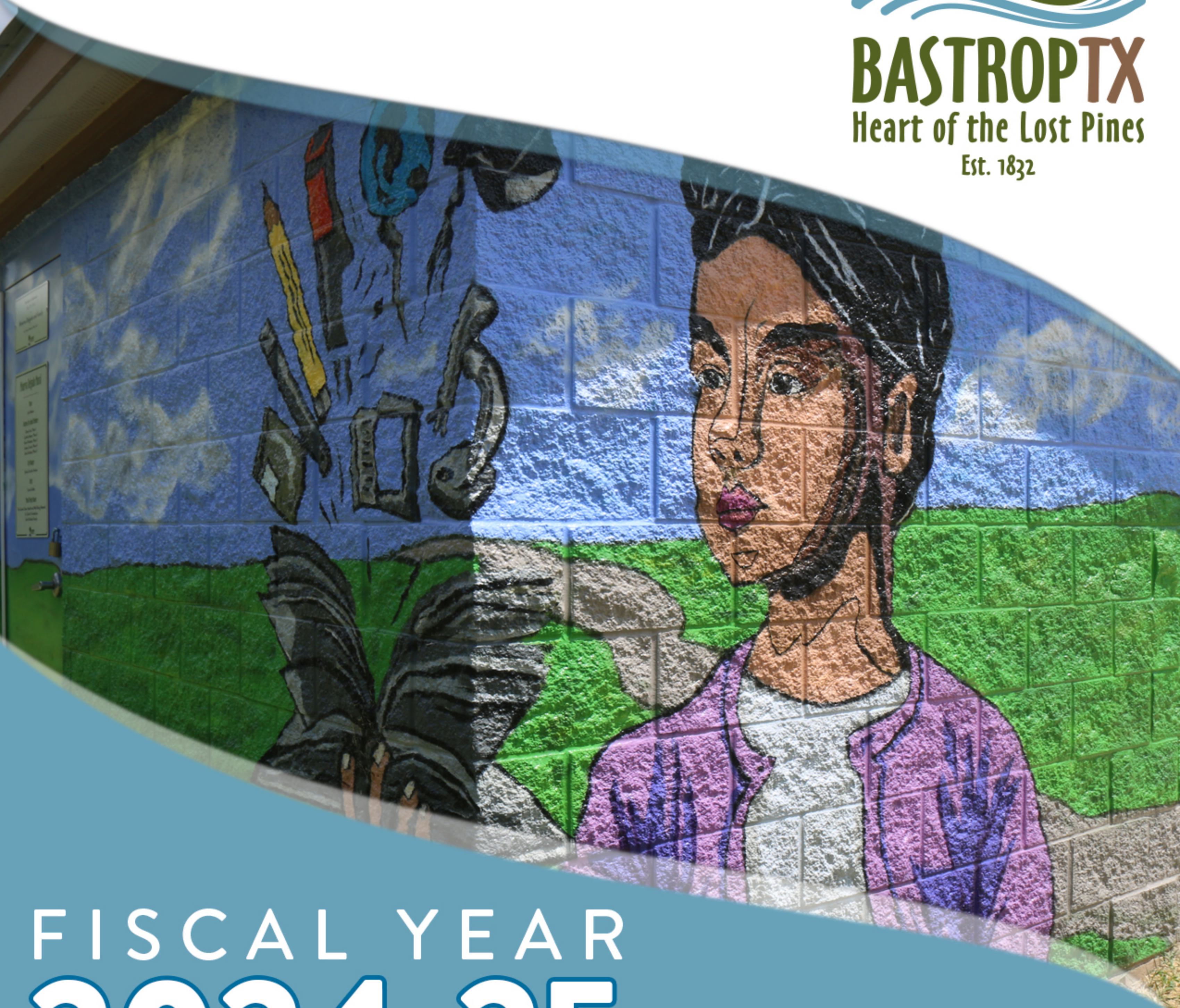




BASTROPTX
Heart of the Lost Pines
Est. 1832



FISCAL YEAR
2024-25
ANNUAL
BUDGET



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INTRODUCTION

ANNUAL OPERATING BUDGET FY 2024-2025

City Council Record Vote

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

John Kirkland, Mayor Pro-Tem- yea
 Kerry Fossler- yea
 Cynthia Meyer- yea
 Cheryl Lee- yea
 Kevin Plunkett- yea

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$432,609 which is a 5% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$313,977”.

TAX RATE

Fiscal Year	Property Tax Rate	No-New-Revenue Tax Rate	No-New-Revenue M&O Tax Rate	Proposed M&O Tax Rate	Voter-Approval Tax Rate	Debt Rate
2023-2024	0.4994	0.4832	0.2985	0.3032	0.5051	0.1962
2024-2025	0.4994	0.5025	0.3061	0.3032	0.5165	0.1962

Municipal Debt Obligations - Principle & Interest

Tax Supported	Revenue Supported	Total
\$33,565,800	\$135,880,838	\$169,446,638

The City will issue bonds in the amount of \$36,845,000 before the end of the FY 2024. These will be revenue supported bonds and is not reflected in this total.

Community Profile



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

Embracing the Future

Today, this dynamic city is growing at an unprecedented pace. With a current population of approximately 11,739, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2020 census showed the City of Bastrop’s population increased 34.2% from the previous census in 2010. It is estimated the City will have grown an additional 25% since 2020. The City has already outpaced the projected 2020 population of 9,383. The City has approximately 18 square miles under annexation agreements and an additional 145 square miles of extraterritorial jurisdiction. Industries are continuing to develop in and around the Bastrop area, creating a bigger demand for housing and retail. The growth of the east Austin corridor continues to spill over into Bastrop, the population estimates show a population increase of 120,901 by 2030.

Experience

Bastrop's tranquil setting amid the natural beauty of Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant outdoor recreational opportunities. The Colorado River runs through Bastrop and is perfect for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. During FY 2020, the city executed a lease agreement to a kayaking outfitter for use of a small portion of Fisherman's Park to enhance the use of this recreational asset. Bastrop was one of four inaugural cities certified by Texas Parks and Wildlife as a Bird City, along with Dallas, Houston, and Port Aransas.

Other nearby attractions include three golf courses, two state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world who were previously unaware of this charming town.

Annually, Bastrop plays host to numerous events, such as the Big Bang, Homecoming & Rodeo, Table on Main, Veteran's Day Car Show, Corvette Invasion, Bastrop Music Festival, Juneteenth Celebration, and Lost Pines Christmas, which includes a Lighted Parade, River of Lights, and Historic Homes Tour. In February 2024 Bastrop hosted the inaugural Mardi Gras celebration, which was a huge success.

Downtown Bastrop is the soul of the community and features culinary delights from homestyle fare to fine dining, a distillery, breweries, a winery, gift shops, multiple live music venues and the Governor's office's new Music Friendly Community designation, and riverfront views, all nestled around a historic, and picturesque Main Street.

The City of Bastrop is proud to support three Cultural Assets that provide arts, cultural, historical, and tourism-related offerings to the community. The Museum and Visitor Center of the Bastrop County Historical Society is an elegant journey into Bastrop's storied past and also serves as a Visitor Center, welcoming travelers and guests. The Museum received several awards this year, including the John L. Nau III Award of Excellence in Museums for its achievements in historical interpretation, museum education, collection conservation and community involvement. It was chosen out of over 1,000 other museums. The Bastrop Opera House produces live theater just like it was when it began in 1889, performing musicals, plays, Shakespeare, and concerts to sellout crowds of locals and visitors. The Opera House received numerous awards this year, including favorite local theater in the Austin area, beating our larger venues in Austin and the surrounding area. The Opera House swept 14 of the 19 awards at the Broadway World Awards! The Lost Pines Art Center and the recently opened Found Fine Art on Chestnut bring art to life with glassblowing, sculpture, and other immersive experiences.

Employment

As part of a greater metro area of more than 2 million people, Bastrop has experienced tremendous economic growth and is poised for future growth and development. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines Resort, Bastrop County, Bluebonnet Electric Co-op, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

Education

Area students are served by Bastrop Independent School District, which has an enrollment of over 13,000, and is projected to have approximately 20,000 in the district by 2033. One of the largest geographically in the state of Texas, Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige, and vast rural areas of Bastrop County.

Area private and charter schools include Calvary Episcopal School serving children from Pre-K through 6th grade, Good Shepherd Lutheran School offering a faith-based education up to 4th grade, Founders Classical Academy and Compass Rose Harvest serving K through 12th grade.

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

Public Safety

To say that the City of Bastrop is proud of its Police and Fire Departments would be a vast understatement. The community has experienced the hardship of multiple FEMA declared disasters in the last 10 years, but every time, our first responders have proven their dedication and excellence in their service. This budget year continues a focus of adding additional personnel to the police department to cover the expanding needs of the rapid growth around Bastrop. The Police Chief has restructured the department to create a more responsive and resident-driven mission. The new Police mascot, Blue, has won the hearts of children he interacts with!



Population Overview



TOTAL POPULATION

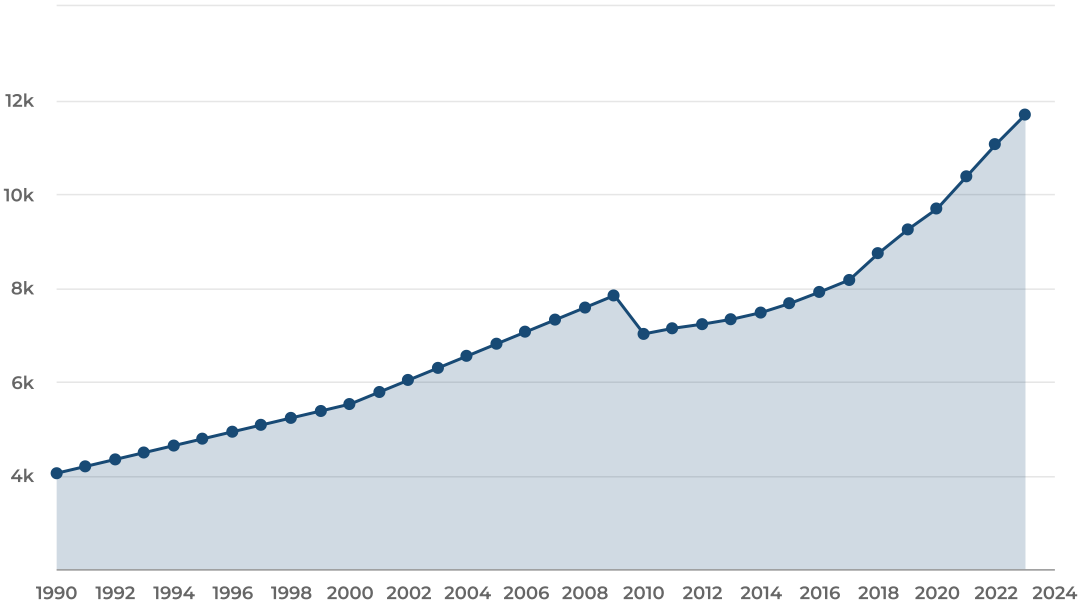
11,690

▲ **5.7%**
vs. 2022

GROWTH RANK

6 out of **1222**

Municipalities in Texas



* Data Source: Client entered data for year 2023



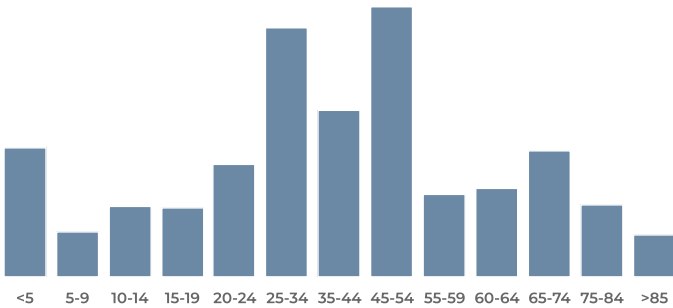
DAYTIME POPULATION

13,718

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey 5-year estimates

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

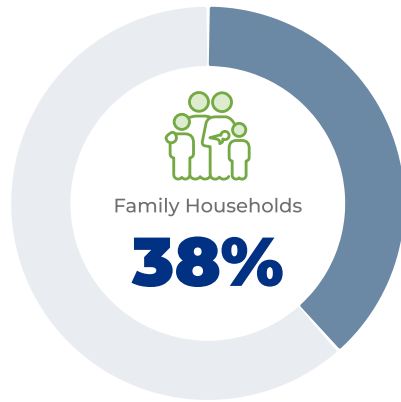
* Data Source: American Community Survey 5-year estimates

Household Analysis

TOTAL HOUSEHOLDS

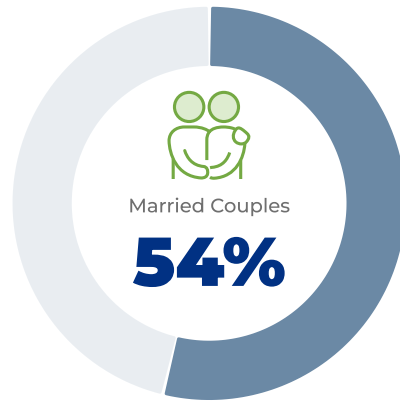
4,156

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▼ **23%**

lower than state average



▲ **7%**

higher than state average



▲ **19%**

higher than state average



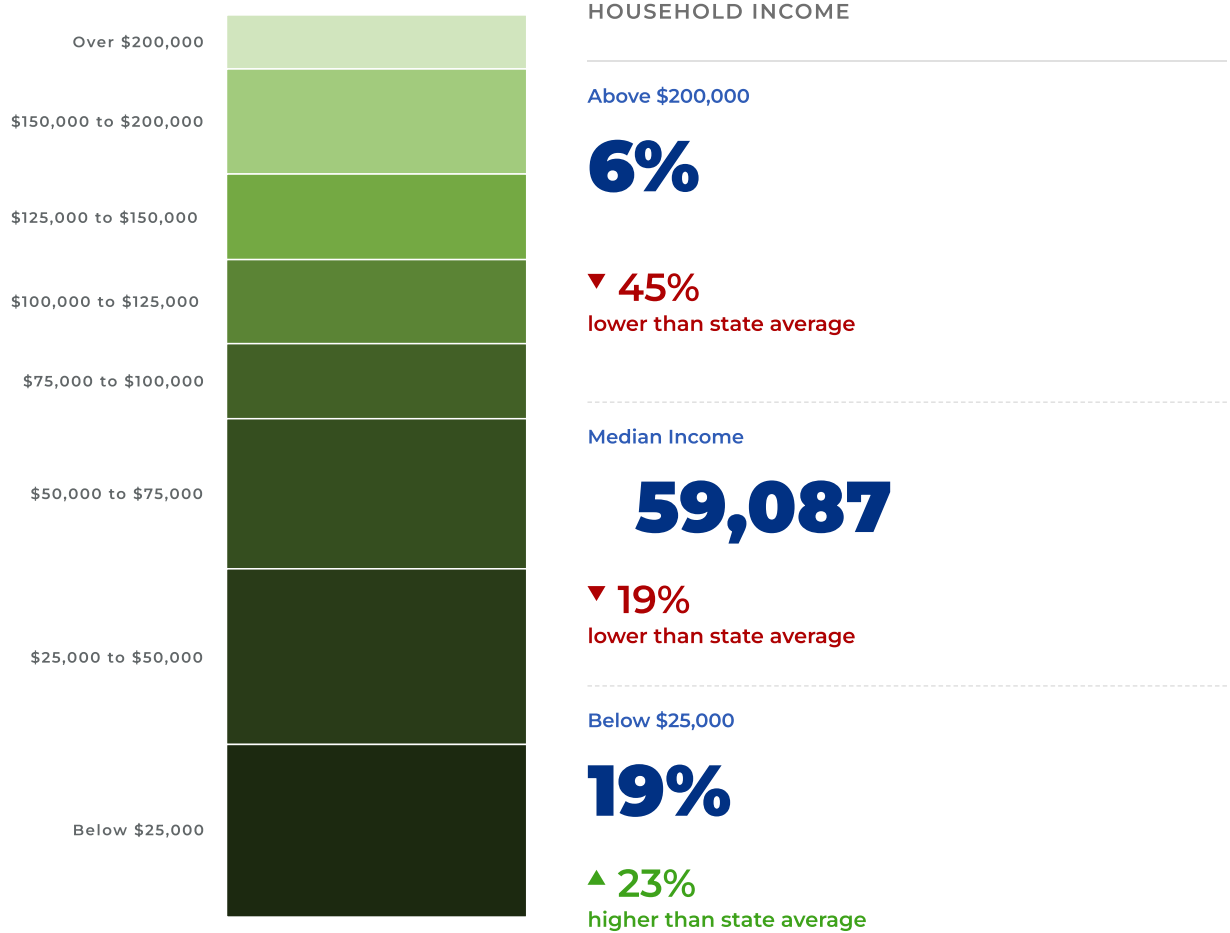
▲ **117%**

higher than state average

** Data Source: American Community Survey 5-year estimates*

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



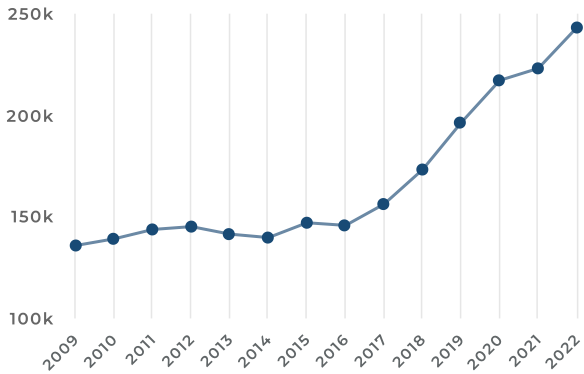
* Data Source: American Community Survey 5-year estimates

Housing Overview



2022 MEDIAN HOME VALUE

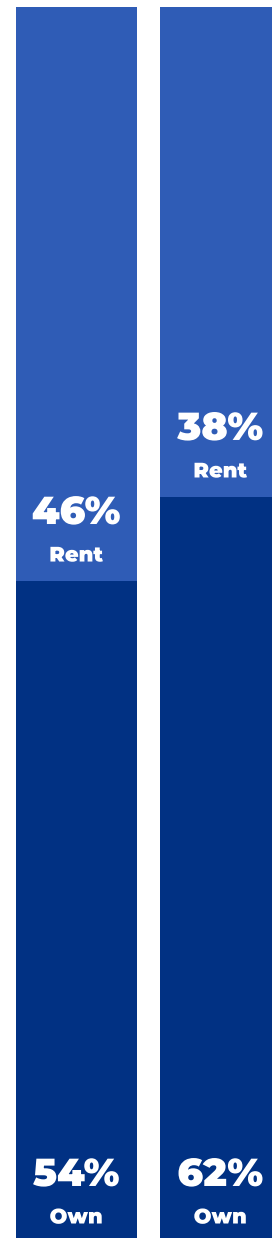
243,200



* Data Source: 2022 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

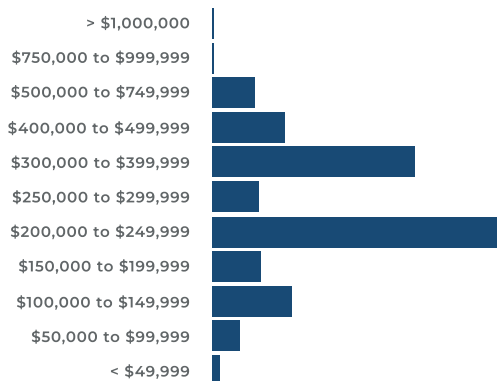
HOME OWNERS VS RENTERS

Bastrop State Avg.



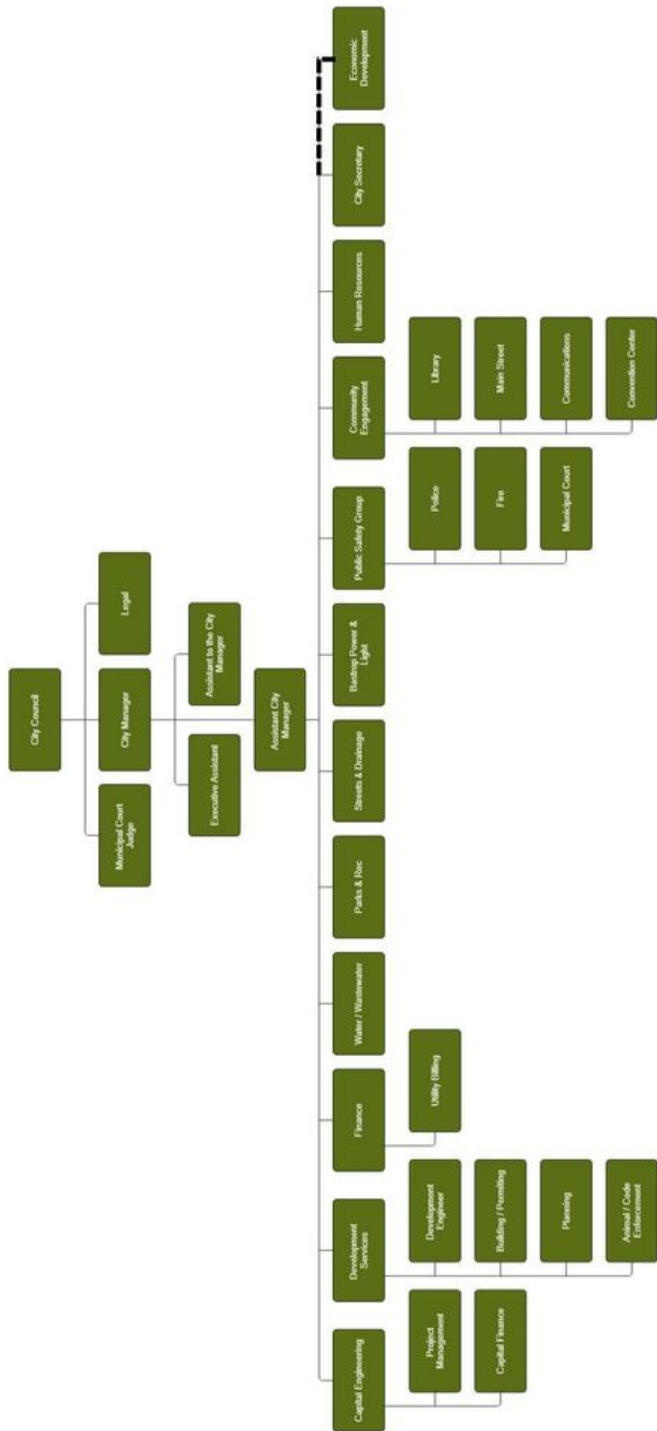
* Data Source: 2022 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME VALUE DISTRIBUTION



* Data Source: 2022 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

CITIZENS



CITY OF BASTROP ORGANIZATIONAL CHART

Fund Structure

Share Costs: The Enterprise Funds and the Hotel Occupancy Tax Fund transfer funds to the General Fund for the cost of shared functions including: Information Technology, Building Maintenance, Human Resources, Finance, City Manager, Community Engagement, Communications, and City Council. The transfer is represented as a reduction in expenses within the General Fund.



BUDGET OVERVIEW

Welcome to the FY 2025 Budget

The City Manager is pleased to present the Proposed FY 2025 Budget for the City of Bastrop. The proposed budget is the result of hard work from each city department, careful review, analysis, and organization by the Finance Department, and a productive pre-budget work session with the City Council on July 2nd of this year.

This budget is a change in the fiscal environment and is reflected in minimal projects or new initiatives planned. Increasing interest rates and market volatility have slowed commercial development significantly. As a result, Ad Valorem and Sales Tax increases combined, show an overall increase of \$562,335, and are not indicative of the explosive growth felt in Bastrop County or central Texas.

Last year we implemented a new citizen engagement platform called the Balancing Act. This platform allowed the citizens to weigh in on base budget increases, giving the City Manager and City Council data as they work through balancing the General Fund. This year, the tool will be launched after the initial budget is presented to the City Council.

	Amount
Revenue	
Ad Valorem	\$260,865
Sales Tax	\$301,770
Expenditures	
Police Department - 2 additional officers	\$170,302
Parks & Recreation - 1 recreation assistant	\$25,800
Cost of Living Adjustment (COLA)	501,675

Although minimal, the Ad Valorem tax revenue has increased in this budget, at a .62% decrease over the No-new-revenue rate, and is a function of increased valuations as opposed to an increase in the City's tax rate.

The theme of the FY 2025 budget was to continue to improve our standing as an employer of choice, which means we ensure the competitiveness of the compensation package, aggressively recruit towards a diverse candidate pool, and are thoughtful about how we use in-house vs. contracted resources. We are still seeing position vacancies due to employees leaving for better opportunities. At the time of this budget, there were 12 vacancies. This budget addresses some of the road blocks to recruitment, including retirement plans and wage levels. There is a 3.3% COLA and a 2.5% merit (STEP) increase included. In FY 2023, the City contributed a large one-time payment to Texas Municipal Retirement System (TMRS) to move the City closer to a plan change from 6% to 7% employee contribution with a 2:1 employer contribution. The FY 2024 budget included an increase in retirement contributions, taking the employer contribution percentage to 14%. The proposed FY2025 budget includes a change from a 25-year retirement plan to a 20-year retirement plan to match surrounding cities. This will help with recruiting and retention of employees.

Additionally, the emphasis on public safety continues with 2 additional officers added to the overall compliment.

Lastly, sticking to basics, the budget also puts emphasis on streets and drainage. The residents recently voted to reduce the 1/2 cent sales tax allocated to the Bastrop Economic Development Corporation to 1/8th of a cent. The remaining 3/8th of a cent has been allocated to the maintenance of existing streets. This amounts to \$3.3M of revenue now solely dedicated to existing to that.

Bastrop City Council

FOCUS AREAS

Communication

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

Community Safety

Keep citizens, businesses, and visitors safe.

Economic Vitality

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

Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.

Manage Growth

Maintain Bastrop's unique feel and character while meeting the needs of the population through facilitation of responsible development and redevelopment.

Multi-Modal Mobility

Improved mobility for all modes of transportation; manage traffic congestion.

Organizational Excellence

Continually improve operations to achieve greater efficiencies and effectiveness through improved customer service for residents and businesses.

Uniquely Bastrop

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

Unique Environment

Continue beautification of natural areas, green spaces, and the river.



Capital Plan & FY 2025 Capital Budget

The City Manager advised the Council that there would be no major Capital Improvement Projects added to the budget until such time as existing projects are completed, with the exception of the Old Iron Bridge project which was approved in the FY 24 budget. The five-year capital plan is updated annually, as project scopes are refined and estimates are adjusted. The annual capital budget reflects the yearly appropriation as authorized by the City Council. The City plans for the long-term, while budgets are approved one year at a time.

PROJECTS	EST. AMT
Simsboro Aquifer Water Treatment Plant, Well Field and Transmission Facilities	\$74,765,004
Wastewater Treatment Plant #3 (Phase II - Preliminary Study)	\$371,118
Agnes St. Extension (Design & Construction)	\$5,275,000
Blakey Lane Extension (Design & Construction)	\$7,358,485
Cemetery Improvements - Section 9 Development (Design & Construction)	\$850,000
Old Iron Bridge Assessment	\$1,129,222
FM 969 Wastewater Line Extension	\$3,200,000
SH 71 Pipe Bursting Project	\$800,000
Westside Water Service Expansion	\$22,000,000
Street Repair/Street Maintenance	\$2,000,000
Water Street Repairs	\$2,000,000
Wastewater Treatment Plant #1 & 2 Rehabilitation	\$2,000,000

CO, Series 2024 Bond Issuance

The Capital Improvement Plan includes projects that will need to be funded through the issuance of debt. There is a proposed \$15,000,000 bond issuance included in the General Fund Debt Service Fiscal Forecast. The projects being considered for funding with this issuance are:

- Priority - Old Iron Bridge (\$15M)
- Secondary - Gills Branch (\$15M) if the grant is not awarded;
-

The Capital Improvement Plan includes projects that will need to be funded through the issuance of debt. The large projects such as the Wastewater Treatment Plant and the Water Plant are multiyear projects. The Finance Department along with our Financial Advisor use a rate model and project the issuance of bonds only as we need the funds. This spreads out the impact on rates and allows development to contribute more to the project. We have seen a significant increase in project costs just within the last year. As these projects are bid, this rate model will be updated and projected rate increases will be brought to City Council. There is a proposed \$36,845,000 bond issuance included in the Water/Wastewater Debt Service Fund Fiscal Forecast. The projects included in this issuance are:

PROJECTS	EST. AMT
XS Ranch Water Plant - Construction	\$32,846,152
Val Verde	\$2,200,000
Pearl River	\$800,000
Aqua CCN Payments	\$998,000

Fiscal Forecast

There are important assumptions driving both the General Fund fiscal forecast and the proposed FY 2025 General Fund budget. Those assumptions include

- 3.5% annual sales tax
- City-wide adjustment to the pay scale is 3.3% (an additional 2.5% step increase on anniversary). All future years are at 3.5% total.
- Significant steps toward achieving a 20 year retirement plan in the Texas Municipal Retirement System. No additional changes in future years.
- No significant increase in health insurance rates in this fiscal but a planned 12% increase for FY 26.

The General Fund is projected to be structurally balanced for each of the next five years, which means recurring revenues exceed recurring expenses for each of those years. The general fund is also projected to meet the 25% fund balance reserve requirement for each of those years.

The Debt Service Fund is forecast to issue debt based on available capacity within this debt rate to fund the Old Iron Bridge rehabilitation. The forecast shows a \$15M issue in FY 2024.

The Water/Wastewater Fund is structurally balanced, as the reduced fund balance is the result of significant cash funding for capital projects in FY 2023 and FY 2024. A base water rate increase of \$5 is proposed for FY 2025 as part of an overall debt model that was developed more than 5 years ago.

The Bastrop Power and Light Fund is projected to be structurally balanced for each of the next five years. The goal of a reduced transfer to the General Fund did not occur in FY 2025 with \$650,000 programmed to be transferred to the General Fund, an increase of \$50,000. The forecast shows the fund staying over the 35% reserve fund balance requirement.

The Hotel Occupancy Tax Fund reflects additional expenses for more adequate staff support for the Convention Center and other tourist related operations and maintenance activities. The proposed reduction to the Visit Bastrop Budget to 35% vs prior years 50% has balanced the fund and also provided the community assets with the requested funds in FY 25.

The Type B Fund forecast is significantly reduced after the voter approved reduction. The fund is solvent, and if desired, can still cash fund some capital projects as needed.

Proposed Fee Changes

General Fund

In preparation of the budget, all fee schedules were reviewed. There are no general fee changes being proposed.

Water/Wastewater Fund

The water base rate fee of 1.5" meters and greater is being increased. This is explained further in the Water/Wastewater Fund pages. There is also a water base fee increase of \$5.00.

Development Services Fund

Various Building Regulation fees were updated and are red-lined in the Master Fee Schedule attached as a part of this budget document. There is the addition of a Plan Review fee for commercial and residential, and increase in the inspection and reinspection fees. Now that this department has brought building inspection and review in-house, these fee updates are to make sure we are covering all of our costs. There is a new fee proposed for a Short-Term Rental registration. This is important for public safety reasons, making sure we know where visitors might be staying during an emergency event. If Council does not approve the policy or fee, it would be removed from the budget.

Total Burden on Taxpayer

The chart below reflects the total amount of increase on the average taxpayer.

Description	Annual Amount
Ad Valorem (Average Taxable Homestead)	\$98.00
Water Base Fee	\$5.00
Solid Waste (Residential service & recycling)	\$0.00
TOTAL	\$103.00

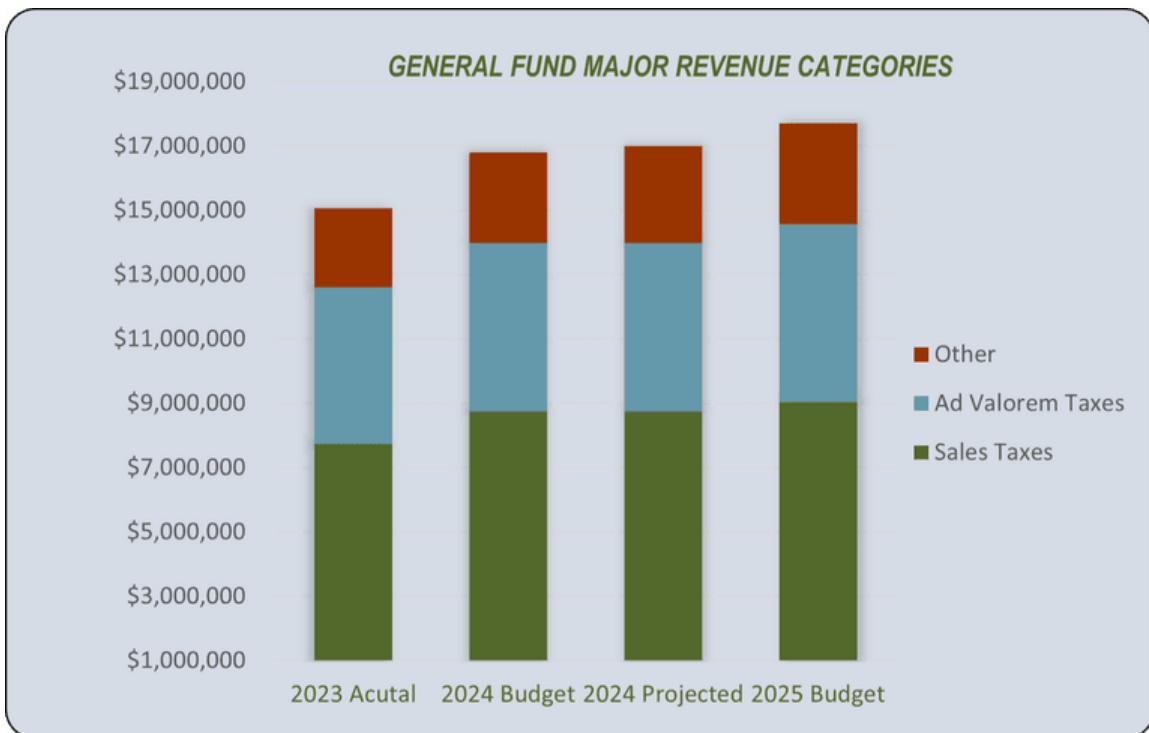
FY 2025 Budget in Brief

All Funds

The City of Bastrop is proposing \$73,567,688 of revenue in FY 2025, which represents a 1.2% decrease over the FY 2024 budget amount of \$74,490,890. Budgeted operating expenditures are proposed to decrease by 21.3% to \$95,639,158 in FY 2025. The excess expenditure over revenue is due to capital projects that are using available fund balance in bond funds

General Fund

The City of Bastrop is proposing \$17,773,380 of revenue in FY 2025, which represents a 4.6% increase over the FY 2024 projected amount of \$16,987,032 and 5.7% over the FY 2024 budgeted amount. Budgeted operating expenditures (less transfers and lump sum payments) are proposed to increase by 4.8% to \$17,572,764 (transfers add an additional \$710,000 but these are from one-time funds available) in FY 2025.



Total General Fund budgeted revenue increased by \$896,716 from budgeted FY 2024. The table below reflects the growth in revenue for the major revenue sources indicated in the above table.

Revenue growth by Major Revenue Sources

Source	Total Increase
Sales Tax	\$301,770
Ad Valorem Taxes	\$260,865
Municipal Court Fines	\$52,700
Sanitation Revenue	\$40,000
Interest	\$70,000
Other	<u>171,381</u>
Total Revenue Increase	\$896,716

Property Tax Increase

Property Tax budgeted revenues are increasing by \$432,609 with \$260,865 of this reflected in the General Fund. The remaining \$171,744 is reflected in the General Fund Debt Service Fund. Of the total increase, \$313,517 or 72% is the result of properties being added to the tax base as the result of new development.

Of the total property tax revenue increase, \$119,092 or 28% is the result of the increase of appraisals on property that existed on the tax rolls prior to tax year 2024.

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. Some new development over the next several years includes Pecan Park commercial, Bastrop Groves residential and commercial, Burleson Crossing East, ValVerde residential, and Pearl River mixed use development. There are many other infill projects that are being discussed which are anticipated in future tax rolls. The City takes a conservative approach when projecting Ad Valorem tax by using the "lower value" provided by Bastrop Central Appraisal District, of the properties that are still classified as "under review" by the Appraisal Review Board at the time of certification.

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 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, 2023, upon which the tax levy is based. 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 \$9,004,485 in revenue, which includes \$807,957 of frozen tax levy. This is revenue for both the General Fund and the Debt Service Fund.

In Texas, county-wide 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.

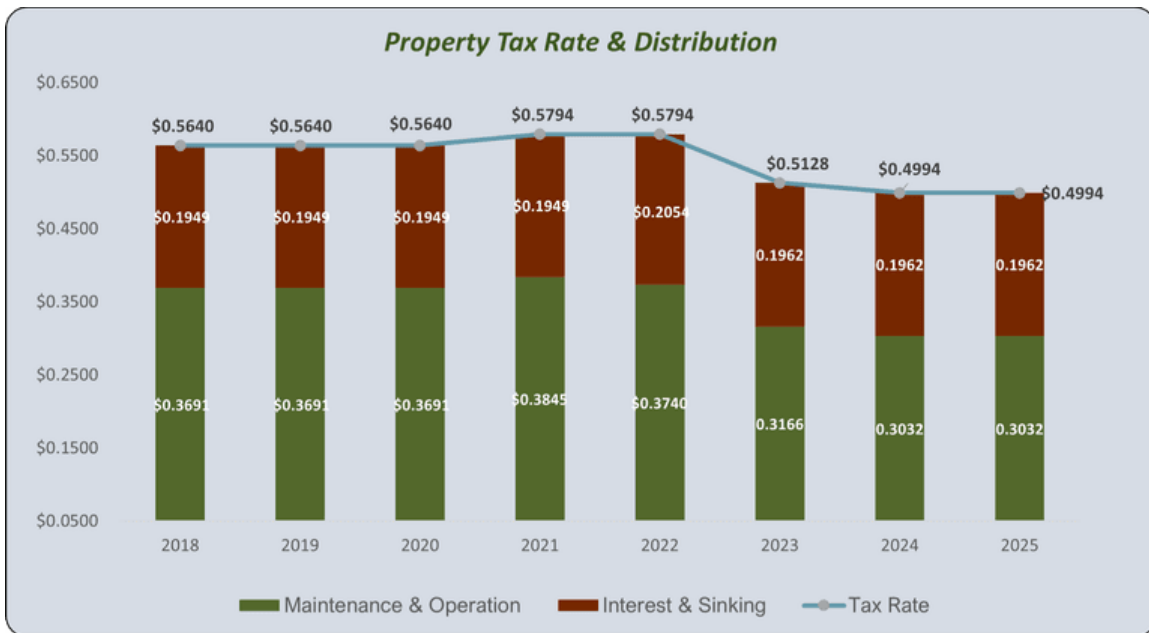
Property Tax Rate

This budget reflects no increase in the nominal tax rate (total rate reflected on the tax notice) for FY 2025.

	FY 2024	FY 2025
O & M Rate	\$0.3032	\$0.3032
I & S Rate (Debt)	\$0.1962	\$0.1962
Total	\$0.4994	\$0.4994

The Operations and Maintenance (O&M) tax rate is remaining unchanged at \$0.3032. State law defines a "No-New-Revenue (NNR) rate" as the rate that would generate no new revenue from the existing tax base. State law limits the amount of new revenue from appraisal increases to 3.5% without voter approval. The voter approval O&M rate is \$0.3157. This FY 2025 budget is based on an O&M tax rate of \$0.3032 which is .27% below the NNR O&M tax rate.

The Interest and Sinking rate has not changed from the FY 2025 rate of \$0.1962. The proposed budget includes the issuance of debt of approximately \$15M for bridge improvements. This projects are described further in the capital budget section.



Tax Burden

The City of Bastrop property tax burden on the owner of the average-valued home in Bastrop is:

Average Taxable Homestead Value

	FY 2024	FY 2025
Avg. Value	\$288,371	\$308,325
O & M Rate	\$0.3032	\$0.3032
I & S (Debt) Rate	\$0.1962	\$0.1962

Amt paid O&M	\$874	\$934
Amt paid I&S	<u>\$566</u>	<u>\$604</u>
Total paid	\$1,440	\$1,538

This is an increase of \$98.

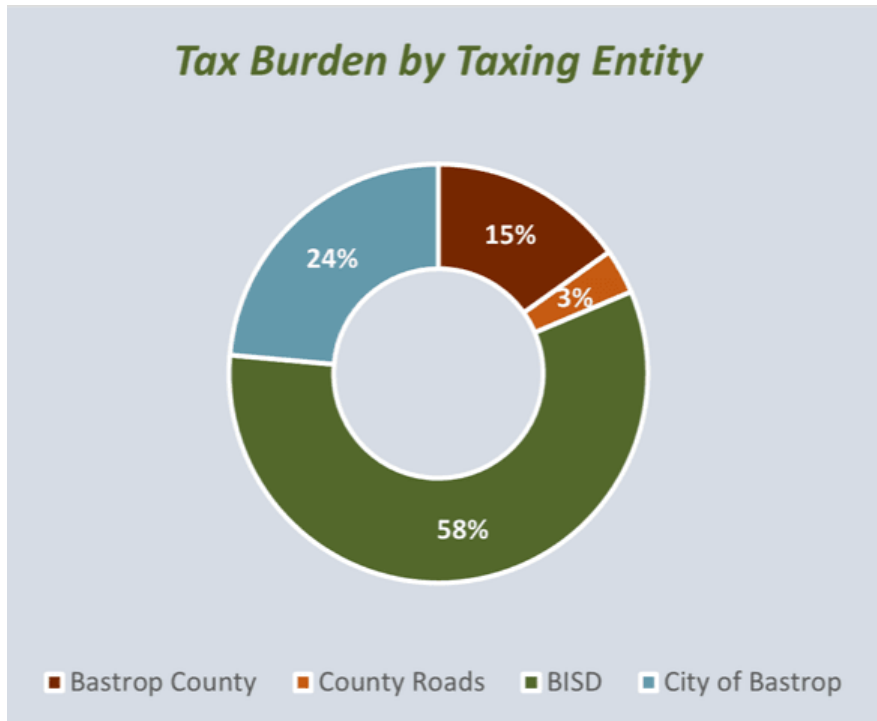
All Jurisdictions Tax Burden

For FY 2024, the percentage of total property tax owed by the owner of the average valued home to the City of Bastrop was 23.6%.

Total Tax Burden, by Taxing Entity

ENTITY	RATE	%
City of Bastrop	\$0.4994	25.4
Bastrop County	\$0.3215	16.4
BISD	\$1.0702	54.5
County Roads	<u>\$0.0720</u>	<u>3.7</u>
TOTAL	\$1.9631	100.0

Tax Burden by Taxing Entity

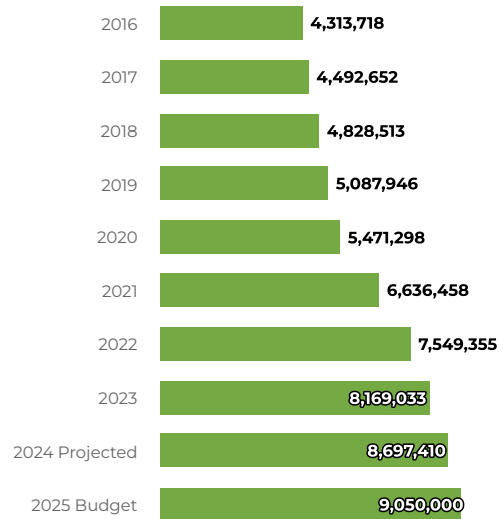


Sales Tax Revenue Increase

Sales Tax revenue in the City of Bastrop is made up of .125% going to Bastrop Economic Development Corporation, a Type B economic development corporation, .375% going to the Street Maintenance Fund and the remaining 1% to the City of Bastrop.

