven method to stabilize road conditions and minimize additional deterioration is to "keep the good streets good." Therefore, the Street Maintenance Fund will focus on streets in excellent, good, and fair conditions to minimize the need for road rehabilitation and reconstruction.

The city has completed years 1 & 2 out of the five (5) year plan. The FY2021 Proposed Budget is transferring available 2018 Certificate of Obligation fund, originally set aside for the Old Iron Bridge, to be used for year (3) of the plan. The year 3 plan includes seal coat on streets in Hunter's Crossing, Riverside Grove, and several streets in the historic areas of Bastrop.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
110 STREET MAINTENANCE FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2019	BUDGET 2020	ESTIMATE 2020	PROPOSED 2021	PLANNING 2022
INTEREST INCOME	\$24,827	\$10,000	\$15,000	\$3,000	\$0
TRANSFERS IN	\$1,100,000	\$154,000	\$238,000	\$1,021,000	\$0
TOTAL REVENUE	\$1,124,827	\$164,000	\$253,000	\$1,024,000	\$0
MAINTENANCE AND REPAIRS	\$0	\$463,242	\$0	\$22,000	\$0
CONTRACTUAL SERVICES	\$23,065	\$0	\$8,790	\$0	\$0
CAPITAL OUTLAY	\$64,406	\$720,703	\$1,256,787	\$998,654	\$0
TOTAL EXPENDITURES	\$87,471	\$1,183,945	\$1,265,577	\$1,020,654	\$0



BASTROPTX
Heart of the Lost Pines
Est. 1832

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Position	Department	FY 2019 Actual	FY 2020 Actual	FY 2021 Proposed
City Manager	Administration	1.000	1.000	1.000
Assistant City Manager of Development Services.	Administration	0.000	0.000	1.000
Executive Assistant/Deputy City Secretary	Administration	1.000	1.000	0.000
Executive Administrative Assistant	City Secretary	0.000	0.000	1.000
Receptionist/Office Assistant	Administration	1.250	1.250	0.000
Community/Council Liaison	Administration	1.000	1.000	0.000
City Secretary	City Secretary	1.000	1.000	1.000
Receptionist/Clerical Assistant	City Secretary	0.000	0.000	1.000
Assistant Finance Director	Finance	1.000	0.000	0.000
Chief Financial Officer	Finance	1.000	1.000	1.000
Finance Specialist I	Finance	1.000	1.000	1.000
Finance Specialist II	Finance	2.000	2.000	1.000
Finance Accountant	Finance	0.000	0.000	1.000
Customer Service Coordinator	Finance	1.000	1.000	1.000
Customer Service Specialist II	Finance	2.000	2.000	1.000
Customer Service Specialist I	Finance	0.000	0.000	1.000
Customer Service Supervisor	Finance	1.000	1.000	1.000
Director	Human Resources	1.000	1.000	1.000
Executive Administrative Assistant	Human Resources	0.625	0.750	0.750
Director	IT	1.000	1.000	1.000
System Administrator	IT	1.000	1.000	1.000
Chief of Police	Police	0.000	0.000	1.000
Administrative Assistant	Police	1.000	1.000	1.000
Administrative Officer	Police	1.000	1.000	1.000
Assistant Police Chief	Police	1.000	1.000	1.000
Assistant City Manager of Public Safety & Community Support	Police	1.000	0.650	0.000
Records Technician	Police	2.000	2.000	2.000
Code Compliance/Animal Control Officer	Police	1.000	1.000	1.000
Police Detective	Police	3.000	3.000	3.000
Police Officer	Police	4.000	3.000	3.000
Senior Officer	Police	6.000	9.000	10.00
Sergeant	Police	5.000	5.000	5.000

Position	Department	FY 2019 Actual	FY 2020 Actual	FY 2021 Proposed
Fire Chief	Fire	1.000	1.000	1.000
Assistant Fire Chief/Inspector	Fire	0.000	1.000	1.000
Firefighters	Fire	6.300	8.400	6.000
Court Administrator	Municipal Court	1.000	1.000	1.000
Court Clerk/Juvenile Cases	Municipal Court	1.000	1.000	1.000
Court Clerk/Trial Coordinator	Municipal Court	1.000	1.000	1.000
Court VOE Clerk	Municipal Court	0.250	0.250	0.250
Judge	Municipal Court	1.000	0.000	0.000
Director of Planning & Development	Development Services	1.000	1.000	0.500
Assistant Planning Director	Development Services	1.000	1.000	1.000
Planner	Development Services	2.000	1.000	1.000
Planner II	Development Services	0.000	1.000	1.000
Planning Technician	Development Services	1.000	1.000	1.000
Permit Technician	Development Services	0.000	1.000	1.000
Building Inspector	Development Services	1.000	1.000	1.000
Building Official	Development Services	1.000	1.000	1.000
City Engineer (50%)	Development Services	0.500	0.500	0.000
GIS/Permit Specialist	Development Services	1.000	0.000	0.000
Assistant City Manager of Development Services	Public Works	0.250	0.250	0.000
Assistant Public Works Director	Public Works	0.250	0.250	0.500
Construction Manager	Public Works	0.000	1.000	1.000
Mechanic	Public Works	1.000	1.000	1.000
Public Works Technician	Public Works	0.375	0.375	0.900
Equipment Operator I	Public Works	3.000	3.000	3.000
Equipment Operator II	Public Works	3.000	3.000	3.000
Public Works Crew Leader	Public Works	1.000	1.000	1.000
Public Works Maintenance Worker II	Public Works	2.000	2.000	4.000
Utility Field Superintendent	Public Works	1.000	1.000	1.000
Assistant Public Works Director	Parks	0.250	0.250	0.000
Athletic Field Maintenance Technician	Parks	1.000	1.000	1.000
Assistant City Manager of Development Services	Parks	0.250	0.250	0.000
Equipment Operator I	Parks	1.000	1.000	1.000
Facilities Maintenance Worker II	Parks	1.000	1.000	1.000
Maintenance Specialist	Parks	1.000	1.000	1.000
Parks & Recreation Superintendent	Parks	1.000	1.000	1.000
Parks Crew Leader	Parks	1.000	1.000	1.000
Parks Maintenance Worker II	Parks	5.000	5.000	3.000
Public Works Technician	Parks	0.375	0.375	0.000
Seasonal Employees	Parks	0.185	0.185	0.185
Custodian	Public Works	3.000	3.000	3.000
Custodian Crew Leader	Public Works	1.000	1.000	1.000

<i>Position</i>	<i>Department</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Actual</i>	<i>FY 2021 Proposed</i>
Library Associate Supervisor	Library	1.000	0.000	0.000
Library Associate II/Circulation Services	Library	1.950	1.950	2.000
Library Associate II/Administrative Services	Library	1.000	1.000	1.000
Library Associate I/Children Services	Library	1.000	1.000	1.000
Library Associate II/Communications	Library	0.800	0.000	0.000
Library Associate II/Web & Graphics	Library	1.000	1.000	1.000
Library Clerk – VOE	Library	1.000	1.000	1.000
Library Director	Library	1.000	1.000	1.000
Supervisor of Public Service	Library	1.000	1.000	1.000
Young Adult Librarian	Library	1.000	1.000	1.000
Technical Services & Circulation Supervisor	Library	0.000	1.000	1.000
Assistant Public Works Director	Water/Wastewater	0.500	0.500	0.500
City Engineer (50%)	Water/Wastewater	0.500	0.500	0.000
Assistant City Manager of Development Services	Water/Wastewater	0.500	0.500	0.000
Public Works Technician	Water/Wastewater	0.250	0.250	0.100
Special Programs Coordinator	Water/Wastewater	1.000	1.000	1.000
Foreman	Water/Wastewater	1.000	1.000	1.000
W/WW Systems Technician	Water/Wastewater	6.000	6.000	6.000
W/WW Systems Technician Crew Leader	Water/Wastewater	1.000	1.000	1.000
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
W/WW Plant Operator C	Water/Wastewater	2.000	2.000	2.000
W/WW Plant Operator	Water/Wastewater	1.000	1.000	1.000
W/WW Superintendent/Production	Water/Wastewater	0.500	0.500	0.500
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
W/WW Plant Operator B	Water/Wastewater	1.000	1.000	1.000
W/WW Plant Operator C	Water/Wastewater	1.000	1.000	1.000
W/WW Plant Operator	Water/Wastewater	1.000	1.000	1.000
W/WW Superintendent/Treatment	Water/Wastewater	0.500	0.500	0.500
Director	BP&L	1.000	1.000	1.000
Electric Superintendent	BP&L	1.000	1.000	1.000
Executive Administrative Assistant	BP&L	1.000	1.000	1.000
Foreman	BP&L	1.000	1.000	1.000
Lineman Apprentice	BP&L	1.000	2.000	2.000
Lineman Trainee	BP&L	1.000	0.000	0.000
Lineworker - Journeyman	BP&L	3.000	3.000	3.000
Assistant City Manager of Public Safety & Community Support	Multi-Media	0.000	0.350	0.000
Chief Storyteller & Resident Artist	Multi-Media	1.000	1.000	0.850
Chief Storyteller & Resident Artist	Organizational Funding	0.000	0.000	0.150
Digital Media Specialist	Multi-Media	1.000	1.000	1.000
Downtown & Hospitality Director	Multi-Media	0.150	0.000	0.000
Temporary Assistant Chief Storyteller	Multi-Media	0.481	0.481	0.481

<i>Position</i>	<i>Department</i>	<i>FY 2019 Actual</i>	<i>FY 2020 Actual</i>	<i>FY 2021 Proposed</i>
Downtown & Hospitality Director	Special Events & Reservations	0.100	0.000	0.000
Recreation Coordinator	Special Events & Reservations	1.000	1.000	1.000
Convention Center Director	Hospitality & Downtown	1.000	1.000	1.000
Facility Attendant	Hospitality & Downtown	2.00	2.00	2.00
Maintenance Supervisor	Hospitality & Downtown	1.000	1.000	1.000
Administrative Assistant/Convention Center	Hospitality & Downtown	0.500	0.500	0.000
Administrative Assistant/Main Street	Hospitality & Downtown	0.500	0.500	0.000
Main Street Manager	Hospitality & Downtown	1.000	1.000	1.000
Downtown & Hospitality Director	Hospitality & Downtown	0.750	0.000	0.000
Groundskeeper	Cemetery	1.000	1.000	1.000
Chief Executive Officer	BEDC	1.000	1.000	1.000
Marketing & Communications Manager	BEDC	1.000	1.000	0.000
Operations Manager	BEDC	1.000	1.000	1.000
Office Manager	BEDC	1.000	1.000	1.000
Project Manager/Economic Development Coordinator	BEDC	1.000	1.000	1.000
Total Authorized Positions		145.841	148.266	142.166

GENERAL PROVISIONS

SEC Reference	Last updated	Description	Amount of fee
A1.07		RECORDS MANAGEMENT PROGRAM	
A1.07.017	1995 Code	Charges for printing copies for public information	
		Standard size paper copy (per page)	\$0.10
		Non-standard-size copy-Diskette (each)	\$1.00
		Non-standard-size copy-Magnetic tape (each)	\$10.00
		Non-standard-size copy-VHS videocassette (each)	\$2.50
		Non-standard-size copy-Audio cassette (each)	\$1.00
		Non-standard-size copy-Paper (each)	\$.50
		Non-standard-size copy-Other	Actual Cost
		Personnel Charge per hour	\$15.00
		Overhead charge-20% of personnel charge	Actual
		Microfiche or Microfilm-paper copy	\$.10
		Microfiche or Microfilm-copy	Actual Cost
		Remote document retrieval charge	Actual Cost
		Computer resource charge-Mainframe-per minute	\$17.50
		Computer resource charge-Midsize- per minute	\$ 3.00
		Computer resource charge: Client/server-per minute	\$1.00
		Computer resource charge-PC or LAN-per minute	\$.50
		Programming time charge-per hour	\$26.00
		Miscellaneous supplies	Actual Cost
		Postage and shipping charge	Actual Cost
		Fax charge-Local per page	\$.10
		Fax charge-long distance- same area code-per page	\$.50
		Fax charge-long distance-different area code-per page	\$1.00
		Other costs	Actual Cost

