

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



September 19, 2023
Regular Council Meeting at 5:00 PM

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

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

PLEASE NOTE: ANYONE IN ATTENDANCE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING. ALTERNATELY, IF YOU ARE UNABLE TO ATTEND THE COUNCIL MEETING, YOU MAY COMPLETE A CITIZEN COMMENT FORM WITH YOUR COMMENTS AT CITYOFBASTROP.ORG/CITIZENCOMMENT AT LEAST TWO HOURS BEFORE THE MEETING STARTS ON THE REQUESTED DATE. COMMENTS SUBMITTED BY THIS TIME WILL BE GIVEN TO THE CITY COUNCIL DURING THE MEETING AND INCLUDED IN THE PUBLIC RECORD, BUT NOT READ ALOUD. COMMENTS FROM EACH INDIVIDUAL IN ATTENDANCE WILL BE LIMITED TO THREE (3) MINUTES.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE** - Bastrop High School NJROTC Seniors

Maddy Pickering, Commanding Officer c/LCDR

Shayla Tangen, Executive Officer c/Lieutenant

Connor Shaw, Senior Chief Petty Officer c/SCPO

TEXAS PLEDGE OF ALLEGIANCE - *Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

- 3. INVOCATION** - Lynda Sparks, Police Chaplain
- 4. PRESENTATIONS**

- [4A.](#) Mayor's Report
- [4B.](#) Council Members' Report
- [4C.](#) City Manager's Report
- [4D.](#) Proclamation of the City Council of the City of Bastrop, Texas recognizing October 3, 2023 as National Night Out.

Submitted by: Ann Franklin, City Secretary

- [4E.](#) Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of October as Domestic Violence Awareness Month.

Submitted by: Ann Franklin, City Secretary

5. WORK SESSIONS/BRIEFINGS - NONE

6. STAFF AND BOARD REPORTS - NONE

7. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a citizen comment form with your comments at www.cityofbastrop.org/citizencommentform at least two hours before the meeting starts on the requested date. Comments submitted by this time will be given to the City Council during the meeting and included in the public record, but not read aloud. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

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

8. CONSENT AGENDA

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

- [8A.](#) Consider action to approve City Council minutes from the September 12, 2023, Regular meeting.

Submitted by: Ann Franklin, City Secretary

[8B.](#) Consider action to approve the second reading of Ordinance No. 2023-36 approving the Burleson Crossing East Zoning Concept Scheme, changing the zoning for 19.81 acres out of the Nancy Blakey Survey from P5 Core to a Planned Development District (PDD) with a P5 Core base zoning, as shown in attached as Attachment 2, located at the northeast corner of State Highway 71 and Edward Burleson Drive, within the city limits of Bastrop, Texas.

Submitted by: Sylvia Carrillo, City Manager, ICMA-CM, CPM

[8C.](#) Consider action to approve the second reading of Ordinance No. 2023-32 of the City Council of the City of Bastrop, Texas ("City") to amend Article 4.04 - Peddlers, Solicitors and Vendors and adopt Division 4 – Requirements Applicable for Mobile Food Vendors in the Bastrop, Texas Code of Ordinances; providing for findings of fact, purpose, adoption and amendment, repealer, severability, enforcement, effective date, and property notice and meeting.

Submitted by: Andres Rosales, Fire Chief

9. ITEMS FOR INDIVIDUAL CONSIDERATION

[9A.](#) Consider action to approve the first reading of Ordinance No. 2023-38, of the City Council of the City of Bastrop, Texas, establishing and adopting transportation impact fees; amending the Bastrop Code of Ordinances, Chapter 13, Article 13.12, by enacting sections 13.12.094 - 13.12.099 providing for definitions; providing for assessment of said impact fees; providing for the general administration of said impact fees; providing a severability clause; providing an effective date and an open meetings clause, providing adoption, repealer, severability, filing and enforcement; establishing an effective date; providing for proper notice and meeting; and move to include on the September 26, 2023, meeting for second reading.

Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager

[9B.](#) Consider action to approve the first reading of Ordinance No. 2023-37 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Appendix A, Fee Schedule, Article A13.02.004 Water Service Charge, as attached in Exhibit A; providing for: findings of fact, enactment, repealer, severability, providing for an effective date, codification, proper notice and meeting, and move to include on the October 12, 2023 agenda for a second reading.

Submitted by: Laura Allen, Senior Accountant

[9C.](#) Consider action to approve the second reading of Ordinance No. 2023-33 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2023-2024 (October 1, 2023 through September 30, 2024) attached as Exhibit A; making certain appropriations; and providing that expenditures for said Fiscal Year be made in accordance with said budget; updating the Master Fee Schedule; providing a distribution; severability; repealer; an effective date; and proper notice of meeting.

Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant

- 9D. Consider action to approve Resolution No. R-2023-127 ratifying that the adoption of the Fiscal Year 2023-2024 budget will require raising more revenues from property taxes than in the previous year.

Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant

- 9E. Consider action to approve the second reading of Ordinance No. 2023-34 of the City Council of the City of Bastrop, Texas, adopting the tax roll, adopting the tax rate, and levying ad valorem taxes for the Fiscal Year 2023-2024 to provide revenue for the payment of budgeted municipal expenditures; and providing for tax assessment; records; severability; an effective date; and proper notice and meeting.

Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant

- 9F. Consider action to approve the second reading of Ordinance No. 2023-31, of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances Chapter 14, the Bastrop Building Block (B3) Technical Manual, Article 4.1 Plat Submission; and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting.

Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager

- 9G. Consider action to approve the second reading of Ordinance No. 2023-24 of the City Council of the City of Bastrop, Texas, annexing a tract of land described as 104.6+/- acres of land out of the Nancy Blakey survey, Abstract No. A98, located west of farm-to-market road 969, as shown in Exhibit A; providing for findings of fact, adoption, repealer, severability, filing and enforcement; establishing an effective date; providing for proper notice and meeting.

Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager

10. EXECUTIVE SESSION

- 10A. City Council shall convene into closed executive session pursuant to Texas Government Code sections 551.071 and 551.072 to seek the advice of legal counsel and discuss the potential acquisition of real estate relating to the Transfer Lift Station and Force Main project.

11. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION

12. ADJOURNMENT

All items on the agenda are eligible for discussion and action unless specifically stated otherwise.

The Bastrop City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development), and §551.086 (Competitive Matters regarding Electric Utility).

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, September 15, 2023, at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Ann Franklin
Ann Franklin, City Secretary



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Mayor's Report

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

POLICY EXPLANATION:

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

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

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

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



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Council Members' Report

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

POLICY EXPLANATION:

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

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

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

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



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

City Manager's Report

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

POLICY EXPLANATION:

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

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

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

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



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Proclamation of the City Council of the City of Bastrop, Texas recognizing October 3, 2023 as National Night Out.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

N/A

P

PROCLAMATION



WHEREAS, National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live; and

WHEREAS, National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community; and

WHEREAS, Millions of neighbors take part in National Night Out across thousands of communities from all 50 states, U.S. territories, military bases worldwide; and

WHEREAS, The City of Bastrop plays a vital role in assisting the Bastrop Police Department through joint crime, drug, and violence prevention efforts in the City of Bastrop by supporting National Night Out 2023 locally; and

WHEREAS, National Night Out provides a great opportunity to bring police and neighbors together under positive circumstances.

NOW THEREFORE, I, Mayor Connie B. Schroeder, do hereby proclaim the evening of October 3rd as:

NATIONAL NIGHT OUT

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 19th day of September 2023.

Lyle Nelson, Mayor



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of October as Domestic Violence Awareness Month.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

N/A



PROCLAMATION



WHEREAS, in just one day in 2022, across the U.S. and its territories, over 70,032 victims of domestic violence sought services from domestic violence programs and shelters. That same day, more than 9,444 requests for services, including emergency shelter, housing, transportation, childcare and legal representation, could not be provided because programs lacked the resources to meet victims' needs; and

WHEREAS, the impact of domestic violence is wide ranging, directly affecting individuals and society as a whole, here in this community, throughout the United States and the world, and

WHEREAS, racism, homophobia, transphobia, ageism and discrimination based on physical ability, nationality or other factors help to perpetuate domestic violence and make finding safety even more difficult for some victims; and

WHEREAS, the need for safe housing continues to be rated as survivors' most urgent need; and

WHEREAS, The City of Bastrop joins with others across Texas and the nation in supporting victims of domestic violence, as well as local programs, state coalitions, national organizations, and other agencies nationwide who are committed to increasing public awareness of domestic violence and sending a clear message to abusers that domestic violence is not tolerated in the City of Bastrop; and

WHEREAS, domestic violence impacts millions of people each year, but it can be prevented. Preventing domestic violence requires the collective voice and power of individuals, families, institutions, and systems; and

WHEREAS, In City of Bastrop, in recognition of the important work done by survivors, domestic violence programs and victim service providers, I urge all citizens to actively participate in the scheduled activities and programs sponsored by the Family Crisis Center and other community organizations to work toward the elimination of intimate partner violence.

NOW, THEREFORE, I, Lyle Nelson, Mayor of the City of Bastrop, Texas, do hereby proclaim October 2023 as:

DOMESTIC VIOLENCE AWARENESS MONTH

In City of Bastrop, in recognition of the important work done by survivors, domestic violence programs and victim service providers, I urge all citizens to actively participate in the scheduled activities and programs sponsored.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 19th day of September 2023.

Lyle Nelson, Mayor





STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve City Council minutes from the September 12, 2023, Regular meeting.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

Consider action to approve City Council minutes from the August 22, 2023, Regular meeting.

ATTACHMENTS:

- September 12, 2023, DRAFT Regular Meeting Minutes.



SEPTEMBER 12, 2023

The Bastrop City Council met in a regular meeting on Tuesday, September 12, 2023, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Nelson and Mayor Pro Tem Kirkland and Council Members Lee, Meyer, Plunkett, and Crouch. Officers present were: City Manager, Sylvia Carrillo; City Secretary, Ann Franklin; and City Attorney, Alan Bojorquez.

CALL TO ORDER

Mayor Nelson called the meeting to order at 6:30 p.m. with a quorum present.

PLEDGE OF ALLEGIANCE

Amanda (AJ) Garza & Layton North, Emile Elementary Safety Patrol, led the pledges.

INVOCATION

Hardy Overton, Police Chaplain, gave the invocation.

PRESENTATIONS

- 4A. Mayor's Report
- 4B. Council Members' Report
- 4C. City Manager's Report

WORK SESSIONS/BRIEFINGS

- 5A. City Manager's monthly report.

STAFF AND BOARD REPORTS- NONE

CITIZEN COMMENTS

SPEAKERS

Ian Todd
1400 River Blvd.
Georgetown, TX 78628
512-930-9775

CONSENT AGENDA

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

- 8A. Consider action to approve City Council minutes from the August 22, 2023, Regular meeting; August 28, 2023, Special meeting; and August 30, 2023, Special.

Submitted by: Ann Franklin, City Secretary

- 8B. Consider action to approve the second reading of Ordinance No. 2023-30 of the City Council, of the City of Bastrop, Texas, reallocating \$167,000 of the Hotel Occupancy Tax fund previously allocated to the 4th quarter of Visit Bastrop “midyear adjustment” to fund repairs to the rodeo arena.

Submitted by: Mayor Lyle Nelson

- 8C. Consider action to approve second reading of Ordinance No. 2023-23 of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, adding Article 1.21 "Payment by Credit Card or Other Electronic Means"; and adding Appendix A, Fee Schedule, Section A1.21 "Payment by Credit Card or Other Electronic Means; providing for a processing fee for credit card payment of fees, fines, court costs, and other charges; providing for a service charge if payment of credit card is not honored; providing for findings of fact, enactment, repealer, severability, effective date, codification, and proper notice of meeting.

Submitted by: Laura Allen, Senior Accountant

- 8D. Consider action to approve the second reading of Ordinance No. 2023-29 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2023 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

Submitted by: Laura Allen, Senior Accountant

ITEMS FOR INDIVIDUAL CONSIDERATION

- 9L. Consider action to approve Resolution No. R-2023-138 of the City Council of the City of Bastrop, Texas confirming the Youth Advisory Council appointments of the Mayor, as required in Section 3.08 of the City Charter; providing for a repealing clause; and establishing an effective date.

Submitted by: Terry Moore, Recreation Manager

Presentation was made by Terry Moore, Recreation Manager.

A motion was made by Council Member Plunkett to approve the first reading of Ordinance No. 2023-138, seconded by Mayor Pro Tem Kirkland, motion was approved on a 5-0 vote.

- 9A. Hold public hearing and discussion regarding the proposed zoning concept scheme change for a Planned Development District for certain properties out of the Nancy Blakey Survey Abstract 98 located at the northeast corner of State Highway 71 and Settlement Drive, within the city limits of Bastrop, Texas more commonly known as Reed Ranch.

Submitted by: Kennedy Higgins, Planner for Development Services

Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager and Charley Dorsaneo with the Drenner Group.

Public hearing was opened.

SPEAKERS

**Jeff Ahlborn
748 Marino CT
Bastrop, TX 78602
309-333-6855**

**Keith Ahlborn
201 Bryant Dr.
Bastrop, TX 78602
630-235-8026**

**William Hinkston
617 Blair Ave.
Bastrop, TX 78602
512-284-1684**

**Ray Mathews
747 Marino Ct
Bastrop
512-988-2414**

**Jacquie Gallagher
140 Shoreline Dr.
Bastrop, TX
512-694-4228**

**Maron Finley
745 Marino Ct
Bastrop, TX 78602
512-333-1849**

Public hearing was closed.

- 9B. Hold a public hearing and consider action to approve the first reading of Ordinance No. 2023-36 approving the Burleson Crossing East Zoning Concept Scheme, changing the zoning for 19.81 acres out of the Nancy Blakey Survey from P5 Core to a Planned Development District (PDD) with a P5 Core base zoning, as shown in attached as Attachment 2, located at the northeast corner of State Highway 71 and Edward Burleson Drive, within the city limits of Bastrop, Texas; and move to include on the September 19, 2023, agenda for second reading.
Submitted by: Sylvia Carrillo, City Manager, ICMA-CM, CPM
Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.

Public hearing was opened.

Public hearing was closed.

A motion was made by Council Member Meyer to approve the first reading of Ordinance No. 2023-36 and move to include on the September 19, 2023, agenda for second reading, seconded by Council Member Crouch, motion was approved on a 5-0 vote.

EXECUTIVE SESSION

The City Council met at 7:52 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

Mayor Nelson recessed the Executive Session at 8:57 p.m.

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

- 9C. Consider action to approve the first reading of Ordinance No. 2023-28 of the City Council, of the City of Bastrop, Texas, amending the Visit Bastrop Corporation budget, and creating a 4th amendment to the Visit Bastrop agreement; and move to include on the September 19, 2023, Council agenda for second reading.
Submitted by: Sylvia Carrillo, City Manager, ICMA-CM, CPM
Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.

SPEAKERS

**Shawn Plesch
1010 Pecan
Bastrop**

**Kerry Fossler
1903 Main Street
Bastrop**

**Nichole DeGuzman
904 Main St.
Bastrop**

**Sharah Johnson
1403 Main Street
Bastrop**

**Ashton LaFuente
1408 B Chestnut Street
Bastrop, TX 78602**

A motion was made by Council Member Crouch to approve Resolution No. R-2023-136, seconded by Council Member Meyer, motion was approved on a 5-0 vote. (*The number for this item was read incorrectly in the motion as Resolution No. 2023-28.*)

- 9D. Hold public hearing and consider action to approve the first reading of Ordinance No. 2023-33 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2023-2024 (October 1, 2023 through September 30, 2024) attached as Exhibit A; making certain appropriations; and providing that expenditures for said Fiscal Year be made in accordance with said budget; updating the Master Fee Schedule; providing a distribution; severability; repealer; an effective date; proper

notice and meeting; and move to include on the September 19, 2023 agenda for a second reading.

Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant
Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.

Public hearing was opened.

Public hearing was closed.

A motion was made by Mayor Pro Tem Kirkland to approve the first reading of Ordinance No. 2023-33, with the additions to Visit Bastrop, community assets funding, and to amend the fee section of the budget to add a fee for contempt and failing or refusing to obey a subpoena or provide books, papers, or other evidence requested in a subpoena, state maximum fee is \$500 and to include on the September 19, 2023, agenda for second reading, seconded by Council Member Meyer, motion was approved on a 5-0 vote.

- 9E. Hold public hearing and consider action to approve the first reading of Ordinance No. 2023-34 of the City Council of the City of Bastrop, Texas, adopting the tax roll, adopting the tax rate, and levying ad valorem taxes for the Fiscal Year 2023-2024 to provide revenue for the payment of budgeted municipal expenditures; and providing for tax assessment; records; severability; an effective date; and proper notice and meeting; and move to include on the September 19, 2023, Council Consent Agenda. Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant
Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.

Public hearing was opened.

Public hearing was closed.

A motion was made by Council Member Lee to approve the first reading of Ordinance No. 2023-34, for property tax to be increased by the adoption of a tax rate of 0.4994 which is effectively per \$100 evaluation effectively 1.6% increase in the tax rate and to include on the September 19, 2023, agenda for second reading, seconded by Council Member Crouch motion was approved on a 5-0 vote.

- 9F. Presentation and discussion on Transportation Impact Fees, Final Report and Collection Rates recommended by the Planning and Zoning Commission with potential action for adoption by the City Council at the September 26, 2023, meeting. Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager
This item was pulled from the agenda.

- 9G. Consider action to approve the first reading of Ordinance No. 2023-24 of the City Council of the City of Bastrop, Texas, annexing a tract of land described as 104.6+/- acres of land out of the Nancy Blakey survey, Abstract No. A98, located west of farm-to-market road 969, as shown in Exhibit A; providing for findings of fact, adoption, repealer, severability, filing and enforcement; establishing an effective date; providing for proper notice and meeting; and move to include on the September 19, 2023, agenda for second reading. Submitted by: Sylvia Carrillo, City Manager, ICMA-CM, CPM
Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.

A motion was made by Council Member Plunkett to approve the first reading of Ordinance No. 2023-24, and to include on the September 19, 2023, agenda for second reading, seconded by Council Member Crouch, motion was approved on a 5-0 vote.

- 9H. Consider action to approve Resolution No. R-2023-140 of the City Council of the City of Bastrop, Texas, approving an agreement for Emergency Communications Services between Bastrop County and the City of Bastrop, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
Submitted by, Vicky Steffanic, Chief of Police
Presentation was made by Vicky Steffanic, Chief of Police.

A motion was made by Council Member Lee to approve Resolution No. 2023-140, seconded by Council Member Meyer, motion was approved on a 5-0 vote.

- 9I. Consider action to approve the first reading of Ordinance No. 2023-31, of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances Chapter 14, the Bastrop Building Block (B3) Technical Manual, Article 4.1 Plat Submission; and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting; and move to include on the September 19, 2023, agenda for second reading.
Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager
Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.

A motion was made by Council Member Lee to approve the first reading of Ordinance No. 2023-31, with the amendment of lots four or less and to include on the September 19, 2023, agenda for second reading, seconded by Council Member Plunkett, motion was approved on a 5-0 vote.

- 9J. Consider action to approve Resolution No. R-2023-134 approving the City Council of the City of Bastrop, Texas, approving the Bastrop Public Library to accept a grant in the amount of Two Thousand Five Hundred and 00/100 Dollars (\$2,500) from the Texas Book Festival for the purchase of 1st Reader books for use by library patrons, and establishing an effective date.
Submitted by: Bonnie Pierson, Library Director
Presentation was made by Bonnie Pierson, Library Director.

A motion was made by Council Member Lee to approve Resolution No. 2023-134, seconded by Council Member Plunkett, motion was approved on a 5-0 vote.

- 9K. Consider action to approve Resolution No. R-2023-137 of the City Council of the City of Bastrop, Texas to forgive interest, totaling \$522.49, accrued on liens on property located at 2212 Pecan Street, owned by Mr. Syed Ahmed Ali; and authorize the execution of any lien releases upon payment by Mr. Ali of principal amounts totaling \$610.00.
Submitted by: Sylvia Carrillo, City Manager, ICMA-CM, CPM
Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.

A motion was made by Council Member Meyer to approve Resolution No. 2023-137, seconded by Council Member Plunkett.

A friendly amendment was offered by Mayor Pro Tem Kirkland to require payment of outstanding debt within ten business days or interest will be reapplied. The friendly amendment was accepted by the maker and second of the motion.

A motion was made by Council Member Meyer to approve Resolution No. 2023-137 with the friendly amendment, seconded by Council Member Plunkett, motion was approved on a 5-0 vote.

- 9M. Consider action to approve Resolution No. R-2023-141 of the City Council of the City of Bastrop, Texas confirming annual board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

Submitted by: Mayor Lyle Nelson

A motion was made by Council Member Lee to approve Resolution No. R-2023-141 as written. Motion failed for lack of a second.

A motion was made by Mayor Pro Tem Kirkland to approve Resolution No. 2023-141 with the exception of Place 3 on the Planning and Zoning Commission of Pablo Serna, seconded by Council Member Crouch, motion was approved on a 5-0 vote.

- 9N. Consider action to approve Resolution No. R-2023-139 of the City Council of the City of Bastrop, Texas approving a professional services contract with MWM Design Group (MWM), for the Blakey Lane Extension project for a not to exceed amount of Six Hundred Seven Thousand Seven Hundred and Forty-Four Dollars and Fifty Cents (\$607,744.50); authorizing the City Manager to execute all necessary documents; providing a repealing clause; and establishing an effective date.

Submitted by: Fabiola M. de Carvalho, CFM, AMP MIAM, Director of Engineering and Capital Project Management

Presentation was made by Fabiola M. de Carvalho, CFM, AMP MIAM, Director of Engineering and Capital Project Management.

A motion was made by Council Member Plunkett to approve Resolution No. 2023-139, seconded by Council Member Crouch, motion was approved on a 5-0 vote.

- 9O. Consider action to approve the first reading of Ordinance No. 2023-32 of the City Council of the City of Bastrop, Texas ("City") to amend Article 4.04 - Peddlers, Solicitors and Vendors and adopt Division 4 – Requirements Applicable for Mobile Food Vendors in the Bastrop, Texas Code of Ordinances; providing for findings of fact, purpose, adoption and amendment, repealer, severability, enforcement, effective date, and property notice and meeting, and move to include on the Council Consent Agenda on September 19, 2023.

Submitted by: Andres Rosales, Fire Chief

Presentation was made by Kennedy Higgins, Planner for Development Services.

A motion was made by Council Member Plunkett to approve the first reading Ordinance No. 2023-32 and move to include on the Council Consent Agenda on September 19, 2023, seconded by Council Member Meyer, motion was approved on a 5-0 vote.

EXECUTIVE SESSION

The City Council met at 10:33 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 10A. City Council shall convene into closed executive session pursuant to Texas Government Code section 551.071 to seek the advice of legal counsel regarding Wastewater Treatment Plant & Collection System Improvements including contract compliance and invoice matters involving KSA Engineering, Inc.
- 10B. City Council shall convene into closed executive session pursuant to Texas Government Code section 551.071 to seek the advice of legal counsel regarding the Destination and Marketing Services Agreement with Visit Bastrop, City Council Resolution No. R-2023-129, and related information.
- 10C. City Council shall convene into closed executive session pursuant to Texas Government Code sections 551.071 and 551.072 to seek the advice of legal counsel and discuss the potential acquisition of real estate relating to the Agnes Street Extension project.

Mayor Nelson recessed the Executive Session at 10:59 p.m.

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

- 10C. City Council shall convene into closed executive session pursuant to Texas Government Code sections 551.071 and 551.072 to seek the advice of legal counsel and discuss the potential acquisition of real estate relating to the Agnes Street Extension project.

A motion was made by Council Member Crouch to authorize payment by the City of Bastrop of the Special Commissioners' Award amount and the fees of the Special Commissioners from the September 8, 2023, hearing in the matter of City of Bastrop v. John A. Nixon and Tina T. Nixon for the Agnes Street Extension project, seconded by Council Member Plunkett, motion was approved on a 5-0 vote.

Adjourned at 11:01 p.m. without objection.

APPROVED:

ATTEST:

Mayor Lyle Nelson

Assistant City Secretary Victoria Psencik

The Minutes were approved on September 19, 2023, by Council Member Name's motion, Council Member Name's second. The motion was approved on a 5-0 vote.



STAFF REPORT

MEETING DATE: September 12, 2023

TITLE:

Hold public hearing and consider action on a recommendation for the Burluson Crossing East Zoning Concept Scheme, changing the zoning for 19.81 acres out of the Nancy Blakey Survey from P5 Core to a Planned Development District (PDD) with a P5 Core base zoning, as shown in attached as Attachment 2, located at the northeast corner of State Highway 71 and Edward Burluson Drive, within the city limits of Bastrop, Texas.

STAFF REPRESENTATIVE:

Kennedy Higgins – Planner, Development Services

ITEM DETAILS:

Site Address:	Northeast corner of State Highway 71 and Edward Burluson Drive
Total Acreage:	19.81 acres
Acreage Rezoned:	19.81 acres
Legal Description:	19.81 acres out of the Nancy Blakey Survey
Property Owner:	BRP East, L.P.
Agent Contact:	Steve Durham
Existing Use:	Vacant/Undeveloped
Existing Zoning:	P5 Core
Proposed Zoning:	Planned Development District, P5 Core Base Zoning
Character District:	Cattleman's
Future Land Use:	General Commercial

BACKGROUND:

The applicant has applied for a Zoning Concept Scheme for Burluson Crossing East (Attachment 2). The proposal is to place a Planned Development District (PDD) with a P5 Core base zoning to suffice commercial uses such as retail and restaurant onsite.

Place Type 5 – Core is defined in the code as:

“Higher density mixture of Building Types that accommodate commercial, retail, offices, row houses, and apartments. It has a tight network of Streets, with wide sidewalks, steady Street Tree plantings, and buildings set close to the sidewalks. P5 is a highly walkable area. A continuous line of buildings is critical to define the Public Frontage and allow for visible activity along the Street edge.”

The Future Land Use Plan shows this area as General Commercial:

“The General Commercial character area supports local and regional businesses that rely on heavy traffic volumes and the visibility that is associated with being located near major roadways. General Commercial developments typically involve varying development intensities, from smaller locally owned shops to big box retailers. These areas are predominantly auto-oriented, with large accessory parking areas.

Infrastructure	Available (Y/N)	Proposed
Water	Y	Line Extensions
Wastewater	Y	Line Extensions
Drainage	Y	Storm sewer, detention pond
Transportation	Y	Extension, private drive, widening
Parks and Open Space	N	

Drainage

A Zoning Concept Scheme must be accompanied by a Conceptual Drainage Plan to ensure that the proposed development is feasible. A Conceptual Drainage Plan has been reviewed and approved by the City Engineer. The site includes one central location for detention and a storm sewer connection to the detention pond to the west in the Burleson Crossing development. The maximum impervious cover stated in the PDD is no more than 85%.

Utilities

Wastewater and water service (domestic and fire) will be provided by the City of Bastrop via line extensions from existing infrastructure located on Edward Burleson Street. These lines will be designed according to the City’s construction standards, as well as the Texas Commission on Environmental Quality’s (TCEQ) requirements.

Electric service provided by Bluebonnet Electric.

Gas will be provided by CenterPoint Energy.

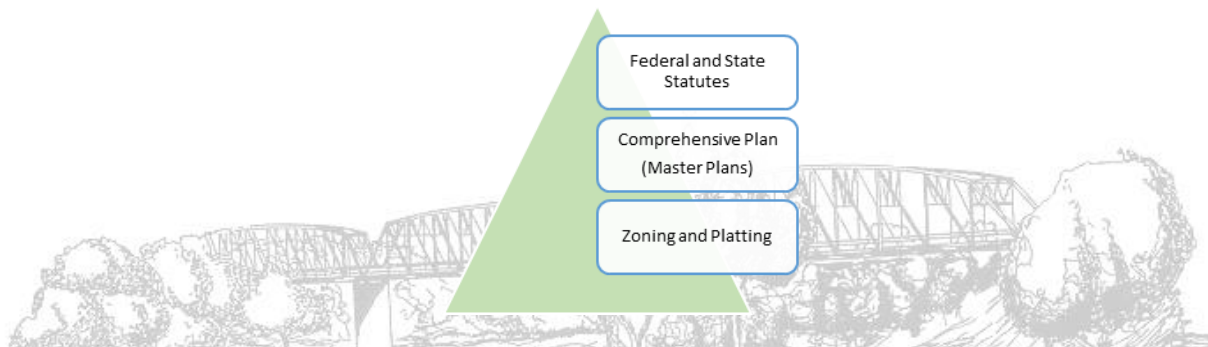
Traffic Impact and Streets

This zoning concept plan creates a private drive, includes Right of Way dedication for widening Edward Burleson and an extension of Blakey Lane eastward. A private drive resembling a typical city street will run through the heart of the development, leading to Wagon Wheel Circle. Access to the development will primarily be provided via entry points located off Edward Burleson. Additionally, on the eastern flank, there will be a coordinated connection to the SH 71 service road, extending northward towards Blakey Lane, with collaboration undertaken in conjunction with TxDOT. The street ROW’s meet the 55.5’ width requirement. The street design will follow the B3 Code, Section 7.3 for design and layout. A Traffic Impact Analysis has been conducted and completed by LJA Engineering for the development. We anticipate two easements along the private drive that will encompass a water line and storm sewer.

TABLE 1- RAW SITE TRIP GENERATION ESTIMATE

Land Use (ITE Code)	Units/ 1000 Sq Ft	24 Hr Trips	AM Peak			PM Peak		
			IN	OUT	TOTAL	IN	OUT	TOTAL
Commercial (>150k) (820)	175	10433	147	90	237	405	439	844
High-Turnover Restaurant (932)	25	2680	132	107	239	138	88	226
TOTAL		13113	279	197	476	543	527	1070

POLICY EXPLANATION:



Texas Local Government Code

Sec. 211.006. PROCEDURES GOVERNING ADOPTION OF ZONING REGULATIONS AND DISTRICT BOUNDARIES. (a) The governing body of a municipality wishing to exercise the authority relating to zoning regulations and zoning district boundaries shall establish procedures for adopting and enforcing the regulations and boundaries. A regulation or boundary is not effective until after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard. Before the 15th day before the date of the hearing, notice of the time and place of the hearing must be published in an official newspaper or a newspaper of general circulation in the municipality.

Zoning Change signs were visibly placed in the front of the property and notice was sent to property owners within 200 feet of the property boundary.

(b) In addition to the notice required by Subsection (a), a general-law municipality that does not have a zoning commission shall give notice of a proposed change in a zoning classification to each property owner who would be entitled to notice under Section 211.007(c) if the municipality had a zoning commission. That notice must be given in the same manner as required for notice to property owners under Section 211.007(c). The governing body may not adopt the proposed change until after the 30th day after the date the notice required by this subsection is given.

N/A. Bastrop is not a general-law municipality.

(c) If the governing body of a home-rule municipality conducts a hearing under Subsection (a), the governing body may, by a two-thirds vote, prescribe the type of notice to be given of the time

and place of the public hearing. Notice requirements prescribed under this subsection are in addition to the publication of notice required by Subsection (a).

Notice of the meeting was posted at least 72 hours in advance.

(d) If a proposed change to a regulation or boundary is protested in accordance with this subsection, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths of all members of the governing body. The protest must be written and signed by the owners of at least 20 percent of either:

(1) the area of the lots or land covered by the proposed change; or

(2) the area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area.

(e) In computing the percentage of land area under Subsection (d), the area of streets and alleys shall be included.

At the time of this report, no protest has been received.

(f) The governing body by ordinance may provide that the affirmative vote of at least three-fourths of all its members is required to overrule a recommendation of the municipality's zoning commission that a proposed change to a regulation or boundary be denied.

If the Planning & Zoning Commission recommends denial of the zoning request, the City Council must have a minimum vote of 4 out of 5 members to approve the zoning request.

At least 5 members of the Planning & Zoning Commission must vote to make an official recommendation to the City Council. Failure to reach five vote means no official recommendation can be forwarded, but this does not impact the City Council's vote requirement to approve or deny the request.

Compliance with 2036 Comprehensive Plan:

Future Land Use Plan – The General Commercial character area supports local and regional businesses that rely on heavy traffic volumes and the visibility that is associated with being located near major roadways. General Commercial developments typically involve varying development intensities, from smaller locally owned shops to big box retailers. These areas are predominantly auto-oriented, with large accessory parking areas. While General Commercial development will continue to be auto-oriented, improved street-side and parking lot landscaping, buffers, appropriately designed and scaled signage, bicycle and pedestrian accommodations, higher quality building materials, and access management techniques (e.g., limited access points and inter-parcel connectivity) will help to improve overall development quality and appearance.

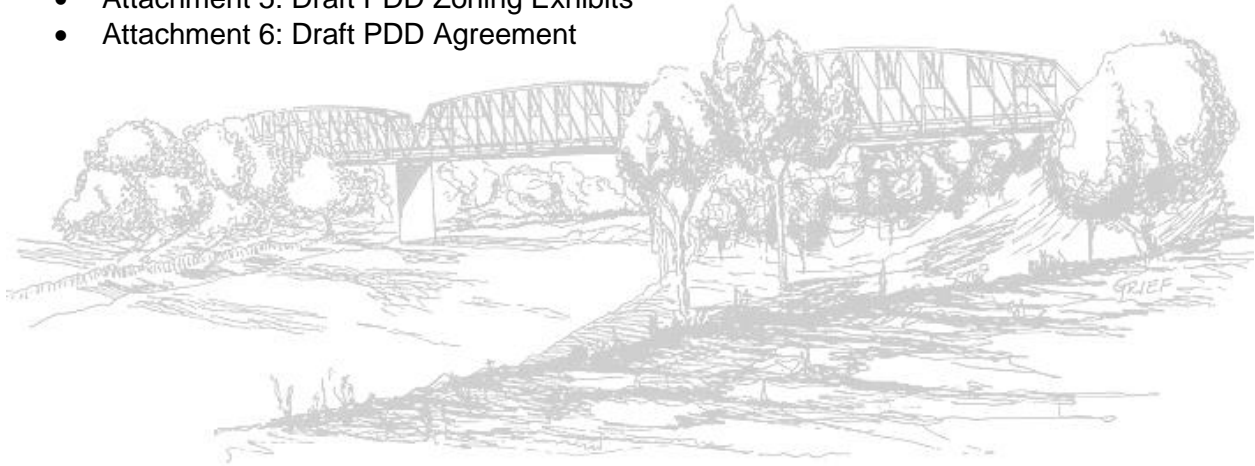
Representative land uses that are appropriate in General Commercial include General Retail Sales, Food Service, Medical or Health Care Facilities, and Professional Offices which are what is anticipated for Burluson Crossing East.

RECOMMENDATION:

Staff recommends approving the Burleson Crossing East Zoning Concept Scheme, changing the zoning for 19.81 acres out of the Nancy Blakey Survey from P5 Core to a Planned Development District (PDD) with a P5 Core base zoning, as shown in attached Exhibit A, located at the northeast corner of State Highway 71 and Edward Burleson Drive, within the city limits of Bastrop, Texas. The PDD eliminates the original 25 warrants and instead incorporates them into the PDD development agreement. Wagon Wheel will be crafted as a private street within the development, seamlessly connecting Edward Burleson Lane and Settlement Drive. This street, designed to serve as a public thoroughfare, shall be upheld and maintained by the development itself.

ATTACHMENTS:

- Attachment 1: Location Map
- Attachment 2: Zoning Concept Scheme
- Attachment 3: Future Land Use Map
- Attachment 4: Warrant List
- Attachment 5: Draft PDD Zoning Exhibits
- Attachment 6: Draft PDD Agreement





STAFF REPORT

MEETING DATE: September 12, 2023

TITLE:

Hold public hearing and consider action on the first reading of Ordinance No. 2023-36 approving the Burleson Crossing East Zoning Concept Scheme, changing the zoning for 19.81 acres out of the Nancy Blakey Survey from P5 Core to a Planned Development District (PDD) with a P5 Core base zoning, as shown in attached as Attachment 2, located at the northeast corner of State Highway 71 and Edward Burleson Drive, within the city limits of Bastrop, Texas.

STAFF REPRESENTATIVE:

Kennedy Higgins – Planner, Development Services

BACKGROUND:

The applicant has applied for a Zoning Concept Scheme for Burleson Crossing East (Attachment 2). The proposal is to place a Planned Development District (PDD) with a P5 Core base zoning to suffice commercial uses such as retail and restaurant onsite.

Place Type 5 – Core is defined in the code as:

“Higher density mixture of Building Types that accommodate commercial, retail, offices, row houses, and apartments. It has a tight network of Streets, with wide sidewalks, steady Street Tree plantings, and buildings set close to the sidewalks. P5 is a highly walkable area. A continuous line of buildings is critical to define the Public Frontage and allow for visible activity along the Street edge.”

The Future Land Use Plan shows this area as General Commercial:

“The General Commercial character area supports local and regional businesses that rely on heavy traffic volumes and the visibility that is associated with being located near major roadways. General Commercial developments typically involve varying development intensities, from smaller locally owned shops to big box retailers. These areas are predominantly auto-oriented, with large accessory parking areas.

PLANNING & ZONING COMMISSION RECOMMENDATION:

The P&Z Commission reviewed the Zoning Concept Scheme at their August 31, 2023, regular meeting and recommended approval of the Planned Development District, by a vote of 6-0.

STAFF RECOMMENDATION:

Hold public hearing and consider action to approve the first reading as written and move to include on the September 19, 2023 Regular Agenda for second reading.

ATTACHMENTS:

- Attachment 1: Location Map
- Attachment 2: Zoning Concept Scheme
- Attachment 3: Future Land Use Map
- Attachment 4: Warrant List
- Attachment 5: Draft PDD Zoning Exhibits
- Attachment 6: Draft PDD Agreement



ORDINANCE 2023-36**ZONING CONCEPT SCHEME CHANGE
BURLESON CROSSING EAST**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE ZONING CHANGE FOR 19.81 +/- ACRES OUT OF THE NANCY BLAKEY SURVEY, ABSTRACT 98, BASTROP COUNTY, TEXAS, MORE COMMONLY KNOWN AS BURLESON CROSSING EAST FROM P5 CORE TO PLANNED DEVELOPMENT DISTRICT; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR ENFORCEMENT; PROVIDING FOR PROPER NOTICE AND MEETING; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas (City) is a Home-Rule City acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, on or about July 26, 2023, Steve Durhman submitted a request for zoning modifications for certain properties located at the northeast corner of State Highway 71 and Edward Burleson Drive, within the city limits of Bastrop, Texas described as being 19.81 +/- acres of land out of the Nancy Blakey Survey Abstract 98 more commonly known as Burleson Crossing East (“Property”); and

WHEREAS, the City Staff has reviewed the request for zoning modifications, and finds it to be justifiable based upon the Future Land Use Designation for this Property; and

WHEREAS, City Council has reviewed the request for zoning modifications, and finds the request to be reasonable and proper under the circumstances; and

WHEREAS, in accordance with Texas Local Government Code Chapter 211, public notice was given, and a public hearing was held before the City of Bastrop Planning and Zoning Commission (P&Z) on August 31, 2023; and

WHEREAS, in accordance with Texas Local Government Code Chapter 211, public notice was given, and a public hearing was held before the City Council regarding the requested zoning modification; and

WHEREAS, Texas Local Government Code Section 51.001 provides the City general authority to adopt an Ordinance or police regulations that are for good

government, peace, or order of the City and are necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, after consideration of public input received at the hearing, the information provided by the Applicants, and all other information presented, City Council finds that it is necessary and proper to enact this Ordinance.

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

- Section 1:** The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.
- Section 2:** The Property, a 19.81 +/- acres tract of land out of the Nancy Blakey Survey, Abstract 98, Bastrop County, Texas, more commonly known as Burluson Crossing East, more particularly shown and described in Attachment A which is attached and incorporated herein, is hereby rezoned from P5 Core to Planned Development District with a P5 Core base zoning. The City Manager is hereby authorized to promptly note the zoning change on the official Zoning Map of the City of Bastrop, Texas.
- Section 3:** All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.
- Section 4:** If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision.
- Section 5:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.
- Section 6:** This Ordinance shall be effective immediately upon passage and publication.

[Signatures on following page]

READ & ACKNOWLEDGED on First Reading on this the 12th day of September 2023.

READ & ADOPTED on Second Reading on this the 19th day of September 2023.

APPROVED:

Lyle Nelson, Mayor

ATTEST:

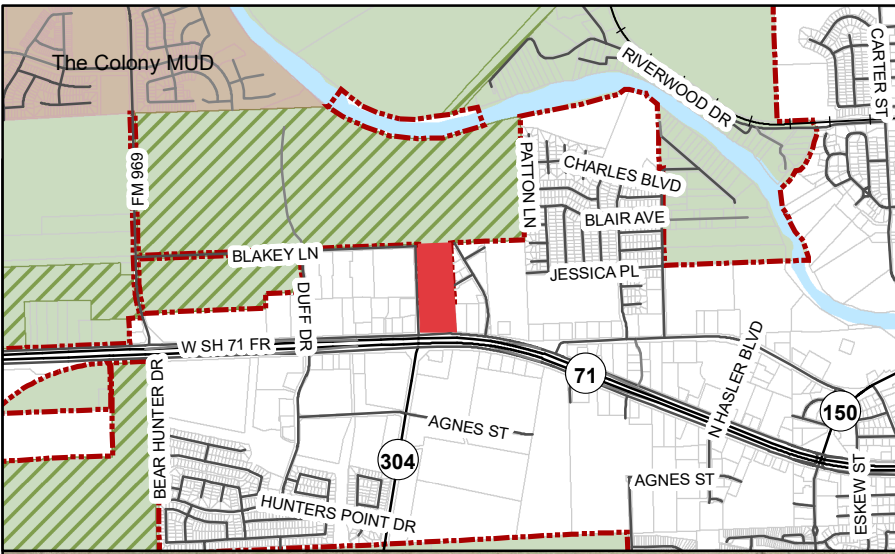
Ann Franklin, City Secretary

APPROVED AS TO FORM:

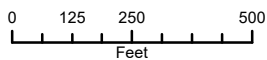
Alan Bojorquez, City Attorney

ATTACHMENT A

Property Description



Zoning Concept Scheme Burlerson Crossing East



1 inch = 400 feet

Date: 08/17/2023

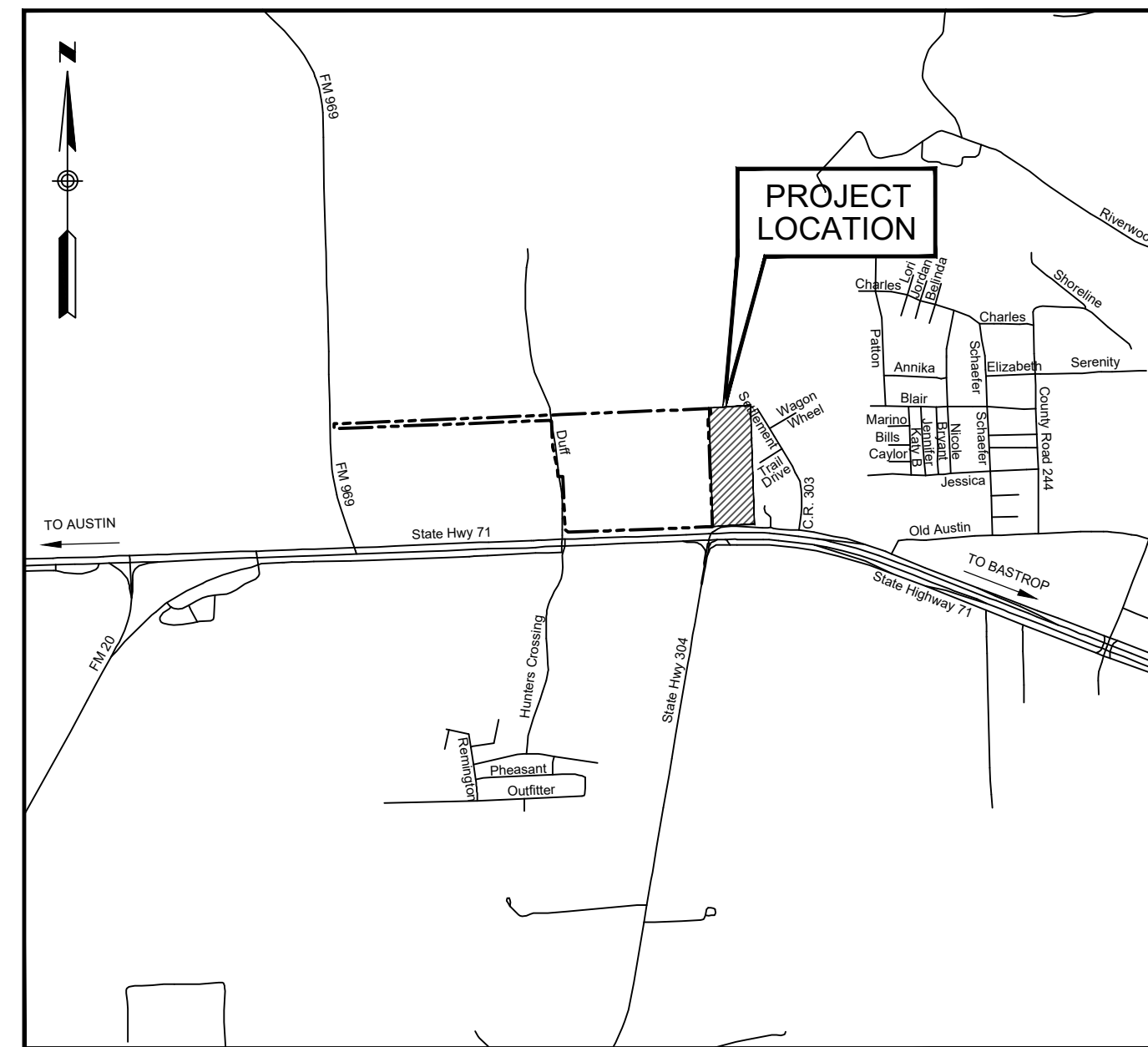
The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for accuracy, completeness or usefulness of information, nor does it represent that its use will not infringe upon privately owned rights.



BURLESON CROSSING EAST ZONING CONCEPT PLAN

BURLESON CROSSING EAST
ZONING CONCEPT PLAN
Attachment

SHEET NO.	DESCRIPTION
01	COVER SHEET
02	ZONING CONCEPT PLAN
03	OVERALL DRAINAGE AREA MAP
04	CONCEPTUAL UTILITY PLAN
05	LANDSCAPE CONCEPTUAL PLAN
06	LANDSCAPE CONCEPTUAL PLAN



LOCATION MAP
(N.T.S.)

SUBMITTAL DATE: OCTOBER 4TH, 2021

LEGAL DESCRIPTION
19.81 ACRES IN THE NANCY BLAKEY SURVEY, ABSTRACT NO. 98
BASTROP COUNTY, TEXAS

OWNER: ERHARD LEGACY PARTNERS, LTD.
11111 WILCREST GREEN DRIVE, SUITE 100
HOUSTON, TEXAS 77042

DEVELOPER: BASTROP RETAIL PARTNERS, LP
c/o DURHAM AND BASSETT REALTY GROUP, INC.
100 EAST ANDERSON LANE, SUITE 200
AUSTIN, TX. 78752
PHONE # (512) 833-6444
FAX # (512) 833-6448

ENGINEER: LJA ENGINEERING INC.
5316 HIGHWAY 290 W. SUITE 150
AUSTIN TEXAS 78735
CONTACT PERSON : S. DANNY MILLER, P. E
PHONE # (512) 439-4700
FAX # (512) 439-4716

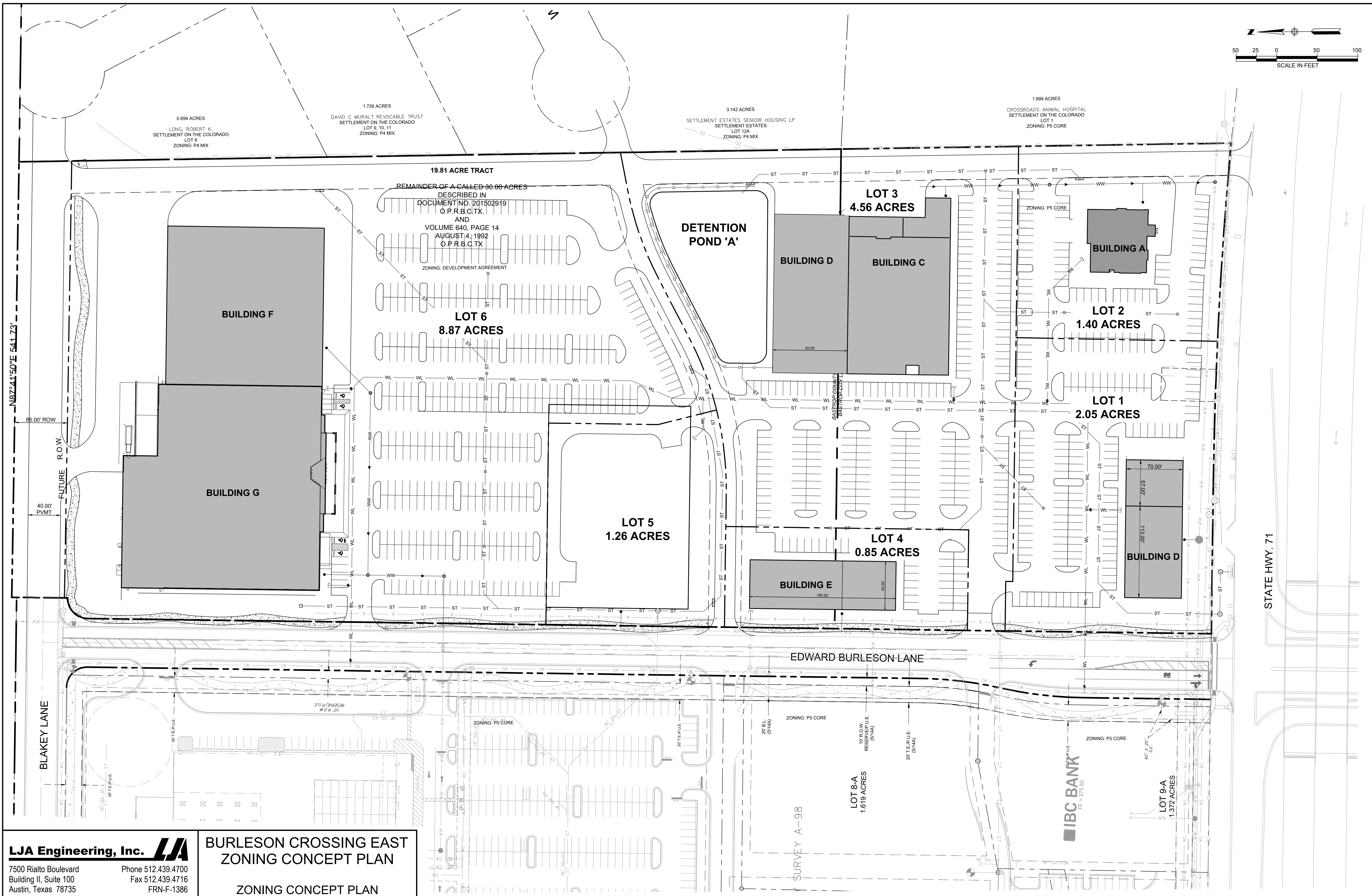
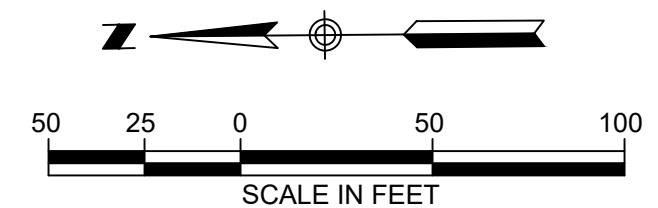
SURVEYOR: LJA SURVEYING INC.
5316 HIGHWAY 290 W. SUITE 150
AUSTIN TEXAS 78735
CONTACT PERSON : MATT OVERALL
PHONE # (512) 439-4700
FAX # (512) 439-4716

- NOTES:
1. THIS PROJECT IS LOCATED IN AN UNNAMED TRIBUTARY OF THE COLORADO RIVER.
 2. THE TRACT SHOWN HEREON LIES WITHIN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD-PLAIN), AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FEDERAL INSURANCE ADMINISTRATION, AS SHOWN ON MAP NO. 48021C0355E, DATED JANUARY 19, 2006, FOR BASTROP COUNTY, TEXAS AND INCORPORATED AREAS.

PROPOSED UTILITY PROVIDERS
 WATER AND WASTEWATER : CITY OF BASTROP - TREY JOB (512) 332-8932
 ELECTRIC : BLUEBONNET ELECTRIC COOPERATIVE - RODNEY GERIK (979) 542-8527
 GAS : CENTERPOINT/ENTEX - WENDY LAMB (830) 643-6938
 TELEPHONE: AT&T
 CABLE: TIME-WARNER

REVISIONS / CORRECTIONS			
Number	Description	Revise (R) Add (A) Void (V) Sheet No.'s	City of Bastrop Approval- Date

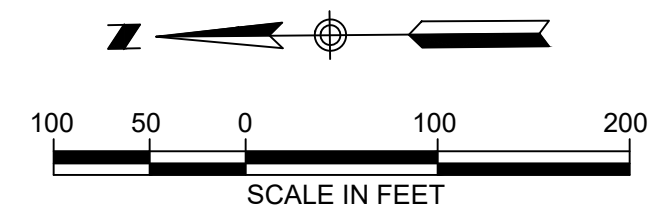
LJA Engineering & Surveying, Inc.
 5316 Highway 290 West
 Suite 150
 Austin, Texas 78735
 Phone 512.439.4700
 Fax 512.439.4716
 FRN-F-1386
 CV1



LJA Engineering, Inc.
 7500 Rialto Boulevard
 Building II, Suite 100
 Austin, Texas 78735
 Phone 512.439.4700
 Fax 512.439.4716
 FRN-F-1386

**BURLESON CROSSING EAST
 ZONING CONCEPT PLAN**
 ZONING CONCEPT PLAN

I:\A\141_Bastrop\407 - Burleson East\401\Exhibits\SITE PLAN.dwg Oct 04, 2021 - 1:26pm

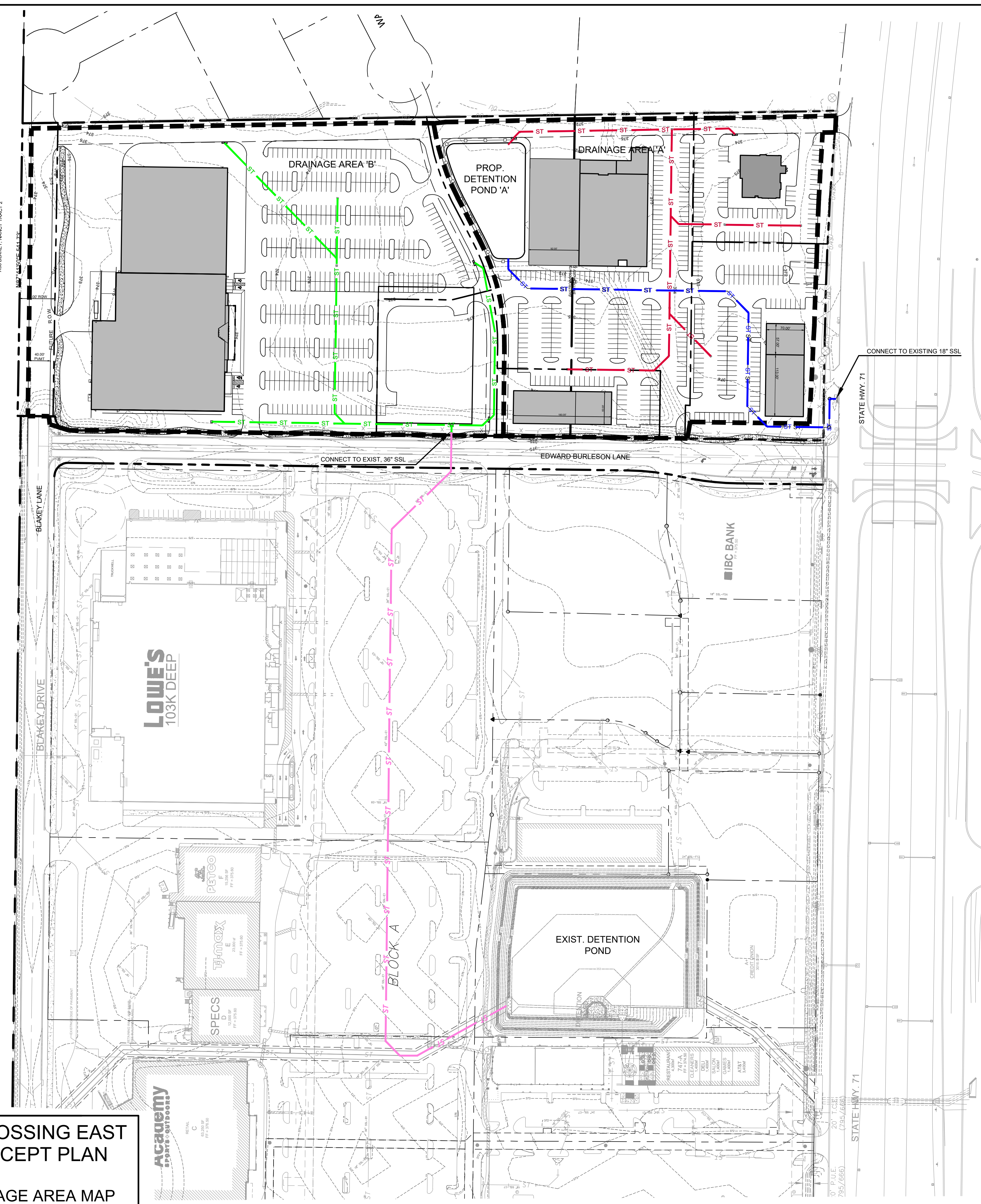


LEGEND

- DRAINAGE AREA
- EXIST. STORM SYSTEM
- DRAINAGE AREA 'A'
- DRAINAGE AREA 'B'
- DETENTION POND 'A'

CONCEPTUAL DRAINAGE PLAN NOTES

1. DRAINAGE AREA 'A' RUNOFF SHALL BE CAPTURED AND CONVEYED TO PROPOSED DETENTION POND 'A'
2. DRAINAGE AREA 'B' RUNOFF SHALL BE CAPTURED AND CONVEYED TO EXIST. DETENTION POND LOCATED IN LOT 6A, BURLESON CROSSING FINAL PLAT, TO THE EXTENT ALLOWED.
3. EXISTING AND PROPOSED DETENTION PONDS SHALL BE ANALYZED BASED ON CURRENT ATLAS-14 CRITERIA AS PART OF THE PRELIMINARY PLAT APPLICATION.



I:\A\141_Bastrop\407 - Burleson East\401\Exhibits\drainage map.dwg, Oct 04, 2021 - 11:41 am

LJA Engineering, Inc.

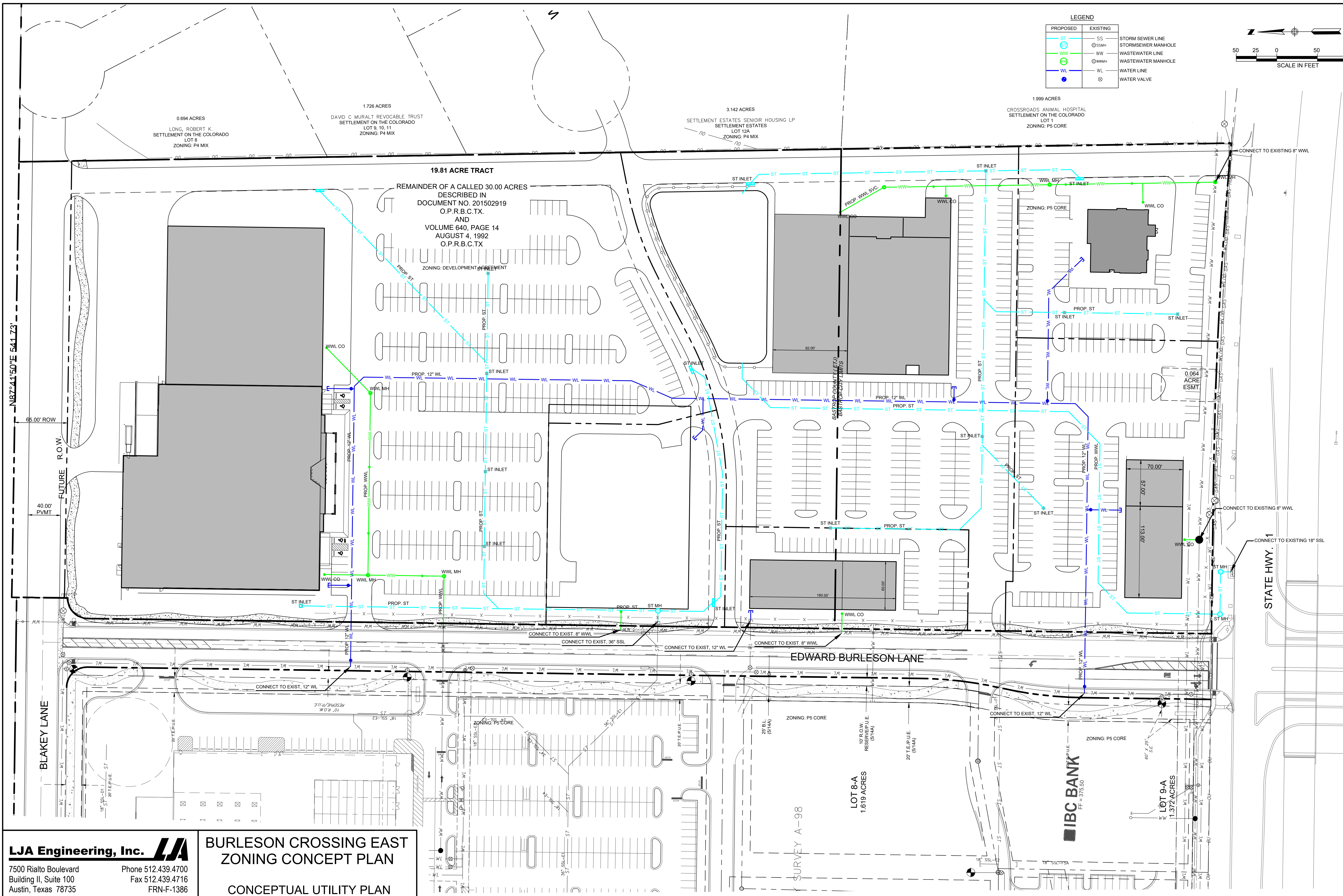
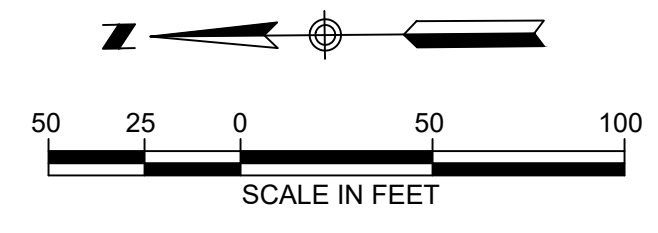
7500 Rialto Boulevard Phone 512.439.4700
 Building II, Suite 100 Fax 512.439.4716
 Austin, Texas 78735 FRN-F-1386

**BURLESON CROSSING EAST
 ZONING CONCEPT PLAN**

OVERALL DRAINAGE AREA MAP

LEGEND

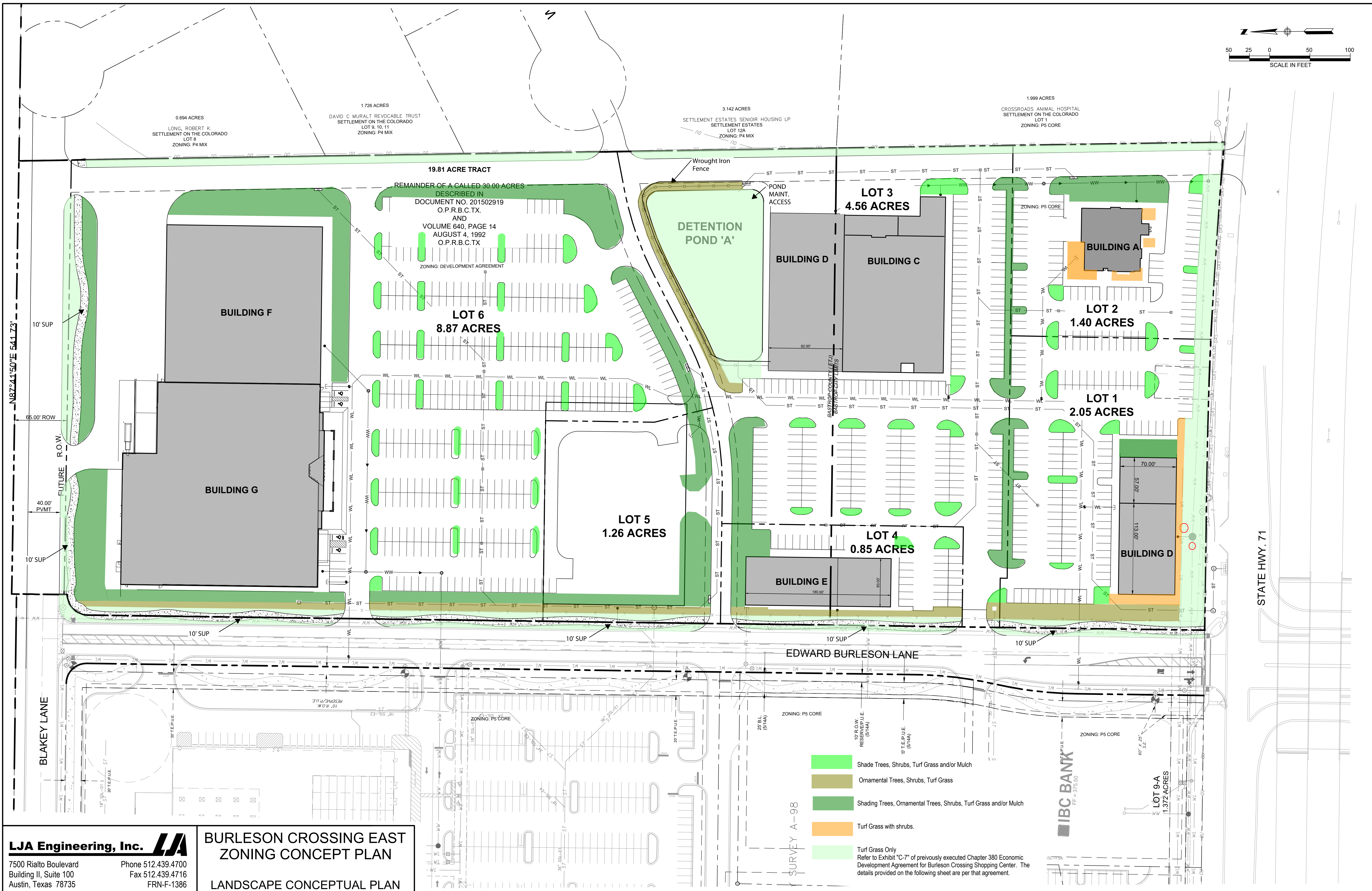
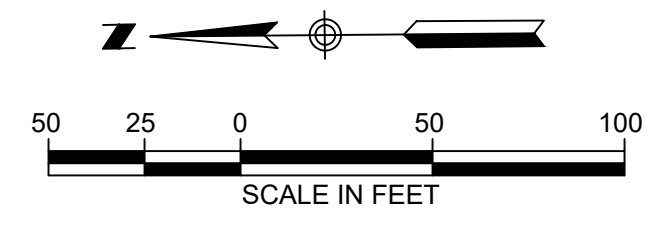
PROPOSED	EXISTING	
	SS	STORM SEWER LINE
	SSMH	STORMSEWER MANHOLE
	WW	WASTEWATER LINE
	WWMH	WASTEWATER MANHOLE
	WL	WATER LINE
	WV	WATER VALVE



LJA Engineering, Inc.
 7500 Rialto Boulevard
 Building II, Suite 100
 Austin, Texas 78735
 Phone 512.439.4700
 Fax 512.439.4716
 FRN-F-1386

**BURLESON CROSSING EAST
 ZONING CONCEPT PLAN**
 CONCEPTUAL UTILITY PLAN

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0.694 ACRES
LONG, ROBERT K.
SETTLEMENT ON THE COLORADO
LOT 8
ZONING: P4 MIX

1.726 ACRES
DAVID C MURALT REVOCABLE TRUST
SETTLEMENT ON THE COLORADO
LOT 9, 10, 11
ZONING: P4 MIX

3.142 ACRES
SETTLEMENT ESTATES SENIOR HOUSING LP
SETTLEMENT ESTATES
LOT 12A
ZONING: P4 MIX

1.999 ACRES
CROSSROADS ANIMAL HOSPITAL
SETTLEMENT ON THE COLORADO
LOT 1
ZONING: P5 CORE

19.81 ACRE TRACT

REMAINDER OF A CALLED 30.00 ACRES
DESCRIBED IN
DOCUMENT NO. 201502919
O.P.R.B.C.TX.
AND
VOLUME 640, PAGE 14
AUGUST 4, 1992
O.P.R.B.C.TX.
ZONING: DEVELOPMENT AGREEMENT

LOT 6
8.87 ACRES

LOT 5
1.26 ACRES

LOT 3
4.56 ACRES

LOT 2
1.40 ACRES

LOT 1
2.05 ACRES

LOT 4
0.85 ACRES

LOT 9-A
1.372 ACRES

BUILDING F

BUILDING G

BUILDING D

BUILDING C

BUILDING A

BUILDING E

BUILDING D

DETENTION
POND 'A'

N87°41'50"E 541.73'

66.00' ROW

40.00' PVMT

10' SUP

10' SUP

10' SUP

10' SUP

10' SUP

EDWARD BURLESON LANE

BLAKEY LANE

STATE HWY. 71

SURVEY A-98

IBC BANK
BRIEFVILLE
FF = 376.50

- Shade Trees, Shrubs, Turf Grass and/or Mulch
- Ornamental Trees, Shrubs, Turf Grass
- Shading Trees, Ornamental Trees, Shrubs, Turf Grass and/or Mulch
- Turf Grass with shrubs.
- Turf Grass Only
Refer to Exhibit "C-7" of previously executed Chapter 380 Economic Development Agreement for Burleson Crossing Shopping Center. The details provided on the following sheet are per that agreement.