Sales Tax revenue trends inform a projected FY 2025 sales tax revenue of \$9,050,000, or a modest 3.5% increase over FY 2024 budget. The assumptions behind this conservative projection is informed by the year-over-year amounts we are seeing trending down and the lack of new commercial business coming online in FY 2025. The City has set the sales tax projections conservatively as this revenue source could be subject to volatility, though this has not been the pattern in Bastrop. Any excess sales tax revenue each year flows into the fund balance and is used for one-time expenditures.

SALES TAX HISTORY



FY 2025 Enhancements & Increases to the Base (General Fund only)

The removal of Development Services into its own fund was a significant change for FY 2024. All revenue associated with this department and the expenditures of this department were all removed from the General Fund. You will find a new section under Fund Summaries called Development Services. In FY 25, Development Services is in a positive position and begins to contribute to the overall financial health of the city organization.

Property tax and sales tax revenue increases are considered additions to the revenue base for purposes of future revenue projections. Therefore, FY 2025 property tax revenue and sales tax revenue increases are an appropriate source for increases to base budget expenditures. The recurring operating expenditures for FY 2025 increased by \$1,396,953 over the prior year.

MAJOR INCREASES TO THE BASE:

	Increase amount
New positions and reclassifications	\$196,102
Cost of Living (3.3%) & Step (2.5%) increases	\$664,935
Retirement reduction to 20 years	\$110,189
Vehicle/Equipment Lease payments to VEF fund	\$526,727

Personnel costs assumptions are addressed in the Personnel Changes section.

In each department section there is an explanation of significant changes year over year.

There will be a lump sum payment to reduce retirement to 20 years of approximately \$101,000 that is reflected in this budget.

One-Time Revenue Sources and Expenses

Prior savings associated with revenues exceeding expenses, are not relied upon as projected future revenue sources. This excess revenue ends up increasing the ending fund balance and is reviewed annually to determine the availability of fund balance to fund one-time expenditures.

General Fund

The FY 2024 General Fund projected ending fund balance reflects a 44% reserve (ending fund balance compared to operating expenditures).-The Financial Management Policy states that this reserve should be kept at or above 25%-The FY 2025 proposed budget draws down this reserve to 38% by the end of the fiscal year. The one-time expenses are summarized as follows, and are explained in detail within the specific fund pages.

- Transfer to Vehicle/Equipment Replacement Fund \$620,000
- Lump sum payment to reduce retirement from 25 to 20 years of service

There is \$317,810 available over the 25% policy reserve for consideration.

Water/Wastewater Fund

The FY 2024 projected ending fund balance reflects a 44% reserve (ending fund balance compared to operating expenditures). The Financial Management Policy states that this reserve should be kept at or above 35%. The FY 2025 proposed budget increases the reserve minimally by the end of the fiscal year. This reserve requirement is a guide and should always be monitored annually, but this fund is being stretched by a significant amount of capital projects. The one-time expenses are summarized as follows, and are explained in detail within the specific fund pages.

- Transfer to Vehicle/Equipment Replacement Fund \$50,000

Electric Fund (BP&L)

The FY 2024 projected ending fund balance reflects a 53% reserve (ending fund balance compared to operating expenditures). The Financial Management Policy states that this reserve should be kept at or above 35%. The FY 2025 proposed budget increases this reserve to 54% by the end of the fiscal year. BP&L completed all of the suggested improvements in FY 2024 and will have another study complete in FY 2025 which will provide further suggested improvements.

Hotel Occupancy Tax Fund

The FY 2024 projected ending fund balance reflects a 75% reserve (ending fund balance compared to operating expenditures). The Financial Management Policy states that this reserve should be kept at or above 50%. The FY 2025 proposed budget maintains this reserve. The one-time expenses are summarized as follows, and are explained in detail within the specific fund pages.

- Hotel Pursuit Costs \$100,000

Vehicle/Equipment Replacement Program

The Vehicle/Equipment Replacement Fund (VERF) was established in 2016 to ensure that the city is able to replace vehicles and equipment at the end of their useful life. At this time, we have about 75% of our fleet in the VERF. Each year we budget additional fleet to be replaced, and increase the "lease" payment being transferred from the different funds into the VERF fund based on new fleet purchased. The program is to set the city up to cash fund the replacement of vehicles and equipment. The only exception to this program is the fire engines, which have been debt funded. Once we are able to replace all our fleet through the VERF fund, the "lease" payments will level off. The list of fleet being purchased or replaced is detailed in the VERF fund summary. The increase in "lease" payments by funds is highlighted below:

FUND	LEASE PMT	CHANGE FROM FY 2024
General Fund	\$858,039	\$284,289
Water/Wastewater	\$148,135	\$36,365
BP&L (Electric)*	\$112,004	\$8,607
Development Services	\$33,510	(\$1,697)
Street Maintenance**	\$216,773	\$216,773

*This department has all of their fleet in the VERF

**This department is newly contributing to the VERF in FY2025. General Fund allocated assets were transferred to Street Maintenance.

FY 2024 Management Projects

Annexation Plan

Changes in annexation law and extraterritorial jurisdiction law have added levels of complexity to the overall growth and development of The City of Bastrop. Municipal Utility Districts (MUDs) continue to crop up in other areas of the County. The city is aggressively pursuing annexation corridors which would require MUDs to better participate in the overall funding of city resources. The City has several properties that have current development agreements on file that allow voluntary annexation and the funds allocated this year will be used for any professional services needed to perform tasks associated with annexation, such as surveying. Annexation planning is an important part of managing growth while remaining fiscally responsible.

Focus Area: Manage Growth, Unique Environment, Organizational Excellence

Impact to General Fund: \$50,000

Qualified Hotel Project (QHP) Carryover from 2024

In 2015, the City of Bastrop contracted for an assessment of the Bastrop Convention & Exhibit Center. The report, conducted by Harde Partners, LLC, states that the lack of an adjoining hotel was a hindrance to the Convention Center's performance. In 2023, the City was added to special legislation that allowed a rebate of the states portion of Hotel Occupancy Tax revenues to a qualified hotel project with a convention center. The existing site of the convention center has proved to be a challenge to development with a positive return on investment to the taxpayer. Staff continues to work through possible site locations with development partners.

Focus Area: Fiscal Responsibility

Impact to General Fund: \$0

Asset Management - Engineering (carryover FY 2024)

The creation of a fleet and facility department is but one facet of this need. All city assets must be tracked, maintained, and disposed of properly. The development of a new geographic information system (GIS) is vital to view assets such as water valves or vehicles in real time and troubleshooting issues. This department was created in FY 2024 as a General Fund Department. Much of the increase in the General Fund is based out of this department, but no major capital costs are included in this FY budget.

Focus Area: Fiscal Responsibility, Manage Growth

Impact to General Fund: \$0

Development Code Update (carryover FY 2024)

Planning Commission will take up the Code rewrite in August of FY 24. It is expected to take 12 months for review, public comment, and recommendation to Council.

Focus Area: Manage Growth

Impact to General Fund: \$0

Personnel Changes

This budget includes a total of 5 new full-time equivalent (FTE) positions. This budget also includes a full year of expense for 3 positions created in fiscal year 2024. These positions include 2 executive administrative assistant positions and 1 GIS Analyst position. The breakout of these positions is explained below.

General Fund

The proposed budget includes two (2) new positions for police, one (1) new position for parks, and reclassification of other staff:

Water/Wastewater

The proposed budget includes two (2) new positions in water/wastewater to help accommodate the new water and wastewater plants that have come/are coming online.

Bastrop Economic Development Fund (Type B Fund)

This fund was reduced to 1 FTE, and a proposed addition in late FY 24 for a total of 2 FTEs. The management of this department is led by the City Manager.

Personnel Costs and Benefits update

This proposed budget includes a 3.3% cost of living adjustment (COLA) and a 2.5% step (merit) increase on their anniversary, after a performance review.

In FY 2023, the City increased retirement contributions by 8% in addition to a one-time lump sum payment. These efforts were to prepare the City for a plan change with Texas Municipal Retirement System (TMRS) to move from a 6% employee contribution to a 7%, keeping the 2:1 employer match. Proposed changes to the FY 25 budget include a change from 25 year retirement to 20 year retirement.

As FY 24 wore on, we braced for a more than 20% increase in health insurance costs. We went out for proposals and received a 0% "rate pass" from a new provider, and employees will undergo plan changes prior to January 2025. Additionally, the new provider has advised we need to plan for a 12% rate increase in FY 26.

Personnel Summary by Department

General Fund

DEPARTMENT	FY 2023	FY 2024	FY 2025
City Manager	4.0	4.0	4.0
City Secretary	3.0	2.0	2.0
Finance	9.0	9.0	10.0
Human Resources	1.875	2.875	2.875
Information Technology	3.0	4.0	5.25
Community Engagement	8.5	6.85	3.5
Police	32.0	35.0	38.0
Fire	10.0	12.0	12.0
Municipal Court	3.25	3.25	3.25
Public Works	34.6	32.6	0*
Development Services	9.0	0**	0**
Engineering	2.5	2.5	3.5
Fleet & Facilities	0	0	10*
Parks	0	0	12.685*
Library	<u>10.625</u>	<u>10.625</u>	<u>11.625</u>
TOTAL	131.35	124.35	118.685

*In FY 2024 Public Works was broken out into 3 departments, Parks, Fleet & Facilities, and Street Maintenance.

**These positions were moved out of the General Fund and into a new Development Services Fund.

There are 2.85 FTE's from Community Engagement that have been reclassified back to the Hotel Occupancy Tax Fund.

Budgeted Positions by Fiscal Year

<u>POSITION</u>	<u>DEPARTMENT</u>	FY 2023	FY 2024	FY 2025
		<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
City Manager	City Manager	1.0	1.0	1.0
ACM, Development Services	City Manager	1.0	1.0	1.0
ACM, Community Engagement	City Manager	1.0	1.0	0.0
Assitant to the City Manager	City Manager	0.0	0.0	1.0
Executive Assistant to City Manager & ACM	City Manager	0.0	2.0	1.0
City Secretary	City Secretary	1.0	1.0	1.0
Assistant City Secretary	City Secretary	1.0	1.0	1.0
Receptionist/Office Assistant	City Secretary	1.0	0.0	0.0
Chief Financial Officer	Finance	1.0	1.0	1.0
Assistant Finance Director	Finance	1.0	0.0	1.0
Senior Accountant	Finance	0.0	1.0	0.0
Accountant	Finance	1.0	0.0	0.0
Finance Specialist Senior	Finance	1.0	2.0	2.0
Executive Administrative Asst.	Finance	1.0	1.0	0.0
CIP/Grant Coordinator	Finance	0.0	0.0	1.0
Finance Coordinator	Finance	0.0	0.0	1.0
Customer Service Supervisor	Finance	1.0	1.0	1.0
Lead Customer Service Rep	Finance	0.0	1.0	1.0
Customer Service Coordinator	Finance	1.0	0.0	0.0
Customer Service Specialist II	Finance	1.0	1.0	1.0
Customer Service Specialist I	Finance	1.0	1.0	1.0
Human Resources Director	Human Resources	1.0	1.0	1.0
Human Resources Coordinator	Human Resources	0.0	0.875	0.875
Human Resources Generalist	Human Resources	0.875	0.0	0.0
Customer Service Specialist	Human Resources	0.0	1.0	1.0
Director	IT	0.0	1.0	1.0
IT Manager	IT	1.0	0.0	0.0
System Administrator	IT	1.0	2.0	2.0
GIS Specialist	IT	1.0	1.0	1.0
GIS Analyst	IT	0.0	0.0	1.0
Chief of Police	Police	1.0	1.0	1.0
Assistant Chief of Police	Police	1.0	1.0	0.0
Lieutenant	Police	1.0	1.0	3.0
Sergeant	Police	5.0	6.0	6.0
Administrative Assistant	Police	1.0	1.0	1.0
Senior Records Technician	Police	1.0	1.0	1.0
Records Technician	Police	1.0	1.0	1.0
Evidence Technician	Police	1.0	1.0	1.0
Crime Victim Advocate	Police	0.0	1.0	1.0
Open Records Clerk	Police	0.0	1.0	1.0
Code Compliance/Animal Control	Police	1.0	1.0	1.0
Police Detective	Police	5.0	5.0	5.0
Police Officer (All levels)	Police	13.0	14.0	16.0
Fire Chief	Fire	1.0	1.0	1.0
Assistant Fire Chief	Fire	0.0	1.0	1.0
Captain	Fire	1.0	0.0	0.0
Lieutenant	Fire	2.0	3.0	3.0
Executive Administrative Assistant	Fire	0.0	1.0	1.0
Firefighter	Fire	6.0	6.0	6.0
Court Administrator	Municipal Court	1.0	1.0	1.0
Court Clerk/Juvenile Cases	Municipal Court	1.0	1.0	1.0

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
		<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Court Clerk/Trial Coordinator	Municipal Court	1.0	1.0	1.0
Court VOE Clerk	Municipal Court	0.25	0.25	0.25
Director of Planning & Development	Dev. Services	1.0	1.0	1.0
Assistant Planning Director	Dev. Services	1.0	0.0	0.0
Process Improvement Manager	Dev. Services	0.0	1.0	0.0
Project Manager	Dev. Services	0.0	0.0	1.0
Planner, Senior/GIS Analyst	Dev. Services	0.0	0.0	1.0
Planner (Senior)	Dev. Services	1.0	1.0	1.0
Development Engineer	Dev. Services	0.0	1.0	0.0
Customer Service Supervisor	Dev. Services	0.0	1.0	0.0
Development Coordinator	Dev. Services	1.0	1.0	1.0
Planning Technician	Dev. Services	1.0	3.0	3.0
Permit Technician	Dev. Services	1.0	0.0	0.0
Executive Administrative Asst.	Dev. Services	1.0	0.0	1.0
Building Official	Dev. Services	1.0	1.0	0.0
Building Inspector, Senior (Plumbing)	Dev. Services	0.0	1.0	1.0
Building Inspector, Senior (Electrical)	Dev. Services	0.0	1.0	1.0
Plan Review/Inspector	Dev. Services	0.0	1.0	1.0
Construction Inspector	Dev. Services	0.0	1.0	1.0
Code Compliance Officer	Dev. Services	1.0	0.0	1.0
City Engineer	Engineering	0.5	0.5	0.5
Executive Administrative Assistant	Engineering	0.0	1.0	0.0
Construction Manager	Engineering	0.0	0.0	0.0
Project Manager	Engineering	2.0	1.0	2.0
Project Manger Coordinator	Engineering	0.0	0.0	1.0
Public Works Director	Public Works	0.5	0.5	1.0
Streets & Drainage Superintendent	Public Works	1.0	1.0	1.0
Mechanic	Public Works	1.0	1.0	0.0
Public Works Technician	Public Works	1.0	1.0	0.5
Equipment Operator, Senior	Public Works	2.0	2.0	2.0
Equipment Operator	Public Works	3.0	3.0	3.0
Foreman Streets & Drainage	Public Works	1.0	1.0	0.0
Crew Leader Streets & Drainage	Public Works	0.0	0.0	0.0
Crew Leader Drainage	Public Works	1.0	1.0	1.0
Crew Leader Streets	Public Works	1.0	1.0	1.0
Maintenance Worker	Public Works	4.0	6.0	6.0
Special Events Worker	Public Works	2.0	0.0	0.0
Fleet & Facilities Manager	Fleet & Facilities	0.0	0.0	1.0
Fleet & Facilities Analyst	Fleet & Facilities	0.0	0.0	1.0
Mechanic	Fleet & Facilities	0.0	0.0	1.0
Executive Administrative Assistant	Fleet & Facilities	0.0	0.0	1.0
Crew Leader Building Maint/Custodial	Fleet & Facilities	0.0	0.0	1.0
Building Maintenance Worker	Fleet & Facilities	0.0	0.0	1.0
Building Custodians	Fleet & Facilities	0.0	0.0	4.0
Maintenance Supervisor	Building Maintenance	1.0	0.0	0.0
Facility Attendant	Building Maintenance	1.0	0.0	0.0
Building Maint./Custodian Crew Leader	Building Maintenance	1.0	1.0	0.0
Building Maintenance Worker	Building Maintenance	1.0	1.0	0.0
Building Custodians	Building Maintenance	4.0	4.0	0.0
Parks Director	Parks	0.0	0.0	1.0

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FY 2023</u> <u>FTE</u>	<u>FY 2024</u> <u>FTE</u>	<u>FY 2025</u> <u>FTE</u>
Facilities & Grounds Superintendent	Parks	1.0	1.0	0.0
Crew Leader	Parks	1.0	1.0	1.0
Equipment Operator	Parks	1.0	1.0	1.0
Recreation Coordinator	Parks	0.0	0.0	1.0
Recreation Assistant	Parks	0.0	0.0	1.0
Recreation Workers	Parks	0.0	0.0	2.0
Athletic Field Maintenance Technician	Parks	1.0	1.0	1.0
Maintenance Specialist (Irrigation)	Parks	1.0	1.0	0.0
Facilities Maintenance Worker	Parks	1.0	1.0	1.0
Maintenance Worker	Parks	3.0	3.0	3.0
Seasonal Employees	Parks	0.185	0.185	0.185
Technican Parks	Parks	0.0	0.0	0.5
Library Director	Library	1.0	1.0	1.0
Access Services Supervisor	Library	0.0	1.0	1.0
Librarian - Public Services	Library	1.0	1.0	1.0
Library Associate Senior	Library	0.0	0.0	0.0
Digital Media Specialist	Library	0.0	1.0	1.0
Library Associate	Library	6.0	4.0	4.0
Youth Services Librarian	Library	0.0	1.0	1.0
Executive Administrative Asst.	Library	0.625	0.625	0.625
Library Clerk - VOE	Library	1.0	1.0	1.5
Library Clerk - Summer	Library	0.0	0.5	0.5
Public Works Director	Water/Wastewater	0.5	0.5	1.0
City Engineer	Water/Wastewater	0.5	0.5	0.5
Mechanic	Water/Wastewater	0.0	0.0	1.0
Special Programs Coordinator	Water/Wastewater	1.0	1.0	1.0
Executive Administrative Asst.	Water/Wastewater	1.0	1.0	1.0
Superintendent	Water/Wastewater	1.0	1.0	1.0
Chief Plant Operator Water	Water/Wastewater	1.0	1.0	1.0
Foreman	Water/Wastewater	1.0	1.0	1.0
Systems Technician Crew Leader	Water/Wastewater	1.0	1.0	1.0
Systems Technician	Water/Wastewater	6.0	6.0	6.0
Chief Plant Operator Wastewater	Water/Wastewater	1.0	1.0	1.0
Plant Operator (All Certifications)	Water/Wastewater	9.0	9.0	10.0
Director	Bastrop Power & Light	1.0	1.0	1.0
Superintendent	Bastrop Power & Light	1.0	1.0	1.0
Executive Administrative Asst.	Bastrop Power & Light	1.0	1.0	1.0
Foreman	Bastrop Power & Light	1.0	1.0	1.0
Lineworker - Journeyman	Bastrop Power & Light	3.0	2.0	2.0
Lineworker - Apprentice	Bastrop Power & Light	1.0	1.0	1.0
Lineworker - Trainee	Bastrop Power & Light	1.0	2.0	2.0
Data Systems Director	Bastrop Power & Light	1.0	1.0	0.0
Main Street Manager	Main Street	0.0	1.0	0.5
Special Events Worker	Main Street	0.0	1.0	1.0
Director - Community Engagement	Convention Center	0.0	0.0	1.0
Special Events Manager	Convention Center	1.0	.65	0.0
Maintenance Supervisor	Convention Center	0.0	1.0	1.0
Facility Attendant	Convention Center	0.0	1.0	1.25
Special Events Worker	Convention Center	0.0	1.0	1.0
Executive Administrative Assistant	Convention Center	0.0	0.0	1.0
Recreation Director	Community Engagement	1.0	0.0	0.0
Recreation Manager	Community Engagement	1.0	1.0	0.0
Recreation Coordinator	Community Engagement	0.0	1.0	0.0

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FY 2023</u> <u>FTE</u>	<u>FY 2024</u> <u>FTE</u>	<u>FY 2025</u> <u>FTE</u>
Recreation Workers	Community Engagement	1.5	2.0	0.0
Public Information Manger	Community Engagement	1.0	1.0	1.0
Digital Media Specialist	Community Engagement	1.0	1.0	1.0
Digital Media Designer	Community Engagement	0.0	1.0	1.0
Communication Technical Specialist	Community Engagement	1.0	0.0	0.0
Main Street Manager	Community Engagement	1.0	0.0	0.5
Special Events Manager	Community Engagement	0.0	.35	0.0
Groundskeeper	Cemetery	1.0	1.0	1.0
CEO	BEDC	1.0	1.0	0.0
Executive Administrative Assistant	BEDC	1.0	1.0	0.5
Operations Manager	BEDC	1.0	1.0	1.0
Project Manager	BEDC	3.0	2.0	0.0
Marketing/Communication	BEDC	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
	TOTAL	169.435	186.435	191.185

FY 2024 Accomplishments by Focus Area

Communications

- Record number of visits to the city website, and social media posts.
- Increased record attendance at monthly "Sit with Sylvia" community engagement session.
- Provide transparency to the community through posting crime statistics and updates about Capital Improvement Projects on the website and through social media.
- Production of large photo sets for promotion focused on Downtown Bastrop, special events, Convention Center and others.

Community Safety

- Success at keeping critical positions filled.
- Purchased new Mini Pumper to provide reliable
- Purchased new brush truck for reliable response to wildland fires
- Purchased new generator for Station 1 to keep station in service to serve the citizens during any disasters
- Having a certified fire inspector, plans examiner and investigator as well as a state certified Fire Marshall
- Addition of vital positions to support the Police Department: Evidence Technician and Crime Victim's Services Coordinator.
- Cadet program for Police
- Increased engagement in community health conscience activities.
- Continue to evaluate and replace equipment as needed to ensure our citizens, businesses and visitors' needs are met.

Economic Vitality

- 99.99% reliability average for Bastrop Power and Light.
- 100% response time within 2 hours for customers of Public Works & Water/Wastewater.
- Received a Texas Book Festival Grant from the Texas State Library and Archives Commission to replace work early reader materials.
- Adopted a Roadway Impact Fee in December of 2023, the adoption of this fee will go directly to street repair and maintenance.
- Vibrant downtown, with several new businesses.
- Management of multiple special events with special attention to leverage promotion and engagement through partnerships
- Reorganized Development Services to improve operational efficiency and ensure a focus on customer service and adopted several code provisions that will increase development opportunities for the community at large.

Fiscal Responsibility

- Continue to submit grant applications for current CIP projects and training opportunities.
- Auditors issued an unmodified financial audit opinion which is the best that can be obtained, noted no recommendations for improvement over internal controls, and no Management Letter issued.
- Increased technology security measures and redesigned data disaster recovery.
- Successfully maintained cost of medical insurance without an increase.
- Sold multiple vehicles outside of operational ability to build VEF balance.

Manage Growth

- Initiated the development of the City's Wastewater Master Plan.
- Completed a 2-year project to update and replace worn juvenile non-fiction materials.
- Developed and Council Accepted Parks & Recreation Master Plan.
- Began construction on the Simsboro Aquifer Water Treatment Plan, Well Field and Transmission Facilities to meet increased demand in the city.
- Obtained substantial completion of Wastewater Treatment Plant #3.

Multi-Modal Mobility

- Completed the Old Austin Highway Pavement Rehabilitation project.
- Completed various street repair and rehabilitation using HA5.
- Will test a new fog seal technology, Terra Pave in late FY 24.
- Construction of Agnes extension set to begin towards the end of FY 24.
- Obtained grant funding for Blakey Lane.

Organizational Excellence

- Council approved salary adjustments to enhance recruitment and retention.
- Partnered with Texas Workforce so that employees receive CDL Licenses at no cost to city.
- Received Government Finance Officer Association awards for the annual budget and the comprehensive annual financial report.
- Produced a comprehensive Financial Procedures Manual
- Hosted quarterly employee appreciation events.
- Achieved 99.99% technology accessibility for citizens and city employees.
- Went to a 7% Contribution rate with TMRS for the city employees.
- Reduced Medical premiums by 3% for city employees.
- Added a Fleet and Facilities Department to the organization to improve the management of City assets and facilities.
- Hosted city wide CPR class to certify all employees CPR/First aid certification

Uniquely Bastrop

- Maintained and enhanced positive working relationships with the Bastrop County Historical Museum and Visitor Center, Bastrop Opera House, Lost Pines Arts Center.
- Initiated multiyear digitization project of photos and uncatalogued documents in the local history collection to make these items accessible and searchable via the internet.
- Successfully partnered with community assets and businesses to provide entertaining and informative programs for adults.
- Provided programs, outreach activities, and special events, including the Holiday Open House and Summer Reading Program, which reached over 7,000 youth and adults.
- Successful Table on Main event, and Lost Pines Christmas.
- Successfully produced the 2nd Annual "Big Bang" Celebration
- Successfully produced the 1st Annual Mardi Gras Celebration
- Hosted annual Bastrop Fire Department water battle at Fishermans park to promote parks and the relationship between the community and first responders.

Unique Environment

- Several Bird City activities.
- Received Tree City recognition.
- Added trees in Bob Bryant Park at no cost due to a partnership with Moon Valley Nurseries.
- Added additional steps to the development process to ensure that tree protection is a primary focus point when reviewing development applications.

FUND SUMMARIES



All Funds

This section represents all funds of the City of Bastrop. All revenue and expenditures are recognized in this section grouped by function and type.

Summary

The City of Bastrop FY 2025 proposed budget is projecting \$73,567,688 of revenue, which represents an 1.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 21.3% or \$25,834,067 to \$95,639,158. The excess expenditure over revenue is due to capital projects that are using available fund balance in bond funds.

ALL FUND SUMMARY FY 2025

	GENERAL FUND	DEBT SERVICE FUNDS	DEVELOPMENT SERVICES	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
Beg FB	\$ 7,648,976	\$ 581,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,555,718	\$ 10,210,266	\$ 17,656,667
Projected Rev	\$ 17,656,667	\$ 4,352,535	\$ 2,476,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,811,584	\$ 3,352,987	\$ 24,949,868
Projected Exp	\$ 18,122,242	\$ 3,853,382	\$ 1,598,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,924,068	\$ 3,681,112	\$ 24,949,868
BEGINNING FUND BALANCES	\$ 7,163,401	\$ 1,110,485	\$ 877,117	\$ 2,735,769	\$ 6,532,083	\$ 7,399,680	\$ 5,474,554	\$ 21,189,820	\$ 5,315,955	\$ 9,882,141	\$ 68,000,985
REVENUES:											
AD VALOREM TAXES	5,526,880	3,562,085	-	-	-	-	-	-	-	-	9,088,965
SALES TAXES	9,050,000	-	-	-	2,925,000	-	-	-	-	1,114,522	13,089,522
FRANCHISE & OTHER TAXES	623,000	-	-	3,500,000	598,779	-	-	-	-	-	4,721,779
LICENSES & PERMITS	3,000	-	1,930,000	2,000	-	-	-	-	-	-	1,935,000
CHARGES FOR SERVICES	1,015,200	-	-	301,000	3,475,297	9,478,000	9,284,000	-	1,378,311	18,050	24,949,868
FINES & FORFEITURES	381,600	-	-	-	18,000	-	-	-	-	-	380,600
INTEREST	315,000	100,000	-	115,000	221,500	290,960	200,000	387,500	105,000	250,000	1,994,960
INTERGOVERNMENTAL	52,700	-	-	40,000	3,000	-	-	7,507,502	-	-	7,603,202
OTHER	72,000	-	-	-	750,710	110,000	-	1,365	42,000	20,000	1,005,075
TOTAL REVENUES	17,019,380	3,662,085	1,930,000	3,958,000	8,002,286	9,878,960	9,494,000	7,906,397	1,525,311	1,402,572	64,768,961
OTHER SOURCES											
Other Financing Sources	-	275,227	-	-	-	-	-	-	-	-	275,227
Interfund Transfers	754,000	592,500	-	-	-	6,507,000	-	-	670,000	-	8,523,500
TOTAL REVENUE & OTHER SOURCES	17,773,380	4,529,812	1,930,000	3,958,000	8,002,286	16,385,960	9,494,000	7,906,397	2,195,311	1,402,572	73,567,686
TOTAL AVAILABLE RESOURCES	\$ 24,956,781	\$ 5,640,297	\$ 2,807,117	\$ 6,693,769	\$ 14,834,369	\$ 23,785,620	\$ 14,958,554	\$ 29,086,187	\$ 7,511,266	\$ 11,284,713	\$ 141,568,673
EXPENDITURES:											
GENERAL GOVERNMENT	5,437,711	-	-	-	76,000	-	-	131,000	-	-	5,644,711
PUBLIC SAFETY	8,280,096	-	-	-	158,800	-	-	-	-	-	8,438,896
DEVELOPMENT SERVICES	541,917	-	1,748,655	-	-	-	-	-	-	-	2,290,572
COMMUNITY SERVICES	3,403,040	-	-	-	180,367	-	-	-	-	-	3,583,407
UTILITIES	-	-	-	-	10,000	6,047,899	8,153,677	-	-	-	14,211,576
DEBT SERVICE	-	4,528,812	-	3,522,517	-	6,617,969	169,673	-	-	275,227	11,592,671
ECONOMIC DEVELOPMENT	-	-	-	-	484,119	-	-	-	-	1,861,869	5,668,325
CAPITAL OUTLAY	-	-	-	-	4,479,000	-	375,000	27,533,794	2,905,368	200,000	36,483,162
TOTAL EXPENDITURES	17,662,764	4,529,812	1,748,655	3,522,517	5,388,286	12,665,868	8,695,350	27,694,794	2,605,368	2,336,916	87,123,320
OTHER USES											
Interfund Transfers	620,000	-	100,000	517,600	2,925,900	3,710,000	650,000	-	-	-	8,523,499
TOTAL EXPENDITURE & OTHER USES	18,282,764	4,529,812	1,848,655	4,040,117	8,314,186	16,375,868	9,345,350	27,694,794	2,605,368	2,336,916	95,646,819
ENDING FUND BALANCES	\$ 6,674,017	\$ 1,110,485	\$ 959,462	\$ 2,653,652	\$ 6,500,163	\$ 7,409,762	\$ 5,610,204	\$ 1,431,393	\$ 4,605,898	\$ 8,947,797	\$ 46,921,854

Revenue by Fund

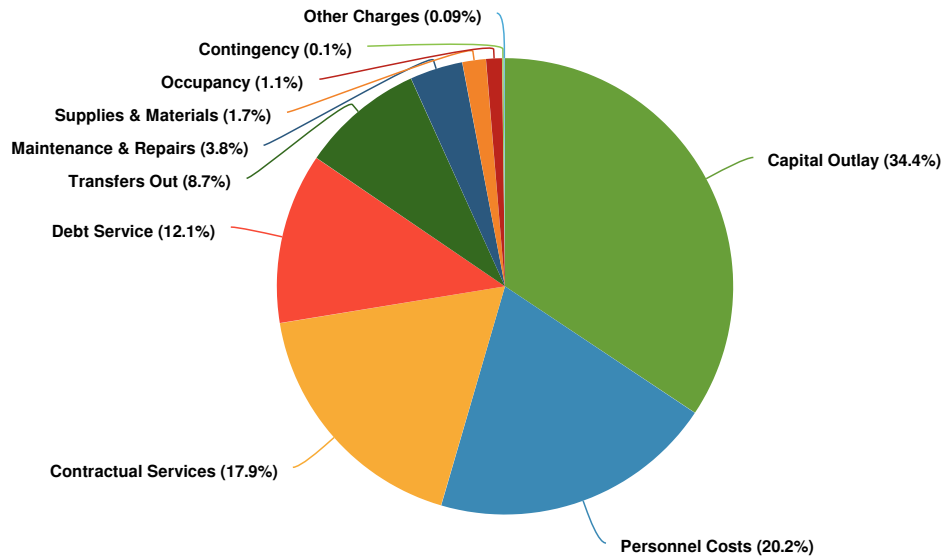
Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
General Fund	\$16,847,515	\$16,808,664	\$17,773,380	5.7%
General Fund - One Time	\$382,395	\$88,500	\$8,000	-91%
Fairview Cemetery - Perm	\$23,500	\$35,000	\$37,000	5.7%
Vehicle/Equip Rplc Fund	\$1,435,490	\$1,811,584	\$2,195,311	21.2%
Designated Funds	\$63,200	\$85,110	\$92,210	8.3%
Development Services	\$0	\$2,476,000	\$1,930,000	-22.1%
Library Board Fund	\$20,750	\$21,000	\$21,000	0%
Fairview Cemetery - Oper	\$161,200	\$163,400	\$815,800	399.3%
Hunters Crossing Pid	\$575,879	\$581,279	\$581,279	0%
Hotel/Motel Tax Fund	\$3,131,554	\$4,441,540	\$3,958,000	-10.9%
Water/Wastewater Fund	\$7,927,692	\$8,922,540	\$9,628,000	7.9%
C.I.P.-W/WW Utility Proj	\$885,100	\$742,000	\$140,000	-81.1%
Impact Fee Fund	\$3,330,450	\$4,848,640	\$3,415,997	-29.5%
Bastrop Power & Light	\$7,809,241	\$8,872,870	\$9,484,000	6.9%
Park Dedication	\$1,465	\$1,865	\$1,865	0%
Street Maintenance Fund	\$803,500	\$810,000	\$3,039,000	275.2%
Grants	\$4,665,330	\$3,865,330	\$6,667,945	72.5%
CO, Series 2022	\$0	\$20,000	\$20,000	0%
CIP General Gov't Projects	\$3,052,000	\$4,792,000	\$841,057	-82.4%
CO, Series 2021	\$35,000	\$10,000	\$100,000	900%
CO, Series 2023 (UTIL)	\$0	\$100,000	\$0	-100%
2018 Co Bond Fund	\$2,000	\$2,000	\$2,000	0%
Limited Tax Note, Series 2021	\$500	\$500	\$500	0%
American Rescue Plan	\$3,000	\$35,000	\$65,000	85.7%
CO, Series 2023 (GF)	\$0	\$50,000	\$200,000	300%
General Fund-Debt Service	\$3,870,175	\$4,333,468	\$4,529,812	4.5%
W/WW Debt Service Fund	\$3,665,227	\$5,826,460	\$6,617,960	13.6%
Bastrop E.D.C. Fund	\$4,213,909	\$4,746,140	\$1,402,572	-70.4%
Total:	\$62,906,072	\$74,490,890	\$73,567,688	-1.2%

Expenditures by Fund

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
General Fund	\$18,441,228	\$17,690,470	\$18,282,764	3.3%
General Fund - One Time	\$456,200	\$255,500	\$131,000	-48.7%
Vehicle/Equip Rplc Fund	\$918,623	\$1,804,068	\$2,905,368	61%
Designated Funds	\$323,780	\$398,800	\$234,800	-41.1%
Development Services	\$0	\$1,699,988	\$1,848,655	8.7%
Library Board Fund	\$49,000	\$17,500	\$18,800	7.4%
Fairview Cemetery - Oper	\$217,901	\$249,243	\$815,567	227.2%
Hunters Crossing Pid	\$552,405	\$559,019	\$559,019	0%
Hotel/Motel Tax Fund	\$3,899,827	\$4,258,786	\$4,040,117	-5.1%
Water/Wastewater Fund	\$8,592,325	\$9,573,234	\$9,617,899	0.5%
C.I.P.-W/WW Utility Proj	\$1,252,500	\$877,000	\$140,000	-84%
Impact Fee Fund	\$5,884,300	\$6,125,501	\$3,707,000	-39.5%
Bastrop Power & Light	\$8,175,435	\$8,945,474	\$9,348,350	4.5%
Street Maintenance Fund	\$807,927	\$921,483	\$3,039,000	229.8%
Grants	\$4,665,330	\$3,865,330	\$6,667,944	72.5%
CO, Series 2022	\$3,599,999	\$2,079,371	\$2,241,950	7.8%
CIP General Gov't Projects	\$3,152,000	\$5,265,240	\$839,557	-84.1%
CO, Series 2021	\$20,450,575	\$385,567	\$1,264,772	228%
CO, Series 2023 (UTIL)	\$0	\$18,300,000	\$0	-100%
2018 Co Bond Fund	\$461,631	\$470,801	\$494,000	4.9%
Limited Tax Note, Series 2021	\$149,948	\$50,314	\$32,500	-35.4%
American Rescue Plan	\$2,156,205	\$2,388,071	\$2,433,071	1.9%
CO, Series 2023 (GF)	\$0	\$13,125,000	\$13,500,000	2.9%
General Fund-Debt Service	\$3,850,699	\$4,746,311	\$4,529,812	-4.6%
W/WW Debt Service Fund	\$3,823,204	\$7,070,185	\$6,617,959	-6.4%
Bastrop E.D.C. Fund	\$9,409,248	\$10,350,970	\$2,336,916	-77.4%
Total:	\$101,290,289	\$121,473,225	\$95,646,819	-21.3%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$16,464,075	\$17,266,105	\$19,261,813	11.6%
Supplies & Materials	\$1,222,859	\$1,316,011	\$1,593,516	21.1%
Maintenance & Repairs	\$2,092,031	\$2,218,549	\$3,597,097	62.1%
Occupancy	\$844,953	\$1,062,125	\$1,083,157	2%
Contractual Services	\$17,687,305	\$20,766,783	\$17,112,994	-17.6%
Other Charges	\$766,464	\$518,497	\$83,274	-83.9%
Contingency	\$266,258	\$131,500	\$101,500	-22.8%
Capital Outlay	\$45,958,988	\$56,664,437	\$32,980,606	-41.8%
Debt Service	\$8,110,737	\$12,259,317	\$11,559,362	-5.7%
Transfers Out	\$8,081,618	\$9,419,901	\$8,323,500	-11.6%
Total Expense Objects:	\$101,495,289	\$121,623,225	\$95,696,819	-21.3%



General Fund

Fund Description

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

Departments appropriated in the General Fund include City Council, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Community Engagement, Police, Fire, Municipal Court, Engineering, Public Works, and Library.

Summary

The General Fund Summary section includes revenue summary information, expenditure summary information, and departmental detail information for the FY 2025 proposed budget, while providing a comparison to FY 2024 year-end budget projections. Additional details are reported within the departmental pages.

The City of Bastrop is proposing \$17,773,380 of revenue in FY 2025, which represents a 1% increase over the FY 2024 projected amount of \$17,656,667. Budgeted operating expenditures (before transfers for one-time expenditures) are proposed to increase by 7.1% to \$18,282,764 in FY 2025. This will leave a positive 211,616 excess recurring revenue over recurring operating expenses available to appropriate. The total of transfers out for one-time expenses is \$721,000.

The Financial Management Policy states that the General Fund must maintain, at a minimum, 25% of Operating Expenditures in Fund Balance reserves. Based on the ending Fund Balances represented below, the General Fund will have 38% reserve at the end of FY 2025. The 7% decrease in the fund balance from FY 2024 projected to FY 2025 ending, comes from the use of excess fund balance for one-time capital projects and vehicle and equipment replacements. The excess fund balance has been increasing due to the additional sales tax revenue the city has been receiving over budgeted amounts. The available fund balance over the 25% policy reserve is \$732,240.

General Fund Comprehensive Summary

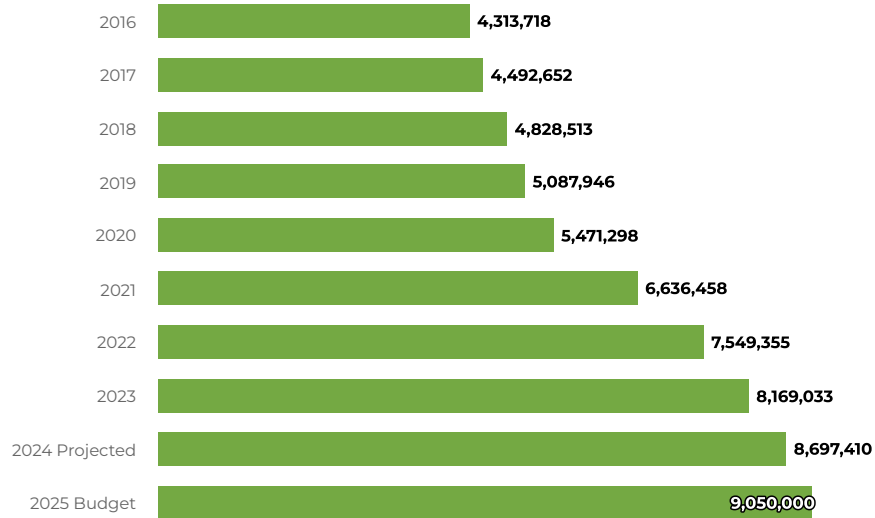
Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$8,058,753	\$7,184,754	\$6,961,813
Revenues	\$16,847,515	\$16,808,664	\$17,773,380
Expenditures			
General Government	\$9,447,440	\$8,041,536	\$6,057,711
Public Safety	\$5,783,058	\$6,555,826	\$8,280,096
Community Services	\$2,897,819	\$2,844,294	\$3,403,040
Development Services	\$312,911	\$248,814	\$541,917
Total Expenditures:	\$18,441,228	\$17,690,470	\$18,282,764
Total Revenues Less Expenditures:	-\$1,593,713	-\$881,806	-\$509,384
Ending Fund Balance:	\$6,465,040	\$6,302,948	\$6,452,429



Sales Tax

The largest General Fund revenue source is Sales Tax, which totals 51% of General Fund Revenue. Sales tax revenue has experienced steady growth over the last 12 years. This growth continued even through the COVID-19 pandemic. The FY 2025 budget is conservative. The projections show it to exceed the FY 2024 budget by \$307,770 or 3.5%. The FY 2025 budget is being set at 3.5% over the FY 2024 projections, at \$9,050,000. Based on the trends, this is a comfortable projection.

SALES TAX HISTORY



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 31% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Properties for FY 2025 (tax year 2024) show net taxable value of \$1,658,787,901 which is a 4.1% increase over the FY 2024 taxable value used to establish the budget.** This increase includes \$63M from new properties added to the tax roll. Property values will generate \$5,466,880 in General Fund budgeted revenue, which is \$260,865 over the FY 2024 budget.