PARKS

SEC Reference	Last updated	Description	Amount of fee/Deposit
1.10		PARKS	
1.10.002	Ord. No. 2016-06 3/22/2016	Noncommercial fees and deposits: Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
		Less than 100 Patrons	\$50.00/\$50.00
		101-200 Patrons	\$100.00/\$150.00
		201-300 Patrons	\$150.00/\$250.00
		Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code).	\$0.00/\$50.00
		Multipurpose fields: Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.	
		Less than 100 Patrons	\$50.00/\$100.00
		101-300 Patrons	\$75.00/\$150.00
		301-500 Patrons	\$100.00/\$200.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
Additional park amenities fees non-commercial use.			
		Softball fields -daily/practice use	\$20.00 per hour/\$50.00 flat fee
		Softball fields-additional lighting (6-10 pm)	\$10.00 per hour
		Softball fields-tournament use	\$150.00 per day/\$100.00 flat fee
		Softball fields-tournament use-additional lighting (6-10pm)	\$10.00 per hour
		Sand volleyball court (no lighting available)	\$40.00 per 4- hour block
		Pier/scenic outlook	\$40.00 per 4-hour block
		Pier/scenic outlook-seating at additional cost	\$2.00 per chair
		Tennis & Basketball courts	\$4.00 per 4-hour block
		Tennis & Basketball courts-limited lighting available	\$10.00 per hour (6-10pm)
		Additional equipment required	Standard FEMA rates apply
		Barricades – Type I	\$3.00 each
		Barricades – Type II	\$10.00 each
		Barricades – Type III	\$20.00 each
		Cones 24-36 inches	\$1.00 each
		Cones 48 inches	\$2.00 each
Commercial fees and deposits:			
		Pavilions (including BBQ pits when available). Schedule for commercial use fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
		Less than 100 patrons	\$100.00/\$200.00
		101-200 patrons	\$200.00/\$300.00
		201-300 patrons	\$300.00/\$400.00
		Greater than 300	Special event permit required
Multipurpose fields			
		Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
		0-100 patrons	\$100.00/\$200.00
		101-200 patrons	\$250.00/\$400.00
		201-500 patrons	\$400.00/\$600.00
Additional park amenities fees commercial use.			
		Softball fields-daily practice use	\$30.00 per hour/\$100.00 deposit
		Softball fields-additional lighting (6-10pm)	\$10.00 per hour
		Softball fields-tournament use	\$250.00 per day/\$200.00 deposit
		Sand volleyball court – 4-hour block (no lighting)	\$80.00
		Pier/Scenic outlook – additional seating	\$3.00 per chair
		Tennis & Basketball courts – 4-hour block	\$80.00
		Tennis & Basketball courts-limited lighting available (6-10 pm)	\$10.00 per hour

SEC Reference	Last updated	Description	Amount of fee/Deposit
		City staff – required with 100+ Additional equipment required	\$25.00 per hour Standard FEMA rates
		Barricades Type I	\$5.00 each
		Barricades Type II	\$20.00 each
		Barricades Type III	\$25.00 each
		Cones 24-36"	\$2.00 each
		Cones 48"	\$4.00 each
<p>The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.</p>			
Rodeo Arena Rental Fees			
		Rodeo Arena Rental includes lighting	\$200.00 per day
		Security Deposit for entire event	\$400.00
		Rodeo Arena Rental-4-hour block before dark	\$50.00
		4-hour block before dark security deposit	\$100.00 per 4-hr block
		Rodeo Arena Rental-4-hour block after dark	100.00
		4-hour block after dark security deposit	\$200.00 per 4-hr block
Services required during event			
		Arena dirt work-City crew-tractor, drag	See Fee Schedule \$50.00 per hour
		City Staff (litter, assistance, etc.)	\$20.00 per hour, per person
		Electricity for arena lights	\$10.00 per hour
		Water for arena dirt work	\$5.00 per 1,000 gallons
		RV and/or campsites with hook-ups (includes water/electric)	\$35.00 per day
		Concession stand/kitchen	See concession stand agreement
Dog training			
		Dog training classes in Bark Park only per class	\$25.00
		Deposit	\$50.00

LIBRARIES

SEC Reference	Last updated	Description	Amount of fee/Deposit
A1.12	Ord. No. 2019-42 9/24/2019	Membership Fees	
		Annual Membership	Resident: \$0.00 Non-Resident: \$25.00
		Six-month Membership	Resident: \$0.00 Non-Resident: \$15.00
Circulating Material Fines & Fees			
		Material Returned After Due Date	\$0.10 per item per day after a five-day grace period, \$5.00 cap per item.

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Replacement of Bastrop Public Library materials lost or damaged beyond repair	Manufacturer’s suggested retail price (MSRP)
		Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
		Interlibrary Loan return shipping costs	\$3.00 per item
Meeting Rooms			
		Maynard Conference Room	General: \$25.00 per hour
		Pressley Meeting Room	General: \$50.00 per hour
Supply and Equipment Fees			
		Printing – Black & White, Letter-sized paper	\$0.10 per page
		Printing – Color, Letter-sized paper	\$1.00 per page
		Printing – Black & White, Ledger-sized paper (11X17”)	\$0.20 per page
		3D Printing, except as part of an official Library program	\$0.10 per gram
Miscellaneous Fees			
		Replacement library card	\$1.00

FILM AND BROADCASTING

SEC Reference	Last updated	Description	Amount of fee/Deposit
A1.18		FILM AND BROADCASTING	
A1.18.002	Ord. No. 2016-32 11/8/2016	Film and Broadcasting	
		BTXN field production rates	
		Preproduction (Crew coordination, call sheet, and one meeting)	\$35.00
		Raw show transfer (*No charge if BTXN is editing requires approximately ½ hour each for set-up and breakdown)	\$20.00*
		Administration charge	12% of total bill
		BTXN crew member studio production rates per hour (2-hour minimum)	
		Producer	\$50.00
		Director/technical director	\$35.00
		Audio technician	\$35.00
		Floor manager	\$30.00
		Camera operator	\$30.00
		Graphics and CG technician/teleprompter operator	\$30.00
		Audio assistant	\$25.00
		Production assistant	\$20.00
		BTXN studio editing rates per hour (2-hour minimum)	
		Editor	\$40.00 per hour
		Graphics/audio mix/color correct	\$50.00 per hour

BTXN studio miscellaneous rates

Additional DVDs (first one no charge with editing time)	\$15.00
Additional video files (one full quality high resolution file included with editing time)	\$15.00
Additional ½ hour editor review session (first one included with editing time)	\$20.00

ANIMAL CONTROL

SEC Reference	Last updated	Description	Amount of fee/Deposit
A2.02		VACCINATION AND LICENSING OF DOGS AND CATS	
A2.02.005	Ord. No. 2005-15 03/22/2005	Guard dog permit	\$35.00
A2.02.008	Ord. No. 2008-10 02/26/2008	License fee Altered dog Unaltered dog per animal	\$5.00 \$25.00 per animal, per year
A2.03	Ord. No. 2005-15 03/22/2005	KENNELS AND MULTIPLE PET OWNERSHIP	
A2.03.002		Kennel permit Multiple pet owner's permit Private breeder's permit	\$35.00 \$35.00 \$35.00
A2.003.006		Commercial animal sales permit	\$35.00
A2.04	Ord. No. 2005-15 03/22/2005	IMPOUNDMENT	
A2.04.001		Authorized fees Initial impoundment fee Dog or cat per additional day	\$40.00 per animal \$3.50 per animal
A2.04.002		Owner surrender fees Animals surrendered by owner/harbinger: owner surrender one pet Owner surrender pets in litter, 8 weeks-3 months Owner surrender under 8 weeks of age	\$20.00 \$25.00 per litter \$10.00 per animal
A2.04.007		Adoption of impounded animals Adoption fee with mandatory spay/neuter agreement	\$15.00
A2.04.035		Livestock and estray impoundment fees Cattle, per head Equine, per head	\$40.00 each \$40.00 each

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Swine, per head	\$40.00 each
		Exotic fowl, per bird	\$40.00 each
A2.08	Ord. No. 2005-15 03/22/2005	DANGEROUS DOGS	
A2.08.010		Permit and tag	
		Dangerous dog, unspayed/unneutered	\$100.00 each
		Dangerous dog, spayed/neutered	\$50.00 each
		Dangerous dog, renewal, unspayed/unneutered	\$50.00 each
		Dangerous dog, renewal, spayed/neutered	\$25.00 each

BUILDING REGULATIONS

SEC Reference	Last updated	Description	Amount of fee/Deposit
A3.01		GENERAL PROVISIONS	
A3.01.002	Ord. No. 2017-23 09/27/2017	Charges for consulting services	
		Professional fees and related charges incurred by the City for the services of consultant(s):	Actual fee plus 15% administrative fee
A3.01.003	Ord. No. 2017-23 09/27/2017	Work commencing prior to permit issuance- The greater of:	100% of the calculated permit and inspection fees or \$150, in addition to the required permit and inspection fees
A3.01.004	Ord. No. 2019-42 9/24/2019	Re-inspection and certificate fees:	
		Failed inspections or re-inspections	\$75.00 per inspection
		Certificate of Occupancy	\$250
		Copies/Re-issue Certificates of Occupancies, inspections copies	\$25
		Courtesy Inspections	\$25.00
		Administration fee (per permit application)	5% of permit fee
		Emergency Repair	50% reduction (must be verified by Building Official)
A3.04		BUILDING CODE	
A3.04.002	Ord. No. 2019-42 09/24/2019	Schedule of permit fees	
		All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:	

SEC Reference	Last updated	Description	Amount of fee/Deposit
		<u>New Construction Permit - Commercial</u>	<u>*SF Value based on ICC Building Valuation Data</u>
		\$1,000,000.00 and less	\$7.50 per \$1,000.00 of valuation
		\$1,000,001.00 and up	\$7,500 for the first \$1,000,000.00 plus \$4.00 per additional \$1,000
		 New Construction Permit - Residential	 Less than 900 sf; \$650 (includes trade permits) 901 to 1,500 sf; \$1,200 plus \$0.25 per sf 1,500 to 4,999 sf; \$1,500 plus \$0.25 per sf Greater than 5,000 sf; \$2,000 plus \$0.25 per sf
		Minimum (Base) Permit Fees if no fees mentioned are applicable:	
		Residential	\$100
		Commercial	\$500
		 Commercial Shell Building Permit	 65% of the New Construction Permit Fee
		Commercial Tenant Finish out	65% of the New Construction Permit Fee, per finish out area
		Commercial Remodel Permit Fee	\$1,000 plus \$.50 per sqft.
		Residential Inspection Fee (with New Construction Permit)	35% of New Construction Permit Fee
		Commercial Inspection Fee (with New Construction Permit)	35% of New Construction Permit Fee
		 Miscellaneous Inspections Commercial	 \$75 per inspection; After hours \$75 per hour 2- hr min.
		Miscellaneous Inspections Residential	\$25
		Failed re-inspections	\$75 per inspection
		Other fees not listed above:	

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Roofing permit – Residential	\$150.00
		Roofing permit – Commercial	\$500.00 + \$.10 s Sq.ft.
		Construction Trailer – includes hookup fee for electrical and plumbing, excludes fees charged by other utility entities)	\$500 <i>Does not include fees from other utilities</i>
		Accessory Buildings	160 sf or less: \$75 Over 160 sf: \$300
		Accessory Dwelling Unit Finish-Out	\$500 (includes trade permits)
		Accessory Structure (non-habitable)	\$75 (No 5% Admin fee)
		Accessory Building (electric, plumbing, etc.)	\$200 (No 5% Admin fee)
		Residential Kitchen Remodel	\$100 (includes trade permits) (No 5% Admin fee)
		Residential Bathroom Remodel	\$75 (includes trade permits) (No 5% Admin fee)
		Residential Misc. Remodel	\$75 (includes trade permits) (No 5% Admin fee)
		Fences –Commercial	\$175.00
		Fences - Residential	\$25.00
		Floodplain Development Permits:	
		Single Family, community facility	\$150.00
		Multifamily, commercial, industrial	\$250.00
		Appeal to Construction Standards Board	\$150.00
A3.04.005		Amendment to schedule of permit fees:	
		B102. Moving fees will be divided into 2 categories:	
		For the moving of a portable building or structure	\$25.00
		For the moving of a permanent building or structure	\$100.00
A.3.05		ELECTRICITY - ELECTRICAL CODE	
A.3.05.035	Ord. No. 2017-23 9/26/17	Electrician licensing fees.	
		Commercial trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all project on which work is performed.	\$150.00
		Residential trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all projects on which work is performed.	\$75.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
	Ord. No. 2019-42 9/24/2019	Permit and Inspection fees:	
		Residential Trade Fee (each project/permit)	\$75
		Commercial Trade Fee (each project/permit)	\$200 per building, plus \$150 per additional floor (+1 stories)
		Inspection Fees (Re-inspect or Failed)	\$100
		Emergency Electric Repair (upgrade required)	No Fee
A3.06	Ord. No. 2019-42 9/24/2019	PLUMBING CODE	
		Residential Trade Fee (each project/permit)	\$75
		Commercial Trade Fee (each project/permit)	\$200 per building, plus \$150 per additional floor (+1 stories)
		Inspection Fees (Re-inspect or Failed)	\$100
		Water Heater Replacement	\$50 (No 5% Admin fee)
A3.06.037	Ord. No. 2019-42 9/24/2019	Plumbing inspection fees.	
		Commercial Irrigation Permit	\$200.00
		Residential Irrigation Permit	\$75.00
		Inspection Fees (Re-inspect or Failed)	\$100
A.3.07		MECHANICAL CODE	
A3.07.001	Ord. No. 2019-42 9/24/2019	Inspection and mechanical trade fees.	
		Residential Trade Fee (each project/permit)	\$75
		Commercial Trade Fee (each project/permit)	\$200 per building, plus \$150 per additional floor (+1 stories)
		Inspection Fees (Re-inspect or Failed)	\$100
		HVAC Replacement	\$50 (No 5% Admin fee)
A3.15		SWIMMING POOLS	
A3.15.001	Ord. No. 2019-42 9/24/2019	Permit and inspection fees.	
		Commercial Swimming pool permit	\$750
		Residential Swimming Pool Permit	\$200.00
		Inspection Fees (Re-inspect or Failed)	\$100