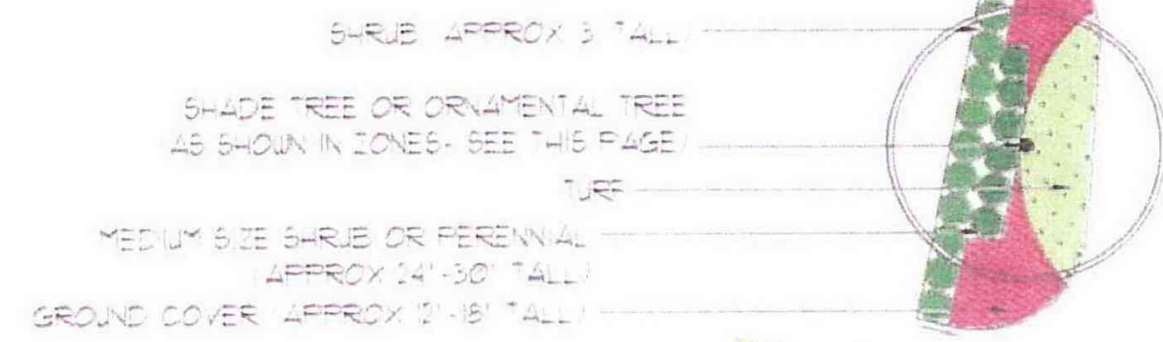
LJA Engineering, Inc.
7500 Rialto Boulevard
Building II, Suite 100
Austin, Texas 78735
Phone 512.439.4700
Fax 512.439.4716
FRN-F-1386

**BURLESON CROSSING EAST
ZONING CONCEPT PLAN**
LANDSCAPE CONCEPTUAL PLAN

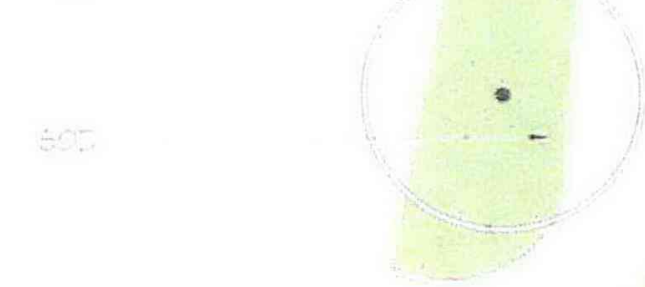
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Detail A: Typical Islands Throughout Parking Areas

Detail A1: Typical Planted Island

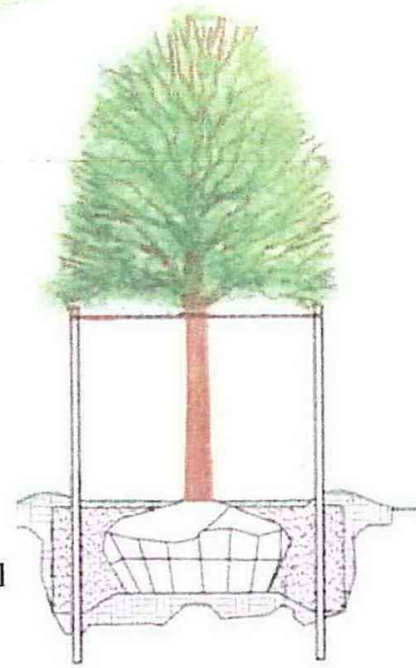


Detail A2: Typical Bermed Island



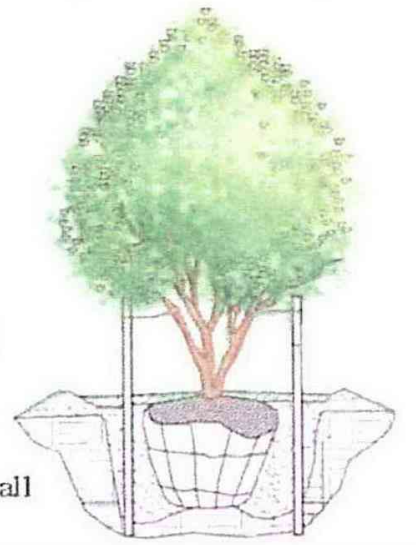
Detail B: Shade Trees

- Site to utilize at least three of the following species:
- Live Oak - 3" caliper / 10' tall
 - Cedar Elm - 3" caliper / 10' tall
 - Red Oak - 3" caliper / 10' tall
 - Burr Oak - 3" caliper / 10' tall
 - Chinquapin Oak - 3" caliper / 10' tall



Detail C: Ornamental Trees

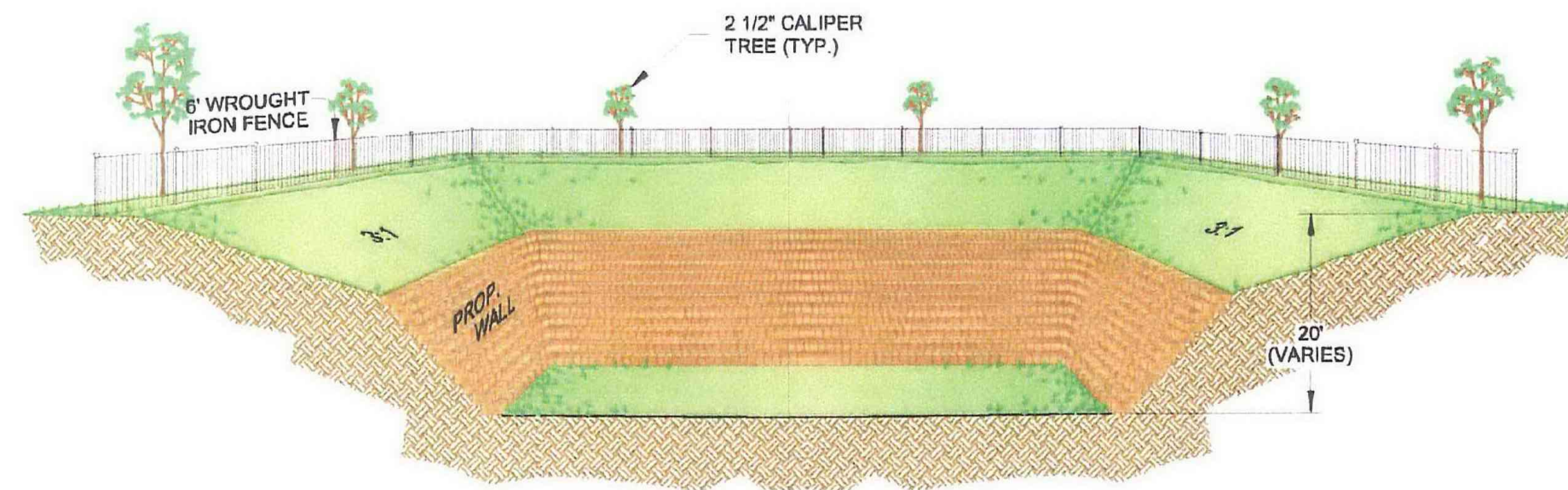
- Site to utilize at least three of the following species:
- Texas Redbud - 1 1/2" caliper/6' tall
 - Crape Myrtle - 1 1/2" caliper/6' tall
 - Vitex - 1 1/2" caliper/6' tall
 - Yaupon - 1 1/2" caliper/6' tall
 - Mountain Laurel - 1 1/2" caliper/6' tall



This is a general example of the landscaping in certain end islands and medians.



This is a general example of the landscaping in certain end islands and medians.



This is a general example of the landscaping in certain end islands and medians.



This is a general example of the landscaping in certain end islands and medians.



This is an general example of the landscaping in certain end islands and medians.

THIS IMAGE/DEPICTION/DRAWING IS CONCEPTUAL IN NATURE AND IS PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. THIS IMAGE/DEPICTION/DRAWING IS ONLY PROVIDED TO DEMONSTRATE THE QUALITY OF THE DESIGN AND MATERIALS THAT MAY BE USED DURING CONSTRUCTION AND NOT THE EXACT IMPROVEMENTS THAT WILL BE CONSTRUCTED.

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LJA Engineering, Inc.
 7500 Rialto Boulevard Phone 512.439.4700
 Building II, Suite 100 Fax 512.439.4716
 Austin, Texas 78735 FRN-F-1386

BURLESON CROSSING EAST ZONING CONCEPT PLAN

LANDSCAPE CONCEPTUAL PLAN

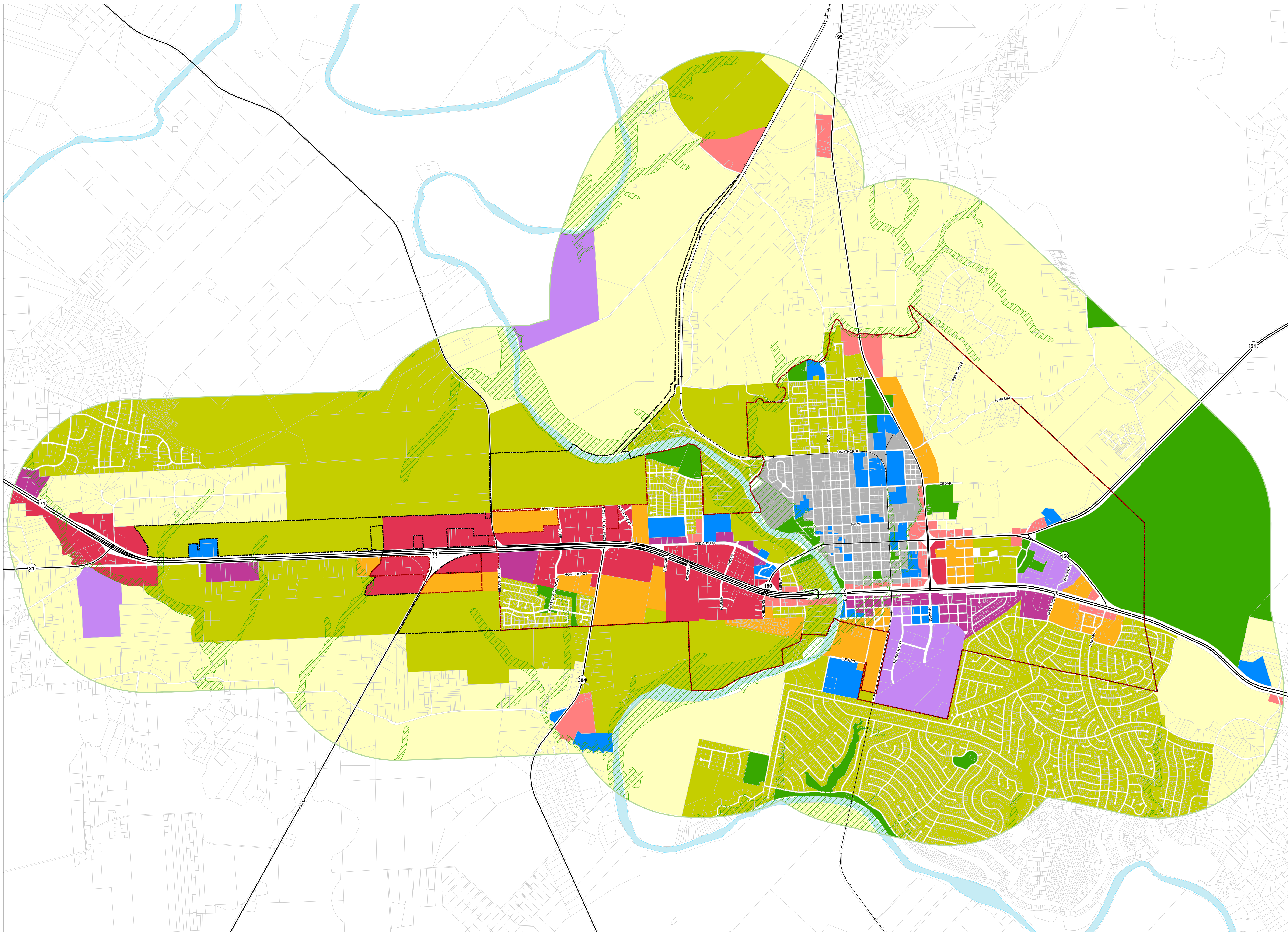
Future Land Use

Legend

- Statutory ETJ
- City Limit
- City Boundary
- Parcels
- Floodplain Overlay

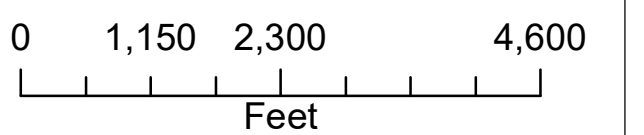
Land Use Description

- Parks and Open Space
- Rural Residential
- Neighborhood Residential
- Transitional Residential
- Neighborhood Commercial
- General Commercial
- Professional Services
- Downtown Bastrop
- Public and Institutional
- Industrial



*Boundary is similar to the DB-FBC

1 inch = 1,700 feet



Date: 4/12/2017

The accuracy and precision of this cartographic data is limited and should be used for information/planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use will not infringe upon privately owned rights.

Burelson Crossing East

Warrant Requests

B3 Code Section	Description	Development Issue	Proposed Alternative	Warrant Determination	Response
5.2.002(b)	Max block perimeter length of 1,320 ft	Due to the nature of this project (Retail Shopping Center), limiting block perimeter and block size is too restrictive and does not allow major retailers to utilize their prototypical buildings and site plans. Eastern driveway will be used for loading and servicing the shopping center by 18 wheeler trucks. Using the Eastern driveway as a City Street would create a safety issue between non-shopping center traffic and 18 wheeler trucks and other service vehicles, as the street could be used as a cut through street. The additional ROW requested to meet the 330 foot grid would prevent many anchors and small tenant buildings from the shopping center due to the reduced parking and inadequate service / loading areas.	Allow 30' wide private drives without street trees and sidewalks, to be utilized as boundary of blocks rather than public streets, as shown on Concept Site Plan. A public street in this location would encourage cut-through traffic that would conflict with proposed service traffic and create a safety issue.	1,320 block provided by private drive aisle with sidewalks and trees - Approved. 2,880 farm lot provided with private drive aisle - Denied. It does not meet TxDOT spacing for driveways on SH 71. The B ³ Code requires a maximum block perimeter of 1,320 feet in P-5. For this proposed development, staff would support an internal private block perimeter of 1,320 feet, with clearly established private drive aisles, with 6 foot pedestrian walkways on one side of the drive aisles. The 2,880 foot farm lot perimeter must be provided with publically dedicated streets that meet the B ³ Code requirements in Chapter 7.	The bold Warrant Determination would require the Eastern Driveway to be a public street, thereby creating the issues outlined.
5.2.002(c)	330' x 330' block size				
5.2.002(d)	20' wide midblock pedestrian walkway for blocks that exceed (b) and (c)	20' pedestrian walkway, with landscaping, would eliminate 2 rows of parking	Propose a 6' walkway within median between parking rows across Lot 6. Provide additional pedestrian connectivity throughout site and to public ROW's. Alternate pedestrian connectivity will be provided but is not required to align with proposed public or private drives.	Partially approved. All private drives that are taking the place of the 330 grid will have trees and a six foot sidewalk.	
6.3.003(a)(3)	Building façade to be located within 30' of street corner and parking prohibited in First Layer	For a Retail Shopping Center of this nature with large corner lots, this requirement cannot be met due to the parking and service / loading area needs of the retailers	Eliminate this requirement	Denied at this time. This warrant review is appropriate at the time of Site Development Plan.	This warrant needs to be determined with Zoning in order to define the project constraints and to properly plan and market the Shopping Center to potential retailers.
6.3.005(d)	(1) Requires all vehicular access to be taken from alleys, if alleys are provided (3) For Corner Lots, driveways must be located in the Secondary Frontage (4) Driveways shall be located as far as practical from adjacent public streets (5) Mid-block lots with more than 40' of frontage are only allowed one driveway, with a max width of 24' for two-way drives (6) For lots with more than 80' of frontage, driveway spacing shall be 300'	Many proposed private drives would qualify as an alley, thus prohibiting access from public streets. For a Retail Shopping Center of this nature, limiting access would limit options for customers and thus create internal traffic congestion This is an ambiguous statement and requirement	Allow vehicular access from either alleys or public streets To provide adequate traffic circulation, access should be taken from primary and secondary frontages Proposed driveways shall meet the minimum separation from a public street of 40 feet, as required by this section	Private drive aisle provided at the 330 foot block level would be considered in lieu of the publically dedicated street and not an alley. Warrant not needed. Denied. Reviewed at Site Development Plan and has Traffic should take access off of Secondary Frontages based on the 720' grid. Denied at this time. Will determine spacing at Site Development Plan.	This warrant needs to be determined with Zoning in order to define driveway requirements so as to market major large retailers This warrant needs to be determined with Zoning in order to define driveway requirements so as to market major large retailers
6.3.006(b)	(5) Requires parking to be located in the 2nd or 3rd Layer	Major Retailers expect their customers to be able to park in front of the front of the building for convenience, especially for customers with physical challenges	Allow parking in any Layer	Denied. More detail on pedestrian access to each building and specific architectural features that will be provided in lieu of providing interaction between the public and private realms is needed that will be determined at SDP.	This warrant needs to be determined with Zoning in order to ensure that parking meets retailer requirements and an adequate number of spaces can be provided. Shopping Center cannot be planned or marketed otherwise
6.3.006(b)	(8) Requires all parking to be screened either by building or other screening material	By definition, all parking areas would be required to be screened from view up to six feet in height, along public streets and adjacent lots and properties	Limit screening to be required from Wagon Wheel, Edward Burelson and SH 71, and to include landscaping to a height of three feet	Partially Approved. Screening will be provided from all public streets at a height of 3 feet.	
6.3.006(b)	(9) Prohibits parking to be located within the rear setback	For a Retail Shopping Center of this nature, many lot lines could potentially cross shared parking areas Many major retailers standard prototypical buildings have ceiling heights greater than 25'. This would deter those retailers from this shopping center.	Limit this requirement to be from eastern property line along adjacent properties only Allow ceiling heights to exceed 25'	Denied. Setbacks will be determined by the ICC requirements. Denied. Willing to discuss alternative based on architectural elevations and features that meet the intent to be human scale during the site development plan process.	ICC doesn't address parking within setbacks or regulate zoning setbacks. Architectural elevations can be developed to meet human scale independently of allowing 25' ceiling heights.
6.3.009(b)	Building frontage façade must be parallel to the ROW Frontage Line	Due to the definition of "building frontage" and surrounding conditions, this project would require at least one public road to be curvilinear, thus making this requirement architecturally difficult to meet and would limit architectural articulation and creativity.	Allow any building façades to be parallel to street ROW, or all the building front to deviate from being parallel to street ROW's	Denied. Not needed. All buildings shown can be parallel to a public street that is not Wagon Wheel.	This warrant needs to be determined with Zoning to ensure that buildings facing Wagon Wheel do not have to meet this requirement.
6.3.009(d)	First floor of Commercial buildings shall have 70% minimum glazing	As written, this would require the area of all four sides of a building to be glazed with 70% glazing, which is problematic for the sides and rears of any retail building	Limit glazing to 70% of the building front for small multi-tenant buildings, 25% of the building front for larger retail buildings, an no glazing would be required for free-standing single use buildings such as restaurants and banks. The building fronts shall be either the primary side of the building facing a public street, or the side of the building facing the parking area servicing that building, whichever front the tenant / user has the storefront entrance.	Denied. This warrant cannot be considered until the Site Development Plan review with actual building elevations provided.	As codified, the glazing requirement is a deterrent for a number of potential retailers. This warrant needs to be determined with the Zoning as the project cannot be marketed to potential retailers without a clear understanding of what glazing is required.
6.5.003 - A	Requires that front façade be at least 80% of the frontage width, requires the building to be located between 2'-15' from the ROW / Frontage	To measure this for each individual lot is problematic, especially for smaller single building lots like restaurants that require substantial parking area relative to building	Allow façade to frontage width ratio to be reduced to 60% and measured cumulatively for entire block, not individual lots. Remove building placement requirement relative to ROW.	Denied. Willing to discuss a reduction to 60% during Site Development Plan.	This warrant needs to be determined with Zoning in order to define the project constraints and to properly plan and market the Shopping Center to potential retailers.
6.5.003 - D	Limits Parking to Layer 3	Major Retailers expect their customers to be able to park in front of the front of the building for convenience, especially for customers with physical challenges	Allow parking in any Layer	Denied at this time. Can be determined during SDP, once an internal 330' drive aisle grid is depicted that shows internal pedestrian	This warrant needs to be determined with Zoning in order to ensure that parking meets retailer requirements and an adequate number of spaces can be provided. Shopping Center cannot be planned or marketed otherwise
7.3.003 - Reg Comm	16' wide sidewalks along both sides of road, trees every 30' on center both sides of road	16' wide sidewalks are excessively wide for this type of project and would not be consistent with adjacent shopping center. Trees evenly spaced at 30' would detract from a native / natural landscape scheme.	Propose 10' wide sidewalks along one side of Wagon Wheel, and along the project side of Edward Burelson and SH 71. Allow more variation in tree spacing as determined by Landscape Architect, to be consistent and similar to the requirements established in the Burelson Crossing Chapter 380 Agreement.	Partially Approved. A 10' sidewalk will also be required along the 720' grid street to the east.	Encouraging pedestrian traffic along the Eastern Driveway in the close proximity to the loading and servicing area of the shopping center is unnecessary as there are no pedestrian destinations along that route, and creates potential safety issues with service trucks.
7.3.003 - Connector	Trees every 30' on center along both sides of the road	Trees evenly spaced at 30' would detract from a native / natural landscape scheme	Allow more variation in tree spacing as determined by Landscape Architect, to be consistent and similar to the requirements established in the Burelson Crossing Chapter 380 Agreement.	Denied at this time. This warrant review is appropriate at the time of Public Improvement Plan. Staff would be amenable to changing the spacing requirement, but the number of trees required will still be determined on a 30 foot spacing for the length of the street.	
7.3.013(d)(1)	Requires an additional 7' of ROW on each side of a road if P5 is located on both sides of the road	This would require 70' of ROW for Wagon Wheel rather than 56', and would increase Edward Burelson from 60' to 67'.	Propose no additional ROW for Wagon Wheel. Edward Burelson was platted with a 10' ROW Reserve on the opposite side of the street. Any additional ROW required along the project side of Burelson shall be determined and commensurate with any proposed improvements to Burelson	Approved. The 55.5 foot ROW is sufficient for the extension of Wagon Wheel, which is a 60' ROW.	

Burelson Crossing East

Warrant Requests

B3 Code Section	Description	Development Issue	Proposed Alternative	Warrant Determination	Response
7.4.002(a)	330' max block length, 1,320' max block perimeter	Due to the nature of this project (Retail Shopping Center), limiting block perimeter and block size is too restrictive and does not allow major retailers to utilize their prototypical buildings and site plans.	Allow 30' wide private drives without street trees and sidewalks, to be utilized as boundary of blocks rather than public streets, as shown on Concept Site Plan. A public street in this location would encourage cut-through traffic that would conflict with proposed service traffic and create a safety issue.	Partially Approved. The B ³ Code requires a maximum block perimeter of 1,320 feet in P-5. For this proposed development staff would support an internal private block perimeter of 1,320 feet, with clearly established private drive aisles, with 6 foot pedestrian walkways on one side of the drive aisles. The 2,880 foot farm lot perimeter must be provided with publically dedicated streets that meet the B³ Code requirements in Chapter 7.	The bold Warrant Determination would require the Eastern Driveway to be a public street, thereby creating the issues outlined.
7.4.002(b)	20' Pedestrian Way if block length exceeds 330'				
Art. 7.5	Requires a Civic Space for development over 13.6 acres	Though this project slightly exceeds 13.6 acres, it is considered a relatively small shopping center and thus cannot accommodate a dedicated civic space	Propose considering the existing public space constructed with the Burelson Crossing shopping center, which consists of a +/- 9000 SF gathering space, stage, lighting, and historical educational plaques, as consideration for the civic space requirement for this project. According to the management for Burelson Crossing, that public space has not been reserved or used by the public since constructed over ten years ago.	Denied. The Civic Space requirement is approximately 157,251.6 square feet. Staff recommends providing a mix of private civic spaces as open green lawns, bus stop plazas along the streets, outdoor seating and benches. Provide a proposal on the Conceptual Plan.	The Civic Space requirement quoted is approximately 3.6 acres, or 20% of the gross area of the site. We're not aware of a bus service provider in Bastrap other than CARTS, which doesn't run specific bus routes.
B3 Tech. Manual					
2.1.006(a)	Requires parking and drive aisles to be located within Layer 2 or 3	Major Retailers expect their customers to be able to park in front of the front of the building for convenience, especially for customers with physical challenges	Allow parking in any Layer	Denied. All of the building shown (except for lot 3) show at least one side with no parking between the building and the street ROW.	This warrant needs to be determined with Zoning in order to ensure that parking meets retailer requirements and an adequate number of spaces can be provided. Shopping Center cannot be planned or marketed otherwise as Layer 1 is defined as that space between the front of the building and the public realm, not just any building side.
3.2.008(c)	P5 street sidewalks to be min. 10' wide and located wholly within the street ROW.	For a Retail Shopping Center of this nature, sidewalks along both sides of Wagon Wheel is redundant and provides no additional connectivity. Requiring sidewalks to be contained within ROW limits the ability to incorporate sidewalks into a native landscape scheme	Require one 10' sidewalk along one side of Wagon Wheel. Allow all street sidewalks to meander out of ROW, but to be incorporated into a sidewalk easement as necessary	Approved.	
3.2.013(a)(1)	Street trees shall be 4" caliper and spaced every 30' on center	Trees evenly spaced at 30' would detract from a native / natural landscape scheme. 4" caliper trees are very scarce at this time due to last year's freeze and other conditions	Allow more variation in tree spacing and tree size with 2" minimum, as determined by Landscape Architect	Per Section 7.3.014 of the B ³ Code, 2 inch trees are acceptable as long as they are a minimum height of 10 feet.	
3.2.013(a)(4)	Requires plant material to meet very strict nursery / propagation standards	Required standards further limits the availability of procuring a widely varying and diverse mix of plant material and species	Allow plants to be procured from any competent wholesale nursery supplier	Denied. Can be reviewed at Site Development Plan review	
3.2.001(b)	Requires pedestrian shed to have certain place type percentages	With the adjacent existing developments to this project that would be classified as P5 Place Types, this requirement cannot be met	Allow P5 to exceed the maximum pedestrian shed requirement	Partially Approved, if providing private civic space.	

This list of warrants includes only those code sections that can be identified at this stage, and thus may not be all inclusive of warrants ultimately needed for the project. Additional Warrant Requests may be made in the future as the project progresses through the subdivision and site development phases of the project.

MWSW

Draft

August 7, 2023

**PLANNED DEVELOPMENT DISTRICT NO. { }:
BURLESON CROSSING EAST**

Planned Development District Agreement

between the

City of Bastrop, Texas

&

BRP EAST, L.P., a Texas limited partnership

Approved by the Planning & Zoning Commission on:
_____, 2023.

Approved by the City Council on:
_____, 2023.

THIS PLANNED DEVELOPMENT DISTRICT AGREEMENT (this “Agreement” or the “PDD Agreement”) is entered into between the City of Bastrop, Texas, a Home-Rule municipality (“City”), and BRP EAST, L.P., a Texas limited partnership (“Owner”), pursuant to City of Bastrop Code of Ordinances, Article __.__, and Planned Development Districts Ordinance, Section __.__(the “PDD Ordinance”), pertaining to the Property defined below.

RECITALS

WHEREAS, the Owner is the owner of certain real property consisting of approximately 19 acres, commonly known as Burluson Crossing East, located within the city limits of the City of Bastrop, in Bastrop County, Texas, and as more particularly identified and described in *Exhibit A* (the “Property”) to *Attachment “A”*; and

WHEREAS, an affiliate of Owner developed the adjacent Burluson Crossing Shopping Center and continues to own the Burluson Crossing Shopping Center; and

WHEREAS, the Owner intends to develop an integrated, innovative, planned development consisting of a retail shopping center as described herein which will complement the existing Burluson Crossing Shopping Center; and

WHEREAS, the Property is currently zoned P5 Core pursuant to Ordinance No. 2022-15 (the “Original Zoning Ordinance”), which ordinance also grants the Property various warrants set forth therein which are also attached hereto as *Exhibit D* to *Attachment “A”* (the “Warrants”); and

WHEREAS, at the time of approval of the Original Zoning Ordinance, the PDD Ordinance was not in place, which made it difficult to properly address development of large shopping center developments located on freeways; and

WHEREAS, the Parties believe it is in the best interest of the Project to amend and replace the Original Zoning Ordinance with this PDD Agreement; and

WHEREAS, the Property will be developed by Owner, its affiliates or their successors and assigns, for construction and use in general accordance with the PD Master Plan submitted to the City shown as *Exhibit B* to *Attachment “A”*; and

WHEREAS, the City of Bastrop Code of Ordinances, the PDD Ordinance, the PDD {#} Ordinance, and this Agreement set forth the Development Standards that will be applicable to the Property, and which, with the PD Master Plan, will control development of the Property; and

WHEREAS, subject to public notices and public hearings, the City’s Planning and Zoning Commission reviewed and recommended approval of this Agreement; and

WHEREAS, the City Council reviewed this Agreement and the proposed PD Master Plan and

determined that it promotes the health, safety, and general welfare of the citizens of Bastrop and complies with the intent of the PDD Ordinance.

NOW, THEREFORE, BY THIS AGREEMENT WITNESSETH that, in consideration of the covenants and conditions set forth herein, the City and the Owner agree as follows:

ARTICLE I. GENERAL PROVISIONS

- 1.1. Purpose.** The purpose of the PDD Agreement is to ensure a development that includes compatibility of land uses and allows for the adjustment of changing community demands by meeting one or more of the following criteria, namely that it:
- (a) provides for superior design of lots or buildings;
 - (b) provides for open space for public use;
 - (c) provides amenities or features that would be of special benefit to the property users or community;
 - (d) protects, preserves, or adequately mitigates for natural amenities and environmental assets such as trees, creeks, ponds, floodplains, hills, slopes, viewscapes and wildlife habitats;
 - (e) protects or preserves existing historical buildings, structures, features, or places;
 - (f) provides for an appropriate balance between the intensity of development and the ability to provide adequate supporting public facilities and services; and
 - (g) meets or exceeds the present standards of the City’s Code.
- 1.2. Zoning.** The Property is designated “PDD {#}” with a base district of P5 Core (with Warrants) and shall be developed in accordance with the PDD {#} Ordinance, the PD Master Plan, and this Agreement (including the Development Standards and Warrants). It is hereby acknowledged that regardless of the zoning category approved for the Property, the Property shall be able to be developed for a Retail shopping center in accordance with the PD Master Plan, the Warrants, the Development Standards and the terms and conditions of this Agreement. A hotel is also an approved use within the Project. All matters not specifically addressed in this Agreement shall be regulated by applicable sections of the Code (as hereinafter defined). If there is a conflict between this Agreement and the Code, this Agreement shall supersede the specific conflicting provisions of the Code.
- 1.3. Development Standards Approved.** The Development Standards set out in Article II of this Agreement and listed on *Exhibit C to Attachment “A”* (the “Development Standards”) are hereby approved. Owner agrees that all uses and development within the Property shall substantially conform to the PD Master Plan.
- 1.4. Minor Changes.** Minor changes may be made to this Agreement, including the PD Master Plan, by Owner and the City Manager without action of the City Council or Planning & Zoning Commission. Such minor changes shall include, for example, but not limited to, minor adjustments to the parking layout, pedestrian connectivity layout, lot layout, drainage ways, street and drive alignments, minor changes to any matters depicted on exhibits hereto that are intended to be substantially accurate, but approximate according to

the terms hereof, minor adjustments to building footprints, building location, building size or building elevations and other adjustments that do not result in overall increases to traffic or density as set forth in the PD Master Plan and which do not otherwise frustrate the purposes of this Agreement. The City Manager may approve minor changes in writing following consultation with the City Engineer. Any dispute between the Owner and City Manager regarding whether a change is a “minor change” shall be referred to the Planning & Zoning Commission for recommendation and City Council for final approval.

- 1.5. Major Changes.** Any change which is not a minor change shall require a zoning amendment with recommendation by the Planning & Zoning Commission and final approval by the City Council.
- 1.6. Definitions.** Words and terms used herein shall have their usual meaning except as they may be specifically defined in this Agreement, or, if capitalized and not defined herein, as defined in the City Code of Ordinances, including, without limitation, the PDD Ordinance, the Zoning Ordinance, the Sign Ordinance, and the Lighting Ordinance, as such Code exists on the effective date of this Agreement and as is modified by this Agreement.

Agreement: This contract between the City of Bastrop, Texas, and the Owner, including all Attachments and Exhibits, which are incorporated herein for all intents and purposes.

City: The City of Bastrop, Texas, an incorporated Home-Rule municipality located in Bastrop County, Texas.

City Manager: The chief administrative officer of the City of Bastrop, Texas. The term shall also include the Deputy City Manager.

City Council: The governing body of the City.

City Engineer: The engineer of the City.

City Permit: A city license, certificate, approval, registration, consent, permit, or other form of authorization required by a City ordinance, regulation or rule in order to develop, construct and operate the improvements on the Property.

Code: The City’s Code of Ordinances, including, without limitation, the PDD Ordinance, and the PDD {#} Ordinance, as such Code exists on the Effective Date of this Agreement and as is modified by this Agreement.

Development Standards: As defined in Section 1.3.

Edward Burleson Lane Improvements: As defined in Section 2.4.5.

Effective Date: The Effective Date of this Agreement shall be the date of full execution by both Parties.

Owner: BRP EAST, L.P., a Texas limited partnership, and any subsequent owner(s).

Original Zoning Ordinance: As defined in the Recitals.

PD Master Plan: The Planned Development (“PD”) Master Plan submitted to the City by the Owner and attached hereto as *Exhibit B to Attachment “A”*.

Preliminary Drainage Plans: Shall mean the preliminary Drainage Plans for the Project prepared by LJA Engineering and approved by the City on November 2, 2022.

Preliminary Infrastructure Plans: Shall mean the preliminary Infrastructure Plans for the Project February 22, 2023 prepared by LJA Engineering.

Project: A planned development on the Property consisting of mixed-use retail, commercial services, restaurants and hotel, together with a reciprocal access driveway, parking areas, open spaces, and utilities as described in this Agreement and the PD Master Plan.

Property: As defined in the Recitals.

Public Improvement Construction Plans: As defined in Section 4.6.

Retail: The sale of goods to the public, usually in stores, for use or consumption by the ultimate consumer. Retail shall not include the operation of outdoor storage (except as an accessory use), automotive sales, automotive services (except as an accessory use), warehousing (except as an accessory use), ministorage, call centers, or multifamily residences.

TIA: Shall mean the Traffic Impact Analysis for the Project prepared by LJA Engineering dated April 14, 2023.

Traffic Improvements: Collectively, the Wagon Wheel Improvements and the Edward Burleson Lane Improvements.

Warrants: As defined in the Recitals.

Wagon Wheel Improvements: As defined in Section 2.4.3.

ARTICLE II. PD MASTER PLAN

2.1 General Site Regulations. Except as otherwise provided in this Agreement and the PDD {#} Ordinance, the Property shall be governed by site regulations contained in the Code applicable to the base zoning district, currently, P5 with Warrants. The overall development of the Property shall be substantially similar in look, feel and design to the adjacent, existing Burleson Crossing Shopping Center.

2.2 Open Areas; Landscape; Trees. See Warrants (*Exhibit D to Attachment "A"*) and Development Standards (*Exhibit C to Attachment "A"*).

2.3 Exterior Design. See Warrants (*Exhibit D to Attachment "A"*) and Development Standards (*Exhibit C to Attachment "A"*).

2.3.1 Safe Harbor. Buildings constructed in accordance with the exterior design standards reflected in the renderings included in *Exhibit "C"* shall be deemed adequate and acceptable for purposes of this Agreement. Any modifications or deviations from the exterior design principles of *Exhibit "C"* shall be in accordance with the text of this Agreement.

2.3.2 Alternatives. Upon written request by Owner or Owner's agent to the City for approval of such an alternative, the City Manager may, in the exercise of the City Manager's discretion, administratively approve alternatives to the foregoing building and architectural elements otherwise applicable to the Project. To be approved administratively, the proposed alternatives must substantially comply with the foregoing building and architectural elements and must be designed to result in increased aesthetic appeal. A copy or memorandum of any such alternatives, whether approved administratively or by Council, shall be placed in the public record and shall run with the land.

2.3.3 Building Separation. Notwithstanding any other provision of the Code, the minimum separation distance between buildings on the Property may equal the minimum separation distance necessary to satisfy the applicable building and fire codes, including zero separation buildings that meet said Code requirements.

2.4 Access.

2.4.1 Traffic Impact Analysis. The TIA has been prepared and submitted to the City. In consideration for Owner's agreement to construct and pay for the Traffic Improvements and the dedication of the right-of-way as described in this Agreement, the City hereby waives any requirement for Owner to pay any fees or pro-rata amounts assigned or allocated to the Project pursuant to the TIA.

2.4.2 Access Easements. The Property will be covered by a Reciprocal Access Easement Agreement, which will be recorded in the Official Public Records of Bastrop County, Texas.

2.4.3 Wagon Wheel Improvements. Owner agrees to design, construct and pay for the private road (with a 30' pavement width as set forth in the Preliminary Infrastructure Plans, the PD Master Plan and this Agreement) that commences at Edward Burleson Lane on the western boundary of the Property and continues easterly through the Property and terminates at the existing section of Wagon Wheel as more particularly described and/or depicted on *Exhibit F to Attachment "A"* attached hereto and made a part hereof (the "Wagon Wheel Improvements"). The Wagon Wheel Improvements will remain private (no public right of way) and

except for purposes of platting, will be treated as a private right-of-way and Owner, or the property owners' association established for the Project, shall be responsible for the maintenance of the Wagon Wheel Improvements after construction is completed. It is hereby acknowledged and agreed that the Wagon Wheel Improvements satisfy Section [REDACTED] of the Code. The water line within the Wagon Wheel Improvements (as shown on the Preliminary Infrastructure Plans) will be dedicated to the City via an easement upon completion of construction of said water line.

2.4.4 Blakey Lane Right of Way.

- (a) Owner agrees to dedicate the right-of-way in varying widths (but no more than sixty five feet (65') in width or the width needed to match the existing Blakey Lane right of way, whichever is less) at the northern portion of the Property as depicted on *Exhibit G to Attachment "A"* attached hereto and made a part Owner, to allow the City to expand Blakey Lane. The City acknowledges that Owner is not responsible for construction of Blakey Lane. The City shall be responsible for utilities within Blakey Lane and sidewalk(s) for Blakey Lane.
- (b) For a period of three (3) years from the Effective Date (the "Reservation Period"), Owner agrees to reserve the portion of the Property depicted on *Exhibit G of Attachment "A"* ("ROW Reservation Area") for the City to use as right-of-way. During the Reservation Period, the City shall provide Owner with written notice if the City elects to use the ROW Reservation Area as right-of-way ("Election Notice").
- (c) If, at any time during the Reservation Period, Owner receives a bona fide offer from a third party to buy or lease any or all of the ROW Reservation Area and/or the parcel of land immediately adjacent to the ROW Reservation Area, Owner will give written notice to the City. Upon receiving the written notice, the City shall have ninety (90) days to provide the Election Notice. If the City does not provide Owner with an Election Notice prior to the expiration of the 90-day period, then the reservation shall automatically terminate, Owner shall thereafter be allowed to use the land for its purposes without any further actions, and the City agrees to remove any and all plat notes regarding the ROW Reservation Area from the Preliminary Plat and Final Plat.
- (d) If (i) at the end of the Reservation Period, the City has not provided Owner with an Election Notice or (ii) if the City provides an Election Notice, but thereafter fails to (x) commence and complete construction of a public roadway within the ROW Reservation Area within one (1) year from the expiration of the Reservation Period, or (y) purchase the ROW Reservation Area from Owner within one (1) year from the expiration of the Reservation Period, then the reservation shall automatically terminate, Owner shall thereafter be allowed to use the land for its purposes without any further actions, and the City agrees to remove any and all plat notes regarding the ROW Reservation Area from the

Preliminary Plat and Final Plat.

- 2.4.5 Edward Burleson Lane Improvements.** Owner agrees to dedicate approximately 0.76 acres of land located along the western boundary of the Property, as more particularly described and/or depicted on *Exhibit E of Attachment "A"* attached hereto and made a part hereof to the City. Furthermore, Owner shall design, construct and pay to improve Edward Burleson Lane as more particularly described and/or depicted on *Exhibit E of Attachment "A"* attached hereto and made a part hereof ("Edward Burleson Lane Improvements"). Upon completion of the Edward Burleson Lane Improvements, Owner shall dedicate the Edward Burleson Lane Improvements to the City and once dedicated, the Edward Burleson Lane Improvements shall be maintained by the City.
- 2.4.6 Public Improvements.** It is hereby intended that the Traffic Improvements will be constructed generally in accordance with the development specifications set forth on the Public Improvement Construction Plans. To assist in the construction of the Traffic Improvements, the City will make available, at no cost to Owner, the right to use any rights of way or easements held by the City. If offsite easements are required and Owner is unable to obtain all required offsite easements, upon written request and documentation of a good faith effort, the City may consider using its powers of eminent domain to assist with easement/right of way acquisition.
- 2.5 Signs.** Notwithstanding other sign provisions in the Code, *Exhibit C of Attachment "A"* attached hereto shall constitute the sign regulations for the Property and shall govern all signage for the Property.
- 2.6 Property Phasing or Scheduling.** The Project may be developed in phases. Individual lots or pads may be developed as they are required by their end uses. Some lots may not be practically built on until public wastewater service becomes available to some or all of the lots with sufficient capacity to serve the end use.
- 2.7 Impervious Cover.** There shall be a total of no more than 85(%) impervious cover on the Property as a whole, impervious cover may be averaged over the entire Property allowing some lots increased impervious cover offset by lots with lesser impervious cover.
- 2.8 Drainage.** The Project shall comply with the Preliminary Drainage Plan.
- 2.9 Easements.** All lots will be granted an irrevocable easement along one or more shared access easements. These terms will be included in the Reciprocal Access Easement Agreement covering the Property.
- 2.13 Development Plan & Construction.**
- 2.13.1** The City hereby determines that, notwithstanding Section ___ of the PDD Ordinance, the PD Master Plan shall become non-effective if the Owner does not commence construction of the initial phase of the Project within ten (10) years after

the Effective Date. Once construction commences, the PD Master Plan shall be effective indefinitely.

2.13.2 In any event, the PD Master Plan shall remain in effect for at least ten (10) years unless Owner sooner requests that it be replaced or terminated.

2.14 Fees. Owner shall pay the City’s standard application, review and development fees, as set out in the City’s Fee Schedule Ordinance in effect as of the Effective Date. The City’s consultant costs directly and exclusively related to this Agreement and PDD {#} Ordinance shall be reimbursed by the Owner to the City.

ARTICLE III. UTILITY CAPACITY

The City hereby warrants and represents that the City commits to provide water and wastewater service to the Property, subject to execution of a separate utility agreement between Owner and the City. Furthermore, all water and wastewater utility infrastructure shall be constructed and operated in compliance with said separate utility agreement between Owner and the City.

ARTICLE IV. APPLICABLE RULES & REGULATIONS

4.1 Intent. The parties intend that this Agreement authorize certain Property uses and development on the Property; provide for the uniform review and approval of plats and development plans for the Property; provide exceptions to certain ordinances; and provide other terms and consideration. It is the intent of the City and Owner that these vested development rights include the character of land uses and the development of the Property in accordance with the standards and criteria set forth in this Agreement and the Code, as modified in accordance with the exceptions set forth in this Agreement.

4.2 Applicable Rules. Each application for a City Permit including a Site Plan, that may be filed with the City for the Project, shall comply with, and shall be reviewed, processed and approved, only in accordance with the terms of the ordinances that were in enacted on or before the Effective Date, except as modified by this Agreement, subject to the exceptions set forth below. The provisions of this Section shall not apply to the following types of City ordinances, rules, and regulations:

- (a) International building, fire electrical, plumbing, or mechanical codes of the type typically found in the City Code;
- (b) Ordinances and regulations for utility connections (other than with regard to utility capacity commitments described in Article III of this Agreement); and
- (c) Ordinances and regulations to prevent the imminent destruction of property or injury to persons.

Permit applications subject to (a), (b) and (c) above shall be evaluated according to ordinances in effect at the time of application for the individual permit. However, Owner and City may agree that the applicable submission for a permit or approval be evaluated in

accordance with the requirements of a subsequent City ordinance, regulation, or rule.

4.3. Owner's Right to Continue Development.

4.3.1 In consideration of Owner's agreements hereunder, the City agrees that it will not, during the term of this Agreement, impose or attempt to impose:

- (a) any moratorium on building or development within the Property; or
- (b) any land use or development regulation that limits the rate or timing of land use approvals, whether affecting preliminary plats, final plats, site plans, building permits, certificates of occupancy or other necessary approvals, within the Property.

4.3.2 The preceding subsection does not apply to any temporary moratoriums uniformly imposed throughout the City due to an emergency constituting an imminent threat to public health or safety, provided that such moratorium will continue only during the duration of the emergency.

4.4. Approvals. The City agrees that preliminary plats, final subdivision plats and construction documents submitted in accordance with this Agreement will be reviewed, and processed in a timely manner and otherwise in accordance with the Code, as modified by this Agreement.

4.4.1 Construction plans consistent with the Code, as modified by this Agreement can be approved prior to approval of final plat.

4.4.2 The approval of the preliminary plat of all or a portion of the Property shall expire thirty six (36) months after the City's approval unless:

1. A corresponding final plat on the Property (or a portion of the Property) approved on the preliminary plat is filed; or
2. An extension is granted by the City.

4.5 Preliminary Plat. Sections 4.5 and Section 4.6 of this Agreement are replacing the platting process within the Code. The Project shall follow the process set forth in Sections 4.5 and 4.6 of this Agreement. Notwithstanding anything in the Code to the contrary, the Preliminary Plat for the Property, together with the Preliminary Drainage Plans and the Preliminary Infrastructure Plans shall be submitted at the same time to the City and together shall be deemed to serve as the Preliminary Plat. The Preliminary Drainage Plans and the Preliminary Infrastructure Plans will be used to develop the Public Improvement Construction Plans.

4.6 Final Plat. Final Drainage and Infrastructure Plans shall be submitted as the "Public Improvement Construction Plans" concurrently with the final plat for the Property. The City hereby agrees that the fiscal posting accompanying the final plat for the Property may be in the form of cash, bond, letter of credit or a construction completion agreement executed by Owner. The form of the construction completion agreement shall be substantially in the same form as the

agreement attached hereto as *Exhibit H of Attachment "A"*. The final plat shall be acknowledged and agreed and recorded by City prior to construction. For example, the order of sequence will be: 1) approval of the final plat by the City, 2) fiscal posting or execution of construction completion agreement, 3) recordation of the final plat, and 4) construction of improvements.

4.7 Wagon Wheel ROW. For purposes of platting, Wagon Wheel will be considered a public right of way and will be built to the standards set forth in the Design Standards and Warrants.

4.8 No Regulation Plan. The platting process for the Property shall not include a Neighborhood Regulation Plan because it is not necessary for this type of commercial development.

4.9 Site Development Plan Review.

A. **Purpose.** This section establishes a site plan review process for the Property. The purpose of the review is to ensure efficient and safe land development, harmonious use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services.

B. **Applicability.** Site plan review and approval shall be required for new construction or the significant enlargement or alteration of any exterior dimension of any building, structure, or improvement within the Property.

As used in this section, the term "improvements" shall also include alterations made to land only, such as paving, filling, clearing, or excavating. As used in this section, the term "significant enlargement or alteration" shall mean the construction of structures, or the alteration of land, if such construction or alteration impacts or potentially affects other existing or future land uses, including those on adjacent or nearby land.

The City Manager shall make the initial determination of whether a proposed development, construction, enlargement, or improvement requires a site plan or not.

The site development plan must be prepared by a licensed and registered professional land surveyor, and/or a licensed professional engineer.

No building permit shall be issued for any of the above developments unless a site plan is first approved by the City. No certificate of occupancy shall be issued unless all construction and development conforms to the site plan as approved by the City. A public hearing on a site plan is not required.

The fee for a site plan will be determined by the City Manager.

C. **Site Plan Details.** The site plan shall contain sufficient information relative to site design considerations, including but not limited to the following:

1. Location of existing and proposed building(s), structure(s) or other improvement(s), as well as proposed modifications of the external configuration of the building(s), structure(s) or improvement(s),
2. Required front, side and rear setbacks from property lines,
3. Existing or proposed easements or right-of-way, within or abutting the lot where development is being proposed,
4. The dimensions of any street, sidewalk, alley or other part of the property intended to be dedicated to public use. These dedications must be made by separate instrument and referenced on the site plan,
5. On and off-site circulation (including truck loading and pickup areas) and fire lanes,
6. Required parking with dimensions given for layout.
7. Topography,
8. Grading,
9. Landscaping design,
10. The location and size of existing public water and wastewater lines, fire hydrants and manholes available to service the-proposed development; or, if public service is unavailable, the location and size of existing private on site water and wastewater facilities; and any proposed water and wastewater lines, fire hydrants and manholes required to serve the project,
11. Location of screening with dimensions and material used,
12. Engineering for streets and utilities,
13. The location of the 100-year flood plan on the proposed development site, if any,
14. Calculations, prepared by a licensed professional engineer, showing the storm water flow (e.g., rate, velocity, location) before and after the proposed construction. Calculations must take into account storm water that currently enters and exits the site,
15. Building elevations,
16. The location and ownership of adjacent properties,
17. If it is the intent to use groundwater under the land, a licensed engineer registered to practice in Texas must certify that adequate groundwater is available to serve the development, and
18. Location of dumpster(s) and screening for dumpster(s).

Provision of the above items shall conform to the principles and standards set forth in this Agreement.

D. Principles and standards for site plan review. The City staff shall review the site plan for compliance with all applicable ordinances (as modified by this Agreement).

Based upon its review, the staff may approve, conditionally approve, request modifications, or deny the site plan based on evaluation of the site plan details with respect to the site plan's compliance with all provisions of the PDD {#} Ordinance, and other ordinances of the City of Bastrop including but not limited to off-street parking and loading, lighting, open space, and the generation of objectionable smoke, flames, noise, odors, dust, glare, vibration, or heat, as such

ordinances have been modified by this Agreement (including the Warrants and Development Standards).

4.10. Approval Process.

A. The Director of Planning and Development, or designee, shall review and approve, approve with conditions, or deny all site plans except for PD, CUP or other districts requiring public hearings. Any decision on a site plan with which the applicant disagrees may be appealed to the Planning and Zoning Commission as set forth in (B) below.

B. The City staff shall place the site plan on the regular agenda of the Planning and Zoning Commission within thirty (30) days after the request for appeal. If recommended for approval by the Planning and Zoning Commission, the site plan shall be deemed approved by the City. If the site plan is recommended for denial by the Planning and Zoning Commission, the applicant must request the site plan be placed on the City Council's agenda within ten (10) days from the date the appeal was denied by the Planning and Zoning Commission. The City Council shall have final approval or disapproval on all site plans which are appealed.

C. If development of a lot with an approved site plan has not commenced within five (5) years of the date of final approval of the site plan, the site plan shall be deemed to have expired. Said review and approval shall be evaluated according to the standards above, taking in to account all changes to applicable ordinances which have occurred subsequent to the prior approval of the site plan.

It is recognized that final architectural and engineering design may necessitate minor changes in the approved site plan. In such cases, the Director of Planning and Development shall have the authority to approve minor modifications of an approved site plan, provided that such modifications do not materially change the circulation and building location on the site, or any conditions specifically attached as part of a City Council approval.

ARTICLE V. TERM, ASSIGNMENT & AMENDMENT

5.1 Term. The term of this Agreement will commence on the Effective Date (as defined below) and continue in perpetuity, unless terminated on an earlier date under other provisions of this Agreement or by written agreement of the City and Owner. This Agreement shall run with the land and shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns of Owner that construct the improvements on the Property contemplated hereunder.

5.2 Amendment by Agreement. This Agreement may be canceled, changed, modified or amended, in whole or in part, only by the written and recorded agreement by the City and the then current owner of the Property. In the event that the Property shall be owned by more than one owner, then this Agreement may be canceled, changed, modified or amended, in whole or in part, only by the written and recorded agreement by the City and the owners of sixty (60%) of the land area of the Property; provided, however, that so long as Owner has an ownership interest in the Property, it shall be required to join in any

cancellation, change, amendment or modification of this Agreement.

5.3 Assignment.

- 5.3.1** This Agreement shall run with the land. All the Owners and all future owners of all or any portion of the Property, including, without limitation, any affiliates of Owners to which all or any portion of the Property is conveyed and contributed, shall have the benefits of this Agreement, and the Property may be developed as set forth herein without further action by the City; provided, however, that this Agreement may be amended as otherwise set forth herein.
- 5.3.2** If Owner assigns its rights and obligations as to a portion of the Property, then the rights and obligations of an assignee and Owner will be severable, and Owner will not be liable for the nonperformance of the assignee and vice versa. In the case of nonperformance by one Owner, the City may pursue all remedies against that nonperforming Owner as a result of that nonperformance unless and to the limited extent that such nonperformance pertains to a City requirement that also is necessary for the performing Owner's project, which performing Owner may also pursue remedies against the nonperforming Owner.
- 5.3.3** Upon sale, transfer or conveyance of all or portions hereinafter described Property by the Owner thereof (the owner of each portion of the Property called "Owner" of such portion herein), the duties and obligations of the Owner, as it relates to the transferred Property, shall be assumed by the new owner, and the transferring Owner shall have no further liability relating to such transferred Property.
- 5.3.4** The sale, transfer or conveyance of all or portions of the hereinafter described Property by the Owner shall include restrictive covenants that subject the conveyed portions to the terms of this Agreement.
- 5.3.5** This Agreement touches and concerns the Property and runs with the land.

5.4 Cooperation

- 5.4.1** The City and Owner shall cooperate with each other as reasonable and necessary to carry out the intent of this Agreement, including, but not limited to the execution of such further documents as may be reasonably required.
- 5.4.2** The City agrees to cooperate with Owner, at Owner's expense, in connection with any waivers, permits or approvals Owner may need or desire from Bastrop County, the Texas Commission on Environmental Quality, the Texas Department of Transportation, or any other regulatory authority in order to develop the Project in accordance herewith.
- 5.4.3** In the event of any third party lawsuit or other claim relating to the validity of this Agreement or any other actions taken hereunder, Owner and the City agree to

cooperate in the defense of such suit or claim, and to use their respective commercially reasonable efforts to resolve the suit or claim without diminution of their respective rights and obligations under this Agreement. Each party agrees to pay its own legal fees in connection with any such third party claim.

ARTICLE VI. MISCELLANEOUS PROVISIONS

6.1 Necessary Documents & Actions. Each party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary to effectuate the purposes and intent of this Agreement.

6.2 Severability. In case one or more provisions contained herein are deemed invalid, illegal, or unenforceable in any respect such invalidity, illegality or unenforceability shall not affect any other provisions hereof and in such event, this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

6.3 Applicable Law. This Agreement shall be construed under and in accordance with the laws of The State of Texas.

6.4 Venue. All obligations of the parties created hereunder are performable in Bastrop County, Texas and venue for any action arising hereunder shall be in Bastrop County.

6.5 No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto (and their respective successors and assigns), any rights, benefits, or remedies under or by reason of this Agreement.

6.6 Duplicate Originals. This Agreement may be executed in duplicate original, each of equal dignity.

6.7 Notices. Until changed by written notice thereof any notice required under this Agreement may be given to the respective parties, by certified mail, postage prepaid or by hand delivery to the address of the other party shown below:

Owner:

BRP East, LP
100 E. Anderson Lane, Suite 200
Austin, Texas 78752
Attn: Steve Durhman

City of Bastrop:

City of Bastrop, Texas
1311 Chestnut Street
Bastrop, Texas 78602
Attn: City Secretary

6.8 Effective Date. This Agreement shall be effective from and after the date of due execution hereof by all parties.

6.9 Binding Effect. This Agreement and the PD Master Plan bind and benefit the Owner and its successors and assigns.

- 6.10 List of Exhibits.** The following attachments and exhibits are attached hereto and incorporated into this Agreement for all intents and purposes.
- 6.11 Force Majeure.** Owner and the City agree that the obligations of each party shall be subject to force majeure events such as unavailability of materials, labor shortages, natural calamity, fire or strike.
- 6.12 Estoppel Certificates.** From time to time upon written request by any seller or purchaser of all or a portion of the Property, or any lender or prospective lender of the Owner or its assignees, the City shall execute a written estoppel certificate to such seller or purchaser stating, if true that the City has not given or received any written notices alleging any events of default under this Agreement.

Attachment “A” – Planned Development District No. __ and Zoning Map

- Exhibit A.....Property Legal Description
- Exhibit BPD Master Plan
- Exhibit CDevelopment Standards
- Exhibit C- 1Signage
- Exhibit C-1-1Multiple-Tenant Building
- Exhibit C-1-2Single-Tenant Buildings
- Exhibit C-2.....Inline Shop Space & Anchor/Junior Anchor
Building Elevations Front, Side & Rear
Elevations
- Exhibit C-4.....Plaza Area
- Exhibit C-5.....Parking Lot Lighting
- Exhibit C-6.....Anchor/Junior Anchor/Inline Outside Sales
& Display Areas
- Exhibit C-7Landscaping
- Exhibit D.....Warrants
- Exhibit EEdward Burleson Improvements
- Exhibit F.....Wagon Wheel Improvements
- Exhibit G.....Blakely Lane
- Exhibit H.....Form of Completion Agreement

[Signatures on following page.]

THE UNDERSIGNED PARTIES HEREBY EXECUTE THIS AGREEMENT :

CITY OF BASTROP, TEXAS:

BRP EAST, LP

by: _____
Lyle Nelson, Mayor

by: _____
Steve Durhman, Manager

Date of Execution

Date of Execution

ATTEST:

ATTEST:

by: _____
Ann Franklin, City Secretary

by: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

by: _____
Alan J. Bojorquez, Attorney for
City of Bastrop, Texas

by: _____
Talley J. Williams, Counsel for
BRP EAST, L.P.

ATTACHMENT "A"

EXHIBIT "A"

PROPERTY

ATTACHMENT “A”

EXHIBIT “B”

PD MASTER PLAN

ATTACHMENT "A"
EXHIBIT "C"
DEVELOPMENT STANDARDS

ATTACHMENT “A”

EXHIBIT “D”

WARRANTS

ATTACHMENT "A"

EXHIBIT "E"

EDWARD BURLESON IMPROVEMENTS

ATTACHMENT "A"
EXHIBIT "F"
WAGON WHEEL IMPROVEMENTS

ATTACHMENT "A"
EXHIBIT "G"
BLAKELY LANE

ATTACHMENT "A"
EXHIBIT "H"
FORM OF COMPLETION AGREEMENT

Subdivision Name

City Case No. _____

Subdivision Construction Agreement

Recitals:

- A. Subdivider owns the land included in the proposed final subdivision plat of the _____
Subdivision Name Subdivision, City Project No. _____
City Case No. and more particularly described on the attached and incorporated **Exhibit A** (the "Property").
- B. City ordinances require Subdivider to complete various Subdivision improvements to protect the health, safety, and general welfare of the community and to limit the harmful effects of substandard subdivisions.
- C. Subdivider desires to subdivide the Property in accordance with all applicable state and local laws, rules, and regulations.
- D. This Subdivision Construction Agreement (the "Agreement") that the Subdivider has agreed to provide per the City approved Planned Development District Ordinance is authorized by and consistent with state law and the City's ordinances, regulations, and other requirements governing development of a subdivision.
- E. This document is executed to memorialize Subdivider's responsibility to provide certain improvements to the Subdivision required by the platting process ("Subdivision Improvements").
- F. The City of Bastrop will not accept the Subdivision and release the Subdivider from its obligations under this Agreement, until all applicable Subdivision Improvements have been approved and accepted by the City
- G. This Agreement requires the Subdivider to post fiscal guarantees for certain improvements, which protects the City from, at its expense, completing subdivision improvements that the Subdivider has agreed to provide per the City approved Planned Development District, Ordinance No. _____. Subdivider's fiscal surety may be used only to complete those improvements listed on the attached and incorporated **Exhibit B**.
- H. Under certain circumstances outlined in the Agreement, Subdivider can assign all of its obligations hereunder to another Subdivider through an Assignment and Assumption of this Subdivision Construction Agreement.

;
1

IN CONSIDERATION of the mutual covenants set forth in this Agreement, the parties agree as follows:

Agreement:

- 1. **Incorporate Recitals.** The above Recitals, and all defined terms therein are incorporated in this Agreement for all purposes.
- 2. **Parties.** The parties to this Agreement are _____ Subdivider Name (individually and collectively, the "Subdivider") and the City of Bastrop, a Texas home-rule municipal corporation, acting through its duly authorized City Manager, or designee, (the "City").
- 3. **Effective Date.** This Agreement will become effective once signed by all Parties and the effective date will be the date of the last signature.

Subdivider's Obligations

- 4. **Improvements.** Subdivider covenants to construct and install, at Subdivider's expense, all Subdivision Improvements that the Subdivider has agreed to provide per the City approved Planned Development District, Ordinance No. _____ for Burleson Crossing East Subdivision, as shown on **Exhibit B**. Prior to starting construction of the Subdivision Improvements, the construction plans and specifications must be certified by Subdivider's engineer of record for the Subdivision as compliant with all applicable state and local development regulations (including environmental protections such as erosion controls and site restoration) and released for construction by the City (collectively called "Released Construction Plans"). All Subdivision Improvements must be constructed in conformance with the Released Construction Plans. Final acceptance of the Subdivision Improvements after completion is subject to inspection, certification and acceptance by the City, as being in conformance with the Released Construction Plans.
- 5. **Fiscal Deposit.** Subdivider must provide and continually maintain financial guarantees in the estimated total cost to construct each improvement(s) listed in **Exhibit B** in conformance with the Released Construction Plans, as shown on **Exhibit B** to assure performance of its obligations. The guarantee can be a cash deposit, surety bond, or irrevocable letter of credit in a form acceptable to the City Attorney, or designee held by the City ("Fiscal Deposit"). The stated amount of the Fiscal Deposit is _____ Total Fiscal Amount (Spelled Out) and (____/100) (\$_____) (the "Stated Amount").

- (a) **Cash Deposit.** A cash deposit must be received for the full amount, held by the City, and placed in an interest bearing escrow fund and invested as if it were funds of the City. All interest earned on the cash deposit will be credited to the Subdivider. The City will maintain a balance of 100% of the cost of construction of the improvements shown on **Exhibit B**, all interest in excess of that amount may be disbursed to the Subdivider upon City's receipt of Subdivider's written request therefor. Subdivider cannot request an initial disbursement of interest until the Fiscal Deposit has been placed with the City for 365 days. Subdivider cannot request interest disbursements more frequently than once a year.
- (b) **Surety Bond.** A surety bond must: (i) be in the full Stated Amount; (ii) be a standard form acceptable to the City Attorney; (iii) be listed with the United States Treasury http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/surety_home.htm (iv) be issued by an insurance company licensed to transact business in the state of Texas and (v) have a rating equivalent to the minimum acceptable rating established by the City's Financial Services Department in effect at the time the initial Fiscal Deposit is issued pursuant to this Agreement (the "Issuer"). During this Agreement and subject to the terms of **Section 24**, the City Attorney may revise the standard form surety bond as is reasonably considered acceptable and necessary to secure the performance of Subdivider's obligations under this Agreement. If the standard surety bond form is revised, the new form will not be required to be used until the next time the amount of the bond is adjusted, if any.
- (c) **Letter of Credit.** A letter of credit must: (i) be in the full Stated Amount; (ii) be a standard form acceptable to the City Attorney; (iii) have an expiration date no earlier than one year from the date of its issuance; and (iv) be issued by a financial institution having a rating equivalent to the minimum acceptable rating established under the City's financial institution rating system in effect at the time the initial Fiscal Deposit is issued pursuant to this Agreement (the "Issuer"). During this Agreement and subject to the terms of **Section 24**, the City Attorney may revise the standard form letter of credit as he reasonably considers acceptable and necessary to secure the performance of Subdivider's obligations under this Agreement. If the standard letter of credit form is revised, the new form will not be required to be used until the next renewal period, if any.

6. **Intentionally Deleted.**

7. **Ownership and Lien Search Certificate.** Subdivider must provide an Ownership and Lien Search Certificate prepared and signed by a title company acceptable to the City. The Ownership and Lien Search Certificate must identify who title of the Property is vested with, the legal description of the property, and must name all lienholders having current liens against the Property. The Ownership and Lien Search Certificate must be dated no more than 30 calendar days prior to the Effective Date of this Agreement. The Ownership and Lien Search Certificate must be accompanied by a Consent of Lienholder that is signed by duly qualified representatives of all lienholders identified on the Ownership and Lien Search Certificate. The Fiscal Deposit will not be accepted without the Ownership and Lien Search Certificate and the executed Consent of Lienholder, if applicable.
8. **Right of Entry.** The Subdivider hereby grants to the City, its successors, assigns, agents, contractors, and employees, a nonexclusive right and easement to enter the Property to construct, maintain, and repair such Subdivision Improvements.

City's Obligations

9. **Partial Release of Fiscal Deposit.** After accepting any improvements listed in **Exhibit B**, the City can reduce the estimated cost of the Stated Improvements, as amended, if applicable, if Subdivider is not in default under this Agreement. Notwithstanding the preceding sentence, the City shall not authorize reductions in the Stated Amount more frequently than every 90 days; nor will the Stated Amount be reduced to zero until all Subdivision Improvements have been completed.
10. **Full Release of Fiscal Deposit.** Upon Subdivider completing all Subdivision Improvements, and complying with all requirements of, as verified by the City, applicable City Specifications and Standards, in conjunction with the approved Planned Development District, Ordinance No. _____, the Fiscal Deposit will be released and thus Agreement will be terminated.
11. **Inspection and Certification.** The City agrees to inspect Subdivision Improvements during and at the completion of construction, and, if completed in accordance with the Released Construction Plans, to certify the Subdivision Improvements as complying with the Released Construction Plans. The inspections and certifications will be conducted in accordance with standard City policies and requirements. The Subdivider grants the City, its agents, employees, officers, and contractors a Right of Entry to enter the Property to perform such inspections as it deems appropriate.
12. **Notice of Subdivision Improvement Defect.** The City, will provide timely notice to the Subdivider whenever inspection reveals that any Subdivision Improvement is not constructed or completed in accordance with the Released Construction Plans or is otherwise defective, followed by written notice and period to cure, if Subdivider fails to cure the defect upon being given oral notice. The Subdivider must cure or substantially cure the defect within the time period set out in the written notice.