Property Tax Calculation	
	FY25 Tax Year 2024
Tax Roll:	
Net Taxable Value (75% for ARB)	1,658,787,901
Rate per \$100	0.004994
Tax Levy Freeze Adjusted	8,283,986.78
Tax Levy Frozen (Disabled/Over 65)	811,453.23
Total Tax Levy	9,095,440.01
Percent of Collections	99.0%
SUMMARY OF TAX COLLECTIONS	
Current Tax	8,201,146.91
Revenue from Tax Freeze Property	803,338.70
Delinquent Tax	
Penalty and Interest	
TOTAL TAX COLLECTIONS	9,004,485.61

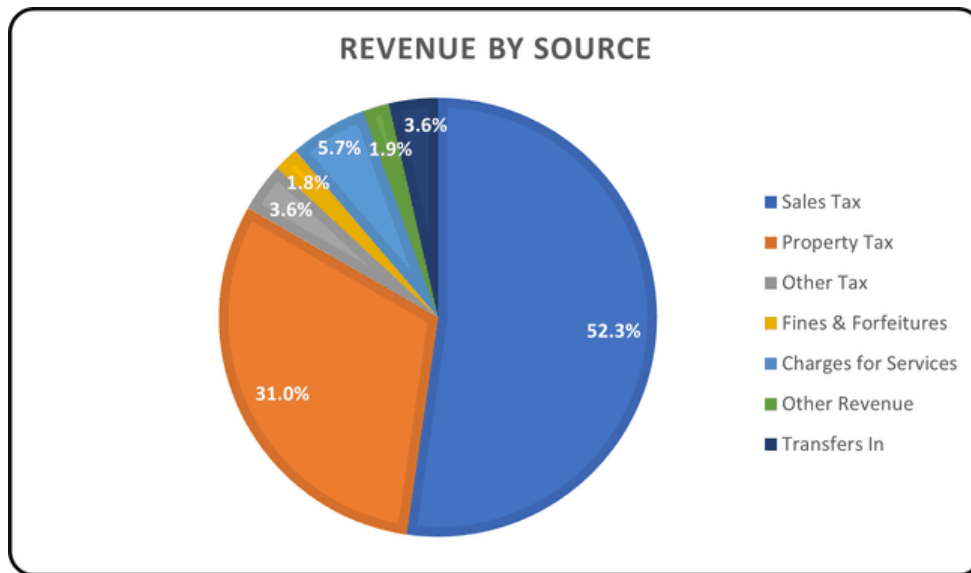
Property Tax Distributions			
	TAX RATE	PERCENT OF TOTAL	TAX REVENUE
GENERAL FUND:			
Current Tax	\$ 0.3032		4,979,150.47
Revenue from Tax Freeze Property			487,729.86
Delinquent Tax			25,000.00
Penalty and Interest			35,000.00
Total General Fund	\$ 0.3032	60.71%	5,526,880.33
DEBT SERVICE FUND			
Current Tax	\$ 0.1962		3,221,996.44
Revenue from Tax Freeze Property			315,608.84
Delinquent Tax			
Penalty and Interest			12,000.00
Total Debt Service	\$ 0.1962	39.29%	3,549,605.28
DISTRIBUTION	\$ 0.4994	100.00%	9,076,485.61

Charges for Services

The Solid Waste contract revenue (Sanitation Revenue) makes up 89% of this category. This is the residential billing for garbage, bulk, and recycling services that is facilitated by the Finance Department. This revenue is increasing by 4.6% from FY 2024 budgeted. The City went out for bid for sanitation services for FY 2025. There will not be a rate increase for the new fiscal year. The contractor is allowed by contract to request a rate increase each year up to 5% based on certain CPI calculations in the subsequent years. We do anticipate adding an additional 150 homes.

The second largest revenue in this category is the Recreation Fee. This revenue is based on an average of 167 members. The average takes into account the seasonal increases that are experienced in this program. There are minor rate changes proposed.

Revenue by Source Chart



General Fund Revenue

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Taxes & Penalties				
CURRENT TAXES M AND O	\$4,784,761	\$5,206,015	\$5,466,880	5%
DELINQUENT TAXES M AND O	\$33,500	\$33,500	\$25,000	-25.4%
PENALTIES AND INTEREST M AND O	\$30,000	\$30,000	\$35,000	16.7%
FRANCHISE TAX	\$458,000	\$482,000	\$510,000	5.8%
CITY SALES TAX	\$7,750,000	\$8,748,230	\$9,050,000	3.4%
OCCUPATION TAX	\$5,000	\$6,965	\$5,000	-28.2%
MIXED BEVERAGE TAX	\$92,400	\$111,600	\$108,000	-3.2%
Total Taxes & Penalties:	\$13,153,661	\$14,618,310	\$15,199,880	4%
Fines & Forfeitures				
MUNICIPAL COURT FINES	\$265,000	\$287,300	\$340,000	18.3%
LIBRARY RECEIPTS	\$13,500	\$11,000	\$11,000	0%
JUVENILE CASE MANAGER-M/C	\$6,500	\$6,500	\$10,000	53.8%
TEEN COURT (MC)	\$0	\$0	\$600	N/A
Total Fines & Forfeitures:	\$285,000	\$304,800	\$361,600	18.6%
Licenses & Permits				
INSPECTION FEES	\$400,000	\$0		N/A
FIRE INSPECTION FEES	\$6,000	\$0		N/A
DEVELOPMENT AGREEMENTS	\$50,000	\$0		N/A
PUBLIC IMPROVEMENT FEES	\$350,000	\$0		N/A
SITE DEVELOPMENT PLANNING	\$35,000	\$0		N/A
FIRE REVIEW FEE	\$15,000	\$0		N/A
BUILDING PERMITS-RESID	\$650,000	\$0		N/A
BUILDING PERMITS	\$100,000	\$0		N/A
ZONING FEES	\$15,000	\$0		N/A
PLATTING FEES	\$150,000	\$0		N/A
SPECIAL EVENT PERMIT FEE	\$2,000	\$2,000	\$3,000	50%
Total Licenses & Permits:	\$1,773,000	\$2,000	\$3,000	50%
Charges for Services				
ANIMAL SERVICE RECEIPTS	\$150	\$150	\$200	33.3%
REC CENTER FEES	\$58,000	\$65,000	\$75,000	15.4%
PARK RENTALS AND FEES	\$5,100	\$5,100	\$15,000	194.1%
PD ACCIDENT REPORTS	\$4,500	\$4,500	\$1,500	-66.7%
SPECIAL EVENTS HOT REIMB	\$10,000	\$0		N/A
LIBRARY FEES	\$30,000	\$25,000	\$25,000	0%
SANITATION REVENUE	\$750,000	\$850,000	\$890,000	4.7%
SANITATION PENALTIES	\$7,800	\$8,500	\$8,500	0%
Total Charges for Services:	\$865,550	\$958,250	\$1,015,200	5.9%

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Intergovernmental				
LIBRARY ERATE FUNDING	\$9,926	\$9,926	\$7,700	-22.4%
ADMIN SERVICES DMO	\$2,378	\$2,378	\$15,000	530.8%
BEDC ADMIN SUPPORT REIMB	\$30,000	\$30,000	\$30,000	0%
Total Intergovernmental:	\$42,304	\$42,304	\$52,700	24.6%
Miscellaneous				
GENERAL DONATIONS	\$0	\$0	\$32,000	N/A
MISCELLANEOUS	\$35,000	\$35,000	\$40,000	14.3%
Total Miscellaneous:	\$35,000	\$35,000	\$72,000	105.7%
Transfers In				
TRANSFERS IN - ELECTRIC FUND	\$650,000	\$600,000	\$650,000	8.3%
TRANSFER IN -LIBRARY BOARD 505	\$3,000	\$3,000	\$4,000	33.3%
TRANSFERS IN - DEV SERVICES			\$100,000	N/A
Total Transfers In:	\$653,000	\$603,000	\$754,000	25%
Interest Income				
INTEREST RECEIPTS	\$40,000	\$245,000	\$315,000	28.6%
Total Interest Income:	\$40,000	\$245,000	\$315,000	28.6%
Total Revenue Source:	\$16,847,515	\$16,808,664	\$17,773,380	5.7%

Expenditures by Function

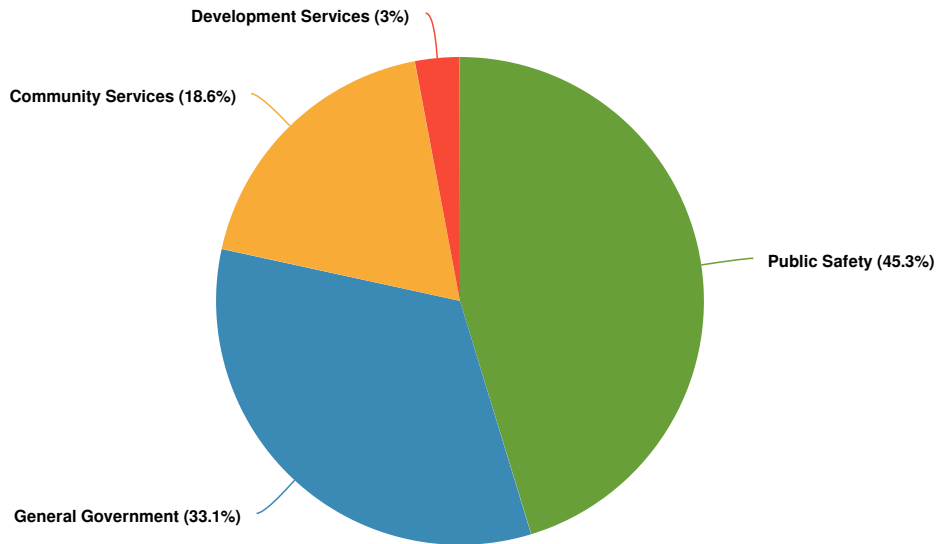
The **General Government** category is made up of the following departments: City Council, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, and Fleet and Facilities.

The **Public Safety** category is made up of Police, Fire, and Municipal Court.

The **Development Services** category includes Engineering.

Community Services is made up of the following departments: Community Engagement, Parks, and Library.

Budgeted Expenditures by Function



Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures				
General Government				
City Council				
City Council	\$46,803	\$46,803	\$44,578	-4.8%
Total City Council:	\$46,803	\$46,803	\$44,578	-4.8%
Organizational				
Organizational	\$3,073,559	\$1,216,269	-\$28,184	-102.3%
Total Organizational:	\$3,073,559	\$1,216,269	-\$28,184	-102.3%
City Manager				

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
City Manager	\$745,245	\$657,348	\$772,496	17.5%
Total City Manager:	\$745,245	\$657,348	\$772,496	17.5%
City Secretary				
City Secretary	\$319,915	\$316,594	\$314,113	-0.8%
Total City Secretary:	\$319,915	\$316,594	\$314,113	-0.8%
Finance	\$1,784,049	\$1,932,613	\$2,116,855	9.5%
Total Finance:	\$1,784,049	\$1,932,613	\$2,116,855	9.5%
Human Resources				
Human Resources	\$285,164	\$409,831	\$459,993	12.2%
Total Human Resources:	\$285,164	\$409,831	\$459,993	12.2%
Information Technology				
Information Technology	\$588,628	\$722,042	\$1,014,178	40.5%
Total Information Technology:	\$588,628	\$722,042	\$1,014,178	40.5%
Public Works	\$2,604,077	\$2,740,036	\$0	-100%
Total Public Works:	\$2,604,077	\$2,740,036	\$0	-100%
Fleet & Facilities				
Fleet & Facilities	\$0	\$0	\$1,363,682	N/A
Total Fleet & Facilities:	\$0	\$0	\$1,363,682	N/A
Total General Government:	\$9,447,440	\$8,041,536	\$6,057,711	-24.7%
Public Safety				
Police	\$4,024,885	\$4,491,359	\$5,960,421	32.7%
Total Police:	\$4,024,885	\$4,491,359	\$5,960,421	32.7%
Fire	\$1,362,012	\$1,685,059	\$1,790,387	6.3%
Total Fire:	\$1,362,012	\$1,685,059	\$1,790,387	6.3%
Municipal Court				
Municipal Court	\$396,162	\$379,408	\$529,288	39.5%
Total Municipal Court:	\$396,162	\$379,408	\$529,288	39.5%
Total Public Safety:	\$5,783,058	\$6,555,826	\$8,280,096	26.3%
Community Services				
Parks				
Parks	\$917,780	\$934,486	\$0	-100%
Total Parks:	\$917,780	\$934,486	\$0	-100%
Library				

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Library	\$814,525	\$884,571	\$968,532	9.5%
Total Library:	\$814,525	\$884,571	\$968,532	9.5%
Community Engagement	\$1,165,514	\$1,025,237	\$687,394	-33%
Total Community Engagement:	\$1,165,514	\$1,025,237	\$687,394	-33%
Parks & Rec				
Parks & Rec	\$0	\$0	\$1,747,114	N/A
Total Parks & Rec:	\$0	\$0	\$1,747,114	N/A
Total Community Services:	\$2,897,819	\$2,844,294	\$3,403,040	19.6%
Development Services				
Engineering & Development				
Engineering & Development	\$312,911	\$248,814	\$541,917	117.8%
Total Engineering & Development:	\$312,911	\$248,814	\$541,917	117.8%
Total Development Services:	\$312,911	\$248,814	\$541,917	117.8%
Total Expenditures:	\$18,441,228	\$17,690,470	\$18,282,764	3.3%

Expenditures by Expense Type

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 67.4% and includes the costs related to salaries, taxes, insurance, and retirement benefits. The FY 2025 budget includes a 3.3% Cost of Living Adjustment (COLA) and a 2.5% merit (STEP) increase in wages at the employee's anniversary, after a successful review. The Personnel Changes section of this budget explains the staff changes and new positions within the General Fund. There is a total increase of two (2) FTE's. The city's contribution to the retirement program was increased by 8% to reach the employer contribution rate to be able to change the City's plan from a 6% to 7% city effective January 1, 2024 with City Council approval. In FY 2025 the City is budgeting retirement costs to reduce the retirement years of service from 25 years to 20 years.

Supplies and Materials

These object classifications are expendable materials and operating supplies necessary to conduct departmental activities. This category includes the computer replacements, software costs, and other office equipment items This category represents 4.3% of the budget.

Maintenance and Repairs

These object classifications are for expendable upkeep of physical properties which is 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. This category slightly decreased from FY 2024.

Occupancy

These object classifications are for the utilities and related expenses required to maintain a building, such as electricity, water, telephone, gas, and communications. This category represents 2.2% of the budget and remains static.

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, building inspections, vehicle and equipment replacement lease payments, legal services, property and liability insurance, and the annual financial audit. The FY 2025 budget increase in this category included an increase in property insurance, additional lease payments to the Vehicle & Equipment Replacement Fund, and additional professional services for unforeseen projects. This category increased only slightly and represents 19.9% of the budget.

Other Charges

These object classifications are expenditures that do not apply to other expenditure classifications and include 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. There are currently no 380 agreements being budgeted.

Administrative Support Allocation

This allocation represents a percentage allocation for administrative services from the Water/Wastewater (W/WW), BP&L, Street Maintenance, Development Services and Hotel Occupancy Tax Funds. The departments providing support include City Council, Organizational, City Secretary, City Manager, Finance, Utility Customer Service, Human Resources, Information Technology, Community Engagement, and Public Works. This percentage is based on various factors including number of employees, amount of debt, etc. This allocation increased in the FY 2025 budget for several factors. In this budget, all positions being funded by Hotel Tax funds have been moved back to that budget and we have significantly reduced the administrative allocation from the Hotel Occupancy Tax fund to the General Fund. The overall allocation increased 13% due to the addition of 2 new departments allocating funds to the general fund.

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.

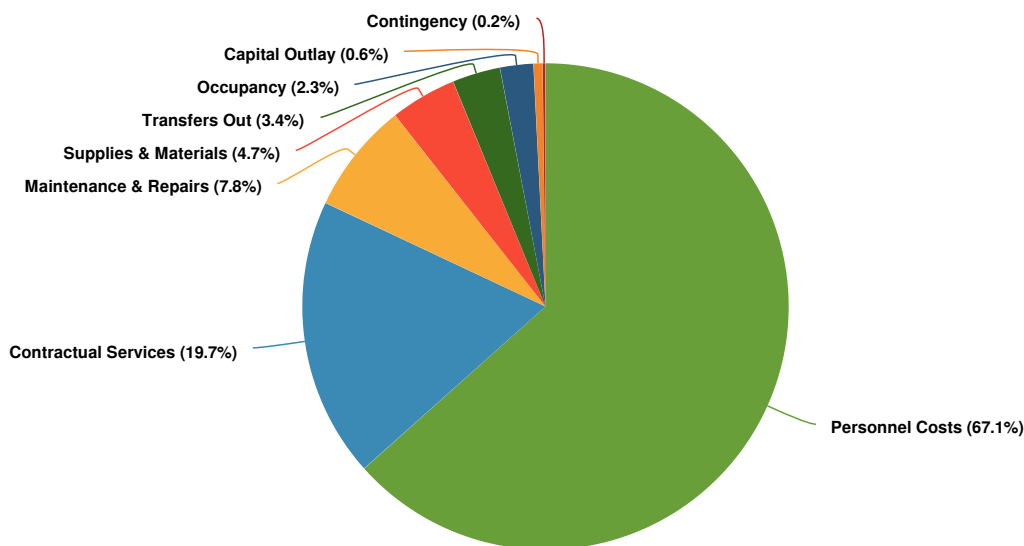
Capital Outlay

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. These items are funded out of the General Fund one-time fund and the General Fund CIP 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 2025, there were transfers to the Vehicle/Equipment Replacement Fund (\$620,000), General Fund CIP (\$0), Street Maintenance Fund (\$0), Cemetery fund (\$0), and General Fund One-Time Project Fund (\$0).

Budgeted Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Personnel Costs	\$12,336,310	\$11,401,835	\$12,267,266	7.6%
Supplies & Materials	\$712,929	\$758,061	\$853,791	12.6%
Maintenance & Repairs	\$825,166	\$796,900	\$1,426,933	79.1%
Occupancy	\$380,653	\$390,529	\$426,536	9.2%
Contractual Services	\$3,094,572	\$3,410,207	\$3,602,382	5.6%
Other Charges	-\$994,421	-\$835,563	-\$1,067,144	27.7%
Contingency	\$35,000	\$35,000	\$35,000	0%
Capital Outlay	\$0	\$0	\$118,000	N/A
Transfers Out	\$2,051,018	\$1,733,500	\$620,000	-64.2%
Total Expense Objects:	\$18,441,228	\$17,690,470	\$18,282,764	3.3%



General Fund one-time Expenses

Fund Description

The General Fund (One-time expenses) is funded from excess fund balance from the General Fund and BEDC for special projects, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations.

Summary

The General Fund is transferring from excess Fund Balance over the 25% policy reserve amount to fund several one-time projects listed below in the expenditure section.

General Fund one-time Expenses Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$82,749	\$245,198	\$285,146
Revenues			
Transfers In	\$382,395	\$80,500	\$0
Interest Income	\$0	\$8,000	\$8,000
Total Revenues:	\$382,395	\$88,500	\$8,000
Expenditures			
Supplies & Materials	\$81,200	\$80,500	\$6,000
Maintenance & Repairs	\$30,000	\$30,000	\$0
Contractual Services	\$255,000	\$145,000	\$45,000
Capital Outlay	\$90,000	\$0	\$80,000
Total Expenditures:	\$456,200	\$255,500	\$131,000
Total Revenues Less Expenditures:	-\$73,805	-\$167,000	-\$123,000
Ending Fund Balance:	\$8,944	\$78,198	\$162,146

Expenditures by Expense Type

The one-time requests are listed below by department. These are all General Fund expenses.

Description	Department	Amount
Suitcase weights/Rock Screen - mowing equipment	Parks	\$6,000
Riverfront Park Playground Equipment	Parks	\$20,000
Riverfront Park Overlook Dock Repair	Parks	\$60,000
Annexation Plan (carryover FY23)	Dev Services	<u>\$45,000</u>
	TOTAL	\$131,000



Why?

To 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.



Bastrop Power & Light

Fund 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 40.5 miles of overhead electrical lines and 7.1 miles of underground electrical lines, which provide services to approximately 2,922 customers. The 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 help pinpoint required system maintenance. LCRA also provides mutual assistance during disasters, providing personnel and equipment when needed.

Summary

The City of Bastrop is projecting \$9,484,000 of revenue in FY 2025, which represents a 6.9% increase over the prior year's budget. Budgeted expenditures are projected to increase by 4.5% or \$402,876 to \$9,348,350 in FY2025.

The Financial Management Policy states that the General Fund must maintain, at a minimum, 35% of Operating Expenditures in Fund Balance reserves. Based on the ending Fund Balances represented below, this fund will have a 56% reserve at the end of FY 2025. The 2.7% increase in the fund balance from FY 2024 projected to FY 2025 ending, comes from excess revenues over expenditures.

Bastrop Power & Light Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$4,175,419	\$4,246,430	\$5,474,554
Revenues	\$7,809,241	\$8,872,870	\$9,484,000
Expenditures	\$8,175,435	\$8,945,474	\$9,348,350
Total Revenues Less Expenditures:	-\$366,194	-\$72,604	\$135,650
Ending Fund Balance:	\$3,809,225	\$4,173,826	\$5,610,204

Revenue Summary

The total budgeted revenue for FY 2025 is an increase of 6.9% from FY 2024 budgeted. The revenue projections are conservative and reflect an increase in the LCRA pass through rate. The increase is also due to some development in the BP&L service area.

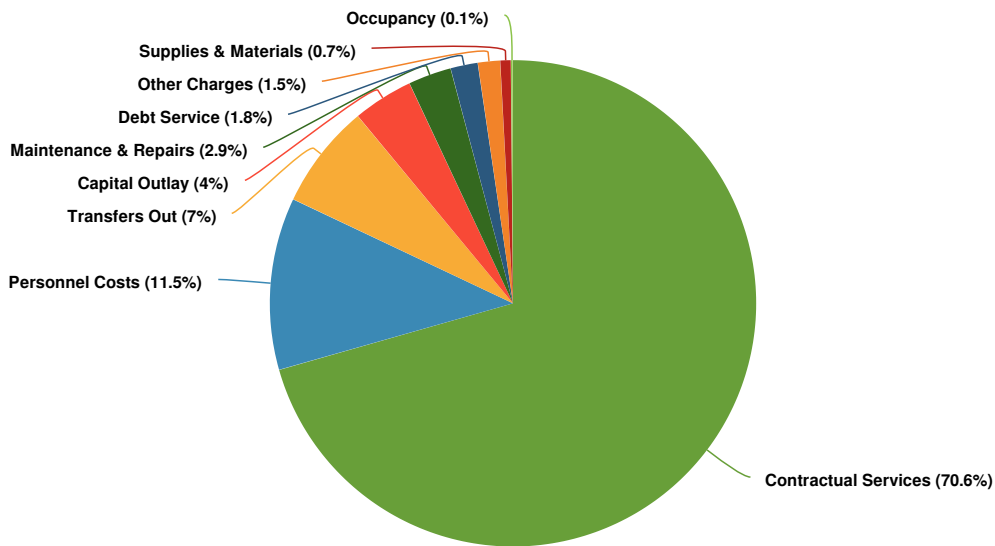
Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Bastrop Power & Light				
Electric Revenues	\$7,779,241	\$8,742,870	\$9,284,000	6.2%
Interest Income	\$30,000	\$130,000	\$200,000	53.8%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Total Bastrop Power & Light:	\$7,809,241	\$8,872,870	\$9,484,000	6.9%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Significant Base Budget changes for FY 2025

- The FY 2025 proposed budget includes a 5.8% wage adjustment. The Cost of Living Adjustment of 3.3% would be effective October 1st with the 2.5% merit (STEP) increase effective on the employment anniversary.
- The Maintenance and Repairs category increased due to inflation of costs to maintain the electric system.
- The Contractual Services increased due to the increase in the pass-through rate from LCRA of approximately 8%.

System Study Improvements

In accordance with the Services Agreement between the LCRA and the City of BAstrop, an Electric System Study was prepared to determine the adequacy of the existing distribution system, and to identify those improvements necessary to maintain reliable electric service over a five year time frame (2020-2025). The study is based on a detailed analysis of the existing system as well as the future system needed to meet future load growth within the City.

The report includes an analysis of the system performance, recommended system improvements and schedules, as well as an estimate of system construction costs. The study serves as a guideline for scheduling implementation system construction projects and provide cost estimates for budgets and financial forecasts.

The Electric System Study (2020-2025) was completed in FY 2022. All of the projects recommended for implementation from this study were implemented by the end of FY 2024. Money has been budgeted in FY 2025 for a new five year study to be completed.

Line Extensions

Line Extension revenue and expense can vary from year to year depending on development within the BP&L service area. There are several significant projects slated for FY 2025, so these accounts have been adjusted to reflect those.

Special Projects

FY 2025 is slated 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. The FY 2025 budget includes a carryover amount to continue this project.

Transfers Out

Transfers out include transfer to the Vehicle/Equipment and Replacement Fund (VERF) and the General Fund. The recommendation is not-to-exceed 11% of total current revenues transferred to the General Fund. This transfer is a flat amount to represent an in lieu of taxes amount, which can also be communicated as a return on investment amount. The General Fund transfer was increased back up to \$650K from \$600K. The transfer to VERF is to set funds aside for future vehicle and equipment replacements not yet in the VERF fund. BP&L is close to having all of its fleet and heavy equipment 100% in the VERF.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$1,097,248	\$1,001,668	\$1,070,570	6.9%
Supplies & Materials	\$52,700	\$49,800	\$65,675	31.9%
Maintenance & Repairs	\$234,500	\$267,000	\$267,000	0%
Occupancy	\$11,800	\$11,800	\$11,800	0%
Contractual Services	\$5,289,959	\$6,433,412	\$6,599,432	2.6%
Other Charges	\$46,000	\$39,200	\$139,200	255.1%
Contingency	\$159,758	\$0	\$0	0%
Capital Outlay	\$433,250	\$375,000	\$375,000	0%
Debt Service	\$165,220	\$167,594	\$169,673	1.2%
Transfers Out	\$685,000	\$600,000	\$650,000	8.3%
Total Expense Objects:	\$8,175,435	\$8,945,474	\$9,348,350	4.5%



Water & Wastewater Operating Fund

Fund Description

The Water and Wastewater enterprise is complex and made up of numerous funds. The main fund is the Water and Wastewater Operating Fund. This is where the operational revenues and expenditures are tracked. There is a Capital Improvement Fund, a Debt Service Fund, and an Impact Fee Fund (all shown separately).

Summary

The City of Bastrop is projecting \$9,628,000 of revenue in FY 2025, which represents a 7.9% increase over the prior year's budget. Budgeted expenditures are projected to increase by less than a half of percent or \$47,333 to \$9,612,280 in FY 2025.

The Financial Management Policy states that the General Fund must maintain, at a minimum, 25% of Operating Expenditures in Fund Balance reserves. Based on the ending Fund Balances represented below, this fund will have a 25% reserve at the end of FY 2025. This fund is being stressed currently with significant capital improvement projects. The fiscal forecast does show this ending reserve trending up in future years. This is something we will monitor closely.

Water & Wastewater Operating Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$3,256,104	\$3,218,562	\$2,788,029
Revenues	\$7,927,692	\$8,922,540	\$9,628,000
Expenditures	\$8,592,325	\$9,573,234	\$9,617,899
Total Revenues Less Expenditures:	-\$664,633	-\$650,694	\$10,101
Ending Fund Balance:	\$2,591,471	\$2,567,868	\$2,798,130

Revenue by Fund

This fund generates the majority of its revenue through rates approved by the City Council. The rates are from a water and wastewater base fee along with consumption and service fees. There are a few wastewater wholesale customers with more anticipated in the future. West Bastrop Village has entered into a Wholesale Wastewater Agreement with the City of Bastrop. This subdivision started new home construction during FY 2022. The City will provide them with water through a Wholesale Water Agreement with Aqua Water Supply Corporation. There is the future Valverde subdivision that will also be served by the City's wastewater and a Wholesale Water Agreement with Aqua Water Supply Corporation. The revenue assumptions included in this budget are a 5% increase in the number of residential accounts serviced for water and wastewater, along with a correlating increase in consumption and 2.85% increase in commercial accounts.

RATES

The increases recommended in this budget are a **water rate** base fee increase of \$5.00 and increases on the base fee for 1.5" meters and above based on the chart below. This change was part of a phase-in plan that was recommended by the city's rate consultant to meet American Water Works Association meter equivalency standards by FY 2025.

Demand Charge by Meter Size - Water

Meter Size	Current Rate	FY 2024	FY 2025
3/4"	27.72	32.72	32.72
1"	47.13	54.53	54.53
1.5"	87.24	106.5	109.09
2"	136.01	168.59	174.5
3"	255.02	316.10	327.20
4"	379.24	503.96	545.33
6"	819.06	1,038.19	1,090.67

These rate increases will be brought to City Council by Ordinance at the end of September 2024. It will go into effect November 1, 2024 and will be applied to the November utility bills that are generated at the end of November 2023.

Revenue by Fund

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Water/Wastewater Fund				
Wastewater Revenue	\$4,100,839	\$4,318,740	\$4,763,000	10.3%
Water Revenue	\$3,796,520	\$4,489,300	\$4,715,000	5%
Miscellaneous	\$7,500	\$4,500	\$0	-100%
Interest Income	\$22,833	\$110,000	\$150,000	36.4%
Total Water/Wastewater Fund:	\$7,927,692	\$8,922,540	\$9,628,000	7.9%

Expenditures by Fund

The individual department budgets can be found in the department budget pages. This is an overview of this fund at a summary level.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Water/Wastewater Fund				
Personnel Costs	\$2,059,463	\$2,028,064	\$2,387,635	17.7%
Supplies & Materials	\$266,070	\$322,600	\$393,600	22%
Maintenance & Repairs	\$673,380	\$740,780	\$878,750	18.6%
Occupancy	\$340,300	\$537,900	\$554,700	3.1%
Contractual Services	\$1,521,372	\$1,520,620	\$1,595,944	5%
Other Charges	\$43,340	\$38,270	\$37,270	-2.6%
Contingency	\$10,000	\$10,000	\$10,000	0%
Transfers Out	\$3,678,400	\$4,375,000	\$3,760,000	-14.1%
Total Water/Wastewater Fund:	\$8,592,325	\$9,573,234	\$9,617,899	0.5%



Hotel Occupancy Tax Fund

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 following divisions: Organizational Funding, Convention Center, Main Street Program, Cultural Arts Commission, and the Rodeo Arena.

Summary

The City of Bastrop is projecting \$3,958,000 of revenue in FY 2025, which represents a 10.8% decrease over the prior year's budget. Budgeted expenditures are projected to decrease by \$218,669 to \$4,040,117 in FY 2025.

The Financial Management Policy states that the General Fund must maintain, at a minimum, 50% of Operating Expenditures in Fund Balance reserves. Based on the ending Fund Balances represented below, this fund will have a 88% reserve at the end of FY 2025. The fund balance from FY 2024 projected to FY 2025 ending will remain relatively static.

Hotel Occupancy Tax Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$3,633,804	\$3,408,456	\$2,735,769
Revenues	\$3,131,554	\$4,441,540	\$3,958,000
Expenditures	\$3,899,827	\$4,258,786	\$4,040,117
Total Revenues Less Expenditures:	-\$768,273	\$182,754	-\$82,117
Ending Fund Balance:	\$2,865,531	\$3,591,210	\$2,653,652

Revenues by Source

Revenue Assumptions

The overall FY 2024 year-end projected revenue is down by 18.75% under the original adopted budget. An amendment was made to reduce the budgeted revenue in the middle of FY 2024. Revenue is budgeted to be \$3,958,000 for FY 2025, which is 8% or \$291,460 more than FY 2024 year-end budget projections.

Outlined below are explanations for two (2) major sources that make up 96% of the fund's revenue.

Hotel Occupancy Tax

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and its 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 \$3,500,000 which is 7% increase from the FY 2024 amended budget. With the tourism industry growing in Bastrop, the proposed revenue is in line with current projections.

Charges for Services

These fees represent revenues collected from Convention Center sponsored events, such as Farm Street Opry; Main Street sponsored events, such as Table on Main; Convention Center rentals, and catering services. The FY 2025 budgeted amount is \$301,000, which is approximately 2.5% or \$7,500 more than FY 2024 budget.

Intergovernmental - This category includes \$25,000 from the Bastrop Economic Development Corporation and \$11,000 from Visit Bastrop.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Taxes & Penalties	\$2,830,000	\$4,000,000	\$3,500,000	-12.5%
Licenses & Permits	\$2,000	\$2,000	\$2,000	0%
Charges for Services	\$218,000	\$293,500	\$301,000	2.6%
Intergovernmental	\$66,554	\$61,040	\$40,000	-34.5%
Interest Income	\$15,000	\$85,000	\$115,000	35.3%
Total Revenue Source:	\$3,131,554	\$4,441,540	\$3,958,000	-10.9%

Expenditures by Fund

The individual department budgets can be found in the department budget pages. This is an overview of this fund at a summary level.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Hotel/Motel Tax Fund				
Personnel Costs	\$0	\$448,586	\$586,655	30.8%
Supplies & Materials	\$65,200	\$56,200	\$56,700	0.9%
Maintenance & Repairs	\$51,450	\$51,450	\$54,500	5.9%
Occupancy	\$51,200	\$51,296	\$51,296	0%
Contractual Services	\$3,000,967	\$2,961,744	\$2,573,356	-13.1%
Other Charges	\$149,510	\$138,010	\$171,510	24.3%
Contingency	\$33,500	\$33,500	\$28,500	-14.9%

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Capital Outlay	\$25,000	\$0	\$0	0%
Transfers Out	\$523,000	\$518,000	\$517,600	-0.1%
Total Hotel/Motel Tax Fund:	\$3,899,827	\$4,258,786	\$4,040,117	-5.1%



Summary

This fund was new for FY 2024. This department was previously in the General Fund. It has been determined that this department and its related revenue be treated as a Special Revenue Fund. The beginning fund balance was estimated using the net of FY 2023 projected revenue over projected expenditures. The available fund balance in this fund will be used for the purposes of future development and/or additional expenditure needs within this fund. The budget is projecting \$1,930,000 of revenue in FY 2025, which represents a 22% decrease from the prior year. Budgeted expenditures are projected to increase by 8.7% or \$148,667 to \$1,848,655 in FY 2025.

Services



Development Services Comprehensive Summary

Name	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$1	\$877,117
Revenues	\$2,476,000	\$1,930,000
Expenditures	\$1,699,988	\$1,848,655
Total Revenues Less Expenditures:	\$776,012	\$81,345
Ending Fund Balance:	\$776,013	\$958,462

Revenues by Source

The proposed FY 2025 revenue is based on the a decreased level of development activity than we saw in FY 2023 based on trends in FY 2024. There are active developments including Pearl River, Valverde subdivision, Burleson Crossing East, and several smaller infill projects. The economy continues to be strong.

Name	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source			
Licenses & Permits	\$2,476,000	\$1,930,000	-22.1%
Total Revenue Source:	\$2,476,000	\$1,930,000	-22.1%

Significant Base Budget Changes in FY 2025

This department includes 3 divisions, Planning, Customer Service, and Building Inspections. Personnel costs decreased with a vacant position not being filled. The department currently has 14 positions. . As you will see, the Contractual Service line has been increased significantly to include the cost of half of the assistant city manager and the department's portion of administrative costs. ThThe Budget Overview section includes a detail of all personnel changes.

Expenditures by Expense Type

Name	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects			
Personnel Costs	\$1,518,961	\$1,304,070	-14.1%
Supplies & Materials	\$19,050	\$41,500	117.8%
Maintenance & Repairs	\$21,270	\$23,270	9.4%
Occupancy	\$11,800	\$11,800	0%
Contractual Services	\$96,407	\$359,365	272.8%
Other Charges	\$32,500	\$108,650	234.3%
Total Expense Objects:	\$1,699,988	\$1,848,655	8.7%



Vehicle and Equip Replacement Fund

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.

Summary

The City of Bastrop is budgeting for \$2,195,311 of revenue in FY 2025, which represents a 21% increase from the prior year. Budgeted expenditures are projected to increase by 61% or \$1,101,300 to \$2,905,368 in FY 2025.

Vehicle and Equip Replacement Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY25 Budget Book EWM (Vehicle/Equip Rplc Fund)
Beginning Fund Balance:	\$4,426,869	\$5,090,034	\$5,315,955
Revenues	\$1,435,490	\$1,811,584	\$2,195,311
Expenditures	\$918,623	\$1,804,068	\$2,905,368
Total Revenues Less Expenditures:	\$516,867	\$7,516	-\$710,057
Ending Fund Balance:	\$4,943,736	\$5,097,550	\$4,605,898

Revenues by Source

The majority of the revenue in FY 2025 is coming from transfers into the fund from the General Fund and Water/Wastewater Fund. Since not all of the city's fleet and equipment are participating in the replacement fund, there must be up front capital used to make the initial purchase, then the department contribution will start annually to be available when the assets need replacing in the future.

Transfer In:

Fund	Amount
General Fund	\$620,000
WaterWastewater	\$50,000
TOTAL TRANSFER IN	\$670,000

Charges for Services represents the annual lease payments made from all departments for replacement of vehicles and equipment that were leased or purchased out of the Vehicle and Equipment Replacement Fund.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Charges for Services	\$666,867	\$851,584	\$1,378,311	61.9%
Transfers In	\$753,623	\$865,000	\$712,000	-17.7%
Interest Income	\$15,000	\$95,000	\$105,000	10.5%
Total Revenue Source:	\$1,435,490	\$1,811,584	\$2,195,311	21.2%



Expenditures by Expense Type

The requests for new or replacement vehicles and equipment are identified in the table below, listed by department.

Description	Department	New/Rplc	Amount
Virtual Servers Host Replacement	Information Technology	R	\$166,087
Virtual Servers Storage Replacement	Information Technology	R	\$218,090
Truck - Crew Cab	Building Maintenance	N	\$49,020
Truck - Crew Cab	Building Maintenance	N	\$49,020
Truck - Crew Cab	Building Maintenance	N	\$53,930
10 Vehicles - Outfitted	Police	N/R	\$850,000
Stryker Lifepak	Fire	N	\$43,832
Stryker Lucas Device	Fire	N	\$20,914
Mower	Public Works-Parks	R	\$21,500
Utility Vehicle	Street Maintenance	N	22,617
Zero Turn Mower	Street Maintenance	R	\$21,417
Ashpalt Roller	Street Maintenance	N	\$60,555
Paving Machine	Street Maintenance	R	\$224,431
Backhoe	Street Maintenance	R	\$132,062
Patch Truck Dump Bed	Street Maintenance	N	\$18,845
Truck - 1/2 ton	W/WW	R	\$50,318
Truck- 1/2 ton	W/WW	R	\$50,318
Truck- 1/2 ton	W/WW	R	\$50,318
Dump Truck	W/WW	R	\$104,408
Mini Excavator	W/WW	N	\$81,250
Truck - 3/4 ton	BP&L	R	\$86,750
Truck - 3/4 ton	BP&L	R	\$86,750
TOTAL			\$2,453,427

The contractual services represent the lease payments for leased vehicles. We are not adding any leased vehicles in FY 2025

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Contractual Services				
LEASE PAYMENTS	\$200,000	\$435,068	\$451,941	3.9%
Total Contractual Services:	\$200,000	\$435,068	\$451,941	3.9%
Capital Outlay				
EQUIPMENT	\$183,623	\$230,000	\$1,104,927	380.4%
VEHICLE	\$535,000	\$1,139,000	\$1,348,500	18.4%
Total Capital Outlay:	\$718,623	\$1,369,000	\$2,453,427	79.2%
Total Expense Objects:	\$918,623	\$1,804,068	\$2,905,368	61%



Type B - Bastrop Economic Development Corp.

Fund Description

The purpose 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.

Summary

The City of Bastrop is budgeting for \$1,402,572 of revenue in FY 2025, which represents a 70.4% decrease over the prior year budget. The sales tax allocation was decreased by 3/8 of 1 cent beginning April 2024 as voted on by the citizens. Budgeted expenditures are projected to decrease by 87% or \$9,014,333 to \$1,336,916 in FY 2025. There are projects that will be funded through prior year funds.

Type B - Bastrop Economic Development Corp. Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$7,573,896	\$9,504,234	\$9,882,141
Revenues	\$4,213,909	\$4,746,140	\$1,402,572
Expenditures	\$9,409,248	\$10,350,970	\$2,336,916
Total Revenues Less Expenditures:	-\$5,195,339	-\$5,604,830	-\$934,344
Ending Fund Balance:	\$2,378,557	\$3,899,404	\$8,947,797

Revenues by Source

The City of Bastrop adopted and levied a one-half of one percent sales tax at an election held on January 21, 1995, for the purpose of Type B economic development. Sales tax revenue is 94% of the total revenue.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Taxes & Penalties	\$4,183,039	\$4,458,090	\$1,114,522	-75%
Charges for Services	\$15,870	\$18,050	\$18,050	0%
Miscellaneous	\$0	\$20,000	\$20,000	0%
Interest Income	\$15,000	\$250,000	\$250,000	0%
Total Revenue Source:	\$4,213,909	\$4,746,140	\$1,402,572	-70.4%



Expenditures by Expense Type

The reduction in personnel costs is a reduction in staff. There will be 2 FTEs, an interim executive director, and a part time employee. The decrease in contractual service is due to a significant amount of projects being complete in FY2024. The remaining projects the EDC is funding are Blakey Lane extension and the sports complex study. The reduction in Capital Outlay is due to all projects being substantially complete in FY 2024 with no new projects planned for FY 2025.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$905,739	\$799,383	\$306,454	-61.7%
Supplies & Materials	\$20,560	\$14,200	\$5,000	-64.8%
Maintenance & Repairs	\$16,000	\$16,000	\$12,000	-25%
Occupancy	\$58,400	\$56,200	\$13,675	-75.7%
Contractual Services	\$3,039,560	\$5,101,560	\$1,284,060	-74.8%
Other Charges	\$1,072,375	\$638,400	\$215,500	-66.2%
Contingency	\$25,000	\$50,000	\$25,000	-50%
Capital Outlay	\$4,000,000	\$3,400,000	\$200,000	-94.1%
Debt Service	\$271,614	\$275,227	\$275,227	0%
Total Expense Objects:	\$9,409,248	\$10,350,970	\$2,336,916	-77.4%

Contractual Services - City Projects Funded

PROJECT	AMOUNT
Downtown Lighting Project (carryover)	\$60,000
Blakey Lane Extension (carryover)	\$771,725
TOTAL	\$831,725

These projects will be managed by City of Bastrop staff but funded by 4B sales tax from Bastrop Economic Development Corporation.





Designated Revenue Fund

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. Expenses that comply with the restrictions on these funds will be applied against 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.

Summary

The City of Bastrop is budgeting for \$92,210 of revenue in FY 2025, which represents a 8.3% increase over the prior year. Budgeted expenditures are projected to increase by 23.2% or \$300,000 to \$284,800 in FY 2025.