SEC Reference	Last updated	Description	Amount of fee/Deposit
A3.16.001	Ord. No. 2019-42 9/24/2019	Permit and inspection fees.	
		Demolition Permit:	
		Residential	\$350
		Commercial	\$500
		Moving Permit:	
		160 sq. ft. or less	\$25
		Over 160 sq. ft.	\$200
		Road Closure/ROW obstruction	\$150
		Inspection fee	\$75.00 per inspection
A3.18		MOBILE HOME PARKS	
A3.18.002	1995 Code	New Mobile Home Park Permit	\$500.00 plus \$25 per space
A3.18.003	1995 Code	License.	
		Original license	\$1,000.00
		Annual Renewal License	\$500.00
		Transfer of Mobile Home license fee.	\$500.00
		SIGNS	
A3.20.053	Ord. No. 2019-42 9/24/2019	Signs: Fees	
		New free-standing sign permit application:	\$200 plus \$2/ft. of sign height and \$2/sq. ft. of sign area
		New wall sign permit application:	\$100 plus \$1 per square foot
		[Note electrical permit are in addition, see A3.05.0385]	
		Temporary signs	\$50 per month
		Repair or reface of existing sign cabinet	\$75
		Comprehensive Sign Plan	\$500.00
A3.20.054	Ord. No. 2017-23 9/26/17		
A3.21		STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY	
A3.21.064	Ord. No. 2019-42 9/24/2019	Work within the Right-of-Way Permit (driveway, sidewalks, culvert or drainage channel mod., etc.)	\$200
A3.22	Ord. No. 2017-23 09-26-2017		

BUSINESS REGULATIONS

SEC Reference	Last updated	Description	Amount of fee/Deposit
A4.03	Ord. No. 2017-03	TAXICABS, SHUTTLES AND TOURING VEHICLES	
A4.03.001		License Fee – Annual license and inspection fee for taxicabs, shuttles, touring and alternative vehicles.	\$25.00 Per Vehicle \$12.00 Additional fee, per driver.
A4.04	Ord. No. 2005-7	PEDDLERS, SOLICITORS AND VENDORS	
A4.04.033		Fees	
		Individual peddler, solicitor and vendor permit (60 days).	\$30.00
		Individual peddler, solicitor, vendor permit (each agent or employee).	\$10.00
		Renewal of individual peddler, solicitor and vendor permit.	\$15.00
		Replacement permit.	\$10.00
A4.04.073	Ord. No. 2005-7	Permit for temporary/seasonal and multiple vendors – Fee; right of city to refuse permit	
		Temporary/seasonal and/or multiple vendors or events permit (30 days).	\$100.00
		Temporary/seasonal and/or multiple vendors or events permit (60 days).	\$150.00
		Temporary/seasonal and/or multiple vendors or events permit (90 days).	\$200.00
		Replacement permit.	\$10.00
A4.05	1995 Code	COIN-OPERATED MACHINES	
A4.05.001		Occupation Tax – Charge for release of machine sealed for nonpayment.	\$5.00
A4.06		SPECIAL EVENTS PERMITS, PUBLIC GATHERINGS AND PARADES	
A4.06.008	Ord. No. 2009-12, 6/9/09	Application Processing Fee	
		With proof of non-profit status (i.e., 501-C)	\$100.00
		Processing fee all others.	\$300.00
		Security deposit for damages/cleanup.	\$500.00
		Refundable if the location of the special event is clean and free of litter and damage.	
		Inspection fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs.	\$50.00
		Re-inspection fee required for above-described items.	\$75.00
A4.07	1995 Code	SEXUALLY ORIENTED BUSINESSES	
A4.07.033		Division 2. License - Fee	
		Initial Application	\$2,000.00
		Annual Fee	\$500.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
A4.10	Ord. No. 2014-5, 4/22/14	VEHICLE TOWING	
A4.10.011		Fees for non-consent tows. (Maximum fees allowed)	
		Regular towing charge (for vehicles not requiring the use of heavy-duty wrecker) for vehicles 10,000 pounds or less.	\$150.00
		If medium duty or heavy-duty wrecker is used to tow vehicles in excess of 10,000 pounds.	\$300.00
		The following additional fees may be charged if verified by the peace officer in charge of the accident scene:	
		Exceptional labor such as clearing debris. Exceptional labor does not include normal hook-up procedure or routine cleanup not to exceed 30 minutes. and does not include the disposal of classified hazardous waste or vehicle cargo.	\$75.00 per hour
		Winching, one-hour minimum, only if normal hook-up is not possible because of conditions or location of vehicle	\$75.00 per hour
		Wait time, if it exceeds 30 minutes from time of arrival at the accident scene.	\$35.00 per hour
		Flat fee for use of medium duty or heavy-duty wrecker, if it exceeds 30 minutes from time of arrival.	\$100.00 per hour
		If an additional operator is required to complete a tow, the second operator may charge a fee.	\$35.00 per hour
		Towing fee study: Towing company(ies) requesting a towing fee study from the city shall deposit prior to the city beginning the study.	\$500.00

FIRE PREVENTION AND PROTECTION

SEC Reference	Last updated	Description	Amount of fee																					
A5.08	Ord. No. 2017-18, Exh. A, 7/11/17	EMERGENCY, FIRE AND RESCUE SERVICES																						
A5.08.001		Fees and Charges																						
		<table border="1"> <thead> <tr> <th>Unit of Measure</th> <th>Apparatus</th> <th>Price per Hour</th> </tr> </thead> <tbody> <tr> <td>Per engine</td> <td>Class A engine</td> <td>\$500.00</td> </tr> <tr> <td>Per aerial</td> <td>Aerial</td> <td>\$500.00</td> </tr> <tr> <td>Per rescue unit</td> <td>Rescue (heavy)</td> <td>\$600.00</td> </tr> <tr> <td>Per brush unit</td> <td>Brush truck</td> <td>\$400.00</td> </tr> <tr> <td>Per command unit</td> <td>Command car/truck</td> <td>\$200.00</td> </tr> <tr> <td>Per PPV fan</td> <td>PPV fan</td> <td>\$55.00</td> </tr> </tbody> </table>	Unit of Measure	Apparatus	Price per Hour	Per engine	Class A engine	\$500.00	Per aerial	Aerial	\$500.00	Per rescue unit	Rescue (heavy)	\$600.00	Per brush unit	Brush truck	\$400.00	Per command unit	Command car/truck	\$200.00	Per PPV fan	PPV fan	\$55.00	
Unit of Measure	Apparatus	Price per Hour																						
Per engine	Class A engine	\$500.00																						
Per aerial	Aerial	\$500.00																						
Per rescue unit	Rescue (heavy)	\$600.00																						
Per brush unit	Brush truck	\$400.00																						
Per command unit	Command car/truck	\$200.00																						
Per PPV fan	PPV fan	\$55.00																						

Per generator	Generator, portable	\$55.00
Per generator	Generator	\$55.00
Per saw	Chain saw	\$45.00
Per pump	Portable pump	\$95.00
Per pump	Float pump	\$65.00

Unit of Measurement	Tool	Price
Per incident	Foam nozzle	\$55.00
Per incident	Foam eductor	\$50.00
Per gallon	AFFF foam	\$40.00
Per gallon	Class A foam	\$25.00
Per incident	Piercing nozzle	\$40.00
Per incident	M/S fog nozzle	\$55.00
Per incident	M/S straight bore nozzle	\$30.00
Each used	Salvage cover	\$28.00
Each used	SCBA pack	\$85.00
Per incident	Hall runner	\$18.00
Per incident	Portable tank	\$75.00
Per incident	Water extinguisher	\$22.00
Per incident	Dry chemical extinguisher	\$45.00
Per incident	CO ₂ extinguisher	\$45.00
Each used	Scene lights	\$22.00
Each used	Water vests	\$30.00
Per incident	Thermal imaging camera	\$75.00
Per incident	Sawzall	\$55.00
Unit of Measurement	Supplies/Service	Price
Per bag	Absorbent	\$17.00
Each used	Absorbent booms	\$40.00
Each used	Top sol	\$35.00
Each used	Disposable coveralls	\$30.00
Each used	Neoprene gloves	\$20.00
Each used	Latex gloves	\$6.00
Each used	Over boots	\$25.00
Each used	Disposable goggles	\$15.00
Each used	Gas plug kit	\$50.00

Each used	Plug and dike	\$65.00
Each used	Drum liners	\$10.00
Each used	Barricade tape	\$22.00
Each used	Poly sheeting	\$55.00
Per incident	Removal of hazardous material	\$150.00
Per incident	Disposal of hazardous material	\$150.00
Per incident	Gas multimeter	\$65.00
Per incident	CO ₂ meter	\$65.00
Per quart	Microblaze	\$10.00
Per 5 gallons	Microblaze	\$150.00
Unit of Measurement	Tool	Price
Per incident	Spreaders	\$250.00
Per incident	Cutters	\$250.00
Per incident	Rams	\$250.00
Per incident	Air bags	\$250.00
Per incident	K-12 saw	\$55.00
Per incident	Target saw	\$55.00
Per incident	Ajax tool	\$25.00
Per incident	K-tool	\$25.00
Per incident	Windshield tool	\$15.00
Each used	Rescue blanket	\$32.00
Each used	Rope	\$25.00

Collision investigation fee. Charged in responses where no mitigation services, debris removal, or rescue services are performed:

\$275.00

MUNICIPAL COURT

SEC Reference	Last updated	Description	Amount of fee
A7.01		MUNICIPAL COURT - GENERAL PROVISIONS	
A7.01.014	1995 Code	Jurors - Jury fee. Jury fee for defendant convicted after requesting jury trial	\$5.00
A7.01.023	1995 Code	Fee for person requesting driving safety course.	\$10.00
A7.02		MUNICIPAL COURT – BUILDING SECURITY FUND	
A7.02.002	1995 Code	Assessment of fee – Security fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$3.00
A7.03		TECHNOLOGY FUND	
A7.03.002	1995 Code	Assessment of fee - Technology fee for defendants convicted of a misdemeanor offense in the municipal court.	\$4.00
A.7.04		JUVENILE CASE MANAGER FUND	
A.7.04.002	Ord. No. 2005-40, 11/22/05	Assessment of fee - Juvenile case manager fee for defendants convicted of a fine-only misdemeanor offense (except for parking citations) in municipal court.	\$5.00

OFFENSES AND NUISANCES

SEC Reference	Last updated	Description	Amount of fee
A8.05.091	1995 Code	ABANDONED AND JUNKED VEHICLES	
		Fee to accompany report of garage keeper to police department	\$5.00

SUBDIVISIONS

SEC Reference	Last updated	Description	Amount of fee
A10.03.002	Ord. No. 2019-42 9/24/2019	SUBDIVISION ORDINANCE - FILING FEES AND CHARGES	
		Preliminary Plat	\$1700 + \$125 per acre
		Administration fee (per application)	5% of application fee
		Completeness Check	\$250
		Final Plat	\$1,275 + \$125 per acre

		Amended/Administrative Plat	\$1,275 + \$125 per acre
		Replats/Vacation	\$1,275 + \$25 per acre
		Public Improvement Plan Review	\$5,000 minimum + all professional fees*
		Public Improvement Inspections	3.5% of total cost of improvement, \$2,500 minimum
		Public Improvement Plan Agreement Review	\$3,000 + all professional fees*
		Conceptual Drainage Plan Review	\$1,200
		Preliminary Drainage Plan review	\$2,300
		Final Drainage Plan Review	\$1,500
		Infrastructure Plan Review	\$1,900
		Technology Fee (per application)	\$6.00
		Site Development	
		Site Development Plan Review	\$1700 + \$125 per acre
		Site Development Plan Revision	\$500
		Site Development Inspection	\$200
		Final Drainage Plan Review	\$1,500
		Misc. Administrative Plan Review	\$500
		Subdivision Variances	\$1,000
		Plat Recordation with the County	\$150 + fees charged by the County
		Legal Lot of Record Determination, Zoning Determination Letter	\$50.00
		Development/License Agreement	\$3,000, plus professional fees***
		Meeting Re-notification	\$500, if required by applicant action
		Land Disturbance Permit	\$200.00
		License to Encroach, Easement/ROW	\$500, plus professional fees***
		Traffic Impact Analysis Review	\$525.00, plus professional fees***

		Right-of-way Vacation	\$1,700
		Easement Vacation	\$1,700
		Parkland Dedication:	
		Less than 4 dwelling units per building	\$500 per Unit
		4 or more dwelling units per building	\$400 per Unit
		GIS Mapping Fees:	
		Map Printing	\$6.67 per square foot + \$50 an hour
		Custom Map	\$250 per hour
		Improvement Plan Digitizing**	\$250 per hour May be waived if digital plans provided per City specifications
		* Based on certified cost estimate provided by engineer of record and approved by the City	
		** Charged on projects requiring public infrastructure improvements. Fee may be waived if information provided per City specifications.	