- 13. Default.** If one of the events described in **Section 14** occur, the City may declare the Subdivider in default under this Agreement and may draw the amount they considers necessary to perform Subdivider's obligations under **Section 4**. For each improvement shown on **Exhibit B** constructed by the City, the City may draw 100% of the amount allocated in **Exhibit B** in accordance with the Released Construction Plans.
- 14. Conditions of Draw on Fiscal Deposit.** The City may draw upon any financial guarantee posted in accordance with **Section 5** upon the occurrence of one or more of the following events:
- (a) Subdivider did not properly construct one or more improvements and failed to remedy the construction deficiency within the cure period;
 - (b) Subdivider did not renew or replace the Fiscal Deposit at least 45 days prior to its expiration date;
 - (c) Subdivider did not replace the Fiscal Deposit within 45 days after notice that the Issuer failed to maintain the minimum rating acceptable to the City, in accordance with **Section 5**;
 - (d) The Issuer's acquisition of the Property or a portion of the Property, through foreclosure or an assignment or conveyance in lieu of foreclosure; or
 - (e) If City elects to construct one or more of the Subdivision Improvements shown on **Exhibit B**.

The City shall provide written notice of the occurrence of one or more of the above events to the Subdivider.

- 15. Procedures for Drawing on the Fiscal Deposit.** The process by which the City can draw upon the Fiscal Deposit is dependent upon the type of event that triggered the default. If the default occurred because:
- (a) improvements were not constructed properly or cured as required under **Section 14 (a)**, the City will send notice that states the specific construction deficiency and include a statement that the City intends to perform some or all of Subdivider's obligations under **Section 4** for specified improvements shown on **Exhibit B**.
 - (b) a renewal or replacement Letter of Credit is not provided at least 45 days prior to expiration, as required under **Sections 14 (b), (c) and (d)**, then within 15 days prior to expiration of such Letter of Credit the City will send a draw letter to Issuer, with a copy to Subdivider.
 - (c) the City has elected to construct Subdivision Improvements as described in **Section 14 (e)**, then the City must give notice to Issuer, with a copy to Subdivider, no less than 15 days prior to its drawing on the Fiscal Deposit.

If the City draws on the Fiscal Deposit under **Sections 14 (b) or (c)** the funds received will be converted to a Cash Deposit for the benefit of Subdivider, as if originally deposited as Cash under **Section 5 (a)**. For all circumstances, the City may draw upon the Fiscal Deposit by submitting a draft to the Issuer that complies with the terms governing such draft. Non-cash Fiscal Deposits must be surrendered upon presenting any draft that exhausts the Stated Amount of such Fiscal Deposit. The City may not draft under a Fiscal Deposit unless the City has substantially complied with all obligations to the Issuer under this Agreement and has properly completed and executed the draft in strict accordance with its terms. To draw on a cash Fiscal Deposit, the City will provide a letter of explanation to the person who posted the cash Fiscal Deposit, which meets the requirements to draw upon the City's most currently approved Letter of Credit form.

- 16. Use of Proceeds.** If the Subdivider is in default of this Agreement, the City will invest all funds obtained by one or more draws under the Fiscal Deposit ("Escrowed Funds") in the same manner as if they were funds of the City. The City will invest such Escrowed Funds, and accrued interest thereon, until they are used by the City. All Escrowed Funds and interest accrued thereon belong to the City and the Subdivider forfeits all rights to the Escrowed Funds and accrued interest. The City will use the Escrowed Funds, and interest thereon, only to complete the improvements shown on **Exhibit B**, in conformance with the Released Construction Plans, or to correct defects in or failures of the improvements shown on **Exhibit B**. The City may, in its sole discretion, complete some or all of the improvements unfinished at the time of default, regardless of the extent to which development has taken place in the Subdivision or whether development ever commenced, and without incurring any obligation to complete any of the unfinished improvements.
- 17. Replacing of Fiscal.**
- (A) Fiscal guarantee may be replaced with another form of fiscal guarantee upon the submittal and acceptance of either the replacement fiscal guarantee pursuant to **Section 5**.
- (B) If the Issuer has acquired all or part of the Property through foreclosure or an assignment or conveyance in lieu of foreclosure, in lieu of honoring a draft based on a **Section 14 (d)** default, the Issuer may deliver a substitute or by confirming Fiscal Deposit to the City.

General Provisions:

- 18. Remedies.** The remedies available to the City and the Subdivider under this Agreement and the laws of Texas are cumulative in nature.
- 19. Third Party Rights.** No person or entity who or which is not a party to this Agreement has any right of action under this Agreement. Nor does any such person or entity, other than the City, (including without limitation a trustee in bankruptcy) have any interest in or claim to Escrowed Funds drawn on the Fiscal Deposit in accordance with this Agreement.

20. **Indemnification.** Subdivider covenants to fully indemnify, save, and hold harmless the City of Bastrop, its officers, employees, and agents (collectively called "Indemnitees") from, and against, all claims, demands, actions, damages, losses, costs, liabilities, expanses, and judgments recovered from or asserted against Indemnitees on account of injury or damage to person [including without limitation, Workers' Compensation and Death Claims], or property loss or damage of any kind whatsoever, to the extent any damage or injury may be incident to, arise out of, be caused by, or be in any way connected with, either proximately or remotely, wholly or in part, the construction, existence, use, operation, maintenance, alteration, repair, or removal of any Improvement installed by or on behalf of Subdivider in the Property; the performance of this Agreement; an act or omission, negligence, or misconduct on the part of Subdivider, or any of its agents, servants, employees, contractors, patrons, guests, licensees, invitees, or other persons entering upon the Property under this Agreement, whether authorized with the expressed or implied invitation or permission of Subdivider (collectively called "Subdivider's Invitees"); including any injury or damage resulting, proximately or remotely, from the violation by Subdivider or Subdivider's Invitees of any law, ordinance, or governmental order of any kind, including any injury or damage in any other way arising from or out of the use of the Improvements on the Property or the Property itself by any person, whether authorized to use the Improvements. Subdivider covenants and agrees that if the City or any other Indemnitee is made a party to any litigation against Subdivider or any litigation commenced by any party, other than Subdivider, relating to this Agreement, Subdivider shall, upon receipt of reasonable notice regarding commencement of litigation, at its own expense, investigate all claims and demands, attend to their settlement or other disposition, defend the City in all actions with counsel acceptable to City, and pay all charges of attorneys and all other costs and expenses of any kind arising from any liability, damage, loss, claims, demands, and actions.
21. **No Waiver.** No waiver of any provision of this Agreement will be deemed or constitute a waiver of any other provision, nor will it be deemed or constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement executed by duly authorized representatives of each party. The failure at any time to enforce this Agreement or any covenant by the City, the Subdivider, or the Issuer, their respective heirs, successors or assigns, whether any violations thereof are known, does not constitute a waiver or estoppel of the right to do so.
22. **Attorney's Fees.** If either party sues to enforce the terms of this Agreement, the prevailing party, plaintiff or defendant, is entitled to recover its costs, including reasonable attorney's fees, court costs, and expert witness fees, from the other party. If the court awards relief to both parties, each will bear its own costs in their entirety.

23. **Assignability.** The benefits and burdens of this Agreement are personal obligations of the Subdivider and also are binding on the heirs and successors. The Subdivider's obligations under this Agreement may not be assigned without completing and recording an Assignment and Assumption Agreement and obtaining the written approval of the Subdivider, Assignee, and the City. The City's written approval may not be withheld if the Subdivider's assignee explicitly assumes all obligations of the Subdivider under this Agreement and has posted the required Fiscal Deposit. Subdivider's obligations hereunder continue, notwithstanding any assignment until the City has received a recorded Assignment and Assumption Agreement. The City, in its sole discretion, may assign some or all of its rights under this Agreement, and any such assignment is effective upon notice to the Subdivider and the Issuer.

24. **Notice.** Any notice required or permitted by this Agreement is deemed delivered when personally delivered in writing or three days after notice is deposited with the U.S. Postal Service, postage prepaid, certified with return receipt requested, and addressed as follows:

if to Subdivider: Subdivider Name _____
 Subdivider Address _____
 Subdivider Address Continued _____

if to City: _____

if to the Issuer: at Issuer's address shown on the Fiscal Deposit

The parties may, from time to time, change their respective addresses listed above to any other location in the United States. A party's change of address is effective when notice of the change is provided to the other party in accordance with this **Section 24**.

25. **Severability.** If any part, term, or provision of this Agreement is held by the courts to be illegal, invalid, or otherwise unenforceable, such illegality, invalidity, or unenforceability does not affect the validity of any other part, term, or provision, and the rights of the parties will be construed as if the part, term, or provision was never part of this Agreement.

26. **Personal Jurisdiction and Venue.** Personal jurisdiction and venue for any civil action commenced by either party to this Agreement, whether arising out of or relating to the Agreement or the Fiscal Deposit, is only deemed proper if commenced in District Court for Travis County, Texas, or the United States District Court for the Western District of Texas, Bastrop Division. The Subdivider expressly waives any right to bring such an action in or to remove such an action to any other court, whether state or federal. The Issuer, by providing a Fiscal Deposit pursuant to the terms of this Agreement, expressly waives any right to bring such an action in or to remove such an action to any other court, whether state or federal.

27. **Release.**
- A. Upon Completion.** Upon accepting all Subdivision Improvements, the City agrees: (i) to provide a recordable release to the Subdivider and the Issuer releasing the Subdivider and Subdivider's heirs and successors, and the Property from all provisions of this Agreement and (ii) to return the Fiscal Deposit to the Issuer.
- B. Upon Vacation of Plat.** Upon receipt of notice of Vacation of Plat under the City's usual process for same, the City agrees: (i) to provide a recordable release to the Subdivider and the Issuer releasing the Subdivider and Subdivider's heirs and successors and the Property from all provisions of this Agreement and (ii) to return the Fiscal Deposit to the Issuer.
28. **Captions Immaterial.** The numbering, order, and captions or headings of the paragraphs of this Agreement are for convenience only and must not be considered in construing this Agreement.
29. **Entire Agreement.** This Agreement contains the entire agreement between the parties and correctly sets forth the rights, duties, and obligations of each to the other as of the Effective Date.
30. **Modification and Amendment.** This Agreement may only be modified, amended, or terminated upon the filing of a written modification, amendment, or termination document in the Official Public Records of Travis County, Texas. Such document will be executed, acknowledged, and approved by (a) the Director of the Development Services Department or assignee, or successor department; (b) all the Owners of the Property at the time of the modification, amendment, or termination; (c) the Subdivider; and (d) any mortgagees holding first lien security interests on any portion of the Property.
31. **Authorization to Complete Blanks.** By signing and delivering this Agreement to the appropriate official of the City, the Subdivider authorizes completion of this Agreement by filling in the Effective Date below.
32. **Binding Agreement.** The execution and delivery of this Agreement and the performance of the transactions contemplated thereby have been duly authorized by all necessary corporate and governmental action of the City. Further, the execution and delivery of this Agreement and the performance of the transactions contemplated thereby have been duly authorized by all necessary corporate action of both the Subdivider and Issuer. This Agreement has been duly executed and delivered by each party, and constitutes a legal, valid, and binding obligation of each party enforceable in accordance with the terms as of the Effective Date. These representations and agreements are for the benefit of the Issuer, and have been relied on by the Issuer in issuing the Fiscal Deposit.

Executed by the parties to be Effective on _____, 20__.

SUBDIVIDER:

Subdivider Name _____
Company Type (ex: a limited liability company) _____

By: _____
Name: Printed Signer Name _____
Title: Signer Title _____

STATE OF TEXAS

§
§
§

COUNTY OF TRAVIS

Before me _____, a Notary Public on this day personally appeared _____, as _____, known to me personally or through valid photo identification to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20__.

Notary Public, State of Texas

CITY OF BASTROP, a Texas Home-Rule municipal corporation

By: _____
_____ Managing Engineer
Or Designee

Delegated by: _____
Director Development Services
Department

STATE OF TEXAS §
 §
COUNTY OF BASTROP §

Before me _____, a Notary Public on this day personally appeared _____, Managing Engineer or Designee of Development Services Department as delegated by _____, Interim Director for the Development Services Department of the City of Bastrop, a Texas municipal corporation, on behalf of the corporation.

Given under my hand and seal of office this ____ day of _____, 20_____.

Notary Public, State of Texas

EXHIBIT LIST:

- Exhibit A - Property Description
- Exhibit B - Subdivision Improvements

**IF THERE IS A Lienholder
shown on the Lien Search Certificate
Use the **Consent of Lienholder** form
Next Document attached**

**All highlighted areas must be filled in with correct
information. I suggest leaving the highlighting.**

**If Lien Search Certificate shows no
lienholder delete this page and the
Consent of Lienholder form and go
straight to Exhibit List page.**

CONSENT OF LIENHOLDER TO Execution of Subdivision Construction Contract

STATE OF TEXAS §
COUNTY OF BASTROP §

Whereas, _____ Subdivider Name _____, is the Owner ("Owner") of the following described property:

That tract of land situated in Bastrop County, Texas described in the attached and incorporated EXHIBIT "A" ("Property"), and

Whereas, _____ Bank Name _____ is the lienholder ("Lienholder") of the Property under the terms and conditions of the following described documents:

Deed of Trust dated _____ Date _____, _____ Subdivider Name _____, to from _____ Trustee Name _____, Trustee, securing the payment of one promissory note of even date in the original principal amount of \$ _____, payable to _____ Bank Name _____. Deed of Trust of record in Document Number _____ Deed of Trust Number _____, of the Official Public Records of Bastrop County, Texas.

Whereas, Owner has executed a Subdivision Construction Agreement with the City of Bastrop ("City") governing installation of Improvements in the _____ Subdivision Name _____

("Development"), and;

NOW THEREFORE, in consideration of \$10 the Lienholder agrees as follows:

_____ Bank Name _____ consents to the execution of the Subdivision Construction Agreement and the rights and obligations of Subdivider set out therein, and subordinates all of its liens on this Property to the rights and interests of the City in the Subdivision Construction Agreement, its successors and assigns, and any foreclosure of its liens will not extinguish City's rights and interests in the Subdivision Construction Agreement.

_____ Bank Name _____ affirms that the undersigned has the authority to bind the Lienholder, and that all corporate acts necessary to bind the Lienholder have been taken.

Executed on _____, 20____.

Bank Name _____,
Bank Type _____

By: _____
Name: Printed Lienholder Name _____
Title: Lienholder Title _____

STATE OF Notary State §
COUNTY OF Notary County §

Before me _____, Notary Public, on this day personally appeared _____, known to me personally or through valid photo identification to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same for the purposes and consideration expressed.

Given under my hand and seal of office this _____ day of _____, 20__.

[SEAL]

Notary Public, State of Notary State

EXHIBIT A:
METES AND BOUNDS DESCRIPTION OF PROPERTY

EXHIBIT B:
Subdivision Improvements

External Subdivision Improvements and Internal Subdivision Improvements are collectively referenced as the "Subdivision Improvements".

External Subdivision Improvements. Subdivider and City agree the following improvements located outside the boundaries of the Subdivision are required in connection with the approval and development of the Subdivision (collectively, the "External Subdivision Improvements"). Subdivider agrees to deliver a financial guarantee acceptable in form and substance to the Fiscal Surety Office in an amount equal to Subdivider's pro-rata share of the estimated cost to construct and install the External Subdivision Improvements, in the amount listed below, as follows:

Description of Improvement(s)	Estimated Cost of Completion
a) Water Quality Pond(s)	\$ _____
b) Erosion and Sedimentation Controls	\$ _____
c) Restoration	\$ _____
d) Sidewalks	\$ _____
e) Parkland	\$ _____

Internal Subdivision Improvements. Subdivider and City agree the following improvements located inside the boundaries of the Subdivision are required in connection with the approval and development of the Subdivision (collectively, the "Internal Subdivision Improvements"). Subdivider agrees to deliver a financial guarantee acceptable in form and substance to the Fiscal Surety Office in an amount equal to the Estimated Cost of Completion listed below, as follows:

Description of Improvement(s)	Estimated Cost of Completion
a) Water Quality Pond(s)	\$ _____
b) Erosion and Sedimentation Controls	\$ _____
c) Restoration	\$ _____
d) Sidewalks	\$ _____
e) Parkland	\$ _____

TOTAL \$ 0.00

AFTER RECORDING, RETURN TO:

City of Bastrop
Planning and Development
211 Jackson Street
Bastrop, Texas 78602



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve the second reading of Ordinance No. 2023-32 of the City Council of the City of Bastrop, Texas ("City") to amend Article 4.04 - Peddlers, Solicitors and Vendors and adopt Division 4 – Requirements Applicable for Mobile Food Vendors in the Bastrop, Texas Code of Ordinances; providing for findings of fact, purpose, adoption and amendment, repealer, severability, enforcement, effective date, and property notice and meeting.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Fire Chief

BACKGROUND/HISTORY:

The ordinance governing the Mobile Food Vendors was updated and adopted in January 2020. Organizing the ordinance to be codified into Chapter 4 – Business Regulations, Article 404 – Peddlers, Solicitors, and Vendors. In February 2023, staff identified the need for a revision to the ordinance. With input from current mobile food vendors and staff, we revised the current ordinance.

From those discussions, the attached ordinance contains the following changes.

- Define mobile food vendors.
- Remove unused definitions.
- Change the definition of Temporary Mobile Food Vendor.
- Define the Categories of Mobile Food Vendor Permits.
- Add Special Event Mobile Food Vendor Permit and define it.
- Change the Mobile Food Vendor Permit cost fee amount to \$500 annually.
- Removed all other permits and fees.
- Added Special Event Mobile Food permit fee per Special Event to \$25

In the attached ordinance changes to the language that City Council has previously seen and adopted is indicated with the following highlights:

Green – existing language moved/reformatted to provide better organization

Red – added language

~~Red Strikethrough~~ – removed language

Black – no changes from existing code or the previous Mobile Food Pilot Program

FISCAL IMPACT:

A new fee was established based on the service costs to City. No additional impact to budget.

RECOMMENDATION:

Consider action to approve the second reading of Ordinance No. 2023-32 of the City Council of the City of Bastrop, Texas ("City") to amend Article 4.04 - Peddlers, Solicitors and Vendor and adopt Division 4 – Requirements Applicable for Mobile Food Vendors in the Bastrop, Texas Code of Ordinances; providing for findings of fact, purpose, adoption and amendment, repealer, severability, enforcement, effective date, and property notice and meeting.

ATTACHMENTS:

1. Ordinance 2023-32

ORDINANCE NO. 2023-32

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS (“CITY”) TO AMEND ARTICLE 4.04 - PEDDLERS, SOLICITORS AND VENDORS AND ADOPT DIVISION 4 – REQUIREMENTS APPLICABLE FOR MOBILE FOOD VENDORS IN THE BASTROP, TEXAS CODE OF ORDINANCES; PROVIDING FOR FINDINGS OF FACT, PURPOSE, ADOPTION AND AMENDMENT, REPEALER, SEVERABILITY, ENFORCEMENT, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

WHEREAS, the City of Bastrop, Texas, is a Home Rule city incorporated in and operating under the laws of the State of Texas; and

WHEREAS, the City Council seeks to protect the public health, safety, and welfare through a comprehensive regulatory program that includes food safety standards; and

WHEREAS, with these regulations, the City Council addresses potential health risks posed by Mobile Food Vendors and the applicability of certain state and local health codes; and

WHEREAS, the City Council has assessed potential traffic safety threats, the utility needs of Mobile Food Units in terms of water, wastewater, electricity, gas, and telecommunications, and how those demands correspond to the community’s utility plans and infrastructure; and

WHEREAS, the City Council is authorized to regulate Mobile Food Vendors by virtue of the Texas Constitution, the Texas Health and Safety Code, the Texas Administrative Code, the city’s police power and by Chapters 51, 54, 211, 212, 214, 216, and 217 of the Texas Local Government Code; and

WHEREAS, the City Council now adopts the appropriate administrative and regulatory amendments, rules and procedures.

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

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

SECTION 2: PURPOSE: This ordinance establishes regulations for Mobile Food Vendors. The purpose of the regulations are to ensure the public safety, convenience, and protection of the City and the citizens of the City while allowing City Council, city staff, mobile food vendors, and citizens the opportunity to experience the pilot program and improve on it if the City Council chooses to make the program permanent.

SECTION 3: ADOPTION AND AMENDMENT: The City Council hereby adopts the Mobile Food Vendor regulations, as attached in Exhibit A.

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

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

SECTION 6: ENFORCEMENT: The City shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations, and such violation is hereby declared to be a nuisance.

Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and/or equity.

SECTION 7: EFFECTIVE DATE: This ordinance shall be effective immediately upon passage and publication.

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

READ and APPROVED on First Reading on the 12th day of September 2023.

READ and ADOPTED on Second Reading on the 19th day of September 2023.

APPROVED:

Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit A

ARTICLE 4.04 - PEDDLERS, SOLICITORS AND VENDORS**DIVISION 1. – GENERALLY****Sec. 4.04.001 - Definitions.**

As used in this section, these terms shall be defined as follows. Terms appearing in this ordinance but not defined herein shall have the meanings provided in the city's code of ordinances, or if not defined by the city then the common meanings in accordance with ordinary usage.

~~*Commissary.* A central preparation facility or other fixed food establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption to mobile, temporary and portable food vendors.~~

Event. Any occasion or activity where one (1) or more vendors offer goods, services, entertainments, amusements or other like products or activities to the public for profit or for free.

Franchisee. A business entity with whom the city has a current contractual agreement, which entitles the entity to use city rights-of-way or easements for the provision of the entity's services to citizens of the community.

Health authority. The Bastrop County Environmental and Sanitation Services, or its designee, or any other agency charged with enforcement of regulations applicable to establishments regulated under this ordinance.

Lot diagram plan. A diagramed plan that includes property lines, adjacent rights-of-way, location of all mobile food vending units, parking areas and surface material, maneuvering areas and surface material, seating areas, and any other information reasonably required by the Director of Planning and Development.

~~*Mobile concession trailer.* A vending unit selling items defined as edible goods, which is pulled by a motorized unit and has no power to move on its own.~~

~~*Mobile food cart or concession cart.* A mobile vending unit, selling items defined as edible goods, that must be moved by non-motorized means.~~

~~*Mobile food truck.* A self-contained motorized unit selling items defined as edible goods.~~

~~*Mobile food vending unit.* A mobile food truck, mobile food cart, concession cart, or mobile concession trailer.~~

~~Mobile food vendors. Any business that operates or sells food for human consumption, hot or cold, from a mobile food vending unit.~~ Mobile food vendors shall mean any business which sells edible goods from a non-permanent (i.e. mobile) location within the City of Bastrop. The term shall include, but not limited to:

- (1) Mobile food trucks: A self-contained motorized unit selling items defined as edible goods.
- (2) Concession carts or tents: Mobile vending units that must be moved by non-motorized means.
- (3) Concession trailers: A vending unit which is pulled by a motorized unit and has no power to move on its own.

~~Mobile food vendor food court. A site designed for the operation of one (1) or more mobile food vendors as the primary use.~~

Motor vehicle. Any vehicle used for the displaying, storing or transporting of articles for sale by a peddler, solicitor, and/or vendor, which is required to be permitted and registered by the state. The term also includes trailers, trucks and automobiles.

Peddler. Any person, entity or organization (other than nonprofit organizations as that term is defined herein), whether a resident of the city or not, that offers merchandise for sale along the streets or rights-of-way, on private or public property, or from door to door.

Peddling, soliciting and/or vending activities. The practices of peddlers, solicitors and/or vendors, as described in this article.

Permit. The document(s) issued by the city authorizing the peddling, soliciting or vending activities, pursuant to this article.

Permittee. The holder of a permit issued by the city issued pursuant to this article.

Solicitation activities. The practices of solicitors as listed in this section.

Solicitor. Any person, whether a resident of the city or not, including an employee or agent of another, traveling either by foot, automobile, truck, or other type of conveyance, who engages in the practice of going door-to-door, house-to-house, or along any streets within the city for the purpose of requesting contribution of funds, soliciting money, property or anything of value, or soliciting the pledge of any type of future donation; or selling or offering for sale any type of property, including, but not limited to, the sale and/or distribution of goods, tickets, books and pamphlets, for commercial or noncommercial purposes (including, but not limited to, solicitations for and sales of political, charitable, or religious documents and/or items).

Special Event. As defined in City of Bastrop Code of Ordinance Article 4.06 Special Events Permits, Public Gatherings and Parades.

~~*Temporary/seasonal and/or multiple vendor activity.* Those activities that: (1) take place at a single, central location and which are organized and conducted by a single permit applicant for the purpose of holding an event during which two (2) or more vendors, solicitors or peddlers intend to offer goods, wares, services, etc. (for example, a sidewalk bazaar sale), and/or (2) involve vending, soliciting, or peddling of items that are only seasonally available and/or are only envisioned to be temporarily sold within the community. Permits for temporary/seasonal and multiple vendor activities may only be ongoing for a maximum period as stipulated in the applicable permit (i.e.; either thirty (30), sixty (60) or ninety (90) consecutive days), in any twelvemonth period during which a permit is issued by the city. No temporary/seasonal and/or multiple vendor activity shall be permitted within the city or at the same locale for periods exceeding the above noted periods of time, as specified on the applicable permit. When the permittee conducts temporary/seasonal and/or multiple vendor activities, and conducts such activities from a temporary/seasonal and/or multiple vendor structure, the permittee shall be required to disassemble and remove the temporary/seasonal and/or multiple vendor structure (including specifically all tables, booths, tents, canopies, shelves, racks, displays, buildings, storage containers, and all other items used to store and/or display merchandise, products or services) from the location used by the permittee at the close of each day of operation. This does not include mobile food vendors.~~

~~*Temporary/seasonal and/or multiple vendor permit.* The document issued by the city authorizing activities pursuant to this article, not including mobile food vendors.~~

~~*Temporary/seasonal and/or multiple vendor personnel.* All personnel working with, for or otherwise employed by or associated with vendors who have obtained a temporary/seasonal and/or multiple vendor permit pursuant to this article.~~

~~*Temporary/seasonal and/or multiple vendor structure.* Those temporary buildings, facilities, tents, enclosed spaces, trailers, and other mobile structures which are constructed, assembled or otherwise provided by entities who have or seek to obtain a temporary/seasonal and/or multiple vendor permit from the city, with such structure to be used solely for the purpose of displaying, exhibiting, carrying, transporting, storing, selling, taking orders for, or offering for sale or offering to take orders for the wares, products, or merchandise made available for sale, or taking orders for or offering to sell or take orders for the temporary/seasonal and/or multiple vendors' products, wares or merchandise. Such structures shall include but not be limited to any tables, booths, tents, canopies, shelves, display racks, storage buildings or containers and other items used to store and/or display merchandise, products or services. This does not include mobile food vendors.~~

Temporary Mobile Food Vendor. A mobile food vendor, that is stationary for less than 4 hours at an approved location described in Section 4.04.101 of this Article.

Vendor. An individual, including an employee or agent of a group of individuals, partnership or corporation, who sells or offers to sell merchandise or provides

entertainment or recreational services from a venue, stand, or motor vehicle or from the person, and specifically includes those conducting temporary/seasonal and/or multiple-vendor activities, as defined herein.

Site plan. Engineered or surveyed drawings depicting proposed development of land. Meets the requirements of Section 1.3.003 Site Plan Application and Review of the B³ Technical Manual.

Texas Food Establishment Rules or the Rules. Refers 25 Texas Administrative Code chapter 228, as amended.

DIVISION 4. – REQUIREMENTS APPLICABLE TO ALL MOBILE FOOD VENDORS.

Section 4.04.100 - Required

- (a) No person shall act as a mobile food vendor in the city without a permit issued by the city.
- (b) Mobile food vendors must meet all applicable state and local laws and regulations, including, but not limited to, the rules.
- (c) Each mobile food vendor shall display at all times in a conspicuous place where it can be read by the general public:
 - (1) The City of Bastrop permit under this article and permit number.
 - (2) A health permit from Bastrop County.
 - (3) A copy of a Texas sales tax and use certificate.
- (d) Each mobile food vending unit shall be clearly marked with the food establishment's name or a distinctive identifying symbol and shall display the name while in service within the city.
- (e) The site must be located in Place Type Districts P4-Mix and P-5 Core, as adopted in Chapter 3 of the Bastrop Building Block (B³) Code.
- (f) **For mobile food vendors at a location for more than four hours**, the site must be developed and improved, and contain an existing permanent business operating in a building with a certificate of occupancy at all times while the mobile food vending unit occupies the property.
- (g) Mobile food vendors must meet all applicable laws regarding mobile food vendors as described in the International Building Code (IBC) and International Fire Code (IFC), as adopted and amended by the city.
- (h) When required, mobile food vending units must be equipped with commercial mechanical facilities sufficient to provide proper cooking ventilation and fire suppression for eating establishments, as established under the city's adopted building codes. All

equipment on the vehicle is to be NSF International (formerly National Sanitation Foundation) approved, American National Standards Institute (ANSI) approved, or of commercial grade.

(i) Electricity shall be from a generator or permanent connection ~~in a mobile food court and the mobile food vendor~~ shall utilize electrical cords in conformance with the National Electrical Code as adopted and amended by the city.

~~(j) Any mobile food vendors that prepare food outside of the unit must operate from an approved commissary in good standing as defined in and required by the Texas Food Establishment Rules. An existing food establishment may serve as a commissary if approved by the city. The commissary shall have approved potable water hookups, approved wastewater drainage facilities, approved grease interceptor hookup(s) and size, and any other accommodations as determined necessary by the city to ensure compliance with all regulatory codes, including, but not limited to, the local health authority. The commissary shall comply with all food establishment rules and hold all current licenses and permits as required by the rules. Valid copies of the commissary's current licenses and permits used under the food establishment rules and most recent health inspection report must be kept on file with the city. Mobile food vendors shall provide documentation of each visit to or service by the commissary and shall have that documentation immediately available for inspection by the city.~~

~~(k) For mobile food vendors that sell prepackage food or prepare food within the unit must keep a manifest of all food supply with purchasing sources for inspection at any time.~~

~~(l) All employees of the permit holder must have a valid food handler's training certificate.~~

~~(m)~~(j) Any mobile food vendor that will be in one (1) location for more than four (4) hours shall provide covered garbage and storage facilities for employee and customer use of sufficient size that refuse is fully contained in a manner that prevents litter and remains insect- and rodent-proof.

~~(n)~~(k) The mobile food vending unit must meet the following plumbing standards:

- (1) All liquid waste shall be discharged to an approved sanitary sewage disposal system at the commissary or through an authorized service provider. All used fats, oil, or grease shall be discharged to an approved grease interceptor at the commissary or through an authorized service provider. Used fats, oils or grease shall not be discharged to any unauthorized food establishment grease interceptor.
- (2) Liquid waste shall not be discharged from the retention tank when the mobile food vending unit is open to the public or in the process of preparing food.

- (3) The waste connection shall be located below the water connection to preclude contamination of the potable water system.
- (4) Connections to a water or sewage system on site is only allowed when the connections have been properly permitted and inspected by the Building Official or designee.

~~(e)~~(l) Mobile food vending units shall be separated from existing buildings and other mobile food vehicles by a minimum of ten (10) feet. Food Vendors must remain 15 feet from a fire hydrant and must not block fire lanes and a fire access roads.

~~(p)~~(m) The mobile food vending unit and any parking areas used by the mobile food vendor or its customers, should be located on a paved surface, or an alternative all-weather surface as approved by the City Engineer or their designee. Where providing paved or all-weather surface would be impractical or not provide a public benefit, alternative methods may be approved with a concept plan. Alternative methods may include but are not limited to portable spill berms, environmentally sensitive materials, and other methods to mitigate property damage and environmental hazards.

~~(q)~~(n) Except as shown on an approved site plan, the mobile food vendor shall prepare, serve, store, and display food and beverages on or in the mobile food vending unit itself; and shall not attach, set up, or use any other device or equipment intended to increase the selling, serving, storing or displaying capacity of the mobile food vendor. **Any seating, awning, tables, or canopy must be submitted and approved on a site plan. No temporary seating, awning, tables, or canopy allowed without approval.**

~~(r)~~(o) Mobile food vendors must comply with Chapter 6—Public Nuisances.

~~(s)~~(p) Mobile food vendors must comply with the Bastrop Building Block (B³) Code—Article 6.6 Outdoor Lighting.

~~(t)~~(q) Drive-through service from mobile food vendors is prohibited.

~~(u)~~(r) Alcohol sales must show proof of Texas Alcoholic Beverage Commission (TABC) authorization.

~~(v)~~(s) A copy of the required records shall be immediately available for inspection by the city on the mobile food vending unit.

~~(w)~~(t) Mobile food ~~vehicles~~ vendors must be movable by motorized or non-motorized means **at all times.**

~~(x)~~(u) No public seating may be located within the mobile food unit.

Section 4.04.101 – Location / Site Requirements ~~Categories of Mobile Food Vendor Permits~~

(a) ~~Mobile food vendor in an approved m~~Mobile food court requirements.

- (1) A mobile food vendor may operate from a mobile food vendor food court site that is designed and intended for mobile food use as the primary use of the property. An approved site plan will be required for a mobile food vendor court that is the primary use on a property. Deviations from the requirements found in Section 6.5.001 Permitted Building Types per Place Type, and Section 6.5.003 (A) Lot Occupation may be approved by Development Review Committee when considering the lot layout of a specific site.
 - (2) Utility hookups for water, wastewater, and electric must be provided by the property owner for each vending unit.
 - (3) The food court will provide permanent restroom facilities on site.
 - (4) The mobile food vendor must submit with the permit application written authorization or other suitable documentation showing that the owner of the property, or the owner's authorized agent, consents to the mobile food vendor operating on said property.
 - (5) Any permanent structure will require a site plan amendment and building permit and be subject to any applicable regulations.
 - (6) Two (2) sandwich board signs for each vendor may be used on-site during business hours. All other signage must be on the truck or trailer and mounted flush to the surface of the unit.
 - (7) Signage for the mobile food court shall be in compliance with the B³ Code.
 - (8) Mobile food courts may use fencing, landscaping which is a minimum three (3) feet tall at maturity, or other approved architectural element to meet the required facade at build-to line requirements with approval by the Development Review Committee. The screening shall meet the intent of the B³ Code by creating a street room, clear access point(s), and walkable environment.
- (b) *Mobile food vendor located on an existing, developed site with a primary use.*
- (1) A mobile food vendor may operate from a property with an existing permanent business operating in a building with a current certificate of occupancy.
 - (2) A mobile food vendor with an approved lease agreement with the city may be located in a city park or property.
 - (3) The permanent business must provide restroom facilities for use by the employees of the mobile food vendor. Written proof of a restroom facility agreement that provides the availability of a fixed establishment restroom for the use of the mobile food vendor employees located in a business establishment within one-hundred fifty (150) feet of each location where the mobile food vending unit will be in operation. Private residences and portable restrooms are not accepted.
 - (4) The mobile food vending unit cannot obstruct driveways or fire lanes.
 - (5) No permanent seating areas can be established. Temporary seating which is removed and stored daily within the mobile food vendor or existing permanent structure may be allowed.

- (6) Two (2) sandwich board signs may be used on-site during business hours. All other signage must be on the truck or trailer and mounted flush to the surface of the unit.
- (7) Location of the mobile food vending unit and any temporary seating areas must be shown on a lot diagram.
- (c) *Temporary mobile food vendors.*
 - (1) Mobile food vendors must be located on a property for less than four (4) hours.
 - (2) All locations the vendor may occupy will be submitted to the city.
 - (3) The mobile food vending unit cannot obstruct driveways or fire lanes.
 - (4) Mobile food vendors that will vend in a city park, property, or right-of-way will require additional approval by the Director of Public Works, with the exception of a special event permit.
- (d) *Special Event Mobile Food Vendors.*
 - (1) Special event mobile food vendors must be located at the approved designated location for the special event.
 - (2) Must be approved by a special event permit.

Section 4.04.102 – Categories of Mobile Food Vendor Permits ~~Application. Mobile Food Vendor Permit.~~

- (a) *Mobile Food Vendor Permit.*
 - (1) All mobile food vendors as defined above.
 - (2) Permits shall be issued for a time period, not to exceed one year or may be stated to expire on a specific date.
- (b) *Special Event Mobile Food Vendor Permit.*
 - (1) Any mobile food vendor attending a special event that does not have an issued mobile food vendor permit shall obtain a special event mobile food vendor permit through the special event application process.
 - (2) A fee shall be paid to the city during the special event application process for a special event mobile food vendor, that has not previously obtained a yearly mobile food vendor permit. Fee as adopted in Section A4.04.
 - (3) A mobile food vendor that has a current mobile food vendor permit shall be exempt from the special event mobile food vendor fee. The mobile food vendor must be on the approved vendor list provided during the special event application process.
 - (4) A special event mobile food vendor permit is issued per permitted special event. A permit is required for each vendor.

Section 4.04.103 - Mobile Food Vendor Permit Application. Mobile Food Vendor Permit.

- (a) *[Application]*. The application for a mobile food vendor permit shall include the following information:
- (1) An application fee as adopted in Section A4.04.
 - (2) Name, legal name of business or entity, business address, telephone number, and email address of the applicant;
 - (3) The applicant's identification number as shown on a current and valid government-issued identification document that includes a photograph of the applicant;
 - (4) If the applicant represents a corporation, association or partnership, the names and addresses of the officers or partners;
 - (5) Name, legal name of business or entity, business address, telephone number, and email address of the owner if the owner is not the applicant;
 - (6) Signed and notarized permission from all private property owners where the mobile food vending unit will be stationed;
 - (7) The manner of mobile food vending operation to be conducted (for example, ~~foot~~ temporary vending table/tent, truck, trailer, pushcart, etc.); the make, model, year, license or registration, and vehicle identification number of each vehicle to be used in the mobile food vending operation;
 - (8) Proof of motor vehicle insurance for each vehicle to be used in the mobile food vending operation;
 - (9) An itinerary of locations where sales will occur; and a location map and dimensioned sketch of site location for each location to be used by the mobile food vendor;
 - (10) A lot diagram, if applicable;
 - (11) A copy of the vendor's current health permit from Bastrop County;
 - (12) For a mobile food vendor located on an existing site, a written agreement from a business within one hundred fifty (150) feet for employees of the mobile food establishment to have use of flushable restrooms during hours of operation;
 - (13) Proof of water/wastewater service;
 - ~~(14) Documentation indicating the volume capacity of any required water and wastewater storage tanks either on the tank itself or in writing;~~
 - (14)(15) A description of the type of food or the specific foods to be vended;

~~(16) A notarized statement from the owner of the commissary stating that the mobile food establishment will use the facility as its base of operation and providing the address and food establishment permit number of the facility, or retailer sources for food items to be cooked onsite or for resale;~~

(15)(17) A valid copy of the applicant's sales tax and use tax permit; and

(16)(18) Any other information reasonably required by the Director of Planning and Development.

(b) *Mobile food vendor permits.*

(1) Permit determinations. The city will evaluate the data furnished by the applicant and may require additional information. Within fourteen (14) working days of receipt of a completed permit application, the City will determine whether or not to issue a mobile food vendor permit. The city may deny an application for a permit on any of the following grounds:

- a. Failing to provide all of the information required by the city;
- b. The applicant's past record of ordinance violations;
- c. Safety record of the applicant or any driver, based on such things as civil and criminal lawsuits and violations of environmental laws and ordinances; and
- d. Providing false, misleading or inaccurate information to the city.

(2) Permits are not transferable.

(3) Mobile food vendor permits will be valid from the date of issuance to the expiration date listed on each permit. ~~Permits can be obtained for a six month or one year term.~~ Permits shall be issued for a time period, not to exceed one year or may be stated to expire on a specific date.

(c) *Mobile food permit denial.*

(1) If a mobile food vendor permit is denied, the applicant may appeal the decision to the City Manager or City Manager's designee.

(2) The applicant must provide information demonstrating that strict adherence to the regulations of this ordinance is not applicable to the specific situation. The applicant must show that the proposed activity meets the intent of the ordinance.

(3) The decision of the City Manager or City Manager's designee may be appealed to City Council.

(d) *Permit revocation and appeal.*

(1) The City Manager or City Manager's designee may revoke a permit issued under this ordinance by a mobile food vendor if the permit holder or the permit holder's employee:

- a. Commits critical or repeated violations of applicable law; or
- b. Knowingly provides false information on an application; or

- c. Interferes with the Health Authority in the performance of the Health Authority's duties; or
 - d. If a permitted establishment under this article changes ownership and there are violations that must be corrected to meet applicable standards.
- (2) Before revoking a permit, the city shall provide the permit holder or person in charge with written notice of the pending permit revocation. The written notice shall include:
- a. The reason(s) the permit is subject to revocation; and
 - b. If applicable:
 - (i) The date on which the permit is scheduled to be revoked; and
 - (ii) A statement that the permit will be revoked on the scheduled date unless the permit holder files a written request for a meeting with the City no later than the tenth (10th) day after the date the notice is served.
- (3) The applicant may appeal the revocation of a permit by submitting a written request for appeal along with any evidence supporting the appeal to the Board of Appeals within ten (10) days of receiving the notice of revocation. The Board of Appeals will make a decision within a reasonable time of receipt of the appeal, but no later than thirty (30) days after receipt. The Board of Appeals' decision shall be final.
- (e) *Inspections.*
- (1) The mobile food vendor will be subject to inspection by the city upon permit application and annually thereafter.
 - (2) The city may inspect a mobile food vendor during regular business hours and at other reasonable times to determine compliance with this ordinance.
 - (3) Mobile food units that only prepare and serve ice cream, Italian ice, or similar foods that do not use gas, diesel, or electric generators, or produce smoke or grease-laden vapors; will be exempted from the annual fire inspection.
 - (4) After conducting an inspection, the city shall inform the mobile food vendor of findings.
 - (5) If a violation is found, the city shall:
 - a. Close the unit; or
 - b. Prescribe a reasonable time period for correction of violations. Re-inspections at prescribed time intervals will be conducted to determine whether required corrections have been made.
- (f) *Penalty.* A violation of this ordinance is considered a violation pertaining to fire safety, zoning, public health and/or sanitation and is punishable by a fine not to exceed two thousand dollars (\$2,000.00) in accordance with City Code Section 1.01.009.

Section A4.04. - Peddlers, solicitors and vendors.

SEC Reference	Last updated	Description	Amount of fee
A4.04.	Ordinance 2022-22 09/20/2022	Mobile Food Court – Annual Mobile Food Vendor Permit	500.00
		Six Month	\$300.00
		Per Year	\$400.00
		Accessory to Primary Use – Mobile Food Vendor	
		Six Month	\$300.00
		Per Year	\$400.00
		Temporary Mobile Food Vendor Permit	
		Six Month	\$400.00
		Per Year	\$600.00
		Special Event Mobile Food Vendor Permit Per Permitted Special Event per Trailer Vendor	\$100.00 \$25.00



Staff Report

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve the first reading of Ordinance No. 2023-38, of the City Council of the City of Bastrop, Texas, establishing and adopting transportation impact fees; amending the Bastrop Code of Ordinances, Chapter 13, Article 13.12, by enacting sections 13.12.094 - 13.12.099 providing for definitions; providing for assessment of said impact fees; providing for the general administration of said impact fees; providing a severability clause; providing an effective date and an open meetings clause, providing adoption, repealer, severability, filing and enforcement; establishing an effective date; providing for proper notice and meeting; and move to include on the September 26, 2023, meeting for second reading.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo, City Manager

BACKGROUND/HISTORY

The City of Bastrop hired Kimley Horn's engineers to review and workshop the components needed to adopt transportation impact fees. As part of the impact fee study the planned land uses were for the city were workshopped at the planning and zoning commission twice and again at the Bastrop Regular City Council meetings. The P&Z commission and City Council took action to affirm that the land use assumptions were accurate with the expected growth of Bastrop and came to consensus that the proposed capital improvements to the transportation network were necessary to support the future growth and the proposed land uses.

RECOMMENDATION:

Staff recommends approval of first reading of Ordinance 2023-38.

ATTACHMENTS:

- Ordinance 2023-38

CITY OF BASTROP, TX

ORDINANCE NO. 2023-38

ROADWAY IMPACT FEE

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, ESTABLISHING AND ADOPTING ROADWAY IMPACT FEES; AMENDING THE BASTROP CODE OF ORDINANCES, CHAPTER 13, ARTICLE 13.12, BY ENACTING SECTIONS 13.12.094 - 13.12.099 PROVIDING FOR DEFINITIONS; PROVIDING FOR ASSESSMENT OF SAID IMPACT FEES; PROVIDING FOR THE GENERAL ADMINISTRATION OF SAID IMPACT FEES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE AND AN OPEN MEETINGS CLAUSE.

WHEREAS, Texas Local Government Code, chapter 395, authorizes and provides the requirements for political subdivisions to impose impact fees on new developments in order to generate funding or recoup the costs of capital improvements or facility expansion necessitated by and attributable to the new development; and

WHEREAS, the Statute requires the City to conduct an impact fee study to determine the feasibility of adopting impact fees and the study includes development of the City's Land Use Assumptions and Capital Improvements Plan Report and the calculation of the maximum allowable impact fees; and

WHEREAS, pursuant to Texas Local Government Code, Section 395.058, the City appointed the Impact Fee Advisory Committee, which is composed of the City's Planning and Zoning Commission to assist in adopting land use assumptions and reviewing the capital improvements plan; and

WHEREAS, after notice of a public hearing was given as required by Texas Local Government Code, chapter 395, the City Council held a public hearing on June 13th, 2023 at which it approved the land use assumptions and capital improvements plan; and

WHEREAS, the City Council held a public hearing on September 19th, 2023 to consider the imposition of impact fees, and the Capital Improvement Advisory Committee filed its written comments on the proposed impact fees before the fifth business day of the date of the said public hearing; and

WHEREAS, the City Council files that the City has fully complied with Texas Local Government Code, chapter 395, in adopting an imposing the impact fees in this ordinance; and

WHEREAS, the City Council finds it to be in the best interest of the citizens of the City to adopt and approve the impact fees and related administrative processes described herein.

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

- Section 1. Findings of Fact.** The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.
- Section 2. Adoption of Roadway Impact Fees.** The City Council hereby approves and adopts “Roadway Impact Fees” consistent with this ordinance.
- Section 2. Amendment:** Chapter 13, Division 13.12 of the City of Bastrop Code of Ordinances is hereby amended by revising Sections 13.12.001- 13.12.005 and adding Section 13.12.094 – 13.12.099 entitled “Roadway Impact Fees” to read as set forth in *Exhibit A* attached hereto and incorporated herein for all purposes.
- Section 3. Repealer:** To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated.
- Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.
- Section 5. Codification:** The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City’s Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.
- Section 6. Effective Date:** This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City’s Charter, Code of Ordinances, and the laws of the State of Texas. The provisions set forth in *Exhibit “A”* shall take effect on September 26th, 2023.
- Section 7. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said

meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED on *First Reading* by the City Council of the City of Bastrop, on this, the 19th day of September, 2023.

PASSED & APPROVED on *Second Reading* by the City Council of the City of Bastrop, on this, the 26th day of September, 2023.

APPROVED:

by: _____
Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit A

**City of Bastrop
Code of Ordinances
Chapter 13: Utilities
Article 13.12 : IMPACT FEES**

DIVISION 1. - GENERALLY**Sec. 13.12.001 - Short title. (Amended)**

This ordinance shall be known and cited as the ~~water and wastewater~~-impact fees ordinance.

Sec. 13.12.002 - Intent. (Amended)

This article is intended to impose roadway, water and wastewater impact fees, as established in this article, in order to finance public facilities, the demand for which is generated by new development in the designated service area.

Sec. 13.12.003 - Authority. (Amended)

This article is adopted pursuant to Texas Local Government Code, chapter 395 and the city Charter. The provisions of this article shall not be construed to limit the power of the city to utilize all powers and procedures authorized Texas Local Government Code, chapter 395, or other methods authorized under state law or pursuant to other city powers to accomplish the purposes set forth herein, either in substitution or in conjunction with this article. Guidelines may be developed by ordinance, resolution, or otherwise to implement and administer this article.

Sec. 13.12.004- Definitions. (Amended)

Capital improvement means a roadway facility with a life expectancy of three or more years, to be owned and operated by or on behalf of the city (including the city's share of costs for roadways and associated improvements designated on the City's master plan but constructed by another entity. "Capital improvement" includes a newly constructed roadway facility or the expansion of an existing roadway facility necessary to serve new development.

City means the City of Bastrop, Texas.

Credit means an amount equal to:

- (1) That portion of ad valorem tax revenues generated by new service units during the program period that is used for the payment of improvements, including the payment of debt, that are included in the capital improvements plan; or

- (2) In the alternative, a credit equal to 50 percent of the total projected cost of implementing the roadway improvements plan.

(Credit is not to be confused with offset which is defined below.)

Development Agreement means a written agreement, including a consent agreement, between the City and the owner or developer of a property that establishes comprehensive defined transportation improvement requirements for the entire development.

Development unit(s) is the expression of the size of each land use planned within a particular development and is used to compute the number of service units consumed by each individual land use application.

Final plat approval means the point at which the applicant has complied with all conditions of approval and the plat has been released for filing with the county. This term applies to both original plats and replats.

Final plat recordation means the point at which the applicant has complied with all conditions precedent to recording an approved final plat in the county, including the final completion of and acceptance by the city of any infrastructure or other improvements required by the subdivision ordinance or any other ordinance and the plat is filed for record with the county clerk's office.

Land use assumptions means and includes a description of the service areas and the projections of population and employment growth and associated changes in land uses, densities and intensities adopted by the city, as may be amended from time to time, in each service area over a ten-year period upon which the roadway improvements plan is based. The land use assumptions are set out in the most recently updated land use assumptions for roadway impact fees adopted by resolution of the city council as amended from time to time.

Land use vehicle-mile equivalency tables or *LUVMET* are tables set forth in Table C in Section 13.12.095(c) that provide the standardized measure of consumption or use of roadway facilities attributable to a new development based on the land use category of the development and historical data and trends applicable to the city during the previous ten years. The LUVMET recognizes and expresses the magnitude of the transportation demand created by different land use categories within a particular development and allows different uses of land to more accurately bear the cost and expense of the impacts generated by such uses. The LUVMET expresses the number of service units consumed by each individual land use application as "vehicle miles per development unit".

Maximum assessable roadway impact fees mean the fees set out in Table A in Section 13.12.095(a).

New development means the subdivision of land and/or the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure, or any use or extension of the use of land which has the

effect of increasing the requirements for capital improvements, measured by an increase in the number of service units to be generated by such activity.

Offset or *offsets* means the amount of the reduction of an impact fee designed to fairly reflect the value of any construction of, contributions to, or dedications of a system facility agreed to or required by the city as a condition of development approval, pursuant to rules herein established or pursuant to city council-approved administrative guidelines which value shall be credited on an actual cost basis against roadway facilities impact fees otherwise due from the development. (Offset is not to be confused with "credit", which is defined above.)

Recoup means to reimburse the city for capital improvements which the city has previously installed or caused to be installed.

Roadway means any or arterial or collector streets or roads designated in the city's adopted master thoroughfare plan, as may be amended from time to time. The term includes the city's share of costs for roadways designated as a numbered highway on the official federal or state highway system.

Roadway facility means an improvement or appurtenance to a roadway which includes, but is not limited to, rights-of-way, whether conveyed by deed or easement; intersection improvements; traffic signals; turn lanes; drainage facilities associated with the roadway; street lighting or curbs. "Roadway facility" also includes any improvement or appurtenance to an intersection with a roadway officially enumerated in the federal or state highway system. "Roadway facility" includes the city's share of costs for roadways and associated improvements designated as a numbered highway on the official federal or state highway system, including local matching funds and costs related to utility line relocation and the establishment of curbs, gutters, drainage appurtenances, and rights-of-way. "Roadway facility" excludes those improvements or appurtenances to a roadway which are site-related facilities.

Roadway impact fee means a charge or assessment imposed by the city, as set forth in subsection 13.12.095(b), against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development. "Impact fees" or "roadway impact fees" do not include road escrow payments for site-related facilities imposed under facility agreements in existence on the 7th day of January, 2023, roadway adequacy fees, or fee in lieu of TIA. The term is inclusive of both the maximum assessable roadway impact fee and the roadway impact fee collection rate as herein described. The term also does not include dedication of rights-of-way or easements or construction or dedication of drainage facilities, streets, sidewalks, or curbs if the dedication or construction is required by the subdivision ordinance and is necessitated by and attributable to the new development.

Roadway impact fee collection rate means the fees set out in Table B in Section 13.12.095(B)

Roadway improvements plan identifies the capital improvements or facility expansions and associated costs for each roadway service area that are necessitated by and which

are attributable to new development within the service area, for a period not to exceed ten years, which capital improvements are to be financed in whole or in part through the imposition of roadway impact fees pursuant to this article. The roadway improvements plan and land use assumptions were adopted by resolution of the city council, and may be amended from time to time. This definition does not include the City's approved 5-year CIP evaluated on an annual basis pursuant to City Charter and local ordinance.

Roadway service area means the geographic area(s) within the city's corporate limits, which do not exceed six miles and within which geographic area(s) roadway impact fees for capital improvements will be collected for new development occurring within such area, and within which fees so collected will be expended for those capital improvements identified in the roadway improvements plan to be located within the roadway service area. "Roadway service area" does not include any land outside the city limits.

Service unit means one vehicle mile of travel in the afternoon peak hour of traffic and is also referred to as a "vehicle mile."

Site-related facility means an improvement or facility which is constructed for the primary use or benefit of a new development and/or which is for the primary purpose of safe and adequate provision of roadway facilities to serve the new development and which is not included in the roadway improvements plan and for which the developer or property owner is solely responsible under the subdivision, and/or other applicable, regulations. Site-related facility may include an improvement or facility which is located offsite, or within or on the perimeter of the development site.

System facility means a capital improvement which is designated in the roadway improvements plan and which is not a site-related facility. A system facility may include a capital improvement which is located off-site, within, or on and along the perimeter of the new development site.

TIA means a traffic impact analysis prepared in accordance with applicable City ordinances, guidelines, manuals, and policies. TIA does not include a fee in lieu of a TIA.

Sec. 13.12.005 - Applicability (Amended)

- (a) This article shall be uniformly applicable to new development that occurs within the water and wastewater service areas. This article shall be uniformly applicable to new development in roadway impact fee service areas, except for section 13.12.007 through section 13.12.016 and section 13.12.018 through section 13.12.022 and section 13.12.024 through section 13.12.026, which are not applicable. Specific provisions for roadway impact fees are included in section 13.12.094 through section 13.12.099.
- (b) No new development shall be exempt from the assessment of impact fees except as defined in this article or in Texas Local Government Code Chapter 395.

DIVISION 4. – ROADWAY FACILITIES (New)

Sec. 13.12.094 Service areas; applicability; effective date

(a) The city is hereby divided into two roadway service areas as shown on the official roadway service area map. The official roadway service area map, which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be a part of this article. The official roadway service area map shall be identified by the signature of the mayor attested by the city secretary and bearing the seal of the City of Bastrop under the following words:

“This is to certify that this is the official roadway service area map referred to in Article 13.12.027 of the Code of Ordinances, City of Bastrop, Texas.”

- (b) The provisions of this article apply to all new development within the service areas described above. The provisions of this article apply uniformly within each roadway service area.
- (c) This article is intended to ensure the provision of adequate roadway facilities to serve new development in the city by requiring each development to pay its share of the costs of such improvements necessitated by and attributable to such new development.
- (d) This article shall take effect on September 26th, 2023.

Sec. 13.12.095 Roadway impact fees per service unit.

(a) The City hereby adopts the maximum assessable roadway impact fee per service unit for each roadway service area set forth in Table A below. Each new development shall be assessed the maximum assessable roadway impact fee and shall pay the roadway impact fee collection rate set forth in Table B, as applicable, minus any applicable offsets, as described herein.

**Table A
MAXIMUM ASSESSABLE ROADWAY IMPACT FEE PER SERVICE UNIT**

Service Area A	\$2,349.00
Service Area B	\$1,414.00

(b) The roadway impact fee per service unit for all service areas shall be adopted, assessed, and collected as set forth below. No building permit shall be issued until an assessment of an impact fee pursuant to this article is made and paid in accordance with the assessment and collection procedures set forth herein.

(1) For all property with final plat approval dated before the effective date of this article, the roadway impact fees will be assessed on September 26th, 2023 and will be charged at building permit application dated on or after September

- 26th, 2024 as set forth in Table B. No roadway impact fees shall be collected for any building permit issued prior to September 26th, 2024
- (2) For all property with final plat approval on or after the effective date of this article, the roadway impact fees will be assessed at final plat approval and will be charged at building permit application as set forth in Table B. No roadway impact fees shall be collected for any building permit issued prior to September 26th, 2024

Table B – Collection Rate Table

Service Areas	Collection Rate
A	\$1,562.85
B	\$919.10

- (c) The land use vehicle-mile equivalency tables are set forth below:

Table C
Land Use Vehicle-Mile Equivalency Table ("LUVMET")

- (d) The maximum assessable roadway impact fee per service unit set forth in Table A that is assessed to new development is declared to be the roughly proportionate measure of the impact(s) generated by a new unit of development on the city's transportation system. To the extent that the roadway impact fee per service unit collected is less than the maximum assessable roadway impact fee per service unit, such difference is hereby declared to be founded on policies unrelated to the measurement of the actual impacts of the development on the city's transportation system. The maximum assessable roadway impact fee per service unit may be used in evaluating any claim by an applicant, developer, or property owner that the dedication, construction, or contribution of a capital improvement imposed as a condition of development approval pursuant to the city's regulations is not roughly proportionate to the impact(s) of the new development on the city's transportation system.
- (e) Except as herein otherwise provided, the payment of a roadway impact fee shall be additional and supplemental to, and not in substitution of, any other tax, fee, charge or assessment which is lawfully imposed on and due against the new development.

13.12.096 Assessment of roadway impact fees.

- (a) Assessment of the roadway impact fee per service unit for any new development shall be made as set forth in Section 13.12.095.
- (b) Following assessment of the roadway impact fee pursuant to subsection (a), the amount of the roadway impact fee assessed per service unit for that new development cannot be increased, unless the owner proposes to change the approved development by the submission of a new application for final plat approval or replat approval or other development applicant that results in approval of additional service units, in which case new assessment shall occur at the rate then in effect, as set forth in Section 13.12.095(b).
- (c) Following the vacating of any plat or submittal of any replat, a new assessment must be made in accordance with the then current impact fee as set forth in Section 13.12.095.
- (d) Approval of an amending plat pursuant to Texas Local Government Code § 212.016, is not subject to reassessment of a roadway impact fee hereunder provided that the use of the property remains the same.
- (e) The City Manager or designee shall compute the assessment of roadway impact fees for new development by first determining whether the new development is eligible for offsets calculated in accordance with section 13.12.098, which would further reduce roadway impact fees otherwise due in whole or in part.

13.12.097 Payment and collection of roadway impact fees.

- (a) For all new developments, roadway impact fees shall be collected at the time of application for and in conjunction with the issuance of a building permit; however, the City has the ability to require construction greater than the transportation impact fee collection rate for amounts up to the maximum assessable

transportation impact fee. The roadway impact fees to be paid and collected are listed in Section 13.12.095(b). The city reserves the right to enter into an agreement with a developer for a different time and manner of payment of roadway impact fees in which case the agreement shall determine the time and manner of payment.

- (b) The city shall compute the roadway impact fees to be paid and collected for the new development in the following manner:
- (1) Determine the number of development units for each land use category in the new development using Table C then in effect.
 - (2) Multiply the number of development units for each land use category in the new development by the vehicle miles (per development unit) for each such land use category also found in Table C then in effect to determine the number of service units attributable to the new development.
 - (3) The amount of roadway impact fees to be collected shall be determined by multiplying the number of service units for the new development by the roadway impact fee per service unit for the applicable roadway service area and shall be calculated at the time of application for and in conjunction with the issuance of a building permit.
 - (4) If an agreement as described in section 13.12.098 providing for offsets exists, the amount of the offsets shall be deducted from the roadway impact fees as calculated above.
- (c) If the building permit for which a roadway impact fee has been paid has expired, and a new application is thereafter filed, the roadway impact fees shall be computed using the LUVMET found in Table C and section 13.12.095(b) then in effect with credits for previous payment of fees being applied against any new fees due.
- (d) Whenever the property owner proposes to increase the number of service units for a development, the additional roadway impact fees collected for such new service units shall be determined by using the LUVMET found in Table C and section 13.12.095(b) then in effect, and such additional fees shall be collected at the times prescribed by this section.
- (e) Where an application for a building permit is for a "shell" or speculative building proposed to be used as a shopping center, the amount of the roadway impact fee will be calculated assuming that the entire building will be used as a "shopping center" as shown on Table C. Where a subsequent application for a building permit is made for the finish-out of the shell building, or portion thereof, for the ultimate use, an additional roadway impact fee shall be charged and paid if the ultimate use is different from a "shopping center".
- (f) Where an application for a building permit is for a "shell" or speculative building proposed to be used as an office building, the amount of the roadway impact fee will be calculated assuming that the entire building will be used as a "general office building" as shown on Table C. Where a subsequent application for a building permit is made for the finish-out of the shell building, or portion thereof, for the

ultimate use, an additional roadway impact fee shall be charged and paid if the ultimate use is different from a "general office building".

- (g) Where an application for a building permit is for a "shell" or speculative building proposed to be used as an industrial use or industrial flex space, the amount of the roadway impact fee will be calculated assuming that the entire building will be used as "general light industrial" as shown on Table C. Where a subsequent application for a building permit is made for the finish-out of the shell building, or portion thereof, for the ultimate use, an additional roadway impact fee shall be charged and paid if the ultimate use is different from "general light industrial".

13.12.098 Offsets against roadway impact fees.

- (a) The city may offset the cost of construction of any system facility that is required or agreed to by the city, pursuant to rules established in this section or pursuant to administrative guidelines promulgated by the city with the following limitations:
- (1) The offset shall be associated with the plat or other detailed plan of development for the property that is to be served by the roadway facility.
 - (2) Projects that consist of multiple phases, whether approved before or after the effective date of this article, may apply for offsets against roadway impact fees for the entire project based upon improvements or funds toward construction of system facilities, or other roadway capital improvements supplying excess capacity. Offset shall be determined by comparing the actual costs of roadway capital improvements supplied by the project with the costs of roadway capital improvements to be utilized by development within the project, utilizing a methodology approved by the city. The offset determination shall be incorporated within an agreement for offsets, in accordance with this article. The roadway requirements of an agreement for offsets shall not be less than what is required by the zoning and development code.
 - (3) The city's then-current policies and regulations shall apply to determine a new development's obligations to construct adjacent system facilities. The obligation to construct, however, shall not exceed the maximum assessable roadway impact fees assessed against new development under Table A. Construction required under such policies and regulations shall be an offset against the amount of impact fees otherwise due. If the costs of constructing a system facility in accordance with the then current city policies and regulations are greater than the amount of the roadway impact fees due, the amount of the credit due shall be deemed to be one hundred percent (100%) of the assessed impact fees and no roadway impact fees shall be collected thereafter for the development, unless the number of service units is subsequently increased.
 - (4) All offsets against roadway impact fees shall be based upon standards promulgated by the city, which may be adopted as administrative guidelines, including the following standards:
 - a. No offset shall be given for the dedication or construction of site-related facilities.

- b. No offset shall be given for a roadway facility which is not identified within the roadway improvements plan, unless the facility is on or qualifies for inclusion on the transportation master plan and the city agrees that such improvement supplies capacity to new development other than the development paying the roadway impact fee and provisions for offsets are incorporated in an agreement for offsets pursuant to this article.
 - c. In no event will the city grant an offset when no roadway impact fees can be collected pursuant to this article or for any amount exceeding the roadway impact fees due for the new development, unless expressly agreed to by the city in writing.
 - d. The value of right-of-way dedicated for site-related facilities will not be considered for an offset.
 - e. The fair market value of right-of-way conveyed for roadway facilities that are not required by the new development will be entitled to an offset. If said roadway facilities are partially required by the new development, said portion shall not be entitled to an offset. The fair market value of the conveyed right-of-way will be determined by either:
 - 1. The appropriate Central Appraisal District,
 - 2. By agreement, or
 - 3. By a MAI appraisal obtained by the city.
 - f. The city may participate in the costs of a system facility to be dedicated to the city, including costs that exceed the amount of the impact fees due for the development, in accordance with policies and rules established by the city. The amount of any offset for construction of a system facility shall be reduced by the amount of any participation funds received from the city.
 - g. Where funds for roadway facilities have been escrowed under an agreement that was executed with the city prior to the effective date of this article, the following rules apply:
 - 1. Funds expended under the agreement for roadway facilities shall first be credited against the amount of roadway impact fees that would have been due under section 13.12.095(b) for those units of development for which building permits already have been issued;
 - 2. Any remaining funds shall be credited against roadway impact fees due for the development under section 13.12.095(b) at the time building permits are issued.
- (b) Except as provided below, offsets for construction of capital improvements shall be deemed created when the capital improvements are completed and the city has accepted the facility. In the case of capital improvements constructed and accepted prior to the September 26th, 2023, the offset shall be deemed created on said date. Offsets created on or before September 26th, 2023 shall expire ten years from such date. Offsets created after September 26th, 2023 shall expire ten years from the

date the offset was created. Upon application by the property owner, the city may agree to extend the expiration date for an offset on mutually agreeable terms.

- (c) Unless an agreement for offsets, as described herein, is executed providing for a different manner of applying offsets against roadway impact fees due, an offset associated with a plat shall be applied at the time of application for the first building permit and, at each building permit application thereafter, to reduce roadway impact fees due until the offset is exhausted.
- (d) An owner of new development who has constructed or financed a roadway capital improvement or roadway facility expansion designated in the roadway impact fee capital improvements plans, or other roadway capital improvement that supplies excess capacity, as required or authorized by the city, shall enter into an agreement with the city to provide for offsets against roadway impact fees due for the development in accordance with this subsection. The agreement shall identify the basis for and the method for computing and the amount of the offset due and any reduction in offsets attributable to consumption of road capacity by developed lots or tracts served by the roadway capital improvements. For multi-phased projects, the city may require that total offsets be proportionally allocated among the phases. If authorized by the city, the agreement also may provide for allocation of offsets among new developments within the project, and provisions for the timing and collection of roadway impact fees.

13.12.099 Use of proceeds of roadway impact fees.

- (a) The roadway impact fees collected within each roadway service area may be used to finance, pay for or to recoup the costs of any roadway facility identified in the roadway improvements plan for the roadway service area, including the construction contract price, surveying and engineering fees, land acquisition costs (including land purchases, court awards and costs, attorney's fees, and expert witness fees), and amounts designated in any reimbursement agreements executed pursuant to section 13.12.098
- (b) Roadway impact fees may be used to pay for the contract services of an independent qualified engineer or financial consultant preparing or updating the roadway improvements plan who is not an employee of the political subdivision.
- (c) Roadway impact fees also may be used to pay the principal sum and interest and other finance costs on bonds, notes or other obligations issued by or on behalf of the city to finance such capital improvement.

13.12.100 – 13.12.115 Reserved.



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve the first reading of Ordinance No. 2023-37 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Appendix A, Fee Schedule, Article A13.02.004 Water Service Charge, as attached in Exhibit A; providing for: findings of fact, enactment, repealer, severability, providing for an effective date, codification, proper notice and meeting, and move to include on the October 12, 2023 agenda for a second reading.

AGENDA ITEM SUBMITTED BY:

Submitted by: Laura Allen, Senior Accountant

BACKGROUND/HISTORY:

The City Manager engaged NewGen Strategies and Solutions in May 2018 to perform a Water and Wastewater Rate Study and in 2022 for a Wholesales Rate Study update. Both studies were to evaluate revenue requirements forecasted out over five (5) years and review current water and wastewater rate ordinance along with billing methodology. The consultant provided city staff with a rate model tool to be used to forecast rate scenarios based on actual and projected revenue and expense assumptions.

The Water and Wastewater Rate Study recommended that the city use a phase-in approach to increasing the demand charge by meter size for water meters to reflect the American Waterworks Associations meter equivalency standards. This step increase will continue through FY 2025.

Demand Charge by Meter Size - Water

Meter Size	# of Units	Current Rate	FY 2022	FY 2023	FY 2024	FY 2025
1.5"	73	82.06	84.65	87.24	89.83	92.42
2"	97	124.19	130.10	136.01	141.92	147.83
3"	14	232.86	243.94	255.02	266.10	277.18
4"	4	296.46	337.85	379.24	420.63	462.02
6"	2	714.14	766.60	819.06	871.52	923.98

The proposed budget for FY2024 included an assumption that the water base rate increase of \$5.00 for ¾" meter and equivalent change to all other meter sizes will be required. These rate

increases were informed by the update of the rate model based on new debt and capital improvement projections.