Designated Revenue Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$610,228	\$643,049	\$698,327
Revenues	\$63,200	\$85,110	\$92,210
Expenditures	\$528,780	\$548,800	\$284,800
Total Revenues Less Expenditures:	-\$465,580	-\$463,690	-\$192,590
Ending Fund Balance:	\$144,648	\$179,359	\$505,737

Revenues by Source

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Taxes & Penalties	\$24,500	\$24,500	\$24,500	0%
Fines & Forfeitures	\$14,000	\$14,000	\$19,000	35.7%
Charges for Services	\$1,500	\$0	\$0	0%
Intergovernmental	\$0	\$1,700	\$3,000	76.5%
Miscellaneous	\$20,200	\$24,910	\$25,710	3.2%
Interest Income	\$3,000	\$20,000	\$20,000	0%
Total Revenue Source:	\$63,200	\$85,110	\$92,210	8.3%

Expenditures by Expense Type

There is \$205K in Red Light Camera Funds designated for Sidewalk Connectivity to improve pedestrian safety of which a portion will be rolled over from FY 2023/FY2024 for this project.

In 2023, the City of Bastrop renewed a contract with the Bastrop River Company, providing commercial space to the River Outfitter for rental of kayaks, canoes, tubes and other associated services. The revenue from this contract has been designated by the City Council to be used for park repairs and improvements. This agreement expires in March 2028.

The funds collected from video franchise fees (PEG fees) are being budgeted for an unidentified project to evaluate and perform improvements to the audio/visual issues during Council Meetings.

Child safety funds can be used for car seats, crossing guards, or any other motor safety expense. A specific project has not been identified as part of this budget.

Building security fees that the Municipal Court collects can be used to upgrade the security within the court facility. These funds are being budgeted to upgrade the security, including a detector, and funding the bailiff as needed.

The other budget line items include the available funds for each type of funding source to allow the funds to be spent during the year as eligible expenses are identified.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
DESIGNATED PARK FUNDS	\$24,700	\$34,000	\$34,000	0%
PUBLIC EDUCATION -PROG WASTE	\$25,000	\$25,000	\$25,000	0%
PD LEOSE EXP	\$9,000	\$1,800	\$1,800	0%
FIRE DEPT DESIGNATED EXP	\$4,000	\$7,000	\$0	-100%
PD SPECIAL EXP	\$2,000	\$1,000	\$1,000	0%
TECHNOLOGY EXP	\$5,500	\$17,000	\$17,000	0%
LAW ENFORCEMENT	\$4,080	\$1,000	\$1,000	0%
BLDG SECURITY EXP	\$2,500	\$10,000	\$5,000	-50%
CHILD SAFETY FUND EXP	\$12,000	\$12,000	\$0	-100%
PEG-CAP OUTLAY	\$30,000	\$30,000	\$0	-100%
BUILDING SECURITY CAP		\$55,000	\$50,000	-9.1%
TRAFFIC SAFETY-CAPITAL OUTLAY	\$205,000	\$205,000	\$100,000	-51.2%
Total Expense Objects:	\$528,780	\$548,800	\$284,800	-48.1%



Fairview Cemetery Funds

This fund is used for the operations of the Fairview Cemetery. This fund retains 80% of fees associated with plot sales and the expenses associated with the perpetual care and upkeep of plots and graves in the cemetery.

Summary

The City of Bastrop is budgeting for \$165,800 of revenue in FY 2025, which represents a 1.5% increase over the prior year. There will also be a transfer in of approximately \$650,000 from the general fund for the expansion of the cemetery, including construction of a columbarium. This will be repaid to the general fund. Budgeted expenditures are projected to increase by 227% or \$566,327 to \$815,567 in FY 2025, also related to the expansion of the cemetery.

Fairview Cemetery Funds Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$116,148	\$87,724	\$60,505
Revenues	\$161,200	\$163,400	\$815,800
Expenditures	\$217,901	\$249,243	\$815,567
Total Revenues Less Expenditures:	-\$56,701	-\$85,843	\$233
Ending Fund Balance:	\$59,447	\$1,881	\$60,738

Revenue by Fund

The \$83,600 in miscellaneous revenue is the fee for burial opening and closing. This is partially offset by a contracted service expense. This was a new service the city took over in FY 2023. Lot sales revenue was increased by 15.4% due to the expansion of the cemetery. The transfer from the General Fund is support for an the development of Block 9.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Fairview Cemetery - Oper				
MISCELLANEOUS	\$76,000	\$53,200	\$83,600	57.1%
RECORDING FEES	\$1,200	\$1,200	\$1,200	0%
PERMIT FEES	\$3,000	\$2,500	\$2,500	0%
LOT SALES - OPERATING	\$80,000	\$65,000	\$75,000	15.4%
TRANS IN - GENERAL FUND		\$38,000	\$650,000	1,610.5%
INTEREST EARNED-OPERATING	\$1,000	\$3,500	\$3,500	0%
Total Fairview Cemetery - Oper:	\$161,200	\$163,400	\$815,800	399.3%



Expenditures by Expense Type

The Maintenance and Repairs include street maintenance on selected streets. The Contractual Services include grave burial services, and seasonal help for keeping up with the mowing during the summer.

Capital outlay is for engineering costs associated with the development of Block 9 for future lot sales

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$65,316	\$67,608	\$70,287	4%
Supplies & Materials	\$4,200	\$5,100	\$7,750	52%
Maintenance & Repairs	\$34,005	\$7,005	\$8,500	21.3%
Occupancy	\$2,600	\$2,600	\$2,600	0%
Contractual Services	\$96,900	\$63,050	\$72,550	15.1%
Other Charges	\$880	\$880	\$880	0%
Contingency	\$3,000	\$3,000	\$3,000	0%
Capital Outlay	\$11,000	\$100,000	\$650,000	550%
Total Expense Objects:	\$217,901	\$249,243	\$815,567	227.2%



Fairview Cemetery Permanent Fund

This fund is the perpetual trust fund created by the city. This fund receives 20% of the sale of plots to be invested in the long-term to be able to have the funds necessary to maintain the cemetery when there are no longer plots to sell.

Summary

The total revenue is projected at \$37,000 for FY 2025, which is an increase of 5.8% over FY 2024. This increase is attributed to higher rate of return on the long-term investments. There are no expenditures in this fund.

Fairview Cemetery Permanent Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$441,542	\$473,860	\$514,582
Revenues	\$23,500	\$35,000	\$37,000
Total Revenues Less Expenditures:	\$23,500	\$35,000	\$37,000
Ending Fund Balance:	\$465,042	\$508,860	\$551,582

Revenues by Source

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Revenue Source			
Miscellaneous			
LOT SALES - PERMANENT	\$20,000	\$20,000	\$22,000
Total Miscellaneous:	\$20,000	\$20,000	\$22,000
Interest Income			
INTEREST INCOME-PERMANENT	\$3,500	\$15,000	\$15,000
Total Interest Income:	\$3,500	\$15,000	\$15,000
Total Revenue Source:	\$23,500	\$35,000	\$37,000



Library Designated

Fund Description

This fund is used to account for the application of any gifts and donations received for the benefit of the Library.

Summary

The City of Bastrop is budgeting for \$21,000 of revenue in FY 2025, which represents no increase over the prior year. Budgeted expenditures are projected to increase by \$3,300 to \$20,800 in FY 2025.

The FY 2025 budget will be used to supplement the library's general fund budget with funds for additional book inventory. The transfer to the General Fund is to offset the cost of temporary summer staff to support the annual summer reading program.

Library Designated Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$63,750	\$38,360	\$45,672
Revenues			
Miscellaneous	\$20,000	\$20,000	\$20,000
Interest Income	\$750	\$1,000	\$1,000
Total Revenues:	\$20,750	\$21,000	\$21,000
Expenditures			
Supplies & Materials	\$20,000	\$10,500	\$11,500
Maintenance & Repairs	\$20,000	\$0	\$0
Contractual Services	\$1,000	\$1,000	\$800
Other Charges	\$5,000	\$3,000	\$2,500
Transfers Out	\$3,000	\$3,000	\$4,000
Total Expenditures:	\$49,000	\$17,500	\$18,800
Total Revenues Less Expenditures:	-\$28,250	\$3,500	\$2,200
Ending Fund Balance:	\$35,500	\$41,860	\$47,872



Hunter's Crossing Public Improvement District

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.

Summary

The City of Bastrop is budgeting for \$581,279 of revenue in FY 2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to remain static in FY 2025.

Hunter's Crossing Public Improvement District Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$92,817	\$118,171	\$245,238
Revenues	\$575,879	\$581,279	\$581,279
Expenditures	\$552,405	\$559,019	\$559,019
Total Revenues Less Expenditures:	\$23,474	\$22,260	\$22,260
Ending Fund Balance:	\$116,291	\$140,431	\$267,498

Revenues by Source

The Service and Assessment Plan was reviewed and approved by City Council on August 13, 2025. There were no changes to the assessment amounts for this budget period.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Taxes & Penalties	\$574,279	\$574,279	\$574,279	0%
Interest Income	\$1,600	\$7,000	\$7,000	0%
Total Revenue Source:	\$575,879	\$581,279	\$581,279	0%



Expenditures by Expense Type

The transfer out is related to debt service for the fence replacement project.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Maintenance & Repairs	\$107,530	\$111,144	\$111,144	0%
Contractual Services	\$22,975	\$17,975	\$17,975	0%
Other Charges	\$355,000	\$355,000	\$355,000	0%
Transfers Out	\$66,900	\$74,900	\$74,900	0%
Total Expense Objects:	\$552,405	\$559,019	\$559,019	0%



Water/WW Impact Fees

The City of Bastrop has adopted water and wastewater impact fees to allow development to share the cost of infrastructure needs. These fees are reviewed at least every five years and adopted by the City Council. The City has been reviewing these fees more frequently due to changes in costs and demands for additional projects. These funds can be used to pay debt payments or fund projects directly. This fund is very important in allowing the City to control the rates charged to current customers.

Summary

The City of Bastrop is projecting \$3.42M of revenue in FY2025, which represents a 29.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 39.5% or \$2.42M to \$3.71M in FY2025.

Water/WW Impact Fees Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$4,615,273	\$3,959,351	\$2,772,430
Revenues	\$3,330,450	\$4,848,640	\$3,415,997
Expenditures	\$5,884,300	\$6,125,501	\$3,707,000
Total Revenues Less Expenditures:	-\$2,553,850	-\$1,276,861	-\$291,003
Ending Fund Balance:	\$2,061,423	\$2,682,490	\$2,481,427

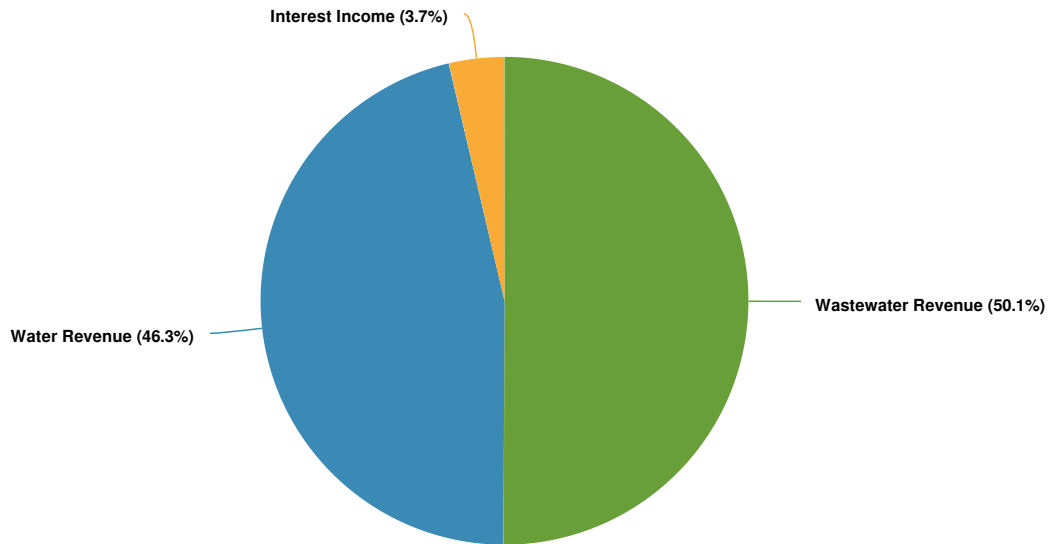
Revenues by Source

The Impact Fee Fund generates revenue through impact fees that are assessed and collected as a part of development. This fee was last adopted on July 26, 2022. The City has hired a consultant to perform an impact fee study. Once the study is received we will consider adjust the impact fee as suggested.

The revenue estimates are based on the following assumptions:

- Val Verde - 250 LUE's (water & wastewater)
- West Bastrop Village - 50 LUE's (wastewater)

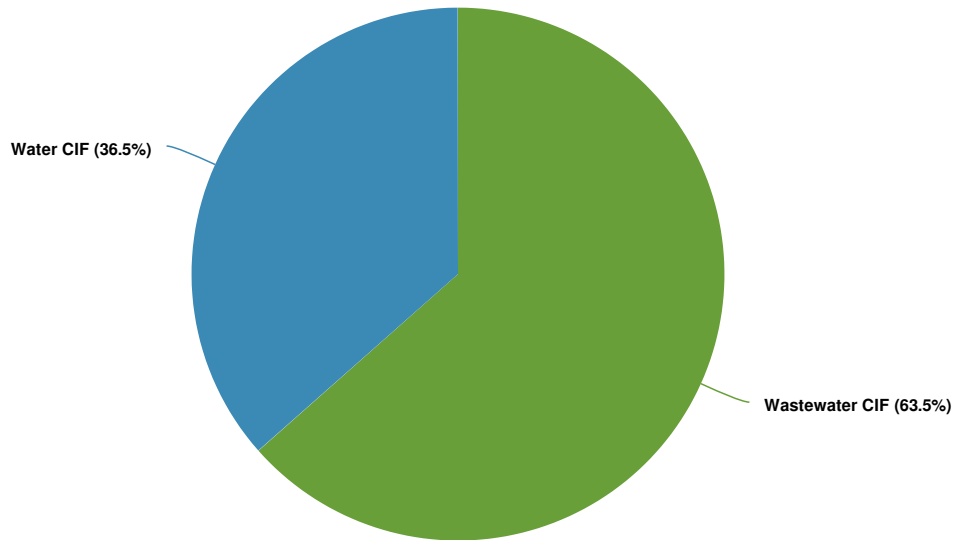
Projected 2025 Revenues by Source



Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Wastewater Revenue	\$2,459,941	\$2,649,094	\$1,710,097	-35.4%
Water Revenue	\$848,509	\$2,074,546	\$1,580,900	-23.8%
Interest Income	\$22,000	\$125,000	\$125,000	0%
Total Revenue Source:	\$3,330,450	\$4,848,640	\$3,415,997	-29.5%

Expenditures by Function

Budgeted Expenditures by Function



The contractual service is the cost of a fee review if needed. We use a third party consultant to facilitate the review and calculate the fees. The transfer out is the amount going to debt service on bonds already issued for eligible projects.

The capital outlay is for the following projects:

- Water - 1 MG Elevated Tank east of FM 969
- Wastewater - wastewater lines and other wastewater infrastructure

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 undefined vs. FY2025 Budgeted (% Change)
Expenditures				
Water CIF				
Water CIF				
Contractual Services	\$5,000	\$5,000	\$5,000	0%
Capital Outlay	\$2,300,000	\$1,000,000	\$0	-100%
Transfers Out	\$321,300	\$1,093,714	\$1,348,500	23.3%
Total Water CIF:	\$2,626,300	\$2,098,714	\$1,353,500	-35.5%
Total Water CIF:	\$2,626,300	\$2,098,714	\$1,353,500	-35.5%
Wastewater CIF				
Wastewater CIF				
Contractual Services	\$5,000	\$5,000	\$5,000	0%
Capital Outlay	\$2,500,000	\$3,000,000	\$1,000,000	-66.7%
Transfers Out	\$753,000	\$1,021,787	\$1,348,500	32%
Total Wastewater CIF:	\$3,258,000	\$4,026,787	\$2,353,500	-41.6%

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 undefined vs. FY2025 Budgeted (% Change)
Total Wastewater CIF:	\$3,258,000	\$4,026,787	\$2,353,500	-41.6%
Total Expenditures:	\$5,884,300	\$6,125,501	\$3,707,000	-39.5%



General Gov't CIP Projects

Fund Description

This fund was created to track Capital Improvement Plan projects.

Summary

The City of Bastrop is budgeting for \$841,057 of revenue in FY 2025, which represents a 82.4% decrease over the prior year. Budgeted expenditures are projected to decrease by 84.1% or \$6,104,797 to \$839,557 in FY 2025. The projects being funded are detailed in the expenditure schedule below.

General Gov't CIP Projects Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$158,561	\$206,132	\$239,683
Revenues	\$3,052,000	\$4,792,000	\$841,057
Expenditures	\$3,152,000	\$5,265,240	\$839,557
Total Revenues Less Expenditures:	-\$100,000	-\$473,240	\$1,500
Ending Fund Balance:	\$58,561	-\$267,108	\$241,183

Revenue by Fund

There are two revenue contributions being made to this fund. The General Fund is transferring excess fund balance to fund capital projects and Bastrop Economic Development Corporation is funding specific capital projects with 4B funds. The Bastrop Economic Development Corp. contributions are recorded as Capital Contributions into this fund. The specific projects are outlined in the below table.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
CIP General Gov't Projects				
CAPITAL CONTRIBUTIONS	\$2,687,000	\$4,772,000	\$839,557	-82.4%
<i>Downtown Lighting Proj</i>	\$164,000	\$141,500	\$25,000	-82.3%
<i>Sports Complex Study</i>	\$50,000	\$0	\$0	0%
<i>Agnes Ext grant match</i>	\$43,000	\$123,000	\$42,832	-65.2%
<i>Transportation Master Plan 50%</i>	\$100,000	\$0	\$0	0%
<i>Emile MC & Rec Complex Site Plan</i>	\$100,000	\$0	\$0	0%
<i>Intersection Improv Eng</i>	\$230,000	\$207,500	\$0	-100%
<i>Blakey Ln St Ext. Proj.</i>	\$1,000,000	\$1,350,000	\$771,725	-42.8%
<i>South St to Lovers Ln Ext.</i>	\$1,000,000	\$2,950,000	\$0	-100%
TRANS IN - GENERAL FUND #101	\$365,000	\$0	\$0	0%
<i>Transportation Master Plan 50%</i>	\$100,000	\$0	\$0	0%
<i>Transportation Impact Fee</i>	\$80,000	\$0	\$0	0%
<i>Facilities Master Plan</i>	\$120,000	\$0	\$0	0%
<i>Park Improvements</i>	\$65,000	\$0	\$0	0%
INTEREST EARNED	\$0	\$20,000	\$1,500	-92.5%
Total CIP General Gov't Projects:	\$3,052,000	\$4,792,000	\$841,057	-82.4%



Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Contractual Services				
PROFESSIONAL SERVICE	\$780,000	\$570,740	\$0	-100%
<i>Comp plan</i>	\$100,000	\$93,240	\$0	-100%
<i>Sports Complex Study</i>	\$50,000	\$0	\$0	0%
<i>Transportation Impact Fee</i>	\$80,000	\$0	\$0	0%
<i>Transportation Master Plan</i>	\$200,000	\$150,000	\$0	-100%
<i>Intersection Improv Eng</i>	\$230,000	\$207,500	\$0	-100%
<i>Facilities Master Plan</i>	\$120,000	\$120,000	\$0	-100%
Total Contractual Services:	\$780,000	\$570,740	\$0	-100%
Capital Outlay				
CAPITAL OUTLAY	\$2,372,000	\$4,694,500	\$839,557	-82.1%
<i>Playground Equip</i>	\$65,000	\$130,000	\$0	-100%
<i>Downtown Lighting Proj</i>	\$164,000	\$141,500	\$25,000	-82.3%
<i>Agnes Ext grant match</i>	\$43,000	\$123,000	\$42,832	-65.2%
<i>Emile MC & Rec Complex Site Plan</i>	\$100,000	\$0	\$0	0%
<i>Blakey Ln St Extension</i>	\$1,000,000	\$1,350,000	\$771,725	-42.8%
<i>South St to Lovers Ln Ext</i>	\$1,000,000	\$2,950,000	\$0	-100%
Total Capital Outlay:	\$2,372,000	\$4,694,500	\$839,557	-82.1%
Total Expense Objects:	\$3,152,000	\$5,265,240	\$839,557	-84.1%



Street Maintenance Fund

Fund Description

This fund was created to contain revenue generated specifically for street maintenance to improve the City's overall Pavement Condition Index.

Summary

The City of Bastrop is budgeting for \$3,039,000 of revenue in FY 2025. In FY 2024 the citizens voted to allocate 3/8 of 1 cent of sales tax to the street maintenance fund beginning April 2024. Budgeted expenditures are projected to increase by 229% or \$2,117,517 to \$3,039,000 in FY 2025.

Street Maintenance Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$109,410	\$581,322	\$2,495,328
Revenues			
Taxes & Penalties			\$2,925,000
Other Income		\$0	\$64,000
Transfers In	\$800,000	\$800,000	\$0
Interest Income	\$3,500	\$10,000	\$50,000
Total Revenues:	\$803,500	\$810,000	\$3,039,000
Expenditures			
Personnel Costs	\$0	\$0	\$1,268,876
Supplies & Materials		\$0	\$152,000
Maintenance & Repairs	\$0	\$0	\$675,000
Occupancy		\$0	\$10,750
Contractual Services	\$0	\$0	\$430,574
Other Charges		\$0	\$1,800
Capital Outlay	\$807,927	\$921,483	\$500,000
Total Expenditures:	\$807,927	\$921,483	\$3,039,000
Total Revenues Less Expenditures:	-\$4,427	-\$111,483	\$0
Ending Fund Balance:	\$104,983	\$469,839	\$2,495,328

Revenue by Fund

In FY 2024 the citizens voted to allocate 3/8 of 1 cent of sales tax to the street maintenance fund beginning April 2024. The City of Bastrop budgeted for a 3.5% increase in sales tax for fiscal year 2025 (based on a full year of collections). This will be significant in maintaining the streets and drainage throughout the City.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Street Maintenance Fund	\$803,500	\$810,000	\$3,039,000	275.2%
Total Street Maintenance Fund:	\$803,500	\$810,000	\$3,039,000	275.2%



Expenditures by Expense Type

During FY 2022, the city contracted for an update to the Pavement Condition Index. This update provided feedback on the current condition of the city streets and established street maintenance plans, with a list of streets in priority for the next several years. In FY 2024 the City of Bastrop reviewed the lists of streets and their conditions and initiated a plan to begin repairs and maintenance on the streets in the poorest conditions.

In FY 2025 the Street Maintenance Fund plans to perform the following work to continue :

- 24 Lane miles of HA5
- 5 Lane Miles of Double Seal & HA5
- 4 Lane Miles of 2" overlay TyD & Under Seal
- Pecan Park Subdivision with Terra Cool
- 3 Lane Miles of 8" Full Depth Repair
- 3 Lane Miles of Rehab P2 Stabilization

- 2300 Linear Feet of 4' Wide Sidewalks

- 1170 Linear Feet of new guardrails to bring up to standard

- 1630 Linear feet of New Concrete Flume to improve drainage

Name	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects			
Personnel Costs			
OPERATIONAL SALARIES	\$0	\$863,800	N/A
OVERTIME	\$0	\$10,000	N/A
SOCIAL SECURITY	\$0	\$66,100	N/A
RETIREMENT	\$0	\$122,200	N/A
GROUP INSURANCE	\$0	\$150,000	N/A
WORKERS COMP	\$0	\$50,576	N/A
LONGEVITY	\$0	\$6,200	N/A
Total Personnel Costs:	\$0	\$1,268,876	N/A
Supplies & Materials			
SUPPLIES	\$0	\$3,500	N/A
OFFICE EQUIPMENT/FURNITURE	\$0	\$2,000	N/A
EQUIPMENT	\$0	\$2,000	N/A
JANITORIAL EQUIPMENT	\$0	\$500	N/A
CHEMICALS	\$0	\$12,500	N/A
SMALL TOOLS	\$0	\$4,000	N/A
FUEL	\$0	\$40,000	N/A
STREET SIGNS & 911 ADDRESSING	\$0	\$12,500	N/A
HOT MIX, ASPHALT, GRAVEL	\$0	\$75,000	N/A
Total Supplies & Materials:	\$0	\$152,000	N/A
Maintenance & Repairs			
EQUIPMENT MAINTENANCE	\$0	\$35,000	N/A

Name	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
SIDEWALKS	\$0	\$20,000	N/A
CRACK SEAL	\$0	\$20,000	N/A
DRAINAGE	\$0	\$50,000	N/A
SURFACE TREATMENT	\$0	\$75,000	N/A
STRUCTURAL OVERLAY	\$0	\$472,000	N/A
PARKING LOTS	\$0	\$3,000	N/A
Total Maintenance & Repairs:	\$0	\$675,000	N/A
Occupancy			
COMMUNICATIONS	\$0	\$3,500	N/A
UTILITIES	\$0	\$7,250	N/A
Total Occupancy:	\$0	\$10,750	N/A
Contractual Services			
PROFESSIONAL SERVICES	\$0	\$3,500	N/A
UNIFORMS	\$0	\$15,300	N/A
ENGINEERING	\$0	\$10,000	N/A
ADMINISTRATIVE SERVICES		\$50,000	N/A
CONTRACTED SERVICES	\$0	\$130,000	N/A
EQUIPMENT RENTAL	\$0	\$5,000	N/A
VEHICLE/EQUIP REPLACEMENT FEE	\$0	\$216,774	N/A
Total Contractual Services:	\$0	\$430,574	N/A
Other Charges			
ADVERTISING	\$0	\$150	N/A
TRAVEL & TRAINING	\$0	\$1,500	N/A
DUES, SUBSCRIPTION AND PUB	\$0	\$150	N/A
Total Other Charges:	\$0	\$1,800	N/A
Capital Outlay			
STREET IMPROVEMENTS	\$921,483	\$500,000	-45.7%
Total Capital Outlay:	\$921,483	\$500,000	-45.7%
Total Expense Objects:	\$921,483	\$3,039,000	229.8%





Park/Trail Land Dedication Fund

Fund Description

This fund is used to account for receipts and disbursement of funds designated for special improvement projects related to City parks and trails.

Summary

The City of Bastrop is projecting \$1,865 of revenue in FY 2024. Budgeted expenditures are projected to be \$0. This fund received a prepaid payment for a 75-year lease with Bastrop County for Mayfest Park. This lease revenue is earned over the life of the lease. A portion of the skate park was expensed through this fund and against future earnings. This is the reason for the negative fund balance.

Park/Trail Land Dedication Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	-\$83,054	-\$81,267	-\$79,470
Revenues			
Charges for Services	\$1,365	\$1,365	\$1,365
Interest Income	\$100	\$500	\$500
Total Revenues:	\$1,465	\$1,865	\$1,865
Total Revenues Less Expenditures:	\$1,465	\$1,865	\$1,865
Ending Fund Balance:	-\$81,589	-\$79,402	-\$77,605



Land Acquisition Fund

This fund was created to set aside proceeds from the sale of city property to be used to acquire land that is needed in the future.

Land Acquisition Fund Comprehensive Summary

Name	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$1,689,484	\$514,407
Ending Fund Balance:	\$1,689,484	\$514,407



Water/WW CIP Fund

This fund was created to fund system repairs and capital improvement projects. It is funded from transfers from the Water/Wastewater Operating Fund.

Summary

The City of Bastrop is projecting \$140K of revenue in FY2025, which represents a 81.1% decrease over the prior year. Budgeted expenditures are projected to decrease by 84.0% or \$737K to \$140K in FY2025.

Projects in this fund include communication antennae for the west side of town, phase II of manhole replacement in Tahitian Village, water/wastewater lines for the Agnes Street extension project, and general system improvements.

Water/WW CIP Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$638,451	\$932,199	\$1,202,775
Revenues			
TRANS IN - W/WW/FUND	\$882,100	\$725,000	\$110,000
INTEREST	\$3,000	\$17,000	\$30,000
Total Revenues:	\$885,100	\$742,000	\$140,000
Expenditures			
SYSTEM MAINTENANCE, W PROD	\$50,000	\$62,000	\$25,000
SYSTEM MAINT, WW TP	\$50,000	\$115,000	\$115,000
PROFESSIONAL SERVICES	\$150,000	\$0	\$0
IMPROVEMENTS, W/WW DIST	\$652,500	\$450,000	\$0
WATER SUPPLY	\$200,000	\$0	\$0
CAPITAL OUTLAY	\$150,000	\$250,000	\$0
Total Expenditures:	\$1,252,500	\$877,000	\$140,000
Total Revenues Less Expenditures:	-\$367,400	-\$135,000	\$0
Ending Fund Balance:	\$271,051	\$797,199	\$1,202,775



American Rescue Plan

Fund Description

The funds represented in this fund were received by the City in FY 2021 and FY 2022 and have to be obligated by December 2024. It is the intention of the City to use these funds for water and wastewater infrastructure projects.

Summary

These funds were previously earmarked for the Transfer Lift Station and Force Main to the new WWTP#3. The City is considering redirecting these funds to the renovation of the Bob Bryant Treatment Plant. This decision must be made and a contract must be signed before December 31, 2024.

American Rescue Plan Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$2,288,071	\$2,320,704	\$2,394,362
Revenues			
Interest Income	\$3,000	\$35,000	\$65,000
Total Revenues:	\$3,000	\$35,000	\$65,000
Expenditures			
Capital Outlay	\$2,156,205	\$2,388,071	\$2,433,071
Total Expenditures:	\$2,156,205	\$2,388,071	\$2,433,071
Total Revenues Less Expenditures:	-\$2,153,205	-\$2,353,071	-\$2,368,071
Ending Fund Balance:	\$134,866	-\$32,367	\$26,291



2018 CO Bond Fund

The 2018 Certificate of Obligation was issued to construct, improve, and upgrade drainage, streets sidewalks, etc.

Summary

The City of Bastrop is projecting \$2K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 4.9% or \$23.2K to \$494K in FY2025.

2018 CO Bond Fund Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$459,631	\$560,893	\$495,060
Revenues			
Interest Income	\$2,000	\$2,000	\$2,000
Total Revenues:	\$2,000	\$2,000	\$2,000
Expenditures			
Capital Outlay	\$461,631	\$470,801	\$494,000
Total Expenditures:	\$461,631	\$470,801	\$494,000
Total Revenues Less Expenditures:	-\$459,631	-\$468,801	-\$492,000
Ending Fund Balance:	\$0	\$92,092	\$3,060





2020 Limited Tax Note

Fund Description

The 2020 Limited Tax Note was issued to construct, improve, and upgrade the City's streets, including drainage, sidewalks, right-of-way, and bridge repair.

Summary

This fund is projected to expend all available funds during FY 2025. The balance is for building maintenance needs such as A/C replacements, or building repairs such as

2020 Limited Tax Note Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$322,328	\$53,165	\$32,956
Revenues			
Interest Income	\$500	\$500	\$500
Total Revenues:	\$500	\$500	\$500
Expenditures			
Capital Outlay	\$149,948	\$50,314	\$32,500
Total Expenditures:	\$149,948	\$50,314	\$32,500
Total Revenues Less Expenditures:	-\$149,448	-\$49,814	-\$32,000
Ending Fund Balance:	\$172,880	\$3,351	\$956



2021 Certificate of Obligation

Fund Description

The 2021 Certificate of Obligation was issued to construct, improve, and upgrade the City's water and wastewater system (including Wastewater Treatment Plant #3 and all associated transmission lines and pumping facilities and Water Treatment Plant at XS Ranch; and fence replacement and related improvements and repairs within Hunter's Crossing Public Improvement District.

Summary

This bond fund will have a small amount of carryover into FY 2025. The balance will be for wastewater projects.

2021 Certificate of Obligation Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$21,368,277	\$2,877,760	\$1,123,955
Revenues			
Interest Income			
INTEREST INCOME	\$35,000	\$10,000	\$100,000
Total Interest Income:	\$35,000	\$10,000	\$100,000
Total Revenues:	\$35,000	\$10,000	\$100,000
Expenditures			
Capital Outlay			
Capital Outlay	\$0	\$0	\$1,264,772
WWTP#3	\$6,450,575	\$0	\$0
WWTP#3 WESTSIDE COLLECTION SYS	\$2,500,000	\$0	\$0
WWTP#3 LS AND FORCE MAIN	\$0	\$385,567	\$0
XS WATER PLANT	\$11,500,000	\$0	\$0
Total Capital Outlay:	\$20,450,575	\$385,567	\$1,264,772
Total Expenditures:	\$20,450,575	\$385,567	\$1,264,772
Total Revenues Less Expenditures:	-\$20,415,575	-\$375,567	-\$1,164,772
Ending Fund Balance:	\$952,702	\$2,502,193	-\$40,817





2022 Certificate of Obligation

The 2022 Certificate of Obligation was issued to construct, improve, and upgrade the City's streets, including drainage, sidewalks, right-of-way, and bridge repair.

Summary

During FY 2023 the city contracted out the street repair of Old Austin HWY and the engineering for additional street rehabilitation that will continue to be performed during FY 2025.

2022 Certificate of Obligation Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$3,619,371	\$2,121,070	\$2,331,755
Revenues			
Interest Income		\$20,000	\$20,000
Total Revenues:	\$0	\$20,000	\$20,000
Expenditures			
Capital Outlay	\$3,599,999	\$2,079,371	\$2,241,950
Total Expenditures:	\$3,599,999	\$2,079,371	\$2,241,950
Total Revenues Less Expenditures:	-\$3,599,999	-\$2,059,371	-\$2,221,950
Ending Fund Balance:	\$19,372	\$61,699	\$109,805



2023 Certificate of Obligation (GF)

The 2023 Certificate of Obligation was issued to construct, improve, and upgrade the City's streets, including drainage, sidewalks, right-of-way, and bridge repair.

Summary

This bond was originally issued to fund the following projects:

PROJECTS	EST. AMOUNT
Old Iron Bridge grant match	\$3,000,000
Riverbank stabilization grant match	\$3,000,000
Gills Branch drainage grant match	\$3,000,000
Street Rehabilitation	\$4,000,000

The City is still waiting for the award determination of the above grants. The priority and projects of these funds may shift depending on the outcome of the grant awards.

2023 Certificate of Obligation (GF) Comprehensive Summary

Name	FY2023 Projected	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	N/A	\$13,255,317	\$13,851,900
Revenues			
Other Revenue	\$13,107,779	\$0	\$0
Interest Income	\$75,000	\$50,000	\$200,000
Total Revenues:	\$13,182,779	\$50,000	\$200,000
Expenditures			
Other Charges	\$107,779	\$0	\$0
Capital Outlay		\$13,125,000	\$13,500,000
Total Expenditures:	\$107,779	\$13,125,000	\$13,500,000
Total Revenues Less Expenditures:	\$13,075,000	-\$13,075,000	-\$13,300,000
Ending Fund Balance:	N/A	\$180,317	\$551,900





Grants

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.

Summary

There are 2 large projects receiving grants in the FY 2025, Blakey Lane and Agnes St. There are also 2 small police equipment grants and 2 small Texas Art Commission grants. The grant fund does not carry a fund balance. The grants are reimbursing and so the revenue always equals expenditures.

Grants Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	N/A	N/A	N/A
Revenues			
Intergovernmental	\$4,440,330	\$3,865,330	\$6,634,945
Miscellaneous	\$225,000	\$0	\$0
Transfers In	\$0	\$0	\$33,000
Total Revenues:	\$4,665,330	\$3,865,330	\$6,667,945
Expenditures			
Contractual Services	\$225,000	\$0	\$69,615
Capital Outlay	\$4,440,330	\$3,865,330	\$6,598,329
Total Expenditures:	\$4,665,330	\$3,865,330	\$6,667,944
Total Revenues Less Expenditures:	\$0	\$0	\$1
Ending Fund Balance:	N/A	N/A	N/A

Projects and Funding Source

PROJECT	FUNDING SOURCE
Agnes Street Extension	General Land Office (CDBG-MIT)
Blakey Lane	General Land Office (CDBG-MIT)



General Debt Service

Fund Description

Major improvements such as streets, drainage, buildings, and other 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 asset.

Summary

The City of Bastrop is budgeting for \$4,529,912 of revenue in FY 2025, which represents an increase of 196,344 from the prior year. Budgeted expenditures are projected to increase by 4.5% or \$216,499 to \$4,529,812 in FY 2025. Detailed debt information can be found in the debt section of the budget.

The majority of this fund's revenue comes from Ad Valorem Tax. The debt portion of the Property Tax Rate pays the debt obligations for each fiscal year. This rate is \$0.1962 for FY 2025, which is the same debt rate as FY 2024, representing 38.81% of the total tax rate.

This budget assumes a \$18M bond issuance in 2025.

General Debt Service Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$430,532	\$581,332	\$739,707
Revenues			
Taxes & Penalties	\$2,989,161	\$3,390,341	\$3,562,085
Miscellaneous	\$271,614	\$275,227	\$275,227
Transfers In	\$589,900	\$592,900	\$592,500
Interest Income	\$19,500	\$75,000	\$100,000
Total Revenues:	\$3,870,175	\$4,333,468	\$4,529,812
Expenditures			
Other Charges	\$0	\$0	\$33,308
Debt Service	\$3,850,699	\$4,746,311	\$4,496,504
Total Expenditures:	\$3,850,699	\$4,746,311	\$4,529,812
Total Revenues Less Expenditures:	\$19,476	-\$412,843	\$0
Ending Fund Balance:	\$450,008	\$168,489	\$739,707



Water/WW Debt Service

Fund Description

The function of this fund is to retire bonded indebtedness for water and wastewater capital equipment and infrastructure.

Summary

The proposed revenue for FY 2025 is \$6,617,960 a decrease of 13.6% over FY 2024 budget. The expenditure budget includes the debt associated with issuing 2024 bonds totalling \$36M. The expenditure budget has decreased 6.4% over FY 2024. This decrease is related to debt that was retired in in FY 2024.

Water/WW Debt Service Comprehensive Summary

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted
Beginning Fund Balance:	\$1,797,113	\$3,218,562	\$3,408,855
Revenues			
Transfers In	\$3,655,540	\$5,715,500	\$6,507,000
Interest Income	\$9,687	\$110,960	\$110,960
Total Revenues:	\$3,665,227	\$5,826,460	\$6,617,960
Expenditures			
Debt Service	\$3,823,204	\$7,070,185	\$6,617,959
Total Expenditures:	\$3,823,204	\$7,070,185	\$6,617,959
Total Revenues Less Expenditures:	-\$157,977	-\$1,243,725	\$1
Ending Fund Balance:	\$1,639,136	\$1,974,837	\$3,408,856

Revenues by Source

There are two sources that are transferred into this fund. The first is from water and wastewater rates approved by City Council. This amount is transferred in from the Water/Wastewater Fund. The second is Impact Fees. These fees are also approved by City Council.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Revenue Source				
Transfers In				
TRANSFERS IN - W/WW #202	\$2,581,240	\$3,600,000	\$3,600,000	0%
TRANSFER IN - IMPACT FUND	\$1,074,300	\$2,115,500	\$2,907,000	37.4%
Total Transfers In:	\$3,655,540	\$5,715,500	\$6,507,000	13.8%
Interest Income				
INTEREST RECEIPTS	\$9,687	\$110,960	\$110,960	0%
Total Interest Income:	\$9,687	\$110,960	\$110,960	0%
Total Revenue Source:	\$3,665,227	\$5,826,460	\$6,617,960	13.6%

DEPARTMENTS

City Council

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.



Expenditures Summary

44,578 **-\$2,225**
 (-4.75% vs. prior year)

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$6,807	\$6,807	\$6,807	\$6,808	0%
Supplies & Materials	\$3,986	\$3,986	\$3,986	\$3,950	-0.9%
Occupancy	\$7,650	\$7,650	\$7,650	\$7,600	-0.7%
Contractual Services	\$10,500	\$10,500	\$10,500	\$11,000	4.8%
Other Charges	\$17,860	\$17,860	\$17,860	\$15,220	-14.8%
Total Expense Objects:	\$46,803	\$46,803	\$46,803	\$44,578	-4.8%



Organizational

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 property and general liability 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, Street Maintenance, Development Services and Hotel Occupancy Tax Fund for administrative support.

Expenditures Summary

-\$28,184 **-\$1,244,453**
(-102.32% vs. prior year)

Significant Base Budget Changes for FY 2025

Personnel costs include group insurance and retirement costs. The group insurance includes a 50% contribution to dependent care coverage by the City for General Fund employees and the contracted fee for the benefit consultants. The 50% contribution to benefit coverage was increased for FY 2025 due to the increased utilization of this benefit.

The Contractual Services category includes insurance coverage, property tax collection and appraisal services, contractual services and legal services. The contractual services line item includes two contracts. One is with CARTS for \$40,000, and the other is the Pine Street parking lot that the City shares with the County for \$9,000. Property insurance increased 19% this fiscal year, up from 11% in the previous year.

The other significant line item in this category is the Overhead Allocation, which is a credit amount from the proprietary funds into the General Fund. This amount increased by 13.2% from FY 2024 due to the creation of 2 funds that are now contributing back to the general fund for admin costs as well as a general increase in cost of day to day activities. The Dues & Subscriptions line item includes the Air Quality Program funding, along with other membership dues the city participates in.

Transfers out include amounts to Vehicle/Equipment Replacement Fund (\$620,000). This category decreased by 28.4% from FY 2024.

Budgeted Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$1,742,543	\$175,299	\$175,299	\$251,000	43.2%
Supplies & Materials	\$12,435	\$12,450	\$12,450	\$12,000	-3.6%
Maintenance & Repairs	\$23,930	\$15,350	\$15,350	\$15,100	-1.6%
Occupancy	\$91,500	\$89,880	\$89,880	\$89,880	0%
Contractual Services	\$652,569	\$663,716	\$663,716	\$700,531	5.5%
Other Charges	-\$1,535,436	-\$1,508,926	-\$1,508,926	-\$1,751,695	16.1%
Contingency	\$35,000	\$35,000	\$35,000	\$35,000	0%
Transfers Out	\$2,051,018	\$1,733,500	\$1,733,500	\$620,000	-64.2%
Total Expense Objects:	\$3,073,559	\$1,216,269	\$1,216,269	-\$28,184	-102.3%

City Manager

WHY?

To lead in a trustworthy manner so that barriers are eliminated.

Services



Expenditures Summary

772,496 **\$115,148**
 (17.52% vs. prior year)

Significant Base Budget Changes for FY 2025

This department consists primarily of personnel costs including the City Manager, the Assistant City Manager, the Assistant to the City Manager and an Executive Assistant.

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$718,445	\$630,548	\$630,548	\$746,696	18.4%
Supplies & Materials	\$7,100	\$7,100	\$7,100	\$6,100	-14.1%
Occupancy	\$3,700	\$3,700	\$3,700	\$3,700	0%
Other Charges	\$16,000	\$16,000	\$16,000	\$16,000	0%
Total Expense Objects:	\$745,245	\$657,348	\$657,348	\$772,496	17.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
City Manager	1	1	1
Assistant City Manager - Development Services	1	1	1
Assistant City Manager - Community Engagement	1	1	0
Assistant to the City Manager	0	0	1
Executive Administrative Assistant	<u>0</u>	<u>2</u>	<u>1</u>
TOTAL	3	4	4

City Secretary

WHY?

To build relationships so that we enrich the lives of others. To create trust so that we protect both the legal and financial rights of the citizens of Bastrop.