UTILITIES

SEC Reference	Last updated	Description	Amount of fee
A13.04.010	Ord. No. 2005-44 11/22/05	On-Site Sewage Facilities Permit Fees	
		Standard System	\$250
		Designed System	\$400
		Modification to Standard Permit	\$100
		Modification to Designed Permit	\$100
		Adjustment from Standard to Design	\$100
		Holding Tank	\$200
		Septic Tank Replacement	\$125
		Reinspection (Failed installation Inspection)	\$125
		Maintenance Contract Renewal	\$25
A13.05.005	1995 Code	Creation of Water Districts	
		Filing Fee for application to create Water Control District or Municipal Utility District	\$10,000

A13.08.015

Ord. No. 2019-42 9/24/2019

Solid Waste

Residential Service monthly charge	\$16.85
Residential Additional Cart monthly charge	\$5.51
Residential Additional Recycling Cart monthly charge	\$2.20

Progressive Waste Solutions directly invoices Commercial Customers for the following Services:

Commercial Solid Waste Dumpster Services

Container Size	Weekly Collection Frequency ¹						Extra Pickups ¹
	1	2	3	4	5	6	
96-Gallon Cart	\$25.42			N/A	N/A	N/A	
2 CY Dumpster	\$73.45	\$200.20	\$246.50	\$261.99	\$301.28	\$316.34	\$68.35
3 CY Dumpster	\$79.93	\$148.15	\$234.57	\$312.47	\$390.33	\$415.68	\$73.87
4 CY Dumpster	\$109.87	\$160.16	\$256.23	\$341.21	\$426.49	\$522.25	\$77.17
6 CY Dumpster	\$120.37	\$196.79	\$332.55	\$417.79	\$522.24	\$626.68	\$91.51
8 CY Dumpster	\$137.32	\$238.16	\$356.19	\$463.56	\$579.45	\$695.33	\$104.74
10 CY Dumpster	\$146.29	\$241.46	\$377.98	\$504.84	\$631.05	\$757.26	\$116.86

Commercial Recycling Dumpster Services (Non-Exclusive)

Container Size	Weekly Collection Frequency						Extra Pickups
	1	2	3	4	5	6	
96-Gallon Cart	\$20.13			N/A	N/A	N/A	
2 CY Dumpster	\$66.10	\$180.18	\$221.39	\$235.78	\$271.16	\$284.71	\$68.35
3 CY Dumpster	\$71.94	\$133.33	\$215.52	\$267.94	\$359.22	\$431.06	\$73.87

4 CY Dumpster	\$86.60	\$155.98	\$233.97	\$311.97	\$389.95	\$467.93	\$77.17
6 CY Dumpster	\$90.28	\$147.59	\$249.42	\$313.35	\$391.67	\$470.02	\$104.74
8 CY Dumpster	\$96.13	\$166.71	\$249.33	\$324.49	\$405.61	\$486.73	\$104.74
10 CY Dumpster	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116.86

Additional Fee Commercial Services

Description of Service	Fee
Lock	\$12.13 per month
Set of casters	\$22.05 per month
Opening and closing of enclosures	No Charge
Excessive maintenance	\$110.25 per swap more than 1x per year

Temporary Refuse Roll-off Services (Maximum allowable fee)

Roll-off Type and Size	Container Rental Fee ² (Per Day)	Initial Delivery Fee One-time)	Collection Fee (Per Pull)	Disposal Fee ³ (Per Ton)	Processing Fee ⁴ (Per Ton)
10 CY Roll-off ¹	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
15 CY Roll-off ¹	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
20 CY Roll-off	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
30 CY Roll-off	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00
40 CY Roll-off	\$5.24	\$143.03	\$344.24	\$25.61	\$0.00

*Could be subject to fees associated with contamination of materials.

Permanent Refuse Roll-off Services (Maximum Allowable Fees)

Roll-off Type and Size	Container Rental Fee (Per Month)	Compactor Rental Fee ¹ (Per Month)	Collection Fee (Per Pull)	Disposal Fee ² (Per Ton)	Processing Fee ³ (Per Ton)
10 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
15 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
20 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
30 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
40 CY Roll-off	\$110.25	N/A	\$344.34	\$25.61	\$0.00
25 CY Roll-off Compactor	N/A	\$330.75	\$344.34	\$25.61	\$0.00
30 CY Roll-off Compactor	N/A	\$358.31	\$344.34	\$25.61	\$0.00
40 CY Roll-off Compactor	\$137.81	\$385.87	\$344.34	\$25.61	\$0.00

¹ Does not apply if the customer owns the compactor unit.

² Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.

³ Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing.

- Container Rental fee only applies if the customer has less than a minimum of 2 pulls per month.
- Processing Fee may be subject to charges relating to contamination.

SEC Reference	Last updated	Description	Amount of fee
A13.09		UTILITY FEES AND DEPOSITS	
A13.09.003	Ord. No. 2015-16 9/22/15	Return Trip – Failure to have presence of responsible person for connection	\$25
A13.09.004	Ord. No. 2015-16 9/22/15	Credit Check	Actual Cost
A13.09.005	Ord. No. 2015-16 9/22/15	Residential Electric Deposit Residential Water Deposit	\$200 \$75

SEC Reference	Last updated	Description	Amount of fee
		Commercial Deposit	Equivalent of twelve (12) months average times two (2), plus fifteen (15)%
		Temporary Deposit follows same rules for Residential and commercial above	
		Temporary Services – nonrefundable fee	\$50
		Solid Waste Deposit	\$50
A13.09.006	Ord. No. 2015-16 9/22/15	Deferred Payment Plan – Administration Fee	\$25
A13.09.007	Ord. No. 2015-16 9/22/15	New Application Fee	\$50
		Disconnect Fee	\$50
		Reconnect Fee	\$50
		After Hours Reconnect Fee	\$75
		Trip Fee – Investigation during regular business hours	\$50
		Trip Fee – Investigation after hours	\$100
		Miscellaneous Service Fee	\$50
		Meter Re-reading Fee	\$25
		Meter Inaccessible Fee	\$25
		Transfer of Service Fee (per account)	\$20
		Returned Check Fee	Actual cost to the City
		Meter Testing Fee – unless City initiated	Actual cost plus \$25 fee
		Tampering with City Meter Charge – Actual costs could include cost of actual amounts of service used without City authorization, and cost associated with investigating the tampering claim.	Minimum \$500 or actual damages or both
A13.11.001	Ord. No. 2015-05 3/24/15	Reclaimed Water for Irrigation – per 1,000 gallons	\$5 Minimum \$5
A13.11.002	Ord. No. 2015-05 3/24/15	Reclaimed Water – Cost related to permitting, inspecting and application	
		Application Fee	\$150
		Resubmission/application review Fee	\$50
		Volume Charges per 1,000 gallons	\$5
		Engineering and other Professional Services	Actual Costs
		Security Deposit	\$500

ZONING

SEC Reference	Last updated	Description	Amount of fee
A14.01		ZONING – GENERAL PROVISIONS	
A14.01.001	Ord. No. 2019-42 9/24/2019	Administration fee (per application)	5% of application fee
		Completeness Check	\$250
		Standard Zoning	\$3,000
		Planned Development Zoning	\$9,000 + \$200 per acre (rounded up)
		Conditional Use Permit (CUP)	\$2,500
		Zoning Variance	\$3,500
		Appeal of Administrative Decision	\$500
		Zoning Text Amendment	\$250.00
		Comprehensive Plan Amendment	\$250.00
		Technology Fee (per application)	\$6
		Development, License, Agreement	\$3,000 + professional fees*
		Consent agreements for MUD, PID, SUD, WCID, etc.	\$25,000 + Professional fees*
		Zoning Verification Letter	\$250
		Meeting Re-notification	\$500, if required by applicant action
		Certificate of Appropriateness	\$50
		Certificate of Appropriateness - Demolition or Relocation	\$100
A14.01.002	Ord. No. 2017-23 9/26/17	Fees for review of variance request or appeal for site plan	\$350 per request

CEMETERIES

SEC Reference	Last updated	Description	Amount of fee
A15.01		FAIRVIEW CEMETERY	
A15.01.012	Ord. No. 2018-21 9/25/18	Cost of one (1) plot – Resident of the City of Bastrop	\$1,500
		Cost of one (1) plot – Non-Resident of the City of Bastrop	\$3,500
		80% of the fee is deposited into the Operating fund	
		20% of the fee is deposited into the Permanent Fund	
		Recording Fee	\$30
		Permit Fee	\$25



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9C

TITLE:

Consider action to approve Resolution No. R-2020-92 of the City Council of the City of Bastrop, Texas, ratifying that the adoption of the Fiscal Year 2020-2021 budget will require raising more revenue from property taxes than in the previous year.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

State law requires a separate and additional vote to ratify a vote that approves a budget, if the budget will raise more revenue from ad valorem taxes than in the prior fiscal year.

FUNDING SOURCE:

N/A

RECOMMENDATION:

MUST READ WORD FOR WORD

“Move to ratify the vote just taken to approve the Fiscal Year 2020-2021 budget which will raise more revenues from ad valorem taxes than the previous fiscal year.”

ATTACHMENTS:

- Resolution R-2020-92

RESOLUTION NO. R-2020-92

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, RATIFYING THAT THE ADOPTION OF THE FY 2020-2021 BUDGET WILL REQUIRE RAISING MORE REVENUE FROM PROPERTY TAXES THAN IN THE PREVIOUS YEAR.

WHEREAS, the Legislature of the State of Texas has amended Section 102.007 of the Local Government Code; and

WHEREAS, a separate vote of the City Council is required to ratify that the adoption of the FY 2020-2021 Budget will require raising more revenue from property taxes than the previous year; and

WHEREAS, this resolution represents such action.

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

Section 1. The Tax Year 2020 notification statement “This budget will raise more revenue from property taxes than last year’s budget by \$188,288, which is an .05% increase from last year’s budget and property tax revenue to be raised from new property added to the tax roll this year is \$134,825” has been made.

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

Section 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 22nd day of September 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9D

TITLE:

Consider action to approve the second reading of Ordinance No. 2020-28 of the City Council of the City of Bastrop, Texas, adopting the tax roll, adopting the tax rate, and levying ad valorem taxes for the Fiscal Year 2020-2021 to provide revenue for the payment of budgeted municipal expenditures; and providing for tax assessment; records; severability; an effective date; and proper notice and meeting.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Council held a Budget Workshop on April 28, 2020 to discuss budget challenges and needs of the community.

The City Council held a Budget Workshop on July 30, 2020 where the Chief Financial Officer and the Assistant City Manager presented highlights of the proposed budget and an update of the tax rate calculates.

The City Manager presented the proposed budget for FY2020-2021 on August 11, 2020. The City Council held a Budget Workshop on August 18, 2020 to go through all funds in detail and solicit feedback from City Council.

Ad valorem taxes are made up of two components: (1) operations and maintenance (O&M); (2) interest and sinking fund (I&S). The proposed budget was prepared with an O&M rate of \$0.3845 and an I&S rate of \$0.1949 for a total tax rate of \$0.5794 per \$100 of taxable value.