Article III, Section 3.01(13) states the City Council has the power and duty to provide for a sanitary sewer and water system. Section 3.14 (9) states that action requiring an ordinance includes the amending or repealing of a previously adopted ordinance.

FISCAL IMPACT:

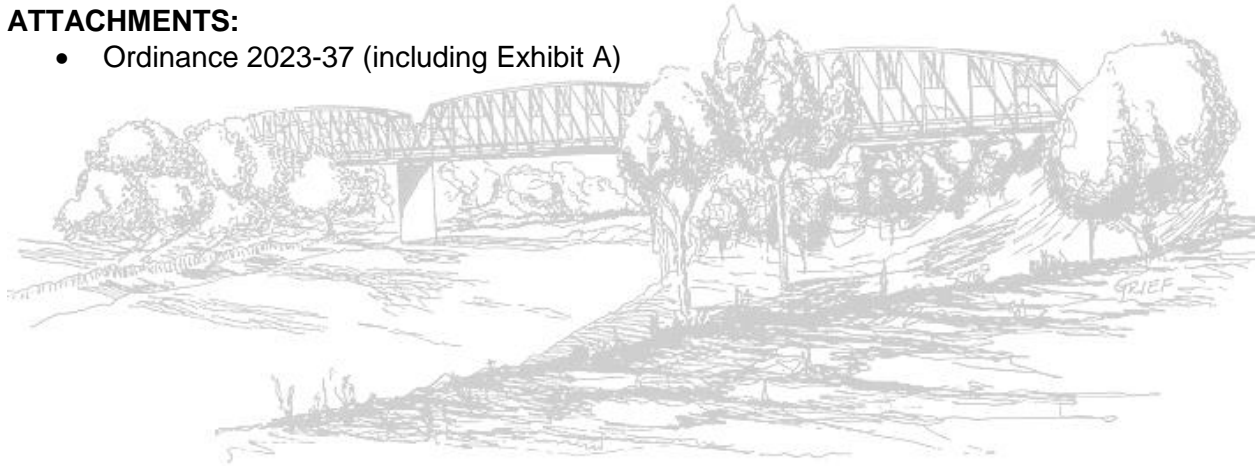
Water and wastewater revenue

RECOMMENDATION:

Larua Allen, Senior Accountant, recommends approval of the first reading of Ordinance No. 2023-XX of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Appendix A, Fee Schedule, Article A13.02.004 Water Service Charge, as attached in Exhibit A; providing for: findings of fact, enactment, repealer, severability, providing for an effective date, codification, proper notice and meeting, and move to include on the October 12, 2023 agenda for a second reading.

ATTACHMENTS:

- Ordinance 2023-37 (including Exhibit A)



ORDINANCE NO. 2023-37

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CITY CODE OF ORDINANCES, AMENDING APPENDIX A, FEE SCHEDULE, A13.02.004 WATER SERVICE CHARGE, AS ATTACHED IN EXHIBIT A; PROVIDING FOR: FINDINGS OF FACT, ENACTMENT, REPEALER, SEVERABILITY, EFFECTIVE DATE, CODIFICATION, AND PROPER NOTICE AND MEETING

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt ordinances or regulations that are for the good government, peace, or order of the City and that are necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City Council of the City of Bastrop, Texas engaged NewGen Strategies and Solutions to conduct a Water and Wastewater Rate Study in May 2018; and

WHEREAS, the Water and Wastewater Rate Study recommended a phase-in plan for the demand charge by meter size for water meters that reflects the American Waterworks Associations industry standards; and

WHEREAS, the City utilizes a rate model that once updated reflects the need for an increase in the water base rates to help fund ongoing water infrastructure projects; and

WHEREAS, this ordinance increases the water demand charge for meter sizes greater than 1.5" and increases the water base rates for all meter sizes; and

WHEREAS, the City Council of the City of Bastrop, Texas has determined that in order to properly bill water charges to their customers, it is necessary to amend the City Code of Ordinances Appendix A: Fee Schedule 13.02.004, as attached in Exhibit A.

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

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

SECTION 2. ENACTMENT Appendix A, Article A13.02.004 Water service charge are hereby amended to read in accordance with Exhibit A which is attached hereto and incorporated into this Ordinance for all intents and purposes. Underlined language shall be added. Stricken language shall be deleted.

SECTION 3. REPEALER All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

SECTION 4. SEVERABILITY Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

SECTION 5. EFFECTIVE DATE This Ordinance shall be effective November 1, 2023.

SECTION 6. PROPER NOTICE & MEETING It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & APPROVED on First Reading on the 19th day of September 2023.

READ & ADOPTED on the Second Reading on the 10th day of October 2023.

APPROVED:

Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit "A"

Appendix A – Fee Schedule

Sec. A13.02.004 - Water service charges.

- (a) Retail Water: The following rates will be applicable to retail all sales or service of water within the corporate limits of the city.
- (1) Residential - In city limits

Meter Size	Minimum Charge
¾" (or smaller)	\$32.72
1"	\$54.53
1½"	\$106.50
2"	\$168.59
3"	\$316.10
4"	\$503.96
6"	\$1,038.19

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$ 2.85
3,001—5,000 gallons	\$ 3.04
5,001—10,000 gallons	\$ 3.22
10,001—20,000 gallons	\$ 3.42
20,001—50,000 gallons	\$ 3.69
Over 50,000 gallons	\$ 3.87

Commercial - In city limits.

Meter Size	Minimum Charge
¾" (or smaller)	\$32.72

1"	\$54.53
1½"	\$106.50
2"	\$168.59
3"	\$316.10
4"	\$503.96
6"	\$1,038.19

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$ 2.85
3,001—5,000 gallons	\$ 3.04
5,001—10,000 gallons	\$ 3.22
10,001—20,000 gallons	\$ 3.42
20,001—50,000 gallons	\$ 3.69
Over 50,000 gallons	\$ 3.87

(2) Residential and Commercial - Outside city limits.

Meter Size	Minimum Charge
¾" (or smaller)	\$49.09
1"	\$81.79
1½"	\$159.75
2"	\$252.89
3"	\$474.15
4"	\$862.44
6"	\$1,557.29

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$ 4.12
3,001—5,000 gallons	\$ 4.42
5,001—10,000 gallons	\$ 4.70
10,001—20,000 gallons	\$ 4.98
20,001—50,000 gallons	\$ 5.39
Over 50,000 gallons	\$ 5.66

(b) no change



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve the second reading of Ordinance No. 2023-33 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2023-2024 (October 1, 2023 through September 30, 2024) attached as Exhibit A; making certain appropriations; and providing that expenditures for said Fiscal Year be made in accordance with said budget; updating the Master Fee Schedule; providing a distribution; severability; repealer; an effective date; and proper notice of meeting.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant

BACKGROUND/HISTORY:

The City Council held a budget planning sessions on April 19th and May 12, 2023, to discuss Council priorities going into FY2024 budget preparation. At this planning session, the City Manager was seeking feedback from City Council on prioritizing these items. This feedback was used to prepare the Proposed FY2024 Budget.

The City Manager presented the Proposed Budget for FY2024 on July 25, 2023. The City Council held Budget Workshops on August 15 and 16, 2023, to go over the budget in more detail and ask any questions of the City Manager and Chief Financial Officer.

Council reached consensus on changes to the proposed budget during the August 17 workshop:

- Community Support funding – Changes were made to funding levels for several organizations. These changes increased the proposed budget by \$8,000.
- Set aside \$25,000 to fund 1099 help as needed.
- Police total hours error increasing the patrol budget by \$73,000.

On September 12th Council agreed to amend the Visit Bastrop agreement, creating a 4th amendment to the contract, as well as a 15% increase in Community Asset funding. Visit Bastrop's revised FY 2024 payment, calculated at 35% of projected revenue, is \$1,29,700 which included \$75,000 for special event funding.

COMMUNITY ASSET	\$ change	FY 23-24 Proposed Funding
Bastrop County Historical Society Visitor Center	\$24,448	\$187,434
Bastrop County Historical Society Museum	\$13,262	\$101,673
Bastrop Opera House	\$22,173	\$169,991
Lost Pines Art Center	\$19,449	\$149,109

In addition, a revision to the Master Fee Schedule includes a penalty of \$500 for contempt in failing or refusing to obey City Council's subpoena or to produce any such books, papers, or other evidence pursuant to a council investigation under Bastrop Charter 3.11.

All changes and recommendations have been incorporated into this final version.

Detail changes to the All-Funds Summary since the proposed budget are as follows:

REVENUE	\$ change	Notes
Total Revenue as of 7/25/2023	\$74,426,322	
General Debt Service Ad Valorem Taxes	\$64,568	Final certified role calculation
Total Changes	\$64,568	
Total Revenue 9/12/2023 FINAL	\$74,490,890	

EXPENDITURES	\$ change	Notes
Total Expenditures as of 7/25/2023	\$121,812,103	
Community Support Funding	\$8,000	Per August 16 Council Mtg
1099 Professional Services	\$25,000	Per August 16 workshop
Police Patrol hourly adjustment for Holidays	\$71,090	Added after review
Total Changes	\$106,000	
Total Expenditures 9/12/2023 FINAL	\$121,916,193	

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

Since the Charter requires two readings for an Ordinance to be effective, the second reading of this Ordinance adopting the budget for FY 2023-2024 will be on September 19, 2023, at the regular scheduled Council meeting.

FISCAL IMPACT:

All funds

RECOMMENDATION:

City staff recommends approval of the second reading of Ordinance No. 2023-33 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2023-2024 (October 1, 2023 through September 30, 2024) attached as Exhibit A; making certain appropriations; and providing that expenditures for said Fiscal Year be made in accordance with said budget; updating the Master Fee Schedule; providing a distribution; severability; repealer; an effective date; and proper notice of meeting.

ATTACHMENTS:

- Ordinance No. 2023-33
- Exhibit A – Annual Budget for FY2023-2024



ORDINANCE NO. 2023-33

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2023-2024 (OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024), ATTACHED AS EXHIBIT A; MAKING CERTAIN APPROPRIATIONS; AND PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; UPDATING THE MASTER FEE SCHEDULE; PROVIDING A DISTRIBUTION; SEVERABILITY; REPEALER; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2023-2024; and

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and City Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete Financial Plan for Fiscal Year beginning October 1, 2023, and ending September 30, 2024; and

WHEREAS, the City Council on September 12, 2023, conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notice were duly posted in a newspaper of general circulation in the county in which the municipality is located; and

WHEREAS, the City has acknowledged that this budget will raise more total property taxes than last year's budget by \$594,389 or 8.08%, and of that amount \$353,885 is tax revenue to be raised from new property added to the tax roll this year; and

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

WHEREAS, pursuant to the statutory authority granted by the City of Bastrop Home Rule Charter, Section 6.06, this budget shall constitute the official appropriations of proposed expenditures for the Fiscal Year 2023-2024 and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for that tax year; and

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

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

Section 1. Budget Adopted: The proposed budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024, as submitted to the City Council by the City Manager, attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2023-2024.

Section 2. Appropriation: The sum of one hundred and twenty-one million, nine hundred and sixteen thousand, one hundred ninety-three U.S. Dollars (\$121,916,193) is hereby appropriated for the City's FY2023-2024 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2023-2024 budget document.

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

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

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

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

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

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

CONSIDERED and APPROVED on First Reading on the 12th day of September 2023, by the following motion:

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

Mayor Pro Tem John Kirkland YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cynthia Meyer YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cheryl Lee YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Jimmy Crouch YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Kevin Plunkett YEA___ NAY___ ABSTAIN___ ABSENT___

CONSIDERED and ADOPTED on Second Reading on the 19nd day of September 2023, by the following motion:

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

Mayor Pro Tem John Kirkland YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cynthia Meyer YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cheryl Lee YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Jimmy Crouch YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Kevin Plunkett YEA___ NAY___ ABSTAIN___ ABSENT___

APPROVED:

Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



BASTROPTX
Heart of the Lost Pines
Est. 1832



FISCAL YEAR
2023-24
ANNUAL
BUDGET



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INTRODUCTION

ANNUAL OPERATING BUDGET FY 2023-2024

City Council Record Vote

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

John Kirkland, Mayor Pro-Tem-
 Jimmy Crouch-
 Cynthia Meyer-
 Cheryl Lee-
 Kevin Plunkett-

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$594,389 which is an 8.08% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$353,885”.

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
2022-2023	0.5128	0.4887	0.3166	0.3166	0.5238	0.1962

Municipal Debt Obligations - Principle & Interest

Tax Supported	Revenue Supported	Total
\$36,643,625	\$148,762,860	\$185,406,485

FY 2023 Budget Book Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Bastrop
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morrill

Executive Director

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 11,690, 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. Austin was ranked fourth fastest growing metropolitan city with over 1M population, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

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.

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, culture, 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 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 Lost Pines Art Center is a work of art in itself – the building was recognized in the Austin Business Journal's Commercial Real Estate awards and was awarded a substantial grant from ArtPlace, a national organization. The Art Center is home to a bustling art community and exposes all ages to world-class demonstrations and expositions.

Employment

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

Education

Area students are served by Bastrop Independent School District, which has an enrollment of over 11,000. One of the largest geographically in the state of Texas, Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige, and vast rural areas of Bastrop County.

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. The Art Institute of Austin relocated to Bastrop.

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. Bastrop's City Council has made significant investments in the Bastrop Fire Department, bringing in the city's first paid staff members in the past few years, investing in the City's first ladder truck, and continuing to support the needs of our growing city. The Fire Department was just successful in lowering the ISO rating of the city from 4 to 3, which is proof of the progress and excellence of the department and results in lowered insurance rates for residential and business properties. Bastrop Police Department continues to score highly in terms of diversity, fairness, response times, and commitment to community policing.

Population Overview



TOTAL POPULATION

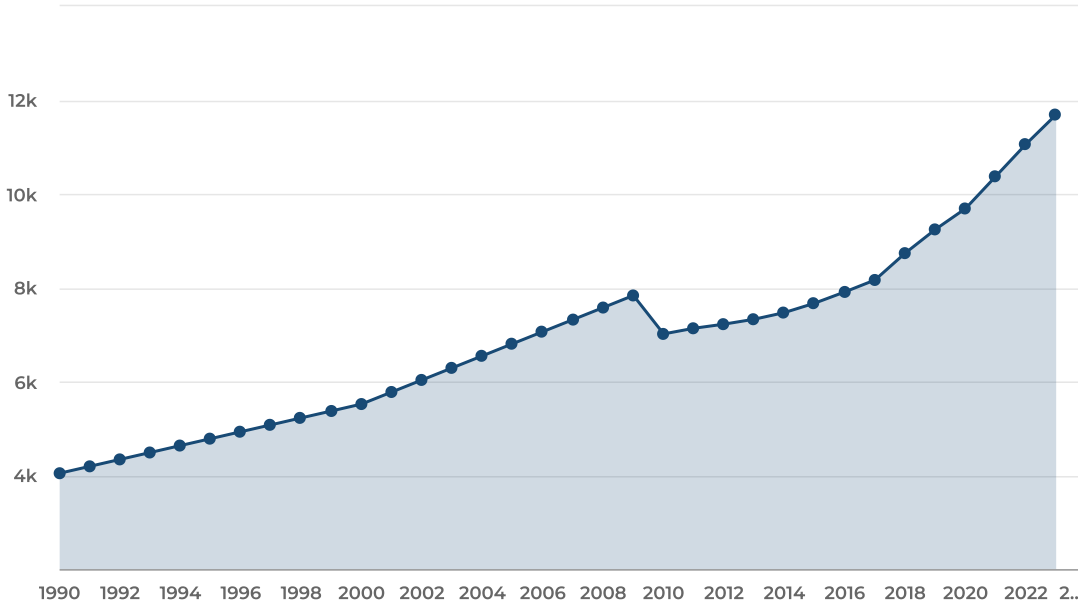
11,690

▲ **5.7%**
vs. 2022

GROWTH RANK

2 out of **1220**

Municipalities in Texas



* Data Source: Client entered data for year 2023



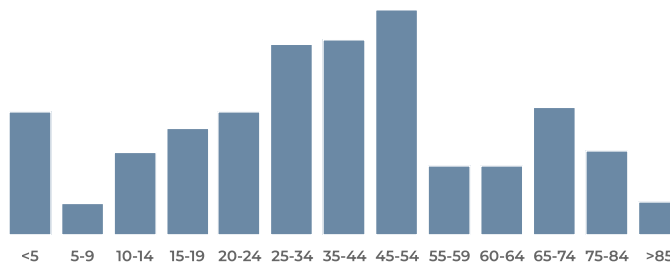
DAYTIME POPULATION

14,076

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.

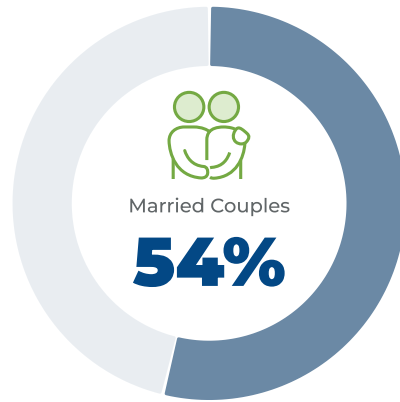
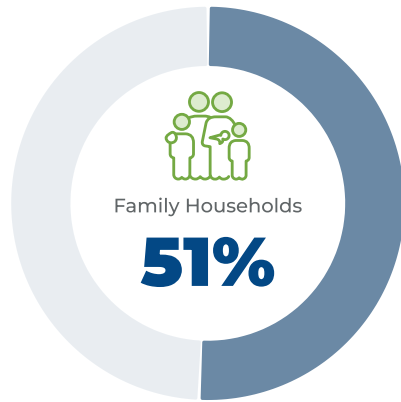
* Data Source: American Community Survey 5-year estimates

Household Analysis

TOTAL HOUSEHOLDS

3,687

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.



▲ 7%

higher than state average



▲ 19%

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.

HOUSEHOLD INCOME

Median Income

69,074

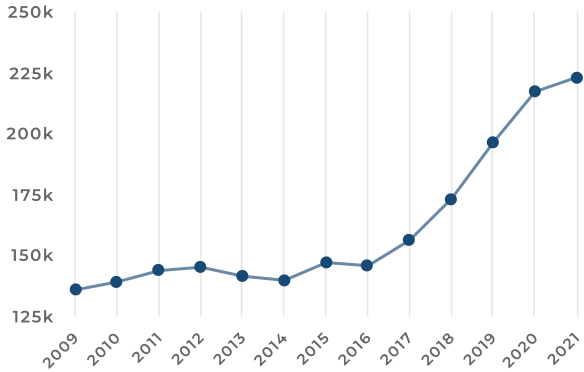
** Data Source: Bastrop, TX 2023*

Housing Overview



2021 MEDIAN HOME VALUE

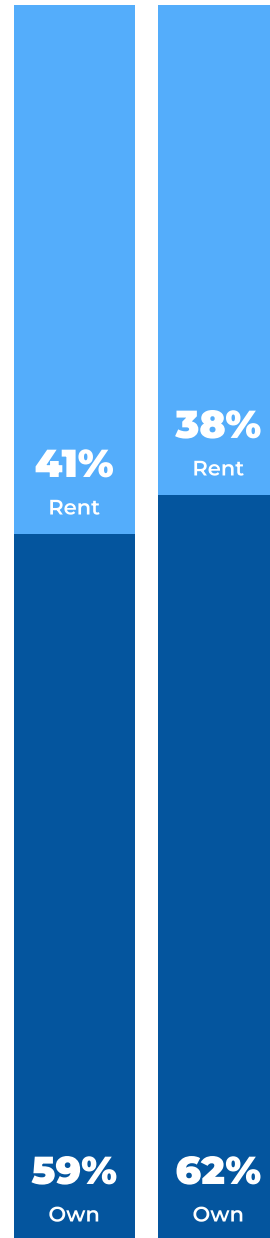
223,100



* Data Source: 2021 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.

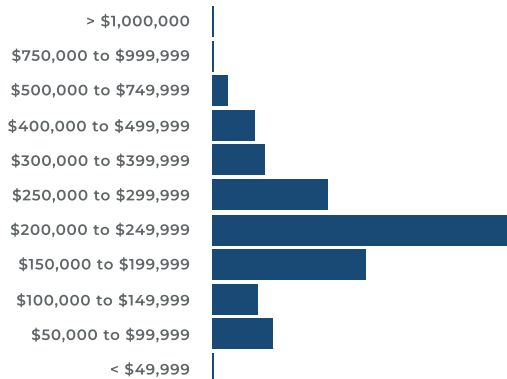
HOME OWNERS VS RENTERS

Bastrop State Avg.



* Data Source: 2021 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.

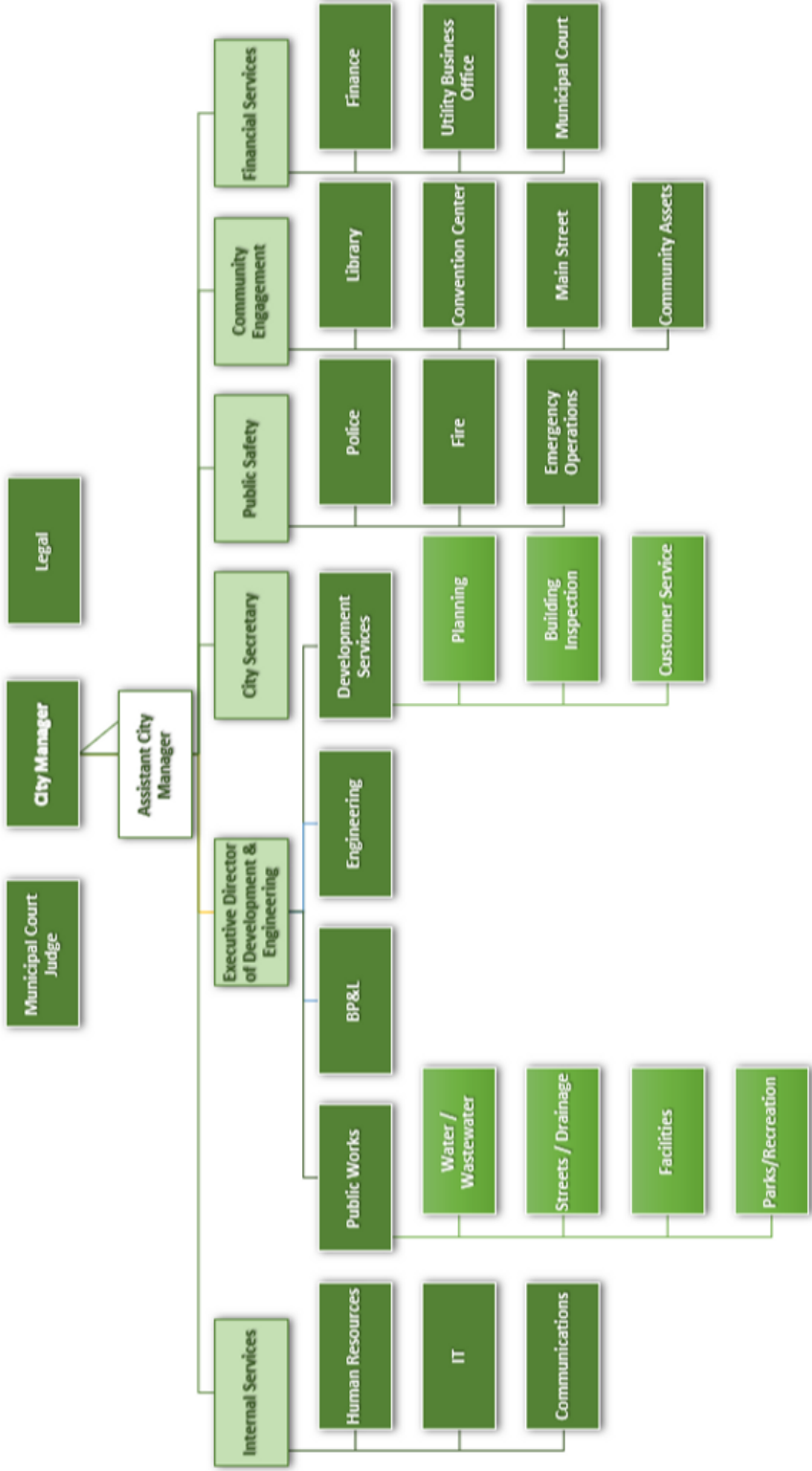
HOME VALUE DISTRIBUTION



* Data Source: 2021 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.



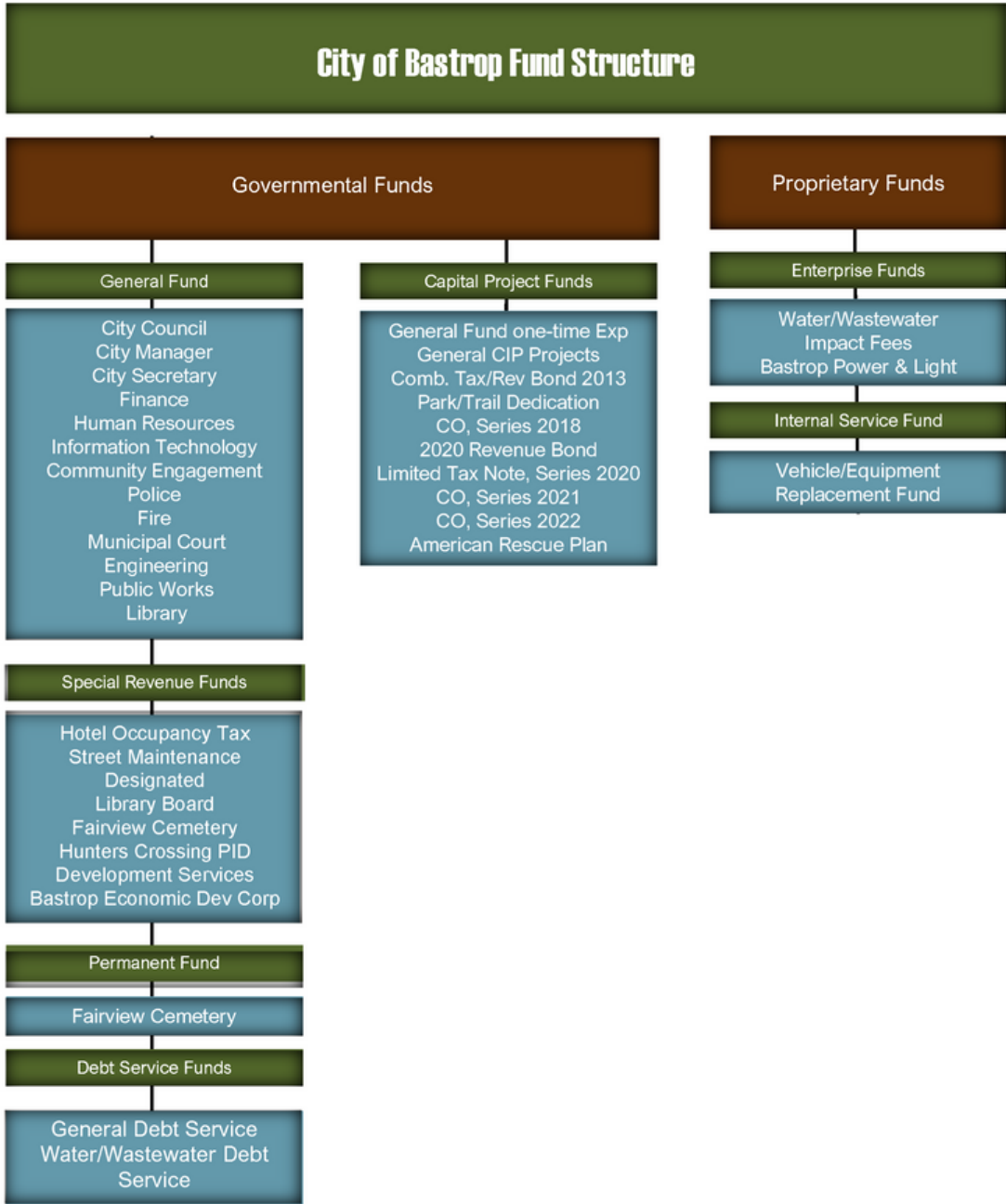
CITIZENS



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. This transfer is represented as a reduction in expenses with in the General Fund.



BUDGET OVERVIEW

Welcome to the FY 2024 Budget

The City Manager is pleased to present the Proposed FY 2024 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 productive pre-budget work sessions with the City Council on April 19, and May 12 of this year.

The City Council's thoughtful feedback on potential capital projects, the Nine Focus Areas, and the fiscal forecast for the major operating funds is particularly appreciated. The City staff team worked to ensure that the Council's input was reflected in the proposed document.

This 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. The chart below depicts the average increases/decreases submitted through the simulation.

	Amount
Revenue	
Ad Valorem	\$25,017
Sales Tax	(\$4,278)
Expenditures	
Police Department - 2 additional officers	\$168,607
Fire Department - restructure with 1 additional firefighter	\$88,344
Cost of Living Adjustment (COLA)	\$26,107
Community Organizations/Event Support	(\$9,320)

Based on this feedback, the Police, Fire, and COLA were all included in this budget. The Ad Valorem tax revenue has increased in this budget, at a 1.6% increase over the No-new-revenue rate calculated from preliminary valuation amounts, but still lower than the current year's tax rate.

The theme of the FY 2023 budget was 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. This theme continues for FY 2024 as we are still seeing position vacancies due to employees leaving for better opportunities. At the time of this budget, there were 10 vacancies. This budget addresses some of the road blocks to recruitment, including retirement plans and wage levels. There is a 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 proposed FY 2024 budget includes an 8% increase in retirement contributions, taking the employer contribution percentage to 13.5%. The City received a letter from TMRS in June of 2023, providing a contribution rate needed if the City were to elect a 7% contribution plan. This letter indicated that a 13.2% rate would be needed. This is great news for our employees and will allow the City to make a plan change effective January 1, 2024 with City Council approval making the leap to 7%.

This budget also puts emphasis on streets and drainage. This budget increases total staff in the streets and drainage division by two (2) additional full-time positions. The street maintenance amount of \$800,000 was moved into the General Fund operating expenditures and is being funded by recurring revenue. In FY 2023, this amount was funded out of one-time funds (excess fund balance). It was decided that this street maintenance expense should be supported by recurring revenue since it is a recurring expense. We were able to absorb this amount in the operating expenses due to the 380 reimbursement with Bastrop Retailers (Burluson Crossing) ending in FY 2023, which totaled approximately \$800k a year. Continuing with street rehabilitation, there are several bond funds that have, in total, \$5.6M allocated to street rehabilitation.

Long term street maintenance is a gargantuan problem facing many cities after decades of neglect or not allocating enough funds to maintain existing streets. The City of Bastrop is no different. This budget is taking the first step in making a street maintenance and repair allocation out of operating funds and not excess fund balance. A city cannot borrow its way into safe and well repaired streets via a Capital Improvement bond; no amount of tax increase would sustain a debt obligation that large.

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 2024 Capital Budget

The City Council provided guidance on the five-year capital plan during work sessions held on April 19 and May 12, 2023, which resulted in the plan presented in the Capital Improvement section of this 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.

There were several studies conducted during FY 2023 related to intersection improvements and a quiet zone. These studies provided an estimate for recommended improvements.

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) if the grant is not awarded (the match for the grant was part of the 2023 issuance)
- Secondary - Gills Branch (\$15M) if the grant is not awarded; Street Rehabilitation
- Street Rehabilitation - if both the above grants are 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	\$16,050,000
WWTP#3 Phase 2 - Construction	\$8,395,000
Transfer Lift Station & Force Main - Construction	\$3,900,000
1 MG Elevated Storage Tank (east of 969) - Construction	\$8,500,000

Fiscal Forecast

There are important assumptions driving both the General Fund fiscal forecast and the proposed FY 2024 General Fund budget. Those assumptions include

- Increased property tax burden for operations and maintenance for the average Bastrop property owner by 2.55%, which will still result in an approximate reduction in the nominal tax rate of 4 cents per 100 dollar valuation. All future years are using estimated no-new-revenue rate.
- Five percent annual sales tax growth
- City-wide adjustment to the pay scale is 3% (an additional 2.5% step increase on anniversary). All future years are at 3.5% total.
- Significant steps toward achieving a 7% employee contribution plan, keeping the 2 to 1 employer match to the Texas Municipal Retirement System by increasing retirement employer contributions by 8%. No additional increases in future years.
- The City was given a rate pass for health benefit costs in FY 2024. All future years assume a 5% increase.

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 forecasted to have a slight increase in the property tax rate for debt service in FY 2025, with a plan to issue debt based on available capacity within this debt rate to fund much needed street and drainage projects. The forecast shows a \$15M issue in FY 2024 and another \$9M in FY 2027.

The Water/Wastewater Fund is projected to fall below fund balance policy requirements in FY 2024. This reflects a focus on keeping rates and debt as low as possible while still adequately funding significant capital projects. The 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 2024 and FY 2025.

The Bastrop Power and Light Fund is projected to be structurally balanced for each of the next five years. The transfer to the General Fund is reduced for each of the five years even with cash funding capital projects. 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 assumption made for Community Asset Funding is that FY 2023 funding levels will continue through the end of the forecasted years. The fund is projected to exceed the fund balance reserve requirement of 50% for each of the forecasted years.

The Type B Fund forecast indicates significant reserves initially, but with the cash outlay proposed for projects, the fund shows a negative working capital in FY 2025. This will continue to get updated and the decision will have to be made to possibly debt fund some of the capital projects earmarked for Type B funding.

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 added 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.

Total Burden on Taxpayer

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

<u>Description</u>	<u>Annual Amount</u>
Ad Valorem (Average Taxable Homestead)	\$128.00
Water Base Fee	\$5.00
Solid Waste (Residential service & recycling)	<u>\$0.00</u>
TOTAL	\$133.00

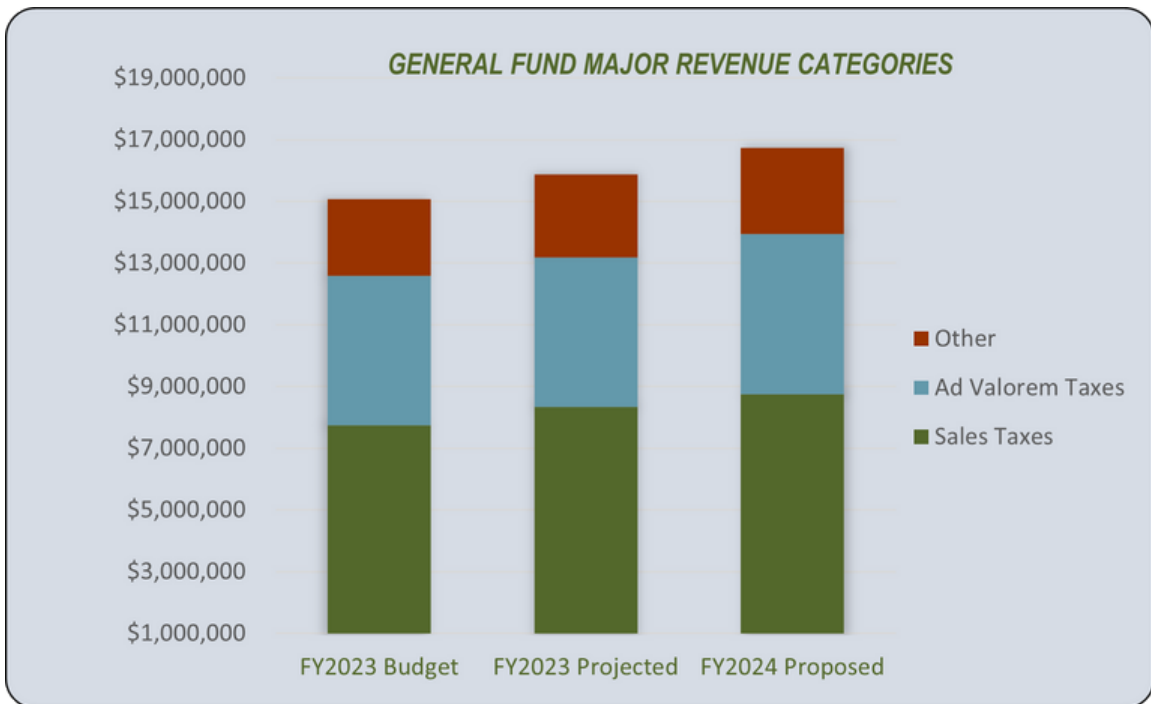
FY 2024 Budget in Brief

All Funds

The City of Bastrop is proposing \$74,490,890 of revenue in FY 2024, which represents a 18.4% increase over the FY 2023 budget amount of \$62,906,072. Budgeted operating expenditures are proposed to increase by 20.4% to \$121,916,193 in FY 2024.

General Fund

The City of Bastrop is proposing \$16,808,664 of revenue in FY 2024, which represents a 5.8% increase over the FY 2023 projected amount of \$15,880,876 and 11.5% over the FY 2023 budgeted amount. Budgeted operating expenditures (less transfers and lump sum payments) are proposed to increase by 13.3% to \$16,756,969 (transfers add an additional \$933,500 but these are from one-time funds available) in FY 2024. The street maintenance amount is classified as a transfer out (\$800,000) but is being included as an operating expenditure for purposes of balancing the fund. The expense is an annual cost that must be considered when balancing the General Fund. It will be transferred to the Street Maintenance Fund as an accounting function. We have removed the Development Service amounts for FY 2023 for comparison purposes. You will see their departments' totals on their fund summary page.



Total General Fund budgeted revenue increased by \$1,732,149 from budgeted FY 2023. 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	\$998,230
Ad Valorem Taxes	\$421,254
Sanitation Revenue	\$100,000
Interest	\$205,000
Other	<u>\$7,665</u>
Total Revenue Increase	\$1,732,149

Property Tax Increase

Property Tax budgeted revenues are increasing by \$735,286 with \$421,939 of this reflected in the General Fund. The remaining \$313,347 is reflected in the General Fund Debt Service Fund. Of the total increase, \$353,885 or 48% is the result of properties being added to the tax base as the result of new development.

Of the total property tax revenue increase, \$381,401 or 52% is the result of the increase of appraisals on property that existed on the tax rolls prior to tax year 2023 and all benefiting the Debt Service Fund.

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 \$8,575,941 in revenue, which includes \$701,894 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.



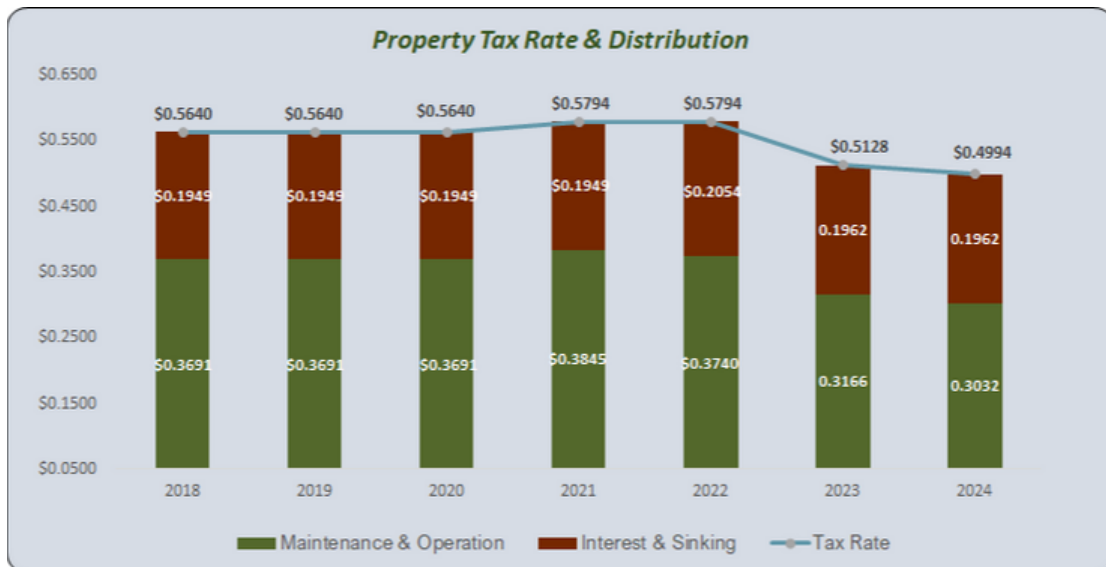
Property Tax Rate

This budget reflects a decrease in the nominal tax rate (total rate reflected on the tax notice) for FY 2024.

	FY 2023	FY 2024
O & M Rate	\$0.3166	\$0.3032
I & S Rate (Debt)	\$0.1962	\$0.1962
Total	\$0.5128	\$0.4994

The Operations and Maintenance (O&M) tax rate is decreasing from \$0.3166 down to \$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 \$0.3089. This FY 2024 budget is based on an O&M tax rate of \$0.3032 which is 1.6% over the NNR O&M tax rate.

The Interest and Sinking rate has not changed from the FY 2023 rate of \$0.1962. The proposed budget includes the issuance of debt of approximately \$15M for bridge, street, and drainage improvements. These 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 2023	FY 2024
Avg. Value	\$255,713	\$288,371
O & M Rate	\$0.3166	\$0.3032
I & S (Debt) Rate	\$0.1962	\$0.1962

Amt paid O&M	\$810	\$874
Amt paid I&S	<u>\$502</u>	<u>\$566</u>
Total paid	\$1,312	\$1,440

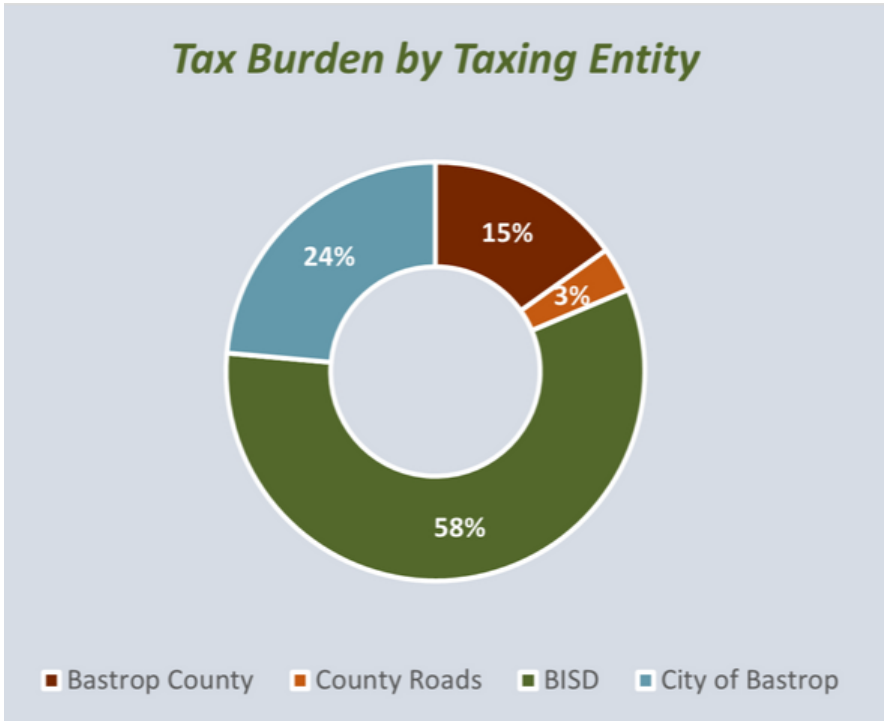
This is an increase of \$128.

All Jurisdictions Tax Burden

For FY 2023, 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

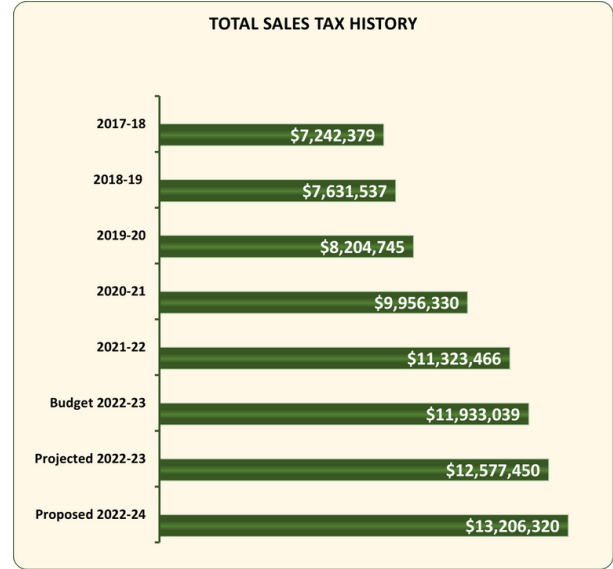
ENTITY	RATE	%
City of Bastrop	\$0.5128	23.6
Bastrop County	\$0.3294	15.2
BISD	\$1.2556	57.7
County Roads	\$0.0752	3.5
TOTAL	\$2.173	100.0



Sales Tax Revenue Increase

Sales Tax revenue in the City of Bastrop is made up of .5% going to Bastrop Economic Development Corporation, a Type B economic development corporation, and the remaining 1% to the City of Bastrop.

Sales Tax revenue trends inform a projected FY 2023 sales tax revenue of \$12,577,450, or an 11% increase over FY 2023 budget. Of this amount, \$8,331,650 is represented in the General Fund budget for FY 2024. A conservative projection for FY 2024 is \$13,206,320, or a 5% increase over the FY 2023 projection. 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 2024. 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 fund balance and is used for one-time expenditures.



FY 2024 Enhancements & Increases to the Base (General Fund only)

The removal of Development Services into it's own fund is 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.

Property tax and sales tax revenue increases are considered additions to the revenue base for purposes of future revenue projections. Therefore, FY 2024 property tax revenue and sales tax revenue increases are an appropriate source for increases to base budget expenditures. The recurring operating expenditures for FY 2024 increased by \$2,013,652 over the prior year.

MAJOR INCREASES TO THE BASE:

	Increase amount
New positions and reclassifications	\$511,147
Community Event Support	\$10,000
Cost of Living (3%) & Step (2.5%) increases	\$484,441
Retirement increase 8%	\$76,322
Street Maintenance (this was taken out of fund balance in FY 2023)	\$800,000
Vehicle/Equipment Lease payments to VEF fund	\$131,223

Personnel costs assumptions are addressed in the Personnel Changes section.

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

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 2023 General Fund projected ending fund balance reflects a 45% 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 2024 proposed budget draws down this reserve to 33% 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 Cemetery Operating Fund \$38,000 (loan for Section 9 improvements)
- Transfer to Vehicle/Equipment Replacement Fund \$815,000
- Transfer to General Fund One-time Expense Fund \$80,500

There is \$1,354,000 available over the 25% policy reserve for consideration.

Water/Wastewater Fund

The FY 2023 projected ending fund balance reflects a 41% 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 2024 proposed budget draws down this reserve to 27% by the end of the fiscal year. This is causing the fund to dip below the reserve requirement. 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
- Transfer to Capital Improvement Plan Fund \$600,000 (there is an additional \$125,000 transferred but is considered part of operating expenditures and not taken from the fund balance).

Electric Fund (BP&L)

The FY 2023 projected ending fund balance reflects a 52% 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 2024 proposed budget draws down this reserve to 45% 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.

- Capital Improvement Projects \$175,000

Hotel Occupancy Tax Fund

The FY 2023 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 2024 proposed budget draws down this reserve to 68% 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.

- Hotel Pursuit Costs \$350,000
- Main Street Master Plan \$150,000

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 2023
General Fund	\$582,555	\$131,223
Water/Wastewater	\$111,770	\$10,147
BP&L (Electric)*	\$103,397	(\$4,808)
Development Services	\$35,207	\$29,500

*This department has all of their fleet in the VERF

FY 2024 Management Projects

Annexation Plan (carryover FY 2023)

There is no “one-size-fits-all” approach to pursuing a single annexation or an overall annexation strategy. However, nearly all annexations require significant planning and community outreach. There are several issues to consider when a city is contemplating annexing territory, including zoning/development review, community character, fiscal impacts, impacts on overlapping districts, and when and how to extend utility services. The City of Bastrop 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: \$45,000

Convention Center Hotel (carryover FY 2023)

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 a contract with the City of Bastrop, DP Consulting in 2017 stated that there was market justification for a 120+/- room hotel to be built on the site next to the Convention Center. Through the City Council's focus on Economic Vitality, staff are tasked with creating sustainability through enhancing public/private partnerships and through fiscal responsibility, maintaining our fiduciary duty of full utilization of the City assets of the Convention Center. In FY 2023, the City Council approved a Request for Proposal for the hotel project. This appropriation is for any funds the City will need during negotiations.

Focus Area: Fiscal Responsibility

Impact to General Fund: \$350,000

Asset Management - Engineering (carryover FY 2023)
Asset Management (AM) is "the coordinated activity of an organization to realize value from assets" "realization of value will normally involve a balancing of costs, risks, opportunities and performance benefits". An AM System can provide the City with critical information on capital assets and the timing of investments, enabling the right intervention on the right asset, at the right time in a manner that considers affordability and risk tied to a pre-established level of service and corporate-level business risk factors. This project is to kick off the AM system and assist the City in developing the framework for this program, to include, but not limited to: developing a corporate business risk, an AM Strategy, recommending a Computerized Maintenance Management System (CMMS, for work orders, data management, etc.), etc. This will be dependent on developing a GIS database. This cost estimate does not include developing the whole AM system.
Focus Area: Fiscal Responsibility, Manage Growth
Impact to General Fund: \$100,000 one-time

Development Code Update (carryover FY 2023)
Planning Staff will provide an assessment of code implementation based on actual experiences, and will concentrate on areas of confusion, unnecessary requirements, and suggestions made by developers and contractors. This assessment will result in code revision recommendations brought to the Planning and Zoning Commission and the City Council during 2023-2024.
Focus Area: Manage Growth
Impact to General Fund: \$0

Personnel Changes

This budget includes a total of 13 new full-time equivalent (FTE) positions. The breakout of these positions is explained below.

General Fund

The proposed budget includes eight (8) new positions:

NEW POSITION	DEPARTMENT
Executive Admin Assistant (added in FY 2023)	Fire
System Administrator	Information Technology
Police Officer (2)	Police
Lieutenant	Fire
Crime Victim Advocate (added in FY 2023)	Police
Maintenance Workers (2)	Public Works

There were also several positions that were reclassified to provide depth in leadership:

OLD TITLE	NEW TITLE	DEPARTMENT
Captain	Assistant Fire Chief	Fire
IT Manager	IT Director	Information Technology

The following positions were transferred from the General Fund to the Hotel Occupancy Tax Fund in lieu of a transfer to the General Fund.

- o Special Event Workers (2)
- o Maintenance Supervisor
- o Facility Attendant
- o Main Street Manager
- o Special Events Manager (65%) - 35% stayed in the General Fund

Development Services Fund

The proposed budget includes six (6) new positions (these positions were added in FY 2023 through a budget amendment). There were two positions reclassified.

NEW POSITION
Customer Service Supervisor
Development Engineer
Construction Inspector
Senior Inspector (2)
Plan Reviewer/Inspector

There was also a reclassification to provide depth in leadership:

OLD TITLE	NEW TITLE
Assistant Planning Director	Senior Planner
Code Compliance	Technician
Exec Admin Assistant	Process Improvement Manager

Hotel Occupancy Tax Fund

The above employees were moved back to this fund to simplify tracking and eliminate unnecessary transfers to the General Fund.

Bastrop Economic Development Fund (Type B Fund)

This fund is being reduced by one (1) FTE with the removal of a Project Manager position.

Personnel Costs and Benefits update

This proposed budget includes a 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. As stated in the FY 2023 budget, this enhancement would help recruiting efforts since most of the cities we compete with for hiring are already at 7%. This FY 2024 proposed budget also includes an 8% increase which gets us to an employer contribution rate of 13.5%, which is right at the percent needed to make the change to 7%. This change must be approved by the City Council and would go into effect on January 1, 2024.

In FY 2023, we only experienced a 4.2% increase in health insurance contributions. We were preparing for an approximately 7% increase in premium costs but the city received a "rate pass" for FY 2024, so there is no increase in this proposed budget. The change in premium costs is directly tied to the percentage of loss ratio. At this time, our loss ratio is good.

Personnel Summary by Department

General Fund

DEPARTMENT	FY 2022	FY 2023	FY 2024
City Manager	3.0	4.0	4.0
City Secretary	2.0	3.0	2.0
Finance	8.0	9.0	9.0
Human Resources	1.875	1.875	2.875
Information Technology	2.0	3.0	4.0
Community Engagement	9.0	8.5	6.85
Police	30.0	32.0	35.0*
Fire	9.0	10.0	12.0*
Municipal Court	3.25	3.25	3.25
Public Works	30.6	34.6	32.6
Development Services	8.0	9.0	0**
Engineering	1.5	2.5	2.5
Library	9.625	10.625	10.625
TOTAL	117.85	131.35	124.7

*These additional FTE's were approved during FY 2023 for the following positions: Executive Administrative Assistant (Fire), and Crime Victim Specialist (Police).

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

There are 5.65 FTE's from Community Engagement and Public Works that have been reclassified back to the Hotel Occupancy Tax Fund.

Budgeted Positions by Fiscal Year

<u>POSITION</u>	<u>DEPARTMENT</u>	FY 2022	FY 2023	FY 2024
		<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
Executive Assistant to City Manager & ACM	City Manager	0.0	0.0	2.0
City Secretary	City Secretary	1.0	1.0	1.0
Assistant City Secretary	City Secretary	1.0	1.0	1.0
Customer Service Specialist	City Secretary	0.0	0.0	0.0
Receptionist/Office Assistant	City Secretary	0.0	1.0	0.0
Chief Financial Officer	Finance	1.0	1.0	1.0
Assistant Finance Director	Finance	1.0	1.0	0.0
Senior Accountant	Finance	0.0	0.0	1.0
Accountant	Finance	1.0	1.0	0.0
Finance Specialist Senior	Finance	1.0	1.0	2.0
Executive Administrative Asst.	Finance	1.0	1.0	1.0
Customer Service Supervisor	Finance	1.0	1.0	1.0
Lead Customer Service Rep	Finance	0.0	0.0	1.0
Customer Service Coordinator	Finance	1.0	1.0	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	0.0	0.875
Human Resources Generalist	Human Resources	0.875	0.875	0.0
Customer Service Specialist	Human Resources	0	0	1.0
Director	IT	1.0	0.0	1.0
IT Manager	IT	0.0	1.0	0.0
System Administrator	IT	1.0	1.0	2.0
GIS Specialist	IT	0.0	1.0	1.0
Chief of Police	Police	1.0	1.0	1.0
Assistant Chief of Police	Police	1.0	1.0	1.0
Lieutenant	Police	1.0	1.0	1.0
Sergeant	Police	5.0	5.0	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	0.0	1.0	1.0
Crime Victim Advocate	Police	0.0	0.0	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	13.0	14.0
Fire Chief	Fire	1.0	1.0	1.0
Assistant Fire Chief	Fire	1.0	0.0	1.0
Captain	Fire	0.0	1.0	0.0
Lieutenant	Fire	0.0	2.0	3.0
Executive Administrative Assistant	Fire	0.0	0.0	1.0
Firefighter	Fire	7.0	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
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	0.0	1.0	1.0
Assistant Planning Director	Dev. Services	1.0	1.0	0.0

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FY 2022</u> <u>FTE</u>	<u>FY 2023</u> <u>FTE</u>	<u>FY 2024</u> <u>FTE</u>
Process Improvement Manager	Dev. Services	0.0	0.0	1.0
Planner, Senior/GIS Analyst	Dev. Services	1.0	0.0	1.0
Planner (Senior)	Dev. Services	0.0	1.0	1.0
Development Engineer	Dev. Services	0.0	0.0	1.0
Customer Service Supervisor	Dev. Services	0.0	0.0	1.0
Development Coordinator	Dev. Services	1.0	1.0	1.0
Planning Technician	Dev. Services	1.0	1.0	3.0
Permit Technician	Dev. Services	1.0	1.0	0.0
Executive Administrative Asst.	Dev. Services	1.0	1.0	0.0
Building Official	Dev. Services	1.0	1.0	1.0
Building Inspector, Senior (Plumbing)	Dev. Services	0.0	0.0	1.0
Building Inspector, Senior (Electrical)	Dev. Services	0.0	0.0	1.0
Plan Review/Inspector	Dev. Services	0.0	0.0	1.0
Construction Inspector	Dev. Services	0.0	0.0	1.0
Code Compliance Officer	Dev. Services	1.0	1.0	0.0
City Engineer	Engineering	0.5	0.5	0.5
Executive Administrative Assistant	Engineering	0.0	0.0	1.0
Construction Manager	Engineering	1.0	0.0	0.0
Project Manager	Engineering	0.0	2.0	1.0
Public Works Director	Public Works	0.5	0.5	0.5
Streets & Drainage Superintendent	Public Works	1.0	1.0	1.0
Mechanic	Public Works	1.0	1.0	1.0
Public Works Technician	Public Works	0.90	1.0	1.0
Equipment Operator, Senior	Public Works	3.0	2.0	2.0
Equipment Operator	Public Works	3.0	3.0	3.0
Foreman Streets & Drainage	Public Works	0.0	1.0	1.0
Crew Leader Streets & Drainage	Public Works	1.0	0.0	0.0
Crew Leader Drainage	Public Works	0.0	1.0	1.0
Crew Leader Streets	Public Works	0.0	1.0	1.0
Maintenance Worker	Public Works	4.0	4.0	6.0
Special Events Worker	Public Works	0.0	2.0	0.0
Maintenance Supervisor	Building Maintenance	1.0	1.0	0.0
Facility Attendant	Building Maintenance	2.0	1.0	0.0
Building Maint./Custodian Crew Leader	Building Maintenance	1.0	1.0	1.0
Building Maintenance Worker	Building Maintenance	0.0	1.0	1.0
Building Custodians	Building Maintenance	3.0	4.0	4.0
Facilities & Grounds Superintendent	Parks	1.0	1.0	1.0
Crew Leader	Parks	1.0	1.0	1.0
Equipment Operator	Parks	1.0	1.0	1.0
Athletic Field Maintenance Technician	Parks	1.0	1.0	1.0
Maintenance Specialist (Irrigation)	Parks	1.0	1.0	1.0
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
Library Director	Library	1.0	1.0	1.0
Access Services Supervisor	Library	0.0	0.0	1.0
Librarian - Public Services	Library	1.0	1.0	1.0
Library Associate Senior	Library	1.0	0.0	0.0
Digital Media Specialist	Library	0.0	0.0	1.0
Library Associate	Library	5.0	6.0	4.0

<u>POSITION</u>	<u>DEPARTMENT</u>	<u>FY 2022</u> <u>FTE</u>	<u>FY 2023</u> <u>FTE</u>	<u>FY 2024</u> <u>FTE</u>
Youth Services Librarian	Library	0.0	0.0	1.0
Executive Administrative Asst.	Library	0.625	0.625	0.625
Library Clerk - VOE	Library	1.0	1.0	1.0
Public Works Director	Water/Wastewater	0.5	0.5	0.5
City Engineer	Water/Wastewater	0.5	0.5	0.5
Public Works Technician	Water/Wastewater	0.10	0.0	0.0
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	0.5	1.0	1.0
Chief Plant Operator Water	Water/Wastewater	0.5	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
Superintendent	Water/Wastewater	0.5	0.0	0.0
Chief Plant Operator Wastewater	Water/Wastewater	0.5	1.0	1.0
Plant Operator (All Certifications)	Water/Wastewater	6.0	9.0	9.0
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	3.0	2.0
Lineworker - Apprentice	Bastrop Power & Light	2.0	1.0	1.0
Lineworker - Trainee	Bastrop Power & Light	0.0	1.0	2.0
Data Systems Director	Bastrop Power & Light	1.0	1.0	0.0
Main Street Manager	Main Street	0.0	0.0	1.0
Special Events Worker	Main Street	0.0	0.0	1.0
Public Information Manager	Community Engagement	1.0	1.0	1.0
Community Impact Manager	Community Engagement	1.0	0.0	0.0
Special Events Manager	Convention Center	1.0	1.0	0.65
Special Events Manager	Community Engagement	0.0	0.0	0.35
Maintenance Supervisor	Convention Center	0.0	0.0	1.0
Facility Attendant	Convention Center	0.0	0.0	1.0
Special Events Worker	Convention Center	0.0	0.0	1.0
Recreation Director	Community Engagement	0.0	1.0	0.0
Recreation Manager	Community Engagement	1.0	1.0	1.0
Recreation Coordinator	Community Engagement	0.0	0.0	1.0
Recreation Workers	Community Engagement	1.5	1.5	2.0
Digital Media Specialist	Community Engagement	1.0	1.0	1.0
Digital Media Designer	Community Engagement	1.0	0.0	1.0
Executive Administrative Assistant	Community Engagement	1.0	0.0	0.0
Communication Technical Specialist	Community Engagement	0.0	1.0	0.0
Multi-Media Assistant	Community Engagement	0.48	0.0	0.0
Main Street Manager	Community Engagement	1.0	1.0	0.0
Groundskeeper	Cemetery	1.0	1.0	1.0
CEO	BEDC	1.0	1.0	1.0
Executive Administrative Assistant	BEDC	1.0	1.0	1.0
Operations Manager	BEDC	1.0	1.0	1.0
Project Manager	BEDC	2.0	3.0	2.0
Marketing/Communication	BEDC	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL		154.915	169.435	183.935

FY 2023 Accomplishments by Focus Area

Communications

- Record number of visits to the city website, and social media posts.
- First annual State of the City Address by Mayor Schroeder.
- Produced live State of the City and ROAST of outgoing Mayor Connie Schroeder.
- Began promoting and hosting 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.
- Launched promotions for Balancing Act and Transparency Center.
- Production of large photo sets for promotion focused on Downtown Bastrop, special events, Convention Center and others.

Community Safety

- Provided support during the Powder Keg fire.
- Success at keeping critical positions filled.
- Completed the Old Austin Hwy Pavement Rehabilitation and Public Works Detention Pond Pump Station projects.
- Completed the Drainage Master Plan.
- 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.
- Received Texas Commission on Environmental Quality's approval of the City's Emergency Preparedness Plan.

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.
- Successfully completed the Federal Communication Commission's e-rate funding application to offset the cost of providing public internet access at the library.
- Created a Diversity, Equity, and Inclusion Board.
- 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.

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.
- Approved a Credit Card Fee policy to address
- Increased technology security measures and redesigned data disaster recovery.
- Successfully maintained cost of medical insurance without an increase.

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.
- Hired a Youth Services Librarian to increase programming, outreach, and services as our community grows.
- 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.
- Received Tree City Recognition from Tree City USA & the Arbor Day Foundation.

Multi-Modal Mobility

- Promoted CARTSNow, and eCabs.
- Completed the Intersection Improvements Study.
- The City of Bastrop continued to seek multiple funding sources for repair of the Old Iron Bridge.
- Completed the Old Austin Highway Pavement Rehabilitation project.

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.
- Revised the Collection Management and Circulation Services policies to continue the multi-year project of updating all library policies.
- Continued training of Firefighters in Swift Water Rescue and Wildland Fire.
- Achieved 99.99% technology accessibility for citizens and city employees.

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.
- Significantly increased recreational programming in the parks.
- Successfully produced the 1st Annual "Big Bang" Celebration

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.