Services



Expenditures Summary

314,113 **-\$2,481**
 (-0.78% vs. prior year)

Significant Base Budget Changes for FY 2025

There were no major changes in this fund in FY 2025.

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$260,989	\$221,168	\$221,168	\$231,287	4.6%
Supplies & Materials	\$4,250	\$4,250	\$4,250	\$4,750	11.8%
Maintenance & Repairs	\$9,100	\$9,100	\$9,100	\$9,500	4.4%
Occupancy	\$1,776	\$1,776	\$1,776	\$1,776	0%
Contractual Services	\$11,600	\$28,100	\$28,100	\$14,600	-48%
Other Charges	\$32,200	\$52,200	\$52,200	\$52,200	0%
Total Expense Objects:	\$319,915	\$316,594	\$316,594	\$314,113	-0.8%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Receptionist/Office Assistant	1	0	0
TOTAL	3	2	2

Goal #1

ORGANIZATIONAL EXCELLENCE - respond to all Open Records Requests within 10 days of receipt.

Measures

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
97%	99%	98%	99%

Goal #2

ORGANIZATIONAL EXCELLENCE - post Resolutions, Ordinances, and Executed Exhibits online within 5 days of final Council action.

Measures: % within 5 days

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
99%	99%	99%	100%

Goal #3

ORGANIZATIONAL EXCELLENCE - approved Minutes, without errors, 95% of the time.

Measures: % with no errors

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
98%	99%	99%	100%

Finance

WHY?

Finance maintains and supports the fiscal integrity of the City of Bastrop through accurate accounting and financial compliance. Finance works with the Mayor, City Council, the City Manager, and all departments and citizens to provide excellent service to our community. The department is responsible for setting up and operating accounts payable, accounts receivable, payroll, fixed assets, and general ledger. The department also oversees the City's annual budget and is responsible for ensuring the City is in compliance with all accounting standards.

Expenditures Summary

2,116,855 **\$184,242**
(9.53% vs. prior year)

Services - Finance Administration



Significant Base Budget Changes in FY 2025

There will be one new position in Finance that will manage CIP projects and grants.

There are increases each year in software licenses and maintenance costs 5% annually. The professional services costs are higher due to the semi-annual requirement to update the benefit actuarial report.

In the Utility Customer Service division, the Contractual Services category was increased for the solid waste contract. This contract went out for bid in fiscal year 2024 coming in at no cost change. Contractual services expenditures increased due to growth in homes.

Expenditures by Function

Name	FY2023 Budgeted	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures					
General Government					
Finance					
Administration					
Personnel Costs	\$474,371	\$521,380	\$521,380	\$640,698	22.9%
Supplies & Materials	\$2,400	\$2,600	\$2,600	\$2,200	-15.4%
Maintenance & Repairs	\$58,250	\$59,750	\$59,750	\$108,440	81.5%
Occupancy	\$3,655	\$3,805	\$3,805	\$3,805	0%
Contractual Services	\$57,832	\$60,170	\$60,170	\$62,000	3%
Other Charges	-\$1,115	-\$605	-\$605	-\$825	36.4%
Total Administration:	\$595,392	\$647,100	\$647,100	\$816,318	26.2%
Utility Customer Service					
Personnel Costs		\$289,169	\$289,169	\$328,041	13.4%
Supplies & Materials		\$23,800	\$23,800	\$26,000	9.2%
Maintenance & Repairs		\$59,425	\$59,425	\$59,425	0%
Occupancy		\$10,956	\$10,956	\$40,716	271.6%
Contractual Services		\$896,463	\$896,463	\$841,755	-6.1%
Other Charges		\$5,700	\$5,700	\$4,600	-19.3%
Total Utility Customer Service:	\$0	\$1,285,513	\$1,285,513	\$1,300,537	1.2%
Total Finance:	\$595,392	\$1,932,613	\$1,932,613	\$2,116,855	9.5%
Total General Government:	\$595,392	\$1,932,613	\$1,932,613	\$2,116,855	9.5%
Total Expenditures:	\$595,392	\$1,932,613	\$1,932,613	\$2,116,855	9.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
ADMINISTRATION DIVISION			
Chief Financial Officer	1	1	1
Assistant Finance Director	1	0	1
CIP/Grant Accountant	0	0	1
Senior Accountant	0	1	0
Finance Specialist II - AP	1	1	1
Finance Specialist II - Payroll	1	1	1
Executive Administrative Assistant	1	1	1
TOTAL	5	5	6
UTILITY CUSTOMER SERVICE			
Customer Service Supervisor	1	1	1
Customer Service Coordinator	1	0	0
Lead Customer Service Rep	0	1	1
Customer Service Specialist I/II	2	2	2
TOTAL	4	4	4
TOTAL	9	9	10

Services - Utility Customer Service



Goal #1

FISCAL RESPONSIBILITY - increase the number of payments through our utility portal in an effort to reduce the cost of producing and mailing a paper bill.

Goal #2

FISCAL RESPONSIBILITY - Continual consumption reports produced and reviewed weekly to notify customers of higher consumption through continual usage.

Goal #3

FISCAL RESPONSIBILITY - Maintain General Obligation Bond Rating.

Measures: Bond rating

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
AA	AA	AA	AA

Goal #4

ORGANIZATIONAL EXCELLENCE - Awarded the GFOA Distinguished Budget Presentation certificate.

The City did not receive the award in FY 2024 due to staff turnover. The Finance Department will submit for the GFOA Distinguished Budget Award in FY 2025.

Human Resources

WHY?

To build and share the City's "why" with current and prospective new employees. As well as supporting the City of Bastrop's entire operations by attracting and retaining a qualified, capable, and diverse workforce, filled with customer service-oriented people who are committed to providing the highest quality of exemplary service to the citizens of Bastrop.

Services



Expenditures Summary

459,993 **\$50,162**
 (12.24% vs. prior year)

Significant Base Budget Changes for FY 2025

In Fiscal Year 2025 Human Resources budgeted for a diversity, equity and inclusion training. The remaining increase is due to rising costs and salary increases.

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2024 Projected	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$228,849	\$357,461	\$357,461	\$389,608	9%
Supplies & Materials	\$3,550	\$4,110	\$4,110	\$4,370	6.3%
Maintenance & Repairs	\$10,575	\$12,155	\$12,155	\$13,325	9.6%
Occupancy	\$2,200	\$2,200	\$2,200	\$2,200	0%
Contractual Services	\$12,500	\$3,500	\$3,500	\$10,000	185.7%
Other Charges	\$27,490	\$30,405	\$30,405	\$40,490	33.2%
Total Expense Objects:	\$285,164	\$409,831	\$409,831	\$459,993	12.2%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
Human Resource Director	1	1	1
Human Resource Coordinator	0	.875	0.875
Human Resource Generalist	0.875	0	0
Customer Service Specialist	0	1	1
TOTAL	1.75	2.875	2.875

Goal #1

ORGANIZATIONAL EXCELLENCE - ensure Bastrop meets the highest safety standards for City employees: Less than 25 Worker Compensation claims with less than 10 lost time claims over the last 3 years.

Goal #2

ORGANIZATIONAL EXCELLENCE - recognize 100% of all employees who reach the employment milestones in 5 year increments.

Measures

Actual FY2023	Goal FY2024	Projected FY2024	Goal FY2025
100%	100%	100%	100%

Information Technology

WHY?

To facilitate information technology Services for efficient and effective communication.

Services



Expenditures Summary

1,014,178 **\$292,137**
(40.46% vs. prior year)

Significant Base Budget Changes for FY 2025

The IT department is gained one (1) FTE in FY2024. There will be a full year of salary expense for this position in FY2025. This new position is GIS Manager with the main function of building and maintaining the city's Geographic Information System database. This includes coordinating with various city departments to add utilities and other assets to the system to have data visibility and assist staff with decision making. Additionally, a title change from GIS Specialist to GIS Analyst is requested but will not affect the budget.

Based on the overall increase in full-time employees in the city, the computer replacement program has increased.

The software maintenance budget line has increased due to the GIS software license cost that was transferred from the Development Services department to the Information Technology Department. Additionally, this budget line includes a new security filter license for the new wastewater treatment plant network and an overall increase in license subscriptions.

The increase in capital outlay (vehicle and equipment replacement fund payment) relates to the core datacenter servers, storage and backup batteries replacement project. The lifespan of this hardware is 5 years and was completed in fiscal year 2019. Current storage capacity is increasing rapidly and has been maintained more frequently due to the age of the hardware.

The increase in the budget for training and uniforms is related to the new position being added.

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$280,323	\$407,525	\$570,874	40.1%
Supplies & Materials	\$65,790	\$71,760	\$72,760	1.4%
Maintenance & Repairs	\$171,978	\$173,020	\$211,170	22%
Occupancy	\$10,300	\$10,300	\$13,050	26.7%
Contractual Services	\$51,537	\$51,737	\$114,624	121.6%
Other Charges	\$8,700	\$7,700	\$13,700	77.9%
Capital Outlay	\$0	\$0	\$18,000	N/A
Total Expense Objects:	\$588,628	\$722,042	\$1,014,178	40.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
IT Director	0	1	1
IT Manager	1	0	0
System Administrator	1	2	2
GIS Analyst	0	0	1
GIS Specialist	1	1	1
TOTAL	3	4	5

Goals

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

ORGANIZATIONAL EXCELLENCE -

- Innovation and automation – Delivery innovating IT projects to help the city automate workflows using technology.
- IT Security - Protect and defend city's data to ensure services are accessible, useful, and safe for the city staff and residents. Discuss security initiatives and implement tools to protect city's networks.

Goals	Goal FY2023	Actual FY2024	Goal FY2025
Server Uptime: Availability of City servers for use	99.5%	99.7%	100%
Internet uptime: Availability of internet services and outside services when internet provider has internet outages	99.9%	98.6%	99.5%
Implement Innovating projects and security initiatives	15 Projects/Initiatives	20 Projects/Initiatives	25 Projects/Initiatives

Expenditures Summary

687,394 **-\$337,843**
(-32.95% vs. prior year)

Significant Base Budget Changes for FY 2025

Recreation was moved into the newly created Parks department in FY 2025

ADMINISTRATION

The overall FY25 Main Street Budget decreased by 37.3%. There was originally \$150,000 allocated for a Downtown Master Plan that was removed from the Main Street Budget with plans to add back in for FY26.

PUBLIC INFORMATION

There are no significant base budget changes to this year's budget

Community Event Funding \$107,000 (FY 2024 \$95,000) (Other Charges) - the Christmas lighting budget was split between Parks and BP&L and Mardi Gras was moved to HOT Fund.

Boo Bash	\$9,500
Lost Pines Christmas	\$12,500
Big Bang (July 4th)	\$35,000
Mardi Gras	0
Juneteenth*	\$25,000
Homecoming*	\$25,000

* This funding was increased to cover the additional costs associated with facilitating a parade event.

Community Support Funding

CITY OF BASTROP							
COMMUNITY SUPPORT FUNDING REQUESTS FY2024-2025							
Organization	FY22-23 APPROVED FUNDING	FY23-24 REQUESTED FUNDING	FY23-24 REQ. IN-KIND SERVICES	FY23-24 APPROVED FUNDING	FY24-25 REQUESTED FUNDING	FY24-25 REQ. IN-KIND SERVICES	FY24-25 APPROVED FUNDING
Bastrop Cats Anonymous TNR Society	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ 2,414	\$ 3,500
Bastrop County Emergency Food Pantry (incl NIBBLES prog.)	\$ 33,000	\$ 33,685	\$ 4,000	\$ 33,685	\$ 33,685	\$ 4,000	\$ 33,685
Bastrop County First Responders	\$ 17,500	\$ 11,905	\$ -	\$ 11,905	\$ 14,669	Radios	\$ 14,669
Bastrop County Long Term Recovery Team	\$ 10,000	\$ 10,000	\$ 4,000	\$ 10,000	\$ 12,000	COB Facilities	\$ 12,000
Bastrop County Women's Shelter, Inc. - Family Crisis Center	\$ 10,000	\$ 12,000	\$ 4,000	\$ 12,000	\$ 12,000	Conv Center	\$ 12,000
Bastrop Pregnancy Resource Center	\$ 7,500	\$ 15,650	\$ -	\$ 8,000	\$ 10,450	Conv Center	\$ 10,450
Children's Advocacy Center of Bastrop County	\$ 9,000	\$ 15,000	\$ 4,000	\$ 12,500	\$ 20,000	Conv Center & Fisherman's Park	\$ 20,000
Combined Community Action, Inc.	\$ 8,000	\$ 10,000		\$ 10,000	\$ 10,000	COB Facilities	\$ 10,000
Court Appointed Special Advocate of Bastrop County (CASA)	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	Fisherman's Pk	\$ 9,000
Feed The Need	\$ -	\$ 10,000		\$ 10,000	\$ 10,000	Conv Center	\$ 10,000
In the Streets-Hands Up High Ministry	\$ 8,000	\$ 15,000	\$ -	\$ 12,000	\$ 15,000	Permits	\$ 15,000
Pines and Prairies Land Trust	\$ -	\$ 12,000	\$ -	\$ -	\$ 8,337	COB Personnel & Resources	\$ 8,337
TOTAL	\$ 122,000	\$ 157,740	\$ 16,000	\$ 129,090	\$ 158,641	\$ 6,414	\$ 158,641

This budget includes \$192,500 of Community Support Funding. In addition to this chart, there was \$22,000 approved for the Dance Troupe - Celebrate Sister Moses Project and \$12,500 for Friendship Baptist Church.

Expenditures by Division

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures				
Community Services				
Community Engagement				
Recreation				
Personnel Costs	\$237,334	\$246,336	\$0	-100%
Supplies & Materials	\$22,100	\$14,525	\$0	-100%
Occupancy	\$2,500	\$1,700	\$0	-100%
Contractual Services	\$93,000	\$79,000	\$0	-100%
Other Charges	\$19,000	\$21,606	\$0	-100%
Total Recreation:	\$373,934	\$363,167	\$0	-100%
Communication				
Personnel Costs	\$305,412	\$284,014	\$294,346	3.6%
Supplies & Materials	\$10,000	\$6,000	\$6,000	0%
Maintenance & Repairs	\$9,000	\$9,000	\$2,000	-77.8%
Occupancy	\$5,500	\$3,000	\$1,200	-60%
Contractual Services	\$20,000	\$8,500	\$5,000	-41.2%
Other Charges	\$21,188	\$7,012	\$4,500	-35.8%
Total Communication:	\$371,100	\$317,526	\$313,046	-1.4%
Administration				
Personnel Costs	\$224,657	\$47,489	\$57,848	21.8%
Supplies & Materials	\$10,100	\$3,925		N/A
Occupancy	\$900	\$4,000	\$5,000	25%
Contractual Services	\$13,000	\$9,640	\$8,000	-17%
Other Charges	\$171,823	\$279,490	\$303,500	8.6%
Total Administration:	\$420,480	\$344,544	\$374,348	8.7%
Total Community Engagement:	\$1,165,514	\$1,025,237	\$687,394	-33%
Total Community Services:	\$1,165,514	\$1,025,237	\$687,394	-33%
Total Expenditures:	\$1,165,514	\$1,025,237	\$687,394	-33%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	ACUTAL FY2024	PROPOSED FY2025
ADMINISTRATION			
Community Impact Manager	0	0	0
Main Street Manager	1	0	0
Special Events Manager	1	.35	.5
TOTAL	2	.35	.5
RECREATION			
Recreation Manager	1	1	0
Recreation Coordinator	1	1	0
Recreation Workers	1.5	1.5	0
TOTAL	3.5	3.5	0
COMMUNICATION			
Public Information Manager	1	1	1
Digital Media Specialist	1	1	1
Digital Media Designer	1	1	1
TOTAL	3	3	3
TOTAL	8.5	6.85	3.5

GOALS AND OBJECTIVES

ADMINISTRATION

Identified Transformation Strategies for FY25:

Strategy #1: Create a tourist/Tourism based economy.

- Goal #1: Increase awareness of assets that are already established and increase overall promotion.
- Goal #2: Strategically recruit and support niche businesses that encourage tourism.

Strategy #2: Develop a more family-focused environment.

- Goal #1: Enhance and promote our recreational assets with the district.
- Goal #2: Encourage events held downtown to have added children's activities.

PUBLIC INFORMATION

Communication is often a challenge and a problem to be solved, with messages competing against entertainment, social, and large corporation advertising. Public Information seeks to create high-impact messages and deliver them to the proper audience with clarity, accuracy, and often times urgency.

- Provide comprehensive “gavel to gavel” documentation and broadcasting of the City Council, Bastrop EDC, and Planning & Zoning Commission meetings
- Communicate new services, changes/interruptions of services, and public announcements to the citizens of the City and surrounding areas effectively and efficiently
- This year the team plans to work with the website vendor on the rebuild of the City Website
- Deliver audiences to events, seminars, public input sessions, and other occasions of public interest
- Respond to all citizens and media inquiries with accurate information
- Support all city departments and boards with any communication, marketing, branding, and promotional needs
- Support city meetings with audio/visual functions including presentations, remote meetings, and logistical setup

Police Department

WHY?

An investment into the police department enhances community policing strategies. Preparing for an increasing population and density by addressing needed resources, such as staffing, enables the department the ability to strive to maintain the community's expected level of service and foster a positive internal and external environment.

Department Services

Overall, the primary function of a police department is to provide services in categories such as violent crimes, property crimes, public disturbances, death investigations and traffic offenses, to name a few. In addition, our department is charged with customer service tasks in relation to mental health, victims services, administration, the homeless population and the management of public safety.

Services



Expenditures Summary

5,952,760 **\$1,461,401**
(32.54% vs. prior year)

Significant Base Budget Changes for FY 2025

This department is made up of 5 divisions to better track the personnel and expenses for different initiatives.

The personnel costs in all divisions have increased as explained in the personnel changes overview.

ADMINISTRATION

A lieutenant position was added to administration. Equipment such as radios, body cameras, tactical tools, and stop sticks have been requested as a tool to help our officers perform their duties effectively and efficiently as well as keep them safe. There has also been an addition of new software to maintain the department data and equipment.

CODE ENFORCEMENT/ANIMAL CONTROL

No significant changes in for FY 2025.

CID

This division's budget decreased based on an employee being promoted to lieutenant and the position being reallocated to administration.

PATROL

To better serve our community, our department has requested additional sworn personnel to address low allotted staffing levels. This budget includes the addition of 2 FTEs.

CRIME PREVENTION

The budget for supplies was increased for additional expenses related to community events and programs.

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$3,068,395	\$3,409,011	\$4,147,703	21.7%
Supplies & Materials	\$166,801	\$183,880	\$388,002	111%
Maintenance & Repairs	\$116,080	\$126,600	\$271,845	114.7%
Occupancy	\$46,622	\$40,457	\$44,294	9.5%
Contractual Services	\$533,295	\$636,050	\$982,337	54.4%
Other Charges	\$93,692	\$95,361	\$118,579	24.3%
Total Expense Objects:	\$4,024,885	\$4,491,359	\$5,952,760	32.5%

Expenditures by Function

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures				
Public Safety				
Police				
Administration				
Personnel Costs	\$710,394	\$751,736	\$1,042,580	38.7%
Supplies & Materials	\$35,622	\$42,502	\$176,577	315.5%
Maintenance & Repairs	\$56,287	\$85,800	\$227,545	165.2%
Occupancy	\$46,622	\$40,457	\$44,294	9.5%
Contractual Services	\$482,930	\$592,320	\$909,137	53.5%
Other Charges	\$30,868	\$33,360	\$50,240	50.6%
Total Administration:	\$1,362,723	\$1,546,176	\$2,450,373	58.5%
Code Enforcement				
Personnel Costs	\$70,676	\$73,173	\$0	-100%
Supplies & Materials	\$3,975	\$3,900	\$0	-100%
Maintenance & Repairs	\$4,253	\$2,500	\$0	-100%
Contractual Services	\$10,615	\$7,540	\$0	-100%
Other Charges	\$15,735	\$14,950	\$0	-100%
Total Code Enforcement:	\$105,254	\$102,063	\$0	-100%
Police-CID				
Personnel Costs	\$642,928	\$643,752	\$581,568	-9.7%
Supplies & Materials	\$17,500	\$15,700	\$29,150	85.7%
Maintenance & Repairs	\$11,790	\$7,800	\$7,800	0%
Contractual Services	\$7,800	\$8,200	\$24,100	193.9%
Other Charges	\$15,360	\$15,360	\$26,904	75.2%
Total Police-CID:	\$695,378	\$690,812	\$669,522	-3.1%
Police-Patrol				

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Personnel Costs	\$1,521,921	\$1,824,543	\$2,399,863	31.5%
Supplies & Materials	\$106,704	\$106,265	\$157,925	48.6%
Maintenance & Repairs	\$41,250	\$28,000	\$27,500	-1.8%
Contractual Services	\$28,525	\$26,550	\$45,300	70.6%
Other Charges	\$27,511	\$27,511	\$35,500	29%
Total Police-Patrol:	\$1,725,910	\$2,012,869	\$2,666,088	32.5%
Police-Crime Prevention				
Personnel Costs	\$122,476	\$115,807	\$123,692	6.8%
Supplies & Materials	\$3,000	\$15,513	\$24,350	57%
Maintenance & Repairs	\$2,500	\$2,500	\$9,000	260%
Contractual Services	\$3,425	\$1,440	\$3,800	163.9%
Other Charges	\$4,218	\$4,180	\$5,935	42%
Total Police-Crime Prevention:	\$135,619	\$139,440	\$166,777	19.6%
Total Police:	\$4,024,885	\$4,491,359	\$5,952,760	32.5%
Total Public Safety:	\$4,024,885	\$4,491,359	\$5,952,760	32.5%
Total Expenditures:	\$4,024,885	\$4,491,359	\$5,952,760	32.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
ADMINISTRATION			
Chief of Police	1	1	1
Asst Chief of Police	1	1	0
Lieutenant	1	1	3
Senior Records Technician	1	1	1
Records Technician	1	1	1
Executive Admin Asst	1	1	1
Crime Victime Advocate	0	1	1
Evidence Technician	1	1	1
Open Records Clerk	0	0	1
TOTAL	7	8	10
CODE ENFORCEMENT/ANIMAL CONTROL			
Animal Control Officer & Code Compliance	1	1	1
TOTAL	1	1	1
CID			
Police Sergeant	1	1	1
Police Detective	5	5	5
TOTAL	6	6	6
PATROL			
Police Sergeant	4	4	4
Police Officer	12	14	16
TOTAL	16	18	20
Police Sergeant	0	0	1
Police Officer	1	1	0
TOTAL	1	1	1
TOTAL	31	34	38

Goals

Over the next five years the City of Bastrop Police Department currently has 4 (four) outlined goals and 15 (fifteen) objectives that are in keeping with our Mission.

The objectives / goals are as follows:

1. To invest in the department's workforce.

- Deliver valuable human capital management services that are aligned with the City of Bastrop's mission and strategic goals.
- Nurture a culture of transparency and collaboration that leverages employees' unique talents, skills and perspectives.
- Recruit, train and retain the workforce needed to meet and accomplish the mission of the department and the city now and in the future.
- Enhance practices to support and sustain a high performing workforce.

2. Enhance Information gathering, analysis, utilization and dissemination.

- Evaluate our current capabilities and our needed capabilities to enable us to maximize the use of information gathering.
- Establish and re-evaluate processes that convert information and data into actionable communications for our department and the community.
- Optimize and influence the use of technology to enhance our data analysis, crime solving abilities and information dissemination.
- Continue to foster and expand our working relationships with multiple partners.

3. Uphold department wide accountability

- Optimize the efficiency and deployment of our people and assets.
- Enhance internal controls, transparency and adherence to Best Practices to support the efficient use of department resources, to include fiscally.
- Continue to review and implement standards the meet and exceed Best Practices for our environment.

4. Optimize our operational capacity, readiness levels, resiliency and mission requirements.

- Continue to assess and adapt our operational capabilities to maximize our readiness to meet the needs of the community.
- Consistently evaluate our service capabilities and communications with members of our community, and other organizations.
- Evaluate and make requests that invest in our department's employees, promoting a positive environment of professionalism.
- Identify industry leading systems and equipment while seeking appropriate resources to help in the success of our department.

To clearly link the above referenced Goals and Objectives to overall goals set by council they have been broken down by Focus area:

The City of Bastrop Police Department's mission is to effectively and efficiently provide for the protection of lives and property, preserve the peace, and provide needed community services with the highest level of professionalism and ethical standards.

In keeping with our mission:

COMMUNICATION:

Transparency of our department through posting crime statistics on our website and social media.
Established an Open Records Clerk position to ensure all requests are addressed and fulfilled in a timely manner.

COMMUNITY SAFETY:

Request the establishment of additional officers to help increase the safety of our officers, which is a growing need. And increase the visible presence and customer service requirements by community members.

ECONOMIC VITALITY:

The police department has steadily been working on initiatives that contribute to economic vitality such as promoting our department as a positive and stable environment to work. In addition our department is working to ensure members of the department have opportunities for success and room to grow.

FISCAL RESPONSIBILITY:

Our department continues to evaluate crime and workload data judiciously and implement measures on evaluating police performance effectively.

MANAGE GROWTH:

Continuation of cadet program.

Improved recruiting visibility.

Restructure and reorganize positions within our department to minimize individuals performing more than one job.

Updated our policy and procedures.

MULTI-MODAL MOBILITY:

Reevaluate the lease program with Enterprise.

ORGANIZATIONAL EXCELLENCE:

Reiterating our mission to the officers and focusing on developing a positive internal culture.

Working on developing leaders who are committed to continuous professional improvement of the agency.

UNIQUELY BASTROP:

Regardless of having an increased call volume, our officers strive to try to maintain a small town 'feel'.

Fire Department

WHY?

The Bastrop Fire department is committed to protecting life and property of the citizens and visitors of our community by responding to emergencies and building relationships. We commit to professional service by maintaining our skills, knowledge, and abilities.

Services



Expenditures Summary

1,790,387 **\$105,328**
(6.25% vs. prior year)

Significant Base Budget Changes for FY 2025

The personnel costs in all divisions have increased by overall compensation adjustments explained in the personnel changes overview.

This department consists of four (4) divisions as follows:

ADMINISTRATION

The administrative division saw no major changes this year. There were minor increases of .7% due to additional funding for station supplies and needs to support 24/7 operations, however these costs were offset by the personnel cost category having a decrease in salary from the previous Fire Chief moving to the Assistant City Manager and current Fire Chief being at a lower step and grade which will be reflected in the Personnel Cost Category.

OPERATIONS

The operations division will see a 35.4% increase over last year and this is due to several factors. The main factor is the addition of two pieces of equipment, a Lucas device as a LifePak monitor, these two items will allow us to provide better care for the citizens. The other factor for the increase is due to the rising cost of gear and to update old expiring gear necessary to stay in compliance with the State requirements.

VOLUNTEER

This total budget is being decreased by 20.2% over last year's budget.

EMERGENCY MANAGEMENT

This total budget is being decreased by 56.9% over last year's budget.

Expenditures by Function

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expenditures				
Public Safety				
Fire				
Administration				
Personnel Costs	\$152,786	\$377,574	\$358,492	-5.1%
Supplies & Materials	\$28,800	\$30,800	\$34,300	11.4%
Maintenance & Repairs	\$11,114	\$11,114	\$11,150	0.3%
Occupancy	\$49,010	\$49,010	\$49,010	0%
Contractual Services	\$91,111	\$99,259	\$142,273	43.3%
Other Charges	\$25,035	\$33,615	\$30,685	-8.7%
Total Administration:	\$357,856	\$601,372	\$625,910	4.1%
Operational				
Personnel Costs	\$763,618	\$835,256	\$925,458	10.8%
Supplies & Materials	\$54,090	\$49,290	\$53,990	9.5%
Maintenance & Repairs	\$64,811	\$67,346	\$68,346	1.5%
Contractual Services	\$14,910	\$14,910	\$16,480	10.5%
Other Charges	\$11,770	\$12,174	\$12,174	0%
Total Operational:	\$909,199	\$978,976	\$1,076,448	10%
Volunteer				
Personnel Costs	\$31,851	\$28,586	\$29,404	2.9%
Supplies & Materials	\$14,400	\$14,400	\$10,800	-25%
Contractual Services	\$3,600	\$3,600	\$3,000	-16.7%
Other Charges	\$6,250	\$6,250	\$5,000	-20%
Total Volunteer:	\$56,101	\$52,836	\$48,204	-8.8%
Emergency Management				
Supplies & Materials	\$16,250	\$16,250	\$3,750	-76.9%
Maintenance & Repairs	\$0	\$0	\$450	N/A
Occupancy	\$14,140	\$27,160	\$27,160	0%
Contractual Services	\$7,465	\$7,465	\$7,465	0%
Other Charges	\$1,000	\$1,000	\$1,000	0%
Total Emergency Management:	\$38,855	\$51,875	\$39,825	-23.2%
Total Fire:	\$1,362,012	\$1,685,059	\$1,790,387	6.3%
Total Public Safety:	\$1,362,012	\$1,685,059	\$1,790,387	6.3%
Total Expenditures:	\$1,362,012	\$1,685,059	\$1,790,387	6.3%

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$948,256	\$1,241,416	\$1,313,354	5.8%
Supplies & Materials	\$113,540	\$110,740	\$102,840	-7.1%
Maintenance & Repairs	\$75,925	\$78,460	\$79,946	1.9%
Occupancy	\$63,150	\$76,170	\$76,170	0%
Contractual Services	\$117,086	\$125,234	\$169,218	35.1%
Other Charges	\$44,055	\$53,039	\$48,859	-7.9%
Total Expense Objects:	\$1,362,012	\$1,685,059	\$1,790,387	6.3%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
ADMINISTRATION			
Fire Chief	1	1	1
Fire Assistant Chief	0	1	1
Executive Admin Asst	<u>0</u>	<u>1</u>	<u>1</u>
TOTAL	1	3	3
OPERATIONAL			
Captain	1	0	0
Fire Lieutenant	2	3	3
Firefighter	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL	9	9	9
TOTAL	10	12	12

Goal #1

COMMUNITY SAFETY - ensure the average response for daytime calls for service (CFS) is within 8 minutes.

Measures: % of time within 8 minutes

Actual FY2023	Goal FY2024	Actual FY2024	Goal FY2025
97%	98%	99%	100%

Goal #2

COMMUNITY SAFETY - ensure the average response for nighttime calls for service (CFS) is within 10 minutes.

Measures: % of time within 10 minutes

Actual FY2023	Goal FY2024	Actual FY2024	Goal FY2025
98%	100%	99%	100%

Goal #3

COMMUNITY SAFETY - ensure firefighters receive a minimum of 56 hours of training within the budgeted year.

Measures: % of time min. 56 hours of training

Actual FY2023	Goal FY2024	Projected FY2024	Goal FY2025
98%	100%	99%	100%

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$251,240	\$247,743	\$263,559	6.4%
Supplies & Materials	\$11,400	\$10,400	\$8,800	-15.4%
Maintenance & Repairs	\$10,413	\$8,550	\$39,150	357.9%
Occupancy	\$4,320	\$4,125	\$4,125	0%
Contractual Services	\$113,054	\$104,890	\$205,824	96.2%
Other Charges	\$5,735	\$3,700	\$7,830	111.6%
Total Expense Objects:	\$396,162	\$379,408	\$529,288	39.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
Court Administrator	1	1	1
Court Clerk / Juvenile Cases	1	1	1
Court Clerk . Trial Coordinator	1	1	1
Court Clerk VOE	.25	.25	.25
TOTAL	3.25	3.25	3.25

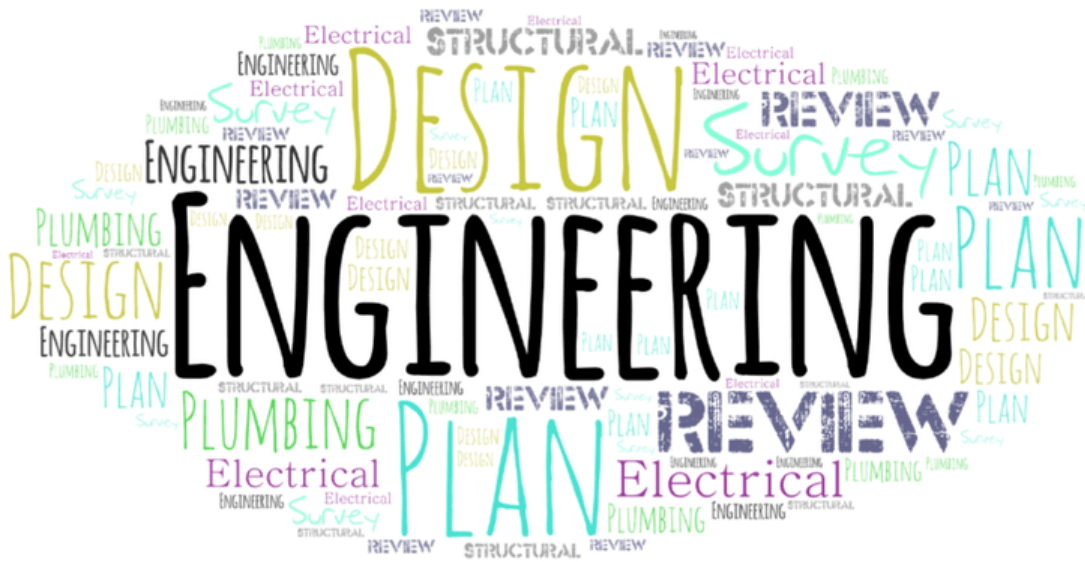
Engineering and Project Management

WHY?

To assist in analyzing, designing, constructing, and maintaining the City's assets to maintain the community's expected level of service, therefore, allowing the community to grow uniquely, healthy, sustainably, and resiliently.

Expenditures Summary

541,917 **\$293,103**
(117.80% vs. prior year)



Significant Base Budget Changes for FY 2025

The personnel costs have increased with the addition of a project manager.

Professional services increased accounting for engineering fees that will be incurred until the director of engineering position is filled.

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$170,211	\$183,664	\$457,017	148.8%
Supplies & Materials	\$3,250	\$14,250	\$9,000	-36.8%
Maintenance & Repairs	\$500	\$500	\$0	-100%
Occupancy	\$1,800	\$1,250	\$2,400	92%
Contractual Services	\$132,150	\$42,150	\$65,000	54.2%
Other Charges	\$5,000	\$7,000	\$8,500	21.4%
Total Expense Objects:	\$312,911	\$248,814	\$541,917	117.8%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
Director	.5	.5	.5
Project Manager	1	1	2
Project Manager Coordinator	1	1	1
TOTAL	2.5	2.5	3.5

Goal #1

MANAGE GROWTH - Review of public infrastructure of development submittals making sure submittals are reviewed on time and based on the City's standards which build trust and allow continued growth in the City and ETJ.

Goal #2

ECONOMIC VITALITY - develop the City's CIP and implement projects which will foster sustainable growth in the City.

Goal #3

FISCAL RESPONSIBILITY - ensuring projects are on time and within budget.

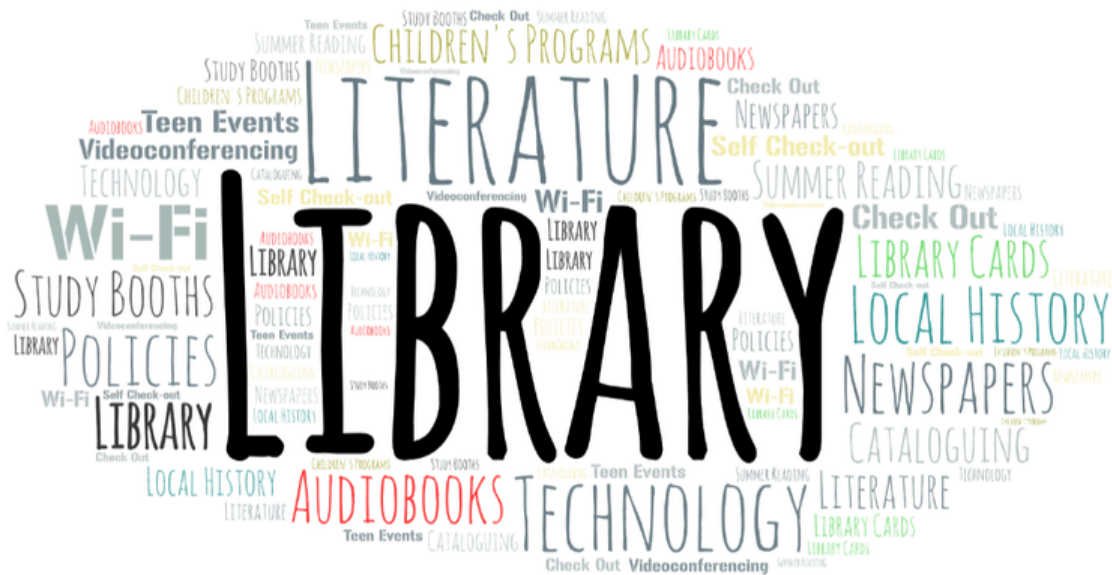
Library

WHY?

The Bastrop Public Library strives to provide services, materials, and assistance that support informational, recreational, and educational experiences which enhance people's lives.

Department Services:

- a. Provide daily living technological assistance including access to, education about, and assistance with the internet, electronic devices, and other informational, recreational, and educational resources.
- b. Maintain a collection of materials in a variety of formats to support leisure reading and lifelong learning.
- c. Promote discovery, learning and enjoyment through programs, outreach opportunities and community partnerships.
- d. Provide a safe and welcoming space for the community to socialize, study, work, learn and connect with others.
- e. Maintain a collection of materials to support historical research and celebrate the unique history of Bastrop.



Expenditures Summary

968,532 **\$83,961**
(9.49% vs. prior year)

Significant Base Budget Changes for FY 2025

There were no significant base budget increases in FY 2025. Small changes are due to increased costs from third party vendors

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$677,118	\$740,001	\$811,672	9.7%
Supplies & Materials	\$71,585	\$78,055	\$82,790	6.1%
Maintenance & Repairs	\$5,545	\$5,890	\$6,800	15.4%
Occupancy	\$34,740	\$34,740	\$36,020	3.7%
Contractual Services	\$8,750	\$14,990	\$15,965	6.5%
Other Charges	\$16,787	\$10,895	\$15,285	40.3%
Total Expense Objects:	\$814,525	\$884,571	\$968,532	9.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
Director	1	1	1
Access Services Supervisor	1	1	1
Youth Services Librarian	0	1	1
Librarian - Public Services	0	1	1
Library Associate	6	5	4
Communication Technical Specialist	1	1	1
Executive Admin Asst	.625	.625	.625
Library Clerk - VOE	1	1	1.5
Library Clerk - Summer	.5	.5	.5
TOTAL	11.125	11.125	11.625

Goals

1. Develop relationships and connections in the community that increase the library's partnership and outreach opportunities.
2. Improve the quality and depth of the collection to foster reading enjoyment, discovery, and knowledge by replacing outdated materials with items that reflect the diversity of our community and its interests
3. Ensure equitable and inclusive access to library services by updating policies and procedures.
4. Prioritize engaging customer service and a commitment to providing a pleasurable library experience for all users.
5. Increase participation in foundational programs such as Story time and Teen Thursdays.
6. Increase program offerings for adults that are enjoyable and informational.
7. Increase library usage through partnerships, outreach, and informational campaigns to bring awareness of library services.

Fleet & Facilities

WHY?

The Fleet and Facilities Department plays a critical role in ensuring the smooth operation of city services. We are responsible for managing the city's vehicle fleet, maintaining all public facilities, and providing logistical support to departments across the city.

A well-maintained fleet and efficient facilities are essential for city employees to perform their duties effectively. Our department directly supports the City Council's goals of providing efficient and reliable public services, promoting a safe work environment for employees, and maximizing the lifespan of city assets.

Service



Expenditures Summary

1,250,304 **\$1,250,304**
(100.00% vs. prior year)

Significant Base Budget Changes for FY 2025

The Fleet & Facilities department takes center stage this year, and its budget reflects the significant responsibilities it shoulders. As a newly formed entity, Fleet & Facilities inherits duties previously spread across multiple departments. This consolidation brings several advantages, including streamlined operations and improved efficiency. However, it also necessitates a substantial budget to ensure a smooth transition and effective service delivery.

Here's a breakdown of why Fleet & Facilities has a significant budget allocation:

- **Startup Costs:** Establishing a new department involves setting up infrastructure, acquiring necessary equipment, and identifying deferred maintenance. These initial investments are crucial for the department's successful launch.
- **Inventory Management:** Fleet & Facilities now encompasses the management of vehicles and facilities previously handled by individual departments. This requires taking stock of existing assets, which may necessitate repairs, upgrades, or replacements.
- **Unforeseen Needs:** While historical data from previous departments provides a baseline, unforeseen issues or maintenance needs can arise within the newly consolidated fleet and facilities. The budget accounts for this potential by including a buffer for unexpected costs.

While the Fleet & Facilities budget may seem substantial initially, it's an investment in creating a more efficient and cost-effective system in the long run. The consolidation promises streamlined operations, improved asset utilization, and potentially reduced redundancies, leading to future budgetary adjustments.

Expenditures by Expense Type

Name	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects			
Personnel Costs	\$0	\$787,897	N/A
Supplies & Materials	\$0	\$56,529	N/A
Maintenance & Repairs	\$0	\$382,582	N/A
Occupancy	\$0	\$8,100	N/A
Contractual Services	\$0	\$226,756	N/A
Other Charges	\$0	\$9,513	N/A
Total Expense Objects:	\$0	\$1,471,377	N/A

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
BUILDING MAINTENANCE			
Fleet and Facilities Manager	0	0	1
Fleet and Facilities Analyst	0	0	1
Crew Leader Building Maintenance/Custodial	1	1	1
Maintenance Supervisor	1	0	0
Facility Attendant Conv Center	1	0	0
Building Custodian	4	4	4
Building Maintenance Worker	1	1	1
Special Event Worker	2	0	0
Mechanic	0	0	1
Executive Administrative Assistant	0	0	1
TOTAL	10	6	10

Goals and Objectives

The Fleet and Facilities Department's goals are directly linked to City Council's overall goals of:

- **Efficient City Services:** By providing reliable and readily available vehicles, we ensure timely completion of city services.
- **Fiscal Responsibility:** We prioritize cost-effective vehicle acquisition and maintenance, while maximizing the lifespan of facilities and assets.
- **Employee Well-being:** We maintain safe and healthy work environments that contribute to employee satisfaction.
- **Environmental Sustainability:** We continuously seek ways to lower the environmental impact of our fleet and facilities through fuel-efficient vehicles, green building initiatives, and energy conservation practices.

Performance Measures:

- Vehicle uptime and downtime percentages.
- Average repair cost per vehicle.
- Average fuel efficiency of the fleet.
- Energy consumption reduction targets achieved.
- Cost of repair and maintenance per square foot of facility space.

Parks

WHY?

To increase the quality of life for our residents by creating a high caliber park and recreation system. Through these efforts our committed team works to build a stronger, more connected community and to stimulate economic growth.