The proposed tax rate is effectively a tax increase of 3.5% which is the difference between the no-new-revenue tax rate and the proposed tax rate.

This agenda item was approved on first reading at a City Council meeting held on September 8, 2020, after a public hearing was held to give citizens an opportunity to comment.

POLICY EXPLANATION:

Adoption of the tax rate is an important part of the budget process. Adoption of the tax rate per state law must be a separate item on the agenda and occurs after the adoption of the budget.

The State of Texas truth in taxation law requires that the City Council conduct a public hearing on its proposed ad valorem tax rate each year if such rate exceeds the voter-approval tax rate or no-new-revenue tax rate, whichever is lower. The no-new-revenue tax rate and the voter-approval tax rate have been calculated and the Notice of Proposed Tax Rate has been published in the

local newspaper and on the City’s website and Public Access Channel as required by law. The following table illustrates the proposed tax rate, the voter-approval tax rate, and the no-new-revenue tax rates appropriately split between the I&S and the O&M. The proposed tax rate to be considered is \$0.5794, which is more than the no-new-revenue tax rate.

TAX RATE					
Fiscal Year	Property Tax Rate	No-New-Revenue Tax Rate	No-New-Revenue M&O Tax Rate	Voter-Approval Tax Rate	Debt Rate
2020-2021	0.5794	0.5656	0.3715	0.5961	0.1949
2019-2020	0.5640	0.5322	0.3477	0.5704	0.1949

FUNDING SOURCE:

This item is the annual ad valorem tax assessment for FY 2020-2021.

RECOMMENDATION:

Consider action to adopt the ad valorem tax rate. Tax Code requires that the motion be read as follows:

“I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5794 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 3.5 PERCENT INCREASE IN THE TAX RATE.”

ATTACHMENTS:

- Ordinance No. 2020-28

ORDINANCE NO. 2020-28

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX ROLL, ADOPTING THE TAX RATE, AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2020-2021 TO PROVIDE REVENUE FOR THE PAYMENT OF BUDGETED MUNICIPAL EXPENDITURES; AND PROVIDING FOR TAX ASSESSMENT; RECORDS; SEVERABILITY; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for Fiscal Year 2020-2021 (FY 2020-2021); and

WHEREAS, the aforesaid Ordinance anticipates and requires the levy of an ad valorem tax on all taxable property in the City of Bastrop; and

WHEREAS, the Chief Appraiser of the Bastrop Central Appraisal District has prepared and certified the appraisal roll for the City of Bastrop, Texas, that roll being that portion of the approved appraisal roll of the Bastrop Central Appraisal District which lists property taxable by the City of Bastrop, Texas; and

WHEREAS, the Tax Assessor and Collector of Bastrop County has reviewed the statutory calculations performed by the Chief Financial Officer, the employee designated by the governing body, required by Section 26.04 of the Texas Tax Code. The Chief Financial Officer has published the *no new revenue tax rate*, the *voter approval tax rate*, and an explanation of how they were calculated, and has fulfilled all other requirements for publication as required in Chapter 26 of the Texas Tax Code, in a manner designed to come to the attention of all residents of the City of Bastrop, and those rates have been submitted to the City Council; and

WHEREAS, the City Council has complied with all applicable requirements of the Texas Tax Code and the Texas Local Government Code prior to the setting of the tax rate for said City for the fiscal year beginning on October 1, 2020 and ending on September 30, 2021 (i.e., FY 2020-2021) and

WHEREAS, it is necessary to levy such an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2020-2021.

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

Section 1. Tax Roll: The tax roll presented to the City Council, together with any supplements thereto, is hereby accepted and approved.

Section 2. Adoption of Tax Rate: The tax rate of the City of Bastrop, Texas for the tax year FY 2020-2021 shall be, and is hereby set at **\$0.5794** on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by

the Constitution and laws of this State situated within the corporate limits of the City of Bastrop.

Section 3. Tax Levy: There is hereby levied for the FY 2020-2021 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property that was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2020, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.5794 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

a) **General Fund.** An ad valorem tax rate of \$0.3845 on each \$100 of assessed valuation of all taxable property is hereby levied for general municipal purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the Fiscal Year ending September 30, 2021, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

b) **General Debt Service Fund:** An ad valorem tax rate of \$0.1949 on each \$100 of assessed valuation of all taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2021.

Section 4. Texas Tax Code Statement: In accordance with Section 26.05 of the Texas Tax Code, the City Council hereby states that:

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.5 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$17.80.

Section 5. Assessment and Lien: The Bastrop County Tax Assessor Collector is hereby authorized to assess and collect the taxes of said City employing the above tax rate. All taxes shall become a lien upon the property against which assessed, and the Bastrop County Tax Assessor Collector for and on behalf of the City of Bastrop shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest; and the penalty and interest collected from such delinquent taxes shall be appropriated for the general fund of the City of Bastrop.

Section 6. Expenditures and General Fund: Revenue collected pursuant to this Ordinance shall be expended as set forth in the City of Bastrop's FY 2020 - 2021 Annual Budget, as may be amended, and all revenue collected that is not specifically appropriated shall be deposited in the General Fund.

Section 7. Records: The City of Bastrop shall keep accurate and complete records of all monies collected under this Ordinance and the purposes for which same are expended.

Section 8. Severability: Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the

same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section 7. Repealer: All other ordinances and provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Code of Ordinances not in conflict herewith shall remain in full force and effect. The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City of Bastrop under any section or provision of any ordinances at the time of passage of this Ordinance.

Section 9. Effective Date: This Ordinance shall be in full force and effect from and after its date of adoption by the City Council and publication of its caption as the law and the City of Bastrop's Charter provide in such cases.

Section 10. Open Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was conducted in compliance with the Open Meetings Act, Texas Government Code, Chapter 551, as may have been modified by any applicable emergency orders.

CONSIDERED and APPROVED on First Reading on the 8th day of September 2020, by the following motion:

"I MOVE THAT THE PROPERTY TAX BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5794 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 3.5% PERCENT INCREASE IN THE TAX RATE."

Mayor Pro Tem Lyle Nelson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Peterson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Drusilla Rogers	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Ennis	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Dock Jackson	YEA___	NAY___	ABSTAIN___	ABSENT___

CONSIDERED and ADOPTED on Second Reading on the 22nd day of September 2020, by the following motion:

"I MOVE THAT THE PROPERTY TAX BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5794 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 3.5% PERCENT INCREASE IN THE TAX RATE."

Mayor Pro Tem Lyle Nelson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Peterson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Drusilla Rogers	YEA___	NAY___	ABSTAIN___	ABSENT___

Council Member Bill Ennis YEA ___ NAY ___ ABSTAIN ___ ABSENT ___

Council Member Dock Jackson YEA ___ NAY ___ ABSTAIN ___ ABSENT ___

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9E

TITLE:

Consider action to approve Resolution No. R-2020-91 City Council of the City of Bastrop, Texas, approving an amendment to Task Order No 2 with Freese and Nichols Engineers to include a Construction Manager at Risk services in the amount of Sixty Thousand Dollars Nine hundred and thirty-six dollars and Zero Cents (\$\$60,936.00) as attached in Exhibit A, 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 City of Bastrop approved a contract with Freese & Nichols in June of 2020. There were multiple questions about the benefits of a Construction Manager(CMAR) at Risk type of contract vs. the more traditional Design Bid Build (DBB) type of contract used for the construction of large projects such as the proposed water treatment plant.

In an effort to keep the project moving forward city council opted to remove that portion of the proposal until additional discussion could be had at a later date. Freese and Nichols provided a detailed presentation of the subject and it is now being brought back before the city council for approval of a contract amendment to add CMAR back into the scope of work.

The potential benefits for CMAR vs. DBB are as follows:

- Contracting similar to DBB in structure and approach
- Costs managed through bidding of construction services and guaranteed maximum price to owner
- Allows for builder to be selected on qualifications
- Incorporates builder into design process

This lower the risk on the contractor because they are involved up from thereby the City of Bastrop gets an improved price.

POLICY EXPLANATION:

City Council's commitment to fiscal sustainability is a driving force that continually promotes future planning of the wastewater collection system. Future expansion of the collection system allows additional customers to be added and will reduce cost for current and future rate payers.

FUNDING SOURCE:

A Bond series issued in FY 2019-2020

RECOMMENDATION:

Trey Job, Assistant City Manager recommend approval of Resolution No. R-2020-91 City Council of the City of Bastrop, Texas, approving an amendment to Task Order No 2 with Freese and Nichols Engineers to include a Construction Manager at Risk services in the amount of Sixty Thousand Dollars Nine hundred and thirty-six dollars and Zero Cents (\$\$60,936.00) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Revise PSA for Task Order # 2



RESOLUTION NO. R-2020-91

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AN AMENDMENT TO TASK ORDER NO. 2 WITH FREESE AND NICHOLS ENGINEERS TO INCLUDE A CONSTRUCTION MANAGER AT RISK SERVICES IN THE AMOUNT OF SIXTY THOUSAND DOLLARS AND ZERO CENTS (\$60,000.00) AS ATTACHED IN EXHIBIT A, 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, 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 projected growth of the City of Bastrop will soon result in water flow rates that will exceed the capacity of the City's current water distribution and treatment facilities; and

WHEREAS, the City of Bastrop has chosen Freese and Nichols Engineers from a list of qualified consulting firms identified by City Council on July 10, 2018; and

WHEREAS, the City Council of the City of Bastrop, Texas approved a contract for the design of Wastewater Treatment Plant #3 and related collection system improvements on August 28, 2018; and

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

Section 1: The City Manager is hereby authorized to execute the Amendment to Task Order No. 2 to Freese and Nichols Engineers in the amount of Sixty Thousand Dollars (\$ 60,000.00) to include a Construction Manager at Risk. (as attached in Exhibit A)

Section 2: The City Council of the City of Bastrop has found Freese and Nichols Engineers to be a subject matter expert in the field of Wastewater/Water Treatment Plants.

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 22nd day of September, 2020.

APPROVED

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



PROFESSIONAL SERVICES AGREEMENT
AMENDMENT

City of Bastrop
P.O. Box 427
Bastrop, TX 78602

FNI PROJECT NO. BAS18658
CLIENT CONTRACT REFERENCE
DATE: 9/22/2020

Project Name: Final Design, Bid Phase, and Construction Phase Services for Simsboro Aquifer Water Treatment Plant, Well Field, and Transmission Facilities

Description of Services: Add CMAR Procurement Assistance

Amended Deliverables: CMAR Procurement Documents (RFQ, RFP, CMAR Contract Templates) as described in Special Services, Item #6 of Exhibit A to Task Authorization #2.

Amended Schedule: No Change in Schedule

Compensation shall be amended as follows: A lump sum amount of sixty thousand, nine hundred thirty six dollars (\$60,936.00)

Current Contract Amount:	\$4,784,667.00
Amount of this Amendment:	\$60,936.00
Revised Total Amount Authorized:	\$4,854,603.00

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.

City of Bastrop

BY: _____

BY: _____

Kendall King, PE
Print Name

Print Name

TITLE: Vice President

TITLE: _____

DATE: _____

DATE: _____



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9F

TITLE:

Consider action to approve Resolution No. R-2020-88 of the City Council of the City of Bastrop, Texas confirming a board appointment of Jeff Haladyna to Place 4 on the Zoning Board of Adjustments, as required in Section 3.08 of the City's Charter, and establishing an effective date.

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager

BACKGROUND/HIS TORY:

Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council.

POLICY EXPLANATION:

Mayor Connie Schroeder has appointed Jeff Haladyna to Place 4 on the Zoning Board of Adjustments. The approval of this Resolution will provide confirmation of this appointment by Council as required by the Charter.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Recommend approval of Resolution No. R-2020-88 of the City Council of the City of Bastrop, Texas confirming a board appointment of Jeff Haladyna to Place 4 on the Zoning Board of Adjustments, as required in Section 3.08 of the City's Charter, and establishing an effective date.

ATTACHMENTS :

- Resolution

RESOLUTION NO. R-2020-88

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS
CONFIRMING A BOARD AND COMMISSION APPOINTMENT OF THE MAYOR,
AS REQUIRED IN SECTION 3.08 OF THE CITY'S CHARTER; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council; and

WHEREAS, Mayor Connie Schroeder has appointed Jeff Haladyna to the Zoning Board of Adjustments; and

WHEREAS, City Council must confirm this appointment as required by the City Charter.

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

Section 1: That Mayor Connie Schroeder has appointed Jeff Haladyna to Place 4 on the Zoning Board of Adjustments.

Section 2: That the City Council of the City of Bastrop confirms Mayor Schroeder's appointment of Jeff Haladyna to Place 4 on the Zoning Board of Adjustments.