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General Fund

General Fund						
Fiscal Forecast Assumptions						
	ACTUAL FY21-22	PROJECTED FY23-23	PROPOSED FY23-24	PLANNING FY24-25	PLANNING FY25-26	PLANNING FY26-27
REVENUE						
Property Tax Increase - Existing Property	3.0%	0.0%	2.55%	0.0%	0.0%	0.0%
Property Tax Increase - New Property (tax rev)	\$ 192,610	\$ 339,206	\$ 219,247	\$ 76,250	\$ 150,000	\$ 145,000
Sales Tax Revenues Growth (3 yr avg. 6.5%)	20.0%	7.5%	5.0%	5.0%	5.0%	5.0%
Franchise Fees	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Mixed Beverage Tax	34.5%	20.0%	1.0%	1.0%	1.0%	1.0%
Sanitation Revenue (per contract)	5.0%	5.0%	0.0%	5.0%	5.0%	5.0%
Transfer in Electric Fund (% of Electric Revenue)	9.4%	7.6%	6.8%	6.5%	6.2%	5.9%
EXPENSE						
Compensation - COLA & STEP(2.5%)	2.5%	8% (2.5%)	5.5%	3.5%	3.5%	3.5%
Group Insurance	7.8%	3.0%	0.0%	5.0%	5.0%	5.0%
Retirement (working toward 7%)	0.2%	8.0%	8.0%	1.0%	1.0%	1.0%
Retirement - Lump sum payment		\$1,596,000				
New Positions (funded from GF)	6.00	11.00	8.00			
Positions moved out of GF back to HOT			-6.00			
Burlinson Crossing 380 drops off	\$ -	\$ (882,500)				
Community Event/Support Funding	10%	10%	0%	0%	0%	0%
Contractual Services	34.0%	-6.3%	-12.5%	1.0%	1.0%	1.0%
Vehicle/Equip Replc (~75% of fleet in fund by FY2024)	18.9%	44.3%	37.0%	15.2%	10.9%	25.0%
<i>Development Services moved to a new Special Rev Fund with ~\$1.2M in beginning Fund Balance (FY22-FY23)</i>						

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General Fund Fiscal Forecast

	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY25-27
Beginning Fund Balance	\$ 7,177,160	\$ 8,058,754	\$ 6,294,706	\$ 5,516,989	\$ 5,020,251	\$ 5,029,272
Total Ad Valorem Revenue (O&M)	\$4,416,910	\$4,849,261	\$5,269,515	\$5,518,656	\$5,837,562	\$6,063,872
Total Recurring Revenue	\$15,989,470	\$15,227,876	\$16,205,664	\$16,919,122	\$17,738,666	\$18,501,399
Transfers from Other Funds						
Transfer from Library Board	3,000	3,000	3,000	3,000	3,000	3,000
Transfer from Electric Fund (ROI)	767,000	650,000	600,000	575,000	550,000	525,000
Total Transfers In	\$ 770,000	\$ 653,000	\$ 603,000	\$ 578,000	\$ 553,000	\$ 528,000
Non-Recurring Revenue						
Total Non-Recurring Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Total General Fund Revenues	\$19,939,470	\$19,880,876	\$18,808,664	\$17,497,122	\$18,291,666	\$19,029,399
Total General Fund Expenses	\$ 18,514,849	\$ 18,997,906	\$ 16,652,881	\$ 17,251,361	\$ 17,762,644	\$ 18,325,975
Excess Recurring Revenue(Expense)	2,224,621	1,882,970	155,783	245,761	529,022	703,424
Ending Fund Balance before one-time One-Time Uses	9,401,781	9,941,724	6,450,489	5,762,751	5,549,272	5,732,697
Lump Sum - TMRS	\$ 1,596,000	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to VEPF	\$ 872,527	\$ 503,623	\$ 815,000	\$ 500,000	\$ 350,000	\$ 350,000
Transfer to One-time Exp Fund	\$ 295,500	\$ 382,395	\$ 80,500	\$ -	\$ -	\$ -
Transfer to Dev Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Cemetery	\$ 175,000	\$ 1,165,000	\$ 38,000	\$ -	\$ -	\$ -
Transfer to CIP	\$ -	\$ -	\$ -	\$ 242,500	\$ 170,000	\$ 65,000
Total One-Time Uses	\$ 1,343,027	\$ 3,647,018	\$ 933,500	\$ 742,500	\$ 520,000	\$ 415,000
Ending Fund Balance	\$ 8,058,754	\$ 6,294,706	\$ 5,516,989	\$ 5,020,251	\$ 5,029,272	\$ 5,317,697
Required Reserve 25%	56%	45%	33%	29%	28%	29%

General Fund Debt Service

General Fund Debt Service Fund Fiscal Forecast Assumptions						
	BUDGET FY22-23	PROPOSED FY23-24	PLANNING FY24-25	PLANNING FY25-26	PLANNING FY26-27	
REVENUE						
Property Tax Increase - Existing Property	28.4%	10.9%	6.6%	8.0%	7.8%	
Property Tax Increase - New Property	\$ 354,058	\$ 139,031	\$ 49,500	\$ 99,000	\$ 99,000	
New Property Valuation Estimate	\$ 107,140,322	\$ 70,861,956	\$ 25,000,000	\$ 50,000,000	\$ 50,000,000	
Debt Service Rate Increase	-4.48%	0.00%	0.92%	0.00%	0.00%	
EXPENSE						
Burleson Crossing 380 Rebate drops off	\$ (17,000.00)	\$ -	\$ -	\$ -	\$ -	
GO/CO Bond Sale Amounts (CIP)	\$ 13,000,000	\$ 15,000,000	\$ -	\$ 9,000,000	\$ -	
Interest rates on debt issues	3.985%	5.000%	0.000%	4.750%	4.750%	
Bond Payments are based on current debt schedules						

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Debt Service Fund Fiscal Forecast						
	13.1%	28.4%	10.9%	6.6%	8.0%	7.8%
	ACTUAL FY 21-22	PROJECTED FY 22-23	PROPOSED FY 23-24	PLANNING FY 24-25	PLANNING FY25-26	PROJ FY26-27
% Change						
Est. Taxable Property Valuation	\$ 1,094,737,605	\$ 1,406,175,931	\$ 1,559,385,920	\$ 1,662,355,216	\$ 1,795,472,977	\$ 1,935,246,626
Frozen Tax Levy	\$ 202,467	\$ 223,833	\$ 276,585	\$ 290,414	\$ 304,935	\$ 320,182
Rate	\$0.002054	\$0.001962	\$0.001962	\$0.001980	\$0.001980	\$0.001980
BEGINNING FUND BALANCE	\$ 187,795	\$ 430,532	\$ 525,347	\$ 47,936	\$ 3,206	\$ 31,754
Revenue						
Property Taxes-Current YR *	\$ 2,391,911	\$ 2,756,167	\$ 3,028,920	\$ 3,258,549	\$ 3,519,486	\$ 3,793,470
Property Taxes-Frozen	\$ 223,833	\$ 223,833	\$ 272,373	\$ 290,414	\$ 304,935	\$ 320,182
Delinquent taxes/penalty & interest	\$ 27,928	\$ 24,000	\$ 24,480	\$ 24,970	\$ 25,469	\$ 25,978
Trans In- Convention Center	\$ 545,702	\$ 923,000	\$ 618,000	\$ 517,600	\$ 526,600	\$ 529,600
Trans In- Hunter's Crossing PIO	\$ 26,602	\$ 66,900	\$ 74,900	\$ 72,400	\$ 74,900	\$ 72,150
Trans In- Excess bond funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Contributions (BEDC)	\$ 275,059	\$ 271,614	\$ 275,227	\$ 286,747	\$ 282,417	\$ 292,747
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Financing Sources	\$ 3,712	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 12,129	\$ 80,000	\$ 75,000	\$ 75,375	\$ 75,752	\$ 76,131
TOTAL OPERATING REVENUE	\$ 3,283,041	\$ 3,945,514	\$ 4,268,900	\$ 4,526,055	\$ 4,809,559	\$ 5,110,258
Expenditures						
380 Agreement Reimb	\$ 16,489	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Truck Loan (FNB)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Payments	\$ 3,015,965	\$ 3,842,634	\$ 3,983,274	\$ 3,705,914	\$ 3,712,391	\$ 3,931,080
GO Series 2024 (\$15M)	\$ -	\$ -	\$ 784,167	\$ 856,000	\$ 1,059,750	\$ 708,000
GO Series 2026 (\$9M)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fiscal Fees (issuance costs)	\$ 7,850	\$ 8,065	\$ 8,870	\$ 8,870	\$ 8,870	\$ 8,870
TOTAL OPERATING EXPENDITURE	\$ 3,040,304	\$ 3,850,699	\$ 4,746,311	\$ 4,570,784	\$ 4,781,011	\$ 5,075,450
ENDING FUND BALANCE	\$ 430,532	\$ 525,347	\$ 47,936	\$ 3,206	\$ 31,754	\$ 66,562

Water/Wastewater Fund

Water/Wastewater Fund Fiscal Forecast Assumptions

	ACTUAL FY21-22	PROJECTED FY22-23	PROPOSED FY23-24	PLANNING FY24-25	PLANNING FY25-26	PLANNING FY26-27
<i>The finance department utilizes a rate model to help project assumptions for this department.</i>						
REVENUE						
WATER						
Residential Growth	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Commercial Growth	2.0%	5.0%	5.0%	2.9%	2.9%	2.9%
Tap Fees (high due to Pecan Park finish out)	-37.6%	-53.5%	0.0%	-14.3%	0.0%	0.0%
Base Rates (Resid, Comm & Multi-Family)-Incr	\$0.00	\$0.00	\$5.00	\$5.00	\$0.00	\$0.00
Base Rate for 1.5" and higher are being adjusted based on consultants recommendation to meet AWWA meter equivalent standards						
WASTEWATER						
Residential Growth	4.0%	4.0%	4.0%	3.5%	3.5%	3.5%
Commercial Growth	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Wholesale - WBV (avg. 50 homes annl)		21.64%	31.30%	24.08%	19.60%	16.55%
Base Rates (Resid, Comm & Multi-Family)-Incr	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE						
Compensation - COLA and Step(2.5%)	4.5%	8.0%	5.5%	5.5%	5.5%	5.5%
Salary Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Group Insurance	7.8%	3.0%	0.0%	5.0%	5.0%	5.0%
Retirement	0.2%	8.0%	8.0%	0.0%	0.0%	0.0%
Retirement - lump sum payment		\$190,000				
Worker's Comp Insurance	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Non- Personnel Operating Costs	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Administrative Support (GF)	3.9%	6.5%	1.7%	2.5%	2.5%	2.5%
Debt increase year-over-year (based on CIP schedule, cash flow model and projected bond issues) (Rates start at 3.90% - 4.90%)	31.9%	32.5%	19.4%	11.6%	4.2%	0.0%

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Water/Wastewater Fund Fiscal Forecast

	ACTUAL FY 21-22	PROJECTED FY 22-23	PROPOSED FY 23-24	PLANNING FY 24-25	PLANNING FY 25-26	PLANNING FY 26-27	PLANNING FY 27-28
BEGINNING BALANCE	\$ 2,770,436	\$ 3,256,104	\$ 2,959,333	\$ 2,308,639	\$ 2,860,878	\$ 3,199,531	\$ 3,493,697
REVENUES:							
WATER							
WATER TOTAL	\$ 3,820,376	\$ 3,947,671	\$ 4,548,800	\$ 4,856,975	\$ 4,974,471	\$ 5,088,271	\$ 5,216,863
WASTEWATER							
WASTEWATER TOTAL	\$ 3,949,667	\$ 4,191,646	\$ 4,373,740	\$ 5,198,844	\$ 5,496,254	\$ 5,672,436	\$ 5,863,585
TOTAL OPERATING REVENUES	\$ 7,770,043	\$ 8,139,317	\$ 8,922,540	\$ 10,055,819	\$ 10,470,726	\$ 10,760,706	\$ 11,080,448
Proceeds from Bond Sale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RESOURCES	\$ 10,540,478	\$ 11,395,421	\$ 11,881,873	\$ 12,364,458	\$ 13,331,604	\$ 13,960,238	\$ 14,574,145
EXPENDITURES:							
Administration	\$ 482,180	\$ 732,844	\$ 967,976	\$ 971,328	\$ 995,523	\$ 1,021,063	\$ 1,048,076
Distribution/ Collection/ Liftstation	\$ 633,449	\$ 842,420	\$ 825,816	\$ 811,872	\$ 841,674	\$ 873,219	\$ 906,667
Production/ Treatment	\$ 967,489	\$ 1,060,378	\$ 1,216,007	\$ 1,174,305	\$ 1,199,936	\$ 1,226,721	\$ 1,254,759
Wastewater Treatment Plant	\$ 1,001,332	\$ 1,110,925	\$ 1,400,445	\$ 1,313,386	\$ 1,342,057	\$ 1,371,958	\$ 1,403,190
Administrative Support (GF)	\$ 727,307	\$ 774,931	\$ 787,990	\$ 807,690	\$ 827,882	\$ 848,579	\$ 869,794
Debt Service Transfer	\$ 2,717,280	\$ 2,581,240	\$ 3,600,000	\$ 4,300,000	\$ 4,800,000	\$ 5,000,000	\$ 5,000,000
Capital replacement Reserve	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
TOTAL OPERATING EXPENDITURES	\$ 6,654,037	\$ 7,227,738	\$ 8,923,234	\$ 9,503,580	\$ 10,132,072	\$ 10,466,540	\$ 10,607,486
NET INCOME (LOSS)	\$ 1,116,006	\$ 911,579	\$ (694)	\$ 552,239	\$ 338,654	\$ 294,166	\$ 472,962
ENDING FUND BALANCE	\$ 3,886,441	\$ 4,167,683	\$ 2,958,639	\$ 2,860,878	\$ 3,199,531	\$ 3,493,697	\$ 3,966,659
NON-RECURRING EXPENSE							
Lump Sum - TMRS	\$ -	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY							
Water Line Improvements	\$ 158,337	\$ 46,250	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 158,337	\$ 46,250	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT							
Transfer for VERF	\$ 122,000	\$ 215,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Transfer for CIP	\$ 350,000	\$ 757,100	\$ 600,000	\$ -	\$ -	\$ -	\$ -
TOTAL TRANSFERS OUT & OTHER	\$ 472,000	\$ 972,100	\$ 650,000	\$ -	\$ -	\$ -	\$ -
ENDING FUND BAL AFTER TRANSFERS	\$ 3,256,104	\$ 2,959,333	\$ 2,308,639	\$ 2,860,878	\$ 3,199,531	\$ 3,493,697	\$ 3,966,659
<i>Reserve Requirement 35%</i>	50%	42%	26%	30%	32%	33%	37%

Bastrop Power & Light

Bastrop Power & Light						
Fiscal Forecast Assumptions						
	ACTUAL FY21-22	PROJECTED FY22-23	PROPOSED FY23-24	PLANNING FY24-25	PLANNING FY25-26	PLANNING FY26-27
REVENUE						
Residential growth (Piney Creek)	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Electric revenue is being projected conservatively due to so many variables (LCRA Rate, weather, etc.) LCRA rate is a pass-through rate - proj 8% rate increase FY 2024	10.2%	6.4%	9.6%	1.0%	1%	1%
Extension fees would be based on historical average unless a specific project was known						
Interest rates are estimated conservatively based on current reports						
No Rate Adjustment assumed other than pass-thru from LCRA						
EXPENSE						
Compensation - COLA & STEP (2.5%) FY24 rate adjustment to compete in the market	2.5%	8.0%	5.5%	3.5%	3.5%	3.5%
Group Insurance	7.8%	3.0%	0.0%	5.0%	5.0%	5.0%
Retirement	0.2%	8.0%	8.0%	1.0%	1.0%	1.0%
Retirement - Lump sum pmt		\$ 150,000				
Worker's Comp Insurance (based on claims)	3.0%	27.0%	3.0%	3.0%	3.0%	3.0%
Non-personnel costs (supplies, maintenance, etc.)	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
LCRA power (FY24 rate change proj 10%)	1.0%	8.4%	11.1%	1.0%	1.0%	1.0%
Administrative Support (GF)	2.5%	22.0%	-3.1%	2.5%	2.5%	2.5%
General Fund Transfers (adjusted to keep net income positive)	9.4%	8.3%	6.8%	6.5%	6.2%	5.9%
<i>Vehicle & Equipment Replacement fund transfer - as of FY24 ALL vehicles/equip. are fully funded by the VERF fund</i>						

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Bastrop Power & Light Fiscal Forecast

	ACTUAL FY 21-22	PROJECTED FY 22-23	PROPOSED FY 23-24	PLANNING FY 24-25	PLANNING FY 25-26	PLANNING FY 26-27
BEGINNING FUND BALANCE	\$ 3,411,235	\$ 4,175,421	\$ 4,246,432	\$ 4,173,828	\$ 3,929,927	\$ 3,965,512
TOTAL CURRENT REVENUE	\$ 8,142,808	\$ 8,508,201	\$ 8,872,870	\$ 8,798,348	\$ 8,864,703	\$ 8,911,946
TOTAL REVENUE & OTHER RESOURCES	\$ 11,554,043	\$ 12,683,622	\$ 13,119,302	\$ 12,972,176	\$ 12,794,630	\$ 12,877,458
EXPENDITURES:						
Total Personnel Costs	\$ 784,099	\$ 754,005	\$ 1,001,668	\$ 1,024,493	\$ 1,034,942	\$ 1,045,655
Total Other Operating Expense	\$ 5,266,823	\$ 5,535,230	\$ 6,173,521	\$ 6,238,784	\$ 6,305,053	\$ 6,372,372
Vehicle/Equipment Ripc fee	\$ 99,559	\$ 108,205	\$ 103,397	\$ 121,897	\$ 121,897	\$ 121,897
Line Extensions	\$ -	\$ 165,000	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000
Administrative Support	\$ 444,894	\$ 541,280	\$ 524,294	\$ 537,401	\$ 550,836	\$ 564,607
Community Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Event Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Winter Storm Uri payoff	\$ (120,610)	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 44,457	\$ 165,220	\$ 167,594	\$ 169,673	\$ 166,390	\$ 167,875
TOTAL OPERATING EXPENDITURES	\$ 6,539,222	\$ 7,268,940	\$ 8,170,474	\$ 8,142,249	\$ 8,229,118	\$ 8,322,407
TOTAL TRANSFERS OUT	\$ 839,400	\$ 685,000	\$ 600,000	\$ 575,000	\$ 550,000	\$ 525,000
TOTAL OPERATING EXPENDITURES & TRANSFERS	\$ 7,378,622	\$ 7,953,940	\$ 8,770,474	\$ 8,717,249	\$ 8,779,118	\$ 8,847,407
NET INCOME (LOSS) FROM RECURRING	\$ 764,186	\$ 554,261	\$ 102,396	\$ 81,099	\$ 85,585	\$ 64,540
CIP	\$ -	\$ 258,250	\$ 50,000	\$ 325,000	\$ 50,000	\$ 50,000
Lump Sum - TMRS	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Special Project	\$ -	\$ 75,000	\$ 125,000	\$ -	\$ -	\$ -
TOTAL NON-OPERATING COSTS	\$ -	\$ 483,250	\$ 175,000	\$ 325,000	\$ 50,000	\$ 50,000
ENDING FUND BALANCE	\$ 4,175,421	\$ 4,246,432	\$ 4,173,828	\$ 3,929,927	\$ 3,965,512	\$ 3,980,052
Reserve Requirement 35%	57%	53%	48%	45%	45%	45%
Total General Fund transfer	9.4%	7.6%	6.8%	6.5%	6.2%	5.9%

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Hotel Occupancy Tax Fund

Hotel Occupancy Tax Fund Fiscal Forecast Assumptions

	ACTUAL FY21-22	PROJECTED FY22-23	PROPOSED FY23-24	PLANNING FY24-25	PLANNING FY25-26	PLANNING FY26-27
REVENUE						
Hotel Occupancy Tax (back to FY19 levels in FY23)		21%	3%	1%	1%	1%
Convention Center Rental Revenue (above FY 2019 levels)		-15%	52%	5%	5%	5%
DMO shared services	\$ 16,554	\$ 11,040	\$ 11,040	\$ 11,040	\$ 11,040	\$ 11,040
BEDC Support	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
EXPENSE						
Organizational						
Organizational Funding	57%	31%	0%	0%	0%	0%
Destination Marketing Organization (Visit Bastrop)	20%	27%	48%	1%	1%	1%
Admin Support	0%	19.0%	-61.0%	2.5%	2.5%	2.5%
Convention Center						
Personnel			5.5%	5%	5%	5%
Main Street Program						
Personnel			5.5%	5%	5%	5%
Downtown Beautification (carryover)	\$ 35,500	\$ -	\$ -	\$ -	\$ -	\$ -

Hotel Occupancy Tax Fund Fiscal Forecast

	ACTUAL FY 21-22	PROJ FY 22-23	PROPOSED FY 23-24	PLANNING FY 24-25	PLANNING FY 25-26	PLANNING FY 26-27
BEGINNING FUND BALANCE	\$ 2,817,270	\$ 3,633,802	\$ 3,648,260	\$ 3,388,046	\$ 3,666,900	\$ 3,937,396
REVENUES						
TOTAL CURRENT REVENUES	\$ 3,572,061	\$ 4,322,540	\$ 4,441,540	\$ 4,496,540	\$ 4,550,065	\$ 4,604,650
OTHER RESOURCES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE & OTHER RESOURCES	\$ 6,389,331	\$ 7,956,342	\$ 8,089,800	\$ 7,884,586	\$ 8,216,965	\$ 8,542,046
EXPENDITURES:						
Organizational	\$ 560,368	\$ 735,565	\$ 719,542	\$ 721,151	\$ 722,708	\$ 724,304
Convention Center	\$ 447,994	\$ 565,722	\$ 707,555	\$ 734,970	\$ 759,847	\$ 785,704
Main Street Program	\$ 228,290	\$ 265,230	\$ 381,861	\$ 348,870	\$ 359,518	\$ 370,583
Multi-Media	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Events/Reservations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cultural Arts Commission	\$ 3,143	\$ 49,230	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500
Rodeo Arena	\$ 4,540	\$ 3,200	\$ 3,296	\$ 3,395	\$ 3,497	\$ 3,602
Destination Marketing Organization	\$ 965,492	\$ 1,913,225	\$ 1,816,000	\$ 1,836,200	\$ 1,851,900	\$ 1,870,802
TOTAL EXPENDITURES	\$ 2,209,827	\$ 3,532,172	\$ 3,683,754	\$ 3,700,086	\$ 3,752,970	\$ 3,810,494
OTHER USES						
Debt Service Transfer	\$ 545,702	\$ 523,000	\$ 518,000	\$ 517,600	\$ 526,600	\$ 529,600
TOTAL EXPENDITURES & OTHER USES	\$ 2,755,529	\$ 4,055,172	\$ 4,201,754	\$ 4,217,686	\$ 4,279,570	\$ 4,340,094
NET INCOME (LOSS)	\$ 816,532	\$ 267,368	\$ 239,786	\$ 278,854	\$ 270,495	\$ 264,556
Non-Recurring Expenses						
eCabs (moved to operating in FY 24)		\$ 117,910	\$ -			
Hotel Pursuit Costs		\$ 110,000	\$ 350,000			
Downtown Charging Station		\$ 25,000				
Downtown Master Plan		\$ -	\$ 150,000			
Total Non-Recurring Expenses		\$ 252,910	\$ 500,000	\$ -	\$ -	\$ -
ASSIGNED FB - CULTURAL ARTS COMMISSION	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
ASSIGNED FB - MAIN ST PROGRAM	\$ 14,344	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE UNRESTRICTED	\$ 3,539,458	\$ 3,568,260	\$ 3,308,046	\$ 3,586,900	\$ 3,857,396	\$ 4,121,952
Reserve requirement 50%	132%	90%	81%	87%	92%	97%

Type B - BEDC

Type B Fund (BEDC)
Fiscal Forecast Assumptions

	ACTUAL FY21-22	PROJECTED FY22-23	PROPOSED FY23-24	PLANNING FY24-25	PLANNING FY25-26	PLANNING FY26-27
REVENUE						
Sales Tax Revenues Growth (3 yr avg. 6.5%)	13.7%	12.6%	5.0%	5.0%	5.0%	5.0%
No developer reimbursements were assumed						
EXPENSE						
Personnel Costs	15.6%	122.8%	16.9%	5.0%	5.0%	5.0%
Positions	6.0	7.0	6.0	6.0	6.0	6.0
Occupancy Costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Debt Service - Roscoe Loan & CO 2016 paidoff in FY2022	213%	-80%	1%	4%	-2%	0%
City Projects and Programs - studies and engineering cash funded						
Capital Outlay - EDC projects - engineering and construction cash funded						

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Type B Fund (BEDC) Fiscal Forecast

	ACTUAL FY 21-22	PROJECTED FY 22-23	PROPOSED FY 23-24	PLANNING FY 24-25	PLANNING FY 25-26	PLANNING FY 26-27
WORKING CAPITAL BB	\$ 5,906,065	\$ 7,568,654	\$ 9,654,290	\$ 4,049,460	\$ (1,176,469)	\$ 1,342,868
REVENUES						
Sales Tax	\$ 3,774,111	\$ 4,245,800	\$ 4,458,090	\$ 4,680,995	\$ 4,915,044	\$ 5,160,796
Lease Agreements	\$ 18,914	\$ 18,050	\$ 18,050	\$ 18,050	\$ 18,050	\$ 18,050
Rental Income (921 Main St)	\$ 77,104	\$ -	\$ -	\$ -	\$ -	\$ -
Land Sales	\$ 1,088,408	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 64,942	\$ 315,000	\$ 250,000	\$ 250,000	\$ 200,000	\$ 150,000
Other	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUE	\$ 5,023,479	\$ 4,598,850	\$ 4,746,140	\$ 4,949,045	\$ 5,133,094	\$ 5,328,846
OTHER RESOURCES						
TOTAL REVENUE & OTHER RESOUF	\$ 10,929,544	\$ 12,167,504	\$ 14,400,430	\$ 8,998,505	\$ 3,956,626	\$ 6,671,715
EXPENDITURES:						
Other Operating Expense subtotal	\$ 1,921,304	\$ 1,270,737	\$ 1,903,743	\$ 1,938,226	\$ 1,981,340	\$ 2,026,576
City Projects & Programs*	\$ 45,376	\$ 282,500	\$ 4,772,000	\$ 350,000	\$ 350,000	\$ 350,000
Total Debt Service	\$ 1,385,290	\$ 271,614	\$ 275,227	\$ 286,747	\$ 282,417	\$ 282,417
TOTAL OPERATING EXPENDITURES	\$ 3,351,970	\$ 1,824,851	\$ 6,950,970	\$ 2,574,973	\$ 2,613,757	\$ 2,658,993
NET INCOME (LOSS)	\$ 1,671,509	\$ 2,773,999	\$ (2,204,830)	\$ 2,374,071	\$ 2,519,337	\$ 2,669,854
City CIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 8,920	\$ 688,363	\$ 3,400,000	\$ 7,600,000	\$ -	\$ -
Total Capital Expenditures	\$ 8,920	\$ 688,363	\$ 3,400,000	\$ 7,600,000	\$ -	\$ -
ENDING WORKING CAPITAL	\$ 7,568,654	\$ 9,654,290	\$ 4,049,460	\$ (1,176,469)	\$ 1,342,868	\$ 4,012,722

*FY2024 Projects list includes (most carryover): Intersection Improvements engineering, Transportation Master Plan (50%), Blakey Lane Street Extension engineering, and South Street to Lovers Lane extension engineering. This also includes Downtown Lighting Project, and Agnes Street Extension grant match.

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 2024 proposed budget is projecting \$74,490,890 of revenue, which represents an 18.3% increase over the prior year. Budgeted expenditures are projected to increase by 20.3% or \$20,625,904 to \$121,916,193. The excess expenditure over revenue is due to capital projects that are using available fund balance in bond funds.

ALL FUND SUMMARY FY 2024

	GENERAL FUND	DEBT SERVICE FUNDS	DEVELOPMENT SERVICES	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BIPAL FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
BEGINNING FUND BALANCES	\$ 6,294,708	\$ 525,347	\$ 1,188,680	\$ 3,648,261	\$ 6,581,484	\$ 5,033,053	\$ 4,296,430	\$ 37,435,569	\$ 4,469,643	\$ 9,659,532	\$ 79,002,707
REVENUES:											
AD VALOREM TAXES	5,269,515	3,390,341	-	-	-	-	-	-	-	-	8,659,856
SALES TAXES	8,748,230	-	-	-	-	-	-	-	-	-	13,208,320
FRANCHISE & OTHER TAXES	600,565	-	-	4,000,000	598,779	-	-	-	-	-	5,199,344
LICENSES & PERMITS	2,000	-	2,476,000	-	-	-	-	-	-	-	2,480,000
CHARGES FOR SERVICES	958,250	-	293,500	293,500	4,865,540	8,808,040	8,742,870	-	851,584	-	24,519,784
FINES & FORFEITURES	304,800	-	-	-	14,000	-	-	-	-	-	318,800
INTEREST	245,000	75,000	-	85,000	171,500	237,960	130,000	256,000	95,000	250,000	1,545,460
INTERGOVERNMENTAL	42,304	-	61,040	-	1,700	-	-	8,637,330	-	-	8,742,374
OTHER	35,000	-	-	-	44,910	4,500	-	1,365	-	-	38,050
TOTAL REVENUES	16,205,644	3,465,341	2,476,000	4,441,540	5,699,429	9,050,500	8,872,870	8,894,695	946,584	4,746,140	64,795,763
OTHER SOURCES											
Other Financing Sources	-	275,227	-	-	-	-	-	-	-	-	275,227
Interfund Transfers	603,000	592,900	-	-	38,000	6,440,500	-	890,500	865,000	-	9,419,900
TOTAL REVENUE & OTHER SOURCES	16,808,644	4,333,468	2,476,000	4,441,540	5,737,429	15,491,000	8,872,870	9,775,195	1,811,584	4,746,140	74,490,890
TOTAL AVAILABLE RESOURCES	\$ 23,103,372	\$ 4,858,815	\$ 3,644,680	\$ 8,089,801	\$ 12,315,913	\$ 20,594,053	\$ 13,119,300	\$ 47,210,764	\$ 6,281,227	\$ 14,405,672	\$ 153,553,597
EXPENDITURES:											
GENERAL GOVERNMENT	6,308,036	-	-	-	89,000	-	-	826,240	405,568	-	7,628,844
PUBLIC SAFETY	6,555,808	-	-	-	49,800	-	-	-	-	-	6,605,608
DEVELOPMENT SERVICES	248,814	-	1,699,988	-	-	-	-	-	29,500	-	1,978,302
COMMUNITY SERVICES	2,844,294	-	-	-	163,743	-	-	-	-	-	3,008,037
UTILITIES	-	-	-	-	10,000	5,375,234	7,802,880	-	-	-	13,188,114
DEBT SERVICE	4,746,311	-	-	-	-	7,070,185	167,594	-	-	275,227	12,259,317
ECONOMIC DEVELOPMENT	-	-	-	4,183,754	744,119	-	-	-	-	6,675,743	11,603,616
CAPITAL OUTLAY	-	-	-	-	4,100,000	700,000	375,000	46,280,437	1,369,000	3,400,000	56,224,437
TOTAL EXPENDITURES	15,956,970	4,746,311	1,699,988	4,183,754	5,159,662	13,145,419	8,345,474	47,106,677	1,804,668	10,350,970	112,496,293
OTHER USES											
Interfund Transfers	1,733,500	-	-	518,000	2,193,401	4,375,000	600,000	-	-	-	9,419,900
TOTAL EXPENDITURE & OTHER USES	17,690,470	4,746,311	1,699,988	4,701,754	7,353,063	17,520,419	8,945,474	47,106,677	1,804,668	10,350,970	121,916,193
ENDING FUND BALANCES	\$ 5,412,902	\$ 112,504	\$ 1,944,692	\$ 3,388,047	\$ 4,965,650	\$ 3,003,634	\$ 4,173,826	\$ 104,087	\$ 4,477,159	\$ 4,054,702	\$ 31,637,404



Revenue by Fund

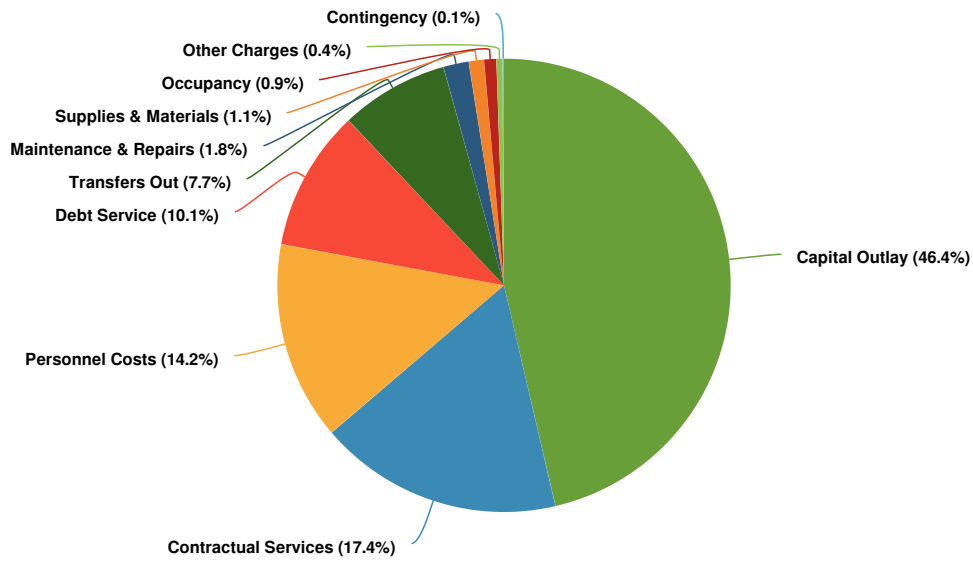
Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General Fund	\$16,739,471	\$16,847,515	\$15,880,876	\$16,808,664	-0.2%
General Fund - One Time	\$385,832	\$382,395	\$391,895	\$88,500	-76.9%
Land Acquisition	\$0	\$0	\$151,000	\$0	0%
Fairview Cemetery - Perm	\$25,333	\$23,500	\$32,000	\$35,000	48.9%
Vehicle/Equip Rplc Fund	\$1,615,914	\$1,435,490	\$1,612,615	\$1,811,584	26.2%
Designated Funds	\$82,344	\$63,200	\$122,705	\$85,110	34.7%
Development Services	\$0	\$0	\$2,631,000	\$2,476,000	N/A
Library Board Fund	\$26,093	\$20,750	\$19,350	\$21,000	1.2%
Fairview Cemetery - Oper	\$96,134	\$161,200	\$147,000	\$163,400	1.4%
Hunters Crossing Pid	\$578,645	\$575,879	\$586,496	\$581,279	0.9%
Hotel/Motel Tax Fund	\$3,572,061	\$3,131,554	\$4,322,540	\$4,441,540	41.8%
Water/Wastewater Fund	\$7,770,043	\$7,927,692	\$8,139,317	\$8,922,540	12.5%
C.I.P.-W/WW Utility Proj	\$479,795	\$885,100	\$904,600	\$742,000	-16.2%
Impact Fee Fund	\$2,502,827	\$3,330,450	\$2,216,459	\$4,848,640	45.6%
Bastrop Power & Light	\$8,142,807	\$7,809,241	\$8,508,201	\$8,872,870	13.6%
Park Dedication	\$1,477	\$1,465	\$1,765	\$1,865	27.3%
Street Maintenance Fund	\$5,220	\$803,500	\$810,000	\$810,000	0.8%
Grants	\$694,261	\$4,665,330	\$800,000	\$3,865,330	-17.1%
2018 Co Bond Fund	\$4,343	\$2,000	\$7,000	\$2,000	0%
CIP General Gov't Projects	\$220,795	\$3,052,000	\$656,000	\$4,792,000	57%
CO, Series 2021	\$182,098	\$35,000	\$175,000	\$10,000	-71.4%
Limited Tax Note, Series 2021	\$3,247	\$500	\$3,000	\$500	0%
American Rescue Plan	\$1,159,411	\$3,000	\$65,000	\$35,000	1,066.7%
CO, Series 2022	\$3,698,763	\$0	\$40,000	\$20,000	N/A
CO, Series 2023 (GF)	\$0	\$0	\$13,182,779	\$50,000	N/A
CO, Series 2023 (UTIL)	\$0	\$0	\$27,200,000	\$100,000	N/A
General Fund-Debt Service	\$3,283,041	\$3,870,175	\$3,945,514	\$4,333,468	12%
W/WW Debt Service Fund	\$3,625,891	\$3,665,227	\$3,740,170	\$5,826,460	59%
Bastrop E.D.C. Fund	\$5,023,479	\$4,213,909	\$4,598,850	\$4,746,140	12.6%
Total:	\$59,919,324	\$62,906,072	\$100,891,132	\$74,490,890	18.4%

Expenditures by Fund

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General Fund	\$15,830,590	\$18,441,228	\$17,644,924	\$17,690,470	-4.1%
General Fund - One Time	\$303,084	\$456,200	\$276,954	\$255,500	-44%
Vehicle/Equip Rplc Fund	\$304,280	\$918,623	\$1,569,841	\$1,804,068	96.4%
Designated Funds	\$16,407	\$323,780	\$42,528	\$398,800	23.2%
Development Services	\$1,327,104	\$0	\$1,462,320	\$1,699,988	N/A
Library Board Fund	\$37,344	\$49,000	\$46,000	\$17,500	-64.3%
Fairview Cemetery - Oper	\$103,094	\$217,901	\$176,536	\$249,243	14.4%
Hunters Crossing Pid	\$580,188	\$552,405	\$580,598	\$559,019	1.2%
Hotel/Motel Tax Fund	\$2,755,530	\$3,899,827	\$4,308,082	\$4,701,754	20.6%
Water/Wastewater Fund	\$7,374,659	\$8,592,325	\$8,436,088	\$9,573,234	11.4%
C.I.P.-W/WW Utility Proj	\$285,168	\$1,252,500	\$835,668	\$877,000	-30%
Impact Fee Fund	\$1,654,717	\$5,884,300	\$1,636,623	\$6,125,501	4.1%
Bastrop Power & Light	\$7,378,623	\$8,175,435	\$8,437,190	\$8,945,474	9.4%
Street Maintenance Fund	\$552,238	\$807,927	\$807,927	\$921,483	14.1%
Grants	\$694,261	\$4,665,330	\$800,000	\$3,865,330	-17.1%
2018 Co Bond Fund	\$74,007	\$461,631	\$124,000	\$470,801	2%
CIP General Gov't Projects	\$62,235	\$3,152,000	\$339,500	\$5,265,240	67%
CO, Series 2021	\$13,229,150	\$20,450,575	\$21,167,710	\$385,567	-98.1%
Limited Tax Note, Series 2021	\$253,200	\$149,948	\$275,514	\$50,314	-66.4%
American Rescue Plan	\$16,987	\$2,156,205		\$2,388,071	10.8%
CO, Series 2022	\$79,391	\$3,599,999	\$1,600,000	\$2,079,371	-42.2%
CO, Series 2023 (GF)	\$0	\$0	\$107,779	\$13,125,000	N/A
CO, Series 2023 (UTIL)	\$0		\$9,000,000	\$18,300,000	N/A
General Fund-Debt Service	\$3,040,304	\$3,850,699	\$3,850,699	\$4,746,311	23.3%
W/WW Debt Service Fund	\$3,318,562	\$3,823,204	\$4,291,318	\$7,070,185	84.9%
Bastrop E.D.C. Fund	\$3,360,891	\$9,409,248	\$2,513,214	\$10,350,970	10%
Total:	\$62,632,012	\$101,290,289	\$90,331,012	\$121,916,193	20.4%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$11,681,505	\$16,464,075	\$16,086,215	\$17,266,105	4.9%
Supplies & Materials	\$1,138,868	\$1,222,859	\$1,169,646	\$1,316,011	7.6%
Maintenance & Repairs	\$3,305,155	\$2,092,031	\$2,033,518	\$2,218,549	6%
Occupancy	\$884,803	\$844,953	\$936,618	\$1,062,125	25.7%
Contractual Services	\$13,184,184	\$17,687,305	\$16,011,135	\$21,209,751	19.9%
Other Charges	\$2,086,213	\$766,464	-\$144,480	\$518,497	-32.4%
Contingency	-\$79,626	\$266,258	\$361,495	\$131,500	-50.6%
Capital Outlay	\$15,715,407	\$45,753,988	\$37,216,157	\$56,514,437	23.5%
Debt Service	\$7,773,243	\$8,110,737	\$8,578,851	\$12,259,317	51.1%
Transfers Out	\$6,942,261	\$8,081,618	\$8,081,858	\$9,419,901	16.6%
Total Expense Objects:	\$62,632,012	\$101,290,289	\$90,331,012	\$121,916,193	20.4%

Fund Description



General Fund

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 2024 proposed budget, while providing a comparison to FY 2023 year-end budget projections. Additional details are reported within the departmental pages.

The City of Bastrop is proposing \$16,808,664 of revenue in FY 2024, which represents a 5.3% increase over the FY 2023 projected amount of \$15,880,876 and 10.9% over the FY 2023 budgeted amount. Budgeted operating expenditures (before transfers for one-time expenditures) are proposed to increase by 13.3% to \$16,756,969 in FY 2024. This will leave a positive \$51,695 excess recurring revenue over recurring operating expenses available to appropriate. The total of transfers out for one-time expenses is \$933,500. These assumptions for FY 2024 are without Development Services as it has been moved out and established as a Special Revenue fund.

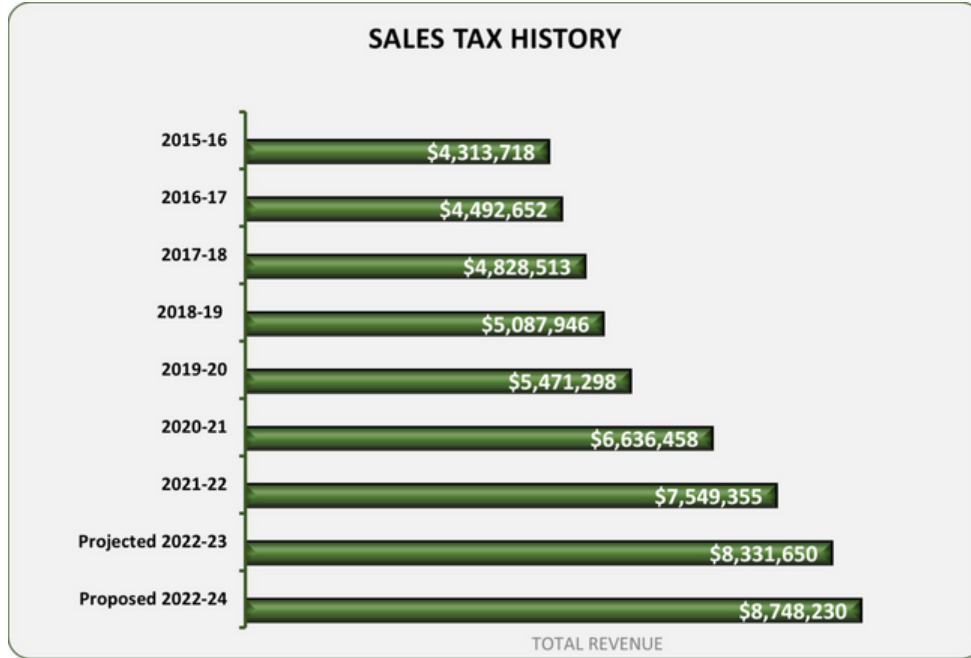
The Financial Management Policy states that the General Fund must maintain, at a minimum, 25% of Operating Expenditures in Fund Balance reserves. Based on the ending Fund Balances represented below, the General Fund will have 32% reserve at the end of FY 2024. The 14% decrease in the fund balance from FY 2023 projected to FY 2024 ending, comes from the use of excess fund balance for one-time capital projects, vehicle and equipment replacements, and capital improvement projects. 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 \$1,223,658.

General Fund Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$7,177,160	\$8,058,753	\$8,058,753	\$6,294,708
Revenues	\$16,739,471	\$16,847,515	\$15,880,876	\$16,808,664
Total Revenues:	\$16,739,471	\$16,847,515	\$15,880,876	\$16,808,664
Expenditures				
General Government	\$7,057,778	\$9,447,440	\$9,110,758	\$8,041,536
Public Safety	\$5,069,840	\$5,783,058	\$5,617,810	\$6,555,826
Community Services	\$2,131,824	\$2,897,819	\$2,643,647	\$2,844,294
Development Services	\$1,571,148	\$312,911	\$272,709	\$248,814
Total Expenditures:	\$15,830,589	\$18,441,228	\$17,644,924	\$17,690,470
Total Revenues Less Expenditures:	\$908,881	-\$1,593,713	-\$1,764,048	-\$881,806
Ending Fund Balance:	\$8,086,041	\$6,465,040	\$6,294,705	\$5,412,902

Sales Tax

The largest General Fund revenue source is Sales Tax, which totals 52% 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 2023 budget was conservative, the projections show it to exceed the FY 2023 budget by \$581,650 or 7.5%. The FY 2024 budget is being set at 5% over the FY 2023 projections, at \$8,748,230. Based on the trends, this is a comfortable projection.



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 2024 (tax year 2023) show net taxable value of \$1,592,627,729 which is a 13.3% increase over the FY 2023 taxable value used to establish the budget.** This increase includes \$71M from new properties added to the tax roll. Property values will generate \$5,206,015 in General Fund budgeted revenue, which is \$421,939 over the FY 2023 budget.

Property Tax Calculation	
	FY 2024 TAX YEAR 2023
TAX ROLL:	
Net Taxable Value (75% for ARB)	\$1,592,627,729
Rate per \$100	0.4994
Tax Levy Freeze Adjusted	7,953,583
Tax Levy - Frozen (Disabled / over 65)*	708,984
Total Tax Levy	8,662,567
Percent of Collection	99.0%
SUMMARY OF TAX COLLECTIONS:	
Current Tax	7,874,047
Revenue From Tax Freeze Property	701,894
Delinquent Tax	55,500
Penalty and Interest	42,000
TOTAL TAX COLLECTIONS	\$8,673,441

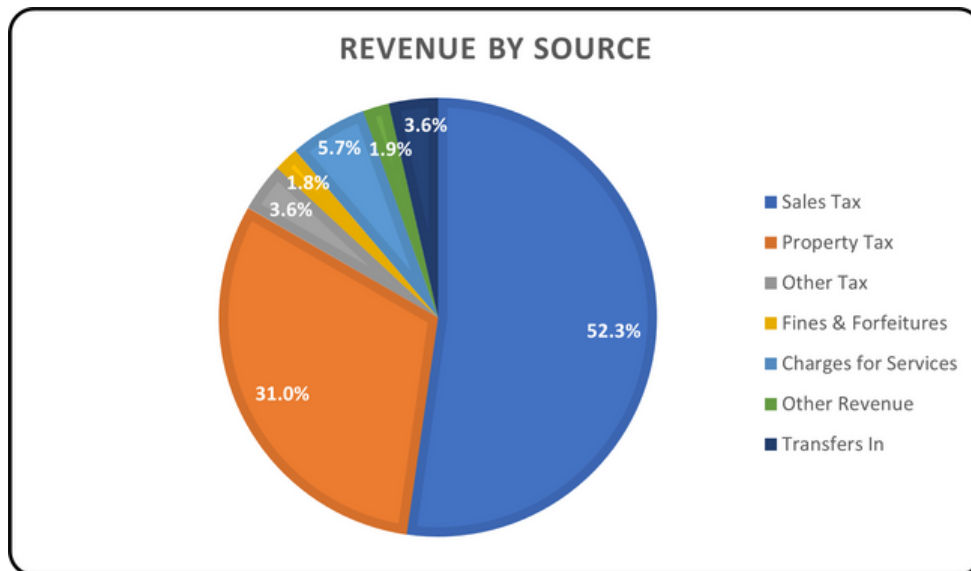
Property Tax Distribution			
	TAX RATE	PERCENT OF TOTAL	TAX REVENUE
GENERAL FUND:			
Current Tax	\$0.3032		4,780,560
Revenue From Tax Freeze Property			426,140
Delinquent Tax			33,500
Penalty and Interest			30,000
Total General Fund	\$0.3032	60.71%	\$5,270,200
DEBT SERVICE FUND:			
Current Tax	\$0.1962		3,093,488
Revenue From Tax Freeze Property			275,754
Delinquent Tax			22,000
Penalty and Interest			12,000
Total Debt Service	\$0.1962	39.29%	\$3,403,242
DISTRIBUTION	\$0.4994	100.00%	\$8,673,442

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 13% from FY 2023 budgeted, but only 5% from FY 2023 projected. Our third party provider did a rate pass for FY 2024, so this increase is all new residential accounts. The contractor is allowed by contract to request a rate increase each year up to 5% based on certain CPI calculations. This is the maximum increase allowed. We anticipate another 200 homes in the budget.

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Taxes & Penalties					
CURRENT TAXES	\$4,421,472	\$4,784,761	\$4,784,761	\$5,206,015	8.8%
DELINQUENT TAXES	\$29,284	\$33,500	\$33,500	\$33,500	0%
PENALTIES & INTEREST	\$37,660	\$30,000	\$30,000	\$30,000	0%
FRANCHISE TAX	\$467,646	\$458,000	\$471,961	\$482,000	5.2%
CITY SALES TAX	\$7,549,355	\$7,750,000	\$8,331,650	\$8,748,230	12.9%
OCCUPATION TAX	\$4,158	\$5,000	\$12,500	\$6,965	39.3%
MIXED BEVERAGE TAX	\$108,199	\$92,400	\$110,400	\$111,600	20.8%
380 AGREEMENT PROP REFUND	-\$71,505	\$0		\$0	0%
Total Taxes & Penalties:	\$12,546,270	\$13,153,661	\$13,774,772	\$14,618,310	11.1%
Fines & Forfeitures					
MUNICIPAL COURT FINES	\$281,913	\$265,000	\$287,300	\$287,300	8.4%
MC FINE- CHILD SAFETY SEAT VIO	\$175	\$0		\$0	0%
LIBRARY RECEIPTS	\$12,612	\$13,500	\$11,000	\$11,000	-18.5%
JUVENILE CASE MANAGER-M/C	\$7,007	\$6,500	\$6,500	\$6,500	0%
TEEN COURT (MC)	\$40	\$0		\$0	0%
Total Fines & Forfeitures:	\$301,746	\$285,000	\$304,800	\$304,800	6.9%
Licenses & Permits					
INSPECTION FEES	\$407,887	\$400,000		\$0	-100%
FIRE INSPECTION FEES	\$8,611	\$6,000		\$0	-100%
DEVELOPMENT AGREEMENTS	\$53,012	\$50,000		\$0	-100%
PUBLIC IMPROVEMENT FEES	\$344,268	\$350,000		\$0	-100%
SITE DEVELOPMENT PLANNING	\$34,111	\$35,000		\$0	-100%
FIRE REVIEW FEE	\$19,678	\$15,000		\$0	-100%
BUILDING PERMITS- RESIDENTIAL	\$645,911	\$650,000		\$0	-100%
BUILDING PERMITS- COMMERCIAL	\$174,590	\$100,000		\$0	-100%
ZONING FEES	\$83,561	\$15,000		\$0	-100%
PLATTING FEES	\$245,774	\$150,000		\$0	-100%
SPECIAL EVENT PERMIT FEE	\$3,530	\$2,000	\$2,000	\$2,000	0%
TRADE PERMIT	\$82,260			\$0	N/A
Total Licenses & Permits:	\$2,103,192	\$1,773,000	\$2,000	\$2,000	-99.9%
Charges for Services					
ANIMAL SERVICE RECEIPTS	\$195	\$150	\$150	\$150	0%
REC CENTER FEES	\$65,605	\$58,000	\$65,000	\$65,000	12.1%
PARK RENTALS & FEES	\$4,248	\$5,100	\$5,100	\$5,100	0%

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
PD ACCIDENT REPORTS	\$28,758	\$4,500		\$4,500	0%
SPECIAL EVENTS HOT REIMB		\$10,000		\$0	-100%
LIBRARY FEES	\$33,964	\$30,000	\$25,000	\$25,000	-16.7%
SANITATION REVENUE	\$719,892	\$750,000	\$810,250	\$850,000	13.3%
SANITATION PENALTIES	\$8,618	\$7,800	\$8,500	\$8,500	9%
Total Charges for Services:	\$861,279	\$865,550	\$914,000	\$958,250	10.7%
Intergovernmental					
BASTROP CO/EMERG MGMT ASSIST	\$878	\$0		\$0	0%
BASTROP CO/LIBRARY	\$10,684	\$0		\$0	0%
DEPT OF JUSTICE GRANT REIMB	-\$2,345	\$0		\$0	0%
LIBRARY GRANT FUNDING	\$7,788	\$9,926	\$9,926	\$9,926	0%
PROPERTY LIEN PAYMENTS	\$839	\$0		\$0	0%
ADMIN SERVICES DMO	\$2,378	\$2,378	\$2,378	\$2,378	0%
BEDC ADMIN SUPPORT REIMB	\$25,800	\$30,000	\$25,000	\$30,000	0%
Total Intergovernmental:	\$46,022	\$42,304	\$37,304	\$42,304	0%
Miscellaneous					
DONATION IN-KIND	\$250			\$0	N/A
MISCELLANEOUS REVENUE	\$31,144	\$35,000	\$35,000	\$35,000	0%
INSURANCE PROCEEDS	\$27,724	\$0		\$0	0%
FIRE DEPT CALLS - REIMB	\$3,058	\$0		\$0	0%
Total Miscellaneous:	\$62,176	\$35,000	\$35,000	\$35,000	0%
Transfers In					
TRANS IN - ELECTRIC	\$767,000	\$650,000	\$650,000	\$600,000	-7.7%
TRANSFER IN - LIBRARY BOARD 505	\$3,000	\$3,000	\$3,000	\$3,000	0%
Total Transfers In:	\$770,000	\$653,000	\$653,000	\$603,000	-7.7%
Interest Income					
INTEREST INCOME	\$48,785	\$40,000	\$160,000	\$245,000	512.5%
Total Interest Income:	\$48,785	\$40,000	\$160,000	\$245,000	512.5%
Total Revenue Source:	\$16,739,471	\$16,847,515	\$15,880,876	\$16,808,664	-0.2%

Expenditures by Function

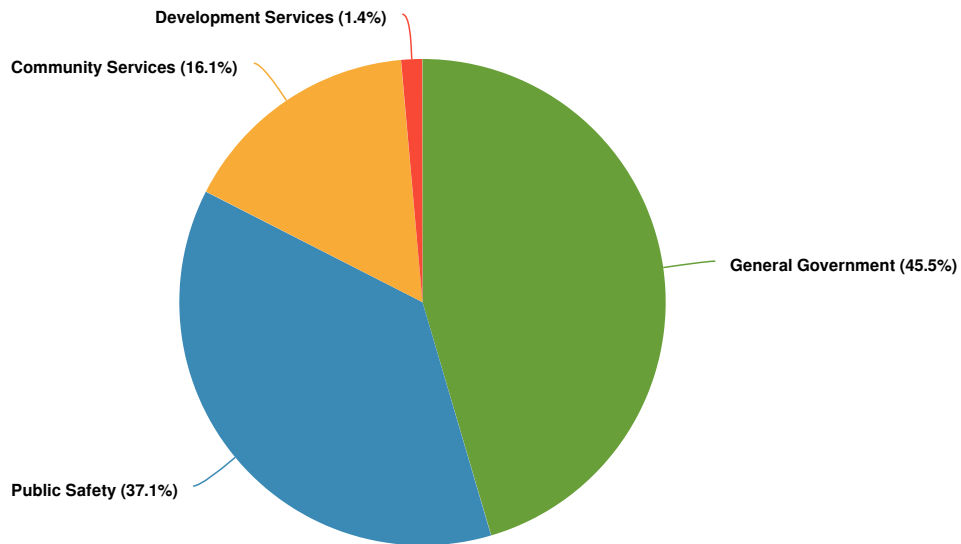
The **General Government** category is made up of the following departments: City Council, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, and Public Works.

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
General Government					
City Council	\$52,964	\$46,803	\$46,803	\$46,803	0%
Organizational	\$1,975,702	\$3,073,559	\$3,100,350	\$1,216,269	-60.4%
City Manager	\$607,310	\$745,245	\$591,272	\$657,348	-11.8%
City Secretary	\$253,037	\$319,915	\$295,636	\$316,594	-1%
Finance	\$1,573,584	\$1,784,049	\$1,787,648	\$1,932,613	8.3%
Human Resources	\$254,811	\$285,164	\$371,390	\$409,831	43.7%
Information Technology	\$468,552	\$588,628	\$536,398	\$722,042	22.7%
Public Works	\$1,871,819	\$2,604,077	\$2,381,261	\$2,740,036	5.2%
Total General Government:	\$7,057,778	\$9,447,440	\$9,110,758	\$8,041,536	-14.9%

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Public Safety					
Fire	\$1,151,153	\$1,362,012	\$1,407,982	\$1,685,059	23.7%
Police	\$3,578,590	\$4,024,885	\$3,854,636	\$4,491,359	11.6%
Municipal Court	\$340,097	\$396,162	\$355,192	\$379,408	-4.2%
Total Public Safety:	\$5,069,840	\$5,783,058	\$5,617,810	\$6,555,826	13.4%
Community Services					
Parks	\$649,356	\$917,780	\$872,146	\$934,486	1.8%
Library	\$613,479	\$814,525	\$796,732	\$884,571	8.6%
Community Engagement	\$868,989	\$1,165,514	\$974,769	\$1,025,237	-12%
Total Community Services:	\$2,131,824	\$2,897,819	\$2,643,647	\$2,844,294	-1.8%
Development Services					
Planning	\$1,327,105	\$0	\$0	\$0	0%
Engineering & Development	\$244,043	\$312,911	\$272,709	\$248,814	-20.5%
Total Development Services:	\$1,571,148	\$312,911	\$272,709	\$248,814	-20.5%
Total Expenditures:	\$15,830,590	\$18,441,228	\$17,644,924	\$17,690,470	-4.1%

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 65% and includes the costs related to salaries, taxes, insurance, and retirement benefits. The FY 2024 budget includes a 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 eight (8) FTE's. The city's contribution to the retirement program is being 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. This category decreased year-over-year by 7.8% due to the lump sum retirement payment of \$1,596,000 in FY 2023 included in the category. If this one-time amount is removed, this category increases by \$637,350 or 5.9%.

Supplies and Materials

These object classifications are expendable materials and operating supplies necessary to conduct departmental activities. This category includes the computer replacement line item. This line went down this year now that we have caught up with our computer replacement schedule. These expenses will be less per year going forward. There were also some one-time expenses in the FY 2024 budget for various departments. This category increased year over year by 6.3% and 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 decreased year-over-year by 3.4% and represents 4.5% of the budget.

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 increased year-over-year by 2.6% and represents 2.2% of the budget.

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 2024 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 year-over-year by 10.2% and represents 19.3% 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. This category decreased by 16%.

Administrative Support Allocation

This allocation represents a percentage allocation for administrative services from the Water/Wastewater (W/WW), BP&L 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 decreased in the FY 2024 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 removed the administrative allocation from the Hotel Occupancy Tax fund to the General Fund. The overall allocation decreased year-over-year by 15.6%, which is an increase in expenses for 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.

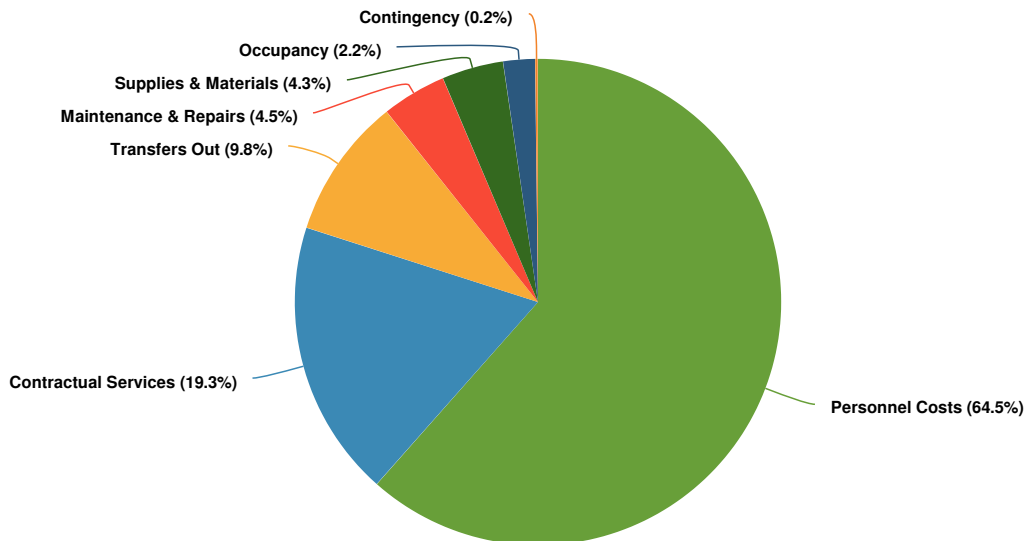
Capital Outlay

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 2024, there were transfers to the Vehicle/Equipment Replacement Fund (\$815,000), General Fund CIP (\$0), Street Maintenance Fund (\$800,000), Cemetery fund (\$38,000), and General Fund One-Time Project Fund (\$80,500).

Budgeted Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$8,575,699	\$12,336,310	\$11,777,924	\$11,401,835	-7.6%
Supplies & Materials	\$686,423	\$712,929	\$654,580	\$758,061	6.3%
Maintenance & Repairs	\$2,018,710	\$825,166	\$805,007	\$796,900	-3.4%
Occupancy	\$392,550	\$380,653	\$381,218	\$390,529	2.6%
Contractual Services	\$2,896,179	\$3,094,572	\$2,986,355	\$3,410,207	10.2%
Other Charges	-\$91,050	-\$994,421	-\$1,046,178	-\$835,563	-16%
Contingency		\$35,000	\$35,000	\$35,000	0%
Capital Outlay	\$34,050	\$0	\$0	\$0	0%
Transfers Out	\$1,318,027	\$2,051,018	\$2,051,018	\$1,733,500	-15.5%
Total Expense Objects:	\$15,830,589	\$18,441,228	\$17,644,924	\$17,690,470	-4.1%



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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$1	\$82,749	\$82,749	\$197,690
Revenues				
Intergovernmental	\$88,363	\$0		\$0
Miscellaneous	\$355	\$0		\$0
Transfers In	\$295,500	\$382,395	\$382,395	\$80,500
Interest Income	\$1,614	\$0	\$9,500	\$8,000
Total Revenues:	\$385,832	\$382,395	\$391,895	\$88,500
Expenditures				
Supplies & Materials	\$52,532	\$81,200	\$70,428	\$80,500
Maintenance & Repairs	\$111,045	\$30,000		\$30,000
Contractual Services	\$55,000	\$255,000	\$115,525	\$145,000
Capital Outlay	\$84,507	\$90,000	\$91,001	\$0
Total Expenditures:	\$303,084	\$456,200	\$276,954	\$255,500
Total Revenues Less Expenditures:	\$82,749	-\$73,805	\$114,941	-\$167,000
Ending Fund Balance:	\$82,750	\$8,944	\$197,690	\$30,690

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
Tasers - replacement	Police	\$60,000
Asset Management Study (carryover FY23)	Engineering	\$100,000
Police - K9 unit startup	Police	\$14,500
Implementation costs - new customer portal (carryover FY23)	Finance	\$30,000
Annexation Plan (carryover FY23)	Dev Services	\$45,000
	TOTAL	\$255,500

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 \$8,872,870 of revenue in FY 2024, which represents a 13.6% increase over the prior year's budget. Budgeted expenditures are projected to increase by 9.4% or \$770,039 to \$8,945,474 in FY2024.

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 48% reserve at the end of FY 2024. The 2% decrease in the fund balance from FY 2023 projected to FY 2024 ending, comes from the use of excess fund balance for one-time capital projects.

Bastrop Power & Light Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$3,411,235	\$4,175,419	\$4,175,419	\$4,246,430
Revenues	\$8,142,807	\$7,809,241	\$8,508,201	\$8,872,870
Expenditures	\$7,378,623	\$8,175,435	\$8,437,190	\$8,945,474
Total Revenues Less Expenditures:	\$764,184	-\$366,194	\$71,011	-\$72,604
Ending Fund Balance:	\$4,175,419	\$3,809,225	\$4,246,430	\$4,173,826

Revenue Summary

The total budgeted revenue for FY 2024 is an increase of 13.6% from FY 2023 budgeted but only an increase of 4.2% from the FY 2023 projections. 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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Bastrop Power & Light					
Electric Revenues	\$8,090,185	\$7,779,241	\$8,372,332	\$8,742,870	12.4%
Miscellaneous	\$18,425	\$0	\$10,869	\$0	0%
Interest Income	\$34,197	\$30,000	\$125,000	\$130,000	333.3%

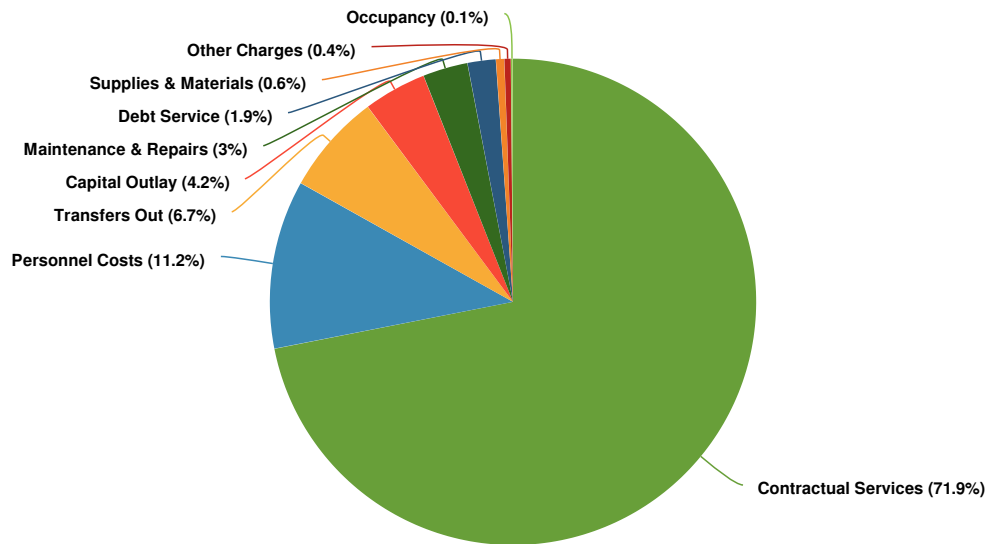
Item 9C.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Total Bastrop Power & Light:	\$8,142,807	\$7,809,241	\$8,508,201	\$8,872,870	13.6%



Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Significant Base Budget changes for FY 2024

- The FY 2024 proposed budget includes a 5.5% wage adjustment. The Cost of Living Adjustment of 3% would be effective October 1st with the 2.5% merit (STEP) increase effective on the employment anniversary.
- There is an 8% increase to Texas Municipal Retirement System (TMRS) to help contribute to the 7% conversion plan. Currently, the City is on a 6% retirement plan. The projection is to be able to move to a 7% plan effective January 1, 2024 with City Council approval. The personnel category has decreased only because the FY 2023 budget included a one-time lump sum payment to TMRS in the amount of \$150k.
- 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 FY 2020, BP&L performed the engineering and ordered materials for the last two projects included in the 2014-2019 System Study Report. The first project was rebuilding the northern portion of the tap line (approximately 2,200 feet) near the intersection of Loop 150 & Perkins Street, ending near Hospital Drive, utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles. The second project was rebuilding the southern portion of the tap line near the intersection of Loop 150 & Perkins Street, along Eskew and across to Perkins Street (approximately 1,700 feet), utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles.

The cost of labor was estimated to be \$150,000 and was included in the FY 2021 budget. Due to the contractors' schedule, these projects were slated to start in March 2022 and now have a quote of \$203,212. Due to LCRA's change in their services, these projects have to be re-engineered during FY 2023. This project's funding will be a carryover into the FY 2024 budget, including an amount to cover inflated costs.

The Electric System Study (2020-2025) was completed in FY 2022 and has identified future capital improvements in the electric system.

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 2024, so these accounts have been adjusted to reflect those.

Special Projects

FY 2020 included \$250,000 for upgrading and adding additional street lighting to promote pedestrian safety, traffic safety, enhanced walkability, and an opportunity to address citizen concerns regarding the need for more lighting in residential neighborhoods. During FY 2020, materials were ordered to start the replacement of the lights city wide in the amount of \$42,000. This will be a 3-5 year project of upgrading and enhancing the entire street lighting system. The FY 2024 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 reduced by \$50,000 from the FY 2023 budget, from \$650K to \$600K. There were no VERF transfers proposed for FY 2024.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$784,100	\$1,097,248	\$904,005	\$1,001,668	-8.7%
Supplies & Materials	\$37,612	\$52,700	\$46,200	\$49,800	-5.5%
Maintenance & Repairs	\$243,558	\$234,500	\$226,500	\$267,000	13.9%
Occupancy	\$9,830	\$11,800	\$10,300	\$11,800	0%
Contractual Services	\$5,311,499	\$5,289,959	\$5,873,215	\$6,433,412	21.6%
Other Charges	\$228,777	\$46,000	\$28,500	\$39,200	-14.8%
Contingency	-\$120,610	\$159,758	\$0	\$0	-100%
Capital Outlay	\$0	\$433,250	\$498,250	\$375,000	-13.4%
Debt Service	\$44,457	\$165,220	\$165,220	\$167,594	1.4%
Transfers Out	\$839,400	\$685,000	\$685,000	\$600,000	-12.4%
Total Expense Objects:	\$7,378,623	\$8,175,435	\$8,437,190	\$8,945,474	9.4%



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 \$8,922,540 of revenue in FY 2024, which represents a 12.5% increase over the prior year's budget. Budgeted expenditures are projected to increase by 11.4% or \$980,909 to \$9,573,234 in FY 2024.

The Financial Management Policy states that the General Fund must maintain, at a minimum, 24% of Operating Expenditures in Fund Balance reserves. Based on the ending Fund Balances represented below, this fund will have a 26% reserve at the end of FY 2024. 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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$2,860,720	\$3,256,104	\$3,256,104	\$2,959,333
Revenues	\$7,770,043	\$7,927,692	\$8,139,317	\$8,922,540
Expenditures	\$7,374,659	\$8,592,325	\$8,436,088	\$9,573,234
Total Revenues Less Expenditures:	\$395,384	-\$664,633	-\$296,771	-\$650,694
Ending Fund Balance:	\$3,256,104	\$2,591,471	\$2,959,333	\$2,308,639



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 2023. It will go into effect November 1, 2023 and will be applied to the November utility bills that are generated at the end of November 2023.

Revenue by Fund

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Water/Wastewater Fund					
Intergovernmental	-\$8,243			\$0	N/A
Wastewater Revenue	\$3,940,403	\$4,100,839	\$4,136,646	\$4,318,740	5.3%
Water Revenue	\$3,798,469	\$3,796,520	\$3,889,171	\$4,489,300	18.2%
Miscellaneous	\$4,400	\$7,500	\$3,500	\$4,500	-40%
Interest Income	\$35,014	\$22,833	\$110,000	\$110,000	381.8%
Total Water/Wastewater Fund:	\$7,770,043	\$7,927,692	\$8,139,317	\$8,922,540	12.5%

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Water/Wastewater Fund					
Personnel Costs	\$1,311,763	\$2,059,463	\$1,850,415	\$2,028,064	-1.5%
Supplies & Materials	\$260,225	\$266,070	\$307,315	\$322,600	21.2%
Maintenance & Repairs	\$644,674	\$673,380	\$672,700	\$740,780	10%
Occupancy	\$368,210	\$340,300	\$433,000	\$537,900	58.1%
Contractual Services	\$1,291,240	\$1,521,372	\$1,421,468	\$1,520,620	0%
Other Charges	\$25,930	\$43,340	\$16,600	\$38,270	-11.7%
Contingency		\$10,000	\$10,000	\$10,000	0%
Capital Outlay	\$158,337	\$0	\$46,250	\$0	0%
Transfers Out	\$3,314,280	\$3,678,400	\$3,678,340	\$4,375,000	18.9%
Total Water/Wastewater Fund:	\$7,374,659	\$8,592,325	\$8,436,088	\$9,573,234	11.4%



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 \$4,441,540 of revenue in FY 2024, which represents a 41.8% increase over the prior year's budget. Budgeted expenditures are projected to decrease by \$801,927 to \$4,701,754 in FY 2024.

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 81% reserve at the end of FY 2024. The 8% decrease in the fund balance from FY 2023 projected to FY 2024 ending, comes from the use of excess fund balance for one-time projects but leaves the ending reserve well above the policy requirement.

Hotel Occupancy Tax Fund Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$2,817,272	\$3,633,804	\$3,633,804	\$3,648,261
Revenues	\$3,572,061	\$3,131,554	\$4,322,540	\$4,441,540
Expenditures	\$2,755,530	\$3,899,827	\$4,308,082	\$4,701,754
Total Revenues Less Expenditures:	\$816,531	-\$768,273	\$14,458	-\$260,214
Ending Fund Balance:	\$3,633,803	\$2,865,531	\$3,648,262	\$3,388,047

Revenues by Source

Revenue Assumptions

The overall FY 2023 year-end projected revenue is up by 38% over budget. Revenue is budgeted to be \$4,441,540 for FY 2024, which is 3% or \$119,000 more than FY 2023 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 \$4,000,000 which is 41% increase from the FY 2023 original budget but only 2.5% over FY 2023 year-end projections. With the tourism industry bouncing back from the last two years' effects of Coronavirus, 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 2024 budgeted amount is \$293,500, which is approximately 4.2% or \$12,000 more than FY 2023 projections.