Department Service

- Grooming and maintaining 11 parks & 1 walking trail
- Operation of Recreation Center
- Community Park and Recreation activities and special events
- 2 Large City events
- Permitting for all community special events



Expenditures Summary

1,747,114 **\$812,628**
(86.96% vs. prior year)

Significant Base Budget Changes in FY 2025

- FY25 is the first Park & Recreation Department budget. In FY24 Parks funding was in the Public Works Budget and Recreation was a part of the Community Engagement budget.
- There was one (1) FTE added to parks in FY2025, a Recreation Assistant.
- The River of Lights cost was moved from Community Engagement to be shared in the Park & Recreation and Bastrop Power & Light budgets.

Expenditures by Expense Type

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)
Expense Objects				
Personnel Costs	\$651,660	\$699,666	\$961,197	37.4%
Supplies & Materials	\$41,050	\$41,050	\$67,700	64.9%
Maintenance & Repairs	\$128,350	\$92,050	\$227,650	147.3%
Occupancy	\$79,620	\$84,620	\$86,500	2.2%
Contractual Services	\$13,000	\$13,000	\$277,467	2,034.4%
Other Charges	\$4,100	\$4,100	\$26,600	548.8%
Capital Outlay	\$0	\$0	\$100,000	N/A
Total Expense Objects:	\$917,780	\$934,486	\$1,747,114	87%

Objectives and Goals

The completion of the 10 year Parks , Recreation and Open Space Master Plan in August of 2023, identified some clear goals for this department.

1. Enhance the quality and maintenance of the Parks.
 - a. Standardize equipment used in the parks– 1) Branding 2) Faster repairs
 - b. Establish a better more effective regular maintenance plan.
2. Develop additional recreational programs for the community.
 - a. Develop more youth recreational opportunities.
 - b. Enhance and develop more family recreation opportunities.
3. Create a more welcoming park system for all.
 - a. Identify and enhance access for all.
 - b. Create opportunities for all abilities.
4. Develop and enhance community partnership to provide more services to the community.
 - a. Create a standardize MOU for clearer expectations
 - b. Continue to develop more partnerships with organizations, groups and non-profit organizations to enhance service delivery.

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
PARKS			
Parks Director	0	0	1
Crew Leader	0	0	1
Equipment Operator	0	0	1
Maintenance Worker	0	0	4
Seasonal Maintenance Worker	0	0	.185
Athletic Field Maintenance	0	0	1
Facilities Maintenance Worker	0	0	1
Recreation Coordinator	0	0	1
Recreation Assistant	0	0	1
Recreation Workers - Temp	0	0	1
Technician Parks	0	0	.5
TOTAL	0	0	12.685

Water/Wastewater

WHY?

To protect the public's health and safety through proper treatment, operation, and maintenance of the water and wastewater systems.

Department Description

The 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: Administration, Water Distribution/Collection, Wastewater Treatment, and Water Treatment. Water distribution is provided through 89.75 miles of water main lines. It provides clean water to approximately 4,578-meter connections. The system pressure helps lower the cost of insurance by providing adequate fire flow at each of 769 fire hydrants. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 72.5 miles of sewer main line. Wastewater treatment is vital to maintaining a safe and clean drinking water source and protection of our river's ecosystem.

Services



Expenditures Summary

9,617,899
\$44,665
(0.47% vs. prior year)

Expenditures by Expense Type

Significant changes were made to the following expense categories:

- Professional Services has increased by \$22,000 to accommodate more additional State and Federal reporting requirements, and to support growing development planning needs.
- System Maintenance shows a significant change in funding, due to a one-time transfer of \$150,000 from the Capital Fund for Tahitian Village manhole replacements and rehabilitation.
- \$15,000 has been added to Water Treatment and Production Chemicals to align with new treatment processes at the Simsboro Water Treatment Plant.

Name	FY2023 Budgeted	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY25 Budget Book EWM (Water/Wastewater Fund) (% Change)
Expense Objects				
Personnel Costs	\$2,059,463	\$2,028,064	\$2,387,635	18%
Supplies & Materials	\$266,070	\$322,600	\$393,600	22%
Maintenance & Repairs	\$673,380	\$740,780	\$878,750	18.6%
Occupancy	\$340,300	\$537,900	\$554,700	3.1%
Contractual Services	\$1,521,372	\$1,520,620	\$1,595,944	4.8%
Other Charges	\$43,340	\$38,270	\$37,270	-2.6%
Contingency	\$10,000	\$10,000	\$10,000	0%
Transfers Out	\$3,678,400	\$4,375,000	\$3,760,000	-14.1%
Total Expense Objects:	\$8,592,325	\$9,573,234	\$9,617,899	0.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
ADMINISTRATION DIVISION			
Director	.5	.5	1
City Engineer	.5	.5	.5
Superintendent	1	1	1
Mechanic	0	0	1
Special Programs Coordinator	1	1	1
Executive Administrative Assistant	1	1	1
TOTAL	4	4	4.5
W/WW DISTRIBUTION/COLLECTION			
Foreman	1	1	1
Crew Leader Systems Tech	1	1	1
Systems Technician	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL	8	8	8
WATER PRODUCTION/TREATMENT			
Chief Plant Operator	1	1	1
Operators	<u>4</u>	<u>4</u>	<u>4</u>
TOTAL	5	5	5
WASTEWATER TREATMENT			
Chief Plant Operator	1	1	1
Operators	<u>5</u>	<u>5</u>	<u>6</u>
TOTAL	6	6	6
TOTAL	23	23	25.5

Recent Accomplishments

1. Tested accuracy of 130 water meters
2. Wastewater treatment plant #3 in operation as of May 7, 2024
3. Began receiving water at Willow from the Simsboro Wells J and I as part of the Water Contingency Plan (Permitted for 1,500 mpg each)
4. Continue to camera City sewer lines based on streets requiring rehabilitation per Pavement Condition Index Report
5. Installed 760-feet of water main and 340-feet of sewer main as part of the WATER Street Rehab project
6. Installed 1,273 feet of 2-inch water line in Block 9 of the Fairview Cemetery as part of the Fairview Cemetery Expansion Project
7. Installed antenna at/on Hwy 20 EST (Water tower) in order to expand our automated metering infrastructure capabilities to include the far west side of the City's CCN
8. Completed TCEQ Lead Service Line Inventory

Goals and Objectives

- Provide maintenance on 89.75 miles of water main lines, 500 valves, 72.5 miles of wastewater main lines, 829 manholes, 6 alluvial wells, 3 deep wells, 22 lift stations, 4,578-metered connections from ¾" to 10", and 769 fire hydrants.
- Continue to provide safe and reliable drinking water to our customers.
- Conserve the City's water source by continuing to monitor water loss and implement water saving measures.
- Distribute approximately 1.7 million gallons of treated water per day to homes and businesses.
- Collect and treat approximately 1.3 million gallons of wastewater per day.
- Maintain accuracy of well entry point meters at 97% or higher annually.
- Track reliability and response time to work orders for water leaks, after hours call outs and sewer stoppages.
- Completion of the new Simsboro Water Treatment Facility at XS Ranch is scheduled for January 2025.

Hotel Occupancy Tax

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 includes several departments; Organizational Funding, Convention Center, Main Street Program, Cultural Arts Commission, and the Rodeo Arena.

Organizational Department

CONTRACTUAL SERVICES

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 Lost Pines Art Center. It also budgets for administrative costs related to collecting and auditing Hotel Occupancy Tax.

Community Asset Funding

The FY 2025 proposed funding for each organization is:

Organization	FY 22-23 Approved Funding	FY 23-24 Approved Funding	FY 24-25 Requested Funding	FY 24-25 Proposed Funding
Bastrop County Historical Society Visitor Center	\$162,986	\$187,434	\$235,454	\$235,434
Bastrop County Historical Society Museum	\$88,411	\$101,673	\$127,298	\$127,298
Bastrop Opera House	\$147,818	\$169,991	\$324,000	\$324,000
Lost Pines Art Center	\$129,660	\$149,109	\$167,950	\$167,950
Kerr Community Center	\$0	\$0	\$40,000	\$40,000
African American Museum	\$0	\$0	\$50,000	\$50,000
TOTALS	\$528,875	\$608,207	\$944,682	\$944,682

Visit Bastrop

Funding provided for Visit Bastrop is established through a contractual agreement. The contract states the City will target 35% 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 FY 2025 payment was calculated per the contract, at \$1,041,950 based on the projected Hotel Occupancy Tax revenue of \$3,500,000. This funding amount does include \$75,000 for special event funding.

Professional Service

The City contracts with Localgov to provide administrative support with collecting, auditing and discovery related to Hotel Occupancy Tax amounting to \$10,000. This is also where the administrative support paid to the General Fund is recorded at \$59,688, down from \$60,757 in FY 2023. This category includes a one-time expenditure item, Hotel Pursuit Costs of \$100,000 (carry-over from FY 2023). This category includes the Community Asset funding noted above.

CAPITAL OUTLAY

None noted

TRANSFER OUT

This transfer represents the outstanding debt secured by Hotel Occupancy Tax funds to the Debt Service Fund.

Other Departments

CONVENTION CENTER

The most significant change is an increase in personnel costs with the transfer of the staff back to this funds budget (out of the General Fund) and an addition of an administrative assistant mid year of FY 2024. The contractual service line includes \$218,236 in administrative support expenses paid to the General Fund, up from \$215,083 in FY 2024.

MAIN STREET PROGRAM

This budget decreased by \$191,293 over the FY 2024 budget. The personnel costs decreased by \$30,800 with the transfer of half of the manager back to General Fund budget. The administrative support transfer to the General Fund went up by \$893. The Downtown Master Plan for \$150,000 was discussed during the FY 2024 budget workshops as an item to add to the FY 2025 budget. It will be postponed until FY2026. This is a large portion of the decrease in professional services by \$180,000.

CULTURAL ARTS COMMISSION

This budget reflects the items laid out in the Cultural Arts Commission Work Plan presented to City Council in March of 2022.

Expenditures by Function

Name	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2025 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
Hotel Tax Fund					
Organizational Funding					
Organizational Funding					
Contractual Services	\$2,391,975	\$2,876,700	\$2,442,574	\$2,136,340	2.1%
Capital Outlay	\$25,000	\$25,000	\$0	\$0	-100%
Transfers Out	\$523,000	\$523,000	\$518,000	\$517,600	-1%
Total Organizational Funding:	\$2,939,975	\$3,424,700	\$2,960,574	\$2,653,940	0.7%
Total Organizational Funding:	\$2,939,975	\$3,424,700	\$2,960,574	\$2,653,940	0.7%
Hospitality & Downtown					
Convention Center					
Personnel Costs	\$0		\$288,122	\$464,377	N/A
Supplies & Materials	\$42,300	\$41,700	\$42,300	\$42,800	0%
Maintenance & Repairs	\$46,450	\$46,450	\$46,450	\$49,500	0%
Occupancy	\$47,100	\$47,100	\$47,100	\$47,100	0%
Contractual Services	\$400,472	\$407,972	\$261,083	\$268,036	-34.8%
Other Charges	\$26,000	\$22,500	\$22,500	\$24,500	-13.5%
Total Convention Center:	\$562,322	\$565,722	\$707,555	\$896,313	25.8%
Main Street					
Personnel Costs	\$0		\$160,464	\$122,278	N/A
Supplies & Materials	\$20,900	\$10,300	\$11,900	\$11,900	-43.1%
Occupancy	\$900	\$900	\$900	\$900	0%
Contractual Services	\$161,020	\$147,520	\$210,587	\$31,480	30.8%
Other Charges	\$122,510	\$73,010	\$114,510	\$146,010	-6.5%
Contingency	\$33,500	\$33,500	\$33,500	\$28,500	0%
Total Main Street:	\$338,830	\$265,230	\$531,861	\$341,068	57%
Total Hospitality & Downtown:	\$901,152	\$830,952	\$1,239,416	\$1,237,381	37.5%
Cultural Arts Commission					
Cultural Arts Commission					
Supplies & Materials	\$2,000		\$2,000	\$2,000	0%
Maintenance & Repairs	\$5,000	\$5,730	\$5,000	\$5,000	0%
Contractual Services	\$47,500	\$42,500	\$47,500	\$47,500	0%
Other Charges	\$1,000	\$1,000	\$1,000	\$1,000	0%
Total Cultural Arts Commission:	\$55,500	\$49,230	\$55,500	\$55,500	0%
Total Cultural Arts Commission:	\$55,500	\$49,230	\$55,500	\$55,500	0%

Name	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2025 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Rodeo					
Rodeo					
Occupancy	\$3,200	\$3,200	\$3,296	\$3,296	3%
Total Rodeo:	\$3,200	\$3,200	\$3,296	\$3,296	3%
Total Rodeo:	\$3,200	\$3,200	\$3,296	\$3,296	3%
Total Hotel Tax Fund:	\$3,899,827	\$4,308,082	\$4,258,786	\$3,950,117	9.2%
Total Expenditures:	\$3,899,827	\$4,308,082	\$4,258,786	\$3,950,117	9.2%

Personnel Schedule

POSITION TITLE	ACTUAL FY2023	BUDGET FY2024	PROPOSED FY2025
CONVENTION CENTER			
Special Event Manager	0	.65	1
Maintenance Supervisor	0	1	1
Facilities Attendant	0	1	1
Special Event Worker	0	1	1
Executive Administrative Assistant	0	0	
TOTAL	0	3.65	4
MAIN STREET			
Main Street Manager	0	1	.5
Special Event Worker	0	1	1
TOTAL	0	2	1.5
TOTAL	0	5.65	5.5

The Main Street Manager is split between General Fund and HOT tax fund. The Special Event Manager was moved completely into the HOT tax fund for FY2025

Goal #1

ECONOMIC VITALITY - Increase Convention Center revenue.

Measures: Revenue

Actual FY2023	Goal FY2024	Projected FY2024	Goal FY2025
\$194,000	\$264,000	\$266,000 (6%)	\$270,000 (1.5%)

CAPITAL IMPROVEMENTS

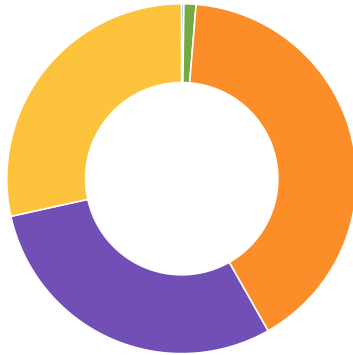
FY 2025 Capital Budget

Total Capital Requested

76,118,868

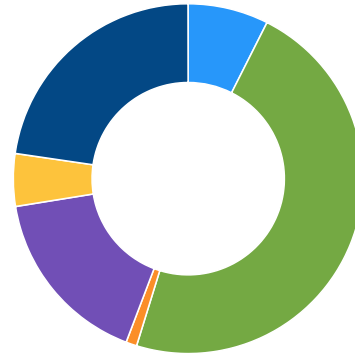
14 Capital Improvement Projects

Total Funding Requested by Department



● Bastrop Power & Light (0%)	\$150,000.00
● Cemetery (1%)	\$850,000.00
● Public Works (40%)	\$30,805,000.00
● Wastewater CIF (30%)	\$22,663,868.00
● Water CIF (28%)	\$21,650,000.00
TOTAL	\$76,118,868.00

Total Funding Requested by Source



● 4B (7%)	\$5,625,240.00
● Current Bond (47%)	\$35,800,000.00
● Fund Balance (1%)	\$750,000.00
● Future Bond (17%)	\$12,613,868.00
● Grant (5%)	\$3,679,760.00
● Other (23%)	\$17,150,000.00
TOTAL	\$75,618,868.00

The large portion of the capital projects funded for FY 2025 relate to streets, water and wastewater. The new water plant is under construction. The construction of the other phases of the plant will continue in FY 2025. The new water plant will allow the city to take Bob Bryant wells and Willow Water wells off-line, which will have ongoing maintenance savings. These older wells are not cost-efficient.

These projects have many different funding sources including grants that are awaiting approval/award, future bond issuance, and development contributions. As the funding is secured the project will move forward.

Public Works Requests

Itemized Requests for 2025

Agnes Street Extension **\$1,500,000**

Agnes Street will be converted from its existing two-lane design to a four-lane roadway from Seton Hospital Drive to Hwy. 304. The widening project will match the design of the road's planned extension to Seton Hospital Drive. Construction is...

Blakey Lane Extension **\$8,305,000**

Extend Blakey Lane from FM 969 to Old Austin Hwy. This project includes new water, wastewater and drainage lines, road extension, sidewalks, etc.

Old Iron Bridge Rehabilitation **\$17,000,000**

To rehabilitate the Old Iron Bridge to be used as a deck park with unrestricted pedestrian access.

Street Rehabilitation Program **\$2,000,000**

This program is to rehab the streets that are in good condition based on the PCI results and extend the streets' useful life. This will be a bi-annual program: design in one year, and construct the next. The streets identified for rehabilitation...

Water Street Reconstruction **\$2,000,000**

This program consists of reconstruction of Water Street and will be a CIP project outside the Street Maintenance Program or the Street Rehabilitation Program. The projects might include improvements to water, wastewater, drainage, sidewalks, as...

Total: \$30,805,000

Water CIF Requests

Itemized Requests for 2025

Simsboro Aquifer Water Treatment Plant, Well Field and Transmission Facilities **\$18,800,000**

Existing project for Simsboro Aquifer Water Treatment Plant, Well Field, and Transmission Facilities.

Westside Water Service Expansion **\$2,850,000**

Construction of the West Side water transmission lines and distribution systems.

Total: \$21,650,000

Wastewater CIF Requests

Itemized Requests for 2025

FM 969 Wastewater Line Extension**\$3,200,000**

Extend wastewater line from existing 24-inch wastewater line along Bear Hunter Drive north across SH 71 and east along FM 969 to Valverde Development.

SH 71 Pipe Bursting Project**\$1,470,000**

This project is to pipe burst an existing 10-inch wastewater line to expand capacity in the existing line for future growth.

Wastewater Treatment Plant #3 - Phase II**\$371,118**

This project consists of expansion of the existing WWTP#3. This project will start with a design to determine the expansion capacity needed to accommodate future growth.

Total: \$5,041,118

Bastrop Power & Light Requests

Itemized Requests for 2025

Bastrop Power & Light Capital Improvements**\$150,000**

This is a 5-year CIP program to include a study of the system, which will originate in project recommendations. The project will be designed in one year, and constructed the following fiscal years.

Total: \$150,000

Cemetery Requests

Itemized Requests for 2025

Cemetery Improvements - Block 9 Development**\$850,000**

This project consists of design and construction of improvements needed to develop Block 9 of the cemetery, which will include installation of roads, drainage and also a columbarium plaza.

Total: \$850,000

Wastewater CIF Requests

Itemized Requests for 2025

Transfer Lift Station	\$14,900,000
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This project is for a Wastewater Transfer Lift Station construction.

Wastewater Treatment Plant #1 and #2 Rehabilitation	\$2,722,750
------------------------------------------------------------	--------------------

Rehabilitation of the existing Wastewater Treatment Plants # 1 and #2. This will expand the life of the plants for additional years.

Total: \$17,622,750

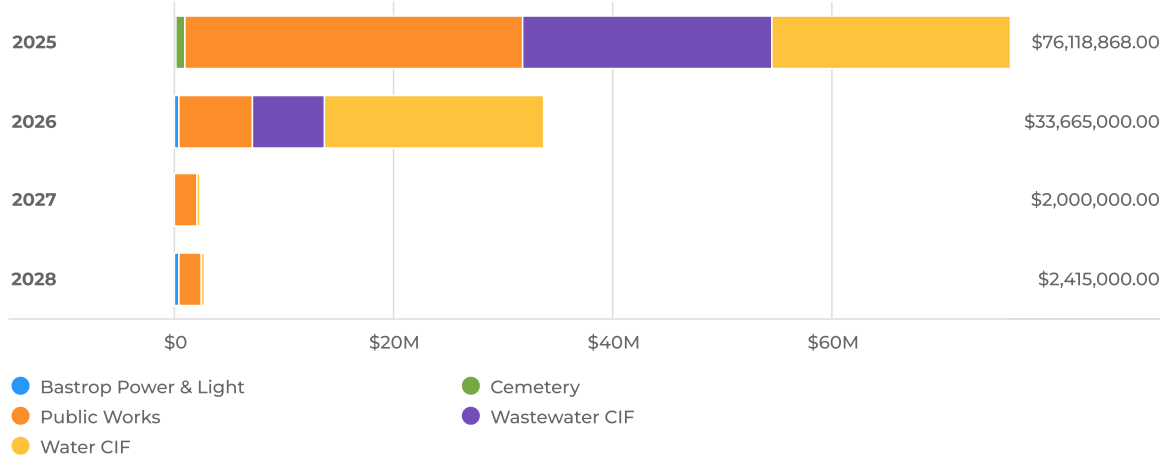
Capital Improvements: Multi-year Plan

Total Capital Requested

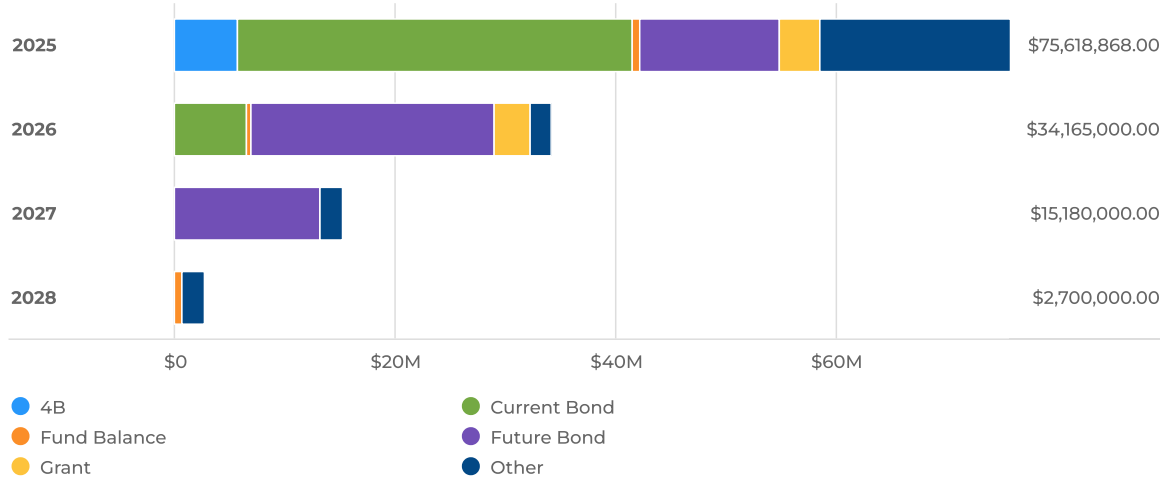
114,198,868

14 Capital Improvement Projects

Total Funding Requested by Department



Total Funding Requested by Source



Cost Savings & Revenues

There's no data for building chart

Public Works Requests

Itemized Requests for 2025-2028

Agnes Street Extension **\$5,340,000**

Agnes Street will be converted from its existing two-lane design to a four-lane roadway from Seton Hospital Drive to Hwy. 304. The widening project will match the design of the road's planned extension to Seton Hospital Drive. Construction is...

Blakey Lane Extension **\$8,305,000**

Extend Blakey Lane from FM 969 to Old Austin Hwy. This project includes new water, wastewater and drainage lines, road extension, sidewalks, etc.

Old Iron Bridge Rehabilitation **\$17,000,000**

To rehabilitate the Old Iron Bridge to be used as a deck park with unrestricted pedestrian access.

Street Rehabilitation Program **\$8,000,000**

This program is to rehab the streets that are in good condition based on the PCI results and extend the streets' useful life. This will be a bi-annual program: design in one year, and construct the next. The streets identified for rehabilitation...

Water Street Reconstruction **\$3,040,000**

This program consists of reconstruction of Water Street and will be a CIP project outside the Street Maintenance Program or the Street Rehabilitation Program. The projects might include improvements to water, wastewater, drainage, sidewalks, as...

Total: \$41,685,000

Water CIF Requests

Itemized Requests for 2025-2028

Simsboro Aquifer Water Treatment Plant, Well Field and Transmission Facilities **\$18,800,000**

Existing project for Simsboro Aquifer Water Treatment Plant, Well Field, and Transmission Facilities.

Westside Water Service Expansion **\$22,850,000**

Construction of the West Side water transmission lines and distribution systems.

Total: \$41,650,000

Wastewater CIF Requests

Itemized Requests for 2025-2028

FM 969 Wastewater Line Extension**\$3,200,000**

Extend wastewater line from existing 24-inch wastewater line along Bear Hunter Drive north across SH 71 and east along FM 969 to Valverde Development.

SH 71 Pipe Bursting Project**\$1,470,000**

This project is to pipe burst an existing 10-inch wastewater line to expand capacity in the existing line for future growth.

Wastewater Treatment Plant #3 - Phase II**\$371,118**

This project consists of expansion of the existing WWTP#3. This project will start with a design to determine the expansion capacity needed to accommodate future growth.

Total: \$5,041,118

Bastrop Power & Light Requests

Itemized Requests for 2025-2028

Bastrop Power & Light Capital Improvements**\$850,000**

This is a 5-year CIP program to include a study of the system, which will originate in project recommendations. The project will be designed in one year, and constructed the following fiscal years.

Total: \$850,000

Cemetery Requests

Itemized Requests for 2025-2028

Cemetery Improvements - Block 9 Development**\$850,000**

This project consists of design and construction of improvements needed to develop Block 9 of the cemetery, which will include installation of roads, drainage and also a columbarium plaza.

Total: \$850,000

Wastewater CIF Requests

Itemized Requests for 2025-2028

Transfer Lift Station	\$21,400,000
------------------------------	---------------------

This project is for a Wastewater Transfer Lift Station construction.

Wastewater Treatment Plant #1 and #2 Rehabilitation	\$2,722,750
------------------------------------------------------------	--------------------

Rehabilitation of the existing Wastewater Treatment Plants # 1 and #2. This will expand the life of the plants for additional years.

Total: \$24,122,750

DEBT

DEBT GOVERNMENTAL WIDE

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, spread over the life of the improvement.

CITY'S CURRENT BOND RATINGS

General Obligation Bonds	Rating
Standard & Poors	"AA"
Fitch Ratings	"AA"
Revenue Bonds	
Standard & Poors	"AA-"

LEGAL DEBT LIMITS

Taxable Assessed Valuation	\$1,596,503,743
Constitutional Limit	2.50% of assessed value
Maximum Revenue Available	\$39,912,593
Tax Rate to achieve Max Tax Revenue	\$2.50 per \$100 valuation
Tax Rate for FY 2024-2025	\$0.4994 per \$100 valuation
Available unused Maximum Tax Rate	78.2% of assessed valuation



TOTAL DEBT ALL FUNDS

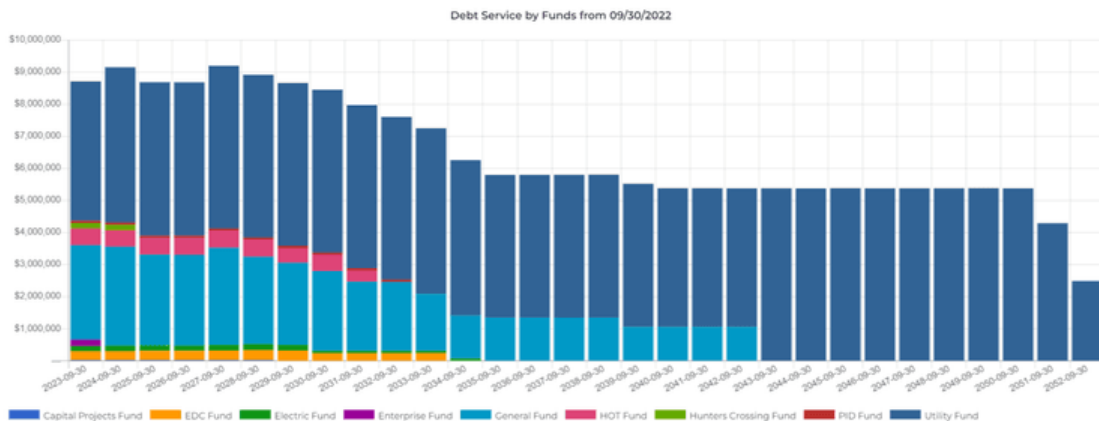
CITY OF BASTROP, TX

Debt Service Selected Issues

Schedule	Maturity Dates
Profile as Of	09/30/2024
Frequency	Annual
First Period End	09/30/2025
End Date	09/30/2052

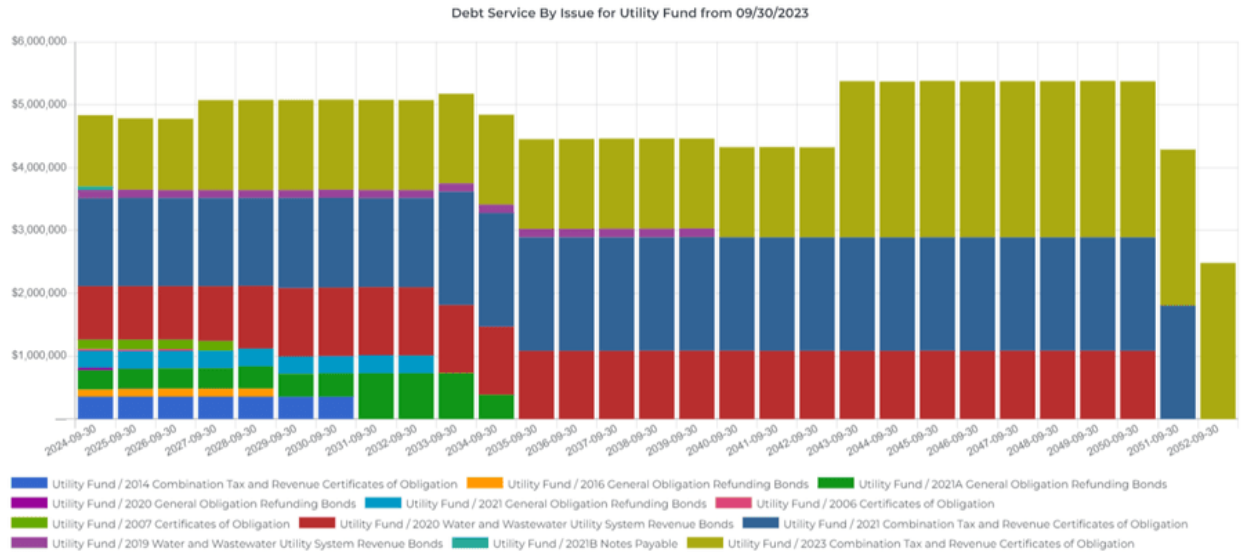
Total Selected Issues			
Date	Principal	Interest	Total
09/30/2025	4,687,368.00	3,994,295.86	8,681,663.86
09/30/2026	4,827,368.00	3,851,472.01	8,678,840.01
09/30/2027	5,502,368.00	3,693,029.24	9,195,397.24
09/30/2028	5,417,368.00	3,497,326.24	8,914,694.24
09/30/2029	5,365,000.00	3,295,633.78	8,660,633.78
09/30/2030	5,360,000.00	3,091,211.24	8,451,211.24
09/30/2031	5,070,000.00	2,897,506.26	7,967,506.26
09/30/2032	4,880,000.00	2,721,199.76	7,601,199.76
09/30/2033	4,685,000.00	2,564,295.76	7,249,295.76
09/30/2034	3,840,000.00	2,413,302.26	6,253,302.26
09/30/2035	3,515,000.00	2,278,006.26	5,793,006.26
09/30/2036	3,640,000.00	2,154,806.26	5,794,806.26
09/30/2037	3,770,000.00	2,026,756.26	5,796,756.26
09/30/2038	3,885,000.00	1,915,518.76	5,800,518.76
09/30/2039	3,715,000.00	1,800,556.26	5,515,556.26
09/30/2040	3,685,000.00	1,692,656.26	5,377,656.26
09/30/2041	3,790,000.00	1,587,431.26	5,377,431.26
09/30/2042	3,895,000.00	1,478,868.76	5,373,868.76
09/30/2043	4,015,000.00	1,360,618.76	5,375,618.76
09/30/2044	4,135,000.00	1,234,487.52	5,369,487.52
09/30/2045	4,275,000.00	1,104,287.50	5,379,287.50
09/30/2046	4,405,000.00	969,350.00	5,374,350.00
09/30/2047	4,545,000.00	830,031.26	5,375,031.26
09/30/2048	4,690,000.00	685,875.00	5,375,875.00
09/30/2049	4,840,000.00	539,762.50	5,379,762.50
09/30/2050	4,985,000.00	388,618.76	5,373,618.76
09/30/2051	4,055,000.00	232,556.26	4,287,556.26
09/30/2052	2,385,000.00	98,381.26	2,483,381.26
Total	121,859,472.00	54,397,841.31	176,257,313.31

DEBT SERVICE BY FUND



DEBT SERVICE FOR UTILITY FUND (WATER/WASTEWATER)

The Water/Wastewater fund will issue debt annually to cover the cost of several large infrastructure projects most associated with a growing community. In FY2024, the department completed the first phase of Wastewater Treatment Plant #3 and made significant progress on a new water treatment plant located at XS Ranch. This new water plant will allow the department to take the other two water plants off line. The Water Master Plan was completed in FY2022 and informed several capital projects. The Wastewater Master Plan started in FY2023 and will also add projects to the capital plan. It is a balancing act to issue debt to fund all of the capital needs while keeping rates as low as possible. The chart below helps illustrate the total debt service by year the fund will have over the next several years.



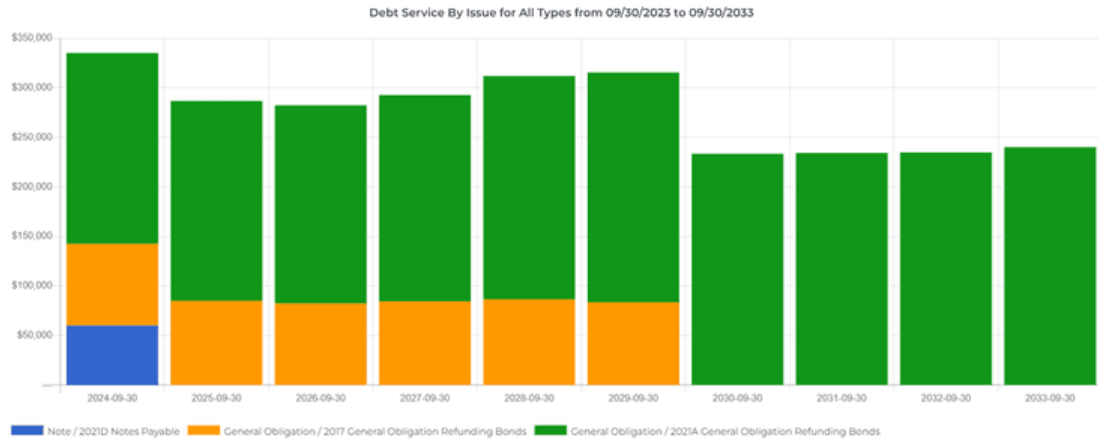
CITY OF BASTROP, TX

Debt Service EDC Fund

Schedule	Maturity Dates
Profile as Of	09/30/2024
Frequency	Annual
First Period End	09/30/2025
End Date	09/30/2034

Total EDC Fund			
Date	Principal	Interest	Total
09/30/2025	240,000.00	46,746.50	286,746.50
09/30/2026	240,000.00	42,416.50	282,416.50
09/30/2027	255,000.00	37,746.50	292,746.50
09/30/2028	280,000.00	32,046.50	312,046.50
09/30/2029	290,000.00	25,546.50	315,546.50
09/30/2030	215,000.00	18,461.50	233,461.50
09/30/2031	220,000.00	14,269.00	234,269.00
09/30/2032	225,000.00	9,803.00	234,803.00
09/30/2033	235,000.00	5,123.00	240,123.00
09/30/2034			
Total	2,200,000.00	232,159.00	2,432,159.00

BASTROP ECONOMIC DEVELOPMENT CORP DEBT SERVICE



APPENDIX

BASTROP POWER & LIGHT REQUESTS

Bastrop Power & Light Capital Improvements

Overview

Request Owner	Andres Rosales, Assistant City Manager
Est. Start Date	10/02/2023
Est. Completion Date	09/30/2024
Department	Bastrop Power & Light
Type	Other

Description

This is a 5-year CIP program to include a study of the system, which will originate in project recommendations. The project will be designed in one year, and constructed the following fiscal years.

History

This is a system maintenance program. System Study is conducted by a third party vendor to establish future CIP Projects. The previous study was from 2020 to 2025. The new study will be from 2025 to 2030.

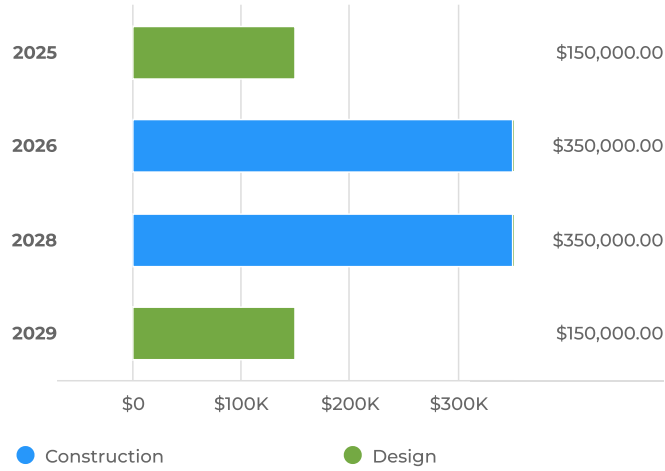
Capital Cost

FY2025 Budget
\$150,000

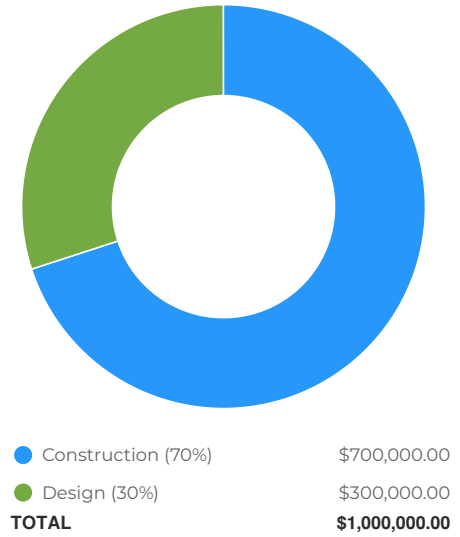
Total Budget (all years)
\$1M

Project Total
\$1M

Capital Cost by Year



Capital Cost for Budgeted Years



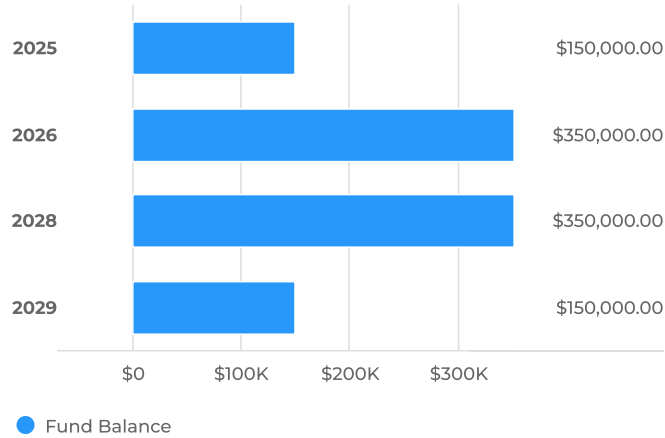
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2028	FY2029	Total
Design	\$150,000	\$0	\$0	\$150,000	\$300,000
Construction	\$0	\$350,000	\$350,000	\$0	\$700,000
Total	\$150,000	\$350,000	\$350,000	\$150,000	\$1,000,000

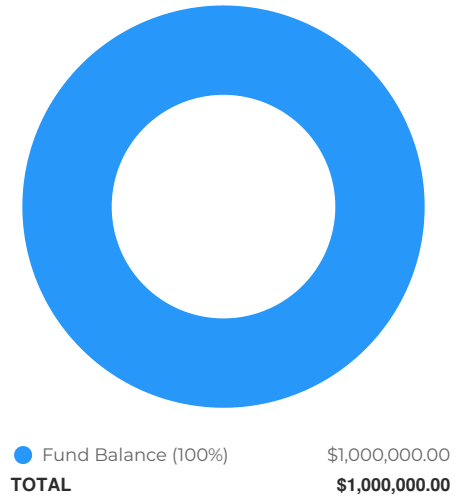
Funding Sources

FY2025 Budget **\$150,000** Total Budget (all years) **\$1M** Project Total **\$1M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2028	FY2029	Total
Fund Balance	\$150,000	\$350,000	\$350,000	\$150,000	\$1,000,000
Total	\$150,000	\$350,000	\$350,000	\$150,000	\$1,000,000

CEMETERY REQUESTS

Cemetery Improvements - Block 9 Development

Overview

Request Owner	Andres Rosales, Assistant City Manager
Est. Start Date	03/03/2023
Est. Completion Date	06/27/2025
Department	Cemetery
Type	Other

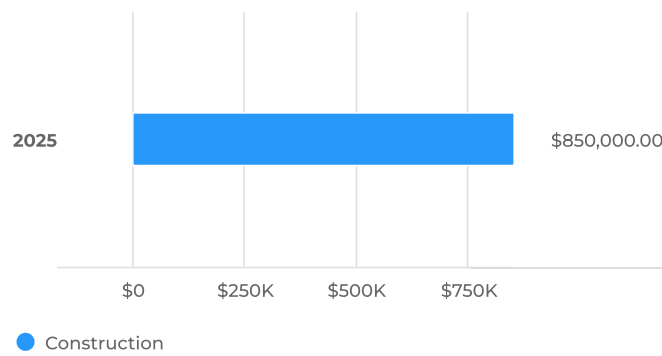
Description

This project consists of design and construction of improvements needed to develop Block 9 of the cemetery, which will include installation of roads, drainage and also a columbarium plaza.