Section 3: 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 22nd day of September, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9G

TITLE:

Consider action to approve Resolution No. R-2020-89 of the City Council of the City of Bastrop, Texas, approving the Bastrop Public Library to accept a grant in the amount of Seven Thousand Nine Hundred Two and 00/100 Dollars (\$7,902) of CARES funding from the Institute for Museum and Library Services and the Texas State Library and Archives Commission for the equipment and software to implement touchless and contactless self-checkout; authorizing the City Manager to execute all necessary documents; and providing an effective date.

STAFF REPRESENTATIVE:

Becca Sexton, Library Director

BACKGROUND/HISTORY:

The Bastrop Public Library has applied for and been awarded CARES Act pass-through funding from the Texas State Library and Archives Commission to implement touchless and contactless self-checkout technology for library users and reduce person-to-person interaction. This will allow more patrons safe access to library materials during the COVID-19 pandemic by reducing the necessity of person-to-person transactions and use of shared surfaces.

POLICY EXPLANATION:

The City of Bastrop's Finance Policy requires all grants to be formally accepted by the City Council.

FUNDING SOURCE:

CARES Act funding from the Institute for Museum and Library Services via the Texas State Library and Archives Commission.

RECOMMENDATION:

I recommend approval of Resolution No. R-2020-89 of the City Council of the City of Bastrop, Texas, accepting a CARES grant in the amount of \$7,902 from the Institute for Museum and Library Services and the Texas State Library and Archives Commission and authorization of the City Manager to execute all necessary documents.

ATTACHMENTS:

- Resolution
- Contract

RESOLUTION NO. R-20120-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE BASTROP PUBLIC LIBRARY TO ACCEPT A GRANT IN THE AMOUNT OF SEVEN THOUSAND NINE HUNDRED TWO AND 00/100 DOLLARS (\$7,902) OF CARES FUNDING FROM THE INSTITUTE FOR MUSEUM AND LIBRARY SERVICES AND THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR THE EQUIPMENT AND SOFTWARE TO IMPLEMENT TOUCHLESS AND CONTACTLESS SELF-CHECKOUT; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop finds it is in the best interest of the citizens of Bastrop, that the Bastrop Public Library utilize a grant that has been awarded to them from the IMLS and TSLAC CARES program to implement touchless and contactless self-checkout services with no matching funds from the City of Bastrop; and

WHEREAS, the City of Bastrop authorizes City Manager Paul Hoffman to execute all necessary grant documents.

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

Section 1. The City Council of the City of Bastrop approves acceptance of a CARES grant in the amount of \$7,902 from the Institute for Museum and Library Services and the Texas State Library and Archives Commission and authorizes the City Manager to execute all necessary documents.

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

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 22nd day of September, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

**TEXAS STATE LIBRARY & ARCHIVES COMMISSION
TSLAC CARES – CYCLE 1 GRANT PROGRAM**

Grant Number: CAR1-21004

I. CONTRACTING PARTIES

Grantor: Texas State Library and Archives Commission (TSLAC)
Subrecipient: City of Bastrop, Bastrop Public Library
PO Box 670
Bastrop, TX 78602-0670
DUNS No.: 085155372

II. TERM OF GRANT

April 21, 2020, through August 31, 2021

III. STATEMENT OF SERVICES TO BE PERFORMED

Subrecipient shall provide services as outlined in the approved grant application (TSLAC CARES Grant Program – Cycle 1) as approved by TSLAC. Grant funds must be used to meet TSLAC and Federal goals. The Subrecipient must report information relating to best practices and performance outcomes during the period of this contract. The approved grant application submitted by Subrecipient is incorporated into this contract as if fully set forth herein. In the event of any conflict between the grant application and this contract, this contract shall prevail.

IV. GRANT AMOUNTS AND DISBURSEMENT REQUIREMENTS

- A. The total amount of the grant shall not exceed: \$7,902.00. Indirect costs, as included in the total amount awarded, shall not exceed 0.000 or \$0.00 as indicated in the budget below.
- B. Source of funds:
Institute of Museum and Library Services (IMLS)
CFDA Name: Grants to States CFDA #: 45.310
Federal Award Identification #: LS-246561-OLS-20; Federal Award Date: April 21, 2020
- C. The Subrecipient is restricted to one of two methods for requesting funds from TSLAC. The Subrecipient may request reimbursement of actual and allowable expenditures for the Subrecipient’s normal billing cycle, or advance payment for estimated and allowable expenditures to be incurred in the 30-day period following the request. Only Subrecipients providing documentation to demonstrate a lack of sufficient working capital and the ability to minimize the time elapsing between transfer of funds from TSLAC and disbursement of grant funds will be allowed to request advance payments.
- D. The Subrecipient must request payments from TSLAC using TSLAC’s Request for Funds form (RFF) via TSLAC’s online Grant Management System (GMS), located at <https://grants.tsl.texas.gov>. Requests may be submitted to TSLAC no more often than once every 30 days, and no less often than once per quarter. Funds will be processed and paid to the Subrecipient provided TSLAC has received a fully executed contract, and Subrecipient has fulfilled all reporting and training requirements for current and preceding contracts and submitted supporting documentation with the RFF.
- E. When submitting an RFF for reimbursement, the Subrecipient must provide TSLAC with supporting documentation, such as receipts, paid invoices, time sheets, and/or pay stubs to support the amount requested before payment will be processed.
- F. The Subrecipient may not obligate or encumber grant funds after **July 31, 2021**. Subrecipient must submit the final request for reimbursement no later than **August 1, 2021**. All supporting documentation must be submitted no later than **August 31, 2021**.
- G. If the Subrecipient does not expend funds on a regular basis and/or provide notice relating to unexpended funds by **May 31, 2021**, TSLAC reserves the right to act as necessary to reduce any unexpended balances, including reducing the grant amount specified in Section IV. A. above.
- H. Interest earned in excess of \$500 on advanced funds must be returned to TSLAC per requirements in the State of Texas Uniform Grant Management Standards (UGMS). All unexpended grant funds must be returned to TSLAC per requirements in UGMS.
- I. Per the approved grant application, funds are authorized according to the following budget:

<u>Travel</u>	<u>\$ 0.00</u>
<u>Equipment</u>	<u>\$ 0.00</u>
<u>Supplies/Materials</u>	<u>\$4,972.00</u>
<u>Services</u>	<u>\$2,930.00</u>
<u>Consultant Fees</u>	<u>\$ 0.00</u>
<u>Indirect Costs</u>	<u>\$ 0.00</u>
Total	\$7,902.00

V. REQUEST FOR FISCAL AND PROGRAMMATIC CHANGES

If the Subrecipient anticipates a need for a budget or program revision, Subrecipient must notify TSLAC and, if approved by TSLAC, request a budget and/or program revision for fiscal and/or programmatic changes as outlined in this Section. Subrecipient must submit a change request for budget and/or program revisions electronically on TSLAC's GMS. Under no condition may a Subrecipient request to exceed the total grant amount. TSLAC must receive all change requests on or before **June 15, 2021**. Requests received after this date will generally be declined but may be considered on a case-by-case basis if extenuating circumstances exist. **Subrecipient must submit a budget and/or program change request to TSLAC before obligating or expending grant funds as follows:**

- A. Fiscal changes require an approved Budget Revision under any of the following conditions:
 1. Making cumulative transfers among budget cost categories or projects that are expected to exceed ten (10) percent of the total grant;
 2. Transferring any funds into a budget cost category that currently equals zero (\$0);
 3. Expending any program income earned through the utilization of resources funded by this grant; or,
 4. Changing the items listed in the approved budget categories if an item's cost or features are substantially different from what the approved grant application specifies, or from a previously approved fiscal or program revision.
- B. Programmatic changes to the approved grant application require an approved Program Revision under any of the following conditions:
 1. Obtaining the services of a third party to perform activities that are central to the purposes of the grant; or,
 2. Changing the scope or objectives of the approved program, regardless of whether there is an associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

VI. EQUIPMENT AND PROPERTY REQUIREMENTS

- A. If conditions described in Section V.A.1. are met, any fiscal change to items listed in the Equipment budget category specified in Section IV. I. of this contract will require an approved Budget Revision before making the change. A fiscal change includes a change in the cost of the equipment and/or property, and any cost necessary to put the item into service, including, but not limited to, the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make the item usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, protective in-transit insurance, freight, and installation should be included in or excluded from the expenditure cost in accordance with the Subrecipient's regular accounting practices and Generally Accepted Accounting Practices (GAAP). TSLAC will not advise Subrecipient on ancillary charges.
- B. The Subrecipient will comply with UGMS Part III, Subpart C, Sec. 32 (d)(3) requiring certain items of equipment to be maintained on inventory if the item's cost is between \$500 and \$1000.
- C. Equipment costing \$5,000 or more per unit requires approval before purchase. In those instances, TSLAC will secure approval from IMLS on behalf of the Subrecipient and inform Subrecipient of approval once received.
- D. Subrecipient must furnish a statement to TSLAC certifying the governing entity's capitalization level with the signed grant contract. Subrecipient agrees to maintain records on all equipment/property with an acquisition cost above governing entity's capitalization level.
- E. Subject to the obligations and conditions set forth in UGMS, title to equipment acquired under a grant will vest in the Subrecipient upon acquisition. Subrecipient must include any equipment/property acquired with grant funds in the required biennial property inventory and follow the UGMS requirement that the Subrecipient reconcile the equipment/property records with a physical inventory of the equipment/property every two years. This biennial inventory does not need to be submitted to TSLAC but must be maintained by the Subrecipient and will be subject to review and/or audit by TSLAC. When property is vested in the Subrecipient, Subrecipient will dispose of equipment/property in accordance with UGMS. When the Subrecipient has been given federally or state-owned equipment/property, Subrecipient will follow the guidance as set forth in UGMS.

VII. REPORTING REQUIREMENTS

The State Legislature has charged TSLAC with submitting performance measurement reports that specify the level of services provided by its programs and services. In accepting these grant funds, the Subrecipient acknowledges responsibility for performing certain services on behalf of TSLAC, as outlined in the approved grant application. Therefore, the Subrecipient is responsible for submitting periodic reports that reflect the Subrecipient's level of performance on these services to TSLAC. To comply with these requirements, the Subrecipient agrees to submit reports that are timely, accurate, auditable, and consistent with definitions.

- A. The Subrecipient agrees to develop or revise, as necessary, any specific written documentation of its current procedures for (1) collecting and reporting performance measures; (2) conducting a fixed asset inventory; and/or, (3) any other issues identified in the Subrecipient's grant activities or internal audit. Drafts of this procedural documentation will be submitted to TSLAC by dates established mutually between TSLAC and Subrecipient. TSLAC will provide review and guidance to enable final versions to be approved on or before established deadlines.
- B. The Subrecipient agrees to submit quarterly performance reports detailing grant-funded activities via TSLAC'S GMS on or before due dates listed in the following schedule. In the event that a due date falls on a weekend or state holiday, the respective report will be due on the next business day. Subrecipient agrees to submit Legislative Budget Board (LBB) measures, as defined by TSLAC, in the reports, and to work with agency staff in the development and reporting of Project outcomes. LBB measures may include the numbers of: a) books and other materials purchased with grant funds; b) persons provided grant-sponsored services; and/or c) library staff trained or assisted in order to carry out the grant-funded activities.

Reporting Period

P1 (April 21, 2020–August 31, 2020)
P2 (September 1, 2020–February 28, 2021)
P3 (March 1, 2021–August 31, 2021)

Due Date

December 7, 2020
March 7, 2021
September 7, 2021

- C. The Subrecipient will ensure that all fiscal reports or vouchers requesting payment under this agreement will include a certification, signed by an official who is authorized to legally bind the Subrecipient, that the reports are true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. The Subrecipient acknowledges that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject the signing official to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (2 CFR §200.415(a))
- D. The Subrecipient agrees to submit an audit certification form for each auditable period ending August 31, 2020, and August 31, 2021, to TSLAC **no later than December 31 of each year, respectively, or other deadlines as specified by TSLAC.**
- E. If a single audit is required, the Subrecipient will comply with the Supercircular (2 CFR §200.512 Report Submission). The audit shall be completed and the required data collection form submitted to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the state agency that provided the funding or a different period is specified in a program-specific audit guide.
- F. TSLAC reserves the right to withhold final payment on this Grant until all required reports and forms are received.