Intergovernmental - This category includes \$50,000 from the Bastrop Economic Development Corporation and \$11,000 from Visit Bastrop.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Taxes & Penalties	\$3,233,136	\$2,830,000	\$3,900,000	\$4,000,000	41.3%
Licenses & Permits	\$2,010	\$2,000	\$2,000	\$2,000	0%
Charges for Services	\$248,296	\$218,000	\$281,500	\$293,500	34.6%
Intergovernmental	\$66,554	\$66,554	\$61,040	\$61,040	-8.3%
Interest Income	\$22,065	\$15,000	\$78,000	\$85,000	466.7%
Total Revenue Source:	\$3,572,061	\$3,131,554	\$4,322,540	\$4,441,540	41.8%

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Hotel/Motel Tax Fund					
Personnel Costs		\$0		\$448,586	N/A
Supplies & Materials	\$49,143	\$65,200	\$52,000	\$56,200	-13.8%
Maintenance & Repairs	\$41,125	\$51,450	\$52,180	\$51,450	0%
Occupancy	\$53,820	\$51,200	\$51,200	\$51,296	0.2%
Contractual Services	\$1,933,249	\$3,000,967	\$3,474,692	\$3,404,712	13.5%
Other Charges	\$91,505	\$149,510	\$96,510	\$138,010	-7.7%
Contingency	\$40,984	\$33,500	\$33,500	\$33,500	0%
Capital Outlay		\$25,000	\$25,000	\$0	-100%
Transfers Out	\$545,702	\$523,000	\$523,000	\$518,000	-1%
Total Hotel/Motel Tax Fund:	\$2,755,530	\$3,899,827	\$4,308,082	\$4,701,754	20.6%



Summary

This fund is 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 \$2.48M of revenue in FY 2024, which represents a 39.8% increase over the prior year. Budgeted expenditures are projected to increase by 20.4% or \$288.24K to \$1.7M in FY 2024.

Services



Development Services Comprehensive Summary

Name	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$1	\$1	\$1,168,680
Revenues	\$0	\$2,631,000	\$2,476,000
Expenditures	\$0	\$1,462,320	\$1,699,988
Total Revenues Less Expenditures:	\$0	\$1,168,680	\$776,012
Ending Fund Balance:	\$1	\$1,168,681	\$1,944,692

Revenues by Source

The proposed FY 2024 revenue is based on the same level of development activity we have seen in FY 2023. There are active developments like Pearl River, Valverde subdivision, Burleson Crossing East, and several smaller infill projects. There are other developments that have shown interest without a formal submittal. The economy continues to be strong.

Name	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Licenses & Permits				
INSPECTION FEES	\$0	\$400,000	\$400,000	N/A
FIRE INSPECTION FEES	\$0	\$6,000	\$6,000	N/A
DEVELOPMENT AGREEMENTS	\$0	\$75,000	\$50,000	N/A
PUBLIC IMPROVEMENT FEES	\$0	\$785,000	\$750,000	N/A
SITE DEVELOPMENT PLANNING	\$0	\$35,000	\$35,000	N/A
FIRE REVIEW FEE	\$0	\$15,000	\$15,000	N/A
BUILDING PERMITS-RESIDENTIAL	\$0	\$445,000	\$400,000	N/A
BUILDING PERMITS-COMMERCIAL	\$0	\$450,000	\$450,000	N/A
ZONING FEES	\$0	\$50,000	\$50,000	N/A
PLATTING FEES	\$0	\$250,000	\$200,000	N/A
TRADE PERMIT		\$120,000	\$120,000	N/A
Total Licenses & Permits:	\$0	\$2,631,000	\$2,476,000	N/A
Total Revenue Source:	\$0	\$2,631,000	\$2,476,000	N/A

Significant Base Budget Changes in FY 2024

This department was further divided into three divisions (instead of the previous two) by adding a Customer Service division. Personnel costs increased with the addition of 6 new positions and 3 reclassified positions. The new positions in Building Inspection were to eliminate the need for third party inspectors and reviewers. As you will see, the Contractual Service line has been decreased significantly. There is \$50,000 still in the budget to be able to use third party inspectors as needed depending on inspection demand. There is an additional technician added to the Customer Service division to continue to assist customers with their project submissions and processing permits. The Budget Overview section includes a detail of all personnel changes.

Expenditures by Function

Name	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures				
Development Services				
Customer Service				
Personnel Costs		\$0	\$394,940	N/A
Supplies & Materials		\$0	\$7,000	N/A
Maintenance & Repairs		\$0	\$13,020	N/A
Occupancy		\$0	\$2,500	N/A
Contractual Services		\$0	\$700	N/A
Other Charges		\$0	\$8,500	N/A
Total Customer Service:	\$0	\$0	\$426,660	N/A
Building Inspection				
Personnel Costs	\$0	\$339,854	\$451,871	N/A
Supplies & Materials	\$0	\$1,700	\$7,050	N/A
Maintenance & Repairs	\$0	\$150	\$1,000	N/A
Occupancy	\$0	\$1,800	\$2,200	N/A
Contractual Services	\$0	\$495,707	\$86,207	N/A
Other Charges	\$0	\$1,750	\$14,000	N/A
Total Building Inspection:	\$0	\$840,961	\$562,328	N/A
Planning				
Personnel Costs	\$0	\$464,726	\$672,150	N/A
Supplies & Materials	\$0	\$2,500	\$5,000	N/A
Maintenance & Repairs	\$0	\$7,200	\$7,250	N/A
Occupancy	\$0	\$5,700	\$7,100	N/A
Contractual Services	\$0	\$109,733	\$9,500	N/A
Other Charges	\$0	\$31,500	\$10,000	N/A
Total Planning:	\$0	\$621,359	\$711,000	N/A
Total Development Services:	\$0	\$1,462,320	\$1,699,988	N/A
Total Expenditures:	\$0	\$1,462,320	\$1,699,988	N/A



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 \$1,817,290 of revenue in FY 2024, which represents a 27% increase from the prior year. Budgeted expenditures are projected to increase by 96.4% or \$885,445 to \$1,804,068 in FY 2024.

Vehicle and Equip Replacement Fund Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$3,115,850	\$4,426,869	\$4,426,869	\$4,469,643
Revenues	\$1,615,914	\$1,435,490	\$1,612,615	\$1,811,584
Expenditures	\$304,280	\$918,623	\$1,569,841	\$1,804,068
Total Revenues Less Expenditures:	\$1,311,635	\$516,867	\$42,774	\$7,516
Ending Fund Balance:	\$4,427,485	\$4,943,736	\$4,469,643	\$4,477,159

Revenues by Source

The majority of the revenue in FY 2024 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	\$815,000
Water/Wastewater	\$50,000
TOTAL TRANSFER IN	\$865,000

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Charges for Services	\$493,405	\$666,867	\$666,867	\$851,584	27.7%
Other Sources	\$32,044	\$0	\$108,125	\$0	0%
Transfers In	\$1,066,927	\$753,623	\$753,623	\$865,000	14.8%
Interest Income	\$23,538	\$15,000	\$84,000	\$95,000	533.3%
Total Revenue Source:	\$1,615,914	\$1,435,490	\$1,612,615	\$1,811,584	26.2%

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
Security Camera upgrades	Information Technology	R	\$105,000
Servers for Police video storage	Information Technology	R	\$100,000
Truck - Crew Cab	Public Works-BM	R	\$40,000
Truck - Crew Cab	Public Works-BM	R	\$40,000
Truck - Single Cab	Engineering	N	\$40,000
Mini-pumper Engine	Fire	R	\$395,000
Truck - Brush (refurbish)	Fire	R	\$75,000
Generator - Station 1	Fire	N	\$25,000
Truck - Crew Cab	Public Works-Parks	R	\$45,000
Truck - Crew Cab 1/4 ton	Public Works	R	\$61,000
Truck - Crew Cab 1/4 ton	Public Works	R	\$61,000
Truck - Water	Public Works	R	\$177,000
Truck - Service (carryover FY23)	W/WW	R	\$120,000
Truck - Service 3/4 ton	W/WW	R	<u>\$85,000</u>
		TOTAL	\$1,369,000

The contractual services represent the lease payments for leased vehicles. This fiscal year we are adding six (9) additional leased vehicles to the Police department and three (3) to Development Services.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Contractual Services					
LEASE PAYMENTS	\$762	\$200,000	\$227,750	\$435,068	117.5%
Total Contractual Services:	\$762	\$200,000	\$227,750	\$435,068	117.5%
Other Charges					
DEPRECIATION EXPENSE	\$303,518		\$0	\$0	N/A
Total Other Charges:	\$303,518		\$0	\$0	N/A
Contingency					
LOSS DUE TO FRAUD			\$279,995		N/A
Total Contingency:			\$279,995		N/A
Capital Outlay					
EQUIPMENT	\$0	\$183,623	\$417,746	\$230,000	25.3%
VEHICLE	\$0	\$535,000	\$644,350	\$1,139,000	112.9%
Total Capital Outlay:	\$0	\$718,623	\$1,062,096	\$1,369,000	90.5%
Total Expense Objects:	\$304,280	\$918,623	\$1,569,841	\$1,804,068	96.4%



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 \$4,746,140 of revenue in FY 2024, which represents a 12.6% increase over the prior year budget but only a 3.2% increase over FY 2023 projected. Budgeted expenditures are projected to increase by 10% or \$941,722 to \$10,350,970 in FY 2024.

Type B - Bastrop Economic Development Corp. Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$5,911,308	\$7,573,896	\$7,573,896	\$9,659,532
Revenues	\$5,023,479	\$4,213,909	\$4,598,850	\$4,746,140
Expenditures	\$3,360,891	\$9,409,248	\$2,513,214	\$10,350,970
Total Revenues Less Expenditures:	\$1,662,588	-\$5,195,339	\$2,085,636	-\$5,604,830
Ending Fund Balance:	\$7,573,896	\$2,378,557	\$9,659,532	\$4,054,702

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Taxes & Penalties	\$3,774,111	\$4,183,039	\$4,245,800	\$4,458,090	6.6%
Charges for Services	\$18,914	\$15,870	\$18,050	\$18,050	13.7%
Miscellaneous	\$77,104	\$0	\$20,000	\$20,000	N/A
Other Sources	\$1,088,408	\$0		\$0	0%
Interest Income	\$64,942	\$15,000	\$315,000	\$250,000	1,566.7%
Total Revenue Source:	\$5,023,479	\$4,213,909	\$4,598,850	\$4,746,140	12.6%

Expenditures by Expense Type

The reduction in personnel costs is a reduction in staff by one (1) FTE. The other line items were reviewed and reduced as warranted based on historical usage.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$306,955	\$905,739	\$683,975	\$799,383	-11.7%
Supplies & Materials	\$12,386	\$20,560	\$10,650	\$14,200	-30.9%
Maintenance & Repairs	\$12,603	\$16,000	\$16,000	\$16,000	0%
Occupancy	\$50,737	\$58,400	\$50,800	\$56,200	-3.8%
Contractual Services	\$562,729	\$3,039,560	\$574,161	\$5,101,560	67.8%
Other Charges	\$1,021,270	\$1,072,375	\$217,651	\$638,400	-40.5%
Contingency		\$25,000		\$50,000	100%
Capital Outlay	\$8,920	\$4,000,000	\$688,363	\$3,400,000	-15%
Debt Service	\$1,385,290	\$271,614	\$271,614	\$275,227	1.3%
Total Expense Objects:	\$3,360,891	\$9,409,248	\$2,513,214	\$10,350,970	10%

Contractual Services - City Projects Funded

PROJECT	AMOUNT
Downtown Lighting Project (carryover)	\$141,500
Agnes Street Extension - non-grant funded (carryover)	\$123,000
Intersection Improvements Engineering (carryover)	\$207,500
Blakey Lane Extension (carryover)	\$1,350,000
South Street to Lovers Lane Extension (carryover)	\$2,950,000
TOTAL	\$4,772,000

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

Fund Description



Designated Revenue Fund

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 \$85,110 of revenue in FY 2024, which represents a 34.7% increase over the prior year. Budgeted expenditures are projected to increase by 23.2% or \$75,020 to \$398,800 in FY 2024.

Designated Revenue Fund Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$544,291	\$610,228	\$610,228	\$690,405
Revenues	\$82,344	\$63,200	\$122,705	\$85,110
Expenditures	\$16,407	\$323,780	\$42,528	\$398,800
Total Revenues Less Expenditures:	\$65,938	-\$260,580	\$80,177	-\$313,690
Ending Fund Balance:	\$610,229	\$349,648	\$690,405	\$376,715

Revenues by Source

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Taxes & Penalties	\$26,390	\$24,500	\$24,500	\$24,500	0%
Fines & Forfeitures	\$15,248	\$14,000	\$14,000	\$14,000	0%
Charges for Services	\$250	\$1,500	\$0	\$0	-100%
Intergovernmental	\$5,819	\$0	\$2,040	\$1,700	N/A
Miscellaneous	\$29,837	\$20,200	\$46,619	\$24,910	23.3%
Other Income		\$0	\$17,546	\$0	0%
Interest Income	\$4,800	\$3,000	\$18,000	\$20,000	566.7%
Total Revenue Source:	\$82,344	\$63,200	\$122,705	\$85,110	34.7%

Expenditures by Expense Type

There is \$205K in Red Light Camera Funds designated for Sidewalk Connectivity to improve pedestrian safety that will be rolled over from FY 2023 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. The funds allocated this year will be used to repair the scenic overlooks along the June Pape Riverwalk. The Colorado river has damaged the overlooks in past floods since 2016. This designated fund will allow the city to repair and re-open the damaged outlook, thereby enhancing the experience of the users of the June Pape Riverwalk and Fisherman’s Park. This was budgeted in FY 2023 but was not able to get completed due to staffing shortages, so it is being carried over to FY 2024. 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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
DESIGNATED PARK FUNDS	\$1,671	\$24,700		\$34,000	37.7%
PUBLIC EDUCATION -PROG WASTE	\$1,502	\$25,000	\$28,223	\$25,000	0%
PD LEOSE EXP	\$4,945	\$9,000	\$6,985	\$1,800	-80%
FIRE DEPT DESIGNATED EXP		\$4,000		\$7,000	75%
PD SPECIAL EXP	\$4,035	\$2,000	\$150	\$1,000	-50%
TECHNOLOGY EXP	\$2,595	\$5,500	\$2,670	\$17,000	209.1%
LAW ENFORCEMENT		\$4,080		\$1,000	-75.5%
BLDG SECURITY EXP		\$2,500	\$2,500	\$10,000	300%
CHILD SAFETY FUND EXP		\$12,000		\$12,000	0%
GOOD NEIGHBOR PROGRAM	\$1,658	\$0	\$2,000	\$0	0%
PEG-CAP OUTLAY		\$30,000		\$30,000	0%
BUILDING SECURITY CAP			\$0	\$55,000	N/A
TRAFFIC SAFETY - CAP OUTLAY		\$205,000		\$205,000	0%
Total Expense Objects:	\$16,407	\$323,780	\$42,528	\$398,800	23.2%



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 \$163,400 of revenue in FY 2024, which represents a 1.4% increase over the prior year. Budgeted expenditures are projected to increase by 14.4% or \$31,342 to \$249,243 in FY 2024.

Fairview Cemetery Funds Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$123,108	\$116,148	\$116,148	\$86,612
Revenues	\$96,134	\$161,200	\$147,000	\$163,400
Expenditures	\$103,094	\$217,901	\$176,536	\$249,243
Total Revenues Less Expenditures:	-\$6,960	-\$56,701	-\$29,536	-\$85,843
Ending Fund Balance:	\$116,148	\$59,447	\$86,612	\$769

Revenue by Fund

The \$53,200 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 reduced by 18% due to a shortage of available plot inventory. The transfer from the General Fund is support for an engineering contract associated with the development of Block 9.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Fairview Cemetery - Oper					
MISCELLANEOUS	\$75	\$76,000	\$60,000	\$53,200	-30%
RECORDING FEES	\$1,015	\$1,200	\$1,200	\$1,200	0%
PERMIT FEES	\$2,555	\$3,000	\$2,500	\$2,500	-16.7%
LOT SALES - OPERATING	\$27,230	\$80,000	\$80,000	\$65,000	-18.7%
LOT SALES - NON-RESIDENT	\$64,230	\$0	\$0	\$0	0%
TRANSFER IN - GENERAL FUND			\$0	\$38,000	N/A
INTEREST EARNED- OPERATING	\$1,029	\$1,000	\$3,300	\$3,500	250%
Total Fairview Cemetery - Oper:	\$96,134	\$161,200	\$147,000	\$163,400	1.4%

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$58,850	\$65,316	\$65,316	\$67,608	3.5%
Supplies & Materials	\$5,013	\$4,200	\$5,000	\$5,100	21.4%
Maintenance & Repairs	\$6,119	\$34,005	\$2,975	\$7,005	-79.4%
Occupancy	\$2,646	\$2,600	\$2,600	\$2,600	0%
Contractual Services	\$29,586	\$96,900	\$72,100	\$63,050	-34.9%
Other Charges	\$880	\$880	\$880	\$880	0%
Contingency		\$3,000	\$3,000	\$3,000	0%
Capital Outlay		\$11,000	\$24,665	\$100,000	809.1%
Total Expense Objects:	\$103,094	\$217,901	\$176,536	\$249,243	14.4%



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 \$32,000 for FY 2024, which is an increase of 36% over FY 2023. 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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$416,209	\$441,542	\$441,542	\$473,542
Revenues	\$25,333	\$23,500	\$32,000	\$35,000
Total Revenues Less Expenditures:	\$25,333	\$23,500	\$32,000	\$35,000
Ending Fund Balance:	\$441,542	\$465,042	\$473,542	\$508,542

Revenues by Source

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Miscellaneous					
LOT SALES - PERMANENT	\$21,330	\$20,000	\$20,000	\$20,000	0%
Total Miscellaneous:	\$21,330	\$20,000	\$20,000	\$20,000	0%
Interest Income					
INTEREST INCOME	\$4,003	\$3,500	\$12,000	\$15,000	328.6%
Total Interest Income:	\$4,003	\$3,500	\$12,000	\$15,000	328.6%
Total Revenue Source:	\$25,333	\$23,500	\$32,000	\$35,000	48.9%



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 2024, which represents a 1.2% increase over the prior year. Budgeted expenditures are projected to decrease by \$31,500 to \$17,500 in FY 2024.

The FY 2024 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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$75,001	\$63,750	\$63,750	\$37,100
Revenues				
Miscellaneous	\$25,439	\$20,000	\$18,000	\$20,000
Interest Income	\$655	\$750	\$1,350	\$1,000
Total Revenues:	\$26,093	\$20,750	\$19,350	\$21,000
Expenditures				
Supplies & Materials	\$21,915	\$20,000	\$18,000	\$10,500
Maintenance & Repairs	\$11,819	\$20,000	\$21,000	\$0
Contractual Services	\$610	\$1,000	\$1,000	\$1,000
Other Charges		\$5,000	\$3,000	\$3,000
Transfers Out	\$3,000	\$3,000	\$3,000	\$3,000
Total Expenditures:	\$37,344	\$49,000	\$46,000	\$17,500
Total Revenues Less Expenditures:	-\$11,250	-\$28,250	-\$26,650	\$3,500
Ending Fund Balance:	\$63,751	\$35,500	\$37,100	\$40,600



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 \$559,019 of revenue in FY 2024, which represents a 0.9% increase over the prior year. Budgeted expenditures are projected to increase by 1.2% or \$6,614 to \$559,019 in FY 2024.

Hunter's Crossing Public Improvement District Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$94,361	\$92,817	\$92,817	\$98,715
Revenues	\$578,645	\$575,879	\$586,496	\$581,279
Expenditures	\$580,188	\$552,405	\$580,598	\$559,019
Total Revenues Less Expenditures:	-\$1,543	\$23,474	\$5,898	\$22,260
Ending Fund Balance:	\$92,818	\$116,291	\$98,715	\$120,975

Revenues by Source

The Service and Assessment Plan was reviewed and approved by City Council on July 11, 2023. There were no changes to the assessment amounts for this budget period.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Taxes & Penalties	\$576,770	\$574,279	\$578,496	\$574,279	0%
Interest Income	\$1,875	\$1,600	\$8,000	\$7,000	337.5%
Total Revenue Source:	\$578,645	\$575,879	\$586,496	\$581,279	0.9%

Expenditures by Expense Type

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

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Maintenance & Repairs	\$113,151	\$107,530	\$141,769	\$111,144	3.4%
Contractual Services	\$74,903	\$22,975	\$16,929	\$17,975	-21.8%
Other Charges	\$365,531	\$355,000	\$355,000	\$355,000	0%
Transfers Out	\$26,602	\$66,900	\$66,900	\$74,900	12%
Total Expense Objects:	\$580,188	\$552,405	\$580,598	\$559,019	1.2%



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 FY 2024 budget is projecting \$4,848,640 of revenue, which represents a 45.6% increase over FY 2023 budget and 119% over FY 2023 projected. Budgeted expenditures are projected to increase by 4% to 6,125,501 in FY 2024.

Water/WW Impact Fees Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$3,767,164	\$4,615,273	\$4,615,273	\$5,195,109
Revenues	\$2,502,827	\$3,330,450	\$2,216,459	\$4,848,640
Expenditures	\$1,654,717	\$5,884,300	\$1,636,623	\$6,125,501
Total Revenues Less Expenditures:	\$848,109	-\$2,553,850	\$579,836	-\$1,276,861
Ending Fund Balance:	\$4,615,273	\$2,061,423	\$5,195,109	\$3,918,248

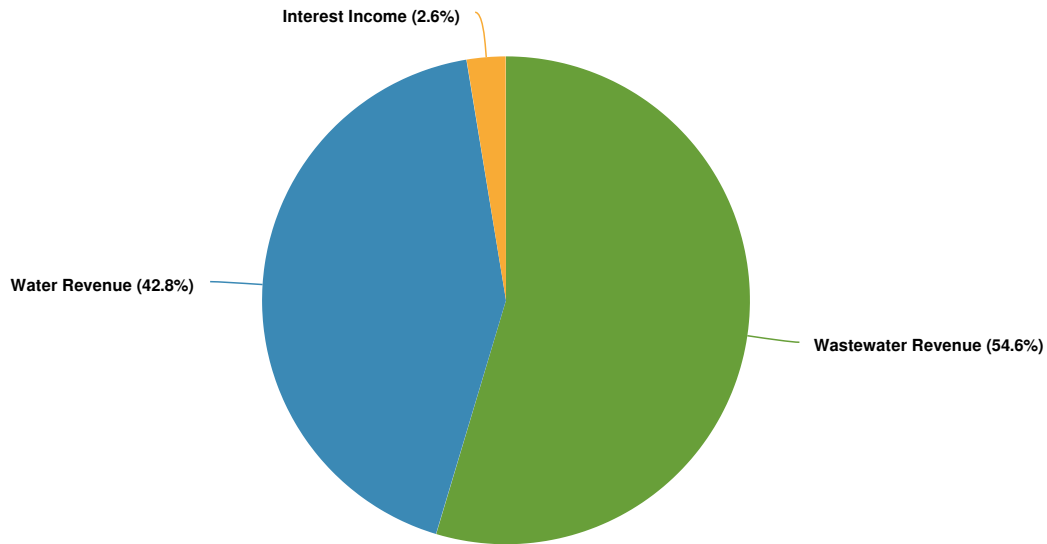
Revenues by Source

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 revenue estimates are based on the following assumptions:

- o Bastrop Groves - 100 LUE's (water & wastewater)
- o West Bastrop Village - 50 LUE's (wastewater)
- o Pecan Park Apts - 64 water & 48 wastewater LUE's
- o 552 Studio (Colorado Bend) - 25 LUE's (water & wastewater)

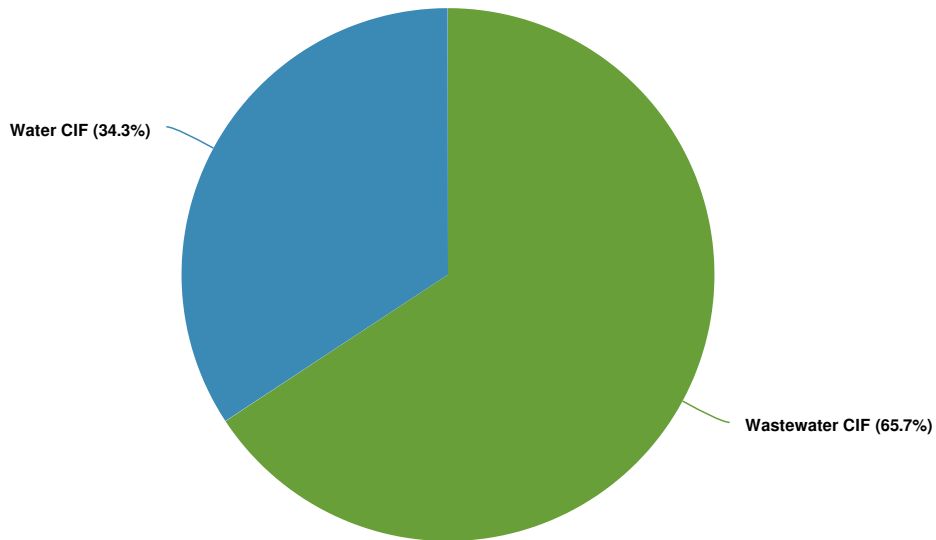
Projected 2024 Revenues by Source



Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Wastewater Revenue	\$1,403,348	\$2,459,941	\$951,967	\$2,649,094	7.7%
Water Revenue	\$1,059,478	\$848,509	\$1,142,492	\$2,074,546	144.5%
Interest Income	\$40,001	\$22,000	\$122,000	\$125,000	468.2%
Total Revenue Source:	\$2,502,827	\$3,330,450	\$2,216,459	\$4,848,640	45.6%

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 - \$1.5M for finishing Westside Collectin Lines for WWTP#3 and \$1.5M for Transfer Lift Station and Force Main for WWTP#3

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
Water CIF	\$272,752	\$2,626,300	\$494,316	\$2,098,714	-20.1%
Contractual Services	\$5,002	\$5,000		\$5,000	0%
Capital Outlay		\$2,300,000		\$1,000,000	-56.5%
Transfers Out	\$267,750	\$321,300	\$494,316	\$1,093,714	240.4%
Wastewater CIF	\$1,381,966	\$3,258,000	\$1,142,307	\$4,026,787	23.6%
Contractual Services	\$5,002	\$5,000		\$5,000	0%
Capital Outlay	\$749,464	\$2,500,000	\$562,023	\$3,000,000	20%
Transfers Out	\$627,500	\$753,000	\$580,284	\$1,021,787	35.7%
Total Expenditures:	\$1,654,717	\$5,884,300	\$1,636,623	\$6,125,501	4.1%



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 \$4,792,000 of revenue in FY 2024, which represents a 57% increase over the prior year. Budgeted expenditures are projected to increase by 67% or \$2,113,240 to \$5,265,240 in FY 2024. The projects being funded are detailed in the expenditure schedule below.

General Gov't CIP Projects Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$1	\$158,561	\$158,561	\$475,061
Revenues	\$220,795	\$3,052,000	\$656,000	\$4,792,000
Expenditures	\$62,235	\$3,152,000	\$339,500	\$5,265,240
Total Revenues Less Expenditures:	\$158,561	-\$100,000	\$316,500	-\$473,240
Ending Fund Balance:	\$158,562	\$58,561	\$475,061	\$1,821

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
CIP General Gov't Projects					
CAPITAL CONTRIBUTIONS	\$45,376	\$2,687,000	\$282,000	\$4,772,000	77.6%
<i>Downtown Lighting Proj</i>	\$0	\$164,000	\$22,000	\$141,500	-13.7%
<i>Sports Complex Study</i>	\$0	\$50,000	\$50,000	\$0	-100%
<i>Agnes Ext grant match</i>	\$0	\$43,000	\$0	\$123,000	186%
<i>Transportation Master Plan 50%</i>	\$0	\$100,000	\$87,500	\$0	-100%
<i>Emile MC & Rec Complex Site Plan</i>	\$0	\$100,000	\$0	\$0	-100%
<i>Intersection Improv Eng</i>	\$0	\$230,000	\$22,500	\$207,500	-9.8%
<i>Blakey Ln St Ext. Proj.</i>	\$0	\$1,000,000	\$50,000	\$1,350,000	35%
<i>South St to Lovers Ln Ext.</i>	\$0	\$1,000,000	\$50,000	\$2,950,000	195%
TRANSFER IN - GENERAL FUND	\$175,000	\$365,000	\$365,000	\$0	-100%
<i>Transportation Master Plan 50%</i>	\$0	\$100,000	\$100,000	\$0	-100%
<i>Transportation Impact Fee</i>	\$0	\$80,000	\$80,000	\$0	-100%
<i>Facilities Master Plan</i>	\$0	\$120,000	\$120,000	\$0	-100%
<i>Park Improvements</i>	\$0	\$65,000	\$65,000	\$0	-100%
INTEREST INCOME	\$419	\$0	\$9,000	\$20,000	N/A

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Total CIP General Gov't Projects:	\$220,795	\$3,052,000	\$656,000	\$4,792,000	57%

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Contractual Services					
PROFESSIONAL SERVICES	\$47,000	\$780,000	\$202,500	\$570,740	-26.8%
<i>Comp plan</i>	\$0	\$100,000	\$25,000	\$93,240	-6.8%
<i>Sports Complex Study</i>	\$0	\$50,000	\$50,000	\$0	-100%
<i>Transportation Impact Fee</i>	\$0	\$80,000	\$80,000	\$0	-100%
<i>Transportation Master Plan</i>	\$0	\$200,000	\$25,000	\$150,000	-25%
<i>Intersection Improv Eng</i>	\$0	\$230,000	\$22,500	\$207,500	-9.8%
<i>Facilities Master Plan</i>	\$0	\$120,000	\$0	\$120,000	0%
Total Contractual Services:	\$47,000	\$780,000	\$202,500	\$570,740	-26.8%
Capital Outlay					
CAPITAL OUTLAY		\$2,372,000	\$137,000	\$4,694,500	97.9%
<i>Playground Equip</i>	\$0	\$65,000	\$0	\$130,000	100%
<i>Downtown Lighting Proj</i>	\$0	\$164,000	\$22,000	\$141,500	-13.7%
<i>Agnes Ext grant match</i>	\$0	\$43,000	\$15,000	\$123,000	186%
<i>Emile MC & Rec Complex Site Plan</i>	\$0	\$100,000	\$0	\$0	-100%
<i>Blakey Ln St Extension</i>	\$0	\$1,000,000	\$50,000	\$1,350,000	35%
<i>South St to Lovers Ln Ext</i>	\$0	\$1,000,000	\$50,000	\$2,950,000	195%
AGNES ST EXTENSION	\$15,235		\$0	\$0	N/A
Total Capital Outlay:	\$15,235	\$2,372,000	\$137,000	\$4,694,500	97.9%
Total Expense Objects:	\$62,235	\$3,152,000	\$339,500	\$5,265,240	67%



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 \$810,000 of revenue in FY 2024. Budgeted expenditures are projected to increase by 14% or \$113,556 to \$921,483 in FY 2024. This increase will use the available fund balance carried over in this fund. The transfer in is coming from the Public Works budget in the General Fund.

Street Maintenance Fund Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$656,427	\$109,410	\$109,410	\$111,483
Revenues				
Transfers In		\$800,000	\$800,000	\$800,000
Interest Income	\$5,220	\$3,500	\$10,000	\$10,000
Total Revenues:	\$5,220	\$803,500	\$810,000	\$810,000
Expenditures				
Contractual Services	\$34,510	\$0	\$0	\$0
Capital Outlay	\$517,728	\$807,927	\$807,927	\$921,483
Total Expenditures:	\$552,238	\$807,927	\$807,927	\$921,483
Total Revenues Less Expenditures:	-\$547,018	-\$4,427	\$2,073	-\$111,483
Ending Fund Balance:	\$109,409	\$104,983	\$111,483	\$0



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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	-\$84,531	-\$83,054	-\$83,054	-\$81,289
Revenues				
Charges for Services	\$1,365	\$1,365	\$1,365	\$1,365
Interest Income	\$112	\$100	\$400	\$500
Total Revenues:	\$1,477	\$1,465	\$1,765	\$1,865
Total Revenues Less Expenditures:	\$1,477	\$1,465	\$1,765	\$1,865
Ending Fund Balance:	-\$83,054	-\$81,589	-\$81,289	-\$79,424



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.

Item 9C.

Land Acquisition Fund Comprehensive Summary

Name	FY2022 Actual	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	N/A	\$1	\$151,000
Revenues			
Other Income	\$0	\$150,000	\$0
Interest Income	\$0	\$1,000	\$0
Total Revenues:	\$0	\$151,000	\$0
Total Revenues Less Expenditures:	\$0	\$151,000	\$0
Ending Fund Balance:	N/A	\$151,001	\$151,000



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 \$742K of revenue in FY2024, which represents a 16.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 30% or \$375.5K to \$877K in FY2024.

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$443,825	\$638,451	\$638,451	\$707,383
Revenues				
TRANS IN - W/WW FUND	\$475,000	\$882,100	\$882,100	\$725,000
INTEREST INCOME	\$4,795	\$3,000	\$22,500	\$17,000
Total Revenues:	\$479,795	\$885,100	\$904,600	\$742,000
Expenditures				
SYSTEM MAINTENANCE	\$25,440	\$50,000	\$50,000	\$62,000
SYSTEM MAINTENANCE	\$59,728	\$50,000	\$38,037	\$115,000
PROFESSIONAL SERVICES		\$150,000	\$160,000	\$0
IMPROVEMENTS, W/WW DIST		\$652,500	\$237,631	\$450,000
WATER SUPPLY	\$200,000	\$200,000	\$200,000	\$0
CAPITAL OUTLAY		\$150,000	\$150,000	\$250,000
Total Expenditures:	\$285,168	\$1,252,500	\$835,668	\$877,000
Total Revenues Less Expenditures:	\$194,627	-\$367,400	\$68,932	-\$135,000
Ending Fund Balance:	\$638,451	\$271,051	\$707,383	\$572,383



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 have been earmarked for the Transfer Lift Station and Force Main to the new WWTP#3. The construction of the project should go out for bid around September 2023. These funds are projected to be fully expended in FY 2024.

American Rescue Plan Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$628	\$2,288,071	\$2,288,071	\$2,353,071
Revenues				
Miscellaneous	\$1,149,545	\$0		\$0
Interest Income	\$9,866	\$3,000	\$65,000	\$35,000
Total Revenues:	\$1,159,411	\$3,000	\$65,000	\$35,000
Expenditures				
Capital Outlay	\$16,987	\$2,156,205		\$2,388,071
Total Expenditures:	\$16,987	\$2,156,205		\$2,388,071
Total Revenues Less Expenditures:	\$1,142,424	-\$2,153,205	\$65,000	-\$2,353,071
Ending Fund Balance:	\$1,143,052	\$134,866	\$2,353,071	\$0

Fund Description



2021 Certificate of Obligation

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 2024. The balance will be for wastewater projects related to the WWTP#3.

2021 Certificate of Obligation Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$34,415,329	\$21,368,277	\$21,368,277	\$375,567
Revenues				
Interest Income				
INTEREST INCOME	\$182,098	\$35,000	\$175,000	\$10,000
Total Interest Income:	\$182,098	\$35,000	\$175,000	\$10,000
Total Revenues:	\$182,098	\$35,000	\$175,000	\$10,000
Expenditures				
Other Charges				
BOND ISSUANCE COSTS	-\$757		\$0	\$0
Total Other Charges:	-\$757		\$0	\$0
Capital Outlay				
REAL PROPERTY	\$675,113	\$0	\$525,000	\$0
WWTP#3	\$11,862,023	\$6,450,575	\$6,450,575	\$0
WWTP#3 WESTSIDE COLL SYS	\$341,730	\$2,500,000	\$2,292,135	\$0
WWTP#3 LIFT ST & FORCE MAIN	\$12,391	\$0	\$400,000	\$385,567
XS RANCH WATER PLANT	\$338,650	\$11,500,000	\$11,500,000	\$0
Total Capital Outlay:	\$13,229,907	\$20,450,575	\$21,167,710	\$385,567
Total Expenditures:	\$13,229,150	\$20,450,575	\$21,167,710	\$385,567
Total Revenues Less Expenditures:	-\$13,047,052	-\$20,415,575	-\$20,992,710	-\$375,567
Ending Fund Balance:	\$21,368,277	\$952,702	\$375,567	\$0



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.

Item 9C.

Summary

During FY 2023 the city contracted out the street repair of Old Austin HWY and the engineering for additional street rehabilitation that will be performed during FY 2024.

2022 Certificate of Obligation Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$1	\$3,619,371	\$3,619,371	\$2,059,371
Revenues				
Other Revenue	\$3,676,249	\$0		\$0
Interest Income	\$22,514		\$40,000	\$20,000
Total Revenues:	\$3,698,763	\$0	\$40,000	\$20,000
Expenditures				
Other Charges	\$76,249	\$0		\$0
Capital Outlay	\$3,143	\$3,599,999	\$1,600,000	\$2,079,371
Total Expenditures:	\$79,391	\$3,599,999	\$1,600,000	\$2,079,371
Total Revenues Less Expenditures:	\$3,619,372	-\$3,599,999	-\$1,560,000	-\$2,059,371
Ending Fund Balance:	\$3,619,373	\$19,372	\$2,059,371	\$0





2023 Certificate of Obligation (UTIL)

The 2023 Certificate of Obligation was issued to construct, improve, and upgrade the City's water and wastewater system (including Wastewater Treatment Plant #3 phase II, Willow Water Plant rehab, and Water Treatment Plant at XS Ranch.

2023 Certificate of Obligation (UTIL) Comprehensive Summary

Name	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	N/A	\$18,200,000
Revenues		
Transfers In		
TRANS IN - W/WW OPER FUND	\$27,000,000	\$0
Total Transfers In:	\$27,000,000	\$0
Interest Income		
INTEREST INCOME	\$200,000	\$100,000
Total Interest Income:	\$200,000	\$100,000
Total Revenues:	\$27,200,000	\$100,000
Expenditures		
Capital Outlay		
REAL PROPERTY	\$1,000,000	\$0
WWTP#3		\$1,600,000
XS WATER PLANT	\$8,000,000	\$16,700,000
Total Capital Outlay:	\$9,000,000	\$18,300,000
Total Expenditures:	\$9,000,000	\$18,300,000
Total Revenues Less Expenditures:	\$18,200,000	-\$18,200,000
Ending Fund Balance:	N/A	\$0



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
Beginning Fund Balance:	N/A	\$13,075,000
Revenues		
Other Revenue	\$13,107,779	\$0
Interest Income	\$75,000	\$50,000
Total Revenues:	\$13,182,779	\$50,000
Expenditures		
Other Charges	\$107,779	\$0
Capital Outlay		\$13,125,000
Total Expenditures:	\$107,779	\$13,125,000
Total Revenues Less Expenditures:	\$13,075,000	-\$13,075,000
Ending Fund Balance:	N/A	\$0



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

The only project that is budgeted for FY 2024 is the Agnes Street extension. The grant fund does not carry a fund balance. The grants are reimbursing and so the revenue always equals expenditures.

Grants Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	N/A	N/A	N/A	N/A
Revenues				
Intergovernmental	\$681,301	\$4,440,330	\$575,000	\$3,865,330
Miscellaneous	\$12,960	\$225,000	\$225,000	\$0
Total Revenues:	\$694,261	\$4,665,330	\$800,000	\$3,865,330
Expenditures				
Contractual Services	\$12,350	\$225,000	\$225,000	\$0
Capital Outlay	\$681,911	\$4,440,330	\$575,000	\$3,865,330
Total Expenditures:	\$694,261	\$4,665,330	\$800,000	\$3,865,330
Total Revenues Less Expenditures:	-\$1	\$0	\$0	\$0
Ending Fund Balance:	N/A	N/A	N/A	N/A

Projects and Funding Source

PROJECT	FUNDING SOURCE
Agnes Street Extension	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 \$4,268,900 of revenue in FY 2024, which represents a 10.3% increase over the prior year. Budgeted expenditures are projected to increase by 23.3% or \$895,612 to \$4,746,311 in FY 2024. 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 2024, which is the same debt rate as FY 2023, representing 38.81% of the total tax rate.

This budget assumes a \$15M bond issuance in 2024.

General Debt Service Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$187,794	\$430,532	\$430,532	\$525,347
Revenues				
Taxes & Penalties	\$2,419,837	\$2,989,161	\$3,004,000	\$3,390,341
Miscellaneous	\$275,059	\$271,614	\$271,614	\$275,227
Other Revenue	\$3,712	\$0		\$0
Transfers In	\$572,304	\$589,900	\$589,900	\$592,900
Interest Income	\$12,129	\$19,500	\$80,000	\$75,000
Total Revenues:	\$3,283,041	\$3,870,175	\$3,945,514	\$4,333,468
Expenditures				
Other Charges	\$15,370	\$0		\$0
Debt Service	\$3,024,934	\$3,850,699	\$3,850,699	\$4,746,311
Total Expenditures:	\$3,040,304	\$3,850,699	\$3,850,699	\$4,746,311
Total Revenues Less Expenditures:	\$242,737	\$19,476	\$94,815	-\$412,843
Ending Fund Balance:	\$430,531	\$450,008	\$525,347	\$112,504



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 2024 is \$5,826,459 an increase of 56% over FY 2023 budget. The expenditure budget includes the debt associated with issuing 2024 bonds totalling \$36M. The expenditure budget has increased 85% over FY 2023.

Water/WW Debt Service Comprehensive Summary

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted
Beginning Fund Balance:	\$507,078	\$1,797,113	\$1,797,113	\$1,245,965
Revenues				
Transfers In	\$3,612,530	\$3,655,540	\$3,655,840	\$5,715,500
Interest Income	\$13,361	\$9,687	\$84,330	\$110,960
Total Revenues:	\$3,625,891	\$3,665,227	\$3,740,170	\$5,826,460
Expenditures				
Debt Service	\$3,318,562	\$3,823,204	\$4,291,318	\$7,070,185
Total Expenditures:	\$3,318,562	\$3,823,204	\$4,291,318	\$7,070,185
Total Revenues Less Expenditures:	\$307,330	-\$157,977	-\$551,148	-\$1,243,725
Ending Fund Balance:	\$814,408	\$1,639,136	\$1,245,965	\$2,240

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source					
Transfers In					
TRANSFERS IN - W/WW #202	\$2,717,280	\$2,581,240	\$2,581,240	\$3,600,000	39.5%
TRANS IN - IMPACT FEE FUND	\$895,250	\$1,074,300	\$1,074,600	\$2,115,500	96.9%
Total Transfers In:	\$3,612,530	\$3,655,540	\$3,655,840	\$5,715,500	56.4%
Interest Income					
INTEREST INCOME	\$13,361	\$9,687	\$84,330	\$110,960	1,045.5%
Total Interest Income:	\$13,361	\$9,687	\$84,330	\$110,960	1,045.5%
Total Revenue Source:	\$3,625,891	\$3,665,227	\$3,740,170	\$5,826,460	59%

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

46,803 \$0
 (0.00% vs. prior year)

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$6,795	\$6,807	\$6,807	\$6,807	0%
Supplies & Materials	\$5,036	\$3,986	\$3,986	\$3,986	0%
Occupancy	\$8,157	\$7,650	\$7,650	\$7,650	0%
Contractual Services	\$11,196	\$10,500	\$10,500	\$10,500	0%
Other Charges	\$21,780	\$17,860	\$17,860	\$17,860	0%
Total Expense Objects:	\$52,964	\$46,803	\$46,803	\$46,803	0%

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, and Hotel Occupancy Tax Fund for administrative support.

Expenditures Summary

1,216,269 **-\$1,857,290**
(-60.43% vs. prior year)

Significant Base Budget Changes for FY 2024

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 2024 due to the increased utilization of this benefit, as you can see from the FY 2023 projection. The retirement line item included a lump sum amount of \$1,596,000 to TMRS in FY 2023. This was not repeated in FY 2024.

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. The property insurance increased 11% this fiscal year, down from 15% in the previous year.

The Other Charges category includes the 380 Reimbursement Agreement for Burleson Crossing (which was originally projected to end in FY 2022) which had a small carry-over amount into FY 2023 and is now paid in full, reducing this budget by approximately \$800,000. 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 decreased slightly by .7% from FY 2023. 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 (\$815,000), General Fund CIP (\$0), Street Maintenance Fund (\$800,000), Cemetery Fund (\$38,000), and General Fund one-time expenses (\$80,500). This category decreased by 15.5% from FY 2023.

Budgeted Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$118,659	\$1,742,543	\$1,806,861	\$175,299	-89.9%
Supplies & Materials	\$25,819	\$12,435	\$12,435	\$12,450	0.1%
Maintenance & Repairs	\$22,371	\$23,930	\$28,370	\$15,350	-35.9%
Occupancy	\$114,656	\$91,500	\$91,114	\$89,880	-1.8%
Contractual Services	\$750,350	\$652,569	\$597,909	\$663,716	1.7%
Other Charges	-\$374,180	-\$1,535,436	-\$1,522,357	-\$1,508,926	-1.7%
Contingency		\$35,000	\$35,000	\$35,000	0%
Transfers Out	\$1,318,027	\$2,051,018	\$2,051,018	\$1,733,500	-15.5%
Total Expense Objects:	\$1,975,702	\$3,073,559	\$3,100,350	\$1,216,269	-60.4%

City Manager

WHY?

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

Services



Expenditures Summary

657,348 **-\$87,897**
 (-11.79% vs. prior year)

Significant Base Budget Changes for FY 2024

This department is gaining 1 FTE with the elimination of the Assistant City Manager position, two Administrative Assistants were added.

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$590,996	\$718,445	\$578,547	\$630,548	-12.2%
Supplies & Materials	\$2,103	\$7,100	\$1,025	\$7,100	0%
Occupancy	\$3,897	\$3,700	\$3,700	\$3,700	0%
Other Charges	\$10,313	\$16,000	\$8,000	\$16,000	0%
Total Expense Objects:	\$607,310	\$745,245	\$591,272	\$657,348	-11.8%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
City Manager	1	1	1
Assistant City Manager - Development Services	1	1	1
Assistant City Manager - Community Engagement	1	1	0
Executive Administrative Assistant	<u>0</u>	<u>0</u>	2
TOTAL	3	3	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

316,594 **-\$3,321**
 (-1.04% vs. prior year)

Significant Base Budget Changes for FY 2024

The major change this year was in personnel with the transfer of one FTE to Human Resources. The position of Receptionist/Office Assistant was transferred out of the City Secretary's budget during FY 2023.

The Contractual Services category was increased to include \$16,500 for temporary support for the record retention project.

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$202,758	\$260,989	\$211,510	\$221,168	-15.3%
Supplies & Materials	\$3,945	\$4,250	\$5,450	\$4,250	0%
Maintenance & Repairs	\$8,820	\$9,100	\$9,100	\$9,100	0%
Occupancy	\$1,710	\$1,776	\$1,776	\$1,776	0%
Contractual Services	\$4,630	\$11,600	\$11,600	\$28,100	142.2%
Other Charges	\$31,174	\$32,200	\$56,200	\$52,200	62.1%
Total Expense Objects:	\$253,037	\$319,915	\$295,636	\$316,594	-1%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Receptionist/Office Assistant	<u>0</u>	1	<u>0</u>
TOTAL	2	3	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

Expenditures Summary

1,932,613 **\$1,337,221**
(224.59% vs. prior year)

Services - Finance Administration



Significant Base Budget Changes in FY 2024

There are several positions that are being reclassified to better serve the department but no change in total FTE's.

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 is increasing by 5% plus growth in homes. This is offset by revenue income.

Expenditures by Function

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
General Government					
Finance					
Administration					
Personnel Costs	\$374,195	\$474,371	\$461,074	\$521,380	9.9%
Supplies & Materials	\$2,769	\$2,400	\$2,400	\$2,600	8.3%
Maintenance & Repairs	\$57,820	\$58,250	\$58,480	\$59,750	2.6%
Occupancy	\$4,198	\$3,655	\$3,655	\$3,805	4.1%
Contractual Services	\$49,226	\$57,832	\$51,800	\$60,170	4%
Other Charges	-\$4,395	-\$1,115	\$1,914	-\$605	-45.7%
Total Administration:	\$483,813	\$595,392	\$579,323	\$647,100	8.7%
Utility Customer Service					
Personnel Costs	\$253,164		\$276,174	\$289,169	N/A
Supplies & Materials	\$22,191		\$22,020	\$23,800	N/A
Maintenance & Repairs	\$57,148		\$58,219	\$59,425	N/A
Occupancy	\$12,641		\$10,665	\$10,956	N/A
Contractual Services	\$737,630		\$832,347	\$896,463	N/A
Other Charges	\$6,997		\$8,900	\$5,700	N/A
Total Utility Customer Service:	\$1,089,771	\$0	\$1,208,325	\$1,285,513	N/A
Total Finance:	\$1,573,584	\$595,392	\$1,787,648	\$1,932,613	224.6%
Total General Government:	\$1,573,584	\$595,392	\$1,787,648	\$1,932,613	224.6%
Total Expenditures:	\$1,573,584	\$595,392	\$1,787,648	\$1,932,613	224.6%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
ADMINISTRATION DIVISION			
Chief Financial Officer	1	1	1
Assistant Finance Director	0	1	0
Senior Accountant	0	0	1
Finance Specialist II - AP	1	1	1
Finance Specialist II - Payroll	1	1	1
Executive Administrative Assistant	1	1	1
TOTAL	4	5	5
UTILITY CUSTOMER SERVICE			
Customer Service Supervisor	1	1	1
Customer Service Coordinator	1	1	0
Lead Customer Service Rep	0	0	1
Customer Service Specialist I/II	2	2	2
TOTAL	4	4	4
TOTAL	8	9	9

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.

Measures: # of active portal accounts

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
30,000	30,000	32,000	37,000

Goal #2

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

Measures

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
100%	100%	85%	100%

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.

Measures: received the award

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
YES	YES	YES	YES

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

409,831 **\$124,667**
 (43.72% vs. prior year)

Significant Base Budget Changes for FY 2024

There was the addition of 1 FTE adding the Customer Service Specialist in place of the Receptionist/Office Assistant previously budgeted in the City Secretary’s budget. This budget amendment was approved during FY 2023. Another personnel change was the promotion of the HR Generalist to an HR Coordinator.

Contractual services was significantly reduced with the removal of budgeted training that was added during FY 2023 but determined later not to be necessary.

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$219,394	\$228,849	\$327,575	\$357,461	56.2%
Supplies & Materials	\$2,041	\$3,550	\$3,490	\$4,110	15.8%
Maintenance & Repairs	\$10,012	\$10,575	\$10,550	\$12,155	14.9%
Occupancy	\$1,790	\$2,200	\$2,200	\$2,200	0%
Contractual Services		\$12,500	\$1,000	\$3,500	-72%
Other Charges	\$21,574	\$27,490	\$26,575	\$30,405	10.6%
Total Expense Objects:	\$254,811	\$285,164	\$371,390	\$409,831	43.7%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
Human Resource Director	1	1	1
Human Resource Coordinator	0	0	0.875
Human Resource Generalist	0.75	0.875	0
Customer Service Specialist	0	0	1
TOTAL	1.75	1.875	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.

Measures: # of lost time claims

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
6	<5	2	<5

Goal #2

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

Measures

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

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$180,605	\$280,323	\$240,462	\$407,525	45.4%
Supplies & Materials	\$81,962	\$65,790	\$65,350	\$71,760	9.1%
Maintenance & Repairs	\$142,546	\$171,978	\$163,450	\$173,020	0.6%
Occupancy	\$9,118	\$10,300	\$8,900	\$10,300	0%
Contractual Services	\$49,075	\$51,537	\$51,536	\$51,737	0.4%
Other Charges	\$5,244	\$8,700	\$6,700	\$7,700	-11.5%
Total Expense Objects:	\$468,552	\$588,628	\$536,398	\$722,042	22.7%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
IT Director	1	0	1
IT Manager	0	1	0
System Administrator	1	1	2
GIS Specialist	0	1	1
TOTAL	2	3	4

Goal #1

ORGANIZATIONAL EXCELLENCE - Innovation and automation – Delivery innovating projects to help the city departments have automated work flows using technology.

Measures:

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
10 Projects	10 Projects	15 Projects	20 Projects

Goal #2

ORGANIZATIONAL EXCELLENCE - 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.

Measures:

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
5 Initiatives	5 Initiatives	15 Initiatives	20 Initiatives

Community Engagement

WHY?

Build a strong community that our citizens form pride of place.

Services



Expenditures Summary

1,025,237 **-\$140,277**
 (-12.04% vs. prior year)

Significant Base Budget Changes for FY 2024

RECREATION

This budget has been reduced by 4.5% of the FY 2023 budget amount. During FY 2023, the position of Recreation Director was reclassified to Recreation Coordinator to better serve the needs of the program. Other line items were reduced without affecting the success of the services provided.

COMMUNICATION

This budget was reduced by 14.4% of the FY 2023 budget amount. Specific line items were reviewed and reduced without affecting the quality of services this division provides.

ADMINISTRATION

The Personnel Cost category decreased by 75% with the reclassification of the Main Street Manager and 60% of the Special Events Manager back to the Hotel Occupancy Tax Fund in the Convention Center and Main Street departments.

The Other Charges category increased with the elimination of the administrative support reimbursement from other funds for services provided (-\$261,227).

Community Event Funding \$95,000 (FY 2023 \$237,000) (Other Charges) - the Christmas lighting budget was moved to Public Works.

Christmas Lighting	\$0
Big Bang (July 4th)	\$30,000
Mardi Gras	\$25,000
Juneteenth*	\$15,000
Homecoming*	\$25,000

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

Community Support Funding (Other Charges)

This proposed budget includes \$129,090 for organizational funding and \$35,000 for PHI Medical contract for air transport, a benefit to city residents.

Community Support Requests & Approved Funding

CITY OF BASTROP						
COMMUNITY SUPPORT FUNDING REQUESTS FY2023-2024						
Organization	FY21-22 APPROVED FUNDING	FY22-23 APPROVED FUNDING	FY23-24 REQUESTED FUNDING	FY23-24 REQ. IN- KIND SERVICES	FY23-24 APPROVED FUNDING	FY23-24 APPROVED FUNDING
Austin Habitat for Humanity, Inc.	\$ 12,000	\$ 10,000	\$ 15,000	-	\$ -	\$ -
Bastrop Cats Anonymous TNR Society	-	-	\$ 3,500	-	-	-
Bastrop County Child Welfare Board	\$ 2,000	-	-	-	-	-
Bastrop County Emergency Food Pantry (incl NIBBLES prog.)	\$ 33,685	\$ 33,000	\$ 33,685	\$ 4,000	\$ 33,685	\$ 33,685
Bastrop County First Responders	\$ 17,277	\$ 17,500	\$ 11,905	-	\$ 11,905	\$ 11,905
Bastrop County Long Term Recovery Team	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,000	\$ 10,000	\$ 10,000
Bastrop County Women's Shelter, Inc. - Family Crisis Center	\$ 9,500	\$ 10,000	\$ 12,000	\$ 4,000	\$ 12,000	\$ 12,000
Bastrop Prayer and Healing Room	-	-	-	-	-	-
Bastrop Pregnancy Resource Center	\$ 7,500	\$ 7,500	\$ 15,650	-	\$ 8,000	\$ 8,000
Children's Advocacy Center of Bastrop County	\$ 8,000	\$ 9,000	\$ 15,000	\$ 4,000	\$ 12,500	\$ 12,500
Combined Community Action, Inc.	\$ 8,000	\$ 8,000	\$ 10,000	-	\$ 10,000	\$ 10,000
Court Appointed Special Advocate of Bastrop County (CASA)	\$ 8,000	\$ 9,000	\$ 9,000	-	\$ 9,000	\$ 9,000
Feed The Need	\$ 8,000	-	\$ 10,000	-	\$ 10,000	\$ 10,000
In the Streets-Hands Up High Ministry	\$ 8,000	\$ 8,000	\$ 15,000	-	\$ 12,000	\$ 12,000
Pines and Prairies Land Trust	-	-	\$ 12,000	-	\$ -	-
TOTAL	\$ 131,962	\$ 122,000	\$ 172,740	\$ 24,000	\$ 129,090	\$ 129,090

Expenditures by Division

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
Community Services					
Community Engagement					
Recreation					
Personnel Costs	\$100,529	\$237,334	\$184,984	\$246,336	3.8%
Supplies & Materials	\$19,478	\$22,100	\$10,125	\$14,525	-34.3%
Occupancy	\$1,928	\$2,500	\$1,656	\$1,700	-32%
Contractual Services	\$93,587	\$93,000	\$73,000	\$79,000	-15.1%
Other Charges	\$3,415	\$19,000	\$11,391	\$21,606	13.7%
Total Recreation:	\$218,938	\$373,934	\$281,156	\$363,167	-2.9%
Communication					
Personnel Costs	\$266,279	\$305,412	\$266,243	\$284,014	-7%
Supplies & Materials	\$1,317	\$10,000	\$8,000	\$6,000	-40%
Maintenance & Repairs	\$6,722	\$9,000	\$6,500	\$9,000	0%
Occupancy	\$2,808	\$5,500	\$2,800	\$3,000	-45.5%
Contractual Services	\$8,986	\$20,000	\$5,000	\$8,500	-57.5%
Other Charges	\$9,299	\$21,188	\$4,013	\$7,012	-66.9%
Total Communication:	\$295,411	\$371,100	\$292,556	\$317,526	-14.4%
Administration					
Personnel Costs	\$284,930	\$224,657	\$224,637	\$47,489	-78.9%
Supplies & Materials	\$5,488	\$10,100	\$5,894	\$3,925	-61.1%
Occupancy	\$4,687	\$900	\$3,900	\$4,000	344.4%
Contractual Services	\$11,043	\$13,000	\$8,050	\$9,640	-25.8%
Other Charges	\$48,492	\$171,823	\$158,576	\$279,490	62.7%
Total Administration:	\$354,640	\$420,480	\$401,057	\$344,544	-18.1%
Total Community Engagement:	\$868,989	\$1,165,514	\$974,769	\$1,025,237	-12%
Total Community Services:	\$868,989	\$1,165,514	\$974,769	\$1,025,237	-12%
Total Expenditures:	\$868,989	\$1,165,514	\$974,769	\$1,025,237	-12%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
ADMINISTRATION			
Community Impact Manager	1	0	0
Main Street Manager	0	1	0
Special Events Manager	1	1	.35
TOTAL	2	2	.35
RECREATION			
Recreation Manager	1	1	1
Recreation Coordinator	0	1	1
Recreation Workers	1.5	1.5	1.5
TOTAL	2.5	3.5	3.5
COMMUNICATION			
Public Information Manager	1	1	1
Digital Media Specialist	1	1	1
Digital Media Designer	1	1	1
TOTAL	3	3	3
TOTAL	7.5	8.5	6.85

Police Department

WHY?

To encourage, promote, and improve the next generation of law enforcement officers.

Services



Expenditures Summary

4,491,359 **\$466,475**
 (11.59% vs. prior year)

Significant Base Budget Changes for FY 2024

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

The position of Crime Victim Advocate was added with a budget amendment in FY 2023 when the grant award was finalized. This position was not in the original FY 2023 budget. The grant was only for FY 2023, so now this position is being funded from General Fund revenue. The maintenance category is increased because of a new lease agreement for a mobile surveillance system that can be moved to different locations as needed. The contractual services category includes the vehicle/equipment lease payment and this amount has increased 80% due to the addition of 5 new leased vehicles in FY 2024.

CODE ENFORCEMENT/ANIMAL CONTROL

This division's total budget has gone down 3% year over year.

CID

This division's total budget has gone down 0.7% year over year.

PATROL

This division added two new Patrol Officer positions, increasing the total FTE's, and corrected the hours to include paid holidays being used to calculate total hours, increasing the total budget by 20% over last year's budget.

CRIME PREVENTION

The budget for supplies was increased for additional expenses related to community events and programs increasing the total budget by 10.1% over last year's budget.

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$2,718,009	\$3,068,395	\$2,910,275	\$3,409,011	11.1%
Supplies & Materials	\$162,043	\$166,801	\$166,764	\$183,880	10.2%
Maintenance & Repairs	\$120,412	\$116,080	\$124,264	\$126,600	9.1%
Occupancy	\$37,404	\$46,622	\$37,000	\$40,457	-13.2%
Contractual Services	\$461,531	\$533,295	\$538,897	\$636,050	19.3%
Other Charges	\$79,191	\$93,692	\$77,436	\$95,361	1.8%
Total Expense Objects:	\$3,578,590	\$4,024,885	\$3,854,636	\$4,491,359	11.6%

Expenditures by Function

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
Public Safety					
Police					
Administration					
Personnel Costs	\$572,482	\$710,394	\$670,168	\$751,736	5.8%
Supplies & Materials	\$27,999	\$35,622	\$33,974	\$42,502	19.3%
Maintenance & Repairs	\$47,342	\$56,287	\$86,764	\$85,800	52.4%
Occupancy	\$37,404	\$46,622	\$37,000	\$40,457	-13.2%
Contractual Services	\$438,798	\$482,930	\$492,607	\$592,320	22.7%
Other Charges	\$21,749	\$30,868	\$21,740	\$33,360	8.1%
Total Administration:	\$1,145,775	\$1,362,723	\$1,342,253	\$1,546,176	13.5%
Code Enforcement					
Personnel Costs	\$67,586	\$70,676	\$70,857	\$73,173	3.5%
Supplies & Materials	\$4,159	\$3,975	\$3,975	\$3,900	-1.9%
Maintenance & Repairs	\$82	\$4,253	\$1,500	\$2,500	-41.2%
Contractual Services	\$153	\$10,615	\$7,690	\$7,540	-29%
Other Charges	\$12,285	\$15,735	\$13,425	\$14,950	-5%
Total Code Enforcement:	\$84,265	\$105,254	\$97,447	\$102,063	-3%
Police-CID					
Personnel Costs	\$568,121	\$642,928	\$632,577	\$643,752	0.1%
Supplies & Materials	\$15,304	\$17,500	\$14,750	\$15,700	-10.3%
Maintenance & Repairs	\$4,127	\$11,790	\$8,000	\$7,800	-33.8%
Contractual Services	\$3,924	\$7,800	\$7,600	\$8,200	5.1%
Other Charges	\$15,573	\$15,360	\$16,260	\$15,360	0%
Total Police-CID:	\$607,049	\$695,378	\$679,187	\$690,812	-0.7%

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Police-Patrol					
Personnel Costs	\$1,384,747	\$1,521,921	\$1,427,761	\$1,824,543	19.9%
Supplies & Materials	\$105,433	\$106,704	\$105,965	\$106,265	-0.4%
Maintenance & Repairs	\$67,401	\$41,250	\$23,000	\$28,000	-32.1%
Contractual Services	\$17,990	\$28,525	\$28,000	\$26,550	-6.9%
Other Charges	\$28,740	\$27,511	\$22,511	\$27,511	0%
Total Police-Patrol:	\$1,604,312	\$1,725,910	\$1,607,237	\$2,012,869	16.6%
Police-Crime Prevention					
Personnel Costs	\$125,072	\$122,476	\$108,912	\$115,807	-5.4%
Supplies & Materials	\$9,147	\$3,000	\$8,100	\$15,513	417.1%
Maintenance & Repairs	\$1,459	\$2,500	\$5,000	\$2,500	0%
Contractual Services	\$666	\$3,425	\$3,000	\$1,440	-58%
Other Charges	\$844	\$4,218	\$3,500	\$4,180	-0.9%
Total Police-Crime Prevention:	\$137,189	\$135,619	\$128,512	\$139,440	2.8%
Total Police:	\$3,578,590	\$4,024,885	\$3,854,636	\$4,491,359	11.6%
Total Public Safety:	\$3,578,590	\$4,024,885	\$3,854,636	\$4,491,359	11.6%
Total Expenditures:	\$3,578,590	\$4,024,885	\$3,854,636	\$4,491,359	11.6%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
ADMINISTRATION			
Chief of Police	1	1	1
Asst Chief of Police	1	1	1
Lieutenant	1	1	1
Senior Records Technician	1	1	1
Records Technician	1	1	1
Executive Admin Asst	1	1	1
Crime Victime Advocate	0	0	1
Evidence Technician	<u>0</u>	1	1
TOTAL	6	7	8
CODE ENFORCEMENT/ANIMAL CONTROL			
Animal Control Officer & Code Compliance	1	1	1
TOTAL	1	1	1
CID			
Police Sergeant	1	1	1
Police Detective	<u>5</u>	5	5
TOTAL	6	6	6
PATROL			
Police Sergeant	4	4	4
Police Officer	<u>12</u>	12	14
TOTAL	16	16	18
Police Sergeant	0	0	1
Police Officer	1	1	<u>0</u>
TOTAL	1	1	1
TOTAL	30	31	34

Goal #1

COMMUNITY SAFETY - to meet or exceed 2021 and 2022's Part I and Part II Crime Clearance Rates.

Clearance rate in percentages

Part	Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
P1	23.0%	26.0%	38.0%	28.0%
P2	54.6%	56.0%	69.6%	59.6%

Goal #2

COMMUNITY SAFETY - to enhance the City's ability to deter, prepare, respond, and recover from an active attack at a special event through discussion and operational-based training and exercises.

Special Events Attack Training

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
11	2	13	Not reporting

Fire Department

WHY?

To advocate and educate so that our community has a safe future.

Services



Expenditures Summary

1,685,059 **\$323,047**
 (23.72% vs. prior year)

Significant Base Budget Changes for FY 2024

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 Personnel Costs category has increased with the re-instatement of the Assistant Fire Chief position. This promotion eliminated the Captain position that was in the Operational division and replaced it with a Lieutenant position. There was also an additional FTE added with the approval of the Executive Administration Assistant approved during FY 2023.

The transfer to the Vehicle/Equipment Replacement Fund is increasing by 9.6% with the purchase of new equipment in FY 2023.

The Other Charges category is seeing an increase due to a new reporting software subscription.

OPERATIONAL

The Personnel Costs category has increased with the addition of another Lieutenant position. The position of Captain was eliminated, so there was a need for another Lieutenant to have supervision for each shift. This supervision was being performed by the Captain.

VOLUNTEER

This total budget is being decreased by 5.8% over last year's budget.

EMERGENCY MANAGEMENT

This total budget has increased due to communication costs for emergency management. The city has to keep redundancies in this area to prevent a lack of communication methods during an emergency. The FY 2023 budget was short of the actual costs incurred so this category needed to see an increase.

Expenditures by Function

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
Public Safety					
Fire					
Administration					
Personnel Costs	\$168,107	\$152,786	\$180,941	\$377,574	147.1%
Supplies & Materials	\$25,306	\$28,800	\$27,800	\$30,800	6.9%
Maintenance & Repairs	\$18,663	\$11,114	\$12,414	\$11,114	0%
Occupancy	\$46,911	\$49,010	\$49,010	\$49,010	0%
Contractual Services	\$77,431	\$91,111	\$93,636	\$99,259	8.9%
Other Charges	\$19,730	\$25,035	\$22,510	\$33,615	34.3%
Total Administration:	\$356,149	\$357,856	\$386,311	\$601,372	68%
Operational					
Personnel Costs	\$596,276	\$763,618	\$787,993	\$835,256	9.4%
Supplies & Materials	\$46,920	\$54,090	\$54,090	\$49,290	-8.9%
Maintenance & Repairs	\$57,721	\$64,811	\$64,811	\$67,346	3.9%
Contractual Services	\$7,913	\$14,910	\$14,910	\$14,910	0%
Other Charges	\$6,028	\$11,770	\$11,770	\$12,174	3.4%
Capital Outlay	\$3,013	\$0		\$0	0%
Total Operational:	\$717,871	\$909,199	\$933,574	\$978,976	7.7%
Volunteer					
Personnel Costs	\$25,873	\$31,851	\$28,472	\$28,586	-10.3%
Supplies & Materials	\$10,834	\$14,400	\$14,400	\$14,400	0%
Contractual Services	\$3,590	\$3,600	\$3,600	\$3,600	0%
Other Charges	\$2,562	\$6,250		\$6,250	0%
Total Volunteer:	\$42,859	\$56,101	\$46,472	\$52,836	-5.8%
Emergency Management					
Supplies & Materials	\$1,605	\$16,250	\$6,000	\$16,250	0%
Occupancy	\$18,668	\$14,140	\$27,160	\$27,160	92.1%
Contractual Services	\$10,457	\$7,465	\$7,465	\$7,465	0%
Other Charges	\$3,543	\$1,000	\$1,000	\$1,000	0%
Total Emergency Management:	\$34,273	\$38,855	\$41,625	\$51,875	33.5%
Total Fire:	\$1,151,153	\$1,362,012	\$1,407,982	\$1,685,059	23.7%
Total Public Safety:	\$1,151,153	\$1,362,012	\$1,407,982	\$1,685,059	23.7%
Total Expenditures:	\$1,151,153	\$1,362,012	\$1,407,982	\$1,685,059	23.7%

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$790,256	\$948,256	\$997,406	\$1,241,416	30.9%
Supplies & Materials	\$84,665	\$113,540	\$102,290	\$110,740	-2.5%
Maintenance & Repairs	\$76,384	\$75,925	\$77,225	\$78,460	3.3%
Occupancy	\$65,579	\$63,150	\$76,170	\$76,170	20.6%
Contractual Services	\$99,392	\$117,086	\$119,611	\$125,234	7%
Other Charges	\$31,863	\$44,055	\$35,280	\$53,039	20.4%
Capital Outlay	\$3,013	\$0	\$0	\$0	0%
Total Expense Objects:	\$1,151,153	\$1,362,012	\$1,407,982	\$1,685,059	23.7%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
ADMINISTRATION			
Fire Chief	1	1	1
Fire Assistant Chief	1	0	1
Executive Admin Asst	0	0	1
TOTAL	2	1	3
OPERATIONAL			
Captain	0	1	0
Fire Lieutenant	2	2	3
Firefighter	5	6	6
TOTAL	7	9	9
TOTAL	9	10	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	Projected FY2024	Goal FY2025
97%	98%	98%	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	Projected FY2024	Goal FY2025
98%	100%	98%	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%	98%	100%

Municipal Court

WHY?