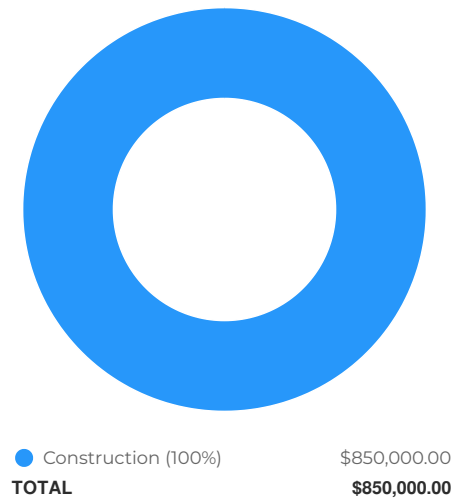
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$850,000	\$850K	\$850K

Capital Cost by Year



Capital Cost for Budgeted Years



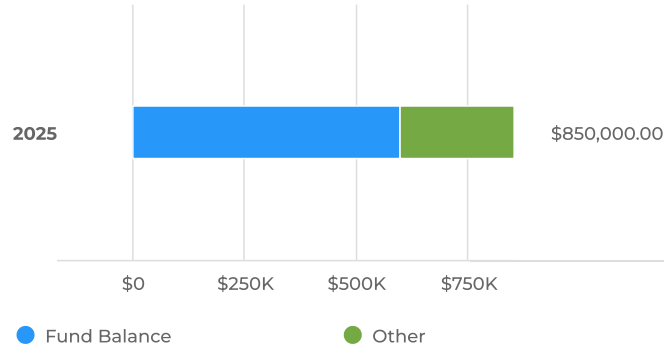
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction	\$850,000	\$850,000
Total	\$850,000	\$850,000

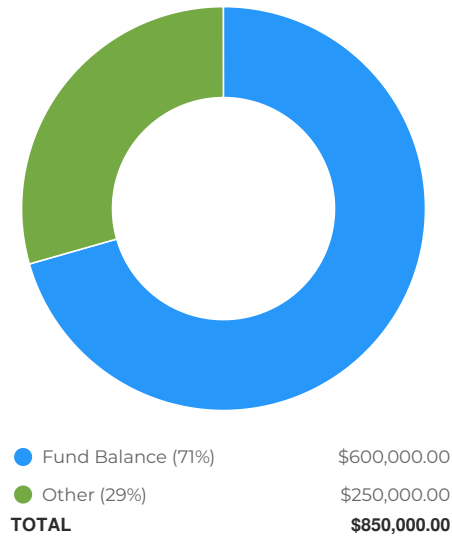
Funding Sources

FY2025 Budget **\$850,000** Total Budget (all years) **\$850K** Project Total **\$850K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
Fund Balance	\$600,000	\$600,000
Other	\$250,000	\$250,000
Total	\$850,000	\$850,000

PUBLIC WORKS REQUESTS

Agnes Street Extension

Overview

Request Owner	Andres Rosales, Assistant City Manager
Est. Start Date	09/09/2024
Est. Completion Date	09/30/2026
Department	Public Works
Type	Other

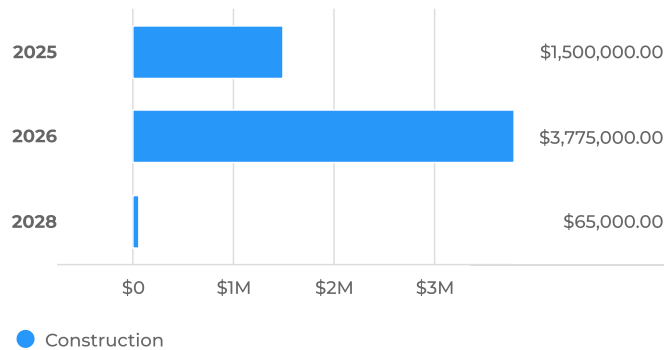
Description

Agnes Street will be converted from its existing two-lane design to a four-lane roadway from Seton Hospital Drive to Hwy. 304. The widening project will match the design of the road's planned extension to Seton Hospital Drive. Construction is expected to begin soon after the final design in August of 2024 and projected to last 12-16 months. The roadwork aims to prevent road congestion between the future extension and the existing road. The project also seeks to ease traffic to and from the area's apartments and hotels. Plans include a sidewalk for pedestrian traffic along the roadway and additional connections to SH 71.

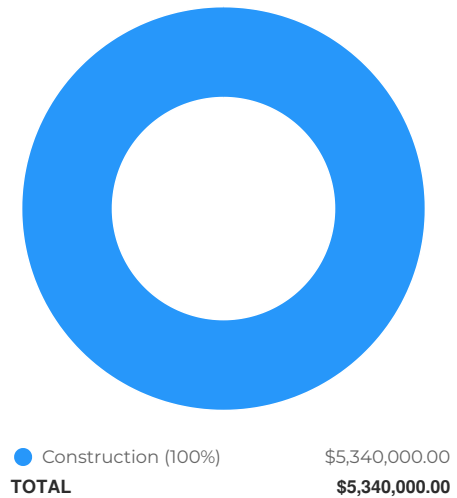
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$1,500,000	\$5.34M	\$5.34M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2028	Total
Construction	\$1,500,000	\$3,775,000	\$65,000	\$5,340,000
Total	\$1,500,000	\$3,775,000	\$65,000	\$5,340,000

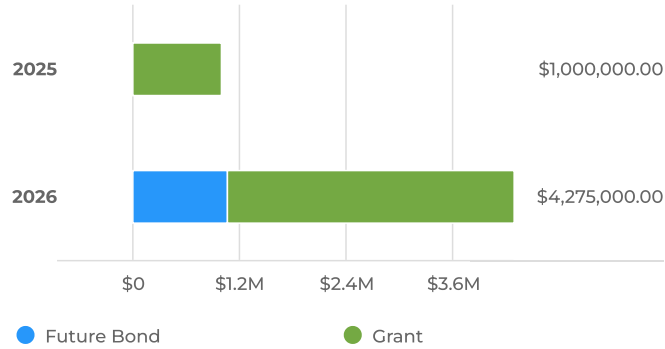
Funding Sources

FY2025 Budget
\$1,000,000

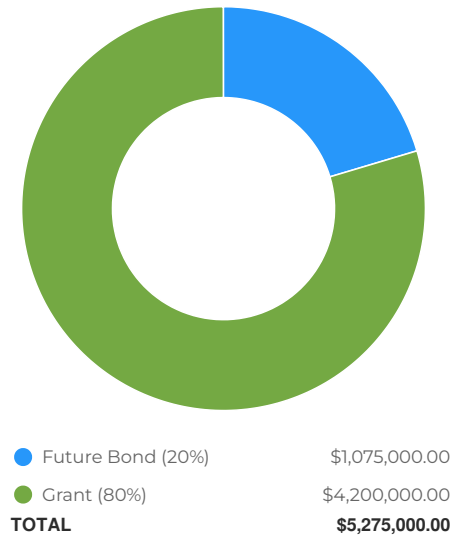
Total Budget (all years)
\$5.275M

Project Total
\$5.275M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2026	Total
Future Bond	\$0	\$1,075,000	\$1,075,000
Grant	\$1,000,000	\$3,200,000	\$4,200,000
Total	\$1,000,000	\$4,275,000	\$5,275,000

Blakey Lane Extension

Overview

Request Owner	Andres Rosales, Assistant City Manager
Est. Start Date	07/01/2023
Est. Completion Date	10/31/2025
Department	Public Works
Type	Other

Description

Extend Blakey Lane from FM 969 to Old Austin Hwy. This project includes new water, wastewater and drainage lines, road extension, sidewalks, etc.

History

This will improve connectivity and better access, in addition to supporting land development in surrounding areas.

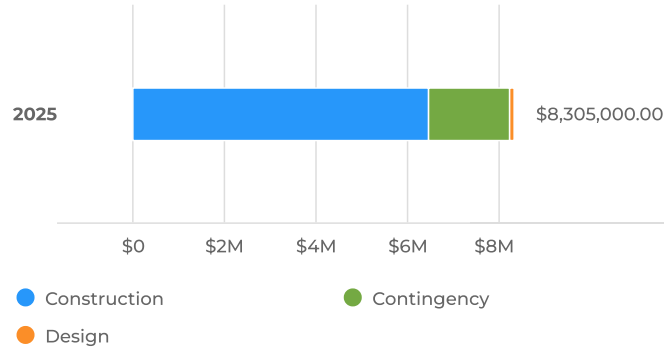
Capital Cost

FY2025 Budget
\$8,305,000

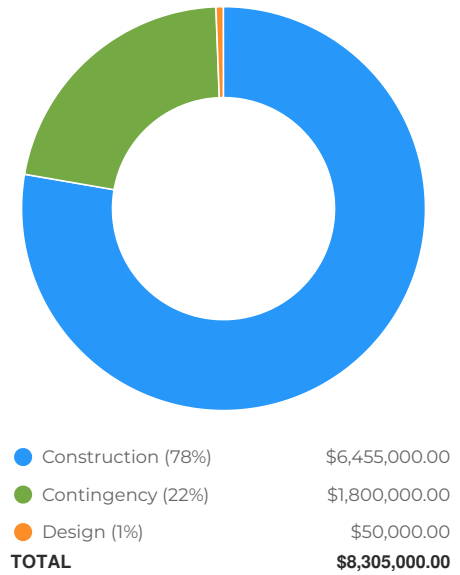
Total Budget (all years)
\$8.305M

Project Total
\$8.305M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Design	\$50,000	\$50,000
Construction	\$6,455,000	\$6,455,000
Contingency	\$1,800,000	\$1,800,000
Total	\$8,305,000	\$8,305,000

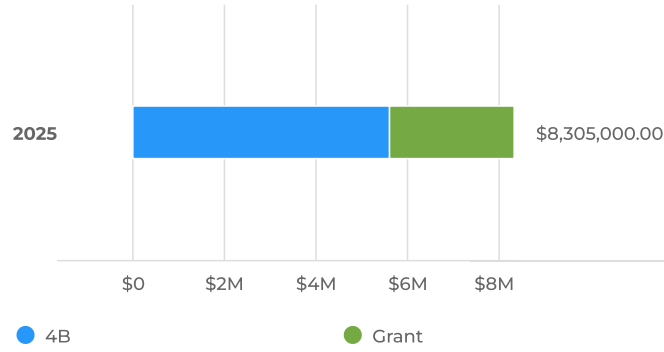
Funding Sources

FY2025 Budget
\$8,305,000

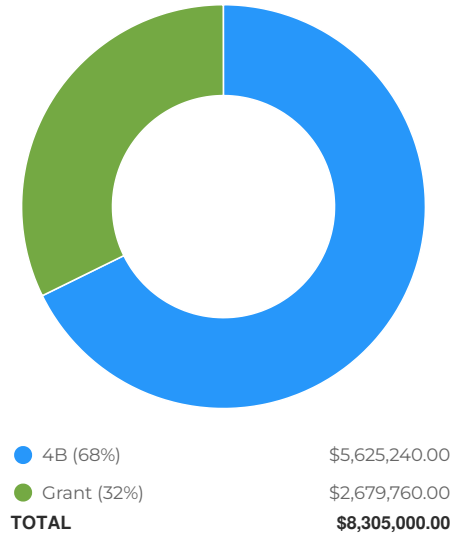
Total Budget (all years)
\$8.305M

Project Total
\$8.305M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
Grant	\$2,679,760	\$2,679,760
4B	\$5,625,240	\$5,625,240
Total	\$8,305,000	\$8,305,000

Old Iron Bridge Rehabilitation

Overview

Request Owner	Andres Rosales, Assistant City Manager
Est. Start Date	02/20/2023
Est. Completion Date	07/26/2027
Department	Public Works
Type	Other

Description

To rehabilitate the Old Iron Bridge to be used as a deck park with unrestricted pedestrian access.

History

In FY2019, the City Council approved a study of the Iconic Old Iron Bridge to assess the structural integrity of the bridge. This study came back with a report that indicated significant deterioration of the structural components. The city was presented with several options, from pedestrian-only programming to full demolition of the bridge. There was City Council consensus on option 2, which was to restore the structure to be re-purposed as a deck park with unrestricted pedestrian access. This project has been submitted for grant funding through Texas Department of Transportation TA funding with an application pending. The City has also submitted an application for Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant funding to rehabilitate and reopen the historic bridge as a pedestrian/bicycle facility and deck park, but was not awarded the grant. This project is currently under design and will be posted for bid and construction.

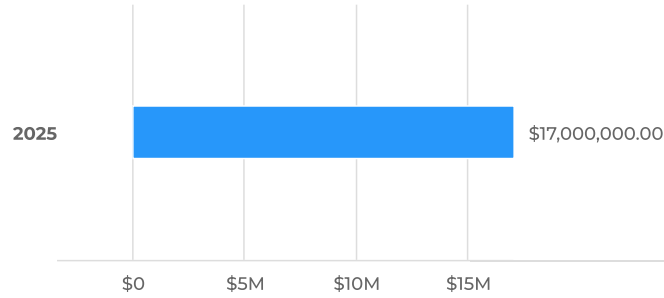
Capital Cost

FY2025 Budget
\$17,000,000

Total Budget (all years)
\$17M

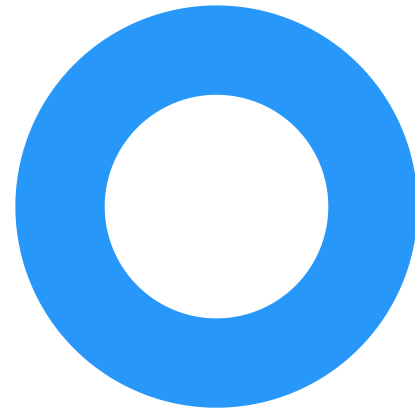
Project Total
\$17M

Capital Cost by Year



● Construction

Capital Cost for Budgeted Years



● Construction (100%) \$17,000,000.00
TOTAL \$17,000,000.00

Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction	\$17,000,000	\$17,000,000
Total	\$17,000,000	\$17,000,000

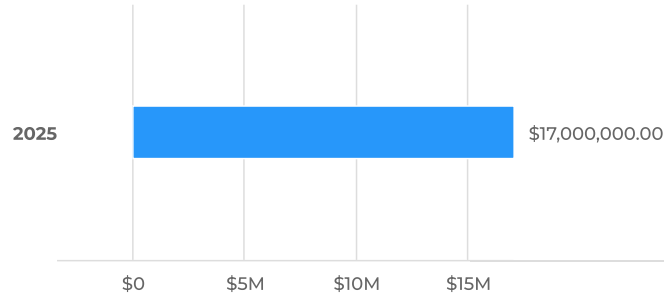
Funding Sources

FY2025 Budget
\$17,000,000

Total Budget (all years)
\$17M

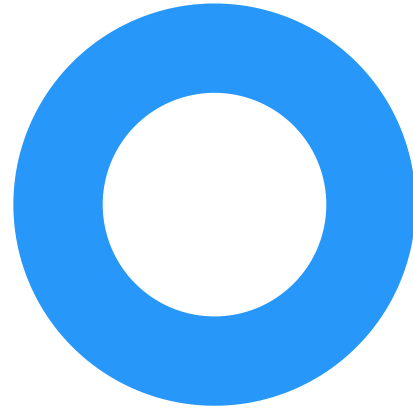
Project Total
\$17M

Funding Sources by Year



● Current Bond

Funding Sources for Budgeted Years



● Current Bond (100%) \$17,000,000.00
TOTAL \$17,000,000.00

Funding Sources Breakdown

Funding Sources	FY2025	Total
Current Bond	\$17,000,000	\$17,000,000
Total	\$17,000,000	\$17,000,000

Street Rehabilitation Program

Overview

Request Owner	Andres Rosales, Assistant City Manager
Est. Start Date	02/01/2023
Est. Completion Date	09/30/2025
Department	Public Works
Type	Capital Improvement
Project Number	TX-23XX

Description

This program is to rehab the streets that are in good condition based on the PCI results and extend the streets' useful life. This will be a bi-annual program: design in one year, and construct the next. The streets identified for rehabilitation next fiscal year include segments of : Farm Street, Mesquite Street and other identified streets.

Details

Type of Project	Other improvement
-----------------	-------------------

Benefit to Community

Community Safety

Additional description and history

The City performed a pavement condition index (PCI) study in FY22. The PCI is a numerical index between 0 to 100, which is used to indicate the general condition of the pavement section. The City, like many other municipalities use the PCI to measure the condition of their roads. The information collected from the PCI study is used to create a multi-year street maintenance and/or rehabilitation program to maintain and extend the useful life of the streets.

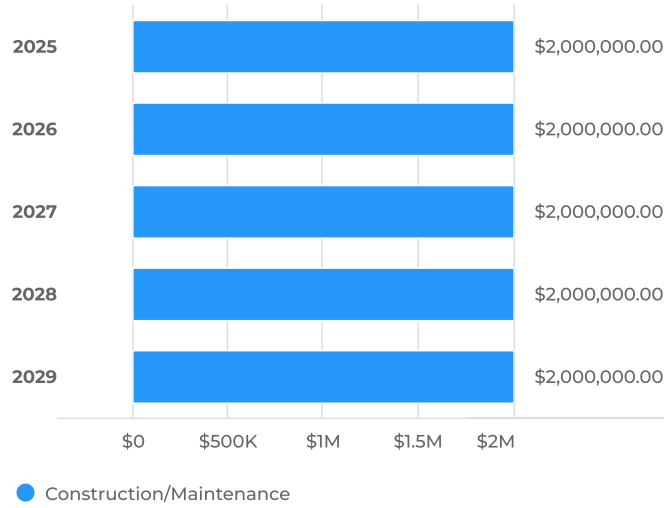
Capital Cost

FY2025 Budget
\$2,000,000

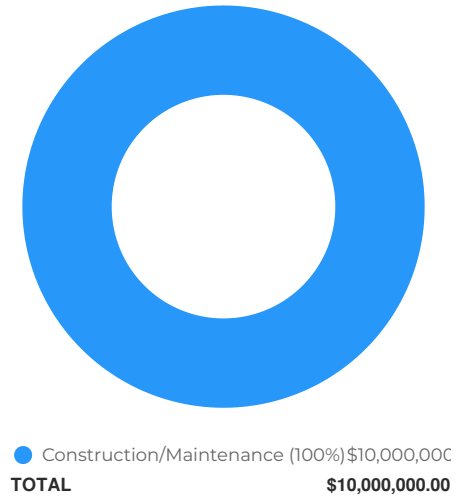
Total Budget (all years)
\$10M

Project Total
\$10M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Construction/Maintenance	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000
Total	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000

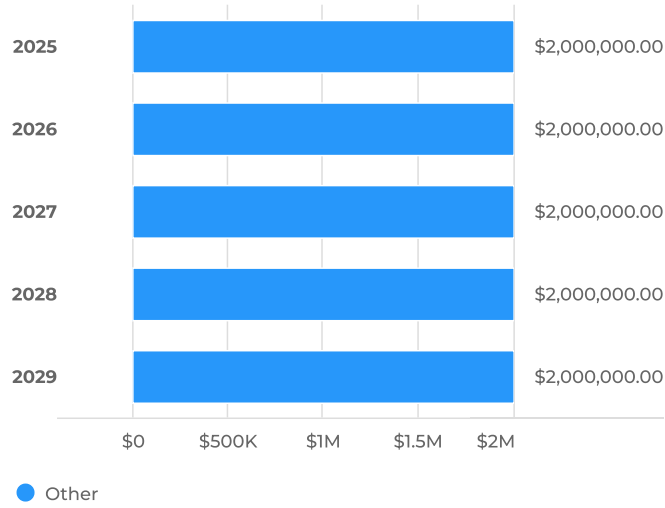
Funding Sources

FY2025 Budget
\$2,000,000

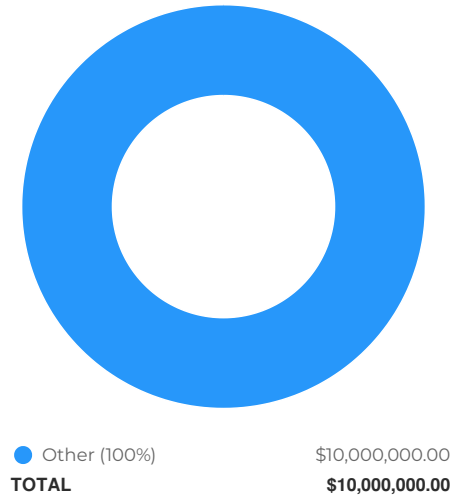
Total Budget (all years)
\$10M

Project Total
\$10M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Other	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000
Total	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000

Water Street Reconstruction

Overview

Request Owner	Andres Rosales, Assistant City Manager
Department	Public Works
Type	Capital Improvement
Project Number	TR-25XX

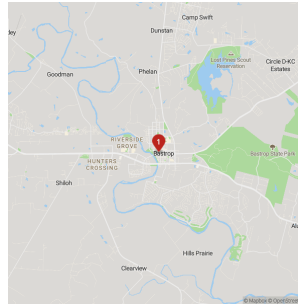
Description

This program consists of reconstruction of Water Street and will be a CIP project outside the Street Maintenance Program or the Street Rehabilitation Program. The projects might include improvements to water, wastewater, drainage, sidewalks, as necessary.

Details

Type of Project	Other improvement
-----------------	-------------------

Location



Benefit to Community

Community Safety

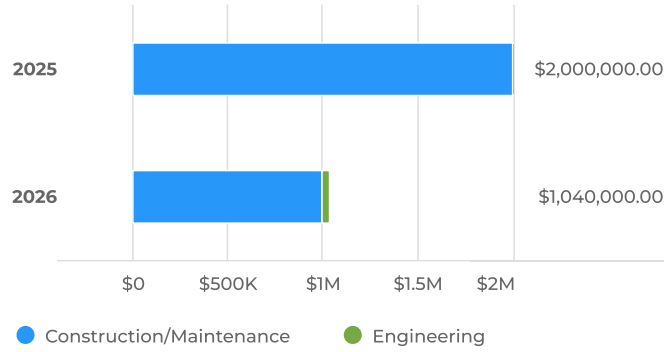
Capital Cost

FY2025 Budget
\$2,000,000

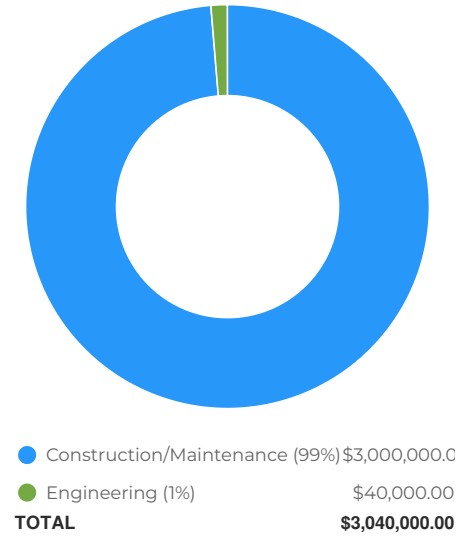
Total Budget (all years)
\$3.04M

Project Total
\$3.04M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2025	FY2026	Total
Engineering	\$0	\$40,000	\$40,000
Construction/Maintenance	\$2,000,000	\$1,000,000	\$3,000,000
Total	\$2,000,000	\$1,040,000	\$3,040,000

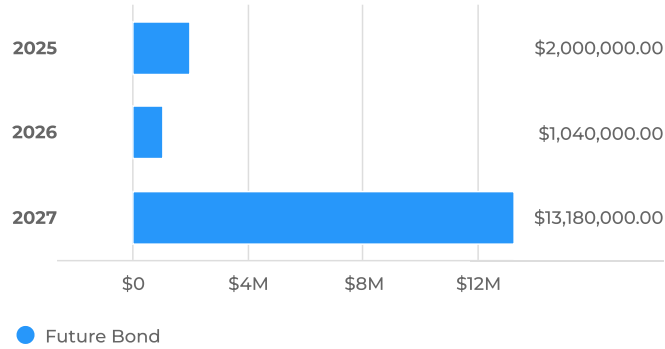
Funding Sources

FY2025 Budget
\$2,000,000

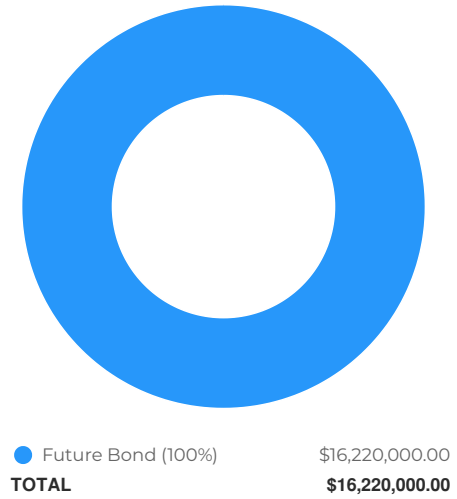
Total Budget (all years)
\$16.22M

Project Total
\$16.22M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
Future Bond	\$2,000,000	\$1,040,000	\$13,180,000	\$16,220,000
Total	\$2,000,000	\$1,040,000	\$13,180,000	\$16,220,000

WASTEWATER CIF REQUESTS

Transfer Lift Station

Overview

Request Owner	Jimmie Campbell, Executive Administrative Assistant
Department	Wastewater CIF
Request Groups	CIP
Type	Capital Improvement
Project Number	WW25

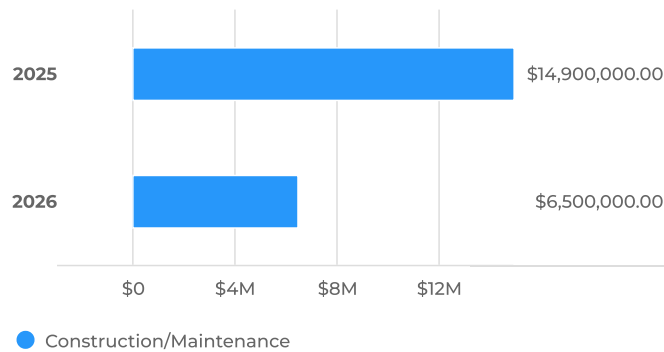
Description

This project is for a Wastewater Transfer Lift Station construction.

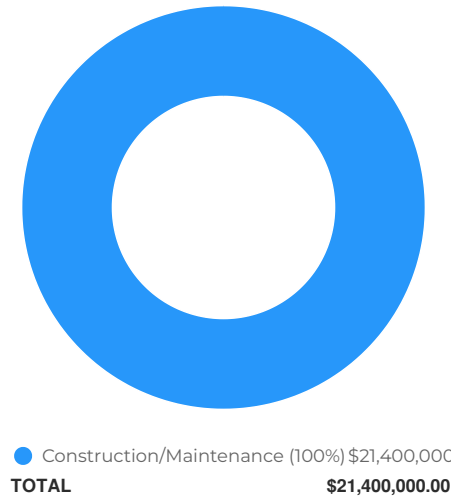
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$14,900,000	\$21.4M	\$21.4M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	FY2025	FY2026	Total
Construction/Maintenance	\$14,900,000	\$6,500,000	\$21,400,000
Total	\$14,900,000	\$6,500,000	\$21,400,000

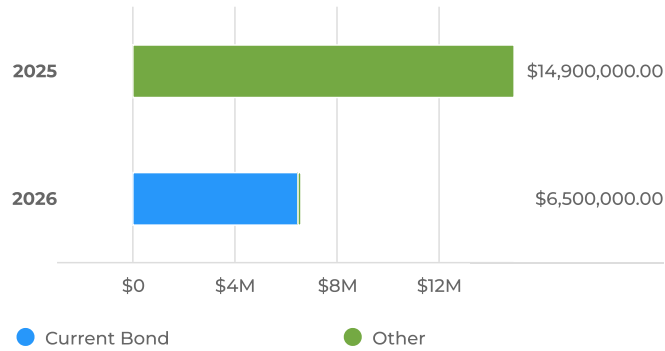
Funding Sources

FY2025 Budget
\$14,900,000

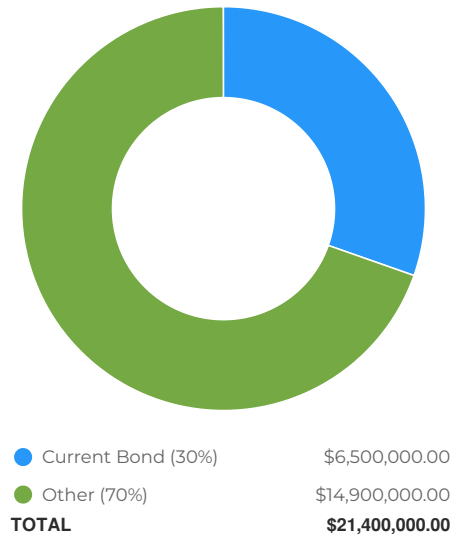
Total Budget (all years)
\$21.4M

Project Total
\$21.4M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2026	Total
Other	\$14,900,000	\$0	\$14,900,000
Current Bond	\$0	\$6,500,000	\$6,500,000
Total	\$14,900,000	\$6,500,000	\$21,400,000

Wastewater Treatment Plant #1 and #2 Rehabilitation

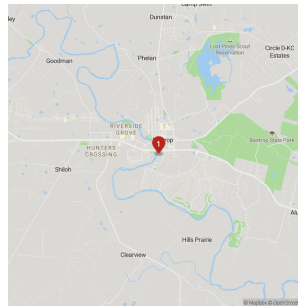
Overview

Request Owner	Andres Rosales, Assistant City Manager
Department	Wastewater CIF
Type	Capital Improvement
Project Number	WW

Description

Rehabilitation of the existing Wastewater Treatment Plants # 1 and #2. This will expand the life of the plants for additional years.

Location



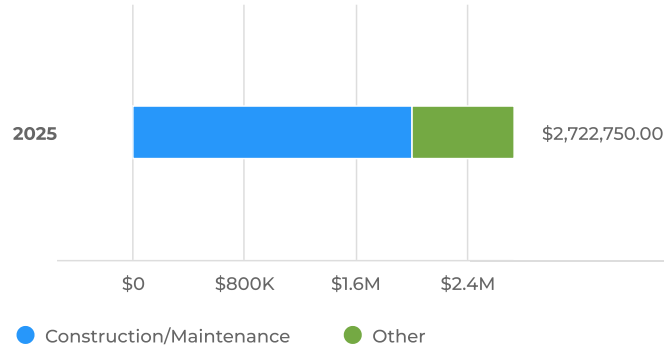
Capital Cost

FY2025 Budget
\$2,722,750

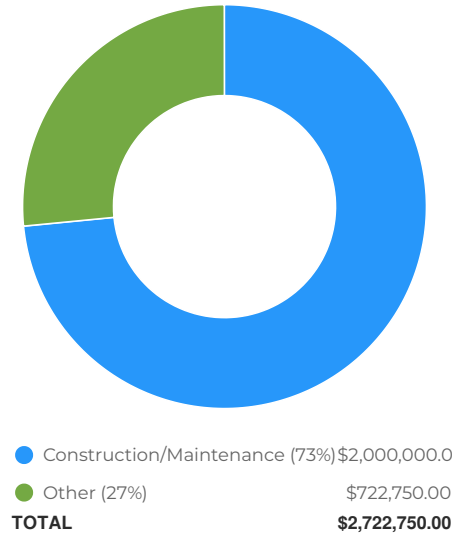
Total Budget (all years)
\$2.723M

Project Total
\$2.723M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Construction/Maintenance	\$2,000,000	\$2,000,000
Other	\$722,750	\$722,750
Total	\$2,722,750	\$2,722,750

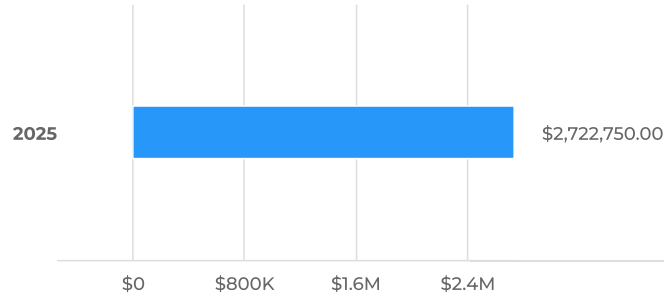
Funding Sources

FY2025 Budget
\$2,722,750

Total Budget (all years)
\$2.723M

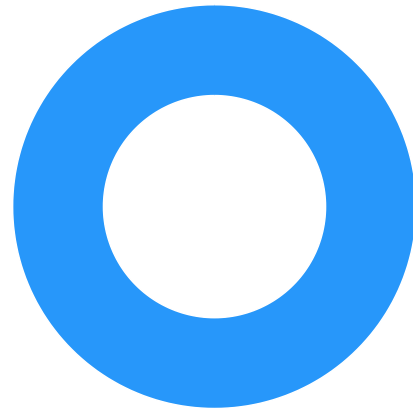
Project Total
\$2.723M

Funding Sources by Year



● Future Bond

Funding Sources for Budgeted Years



● Future Bond (100%) \$2,722,750.00
TOTAL \$2,722,750.00

Funding Sources Breakdown

Funding Sources	FY2025	Total
Future Bond	\$2,722,750	\$2,722,750
Total	\$2,722,750	\$2,722,750

WATER CIF REQUESTS

Simsboro Aquifer Water Treatment Plant, Well Field and Transmission Facilities

Overview

Request Owner	Andres Rosales, Assistant City Manager
Department	Water CIF
Request Groups	CIP
Type	Capital Improvement
Project Number	W-

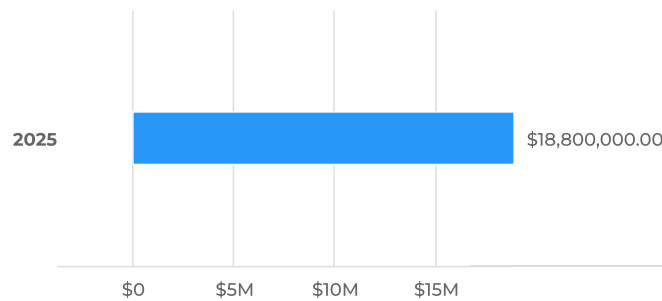
Description

Existing project for Simsboro Aquifer Water Treatment Plant, Well Field, and Transmission Facilities.

Capital Cost

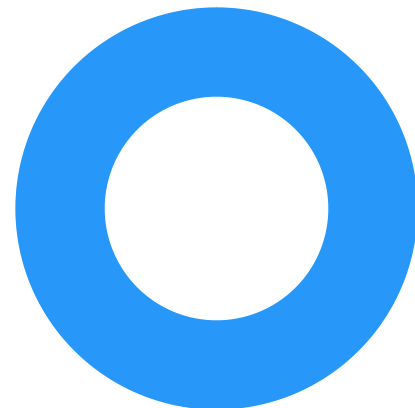
FY2025 Budget	Total Budget (all years)	Project Total
\$18,800,000	\$18.8M	\$18.8M

Capital Cost by Year



● Construction/Maintenance

Capital Cost for Budgeted Years



● Construction/Maintenance (100%) \$18,800,000
TOTAL \$18,800,000

Capital Cost Breakdown		
Capital Cost	FY2025	Total
Construction/Maintenance	\$18,800,000	\$18,800,000
Total	\$18,800,000	\$18,800,000

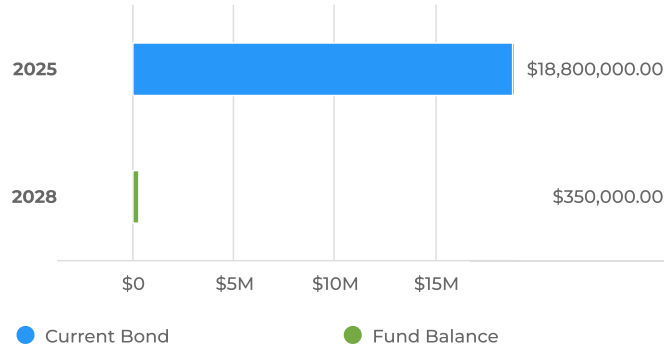
Funding Sources

FY2025 Budget
\$18,800,000

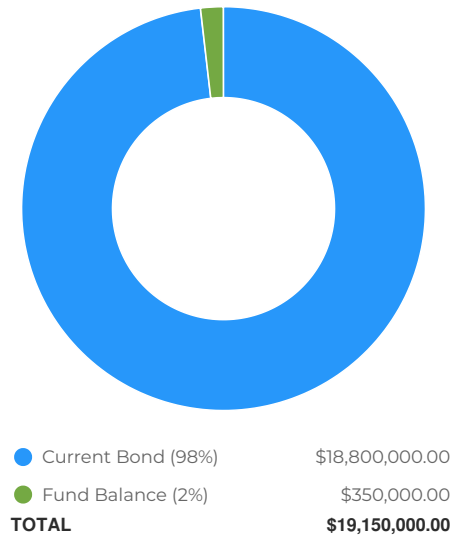
Total Budget (all years)
\$19.15M

Project Total
\$19.15M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2028	Total
Fund Balance	\$0	\$350,000	\$350,000
Current Bond	\$18,800,000	\$0	\$18,800,000
Total	\$18,800,000	\$350,000	\$19,150,000

Westside Water Service Expansion

Overview

Request Owner	Andres Rosales, Assistant City Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2026
Department	Water CIF
Request Groups	CIP
Type	Capital Improvement
Project Number	WA21XX

Description

Construction of the West Side water transmission lines and distribution systems.

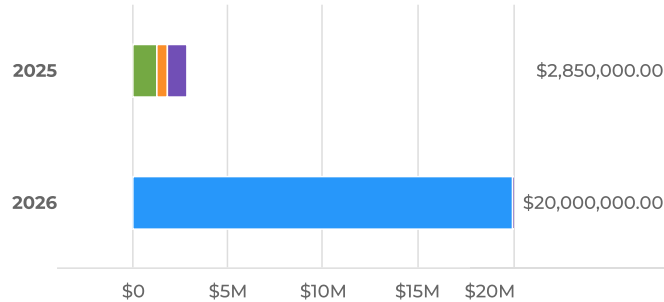
Capital Cost

FY2025 Budget
\$2,850,000

Total Budget (all years)
\$22.85M

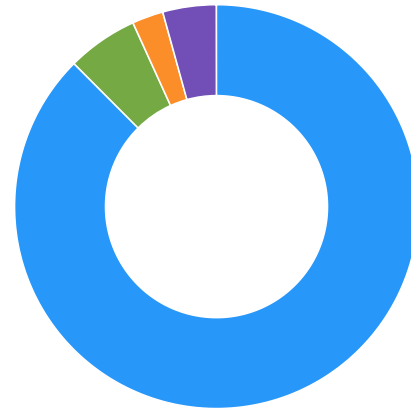
Project Total
\$22.85M

Capital Cost by Year



- Construction/Maintenance
- Design
- Engineering
- Land/Right-of-way

Capital Cost for Budgeted Years



- Construction/Maintenance (88%) \$20,000,000
- Design (6%) \$1,300,000.00
- Engineering (2%) \$570,000.00
- Land/Right-of-way (4%) \$980,000.00
- TOTAL \$22,850,000.00**

Capital Cost Breakdown

Capital Cost	FY2025	FY2026	Total
Design	\$1,300,000	\$0	\$1,300,000
Engineering	\$570,000	\$0	\$570,000
Land/Right-of-way	\$980,000	\$0	\$980,000
Construction/Maintenance	\$0	\$20,000,000	\$20,000,000
Total	\$2,850,000	\$20,000,000	\$22,850,000

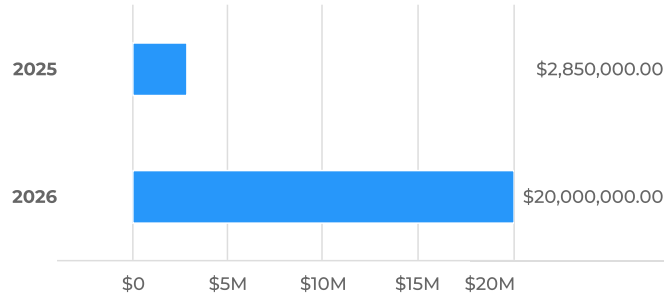
Funding Sources

FY2025 Budget
\$2,850,000

Total Budget (all years)
\$22.85M

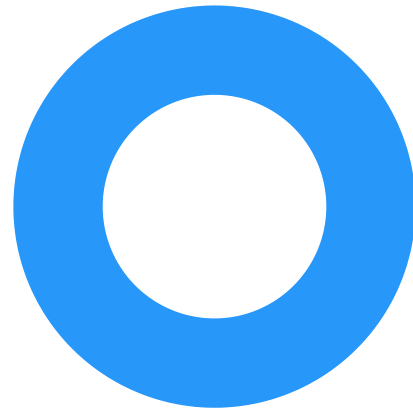
Project Total
\$22.85M

Funding Sources by Year



● Future Bond

Funding Sources for Budgeted Years



● Future Bond (100%) \$22,850,000.00
TOTAL \$22,850,000.00

Funding Sources Breakdown

Funding Sources	FY2025	FY2026	Total
Future Bond	\$2,850,000	\$20,000,000	\$22,850,000
Total	\$2,850,000	\$20,000,000	\$22,850,000

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the

"surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of

the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.



Financial Management Policy

APPROVED
JULY 23, 2024

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PURPOSE STATEMENT

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

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

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

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

ACCOUNTING

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

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

FUNDS

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

EXTERNAL AUDITING

The City will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation and must demonstrate that they have the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the City's financial statements including any federal grant single audits will be completed within 120 days of the City's fiscal year end, and the auditors' management letter will be presented to the city staff within 150 days after the City's

fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The city staff and auditors will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

EXTERNAL AUDITORS RESPONSIBLE TO CITY COUNCIL

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

EXTERNAL AUDITOR ROTATION

The City will not require external auditor rotation but will circulate requests for proposal for audit services periodically, normally at five-year intervals or less.

EXTERNAL FINANCIAL REPORTING

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

INTERNAL CONTROLS

WRITTEN POLICIES & PROCEDURES

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

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

INTERNAL AUDIT

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

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

DEPARTMENT MANAGERS RESPONSIBLE

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

OPERATING BUDGET

PREPARATION

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

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

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

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

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

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

BALANCED BUDGETS

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

PLANNING

The budget process will begin with a Staff Budget Retreat followed by a Council Budget Workshop to provide direction to the City Manager on goals of the organization. From Jan. – April, each Department Director will enter their line item budgets into the budget software. Starting in June, meetings are scheduled with the City Manager, Chief Financial Officer, and Department Directors, to review their budget submittals. The City Manager submits a proposed budget to the City Council before the end of July. The City Council will conduct budget workshops as necessary.

REPORTING

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

The City uploads the monthly financial transactions to their website monthly.

CONTROL

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

PERFORMANCE MEASURES

Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the final budget document.

CAPITAL BUDGET

PREPARATION

The City's Capital Budget will be included in the City's Operating Budget. The Capital Budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city departments.

APPROPRIATION

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

CONTROL

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

ALTERNATE RESOURCES

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

DEBT FINANCING

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

REPORTING

Financial reports will be available to enable the department managers to manage their capital budgets and to enable the finance department to monitor the capital budget as authorized by the City Manager. The City uses a software to track capital projects. The projects are updated quarterly and available for review on our website.

REVENUE MANAGEMENT

SIMPLICITY

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

CERTAINTY

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

EQUITY

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

ADMINISTRATION

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

REVENUE ADEQUACY

The City will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability

to pay.

COST/BENEFIT OF ABATEMENT

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

DIVERSIFICATION AND STABILITY

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

NON-RECURRING REVENUES

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

PROPERTY TAX REVENUES

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

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

USER-BASED FEES

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

GENERAL AND ADMINISTRATIVE CHARGES

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

Department.

TRANSFER FROM ELECTRIC FUND

There will be a transfer from the Electric Fund to the City's General Fund which represents a Return on Investment (payment in lieu of taxes). This transfer should not exceed 11% of the total proposed revenue of the Electric Fund for that budget year.

UTILITY RATES

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

INTEREST INCOME

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

REVENUE MONITORING

Revenues received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the monthly financial report to Council.

EXPENDITURE CONTROL

OPERATING EXPENDITURES

Shall be accounted, reported, and budgeted for in the following categories:

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

APPROPRIATIONS

The level of budgetary control is the fund level budget in all Funds. Transfers between departments over \$25,000 will still require City Council approval. Transfers between expenditure accounts within a department may occur with the approval of the Department Director. City Manager approval is required if transferring from personnel accounts, capital accounts within a department, and transfers between

departments. When budget adjustments (i.e., amendments), are required between funds or between departments over \$25,000, these must be approved by the City Council through an Ordinance. Transfers between departments within the General Fund under the \$25,000 amount will be reported to City Council through the quarterly report.