VIII. GENERAL TERMS AND CONDITIONS

- A. The Subrecipient will comply with the TSLAC CARES Grant Program Guidelines – Cycle 1.
- B. The Subrecipient will comply with the Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.119 regarding General Grant Guidelines.
- C. The Subrecipient will comply with all applicable federal and state laws and any other requirements relevant to the performance of Subrecipient under this contract, including the following rules and guidance as applicable:
 - 1. Texas Uniform Grants Management Standards (UGMS) (<https://comptroller.texas.gov/purchasing/docs/ugms.pdf>); and
 - 2. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200 and §3187 (Supercircular)) (<https://federalregister.gov/a/2013-30465>).
- D. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. Subrecipient understands that IMLS and TSLAC reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work for Federal or state government purposes, and to authorize others to do so. (2 CFR §200.315)
- E. All publicity relating to the grant award must include acknowledgment of the Institute of Museum and Library Services (www.imls.gov/recipients/imls_acknowledgement.aspx) and the Texas State Library and Archives Commission. Publicity includes, but is not limited to press releases, media events, public events, displays in the benefiting library, announcements on the Subrecipient's website, and materials distributed through the grant project. The Subrecipient will provide TSLAC with one set of all public relations materials produced under this grant with the final quarterly performance report.
- F. The Subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) that prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and §§1685-1686), that prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), that prohibits discrimination on the basis of disability and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§6101-6107), that prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §523 and §527 of the Public Health Service Act of 1912 (42 U.S.C. §290 dd-3 and §290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) that may apply to the application.
- G. The Subrecipient understands that acceptance of funds under this contract acts as acceptance of the authority of duly authorized representatives of TSLAC, IMLS, the Comptroller General of the United States, and the Texas State Auditor's Office, or any successor agencies, to conduct an audit or investigation in connection with those funds. Subrecipient further agrees to cooperate fully with said representatives in the conduct of the audit or investigation and agrees to provide access to all books, documents, papers, examinations, excerpts, transcripts, copies, and any other records necessary to conduct the audit and/or investigation. Subrecipient will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Subrecipient, and the requirement to cooperate, is included in the contract for any sub-grant awarded.

- H. The Subrecipient, *if a private entity*, will comply with Federal law pertaining to trafficking in persons. Subrecipient and its employees may not:
1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 2. Procure a commercial sex act during the period of time that the award is in effect; or
 3. Use forced labor in the performance of the award or subawards under the award.
- I. The Subrecipient agrees to maintain all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for three years after the last State Program Report for the Texas LSTA 5-Year Plan 2018-2022 is submitted (anticipated date of submission is December 31, 2023). This means **the Subrecipient must maintain all grant-related records through December 31, 2026. In addition, Subrecipients that operate as state agencies must comply with Texas Government Code, § 441.1855, relating to state agency contracting and the retention of all contract-related documents.**
- In the event the Subrecipient or receiving entity ceases to exist, the Subrecipient will notify TSLAC in writing providing the name of the legal entity that will maintain the records and the location of the records.**
- J. This grant may be terminated by written notice and mutual agreement of both parties. The termination notice must be given no less than 30 days prior to the termination date. Where notice of termination is given, the Subrecipient shall:
1. Take immediate steps to bring the work or grant activities to a close in a prompt and orderly manner. Subrecipient will complete reporting requirements outlined in Section VII of this document and in a manner mutually agreed upon by both parties as part of the closeout process.
 2. Reduce expenses to a minimum and not undertake any forward commitment. All contracted funds that are not spent, encumbered or obligated at the time of notice of termination shall revert back to TSLAC according to processes established in Section IV. H. of this document and according to a timeline mutually agreed upon by both parties.
- K. Loss of all of Subrecipient's staff prior to the end of the grant period or the termination date, whichever is earlier, does not relieve the Subrecipient of its obligations to fulfill all terms and conditions of the grant with regard to reporting requirements, retention of records and requirements for disposition of equipment and supplies.
- L. The parties agree that no provision of this contract is in any way intended to constitute a waiver by TSLAC or the State of Texas of any immunities from suit or from liability that TSLAC or the State of Texas may have by operation of law.

IX. ENFORCEMENT

- A. Remedies for noncompliance. If a Subrecipient materially fails to comply with any term of the contract, whether stated in a state or federal statute or regulation, an assurance in a state plan or application, a notice of award, or elsewhere, TSLAC may take one or more of the following actions or impose other sanctions as appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient, or more severe enforcement action by TSLAC;
 2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current contract for the Subrecipient's program;
 4. Withhold further awards for the program; or
 5. Take other remedies that may be legally available.
- B. Hearings, appeals. In taking an enforcement action, TSLAC will provide the Subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Subrecipient is entitled under any statute or regulation applicable to the action involved. Appeal/protest procedures are outlined in the Texas Administrative Code (TAC), Title 13, Part 1, Chapter 2, Subchapter A, Rule 2.55.
- C. Effects of suspension and termination. Costs to Subrecipient resulting from obligations incurred by the Subrecipient during a suspension or after termination of an award are not allowable unless TSLAC expressly authorizes them in writing. Other Subrecipient costs incurred during suspension or after termination that are necessary and not reasonably avoidable are allowable if:
1. The costs relate to obligations that were properly incurred by the Subrecipient before the effective date of suspension or termination and were not incurred in anticipation of suspension or termination, and, in the case of a termination, the costs are noncancelable; and,
 2. The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.
- D. Relationship to Debarment and Suspension — The enforcement remedies identified in this section, including suspension and termination, do not preclude Subrecipient from being subject to "Debarment and Suspension" under Executive Order 12549 (UGMS, Part III, Subpart C, Sec. 35) and state law.

X. CONTACTS AT TSLAC

Questions or concerns about programmatic issues, budget and/or program revisions, performance reports, and equipment/property should be directed to:

Bethany Wilson, Grants Administrator
Phone: 512-463-5527/ Fax: 512- 936-2306
E-mail: bwilson@tsl.texas.gov

Questions or documentation relating to requests for funds, payments, and financial status should be directed to:

Arturo Villarreal, Grants Accountant
Phone: 512-463-5472 / Fax: 512-475-0185
E-mail: grants.accounting@tsl.texas.gov

Questions or concerns about advance payments and other financial issues should be directed to:

Rebecca Cannon, Manager, Accounting and Grants
Phone: 512-463-6626 / Fax: 512-475-0185
E-mail: rcannon@tsl.texas.gov

Payments from Subrecipient to TSLAC, such as refunds and those for excess advanced funds or interest earned on advanced funds, should be mailed to the following address with an explanation of the purpose of the payment and the grant number:

Grants Accountant
Accounting and Grants Department
Texas State Library and Archives Commission
PO Box 12516
Austin, TX 78711-2516

XI. APPLICABLE AND GOVERNING LAW

- A. The laws of the State of Texas shall govern this grant.
- B. All duties of either party shall be legally performable in Texas. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Texas, and the forum and venue for such disputes shall be Travis County, District Court.
- C. This grant contract is subject to the availability of funds. TSLAC may reduce or terminate this grant contract when the availability of funding is reduced or eliminated.

XII. GRANT CERTIFICATIONS

- A. TSLAC certifies that: (1) the services specified in the approved grant application and this contract are necessary and essential for activities that are properly within the statutory functions and programs of the affected organizations; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and, (3) the grant is in compliance with Texas Government Code §441.006, Texas Government Code §441.135; Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.119 regarding General Grant Guidelines; the Library Services and Technology Act (LSTA); the State Plan for the LSTA in Texas; and UGMS.
- B. The Subrecipient certifies that all costs included in this grant award are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements.
- C. The Subrecipient certifies that the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the negotiating agency will be notified of any accounting changes that would affect the predetermined rate.
- D. The Subrecipient certifies by this contract that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid for such purpose, the Subrecipient shall complete and submit OMB form SF-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly, as specified in 31 U.S.C. §1352.
- E. Subrecipient has provided to TSLAC the mandatory Internet Safety Certification (Certification) that it is in compliance with requirements of the Children’s Internet Protection Act (CIPA) for any Federal funds under this grant that will be used to purchase computers used to access the Internet or pay for the direct costs of accessing the Internet. Subrecipient agrees to collect, as required and appropriate, Certification forms from all libraries receiving benefits of Federal funds expended under this contract.
- F. Subrecipient certifies that neither subrecipient nor any of its principals (a) are presently excluded or disqualified; (b) have been convicted within the preceding three years of any of the offenses listed in 2 CFR §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 CFR §180.800(a);

or (d) have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default. Where the Subrecipient is unable to certify to any of the statements in this certification, the Subrecipient shall attach an explanation to these Certifications.

- G. The Subrecipient certifies all applicable activities related to this grant will be in compliance with the Copyright Law of the United States (Title 17, U.S. Code).
- H. In addition to Federal requirements, state law requires a number of assurances from applicants for Federal pass-through or other state-appropriated funds. (UGMS Part III, Subpart B, Sec. 14 – State Assurances)

XIII. SIGNATURES

The undersigned hereby execute this contract.

GRANTOR

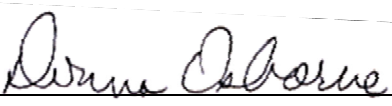
Texas State Library and Archives Commission

SUBRECIPIENT

City of Bastrop, Bastrop Public Library

Mark Smith, Director and Librarian

Signature (official empowered to enter into contracts)

Date



Typewritten or Printed Name

Donna Osborne, Chief Financial Officer

Title

08/27/2020

Date

Date


Jennifer Peters, Library Development and Networking Director

08/27/2020

Date


Bethany Wilson, Grants Administrator

08/27/2020

Date



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9H

TITLE:

Consider action to approve Resolution No. R-2020-90 of the City Council of the City of Bastrop, Texas approving an Amendment to Task Order No. BAS.006A to KSA Engineers for additional engineering design services to include a new water line and diesel engine generator (in lieu of gas engine generator) in the amount of Two Hundred Fifty-five Thousand Five Hundred Dollars and Zero Cents (\$255,500.00) as attached in Exhibit A, 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:

Understanding the future cost to ratepayers drives staff to continually look for saving throughout the project. I along with our engineering team from KSA continually review the project for areas to cut cost.

This task order you have before you tonight will increase the overall contract price of engineering by Two Hundred Fifty-five Thousand Five Hundred Dollars and Zero Cents (\$255,500.00). The cost increase is based on the original contract prices established with the first task order executed in 2018. The additional engineering is for the design of a diesel engine generator. The original design called for a natural gas generator. The cost for a diesel engine generator is approximately \$500,000.00 cheaper than a natural gas generator. The change in design saves in the purchase price but also saves approximately \$23,000.00 a year in annual operational cost.

This task order amendment also includes the design of a new potable water line that will serve the wastewater plant. By serving the plant with water from the City of Bastrop water system the estimated reduction in annual recurring costs for potable water supply is estimated at \$26,000 annually.

While performing a value engineering study I requested in March, KSA's engineering staff also found \$100,000.00 in savings by redesigning the wastewater treatment plant site's storm water infrastructure. While the contract price for design is increasing, the City will recognize a savings of approximately \$350,000.00 at the time of construction. The decisions will also lower operational cost approximately \$50,000.00 annually.

POLICY EXPLANATION:

City Council's commitment to fiscal sustainability is a driving force that continually promotes future planning of the wastewater collection system. Future expansion of the collection system allows additional customers to be added and will reduce cost for current and future rate payers.

FUNDING SOURCE:

Funding for additional engineering and survey work associated with the extension of a potable water line and replacement of the natural gas engine generator will be funded through the W/WW Capital Fund from the bond series in 2020.

RECOMMENDATION:

Trey Job, Assistant City Manager recommends approval of Resolution No. R-2020-90 of the City Council of the City of Bastrop, Texas approving an Amendment to Task Order No. BAS.006A to KSA Engineers for additional engineering design services to include a new water line and diesel engine generator (in lieu of gas engine generator) in the amount of Two Hundred Fifty-five Thousand Five Hundred Dollars and Zero Cents (\$255,500.00) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Amendment to Task Order No. BAS.006A



RESOLUTION NO. R-2020-90

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AN AMENDMENT TO TASK ORDER NO. BAS.006A TO KSA ENGINEERS FOR ADDITIONAL ENGINEERING DESIGN SERVICES TO INCLUDE A NEW WATER LINE AND DIESEL ENGINE GENERATOR (IN LIEU OF GAS ENGINE GENERATOR) IN THE AMOUNT OF TWO HUNDRED FIFTY-FIVE THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$255,500.00) AS ATTACHED IN EXHIBIT A, 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, 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 projected growth of the City of Bastrop will soon result in wastewater flow rates that will exceed the capacity of the City's current wastewater collection system and treatment facilities; and

WHEREAS, the City Council of the City of Bastrop, Texas has the vision to improve Bastrop's Community Safety by building Wastewater Treatment Plant No. 3; and

WHEREAS, engaging KSA Engineers to provide design and construction management services for Wastewater Treatment Plant No. 3 meets that intent and is Item CS#15 in the City's Work plan; and

WHEREAS, the City of Bastrop has chosen KSA Engineers from a list of qualified consulting firms identified by City Council on July 10, 2018; and

WHEREAS, the City Council of the City of Bastrop, Texas approved a contract for the design of Wastewater Treatment Plant #3 and related collection system improvements on August 28, 2018; and

WHEREAS, the Amendment to Talk Order No. BAS.006A provides a cost saving for the overall project and future cost savings annually.