To provide a fair and equitable court of record in a user-friendly environment.

Services



Expenditures Summary

379,408 **-\$16,754**
 (-4.23% vs. prior year)

Significant Base Budget Changes for FY 2024

There are no significant changes to this budget. It is down 4.2% over FY 2023 budget.

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$214,966	\$251,240	\$232,624	\$247,743	-1.4%
Supplies & Materials	\$8,485	\$11,400	\$8,900	\$10,400	-8.8%
Maintenance & Repairs	\$10,469	\$10,413	\$10,069	\$8,550	-17.9%
Occupancy	\$3,566	\$4,320	\$3,845	\$4,125	-4.5%
Contractual Services	\$100,978	\$113,054	\$97,554	\$104,890	-7.2%
Other Charges	\$1,632	\$5,735	\$2,200	\$3,700	-35.5%
Total Expense Objects:	\$340,097	\$396,162	\$355,192	\$379,408	-4.2%

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

Goal #1

FISCAL RESPONSIBILITY - works in cooperation with the Bastrop Police Department to hold multiple warrant roundups each year to reduce the amount of outstanding warrants.

Measure: # of Outstanding Warrants

Actual FY2023	Goal FY2024
2286	2000

Goal #2

ORGANIZATIONAL EXCELLENCE - monitor open docket report and reduce open cases.

Measure: # of Open Cases

Actual FY2023	Goal FY2024
712	640

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

248,814 **-\$64,097**
 (-20.48% vs. prior year)

Significant Base Budget Changes for FY 2024

The personnel costs have decreased with the reclassification of the Project Manager to Executive Administrative Assistant. There is an additional Project Manager position but is paid out of CIP funds.

Contractual services are significantly down due to the reclassification of services that were directly related to development services.

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$86,112	\$170,211	\$135,509	\$183,664	7.9%
Supplies & Materials	\$3,051	\$3,250	\$3,250	\$14,250	338.5%
Maintenance & Repairs	\$345	\$500	\$500	\$500	0%
Occupancy	\$1,746	\$1,800	\$1,800	\$1,250	-30.6%
Contractual Services	\$151,140	\$132,150	\$127,150	\$42,150	-68.1%
Other Charges	\$1,649	\$5,000	\$4,500	\$7,000	40%
Total Expense Objects:	\$244,043	\$312,911	\$272,709	\$248,814	-20.5%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
Director	.5	.5	.5
Project Manager (funded 75% by CIP projects)	2	1	1
Executive Admin Asst	0	1	1
TOTAL	2.5	2.5	2.5

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.

Measures

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

Goal #2

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

Measures

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
72%	90%	70%	90%

Goal #3

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

Measures

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
50%	90%	67%	90%

Public Works

WHY?

To keep our city running smoothly and efficiently through its dedicated employees that strive to plan, design, build, repair, maintain, and operate public infrastructure and open spaces in a manner that respects the environment while ensuring that citizens and visitors of Bastrop have access to safe streets and parks.

Service



Expenditures Summary

3,674,522 **\$152,664**
 (4.33% vs. prior year)

Significant Base Budget Changes for FY 2024

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

This department is made up of four (4) divisions as follows:

ADMINISTRATION

Contractual services reflect a 51% increase over last year's budget. There is an increase in the vehicle replacement fee for additional vehicles and equipment purchased in FY 2023 and the consolidation of all division transfers under this division. The Christmas lighting expense, previously in the Community Engagement budget, has been transferred to this budget since this is the managing department.

STREETS/DRAINAGE

There are personnel cost increases. The addition of two (2) FTE's, adding two Maintenance Worker positions to assist with the street maintenance and rehab program. Supplies has been increased for additional street materials, and additional training expense was added to other charges.

PARKS

The increases to this budget are in the Personnel Cost category. These are explained in the personnel changes section of this document.

BUILDING MAINTENANCE

This division is seeing a decrease in the total budget due to several positions being moved back to the Hotel Occupancy Tax Fund to be added to the Convention Center and Main Street budgets. This eliminated four (4) FTE's from this budget.

Expenditures by Division

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
General Government					
Public Works					
Administration					
Personnel Costs	\$206,504	\$228,258	\$227,608	\$238,177	4.3%
Supplies & Materials	\$16,258	\$25,030	\$14,980	\$25,530	2%
Maintenance & Repairs		\$150	\$100	\$150	0%
Occupancy	\$8,759	\$9,600	\$7,550	\$9,600	0%
Contractual Services	\$318,662	\$426,220	\$420,920	\$646,618	51.7%
Other Charges	\$4,308	\$45,400	\$40,950	\$48,400	6.6%
Total Administration:	\$554,491	\$734,658	\$712,108	\$968,475	31.8%
Ucs/Streets & Drainage					
Personnel Costs	\$637,776	\$929,176	\$851,988	\$1,075,186	15.7%
Supplies & Materials	\$111,244	\$89,550	\$86,550	\$111,950	25%
Maintenance & Repairs	\$54,174	\$85,000	\$74,000	\$85,000	0%
Contractual Services	\$7,578	\$10,000	\$9,500	\$11,350	13.5%
Other Charges		\$4,500	\$3,000	\$13,500	200%
Capital Outlay	\$31,037	\$0		\$0	0%
Total Ucs/Streets & Drainage:	\$841,809	\$1,118,226	\$1,025,038	\$1,296,986	16%
Building Maintenance					
Personnel Costs	\$391,787	\$656,494	\$556,748	\$379,775	-42.2%
Supplies & Materials	\$23,521	\$26,600	\$20,400	\$27,700	4.1%
Maintenance & Repairs	\$53,808	\$61,900	\$60,900	\$61,900	0%
Occupancy	\$1,783	\$600	\$717	\$600	0%
Contractual Services	\$4,619	\$4,800	\$4,800	\$4,600	-4.2%
Other Charges		\$800	\$550	\$0	-100%
Total Building Maintenance:	\$475,519	\$751,194	\$644,115	\$474,575	-36.8%
Total Public Works:	\$1,871,819	\$2,604,077	\$2,381,261	\$2,740,036	5.2%
Total General Government:	\$1,871,819	\$2,604,077	\$2,381,261	\$2,740,036	5.2%
Community Services					
Parks					
Personnel Costs	\$442,870	\$651,660	\$619,891	\$699,666	7.4%
Supplies & Materials	\$35,294	\$41,050	\$38,455	\$41,050	0%
Maintenance & Repairs	\$65,224	\$128,350	\$117,500	\$92,050	-28.3%
Occupancy	\$81,003	\$79,620	\$82,700	\$84,620	6.3%
Contractual Services	\$21,728	\$13,000	\$10,700	\$13,000	0%
Other Charges	\$3,237	\$4,100	\$2,900	\$4,100	0%

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Total Parks:	\$649,356	\$917,780	\$872,146	\$934,486	1.8%
Total Community Services:	\$649,356	\$917,780	\$872,146	\$934,486	1.8%
Total Expenditures:	\$2,521,175	\$3,521,858	\$3,253,407	\$3,674,522	4.3%

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$1,678,937	\$2,465,588	\$2,256,235	\$2,392,804	-3%
Supplies & Materials	\$186,318	\$182,230	\$160,385	\$206,230	13.2%
Maintenance & Repairs	\$173,206	\$275,400	\$252,500	\$239,100	-13.2%
Occupancy	\$91,546	\$89,820	\$90,967	\$94,820	5.6%
Contractual Services	\$352,587	\$454,020	\$445,920	\$675,568	48.8%
Other Charges	\$7,544	\$54,800	\$47,400	\$66,000	20.4%
Capital Outlay	\$31,037	\$0	\$0	\$0	0%
Total Expense Objects:	\$2,521,175	\$3,521,858	\$3,253,407	\$3,674,522	4.3%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
ADMINISTRATION			
Director	.5	.5	.5
Mechanic	1	1	1
Techician	1	1	1
TOTAL	2.5	2.5	2.5
STREETS/DRAINAGE			
Superintendent	1	1	1
Foreman	0	1	1
Crew Leader Streets/Drainage	1	0	0
Crew Leader Streets	1	1	1
Crew Leader Drainage	0	1	1
Equipment Operator, Senior	2	2	2
Equipment Operator	3	3	3
Maintenance Worker	4	4	6
TOTAL	12	13	15
PARKS			
Facilities & Grounds Superintendent	1	1	1
Crew Leader	1	1	1
Maintenance Worker	3	3	3
Maintenance Tech - Athletic Fields	1	1	1
Maintenance Specialist - Irrigation	1	1	1
Facilities Maintenance Worker	1	1	1
Maintenance Worker - Seasonal	.185	.185	.185
TOTAL	8.185	8.185	8.185
BUILDING MAINTENANCE			
Crew Leader Building Maintenance/Custodial	1	1	1
Maintenance Supervisor	1	1	0
Facility Attendant Conv Center	1	1	0
Building Custodian	4	4	4
Building Maintenance Worker	0	1	1
Special Event Worker	0	2	0
TOTAL	7	10	6
TOTAL	29.685	33.685	31.685

Goal #1

Fiscal Responsibility - provide quality road infrastructure and maintenance.

Measures: Linear miles above 70>PCI

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
70>PCI	30 L.M.	0 L.M	30 L.M.

Goal #2

ORGANIZATIONAL EXCELLENCE - provide responsive service to customer request and inquires within prescribed parameters. Response times: severe potholes 24-hrs or next day, stop sign down 2-hrs, etc.

Measures: % of time within the established response time

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
70%	90%	75%	90%

Goal #3

ORGANIZATIONAL EXCELLENCE - Increase utilization of city parks.

Measures: # of Park Rentals

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
280	180	160	300

Goal #4

COMMUNITY SAFETY - Complete scheduled inspections of park equipment.

Measures: # of Inspections

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
108	204	173	200

Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$489,113	\$677,118	\$661,001	\$740,001	9.3%
Supplies & Materials	\$69,713	\$71,585	\$72,816	\$78,055	9%
Maintenance & Repairs	\$5,351	\$5,545	\$5,780	\$5,890	6.2%
Occupancy	\$27,119	\$34,740	\$33,420	\$34,740	0%
Contractual Services	\$14,827	\$8,750	\$14,481	\$14,990	71.3%
Other Charges	\$7,356	\$16,787	\$9,234	\$10,895	-35.1%
Total Expense Objects:	\$613,479	\$814,525	\$796,732	\$884,571	8.6%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
Director	1	1	1
Access Services Supervisor	0	1	1
Youth Services Librarian	0	0	1
Library Associate	6	6	5
Communication Technical Specialist	1	1	1
Executive Admin Asst	.625	.625	.625
Library Clerk - VOE	1	1	1
Library Clerk - Summer	<u>5</u>	<u>5</u>	<u>5</u>
TOTAL	10.125	10.125	11.125

Goal #1

ORGANIZATIONAL EXCELLENCE - engage the community and increase the number of visitors to the Library.

Measures: # of visitors

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
64,364	65,000	66,000	68,000

Goal #2

ORGANIZATIONAL EXCELLENCE - expand community engagement through increased partnership programs and outreach activities.

Measures: # of partnerships

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
Partners - 15 Outreach Activities-13	Partners - 15 Outreach Activities-20	Partners - 16 Outreach Activities-10	Partners - 16 Outreach Activities-15

Goal #3

ORGANIZATIONAL EXCELLENCE - improve the collection by increasing the percentage of materials published in the last five years.

Measures: % published in last five years

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
22%	22%	23%	24%

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 provides clean water to approximately 3,960 meter connections. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 63 miles of sewer main lines. Wastewater treatment is vital to maintaining a safe and clean drinking water source and protection of our river's ecosystem. Department

Services



Expenditures Summary

9,573,234 **\$980,909**
 (11.42% vs. prior year)

Expenditures by Expense Type

Significant changes were made to the following expense categories:

- Personnel costs were higher in FY 2023 due to the one-time payment of \$190,000 to Texas Municipal Retirement System. There is an 8% increase in the retirement rate included in the FY 2024 budget to continue to work toward a 7% contribution rate (currently at 6%).
- Maintenance and Repairs includes an additional \$14,000 for HVAC replacement.
- Occupancy has increase substantially due to higher electric costs for the new WWTP#3
- Contractual Services includes an Administrative Support expense that is paid to the General Fund for support services provided. This line item increased by 1.7% over FY 2023.
- Transfer out is to the W/WW Debt Service Fund, Capital Improvement Fund, and the Vehicle/Equipment Replacement Fund. The breakout is shown in the table below

Debt Service	\$3,600,000	up \$1,018,760 from FY 2023
Capital Fund*	\$725,000	down \$157k from FY 2023
Vehicle/Equip Rplc Fund	\$50,000	down \$165k from FY 2023

*Capital Fund transfer includes funds for Communication Antenna in the west part of town, annual capital reserve, funds for joint participation as needed, and phase II of manhole replacement project.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects					
Personnel Costs	\$1,311,763	\$2,059,463	\$1,850,415	\$2,028,064	-1.5%
Supplies & Materials	\$260,225	\$266,070	\$307,315	\$322,600	21.2%
Maintenance & Repairs	\$644,674	\$673,380	\$672,700	\$740,780	10%
Occupancy	\$368,210	\$340,300	\$433,000	\$537,900	58.1%
Contractual Services	\$1,291,240	\$1,521,372	\$1,421,468	\$1,520,620	0%
Other Charges	\$25,930	\$43,340	\$16,600	\$38,270	-11.7%
Contingency		\$10,000	\$10,000	\$10,000	0%
Capital Outlay	\$158,337	\$0	\$46,250	\$0	0%
Transfers Out	\$3,314,280	\$3,678,400	\$3,678,340	\$4,375,000	18.9%
Total Expense Objects:	\$7,374,659	\$8,592,325	\$8,436,088	\$9,573,234	11.4%

Expenditures by Function

The Water/Wastewater Fund is separated into four divisions: administration, distribution/collection, water production/treatment, and wastewater treatment.

There are no major changes to the divisions. The total personnel count is still 23 after the addition of 4 FTE's in the FY 2023 budget.

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
Water/Wastewater					
Administration					
Personnel Costs	\$288,382	\$645,486	\$618,099	\$466,026	-27.8%
Supplies & Materials	\$22,344	\$29,900	\$27,245	\$34,400	15.1%
Maintenance & Repairs	\$2,588	\$7,780	\$5,000	\$21,780	179.9%
Occupancy	\$10,805	\$14,500	\$8,000	\$17,100	17.9%
Contractual Services	\$963,317	\$1,114,031	\$1,020,131	\$1,184,260	6.3%
Other Charges	\$12,338	\$27,470	\$9,300	\$22,400	-18.5%
Contingency		\$10,000	\$10,000	\$10,000	0%
Transfers Out	\$3,314,280	\$3,678,400	\$3,678,340	\$4,375,000	18.9%
Total Administration:	\$4,614,053	\$5,527,567	\$5,376,115	\$6,130,966	10.9%
W/Ww Distribut/Collect					
Personnel Costs	\$363,596	\$554,718	\$504,627	\$580,416	4.6%
Supplies & Materials	\$98,875	\$108,820	\$120,570	\$111,900	2.8%
Maintenance & Repairs	\$99,688	\$99,500	\$102,400	\$112,000	12.6%
Occupancy	\$2,032	\$0		\$0	0%
Contractual Services	\$67,938	\$123,623	\$113,023	\$17,000	-86.2%
Other Charges	\$1,320	\$4,500	\$1,800	\$4,500	0%
Capital Outlay	\$158,337	\$0	\$46,250	\$0	0%
Total W/Ww Distribut/Collect:	\$791,786	\$891,161	\$888,670	\$825,816	-7.3%
Water Production/Treat					
Personnel Costs	\$346,007	\$394,673	\$349,914	\$434,057	10%
Supplies & Materials	\$96,680	\$87,350	\$108,200	\$108,300	24%
Maintenance & Repairs	\$222,821	\$280,800	\$244,200	\$282,300	0.5%
Occupancy	\$135,220	\$145,800	\$145,000	\$145,800	0%
Contractual Services	\$165,029	\$191,484	\$210,064	\$239,860	25.3%
Other Charges	\$1,732	\$5,690	\$3,000	\$5,690	0%
Total Water Production/Treat:	\$967,489	\$1,105,797	\$1,060,378	\$1,216,007	10%
WW Treatment Plant					
Personnel Costs	\$313,778	\$464,586	\$377,775	\$547,565	17.9%
Supplies & Materials	\$42,326	\$40,000	\$51,300	\$68,000	70%
Maintenance & Repairs	\$319,577	\$285,300	\$321,100	\$324,700	13.8%
Occupancy	\$220,153	\$180,000	\$280,000	\$375,000	108.3%
Contractual Services	\$94,957	\$92,234	\$78,250	\$79,500	-13.8%
Other Charges	\$10,541	\$5,680	\$2,500	\$5,680	0%
Total WW Treatment Plant:	\$1,001,331	\$1,067,800	\$1,110,925	\$1,400,445	31.2%
Total Water/Wastewater:	\$7,374,659	\$8,592,325	\$8,436,088	\$9,573,234	11.4%
Total Expenditures:	\$7,374,659	\$8,592,325	\$8,436,088	\$9,573,234	11.4%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
ADMINISTRATION DIVISION			
Director	.5	.5	.5
City Engineer	.5	.5	.5
Superintendent	1	1	1
Special Programs Coordinator	1	1	1
Executive Administrative Assistant	1	1	1
TOTAL	4	4	4
W/WW DISTRIBUTION/COLLECTION			
Foreman	1	1	1
Crew Leader Systems Tech	1	1	1
Systems Technician	6	6	6
TOTAL	8	8	8
WATER PRODUCTION/TREATMENT			
Chief Plant Operator	.5	1	1
Operators	2	4	4
TOTAL	2.5	5	5
WASTEWATER TREATMENT			
Chief Plant Operator	.5	1	1
Operators	4	5	5
TOTAL	4.5	6	6
TOTAL	19	23	23

Goal #1

ORGANIZATIONAL EXCELLENCE - Water Treatment Provide reliable and safe drinking water to City of Bastrop water customers.

Measures: Perform annual water loss audit

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
6.04%	<15%	10%	<10%

Measures: Maintain accuracy of well entry point meters between 98.5-101.5% annually

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
99.3%	98.5%	99.6%	98.5%

Measures: Track work orders scheduled or completed

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
100% within 48 hours of receipt	100% within 48 hours of receipt	100% within 48 hours of receipt	100% within 48 hours of receipt

Goal #2

ORGANIZATIONAL EXCELLENCE - Ensure the proper treatment and disposal of collected wastewater for the benefit of all downstream stakeholders.

Measures: Reliability and response time to work orders within 2 hours of receipt

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
100% within 2 hours	100% within 2 hours	100% within 2 hours	100% within 2 hours

Measures: Perform all regulatory compliance sampling

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

Goal #3

ORGANIZATIONAL EXCELLENCE - Water Distribution and Wastewater Collection Provide maintenance on over 140 miles of combined water distribution and wastewater collection lines, and associated appurtenances.

Measures: Number of water leaks repaired

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
100% annually (154)	100% annually	100% annually (180)	100% annually

Measures: Number of sewer stops

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
100% annually (42)	100% annually	100% annually (50)	100% annually

Measures: Reliability and response time to work orders for water leaks, sewer stoppages, and after-hours call-outs.

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
100% within 2 hours of receipt	100% within 2 hours of receipt	100% within 2 hours of receipt	100% within 2 hours of receipt

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 2024 proposed funding for each organization is:

Organization	FY 21-22 Approved Funding	FY 22-23 Approved Funding	FY 23-24 Requested Funding	% of Operating Funds Requested	FY 23-24 Proposed Funding
Bastrop County Historical Society Visitor Center	\$126,905	\$162,986	\$213,786	100%	\$187,434
Bastrop County Historical Society Museum	\$68,338	\$88,411	\$110,991		\$101,673
Bastrop Opera House	\$118,806	\$147,818	\$169,800	25%	\$169,991
Lost Pines Art Center	\$89,516	\$129,660	\$156,950	27%	\$149,109
TOTALS	\$403,565	\$528,875	\$651,527		\$608,207

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 2024 payment was calculated per the contract, at \$1,293,700 based on the projected Hotel Occupancy Tax revenue of \$4,000,000. 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 \$60,757, down from \$154,700 in FY 2023. This category includes a one-time expenditure item, Hotel Pursuit Costs of \$350,000 (carry-over from FY 2023) and the eCab program funding of \$117,900. 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). The contractual service line includes \$215,083 in administrative support expenses paid to the General Fund, down from \$361,972 in FY 2023.

MAIN STREET PROGRAM

This budget increased by \$193,031 over the FY 2023 budget. The personnel costs increased by \$160,464 with the transfer of the staff back to this funds budget (out of the General Fund). The administrative support transfer to the General Fund went down by \$86,933. The Downtown Master Plan for \$150,000 was discussed during the FY 2023 budget workshops as an item to add to the FY 2024 budget. It is included in the contractual services category.

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	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures					
Hotel Tax Fund					
Organizational Funding					
Contractual Services	\$1,525,860	\$2,391,975	\$2,876,700	\$2,442,574	2.1%
Contingency		\$0		\$442,968	N/A
Capital Outlay		\$25,000	\$25,000	\$0	-100%
Transfers Out	\$545,702	\$523,000	\$523,000	\$518,000	-1%
Total Organizational Funding:	\$2,071,562	\$2,939,975	\$3,424,700	\$3,403,542	15.8%
Hospitality & Downtown					
Convention Center					
Personnel Costs		\$0		\$288,122	N/A
Supplies & Materials	\$42,030	\$42,300	\$41,700	\$42,300	0%
Maintenance & Repairs	\$40,000	\$46,450	\$46,450	\$46,450	0%
Occupancy	\$50,434	\$47,100	\$47,100	\$47,100	0%
Contractual Services	\$292,368	\$400,472	\$407,972	\$261,083	-34.8%
Other Charges	\$23,163	\$26,000	\$22,500	\$22,500	-13.5%
Total Convention Center:	\$447,994	\$562,322	\$565,722	\$707,555	25.8%
Main Street					
Personnel Costs		\$0		\$160,464	N/A
Supplies & Materials	\$7,046	\$20,900	\$10,300	\$11,900	-43.1%
Occupancy	-\$28	\$900	\$900	\$900	0%
Contractual Services	\$113,143	\$161,020	\$147,520	\$210,587	30.8%
Other Charges	\$67,145	\$122,510	\$73,010	\$114,510	-6.5%
Contingency	\$40,984	\$33,500	\$33,500	\$33,500	0%
Total Main Street:	\$228,290	\$338,830	\$265,230	\$531,861	57%
Total Hospitality & Downtown:	\$676,284	\$901,152	\$830,952	\$1,239,416	37.5%
Cultural Arts Commission					
Supplies & Materials	\$68	\$2,000		\$2,000	0%
Maintenance & Repairs		\$5,000	\$5,730	\$5,000	0%
Contractual Services	\$1,879	\$47,500	\$42,500	\$47,500	0%
Other Charges	\$1,197	\$1,000	\$1,000	\$1,000	0%
Total Cultural Arts Commission:	\$3,143	\$55,500	\$49,230	\$55,500	0%
Rodeo					
Maintenance & Repairs	\$1,125	\$0		\$0	0%
Occupancy	\$3,415	\$3,200	\$3,200	\$3,296	3%
Total Rodeo:	\$4,540	\$3,200	\$3,200	\$3,296	3%

Name	FY2022 Actual	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Total Hotel Tax Fund:	\$2,755,530	\$3,899,827	\$4,308,082	\$4,701,754	20.6%
Total Expenditures:	\$2,755,530	\$3,899,827	\$4,308,082	\$4,701,754	20.6%

Personnel Schedule

POSITION TITLE	ACTUAL FY2022	BUDGET FY2023	PROPOSED FY2024
CONVENTION CENTER			
Special Event Manager	0	0	.65
Maintenance Supervisor	0	0	1
Facilities Attendant	0	0	1
Special Event Worker	0	0	1
TOTAL	0	0	3.65
MAIN STREET			
Main Street Manager	0	0	1
Special Event Worker	0	0	1
TOTAL	0	0	2
TOTAL	0	0	5.65

These positions were previously budgeted in the General Fund and a transfer was made from the Hotel Occupancy Tax fund. For FY 2024, these positions have been moved back to the Hotel Occupancy Tax fund and the transfer to the General Fund has been reduced.

Goal #1

ECONOMIC VITALITY - Increase Convention Center revenue by 10%

Measures: Revenue

Actual FY2022	Goal FY2023	Projected FY2023	Goal FY2024
\$194,000	\$198,000	\$240,000 (21%)	\$264,000 (10%)

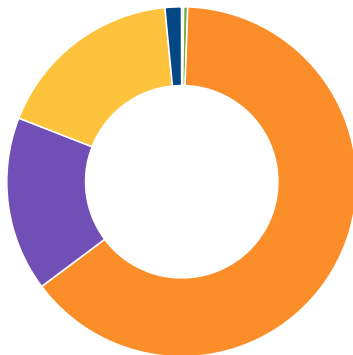
CAPITAL IMPROVEMENTS

FY 2024 Capital Budget

Total Capital Requested 29,305,997

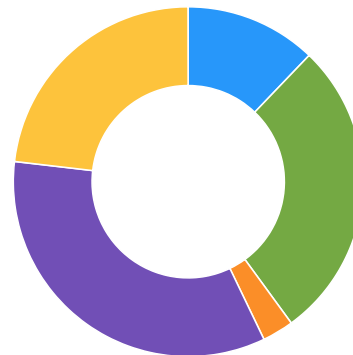
21 Capital Improvement Projects

Total Funding Requested by Department



● Bastrop Power & Light (0%)	\$50,000.00
● Cemetery (0%)	\$112,300.00
● Public Works (64%)	\$18,823,697.00
● Wastewater CIF (16%)	\$4,730,000.00
● Water CIF (18%)	\$5,140,000.00
● Water/Wastewater (2%)	\$450,000.00
TOTAL	\$29,305,997.00

Total Funding Requested by Source



● 4B (12%)	\$3,564,437.00
● Current Bond (28%)	\$8,150,628.00
● Fund Balance (3%)	\$847,300.00
● Future Bond (34%)	\$9,960,000.00
● Grant (23%)	\$6,783,632.00
TOTAL	\$29,305,997.00

The large portion of the capital projects funded for FY 2024 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 2024. 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 2024

Blakey Lane Extension \$865,000

Extend Blakey Lane to Old Austin Hwy, but also connecting to Jessica Place. This project includes new water, wastewater and drainage lines, road extension, sidewalks, etc.

Financial Way \$222,000

This project is for the design and construction of an extension of Jackson Street to the east.

Gills Branch Flood Mitigation Improvements \$5,919,510

This project consists, but not limited to, land acquisition, channel improvements, culvert improvements, utilities relocation and creating a series of short berms along the west creek bank to reduce flow from leaving the creek. The proposed...

Intersection Improvements \$207,437

A preliminary assessment has been completed. The cost for engineering the recommendations is included. We have estimated a construction cost, assuming that 50% of it could be covered by development and/or transportation impact fees. Once the...

Jackson St. Extension \$1,600,000

This project is a development of the southern portion of Bastrop Business and Industrial Park which extends Jackson St. to connect to Technology Drive.

Old Iron Bridge Rehabilitation \$2,000,000

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

Park Improvements - Shade and Playscape Structures \$65,000

Program to replace aging equipment.

Quiet Zone \$722,750

We have received draft recommendations, which City staff are reviewing. The amounts are based on estimates provided by the engineer.

Riverbank Stabilization \$912,000

This project will include design and construction phases to address the erosion issues on park land, including area affecting the Old Iron Bridge. The limits of work include from Bob Bryant park, through Fisherman's Park until Hwy 71 (north...

South St to Lovers Lane Improvements \$670,000

This project consists of extending South Street to Lovers Lane. The Engineer will do a preliminary engineering and provide recommendations on road alignment, permitting, land/ROW acquisition necessary, etc.

Street Reconstruction Program \$320,000

This program consists in complete reconstruction of the streets 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,...

Street Rehabilitation Program \$5,320,000

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...

Total: \$18,823,697

Water/Wastewater Requests

Itemized Requests for 2024

Communications Antennae **\$100,000**

General: Request for funding to install a base station to support the City's Advanced Metering Infrastructure (AMI) network on top of the FM 20 EST. Justification: The City currently has one base station located at the Library,...

Joint Participation CIP **\$350,000**

Joint participation CIP

Total: \$450,000

Water CIF Requests

Itemized Requests for 2024

1 MG Blakey Elevated Storage Tank East of FM969 **\$4,260,000**

This project consists of designing and constructing a new 1MG elevated storage tank east of the FM969 that will serve customers in Pressure Zone 1, once boundary change has taken place.

Riverwood Water Main Replacement - Phase II **\$80,000**

This project consists of replacing and upsizing approximately 3000 LF of waterlines on Riverwood Drive and Reids Bend, and its appurtenances, laterals and hydrants.

Willow Water Treatment Plant Improvements - Phase I **\$800,000**

Includes the design (both GSTs) and construction of: a new 1.25 MG GST, demolition of the existing GST, and expansion of the Pump Station (PS). The existing tanks are 0.5 MG each. Willow Zone 1 PS have 2.1 MGD Firm Capacity, and will be expanded...

Total: \$5,140,000

Wastewater CIF Requests

Itemized Requests for 2024

Manhole Replacements **\$150,000**

Replacement of nine wastewater manholes, totaling approximately 115 vertical feet. Split funding between FY 2023 and FY 2024. Focus Area: Community safety Scope: Upon funding, City staff will develop and publish a Request for...

WWTP#3 - Phase II **\$4,580,000**

This project consists of expansion of the existing WWTP#3. This project has started with a PER that will determine the expansion capacity needed to accommodate growth.

Total: \$4,730,000

Bastrop Power & Light Requests

Itemized Requests for 2024

Bastrop Power & Light Capital Improvements	\$50,000
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This is a maintenance bi-annual program: to include a study of the system, which will originate in project recommendations. The project will be designed in one year, and construct the following fiscal year.

Total: \$50,000

Cemetery Requests

Itemized Requests for 2024

Cemetery Improvements - Block 9 Development	\$112,300
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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: \$112,300

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

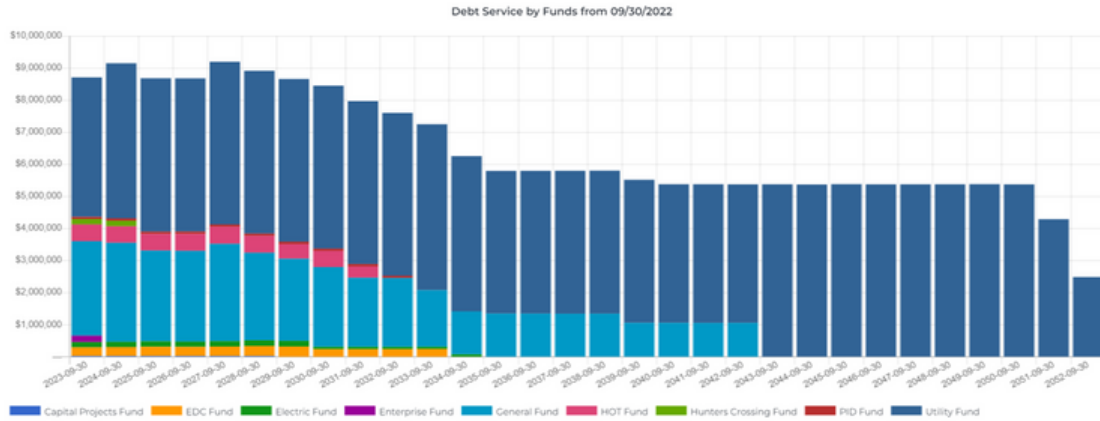
Taxable Assessed Valuation	\$1,559,385,920
Constitutional Limit	2.50% of assessed value
Maximum Revenue Available	\$38,984,648
Tax Rate to achieve Max Tax Revenue	\$2.50 per \$100 valuation
Tax Rate for FY 2023-2024	\$0.5056 per \$100 valuation
Available unused Maximum Tax Rate	79.7% of assessed valuation



TOTAL DEBT ALL FUNDS

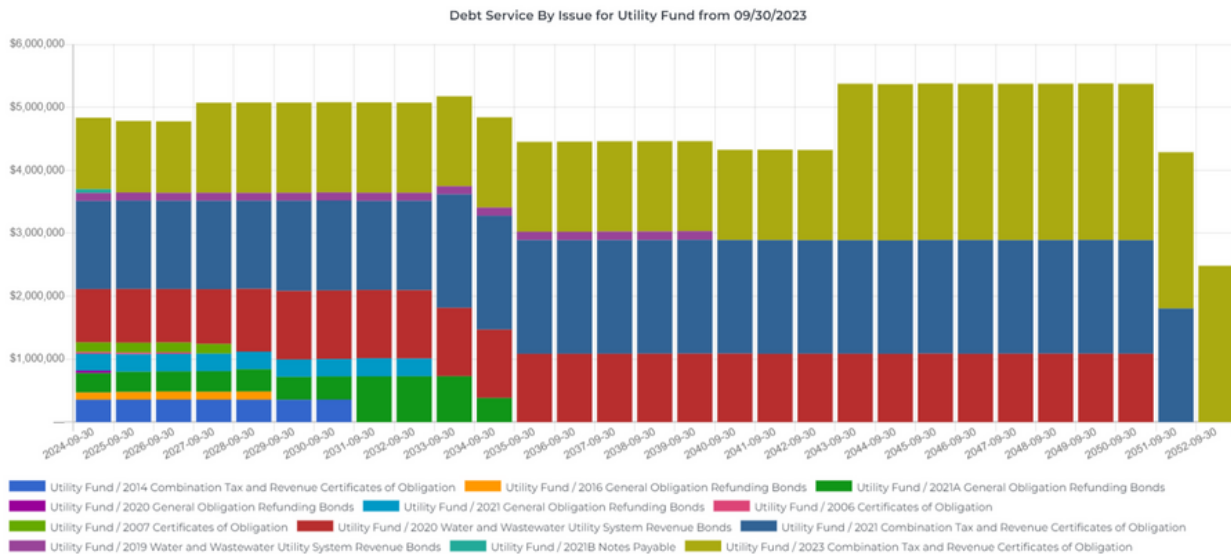
CITY OF BASTROP, TX			
Debt Service			
All Funds			
Schedule	Maturity Dates		
Profile as Of	09/30/2023		
Frequency	Annual		
First Period End	09/30/2024		
End Date	09/30/2052		
Total			
All Funds			
Date	Principal	Interest	Total
09/30/2024	5,007,368	4,141,803	9,149,171
09/30/2025	4,687,368	3,994,296	8,681,664
09/30/2026	4,827,368	3,851,472	8,678,840
09/30/2027	5,502,368	3,693,029	9,195,397
09/30/2028	5,417,368	3,497,326	8,914,694
09/30/2029	5,365,000	3,295,634	8,660,634
09/30/2030	5,360,000	3,091,211	8,451,211
09/30/2031	5,070,000	2,897,506	7,967,506
09/30/2032	4,880,000	2,721,200	7,601,200
09/30/2033	4,685,000	2,564,296	7,249,296
09/30/2034	3,840,000	2,413,302	6,253,302
09/30/2035	3,515,000	2,278,006	5,793,006
09/30/2036	3,640,000	2,154,806	5,794,806
09/30/2037	3,770,000	2,026,756	5,796,756
09/30/2038	3,885,000	1,915,519	5,800,519
09/30/2039	3,715,000	1,800,556	5,515,556
09/30/2040	3,685,000	1,692,656	5,377,656
09/30/2041	3,790,000	1,587,431	5,377,431
09/30/2042	3,895,000	1,478,869	5,373,869
09/30/2043	4,015,000	1,360,619	5,375,619
09/30/2044	4,135,000	1,234,488	5,369,488
09/30/2045	4,275,000	1,104,288	5,379,288
09/30/2046	4,405,000	969,350	5,374,350
09/30/2047	4,545,000	830,031	5,375,031
09/30/2048	4,690,000	685,875	5,375,875
09/30/2049	4,840,000	539,763	5,379,763
09/30/2050	4,985,000	388,619	5,373,619
09/30/2051	4,055,000	232,556	4,287,556
09/30/2052	2,385,000	98,381	2,483,381
Total	126,866,840	58,539,645	185,406,485

DEBT SERVICE BY FUND



DEBT SERVICE FOR UTILITY FUND (WATER/WASTEWATER)

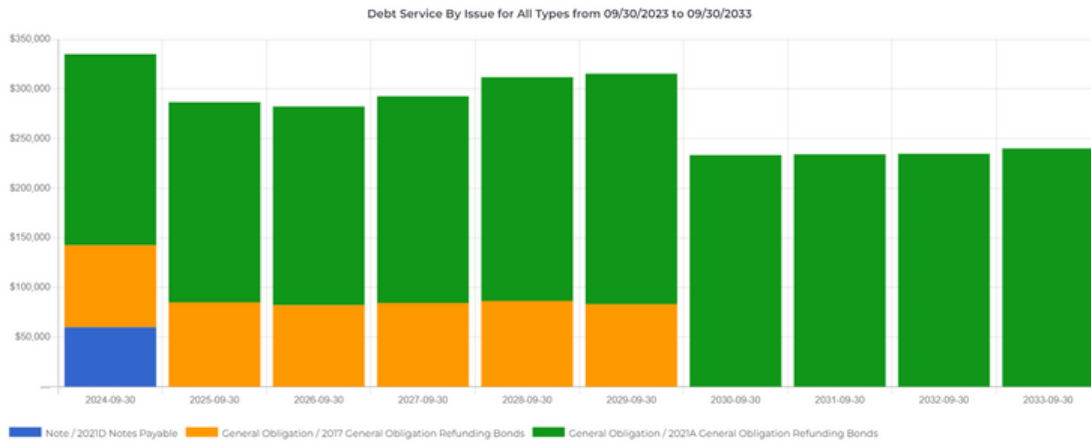
The Water/Wastewater fund will issue debt annually to cover the cost of several large infrastructure projects most associated with a growing community. In FY2023, the department completed the first phase of Wastewater Treatment Plant #3 and broke ground on a new water treatment plant located at XS Ranch. 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.



BASTROP ECONOMIC DEVELOPMENT CORP TOTAL DEBT

TOTAL All Funds			
Date	Principal	Interest	Total
09/30/24	285,000	50,227	335,227
09/30/25	240,000	46,747	286,747
09/30/26	240,000	42,417	282,417
09/30/27	255,000	37,747	292,747
09/30/28	280,000	32,047	312,047
09/30/29	290,000	25,547	315,547
09/30/30	215,000	18,462	233,462
09/30/31	220,000	14,269	234,269
09/30/32	225,000	9,803	234,803
09/30/33	235,000	5,123	240,123
Total	2,485,000	282,386	2,767,386

BASTROP ECONOMIC DEVELOPMENT CORP DEBT SERVICE



APPENDIX

BASTROP POWER & LIGHT REQUESTS

Bastrop Power & Light Capital Improvements

Overview

Request Owner	Tracy Waldron
Est. Start Date	10/10/2022
Est. Completion Date	09/27/2023
Department	Bastrop Power & Light
Type	Other

Description

This is a maintenance bi-annual program: to include a study of the system, which will originate in project recommendations. The project will be designed in one year, and construct the following fiscal year.

History

This is a maintenance program. In the past, it was determined by a system study conducted by LCRA; however, LCRA no longer conducts systems studies. The City will need to hire an engineer to conduct the studies and design the projects.

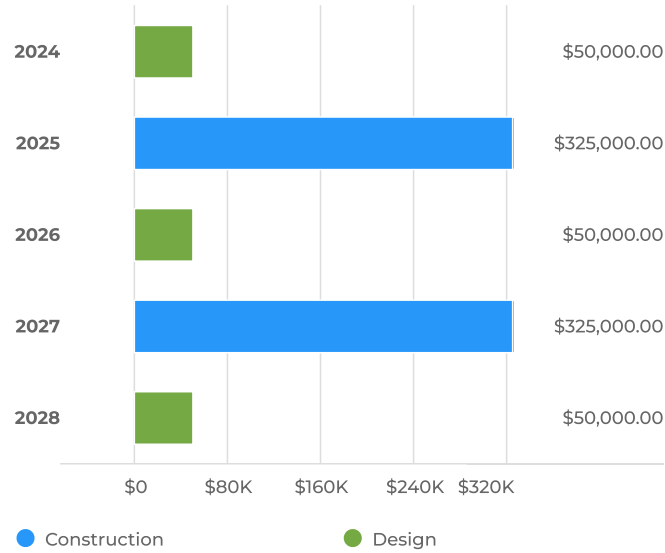
Capital Cost

FY2024 Budget
\$50,000

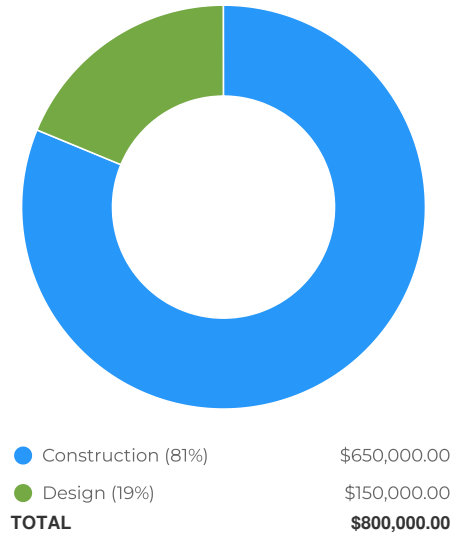
Total Budget (all years)
\$800K

Project Total
\$800K

Capital Cost by Year



Capital Cost for Budgeted Years

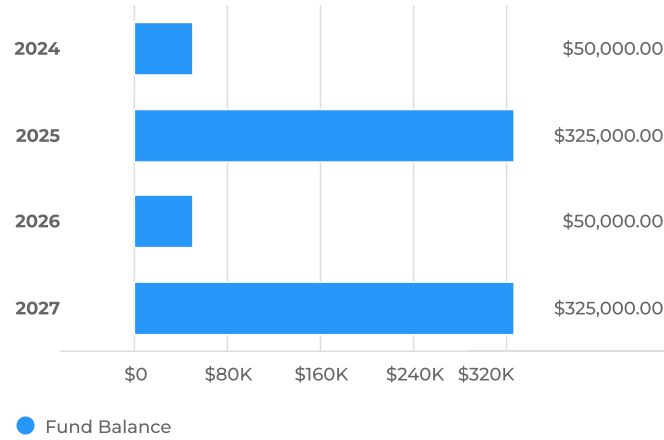


Capital Cost Breakdown						
Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Design	\$50,000		\$50,000		\$50,000	\$150,000
Construction		\$325,000		\$325,000		\$650,000
Total	\$50,000	\$325,000	\$50,000	\$325,000	\$50,000	\$800,000

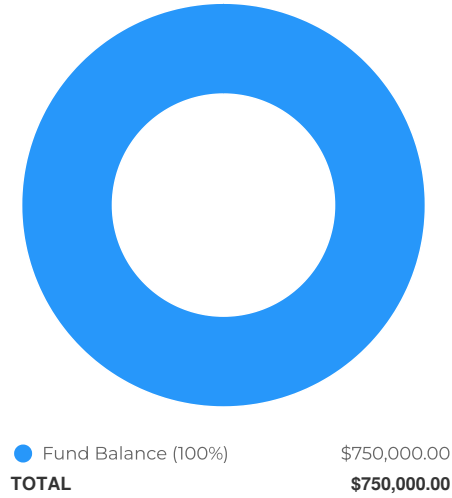
Funding Sources

FY2024 Budget **\$50,000** Total Budget (all years) **\$750K** Project Total **\$750K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown					
Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
Fund Balance	\$50,000	\$325,000	\$50,000	\$325,000	\$750,000
Total	\$50,000	\$325,000	\$50,000	\$325,000	\$750,000

CEMETERY REQUESTS

Cemetery Improvements - Block 9 Development

Overview

Request Owner	Tracy Waldron
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.

Images

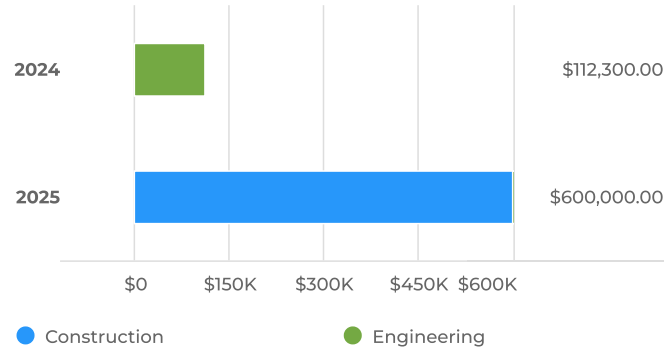
Section 9 rendering



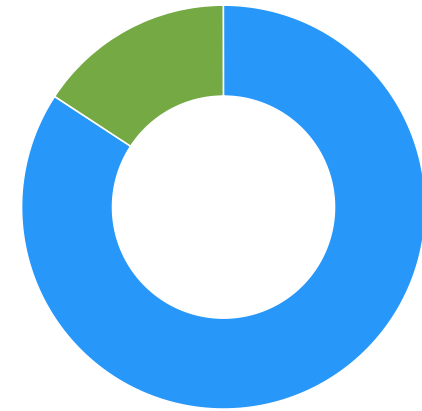
Capital Cost

FY2024 Budget **\$112,300** Total Budget (all years) **\$712.3K** Project Total **\$712.3K**

Capital Cost by Year



Capital Cost for Budgeted Years



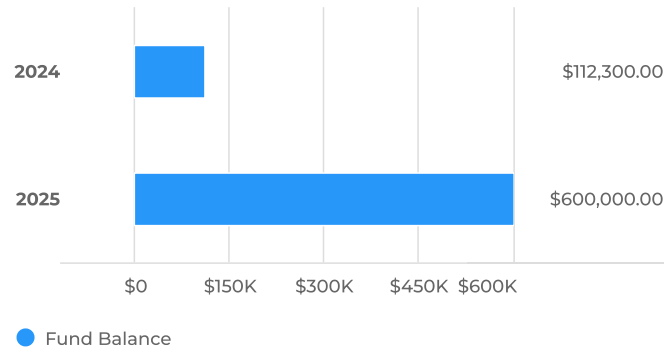
● Construction (84%) \$600,000.00
● Engineering (16%) \$112,300.00
TOTAL **\$712,300.00**

Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Engineering	\$112,300		\$112,300
Construction		\$600,000	\$600,000
Total	\$112,300	\$600,000	\$712,300

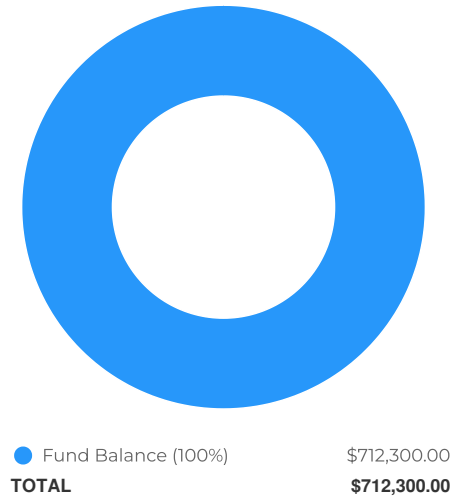
Funding Sources

FY2024 Budget **\$112,300** Total Budget (all years) **\$712.3K** Project Total **\$712.3K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Fund Balance	\$112,300	\$600,000	\$712,300
Total	\$112,300	\$600,000	\$712,300

PUBLIC SAFETY REQUESTS

New Fire Station # 3

Overview

Request Owner	Tracy Waldron
Est. Start Date	01/01/2025
Est. Completion Date	06/30/2025
Department	Public Safety
Type	Other

Description

Secure property and build a new fire station to reduce time lag on emergency responses and keep up with the growth the City of Bastrop has been experiencing. The City applied for a CDBG GLO Hazard Mitigation grant, but was not awarded. The City will continue to look for grant opportunities to fund this project. The budget for FY24 is for land acquisition for where this new fire station will be constructed.

History

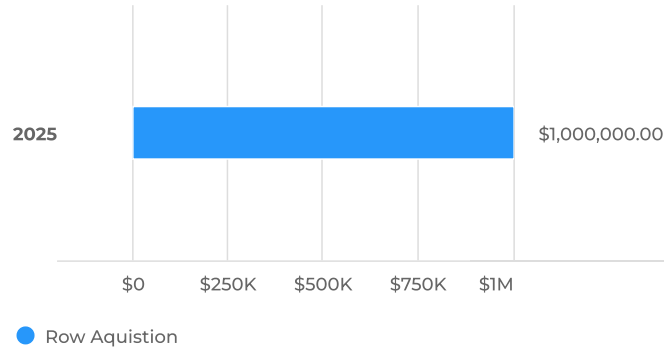
This new fire station will assist in better first responders' response to city's west side of the river.

Capital Cost

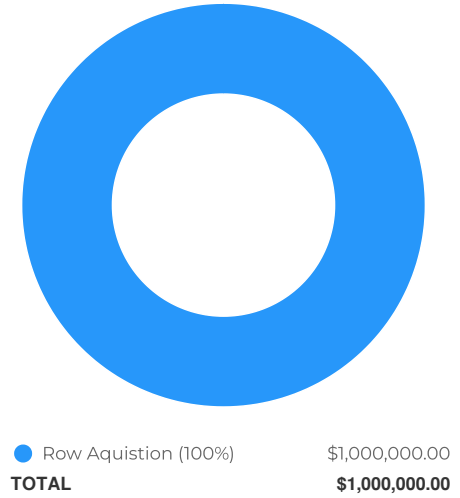
Total Budget (all years)
\$1M

Project Total
\$1M

Capital Cost by Year



Capital Cost for Budgeted Years



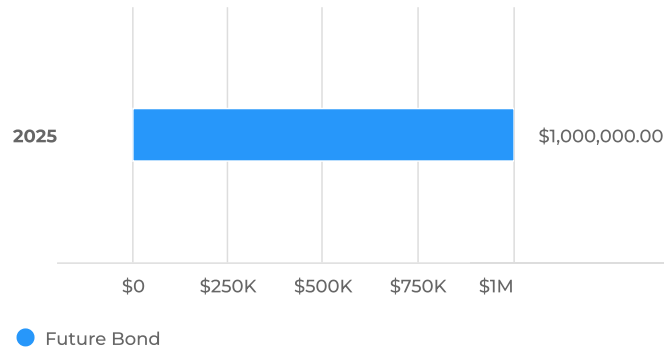
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Row Aquisition	\$1,000,000	\$1,000,000
Total	\$1,000,000	\$1,000,000

Funding Sources

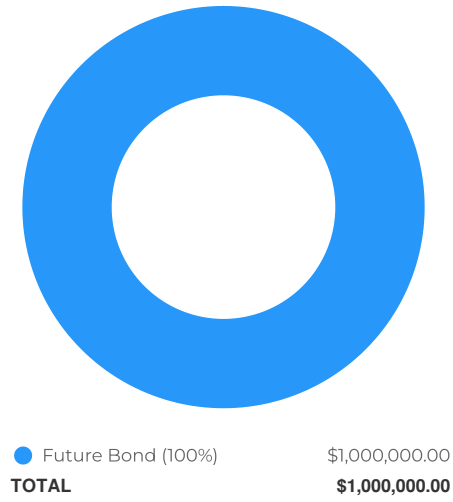
Total Budget (all years)
\$1M

Project Total
\$1M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
Future Bond	\$1,000,000	\$1,000,000
Total	\$1,000,000	\$1,000,000

PUBLIC WORKS REQUESTS

Blakey Lane Extension

Overview

Request Owner	Tracy Waldron
Est. Start Date	07/01/2023
Est. Completion Date	10/31/2025
Department	Public Works
Type	Other

Description

Extend Blakey Lane to Old Austin Hwy, but also connecting to Jessica Place. This project includes new water, wastewater and drainage lines, road extension, sidewalks, etc.

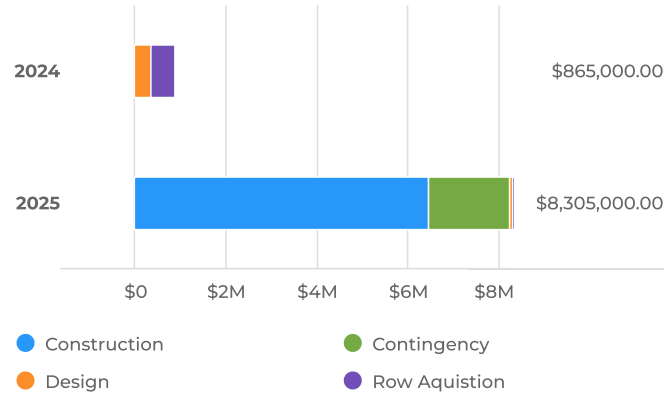
History

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

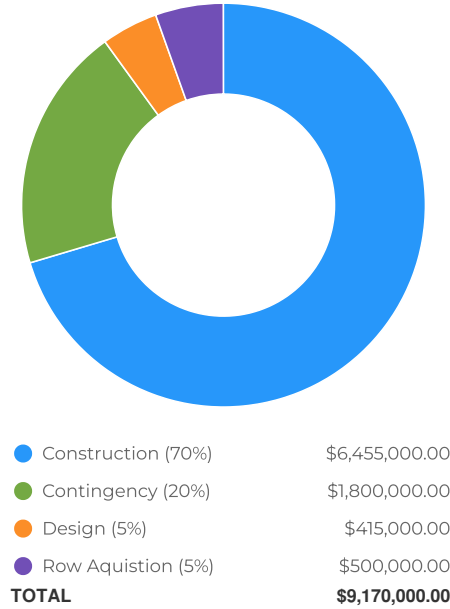
Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
\$75,000	\$865,000	\$9.17M	\$9.245M

Capital Cost by Year



Capital Cost for Budgeted Years

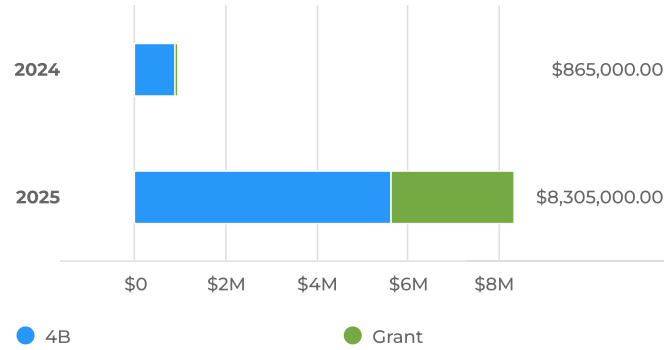


Capital Cost Breakdown				
Capital Cost	To Date	FY2024	FY2025	Total
Design	\$75,000	\$365,000	\$50,000	\$490,000
Construction			\$6,455,000	\$6,455,000
Row Aquisition		\$500,000		\$500,000
Contingency			\$1,800,000	\$1,800,000
Total	\$75,000	\$865,000	\$8,305,000	\$9,245,000

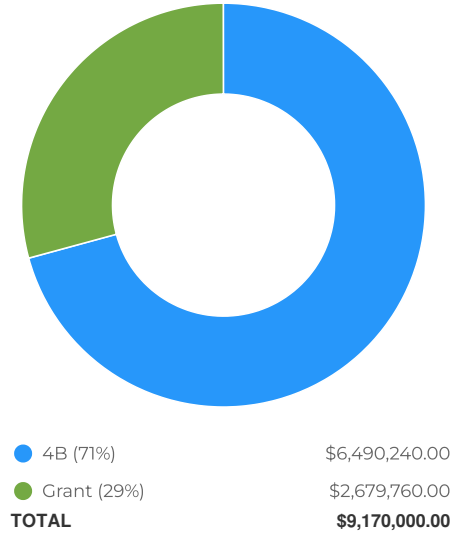
Funding Sources

FY2024 Budget **\$865,000** Total Budget (all years) **\$9.17M** Project Total **\$9.17M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Grant		\$2,679,760	\$2,679,760
4B	\$865,000	\$5,625,240	\$6,490,240
Total	\$865,000	\$8,305,000	\$9,170,000

Financial Way

Overview

Request Owner	Jimmie Campbell, Executive Administrative Assistant
Est. Start Date	03/01/2022
Est. Completion Date	05/31/2022
Department	Public Works
Type	Capital Improvement
Project Number	TR

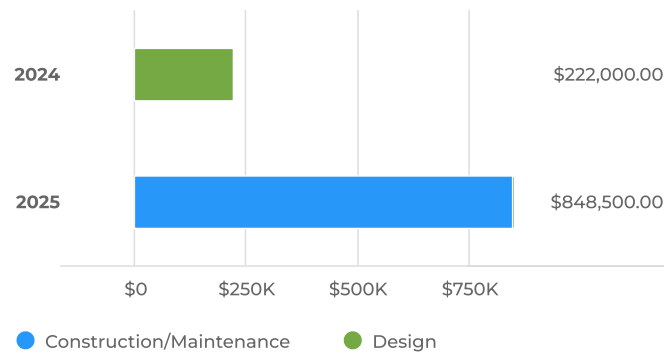
Description

This project is for the design and construction of an extension of Jackson Street to the east.

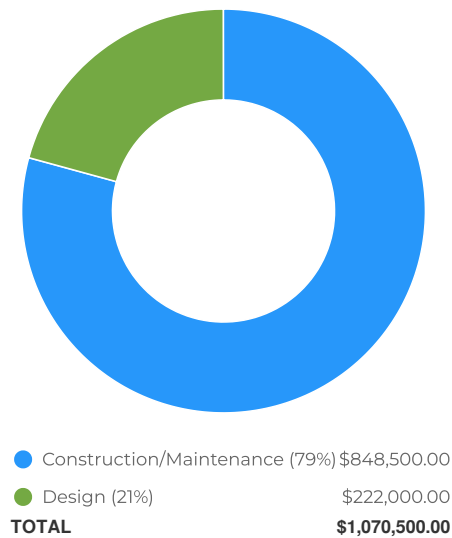
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$222,000	\$1.071M	\$1.071M

Capital Cost by Year



Capital Cost for Budgeted Years



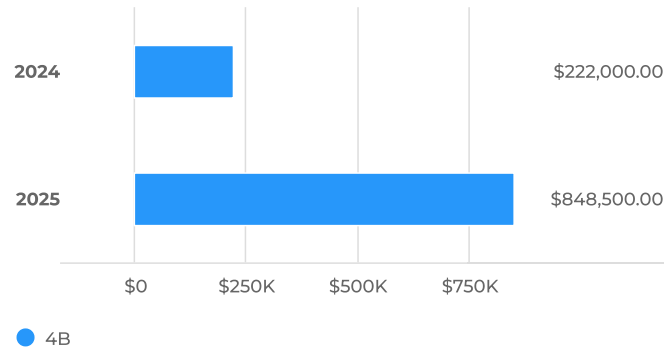
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Design	\$222,000		\$222,000
Construction/Maintenance		\$848,500	\$848,500
Total	\$222,000	\$848,500	\$1,070,500

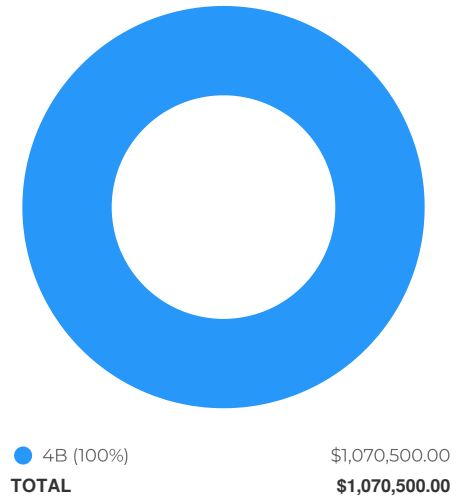
Funding Sources

FY2024 Budget **\$222,000** Total Budget (all years) **\$1.071M** Project Total **\$1.071M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
4B	\$222,000	\$848,500	\$1,070,500
Total	\$222,000	\$848,500	\$1,070,500

Gills Branch Flood Mitigation Improvements

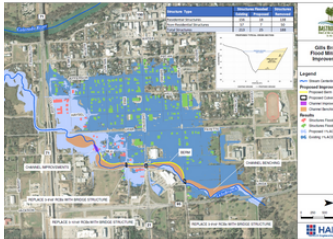
Overview

Request Owner	Tracy Waldron
Est. Start Date	12/01/2023
Est. Completion Date	12/31/2026
Department	Public Works
Type	Other

Description

This project consists, but not limited to, land acquisition, channel improvements, culvert improvements, utilities relocation and creating a series of short berms along the west creek bank to reduce flow from leaving the creek. The proposed improvements are phased beginning downstream to upstream along Gills Branch to prevent adverse impacts.

Images



Gills Branch Flood Improvements
- exhibit

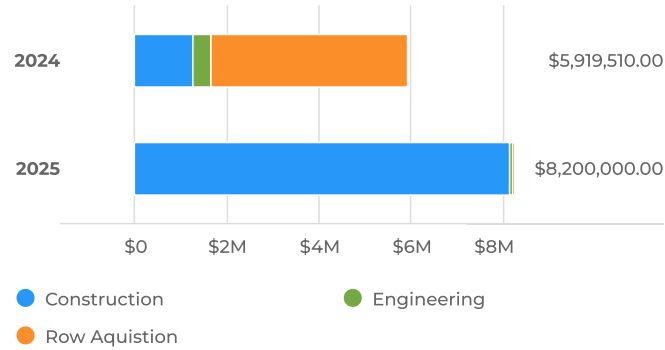
History

The Memorial Day flood of 2015 resulted in extensive property flooding and significant flooding in the historic Bastrop downtown area. During the Memorial Day floods, Gills Branch overtopped its banks just south of State Highway (SH) 95 allowing water to flow westward the downtown area, overtopping the railroad, and continuing to flow towards the Colorado River. As a result, the City has conducted hydrologic and hydraulic studies to better define the Gills Branch overflow and resulting flooding to develop a feasible solution to minimize overland flooding in the future.

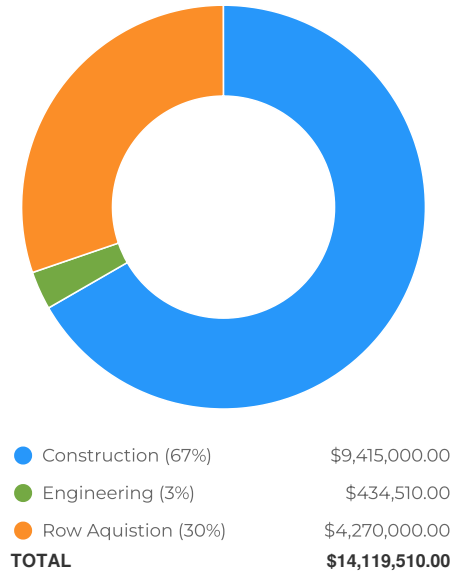
Capital Cost

FY2024 Budget **\$5,919,510** Total Budget (all years) **\$14.12M** Project Total **\$14.12M**

Capital Cost by Year



Capital Cost for Budgeted Years

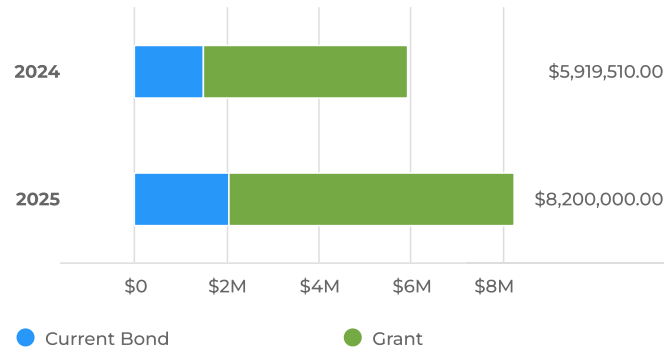


Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Engineering	\$384,510	\$50,000	\$434,510
Construction	\$1,265,000	\$8,150,000	\$9,415,000
Row Aquisition	\$4,270,000		\$4,270,000
Total	\$5,919,510	\$8,200,000	\$14,119,510

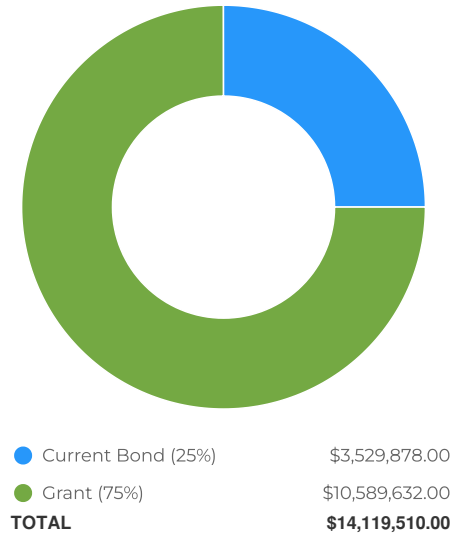
Funding Sources

FY2024 Budget **\$5,919,510** Total Budget (all years) **\$14.12M** Project Total **\$14.12M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Grant	\$4,439,632	\$6,150,000	\$10,589,632
Current Bond	\$1,479,878	\$2,050,000	\$3,529,878
Total	\$5,919,510	\$8,200,000	\$14,119,510

Intersection Improvements

Overview

Request Owner	Jimmie Campbell, Executive Administrative Assistant
Est. Start Date	01/01/2024
Est. Completion Date	09/30/2024
Department	Public Works
Request Groups	CIP
Type	Capital Improvement
Project Number	TR22XX

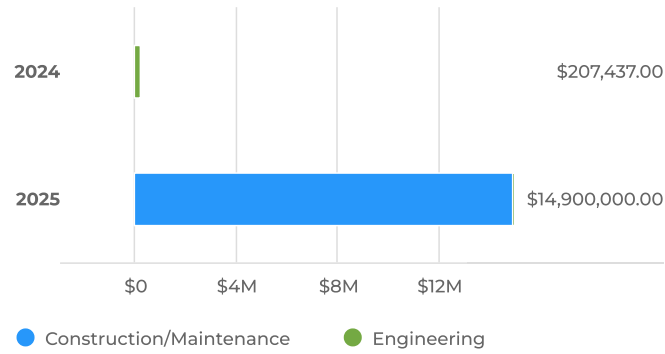
Description

A preliminary assessment has been completed. The cost for engineering the recommendations is included. We have estimated a construction cost, assuming that 50% of it could be covered by development and/or transportation impact fees. Once the engineering is complete, we will have a better construction cost estimate.