CONTINGENCY ACCOUNT

The General Fund Contingency Account will be budgeted at a minimal amount (\$35,000). Increases to the contingency account must be approved by City Council.

CONTINGENCY ACCOUNT EXPENDITURES

The City Council must approve all contingency account expenditures over \$35,000. The City Manager must approve all other contingency account expenditures and report them to City Council.

PURCHASING CONTROL

All purchases shall be made in accordance with the City's Purchasing Policy. Authorization levels for appropriations previously approved by the City Council are as follows: below Directors \$1,000 (Directors can request to have this amount raised by submitting a written request to the Finance Department), for Directors up to \$9,999, for Chief Financial Officer up to \$14,999, and with any purchases exceeding \$15,000 to be approved by the City Manager.

PROFESSIONAL SERVICES

Professional services will generally be processed through a request for proposals process, except for smaller contracts. The City Manager may execute any professional services contract less than \$50,000 provided there is an appropriation for such contract.

PROMPT PAYMENT

All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the City's investable cash, where such delay does not violate the agreed upon terms.

ASSET MANAGEMENT

INVESTMENTS

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

CASH MANAGEMENT

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

INVESTMENT PERFORMANCE

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

FIXED ASSETS AND INVENTORY

The City of Bastrop's Purchasing Policy defines Fixed Assets and "Minor Capital Outlay" items as items with a value over \$1,000 and with a life expectancy of two (2) or more years. Asset control will be conducted in accordance with the City Council approved Purchasing Policy Sec. IV which includes annual inventory count, proper disposal, and security measures. The Finance Department has procedures in place to capture these types of purchases, make sure they are added to the Fixed Asset List and be placed on the insurance. All departments should have procedures in place for proper maintenance of all city assets.

VEHICLE AND EQUIPMENT REPLACEMENT FUND

PURPOSE

The purpose of establishing a Vehicle and Equipment Replacement Fund (VERF), policy is to establish a decision-making process and criteria for purchase, replacement, elimination, and disposition of vehicles and equipment. The policy also establishes procedures to ensure those adequate funds will be available to purchase fleet assets and technology equipment, stabilizing the budgeting for major fleet and technology purchases, and provide sufficient cash flows for annual purchases of equipment greater than or equal to \$10,000.

ROLES AND RESPONSIBILITIES

Each department shall designate a fleet manager(s) to be responsible for oversight of department vehicles, equipment, and technology, and to ensure all equipment is safe, cost effective and meets the needs of the user department, and determining "best value" choosing the equipment to be purchased.

A Fleet Advisory Committee (FAC) should be established with the appropriate staff members, usually consisting of each departmental fleet manager(s). The committee will consider department requests in comparison to determination which assets to be purchased, replaced or eliminated annually. The FAC will provide an annual recommendation to the City Manager as part of the annual budget process for fleet purchases, replacements, eliminations and/or any other changes regarding fleet management.

FLEET INVENTORY

By November 1 of every year a physical inventory of all fleet assets shall be completed. By December 15 of each year, the City Finance Department shall distribute an inventory of all fleet assets to the Department Heads. By January 15 of each year, the FAC shall verify the accuracy of the inventory. The

final inventory shall include asset number (VIN #), description of asset (make, model, year), division or program the asset is assigned, and the mileage or hours of operation.

FUNDING OF FLEET ASSETS

All fleet assets purchased out of the VERF fund are owned by the fund and leased to the user departments. All assets purchased through the VERF are approved during the regular budget process prior to purchase. Accessories for fleet assets may be funded by the VERF as follows:

- (1) Accessories that will be funded by the VERF
 - (a) Initial purchase of accessories attached to the unit or required for the unit to perform its intended function.
 - (b) PC peripherals, i.e., wiring and laptop mounts.
 - (c) Accessories must be included in total cost of vehicle/equipment purchase.
- (2) Accessories that will not be funded by the VERF
 - (a) Maintenance items or services.
 - (b) Accessories added to the unit or replaced after the initial purchase is made and the unit is put into service.

All user departments will be charged an annual lease fee for each fleet asset allocated to their use from the VERF. Such fee will provide funds to purchase replacement assets. Money received from assets sold as surplus property will be credited to the VERF.

For vehicles and equipment that are not currently funded in the VERF, the FAC shall make recommendations as to how to fund replacement of the vehicles and/or equipment and present these recommendations as part of the annual budget process.

The purchasing of fleet through the VERF fund follow the same purchasing policy and procedures as any purchase would require.

VERF REVENUES

Departments will be charged an annual lease fee for assets assigned to them. Lease fees will be calculated in accordance with the following formula:

$$[A-B]/\text{Life} * C = X$$

A=Actual Vehicle and/or Equipment Cost

B=50% of Estimated Salvage Value

C=Inflation Factor

X=Normal Annual Lease Fee Charge

Life=Expected Life of Unit (See Replacement Criteria)

Charges to user departments will be reviewed periodically by the FAC. Lease fees may be adjusted during the annual budget process to ensure the adequacy of the VERF fund balance or to ensure the fund is not over funded. This analysis will include an anticipated cash flow examination that estimates the fund balance for the lease life of all assets.

FLEET ASSET REPLACEMENT CRITERIA

The department fleet manager shall annually identify assets that are candidates for replacement or elimination from the fleet as determined by the following replacement criteria:

Vehicle/Equip Category	Age (Years)	Mileage/Hours
Patrol Sedans	5	85,000 miles
Other Police Vehicles	7-10	100,000 miles
Heavy Equipment (Dump Trucks, backhoes, Street Equip. etc.)	10-20	Varies
Mowers	5-7	Varies
Trucks	7-10	Varies
Fire Trucks	10-20	Varies

By December 15 the FAC will confer with departments to review the departmental requests for the upcoming budget year. This will include discussion of request for additions to the fleet and the identification of assets for replacement or elimination to be considered for the next budget preparation cycle. The FAC shall make all recommendations for fleet additions, replacements or eliminations by February 15. By March 1, the CFO or designee shall calculate proposed lease fees using the lease fee calculation. Estimated costs will be used for inclusion in departmental budgets for the upcoming fiscal year.

All vehicle and equipment replacements are considered proposed until such time as the next year's budget is formally approved by Council. Department fleet managers are responsible to provide new title, VIN #s and all other pertinent information to the City Finance Dept. when the new vehicle and/or equipment is acquired. The Finance Department will be responsible for making sure all assets are properly insured.

For vehicles that are used frequently but incur very few miles, the replacement criteria may be exceeded, provided the vehicle remains safe and is economical to operate. Each year, these vehicles will be reviewed for replacement projections.

The finance department will be responsible for following the policy for disposal of assets when fleet is recognized as needing to be replaced or eliminated.

FINANCIAL CONDITION AND RESERVES

NO OPERATING DEFICITS

Current expenditures should be paid with current revenues. Deferrals, short-term loans, or one-time sources should be avoided as budget balancing technique. Reserves will be used only for emergencies on non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

OPERATING RESERVES

Failure to meet these standards will be disclosed to the City Council as soon as the situation is recognized and a plan to replenish the ending resources over a reasonable time frame shall be adopted. This should be followed by a plan to mitigate the re-occurrence of this type of shortfall in the future.

1. The General Fund ending fund balance will be maintained at an amount up to three months' worth of estimated expenditures or at a level of 25% of budgeted operating expenditures.
2. The Enterprise/ Proprietary Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.
3. Fund balances which exceed the minimum level established for each fund may be appropriated for non-recurring capital projects.

RISK MANAGEMENT PROGRAM

The City Council adopts an Investment Policy annually that outlines the investment strategy guidelines with the first goal being the safety of public funds. These policies mitigate the risk associated with investing these public funds.

LOSS FINANCING

All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported claims, and actuarial determinations and such reserves will not be used for any purpose other than for financing losses.

ENTERPRISE/ PROPRIETARY FUND SELF-SUFFICIENCY

The City's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in-lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in-lieu-of-property taxes and/or franchise fees until the fund is able to pay them.

HOTEL OCCUPANCY TAX FUND

The Hotel Occupancy Tax Fund reserve level needs to be sufficient to allow the fund to operate if a downturn in the economy occurred. Sufficient level of reserves should be a minimum of the annual Convention Center debt payment, Community Asset funding, and fifty percent (50%) of Visit Bastrop funding for the current year of expenditures to allow the City to ensure continuity of the organizations promoting tourism. Policy makers will need to determine priorities and funding levels should the economic downturn be expected to exceed this minimum reserve amount.

COMPREHENSIVE FUND BALANCE POLICY

BACKGROUND

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB-54). The primary objective of this standard is to improve the usefulness and comparability of fund balance information by reporting fund balance in more intuitive and meaningful components. This standard also clarifies the definitions of the different types of funds the governmental entity may set up for financial reporting purposes.

GASB-54 requires that written policies be formally adopted by the governing body depicting the procedures that will be used for committing fund balance, assigning fund balance, how stabilization funds will be determined, order of spending the fund balance categories, minimum fund balance levels, and use of governmental fund types.

FUND BALANCE CATEGORIES

Non-Spendable – Fund balance reported as “non-spendable” represents fund balance associated with inventory or prepaid items. The cash outlay for these types of items has already been made and therefore the resources represented by this fund balance category cannot be spent again.

Restricted – Fund balance reported as “restricted” represents amounts that can be used only for the specific purpose determined by law or by the external providers of those resources.

Committed – Fund balance reported as “committed” includes amounts that can be used only for specific purposes determined by a formal action and approval by City Council.

Assigned – Fund balance reported as “assigned” represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance.

Unassigned – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications.

POLICY ON COMMITTED FUNDS

In accordance with GASB-54, it is the policy of the City of Bastrop that fund balance amounts will be reported as “Committed Fund Balance” only after formal action and approval by the City Council. The action to constrain amounts in such a manner must occur prior to year-end; however, the actual dollar amount may be determined in the subsequent period.

For example, the City Council may approve a motion to report within the year-end financial statements each year, if available, an amount equal to two months of operating expenditures as Committed Fund Balance for Stabilization (see also Policy on Stabilization of Funds). The dollar amount to be reported as stabilization funds might not be known at the time of approval. This amount can be determined later when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of the City of Bastrop that the governing body may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be to display intentions to use portions of fund balance for future capital projects, stabilization funds, or to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be undone without utilizing the same process required to commit the funds. Therefore, it is the policy of the City of Bastrop that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council.

POLICY ON ASSIGNING FUNDS

In accordance with GASB-54, funds that are intended to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives authority to do so, such as a budget committee or the Chief Finance Officer. Therefore, having considered the requirements to assign fund balance, it is the policy of the City of Bastrop that the Chief Finance Officer will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated informally by the governing body.

POLICY ON STABILIZATION OF FUNDS

The City desires that a specific amount of fund balance be maintained perpetually to provide for emergencies, contingencies, revenue shortfalls, or budgetary imbalances that may occur from time to time. This formal set-aside of fund balance is commonly known as “Stabilization Funding”. Therefore, it is the policy of this City that, if available, an amount up to two months’ worth of regular General Fund Operating expenditures be reported as Committed Fund Balance for stabilization each year in the year-end external financial statements of the City.

In the absence of a formal action by the governing body in any given year specifying the desire to report committed fund balance for stabilization funds of up to one month of regular General Fund operating expenditures, if available, the formal adoption of this policy by the governing body will be deemed to serve as the formal action required to commit fund balance for stabilization funds. If at year-end, an amount less than two months of operating expenditures is available within fund balance that is not already reserved or committed for other purposes, then it is the policy of the City to record all remaining fund balance amounts as Committed Fund Balance for Stabilization.

POLICY ON ORDER OF SPENDING RESOURCES

It is the policy of the City of Bastrop that when expenditures are incurred that would qualify as expenditures of either Restricted Fund Balance or Unrestricted Fund Balance (Committed, Assigned, or Unassigned), those expenditures will first be applied to the Restricted Fund Balance category.

Furthermore, it is the policy of this City that when expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, or Unassigned), those expenditures will be applied in the order of Committed first, then Assigned, and then Unassigned.

REVIEW OF GOVERNMENTAL FUND CLASSIFICATIONS

The City of Bastrop desires that the governmental fund types available for use in governmental financial reporting be appropriately selected based on the GASB-54 definitions of these fund types. Furthermore, the fund balance categories utilized within each of these fund types are also to be appropriately selected from the new GASB-54 classifications.

Therefore, after consideration of the purpose of each governmental fund type, it is the policy of the City of Bastrop to limit the fund balance categories that may be used with each governmental fund type as follows:

General Fund – Non-Spendable, Restricted, Committed, Assigned, and Unassigned.

Debt Service Funds – Restricted, Committed, and Assigned.

Capital Project Funds – Restricted, Committed, and Assigned.

Special Revenue Funds – Non-Spendable, Restricted, Committed, and Assigned.

DEBT MANAGEMENT

SELF-SUPPORTING DEBT

When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

ANALYSIS OF FINANCING ALTERNATIVES

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

VOTER AUTHORIZATION

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

BOND DEBT

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

IRS COMPLIANCE

The City will maintain written procedures for Post Bond Issuance Federal Tax compliance with IRS laws and regulations for tax exempt debt.

STAFFING AND TRAINING

ADEQUATE STAFFING

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

TRAINING

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

GRANTS/FUNDING REQUESTS FINANCIAL MANAGEMENT

GRANT SOLICITATION

Each department is responsible for researching and applying for grants that support needs within their department. The purpose of this policy is to ensure grant funding is solicited with prior approval of the City Manager. The grant application should only be made with input from pertinent departments. The grants should be cost beneficial and meet the City's objectives. Communication will be made with City Council to keep them informed on what grants are being solicited.

GRANT ACCEPTANCE

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

RESPONSIBILITY

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

FUNDING REQUESTS FROM PARTNER ORGANIZATIONS

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

DONATIONS

LESS THAN \$25, 000

The City Manager is authorized to accept or reject any and all offers of donations made to the City having a monetary value of less than \$25,000 after due and proper consideration of the following factors:

1. Whether the proposed donation would be of a true benefit to the community or City Government;
2. Whether the proposed donation is appropriate or has practical use to the City's current or planned operations;
3. Whether the City already possesses similar items making the donated items(s) surplus;
4. Whether the proposed donation would require any undesirable or unreasonably high maintenance costs and efforts; and
5. Whether the required recognition, or stipulation, of the donor exceeds the value of the proposed donation or an acceptable level of recognition.

The City Manager shall prepare a report to be submitted to the City Council on a regular basis, not less than quarterly, detailing any offers of donations made to the City during the previous quarter, indicating whether such offer was accepted or rejected and, if rejected, stating the reason for same.

MORE THAN \$25, 000

The City Manager shall review proposals for donations having a monetary value of \$25,000 and greater to the City and shall prepare a recommendation to the City Council on such proposals. City Council action shall be required for acceptance of any such proposal. Prior to submittal to the City Council, the City Manager may invite comments from all affected City Department Heads and related Advisory Boards.

ACCEPTANCE

Upon acceptance by the City, the donor shall coordinate with City staff for the acceptance of the donation and specify a time frame for the expenditure or use of the donation. If a donation is not used for the intended specific purpose, within the approved amount of time, the donation may be returned to the donor upon request, or an extension of time may be permitted upon approval of the City and the donor.

All donations of any type in any amount of value shall be received and processed in accordance with proper and accepted accounting procedures.

ANNUAL REVIEW AND REPORTING

ANNUAL REVIEW

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

REPORTING

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

Edi McIlwain

Edi McIlwain, Chief Financial Officer

Sylvia Carrillo

Sylvia Carrillo (Sep 18, 2024 10:20 CDT)

Sylvia Carrillo, City Manager

History of Financial Policies:

- Previously Approved 9/23/14
- Previously Approved 10/25/16
- Previously Approved 5/9/17
- Previously Approved with Budget 9/25/18
- Previously Approved 10/22/19
- Previously Approved 9/8/20
- Previously Approved 8/23/21
- Previously Approved 8/23/22
- Previously Approved 08/22/2023

Microsoft Word - Financial Management Policies 9.26.17


Final Audit Report


2024-09-17


Created:	2024-09-09
By:	Cheryl Renfro (crenfro@cityofbastrop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9DGkUE9vMR0X-vxfZf_S_k022GN5t8f


"Microsoft Word - Financial Management Policies 9.26.17" History


 Document created by Cheryl Renfro (crenfro@cityofbastrop.org)
2024-09-09 - 3:34:18 PM GMT

 Document emailed to Edi Mclwain (emcilwain@cityofbastrop.org) for signature
2024-09-09 - 3:34:26 PM GMT

 Email viewed by Edi Mclwain (emcilwain@cityofbastrop.org)
2024-09-09 - 3:34:34 PM GMT

 Email viewed by Edi Mclwain (emcilwain@cityofbastrop.org)
2024-09-17 - 2:33:30 AM GMT

 Document e-signed by Edi Mclwain (emcilwain@cityofbastrop.org)
Signature Date: 2024-09-17 - 2:35:52 PM GMT - Time Source: server

 Agreement completed.
2024-09-17 - 2:35:52 PM GMT






20240917_STROPTX

Final Audit Report

2024-09-18

Created:	2024-09-17
By:	Cheryl Renfro (crenfro@cityofbastrop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzBqCbDYfD6yeCCQAoOWgsqFO97T-DSNa

"20240917_STROPTX" History

-  Document created by Cheryl Renfro (crenfro@cityofbastrop.org)
2024-09-17 - 4:52:31 PM GMT
-  Document emailed to Sylvia Carrillo (scarrillo@cityofbastrop.org) for signature
2024-09-17 - 4:52:37 PM GMT
-  Email viewed by Sylvia Carrillo (scarrillo@cityofbastrop.org)
2024-09-17 - 4:53:02 PM GMT
-  Document e-signed by Sylvia Carrillo (scarrillo@cityofbastrop.org)
Signature Date: 2024-09-18 - 3:20:26 PM GMT - Time Source: server
-  Agreement completed.
2024-09-18 - 3:20:26 PM GMT



Purchasing Policy

*APPROVED
JULY 23, 2024*

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PURPOSE

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

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

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

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

CODE OF ETHICS

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

- a. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- b. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
- c. Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Bastrop.
- d. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence or appear to influence purchasing decisions.
- e. Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- f. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- g. Expose corruption and fraud wherever discovered.
- h. Texas Law prohibits component purchasing, separate purchasing and sequential purchasing of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.
- i. Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the two Ethics policies, the stricter of the two would apply.

COMPETITIVE PURCHASING REQUIREMENTS

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

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

WHO IS AUTHORIZED TO MAKE PURCHASES?

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

INSTRUCTIONS FOR SOLICITING BIDS

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

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

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

PURCHASING CONTROL

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

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

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

FLEET PURCHASES

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

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

completeness. Once reviewed by the Finance Department, the summaries will go to the City Manager for approval.

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

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

DOLLAR LIMITATIONS

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

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

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

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

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

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

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

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

must be approved and signed by the City Manager and attached to each Purchasing Summary Form and purchase order provided to the Finance Department.

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

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

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

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

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

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

PERSONAL OR PROFESSIONAL SERVICES

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

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

Professional services may include:

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

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

OTHER EXEMPTIONS

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

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

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

SOLE SOURCE PURCHASES

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

sufficient justification for sole source purchase:

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

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

CHANGE ORDERS

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

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

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

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

MAKING THE PURCHASE

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

30 DAY ACCOUNTS PAYABLE CYCLE

Texas law requires municipalities to pay invoices within 30 days or be subject to the payment of interest. It is the responsibility of each department to make sure the signed invoices, purchase orders and any other required paperwork is submitted to the Finance Department as soon as the product is received, or service rendered.

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

EMERGENCY PROCEDURES

Valid emergencies are those that occur because of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. It is required to get City Manager or his designee approval on any emergency purchases.

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

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

The following steps must be taken when making emergency purchases:

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

FEDERAL PROGRAMS

The City of Bastrop has adopted ***Federal 2 CFR 200.318 - 200.326 and Appendix II to Part 200*** for Federal Programs to ensure City procures materials and services in an efficient and economical manner that follows the applicable provisions of federal, state and local laws and executive orders. Federal 2 CFR 200 section 318 to 326 cover the following regulations:

200.318 – General Procurement Standards

200.319 – Competition

200.320 – Methods of Procurement to be followed

200.321 – Contracting with Small & Minority businesses, women business enterprises & labor surplus area firms

200.322 – Procurement of Recovered Materials

200.323 – Contract Cost & Price

200.324 – Federal awarding agency or pass-through entity review

200.325 – Bonding requirements

200.326 – Contract Provisions

ASSET CONTROL

INVENTORY CONTROL

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

When a fixed asset is received by the city, it is tagged with a City of Bastrop property tag (if feasible) and added to the Departments master list. A new asset form should be completed, signed, and provided to the Finance Department.

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

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

USE OF PROPERTY

City of Bastrop employees should be aware that the use of City property for personal gain is strictly prohibited. City vehicles should only be used for official City business. City Personnel Policies list theft and unauthorized use of City property as grounds for immediate dismissal.

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

DISPOSAL OF SURPLUS MATERIALS AND EQUIPMENT/ DONATIONS

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

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

Trade-In or Donation: Before trading-in and/or donating surplus items, the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department stating: 1) the identity of the surplus items to be disposed of, traded-in or donated, 2) the reasons for the surplus

items being declared surplus, 3) the original purchase price (if ascertainable) of the surplus items, and 4) the value of proposed “trade-in” or “donation”, in the estimation of the Department Head. If the Department Head receives approval by City Manager to proceed, the Department Head must coordinate their trading-in and/or donating surplus items with the Finance Department to ensure a Disposed Fixed Asset Form is completed and any other ancillary paperwork.

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

Sales: If the surplus items are to be sold, then the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department. The memo should include: 1) the identity of the items to be sold to include year, make, model, and any other identification characteristics, 2) a brief description providing why it is necessary to dispose of the item. The Department Head having received approval to sell a surplus item may then utilize one of the following options: 1) post notice in the local newspaper and/or through an approved on-line auction provider 2) advertise in the local newspaper, 3) request sealed bids, or 4) sell through a public auction, which may take place at a specified location or, by means of an on-line sale.

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

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

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

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

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

LOST PROPERTY

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

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

SECURITY MEASURES

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

RESPONSIBILITIES OF PARTIES

DEPARTMENT HEADS

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

SUPERVISORS

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

CITY OF BASTROP ACCOUNTS PAYABLE

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

CITY OF BASTROP ACCOUNTING

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

PURCHASING CARD PROGRAM

PURPOSE

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

ELIGIBILITY

Department Directors and Supervisors can make a request to the City Manager for a purchasing card in their name. Department purchasing cards can be issued to each department and be the responsibility of the Department Director or his designee. Criteria for determining which departments should be issued a department card:

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

USAGE

Each card will have a daily and monthly limit. The daily limit on the Department Director cards is set by the City Manager. The Department Directors will provide to the Program Administrator in writing, the limits for Supervisors individual cards. The daily limit for the department cards is \$500. Limits can be changed on a temporary or permanent basis when warranted and a written request is received by the Program Administrator from the Department Director.

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

Acceptable purchases are:

- Maintenance and repair of equipment
- Operational expense items (within the dollar limits stated above)
- Registration Fees
- Travel expenses (must adhere to the Travel Policy)

Purchases made on the purchasing card will be for City business only. The purchasing card is not a personal line of credit and must never be used for personal or private purchases of any nature. When in doubt as to whether a purchase is allowable under the City policy, the Cardholder should either contact the Program Administrator before making the purchase or make payment personally and seek reimbursement from the City afterwards. Please remember that reimbursement for any out-of-pocket purchase made without authorization is subject to the City Manager's approval. Unauthorized purchases or use of the purchasing card in violation of this or any other City policy are prohibited, and purchaser will be subject to disciplinary action.

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

DUTIES AND RESPONSIBILITIES

A. Cardholder

1. The employee who is issued a card is called a "Cardholder" whether it was issued in their name or just in their custody (i.e. department card). The purchasing card has daily transaction limits as well as a maximum monthly limit.
2. Every transaction made using the purchasing card must have corresponding backup and be entered into the credit card program. All transactions will be reviewed and approved by the appropriate supervisor. All transactions, once reconciled, will be downloaded into the accounting system monthly.
3. Each Cardholder shall use the card only for authorized purchases. A hardcopy itemized receipt must be obtained from the vendor each time the card is used and be signed by the Cardholder and their Supervisor (when applicable).
4. The Cardholder is responsible for immediately notifying the Purchasing Card Provider, their Supervisor, and the Program Administrator if the card is lost or stolen.
5. Each Cardholder must acknowledge receipt of the purchasing card, understand the rules of usage, and sign the Purchasing Cardholder Agreement. Failure to abide by this Purchasing Card Policy may result in disciplinary action, up to and including termination of the employee. The Cardholder will be required to reimburse the City for any unauthorized transaction.
6. Upon resignation or termination of employment of a Cardholder, the Department Director shall notify the Program Administrator immediately, and the card shall be turned in to the Program Administrator.

B. Program Administrator

The Program Administrator is the Chief Financial Officer or their designee. The Program Administrator manages the Purchasing Card Program and has the following responsibilities:

1. Establishing purchasing card accounts and authorized limits
2. Point of contact for any Purchasing Card Program questions

3. Ensure compliance with the Purchasing Card Policy and the Purchasing Policy
4. Reviews all purchasing card transactions monthly
5. Terminating cards as needed

C. Departmental Responsibility

The Department Director determines who will be issued a purchasing card and the daily and monthly limits assigned. The Department Director will also ensure that purchases are authorized and adhere to City policies. Departments may implement more stringent internal authorization procedures that its Cardholders must follow to make purchases with the card. Directors or their designee are responsible for approving receipts and making sure the statements for each card are reconciled and backup uploaded to the credit card program within 15 days of the statement date to facilitate timely approval and processing.

PURCHASING CARD PROVIDER

The Purchasing Card Provider will generate a monthly billing statement at the close of every month. This statement can be obtained online. All Cardholders should receive instructions on how to establish a login to their account. The Cardholder is responsible for reconciling their respective statement, matching each transaction with a receipt as soon as it is received. If a transaction is listed which is not known to the Cardholder, the Cardholder is responsible for immediately notifying the Purchasing Card Provider and the Program Administrator of the disputed charge. It is imperative that each Cardholder promptly process the transactions and for approval by their supervisor

TRANSACTION/CARD LIMITS

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

SALES TAX

As a tax-exempt government agency, the City of Bastrop does not pay sales tax. Cardholders will be provided a copy of the City's Tax Exemption Certificate when requested. Cardholders are responsible for ensuring that the merchant does not include sales tax in the transaction, if possible. In the event sales tax is charged, the Cardholder is required to go back to the vendor/merchant to request a refund of the sales tax paid. If a refund is not possible, the Cardholder is required to submit a memorandum monthly to the Finance Department that includes an explanation as to why the sales tax paid cannot be credited along with a copy of the receipts showing the sales tax amount. The Finance Department will deduct the sales tax paid during the monthly sales tax reporting process.

RETURNS

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

RESTRICTIONS AND EXEMPTIONS

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

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

B. Documentation

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

C. Personal Use Restrictions

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

OBTAINING A PURCHASING CARD

A. Steps:

1. Department Director submits in writing requests for a purchasing card and determines the appropriate daily and monthly transaction limits.
2. The Program Administrator will request the Purchasing Card Provider to issue a purchasing card with these established limits.

Upon receipt of the purchasing card, the Program Administrator will have the Cardholder review and sign the Purchasing Cardholder Agreement.

3. The new Cardholder receives copies of:
 - a) Purchasing Cardholder Agreement
 - b) Purchasing Card Policy
 - c) Purchasing Policy
 - d) Travel Policy

REVOCAION OF THE PURCHASING CARD

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

PAYMENT OF FUNDS

PURPOSE

The Finance Department, under the direction of the Chief Financial Officer, is responsible for overseeing the payment process for the city, including oversight of appropriate payment methods, the approval process, and disbursement controls. This policy provides guidance governing all disbursements of city funds, except those for salaries and wages, and the appropriate usage of various payment methods. This policy establishes the Chief Financial Officer as the designated officer as required by Texas Local Government Code Section 105 to direct all payment of funds.

ROLES AND RESPONSIBILITIES

The finance department's accounts payable staff oversees the city disbursement process to ensure that only authorized disbursements are made, and that the disbursement process is efficient.

The Chief Financial Officer is responsible for working with accounts payable staff to develop and maintain adequate internal controls in the disbursement process, and to assess risks and review quality assurance standards. All disbursement documents are reviewed by the Chief Financial Officer or their designee prior to processing the disbursement to verify proper authorization of complete documentation is included.

The department heads are responsible for ensuring that the disbursement transactions are properly authorized, verifies that the transaction meets the conditions of this purchasing policy, is appropriate with the department's approved annual budget, and is allowable within the applicable funding source restrictions.

The accounts payable staff will process only those transactions bearing appropriate departmental authorization and secondary authorization if required based on the approval limits stated in this purchasing policy.

TYPES OF PAYMENT REQUESTS

Invoices – It is the responsibility of the departments to submit invoices to accounts payable as quickly as possible and to expedite any other steps necessary to process invoices for payment. Vendor statements or quotes are not considered appropriate supporting documentation for purchases, and the city will not pay from such documents. It is expected that the purchaser of goods and services will always perform a receiving function, confirming that the goods and/or services ordered were received in accordance with the order. Department approval of invoices constitutes confirmation of receipt of goods and services.

Check Requests - Check requests may be submitted for payments of non-employees or employee reimbursements and other direct payments that cannot be made using a purchasing card or standard invoice submission. Appropriate supporting documentation must be attached to the check request to be processed.

FORMS OF PAYMENT

The City utilizes various forms of payment methods such as checks, direct deposit, electronic funds transfer (EFT), purchasing card, and wires. There is a two-step authorization process when using the check and EFT methods of payment, using secure signatures (electronic signatures) the employee processing the payments must enter a code and the Chief Financial Officer or their designee must enter a code. The signatures that appear on the checks must be authorized signers with the bank depository account.

The City encourages the electronic funds transfer payment method for the following reasons: eliminating storage of paper checks, reduce time spent on reconciliation, eliminating the occurrence of lost or stolen checks, reducing security risks, and improving tracking of payments using integrated banking technologies. This also gets the vendor paid much faster than mailing checks.

ANNUAL REVIEW AND REPORTING

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

Edi McIlwain

Edi McIlwain, Chief Financial Officer


Sylvia Carrillo (Aug. 6, 2014 11:52 CDT)

Sylvia Carrillo, City Manager









Microsoft Word - Financial Management Policies 9.26.17

Final Audit Report

2024-08-06

Created:	2024-08-06
By:	Cheryl Renfro (crenfro@cityofbastrop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAApT1zlQnQfoMYK1Wyn5pcaQhNN8vXmYLu

"Microsoft Word - Financial Management Policies 9.26.17" History

-  Document created by Cheryl Renfro (crenfro@cityofbastrop.org)
2024-08-06 - 8:48:34 PM GMT
-  Document emailed to Edi Mcllwain (emcilwain@cityofbastrop.org) for signature
2024-08-06 - 8:48:43 PM GMT
-  Document emailed to Sylvia Carrillo (scarrillo@cityofbastrop.org) for signature
2024-08-06 - 8:48:43 PM GMT
-  Email viewed by Sylvia Carrillo (scarrillo@cityofbastrop.org)
2024-08-06 - 8:49:01 PM GMT
-  Email viewed by Edi Mcllwain (emcilwain@cityofbastrop.org)
2024-08-06 - 8:49:12 PM GMT
-  Document e-signed by Sylvia Carrillo (scarrillo@cityofbastrop.org)
Signature Date: 2024-08-06 - 8:52:38 PM GMT - Time Source: server
-  Document e-signed by Edi Mcllwain (emcilwain@cityofbastrop.org)
Signature Date: 2024-08-06 - 9:12:43 PM GMT - Time Source: server
-  Agreement completed.
2024-08-06 - 9:12:43 PM GMT

2024 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

City of Bastrop	512-332-8800
Taxing Unit Name	Phone (area code and number)
PO Box 427 Bastrop, TX 78602	www.cityofbastrop.org
Taxing Unit's Address, City, State, ZIP Code	Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 1,790,001,445
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 209,497,848
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 1,580,503,597
4.	Prior year total adopted tax rate.	\$ 0.4994 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value. <div style="margin-left: 20px;"> A. Original prior year ARB values: \$ 14,980,153 B. Prior year values resulting from final court decisions: - \$ 9,700,000 C. Prior year value loss. Subtract B from A.³ </div>	\$ 5,280,153
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. <div style="margin-left: 20px;"> A. Prior year ARB certified value: \$ 18,165,409 B. Prior year disputed value: - \$ 4,519,224 C. Prior year undisputed value. Subtract B from A.⁴ </div>	\$ 13,646,185
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 18,926,338

¹ Tex. Tax Code §26.012(14)
² Tex. Tax Code §26.012(14)
³ Tex. Tax Code §26.012(13)
⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 1,599,429,935
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2023. Enter the prior year value of property in deannexed territory. ⁵	\$ 77,953
10.	<p>Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value.</p> <p>A. Absolute exemptions. Use prior year market value: \$ 2,236,630</p> <p>B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 2,626,898</p> <p>C. Value loss. Add A and B.⁶</p>	\$ 4,863,528
11.	<p>Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year.</p> <p>A. Prior year market value: \$ 638,964</p> <p>B. Current year productivity or special appraised value: - \$ 422</p> <p>C. Value loss. Subtract B from A.⁷</p>	\$ 638,542
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 5,580,023
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 1,593,849,912
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 7,959,686
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ⁹	\$ 37,835
17.	Adjusted prior year levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 7,997,521
18.	<p>Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.¹¹</p> <p>A. Certified values: \$ 1,830,175,408</p> <p>B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ _____</p> <p>C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0</p> <p>D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.¹² - \$ 0</p> <p>E. Total current year value. Add A and B, then subtract C and D.</p>	\$ 1,830,175,408

⁵ Tex. Tax Code §26.012(15)

⁶ Tex. Tax Code §26.012(15)

⁷ Tex. Tax Code §26.012(15)

⁸ Tex. Tax Code §26.03(c)

⁹ Tex. Tax Code §26.012(13)

¹⁰ Tex. Tax Code §26.012(13)

¹¹ Tex. Tax Code §26.012, 26.04(c-2)

¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<p>Total value of properties under protest or not included on certified appraisal roll. ¹³</p> <p>A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴ \$ <u>58,620,384</u></p> <p>B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵ + \$ <u>0</u></p> <p>C. Total value under protest or not certified. Add A and B. \$ <u>58,620,384</u></p>	
20.	Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>234,402,695</u>
21.	Current year total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>1,654,393,097</u>
22.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year. ¹⁹	\$ <u>62,870,865</u>
24.	Total adjustments to the current year taxable value. Add Lines 22 and 23.	\$ <u>62,870,865</u>
25.	Adjusted current year taxable value. Subtract Line 24 from Line 21.	\$ <u>1,591,522,232</u>
26.	Current year NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>0.5025</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²¹	\$ _____ /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ <u>0.3032</u> /\$100
29.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,599,429,935</u>

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §26.012(6)
¹⁸ Tex. Tax Code §26.012(17)
¹⁹ Tex. Tax Code §26.012(17)
²⁰ Tex. Tax Code §26.04(c)
²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total prior year M&O levy. Multiply Line 28 by Line 29 and divide by \$100.	\$ 4,849,471
31.	<p>Adjusted prior year levy for calculating NNR M&O rate.</p> <p>A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2023. This line applies only to tax years preceding the prior tax year. + \$ 23,542</p> <p>B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0. - \$ 0</p> <p>C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0</p> <p>D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ 23,542</p> <p>E. Add Line 30 to 31D.</p>	\$ 4,873,013
32.	Adjusted current year taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,591,522,232
33.	Current year NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.3061 /\$100
34.	<p>Rate adjustment for state criminal justice mandate. ²³</p> <p>A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p>B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.0000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.0000 /\$100
35.	<p>Rate adjustment for indigent health care expenditures. ²⁴</p> <p>A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ 0</p> <p>B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.0000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.0000 /\$100

²² [Reserved for expansion]
²³ Tex. Tax Code §26.044
²⁴ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	Rate adjustment for county indigent defense compensation. ²⁵	
	A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose.	\$ 0 _____
	B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose.	\$ 0 _____
	C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$ 0.0000 _____/\$100
	D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100.	\$ 0.0000 _____/\$100
E. Enter the lesser of C and D. If not applicable, enter 0.	\$ 0.0000 _____/\$100	
37.	Rate adjustment for county hospital expenditures. ²⁶	
	A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year.	\$ 0 _____
	B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023.	\$ 0 _____
	C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$ 0.0000 _____/\$100
	D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.	\$ 0.0000 _____/\$100
E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ 0.0000 _____/\$100	
38.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.	
	A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year.	\$ 0 _____
	B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year	\$ 0 _____
	C. Subtract B from A and divide by Line 32 and multiply by \$100	\$ 0.0000 _____/\$100
D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.0000 _____/\$100	
39.	Adjusted current year NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ 0.3061 _____/\$100
40.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.	
	A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent	\$ 0 _____
	B. Divide Line 40A by Line 32 and multiply by \$100	\$ 0.0000 _____/\$100
C. Add Line 40B to Line 39.	\$ 0.3061 _____/\$100	
41.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.	
	Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ 0.3168 _____/\$100

²⁵ Tex. Tax Code §26.0442
²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p>Disaster Line 41 (D41): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of:</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or</p> <p>2) the third tax year after the tax year in which the disaster occurred.</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ 0.0000 /\$100
42.	<p>Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes;</p> <p>(2) are secured by property taxes;</p> <p>(3) are scheduled for payment over a period longer than one year; and</p> <p>(4) are not classified in the taxing unit’s budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸</p> <p>Enter debt amount \$ 4,668,858</p> <p>B. Subtract unencumbered fund amount used to reduce total debt. – \$ 430,531</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) – \$ 0</p> <p>D. Subtract amount paid from other resources – \$ 868,127</p> <p>E. Adjusted debt. Subtract B, C and D from A.</p>	\$ 3,370,200
43.	Certified prior year excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 0
44.	Adjusted current year debt. Subtract Line 43 from Line 42E.	\$ 3,370,200
45.	<p>Current year anticipated collection rate.</p> <p>A. Enter the current year anticipated collection rate certified by the collector.³⁰ 102.00 %</p> <p>B. Enter the prior year actual collection rate..... 102.00 %</p> <p>C. Enter the 2022 actual collection rate. 104.00 %</p> <p>D. Enter the 2021 actual collection rate. 108.00 %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹</p>	102.00 %
46.	Current year debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 3,304,117
47.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,654,393,097
48.	Current year debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.1997 /\$100
49.	Current year voter-approval M&O rate plus current year debt rate. Add Lines 41 and 48.	\$ 0.5165 /\$100
D49.	<p>Disaster Line 49 (D49): Current year voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ 0.0000 /\$100

²⁷ Tex. Tax Code §26.042(a)
²⁸ Tex. Tax Code §26.012(7)
²⁹ Tex. Tax Code §26.012(10) and 26.04(b)
³⁰ Tex. Tax Code §26.04(b)
³¹ Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.0000 /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
53.	Current year total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,654,393,097
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ 0.0000 /\$100
55.	Current year NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.5025 /\$100
56.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.5025 /\$100
57.	Current year voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.5165 /\$100
58.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ 0.5165 /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ 0
60.	Current year total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,654,393,097
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ 0.0000 /\$100

³² Tex. Tax Code §26.041(d)
³³ Tex. Tax Code §26.041(i)
³⁴ Tex. Tax Code §26.041(d)
³⁵ Tex. Tax Code §26.04(c)
³⁶ Tex. Tax Code §26.04(c)
³⁷ Tex. Tax Code §26.045(d)
³⁸ Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.5165 /\$100

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.³⁹ The Foregone Revenue Amount for each year is equal to that year’s adopted tax rate subtracted from that year’s voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year’s current total value.⁴⁰

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;⁴¹
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴² or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴³

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴⁴

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2023 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.5051 /\$100 \$ 0.0000 /\$100 \$ 0.5051 /\$100 \$ 0.4994 /\$100 \$ 0.0057 /\$100 \$ 1,592,627,729 \$ 90,779
64.	Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2022 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.5238 /\$100 \$ 0.0000 /\$100 \$ 0.5238 /\$100 \$ 0.5128 /\$100 \$ 0.0110 /\$100 \$ 1,406,175,931 \$ 154,679
65.	Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2021 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.5956 /\$100 \$ 0.0143 /\$100 \$ 0.5813 /\$100 \$ 0.5794 /\$100 \$ 0.0019 /\$100 \$ 1,096,717,863 \$ 20,837
66.	Total Foregone Revenue Amount. Add Lines 63G, 64G and 65G	\$ 266,295 /\$100
67.	2024 Unused Increment Rate. Divide Line 66 by Line 21 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.0160 /\$100
68.	Total 2024 voter-approval tax rate, including the unused increment rate. Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	\$ 0.5325 /\$100

³⁹ Tex. Tax Code §26.013(b)
⁴⁰ Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)
⁴¹ Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)
⁴² Tex. Tax Code §§26.0501(a) and (c)
⁴³ Tex. Local Gov’t Code §120.007(d)
⁴⁴ Tex. Local Gov’t Code §120.007(d)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
69.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.3061 /\$100
70.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,654,393,097
71.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 70 and multiply by \$100.	\$ 0.0302 /\$100
72.	Current year debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.1997 /\$100
73.	De minimis rate. Add Lines 69, 71 and 72.	\$ 0.5360 /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁸

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁹

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	2023 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.4994 /\$100
75.	Adjusted 2023 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2023 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2023, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵⁰ Enter the final adjusted 2023 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2023 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.0000 /\$100
76.	Increase in 2023 tax rate due to disaster. Subtract Line 75 from Line 74.	\$ 0.0000 /\$100
77.	Adjusted 2023 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,593,849,912
78.	Emergency revenue. Multiply Line 76 by Line 77 and divide by \$100.	\$ 0
79.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,591,522,232
80.	Emergency revenue rate. Divide Line 78 by Line 79 and multiply by \$100. ⁵¹	\$ 0.0000 /\$100

⁴⁴ Tex. Tax Code §26.04(c)(2)(B)
⁴⁵ Tex. Tax Code §26.012(8-a)
⁴⁷ Tex. Tax Code §26.063(a)(1)
⁴⁸ Tex. Tax Code §26.042(b)
⁴⁹ Tex. Tax Code §26.042(f)
⁵⁰ Tex. Tax Code §26.042(c)
⁵¹ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	\$ <u>0.5325</u> /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** \$ 0.5025 /\$100
As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: 26

- Voter-approval tax rate.** \$ 0.5325 /\$100
As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).
Indicate the line number used: 68

- De minimis rate.** \$ 0.5360 /\$100
If applicable, enter the current year de minimis rate from Line 73.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit’s certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵²

print here → Edi McIlwain, CFO
Printed Name of Taxing Unit Representative

sign here → _____
Taxing Unit Representative Date

⁵² Tex. Tax Code §§26.04(c-2) and (d-2)