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

Section 1: The City Manager is hereby authorized to execute the Amendment to Task Order No. BAS.006A for to KSA Engineers in the amount of Two Hundred Fifty-five Thousand Five Hundred Dollars and Zero Cents (\$255,500.00) as attached in Exhibit A.

Section 2: The City Council of the City of Bastrop has found KSA Engineers to be a subject matter expert in the field of Wastewater Treatment Plants.

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 22nd day of September, 2020.

APPROVED

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Amendment No. 3 To Task Order No. BAS.006A

1. Background Data:

- a. Effective Date of Task Order Agreement: October 31, 2018
- b. Owner: City of Bastrop
- c. Engineer: KSA Engineers, Inc.
- d. Specific Project: Wastewater Treatment Plant No. 3

2. Description of Modifications

a. Engineer shall perform the following Additional Services:

Based upon the results of the Value Engineering Study, the Engineer will:

- 1. Redesign the plant standby power facilities to include diesel generator(s) in lieu of natural gas generators as previously requested by the City. This revision is estimated to provide a construction cost savings of \$500,000.
 - 2. Provide design and construction phase services for a 8,600 LF of new 12-inch water line that will extend from State Hwy 304 near Hunters Point Drive to WWTP No. 3 (see attached exhibit). This line will service the treatment plant and provide a future tie-in point for water service to customers on the east side of the Colorado River. The Pre-design Opinion of Probable Construction Cost for the line is \$900,000.
- b. The Scope of Services currently authorized to be performed by Engineer in accordance with the Task Order and previous amendments, if any, is modified as follows: N/A
 - c. The responsibilities of Owner with respect to the Task Order are modified as follows:
Water Model will be built based on static water distribution system pressure from the Hunters Point Drive subdivision, if available. The water distribution system model will be built for the new water line segment only, unless an existing water distribution system model exists for Hunters Point Drive subdivision, in which case, a copy of the model will be required from 3rd party consultant.
 - d. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

Basic Engineering Preliminary Design Phase	\$96,000 Lump Sum
Basic Engineering Final Design Phase	\$51,000 Lump Sum
Basic Engineering Bidding Phase	\$10,000 Lump Sum
Basic Engineering Construction Administration Phase	\$30,000 Lump Sum

Basic Engineering Post Construction Phase	\$ 3,000 Lump Sum
Reimbursable Expenses	\$ 2,500 Per Exhibit C
Design Surveying	\$ 4,500 Per Exhibit C
Easement Surveying (Assume 2 parcels)	\$ 5,000 Per Exhibit C
Plats/Descriptions (Assume 2 Parcels)	\$ 6,000 Per Exhibit C
Construction Surveying (Control)	\$ 4,500 Per Exhibit C
Construction Materials Testing	\$ 3,500 Per Exhibit C
TxDOT Permit Application & Coordination	\$ 7,500 Lump Sum
Project Representative	\$15,000 Per Exhibit C
Water Distribution System Modeling	\$12,000 Lump Sum
Subsurface Utility Engineering (SUE)	\$ 5,000 Per Exhibit C

- e. The schedule for rendering services under this Task Order is modified as follows: Draft design drawings within 90 days of notice to proceed.
- f. Other portions of the Task Order (including previous amendments, if any) are modified as follows: N/A

3. Task Order Summary (Reference only)

a. Original Task Order amount:	\$2,790,000.00
b. Net change for prior amendments:	\$ 44,000.00
c. This amendment amount:	<u>\$ 255,500.00</u>
d. Adjusted Task Order amount:	<u>\$3,089,500.00</u>

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER: City of Bastrop

ENGINEER: KSA Engineers, Inc.

By: _____

By:  _____

Name: _____

Name: Joncie H. Young, P.E.

Title: City Manager

Title: Director of Municipal Services

Date Signed: _____

Date Signed: August 6, 2020



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www.ksaeng.com

LATEST
REVISION:
8/6/2020

KSA JOB
NUMBER:
BAS006A

BASTROP, TEXAS

BASTROP WASTEWATER
TREATMENT PLANT, AND
WATER LINE ROUTE



STAFF REPORT

MEETING DATE: September 22, 2020

AGENDA ITEM: 9I

TITLE:

Consider action to approve the first reading of Resolution No. R-2020-93 of the City Council of the City of Bastrop, Texas, approving Project Gummy Bears in an amount exceeding Ten Thousand Dollars (\$10,000.00) for the project; and providing an effective date; and move to include on the October 13, 2020 City Council agenda for second reading.

STAFF REPRESENTATIVE:

Cameron Cox, Bastrop EDC Chief Executive Officer

BACKGROUND/HISTORY:

The BEDC is seeking approval of a project under Section 505.158(b) of the Local Government Code, a/k/a the Texas Economic Development Act, which mandates that prior to the BEDC funding a project involving an expenditure by the BEDC of more than \$10,000, per project, the City Council shall adopt a Resolution authorizing the project, which Resolution shall be read by the City Council, on two separate occasions. Texas Local Government Code Chapters 501 and 505 are written for cities and economic development corporations to use funds on projects that promote workforce training and development, higher education, capital development and/or business enterprise expansion for all size businesses located within the City of Bastrop.

POLICY EXPLANATION:

Section 505.158(b) of the Local Government Code, a/k/a the Texas Economic Development Act, mandates that prior to the BEDC funding a project involving an expenditure by the BEDC of more than \$10,000, per project, the City Council shall adopt a Resolution authorizing the project, which Resolution shall be read by the City Council on two separate occasions.

FUNDING SOURCE:

Contingent upon approval by Bastrop EDC Board on September 21, 2020.

RECOMMENDATION:

Recommend approval of the first reading of Resolution No. R-2020-93 of the City Council of the City of Bastrop, Texas, approving of Project Gummy Bears and an amount exceeding Ten Thousand Dollars (\$10,000.00) for project; and providing an effective date; and move to include on the October 13, 2020 City Council agenda for second reading.

ATTACHMENTS:

- Draft Resolution R-2020-93

RESOLUTION NO. R-2020-93

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING PROJECT GUMMY BEARS IN AN AMOUNT EXCEEDING TEN THOUSAND DOLLARS (\$10,000.00) FOR THE PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of the Bastrop Economic Development Corporation (“BEDC”) met on September 21, 2020, and took formal action to support and provide funds for various economic development projects under Chapters 501 and 505 of the Texas Local Government Code; and

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

WHEREAS, the City has reviewed the September 21, 2020 actions of the BEDC related to Project Gummy Bears noted herein below, has considered and evaluated that project, and has found it meritorious of the Council’s approval; and

WHEREAS, the Texas Local Government Code Chapters 501 and 505 are written for cities and economic development corporations to use funds on projects that promote workforce training and development, higher education, capital development and/or business enterprise expansion for all size businesses located within the City of Bastrop; and

WHEREAS, two businesses within the City of Bastrop are seeking to expand at three locations, provide and promote workforce training and development, higher education, capital development and business enterprise expansion to include improving real property at three locations, developing a higher education curriculum and workforce training center, and to provide for a future expansion at the Industrial Park of the BEDC; and

WHEREAS, the BEDC desires to offer incentives to be paid in accordance with the project’s goals and objectives, as well as being conducted in accordance with the BEDC’s strategic plan completed in 2019;

WHEREAS, the BEDC has entered into a performance agreement in accordance with Section 501.158 of the Texas Local Government Code and in conformity with the Act; and

WHEREAS, the BEDC considered the capital contributions, property improvements, the workforce development training, higher education programs to be offered, and the certifications and curriculum to be developed with this project to evaluate the amounts to be awarded in this project as incentives; and

WHEREAS, the BEDC is awarding more than \$10,000 for this project under this Resolution, which requires the City of Bastrop City Council to approve of this project at two readings; 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 CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

SECTION 1. The City Council of the City of Bastrop, Texas, hereby approves of Project Gummy Bears and the Resolution 2020-0024 passed by the BEDC Board of Directors on September 21, 2020.

SECTION 2. The City Manager is hereby authorized to convey a copy of this Resolution of approval, as appropriate.

SECTION 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

READ and ACKNOWLEDGED on First Reading on the 22nd day of September 2020.

READ and APPROVED on the Second Reading on the ____ day of _____ 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: September 22, 2020

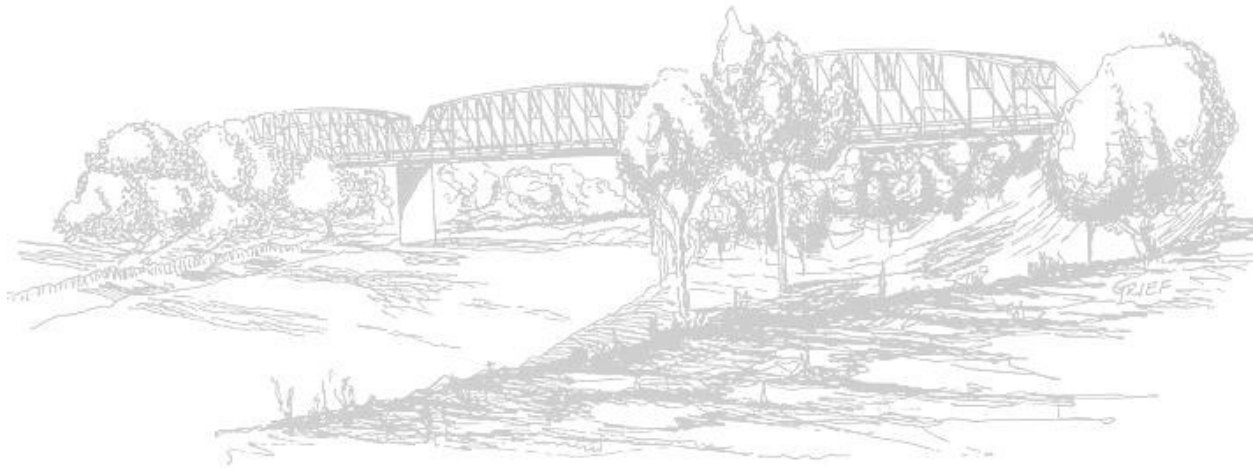
AGENDA ITEM: 10A

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: September 22, 2020

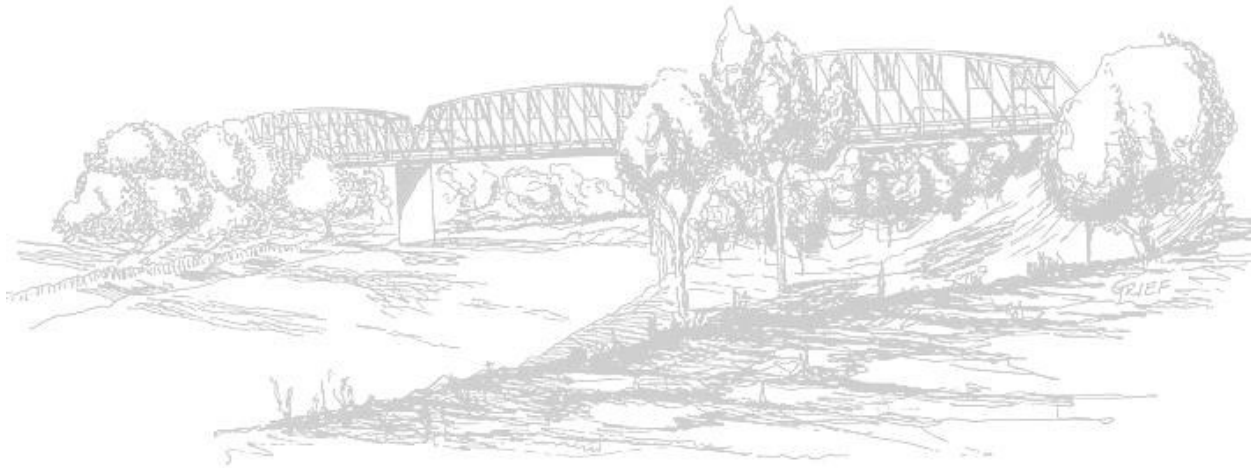
AGENDA ITEM: 10B

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: September 22, 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