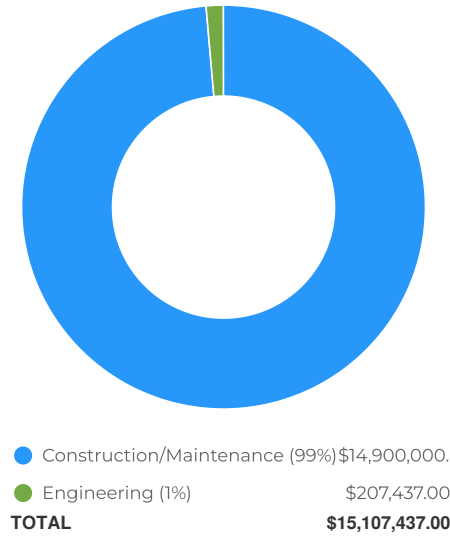
Capital Cost

FY2024 Budget **\$207,437** Total Budget (all years) **\$15.107M** Project Total **\$15.107M**

Capital Cost by Year



Capital Cost for Budgeted Years

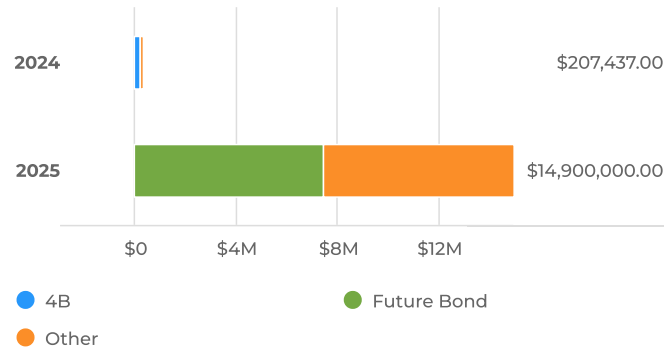


Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Engineering	\$207,437		\$207,437
Construction/Maintenance		\$14,900,000	\$14,900,000
Total	\$207,437	\$14,900,000	\$15,107,437

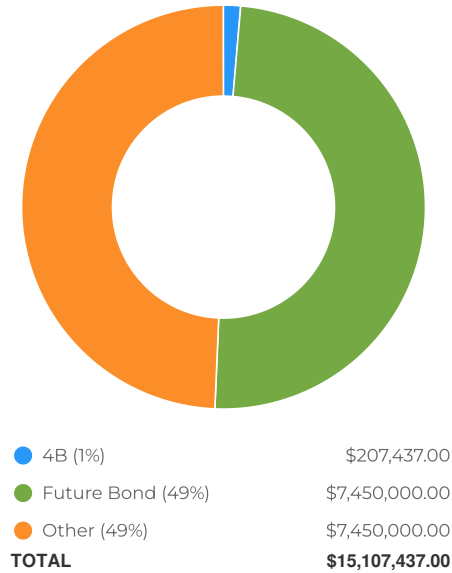
Funding Sources

FY2024 Budget **\$207,437** Total Budget (all years) **\$15.107M** Project Total **\$15.107M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Future Bond		\$7,450,000	\$7,450,000
4B	\$207,437		\$207,437
Other		\$7,450,000	\$7,450,000
Total	\$207,437	\$14,900,000	\$15,107,437

Jackson St. Extension

Overview

Request Owner	Tracy Waldron
Est. Start Date	07/01/2022
Est. Completion Date	12/31/2025
Department	Public Works
Type	Capital Improvement
Project Number	TR

Description

This project is a development of the southern portion of Bastrop Business and Industrial Park which extends Jackson St. to connect to Technology Drive.

Details

Type of Project	New Construction
-----------------	------------------

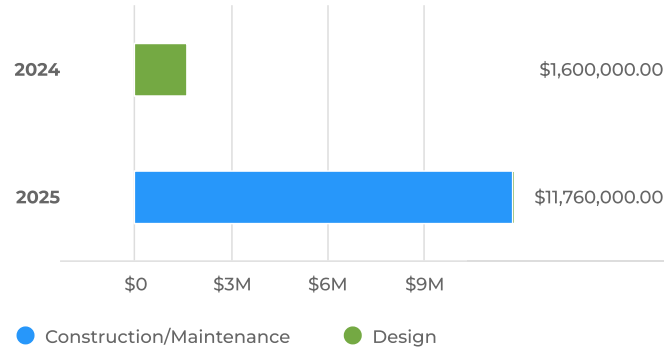
Benefit to Community

Manage Growth, Economic Vitality

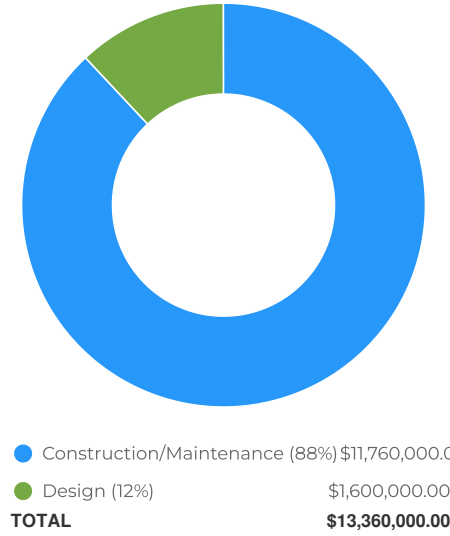
Capital Cost

FY2024 Budget **\$1,600,000** Total Budget (all years) **\$13.36M** Project Total **\$13.36M**

Capital Cost by Year



Capital Cost for Budgeted Years

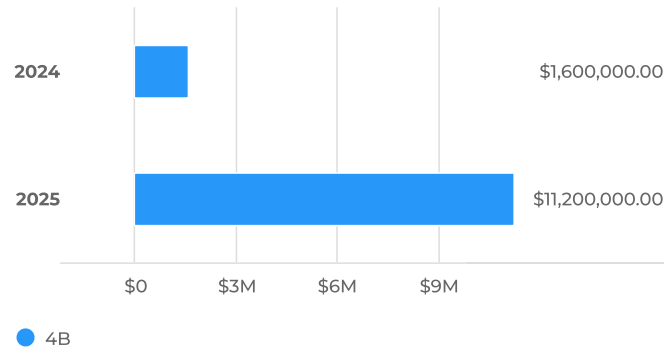


Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Design	\$1,600,000		\$1,600,000
Construction/Maintenance		\$11,760,000	\$11,760,000
Total	\$1,600,000	\$11,760,000	\$13,360,000

Funding Sources

FY2024 Budget **\$1,600,000** Total Budget (all years) **\$12.8M** Project Total **\$12.8M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
4B	\$1,600,000	\$11,200,000	\$12,800,000
Total	\$1,600,000	\$11,200,000	\$12,800,000

Old Iron Bridge Rehabilitation

Overview

Request Owner	Tracy Waldron
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.

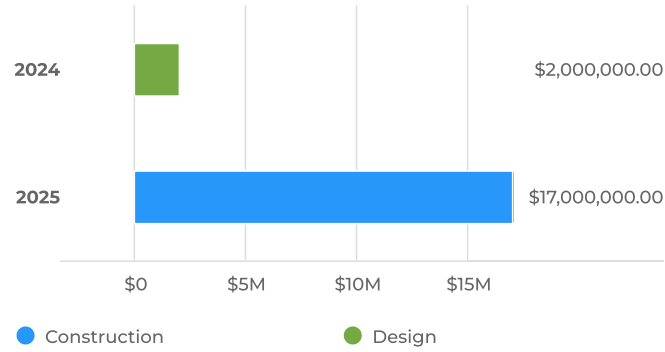
History

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.

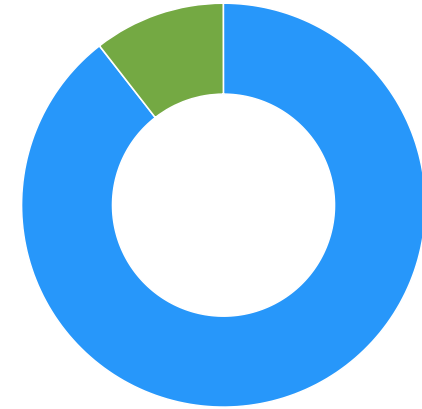
Capital Cost

FY2024 Budget **\$2,000,000** Total Budget (all years) **\$19M** Project Total **\$19M**

Capital Cost by Year



Capital Cost for Budgeted Years



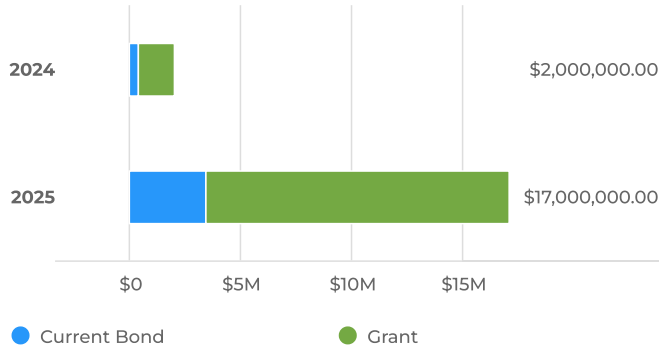
● Construction (89%) \$17,000,000.00
 ● Design (11%) \$2,000,000.00
TOTAL **\$19,000,000.00**

Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Design	\$2,000,000		\$2,000,000
Construction		\$17,000,000	\$17,000,000
Total	\$2,000,000	\$17,000,000	\$19,000,000

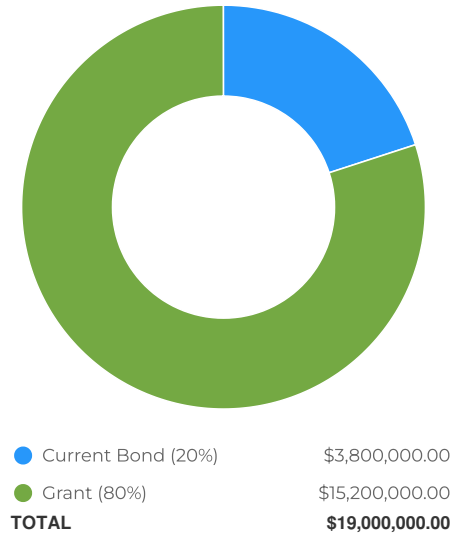
Funding Sources

FY2024 Budget **\$2,000,000** Total Budget (all years) **\$19M** Project Total **\$19M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Grant	\$1,600,000	\$13,600,000	\$15,200,000
Current Bond	\$400,000	\$3,400,000	\$3,800,000
Total	\$2,000,000	\$17,000,000	\$19,000,000

Park Improvements - Shade and Playscape Structures

Overview

Request Owner	Tracy Waldron
Est. Start Date	10/01/2021
Est. Completion Date	09/30/2026
Department	Public Works
Type	Other

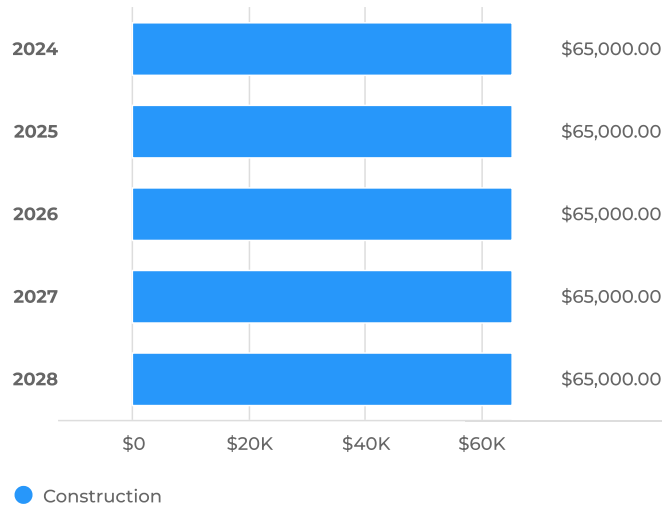
Description

Program to replace aging equipment.

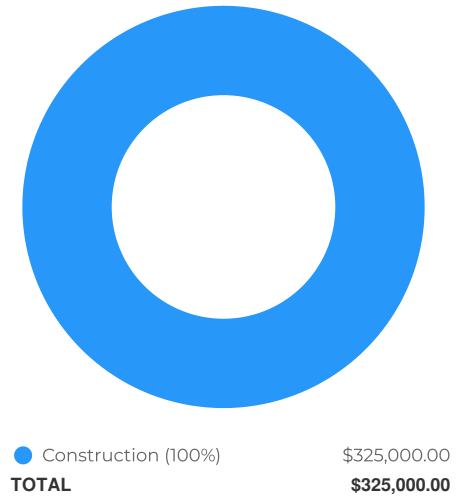
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$65,000	\$325K	\$325K

Capital Cost by Year



Capital Cost for Budgeted Years



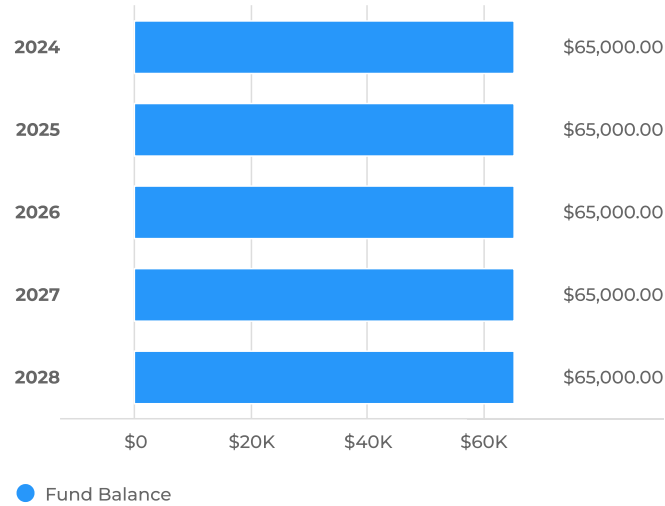
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Construction	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000
Total	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000

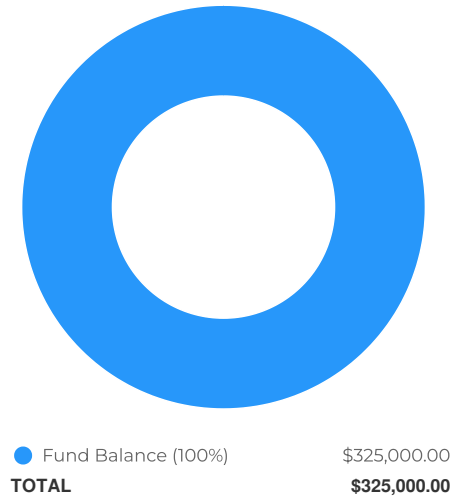
Funding Sources

FY2024 Budget **\$65,000** Total Budget (all years) **\$325K** Project Total **\$325K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown						
Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Fund Balance	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000
Total	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000

Quiet Zone

Overview

Request Owner	Jimmie Campbell, Executive Administrative Assistant
Department	Public Works
Type	Capital Improvement
Project Number	TR22XX

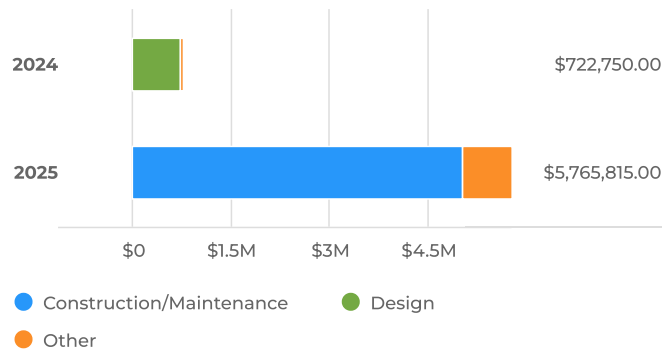
Description

We have received draft recommendations, which City staff are reviewing. The amounts are based on estimates provided by the engineer.

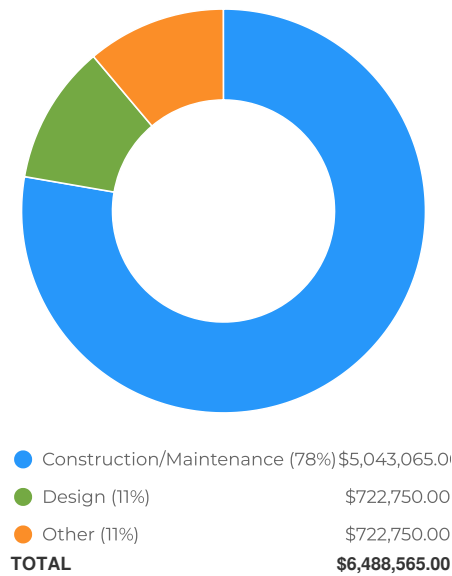
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$722,750	\$6.489M	\$6.489M

Capital Cost by Year



Capital Cost for Budgeted Years

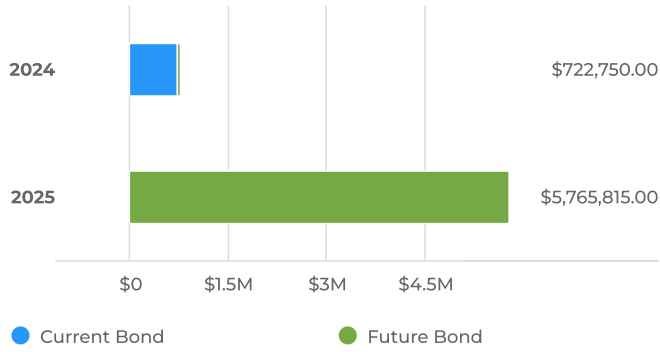


Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Design	\$722,750		\$722,750
Construction/Maintenance		\$5,043,065	\$5,043,065
Other		\$722,750	\$722,750
Total	\$722,750	\$5,765,815	\$6,488,565

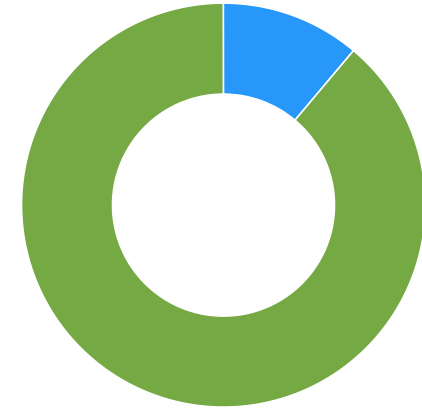
Funding Sources

FY2024 Budget **\$722,750** Total Budget (all years) **\$6.489M** Project Total **\$6.489M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Current Bond (11%) \$722,750.00
● Future Bond (89%) \$5,765,815.00
TOTAL **\$6,488,565.00**

Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Future Bond		\$5,765,815	\$5,765,815
Current Bond	\$722,750		\$722,750
Total	\$722,750	\$5,765,815	\$6,488,565

Riverbank Stabilization

Overview

Request Owner	Tracy Waldron
Est. Start Date	01/01/2023
Est. Completion Date	07/31/2024
Department	Public Works
Type	Other

Description

This project will include design and construction phases to address the erosion issues on park land, including area affecting the Old Iron Bridge. The limits of work include from Bob Bryant park, through Fisherman's Park until Hwy 71 (north side).

Images



Riverbank Stabilization - work limits

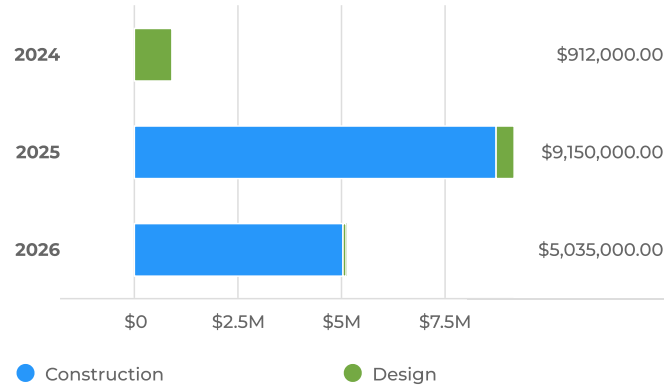
History

The Colorado River is exhibiting bank erosion at certain locations, which is aggravated everytime there is a heavy rain event. The purpose of this project is to promote bank stabilization and protect against future erosion and degradation, which is affecting park land.

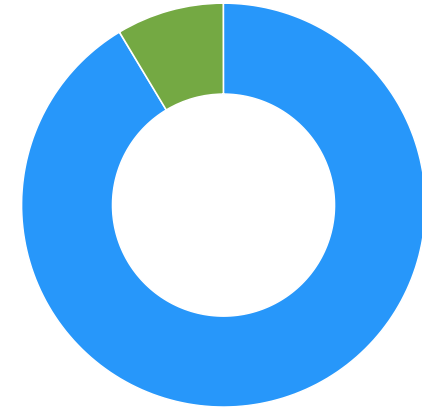
Capital Cost

FY2024 Budget **\$912,000** Total Budget (all years) **\$15.097M** Project Total **\$15.097M**

Capital Cost by Year



Capital Cost for Budgeted Years



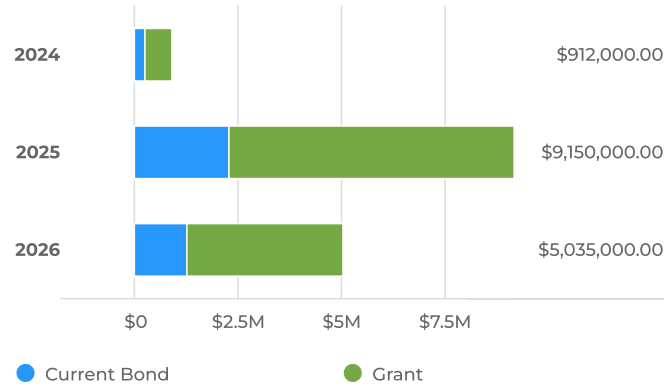
● Construction (91%) \$13,795,000.00
● Design (9%) \$1,302,000.00
TOTAL **\$15,097,000.00**

Capital Cost Breakdown					
Capital Cost	To Date	FY2024	FY2025	FY2026	Total
Design	\$0	\$912,000	\$390,000		\$1,302,000
Construction			\$8,760,000	\$5,035,000	\$13,795,000
Total	\$0	\$912,000	\$9,150,000	\$5,035,000	\$15,097,000

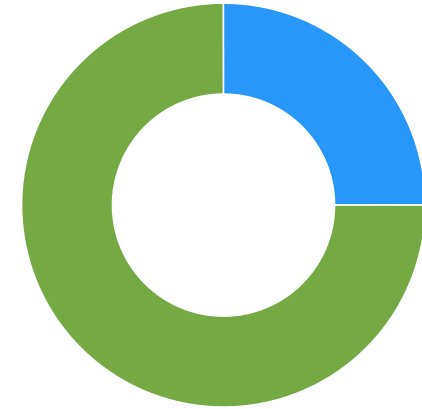
Funding Sources

FY2024 Budget **\$912,000** Total Budget (all years) **\$15.097M** Project Total **\$15.097M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Current Bond (25%)	\$3,774,250.00
● Grant (75%)	\$11,322,750.00
TOTAL	\$15,097,000.00

Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
Grant	\$684,000	\$6,862,500	\$3,776,250	\$11,322,750
Current Bond	\$228,000	\$2,287,500	\$1,258,750	\$3,774,250
Total	\$912,000	\$9,150,000	\$5,035,000	\$15,097,000

South St to Lovers Lane Improvements

Overview

Request Owner	Tracy Waldron
Est. Start Date	07/01/2023
Est. Completion Date	05/31/2026
Department	Public Works
Type	Capital Improvement
Project Number	TR22XX

Description

This project consists of extending South Street to Lovers Lane. The Engineer will do a preliminary engineering and provide recommendations on road alignment, permitting, land/ROW acquisition necessary, etc.

Details

Type of Project	New Construction
-----------------	------------------

Benefit to Community

Manage Growth

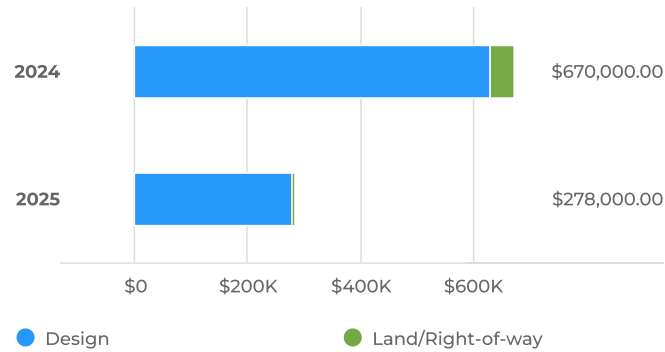
Additional description and history

This project, once completed, will provide another connection to HWY71 and 95, to residents in Tahitian, and also businesses at the Business Park and its vicinity.

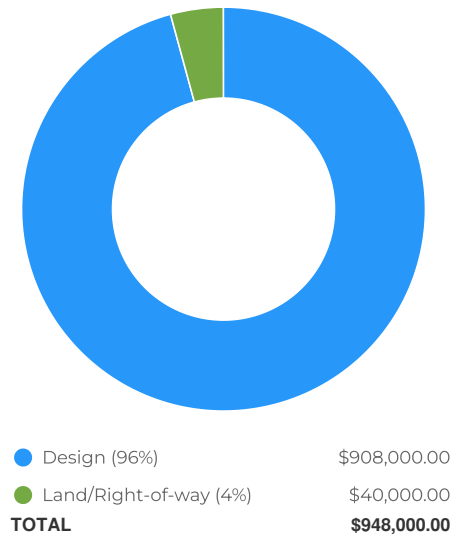
Capital Cost

Total To Date **\$150,000** FY2024 Budget **\$670,000** Total Budget (all years) **\$948K** Project Total **\$1.098M**

Capital Cost by Year



Capital Cost for Budgeted Years

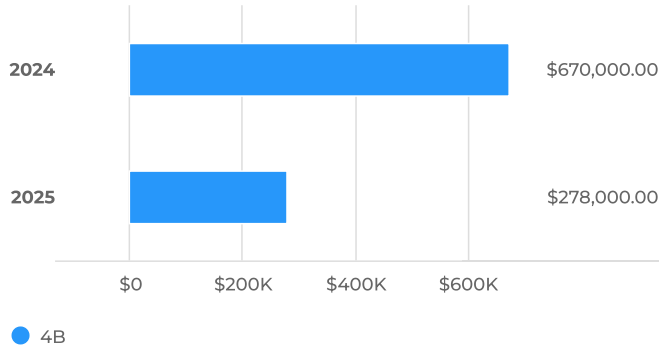


Capital Cost Breakdown				
Capital Cost	To Date	FY2024	FY2025	Total
Design	\$150,000	\$630,000	\$278,000	\$1,058,000
Land/Right-of-way		\$40,000		\$40,000
Total	\$150,000	\$670,000	\$278,000	\$1,098,000

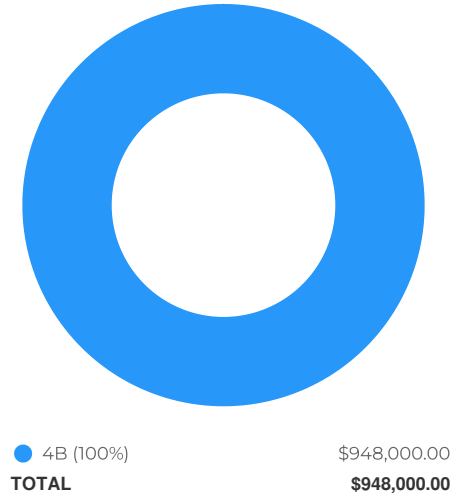
Funding Sources

Total To Date **\$150,000** FY2024 Budget **\$670,000** Total Budget (all years) **\$948K** Project Total **\$1.098M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	To Date	FY2024	FY2025	Total
4B	\$150,000	\$670,000	\$278,000	\$1,098,000
Total	\$150,000	\$670,000	\$278,000	\$1,098,000

Street Reconstruction Program

Overview

Request Owner	Tracy Waldron
Est. Start Date	10/16/2023
Est. Completion Date	11/18/2024
Department	Public Works
Type	Capital Improvement
Project Number	TR-23XX

Description

This program consists in complete reconstruction of the streets 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. This is a bi-annual program: it will be designed in one year, and constructed the next. No estimates at this time.

Details

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

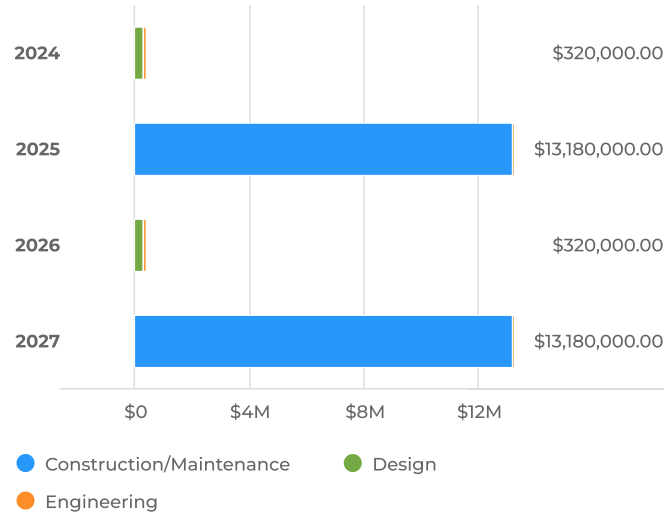
Benefit to Community

Community Safety

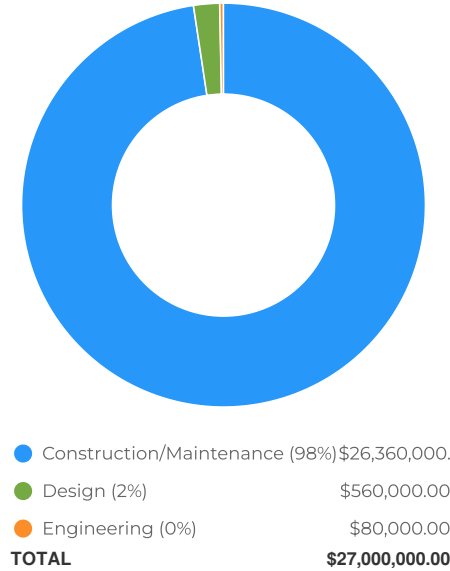
Capital Cost

FY2024 Budget **\$320,000** Total Budget (all years) **\$27M** Project Total **\$27M**

Capital Cost by Year



Capital Cost for Budgeted Years

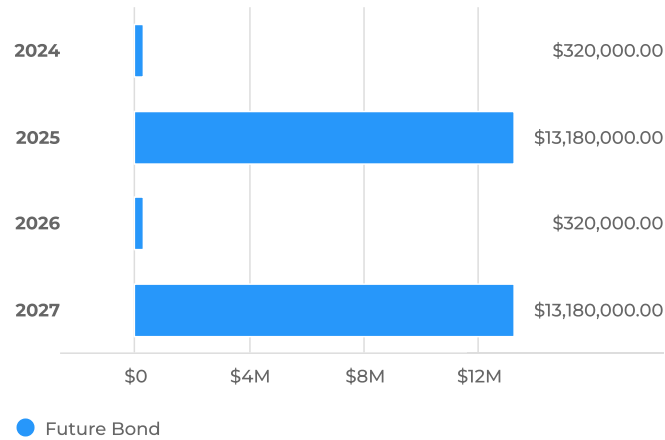


Capital Cost Breakdown					
Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
Design	\$280,000		\$280,000		\$560,000
Engineering	\$40,000		\$40,000		\$80,000
Construction/Maintenance		\$13,180,000		\$13,180,000	\$26,360,000
Total	\$320,000	\$13,180,000	\$320,000	\$13,180,000	\$27,000,000

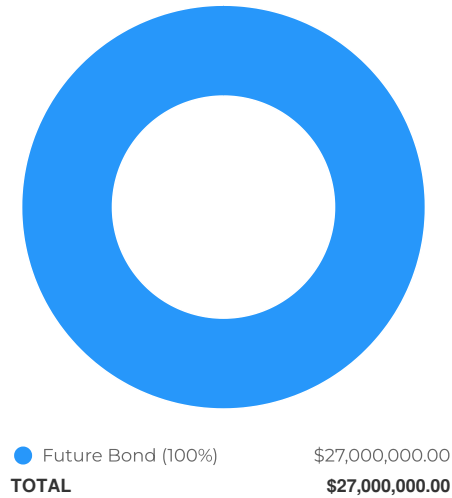
Funding Sources

FY2024 Budget **\$320,000** Total Budget (all years) **\$27M** Project Total **\$27M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown					
Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
Future Bond	\$320,000	\$13,180,000	\$320,000	\$13,180,000	\$27,000,000
Total	\$320,000	\$13,180,000	\$320,000	\$13,180,000	\$27,000,000

Street Rehabilitation Program

Overview

Request Owner	Tracy Waldron
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, Linden and Water Street.

Details

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

Benefit to Community

Community Safety

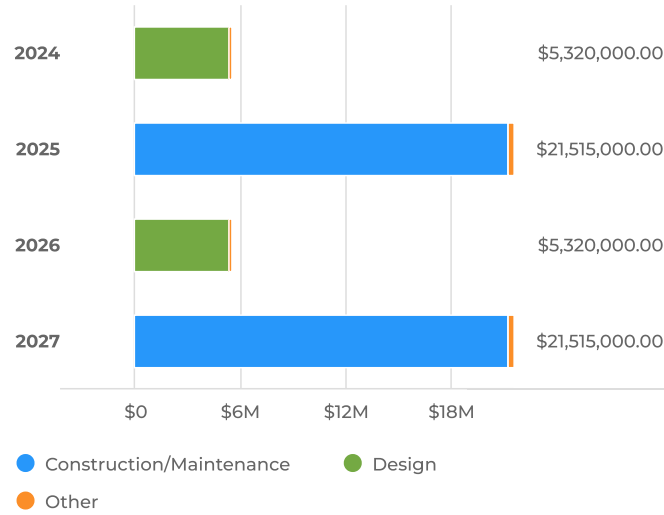
Additional description and history

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.

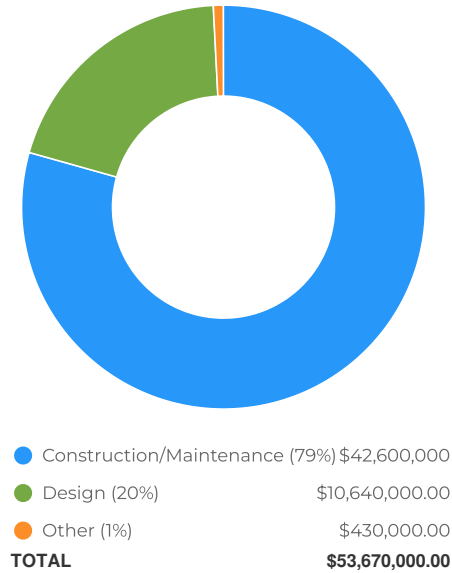
Capital Cost

Total To Date **\$43,315** FY2024 Budget **\$5,320,000** Total Budget (all years) **\$53.67M** Project Total **\$53.713M**

Capital Cost by Year



Capital Cost for Budgeted Years

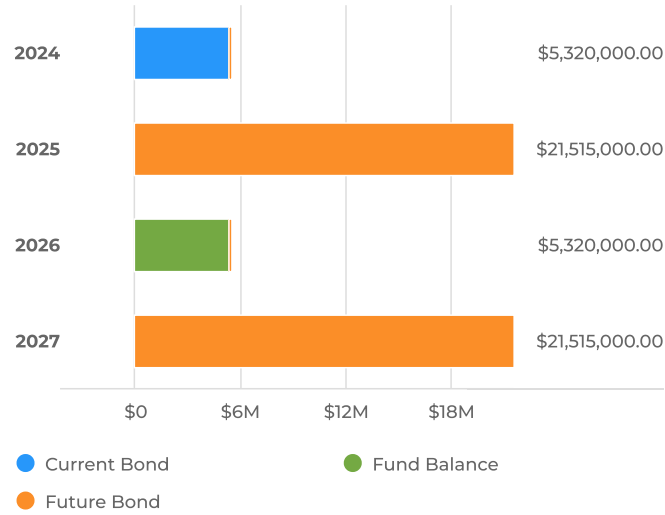


Capital Cost Breakdown						
Capital Cost	To Date	FY2024	FY2025	FY2026	FY2027	Total
Planning	\$43,315					\$43,315
Design		\$5,320,000		\$5,320,000		\$10,640,000
Construction/Maintenance			\$21,300,000		\$21,300,000	\$42,600,000
Other			\$215,000		\$215,000	\$430,000
Total	\$43,315	\$5,320,000	\$21,515,000	\$5,320,000	\$21,515,000	\$53,713,315

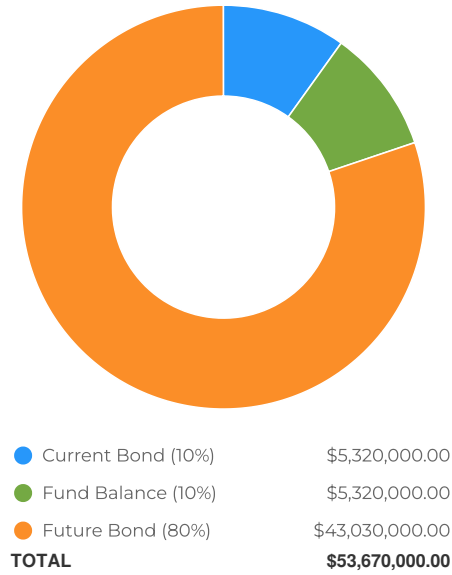
Funding Sources

FY2024 Budget **\$5,320,000** Total Budget (all years) **\$53.67M** Project Total **\$53.67M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown					
Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
Fund Balance			\$5,320,000		\$5,320,000
Future Bond		\$21,515,000		\$21,515,000	\$43,030,000
Current Bond	\$5,320,000				\$5,320,000
Total	\$5,320,000	\$21,515,000	\$5,320,000	\$21,515,000	\$53,670,000

RECREATION REQUESTS

Bastrop Recreation Center

Overview

Request Owner	Jimmie Campbell, Executive Administrative Assistant
Department	Recreation
Request Groups	CIP
Type	Capital Improvement
Project Number	MU-XXXX

Description

This project consists of finding a location for a new recreation center, land acquisition, and designing and building of the recreation center. No costs have been developed.

Additional description and history

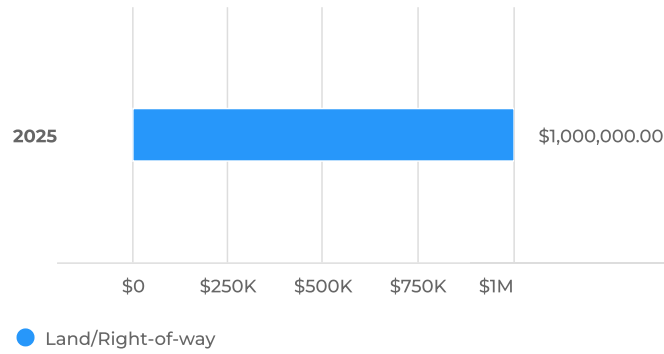
According to the current study of the Parks and Recreation Master Plan, which is still in progress, a recreation center with a pool as part of the facility was the top selection on the survey developed in 2023 that included City and ETJ residents.

Capital Cost

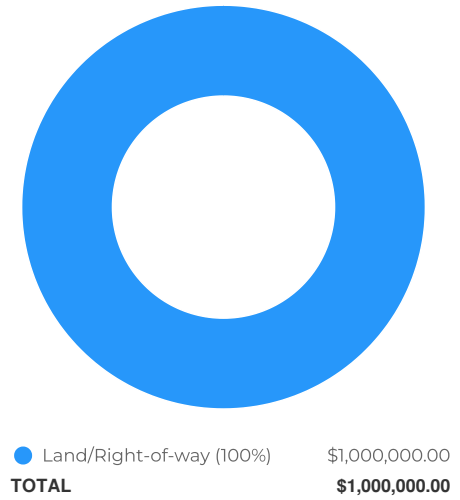
Total Budget (all years)
\$1M

Project Total
\$1M

Capital Cost by Year



Capital Cost for Budgeted Years



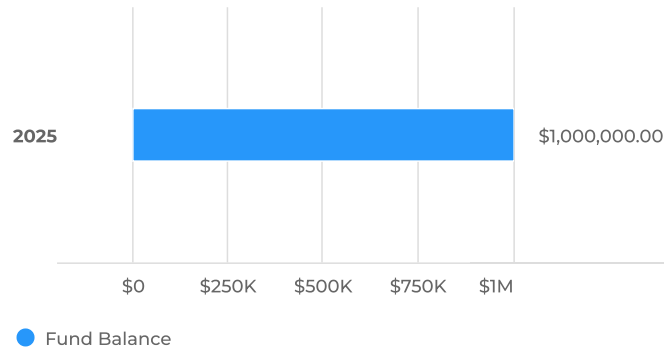
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Land/Right-of-way	\$1,000,000	\$1,000,000
Total	\$1,000,000	\$1,000,000

Funding Sources

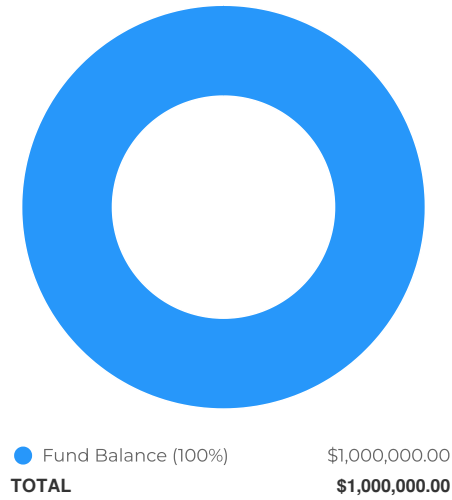
Total Budget (all years)
\$1M

Project Total
\$1M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
Fund Balance	\$1,000,000	\$1,000,000
Total	\$1,000,000	\$1,000,000

WASTEWATER CIF REQUESTS

Manhole Replacements

Overview

Request Owner	Tracy Waldron
Est. Start Date	01/02/2023
Est. Completion Date	04/01/2023
Department	Wastewater CIF
Type	Capital Improvement

Description

Replacement of nine wastewater manholes, totaling approximately 115 vertical feet. Split funding between FY 2023 and FY 2024.

Focus Area:

Community safety

Scope:

Upon funding, City staff will develop and publish a Request for Proposal for the replacement of nine wastewater manholes. The scope will be intended to be 'turnkey', and will include all labor and materials for the excavation, removal/disposal of waste, installation, backfill, and testing of the new manholes. An alternate bid item will be listed to coat the new manholes with epoxy resin to extend their service life.

Justification:

The manholes associated with this project collect the wastewater flow from Mauna Loa Lift Station, which obtains the majority of its inflow from WCID #2/Tahitian Village. The close proximity of the manholes to the lift station has caused the manholes to deteriorate, posing increased risks of structural failure, infiltration, inflow, and exfiltration.

Project Goals & Objectives:

Preservation of public health and safety, environmental stewardship, and a reduction of inflow/infiltration to the wastewater collection and treatment systems.

Images



Project Map

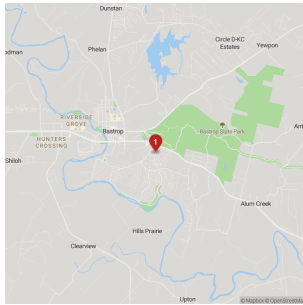


Existing Manhole Example

Details

Type of Project Improvement

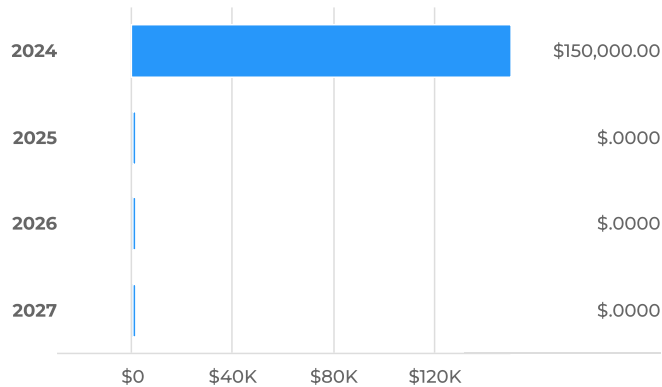
Location



Capital Cost

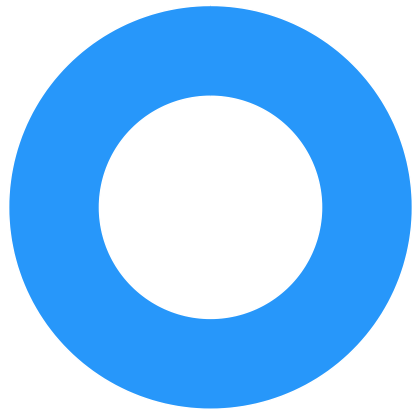
FY2024 Budget **\$150,000** Total Budget (all years) **\$150K** Project Total **\$150K**

Capital Cost by Year



● Other

Capital Cost for Budgeted Years



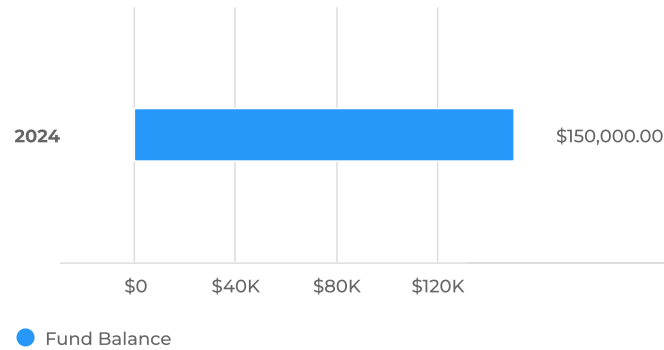
● Other (100%) \$150,000.00
TOTAL \$150,000.00

Capital Cost Breakdown					
Capital Cost	FY2024	FY2025	FY2026	FY2027	Total
Other	\$150,000	\$0	\$0	\$0	\$150,000
Total	\$150,000	\$0	\$0	\$0	\$150,000

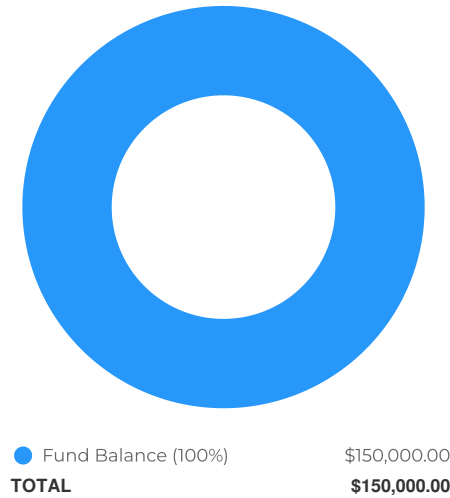
Funding Sources

FY2024 Budget **\$150,000** Total Budget (all years) **\$150K** Project Total **\$150K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Fund Balance	\$150,000	\$150,000
Total	\$150,000	\$150,000

WWTP#3 - Phase II

Overview

Request Owner	Tracy Waldron
Est. Start Date	03/01/2023
Est. Completion Date	04/01/2027
Department	Wastewater CIF
Type	Capital Improvement
Project Number	WW24XX

Description

This project consists of expansion of the existing WWTP#3. This project has started with a PER that will determine the expansion capacity needed to accommodate growth.

Details

Type of Project	New Construction
-----------------	------------------

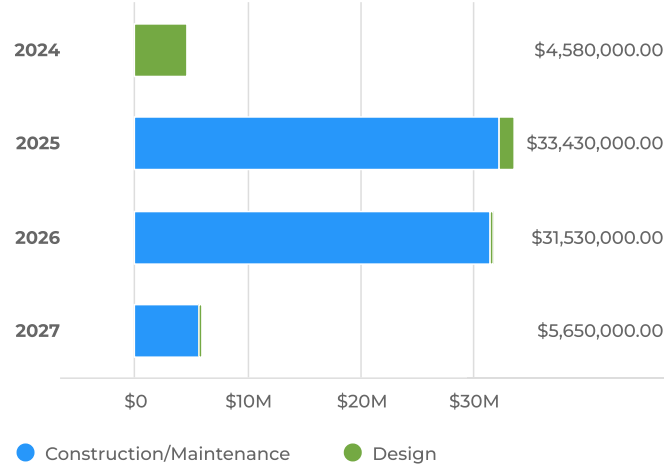
Additional description and history

The existing WWTP#3 Phase I is being constructed with a permitted average daily discharge of 2MGD. Chapter 217 of the Texas Administrative code requires the design for a new WWTP to begin when the existing plant reaches 75% of capacity, and construction of a new plant to begin at 90% of existing plant capacity. Based upon review of the plant's current wastewater flows, projected growth within the CCity and within the City's wastewater CCN, it is anticipated that the WWTP#3 could exceed the 75% regulatory design threshold by 2024.

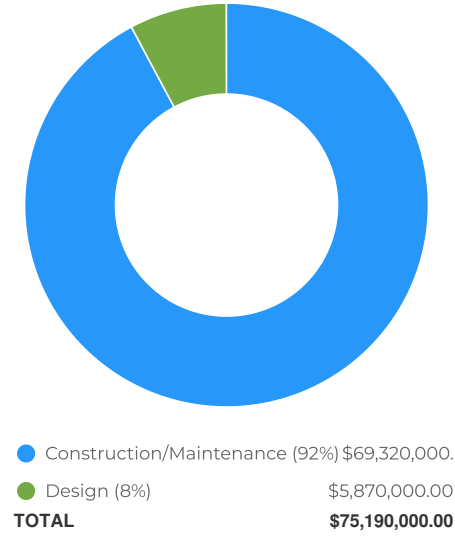
Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
\$371,118	\$4,580,000	\$75.19M	\$75.561M

Capital Cost by Year



Capital Cost for Budgeted Years

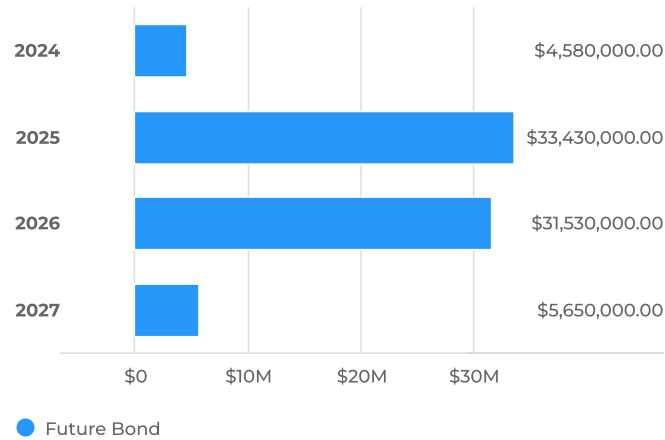


Capital Cost Breakdown						
Capital Cost	To Date	FY2024	FY2025	FY2026	FY2027	Total
Design	\$371,118	\$4,580,000	\$1,130,000	\$130,000	\$30,000	\$6,241,118
Construction/Maintenance			\$32,300,000	\$31,400,000	\$5,620,000	\$69,320,000
Total	\$371,118	\$4,580,000	\$33,430,000	\$31,530,000	\$5,650,000	\$75,561,118

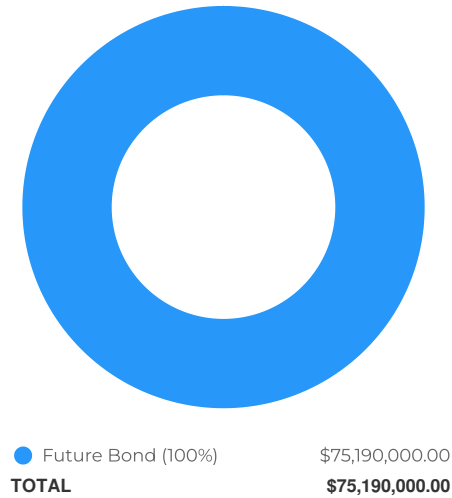
Funding Sources

FY2024 Budget **\$4,580,000** Total Budget (all years) **\$75.19M** Project Total **\$75.19M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown					
Funding Sources	FY2024	FY2025	FY2026	FY2027	Total
Future Bond	\$4,580,000	\$33,430,000	\$31,530,000	\$5,650,000	\$75,190,000
Total	\$4,580,000	\$33,430,000	\$31,530,000	\$5,650,000	\$75,190,000

WATER CIF REQUESTS

1 MG Blakey Elevated Storage Tank East of FM969

Overview

Request Owner	Tracy Waldron
Est. Start Date	01/09/2023
Est. Completion Date	05/30/2025
Department	Water CIF
Type	Capital Improvement
Project Number	WA21XX

Description

This project consists of designing and constructing a new 1MG elevated storage tank east of the FM969 that will serve customers in Pressure Zone 1, once boundary change has taken place.

Details

Type of Project	New Construction
-----------------	------------------

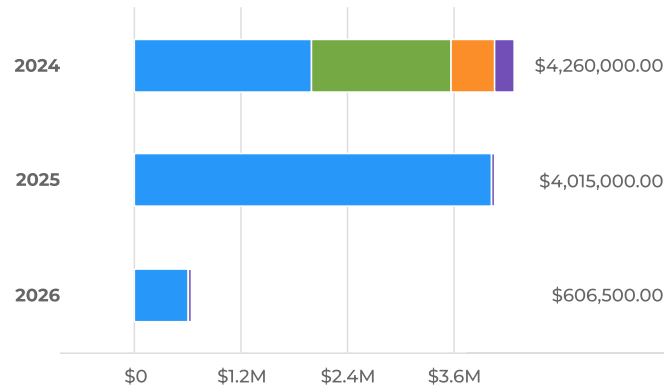
Additional description and history

The new tank will be constructed at the southeast corner of Blakey Lane and FM 969 with an overflow elevation of 530 feet. The tank will serve customers in Pressure Zone 1, once the proposed Pressure Zone 1 boundary change has taken place.

Capital Cost

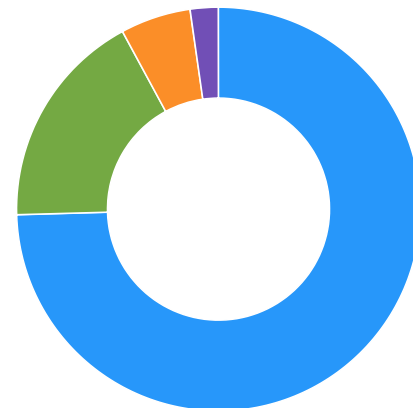
FY2024 Budget **\$4,260,000** Total Budget (all years) **\$8.882M** Project Total **\$8.882M**

Capital Cost by Year



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

Capital Cost for Budgeted Years



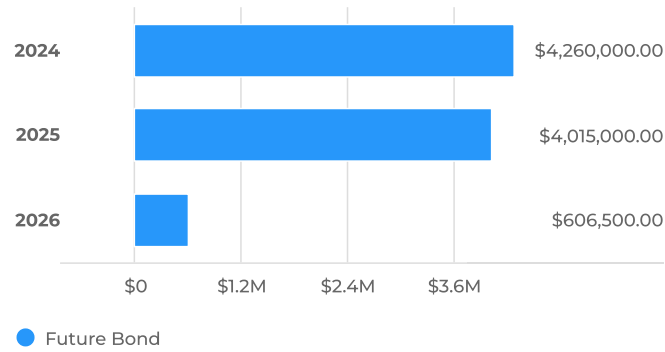
- Construction/Maintenance (75%) \$6,621,500.00
- Design (18%) \$1,560,000.00
- Land/Right-of-way (6%) \$500,000.00
- Other (2%) \$200,000.00
- TOTAL \$8,881,500.00**

Capital Cost Breakdown				
Capital Cost	FY2024	FY2025	FY2026	Total
Design	\$1,560,000			\$1,560,000
Land/Right-of-way	\$500,000			\$500,000
Construction/Maintenance	\$2,000,000	\$4,015,000	\$606,500	\$6,621,500
Other	\$200,000			\$200,000
Total	\$4,260,000	\$4,015,000	\$606,500	\$8,881,500

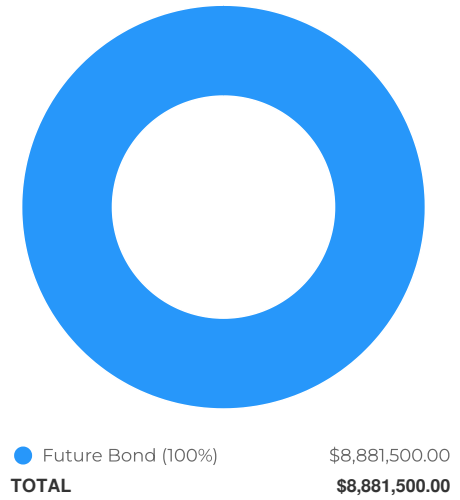
Funding Sources

FY2024 Budget **\$4,260,000** Total Budget (all years) **\$8.882M** Project Total **\$8.882M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
Future Bond	\$4,260,000	\$4,015,000	\$606,500	\$8,881,500
Total	\$4,260,000	\$4,015,000	\$606,500	\$8,881,500

IMG EST - West of FM 969

Overview

Request Owner	Jimmie Campbell, Executive Administrative Assistant
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2026
Department	Water CIF
Request Groups	CIP
Type	Capital Improvement
Project Number	WA21XX

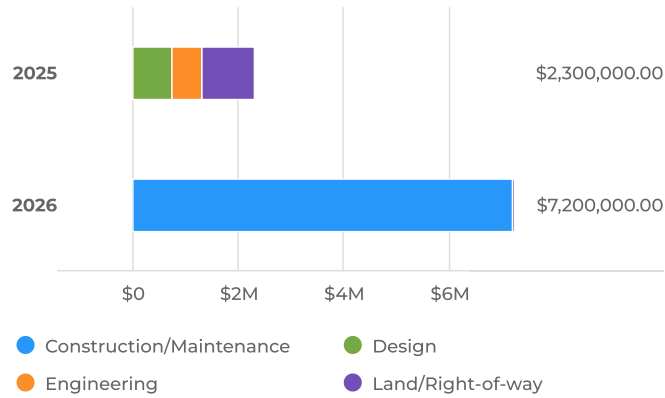
Description

TBD

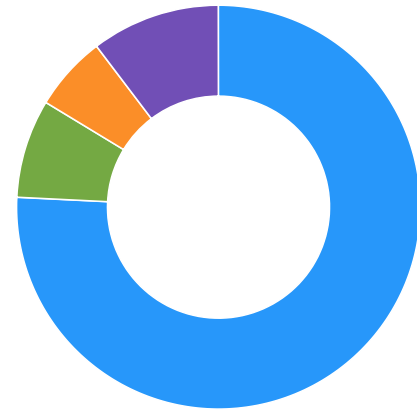
Capital Cost

Total Budget (all years) **\$9.5M** Project Total **\$9.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



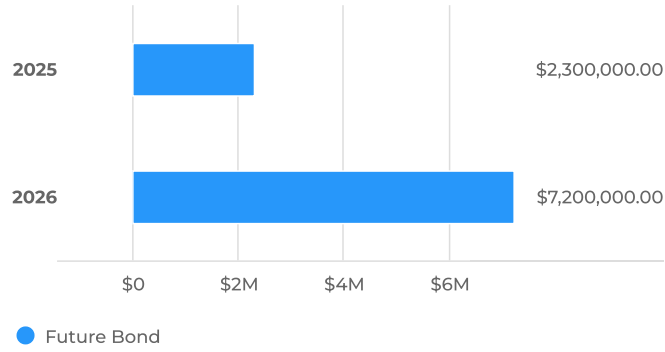
Construction/Maintenance (76%)	\$7,200,000.00
Design (8%)	\$750,000.00
Engineering (6%)	\$570,000.00
Land/Right-of-way (10%)	\$980,000.00
TOTAL	\$9,500,000.00

Capital Cost Breakdown			
Capital Cost	FY2025	FY2026	Total
Design	\$750,000		\$750,000
Engineering	\$570,000		\$570,000
Land/Right-of-way	\$980,000		\$980,000
Construction/Maintenance		\$7,200,000	\$7,200,000
Total	\$2,300,000	\$7,200,000	\$9,500,000

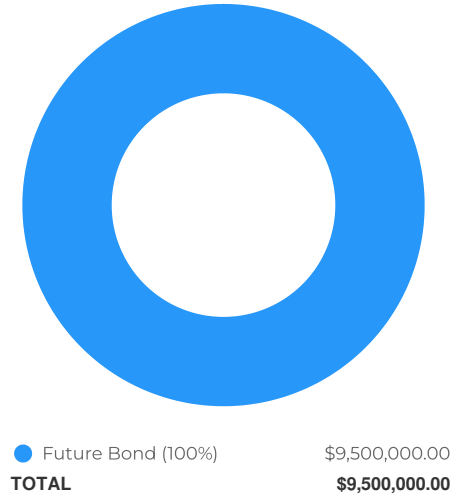
Funding Sources

Total Budget (all years) **\$9.5M** Project Total **\$9.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2025	FY2026	Total
Future Bond	\$2,300,000	\$7,200,000	\$9,500,000
Total	\$2,300,000	\$7,200,000	\$9,500,000

Cap Alluvial Wells at Fisherman's Park

Overview

Request Owner	Tracy Waldron
Est. Start Date	12/01/2024
Est. Completion Date	06/30/2025
Department	Water CIF
Type	Capital Improvement
Project Number	WA-

Description

Cap the wells when the Simsboro wells are in operation.

Details

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

Additional description and history

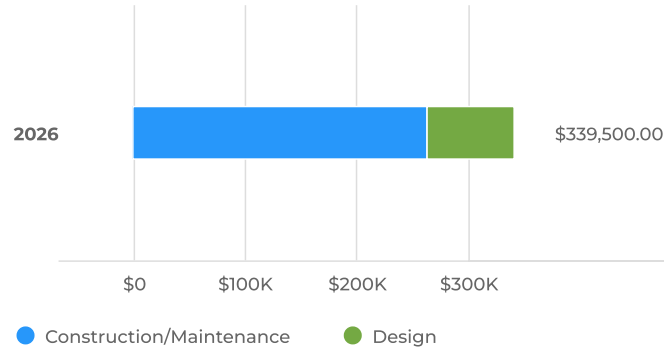
The City will need to cap the existing alluvial wells at Fisherman's Park once the new Simsboro wells are in production and plant is completed as part of a requirement from the Lost Pines Groundwater District.

Capital Cost

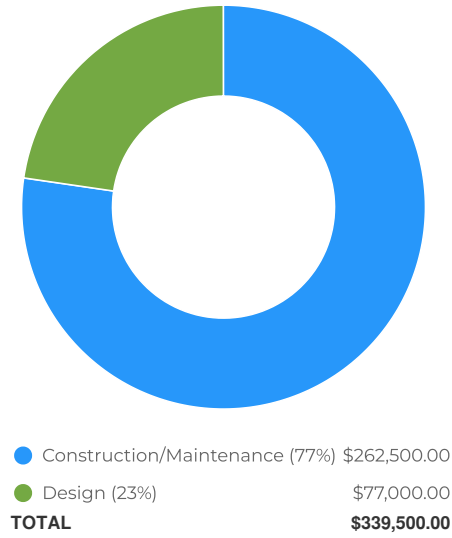
Total Budget (all years)
\$339.5K

Project Total
\$339.5K

Capital Cost by Year



Capital Cost for Budgeted Years



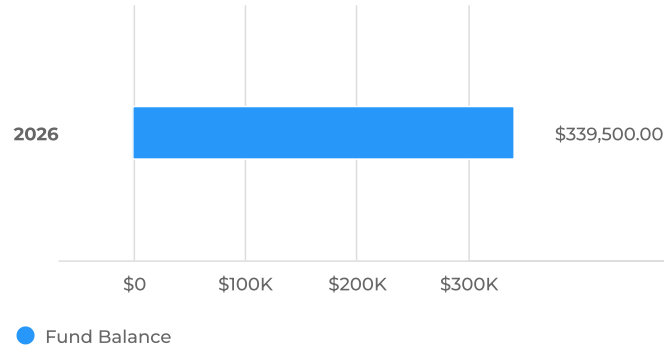
Capital Cost Breakdown		
Capital Cost	FY2026	Total
Design	\$77,000	\$77,000
Construction/Maintenance	\$262,500	\$262,500
Total	\$339,500	\$339,500

Funding Sources

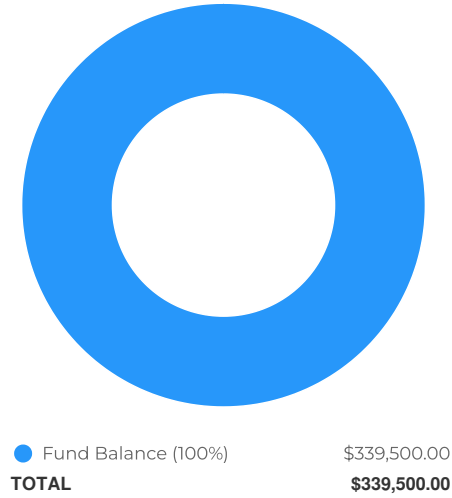
Total Budget (all years)
\$339.5K

Project Total
\$339.5K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2026	Total
Fund Balance	\$339,500	\$339,500
Total	\$339,500	\$339,500

Pine St Water Main Improvements

Overview

Request Owner	Tracy Waldron
Est. Start Date	01/01/2025
Est. Completion Date	12/18/2026
Department	Water CIF
Type	Other

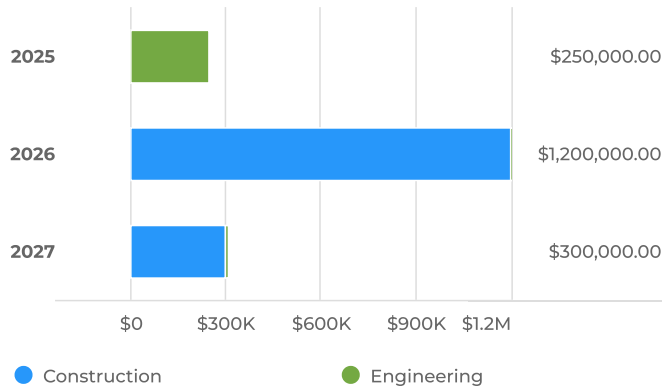
Description

Limits of work are from Pecan St. to Hwy 95. This project is a full rehabilitation to include street, drainage, sewer, water, and sidewalks. FY 2023 is for design of water line replacement.

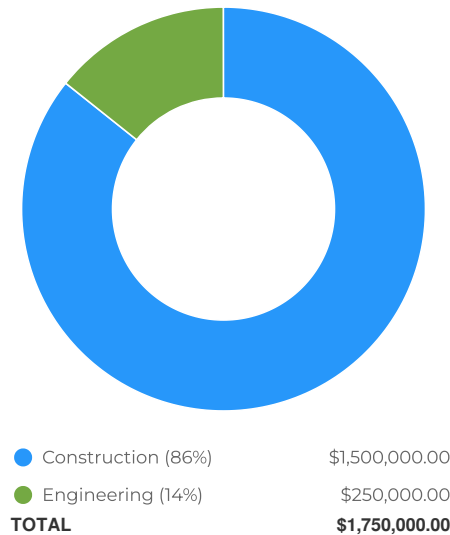
Capital Cost

Total Budget (all years)	Project Total
\$1.75M	\$1.75M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

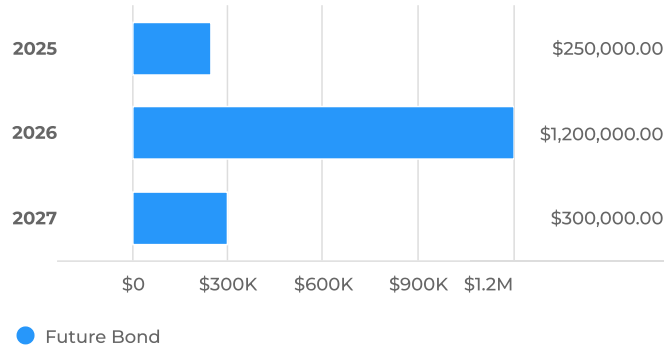
Capital Cost	FY2025	FY2026	FY2027	Total
Engineering	\$250,000			\$250,000
Construction		\$1,200,000	\$300,000	\$1,500,000
Total	\$250,000	\$1,200,000	\$300,000	\$1,750,000

Funding Sources

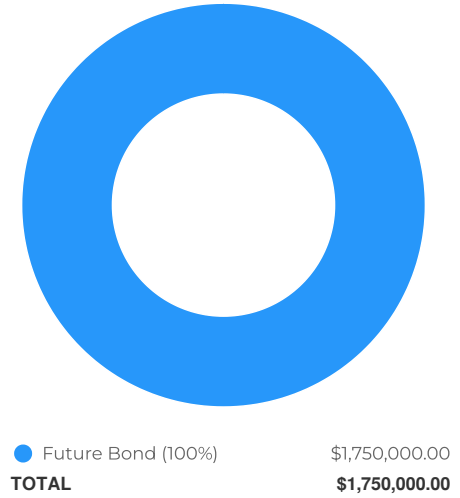
Total Budget (all years)
\$1.75M

Project Total
\$1.75M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2025	FY2026	FY2027	Total
Future Bond	\$250,000	\$1,200,000	\$300,000	\$1,750,000
Total	\$250,000	\$1,200,000	\$300,000	\$1,750,000

Riverwood Water Main Replacement - Phase II

Overview

Request Owner	Tracy Waldron
Est. Start Date	12/01/2023
Est. Completion Date	08/31/2025
Department	Water CIF
Type	Capital Improvement

Description

This project consists of replacing and upsizing approximately 3000 LF of waterlines on Riverwood Drive and Reids Bend, and its appurtenances, laterals and hydrants.

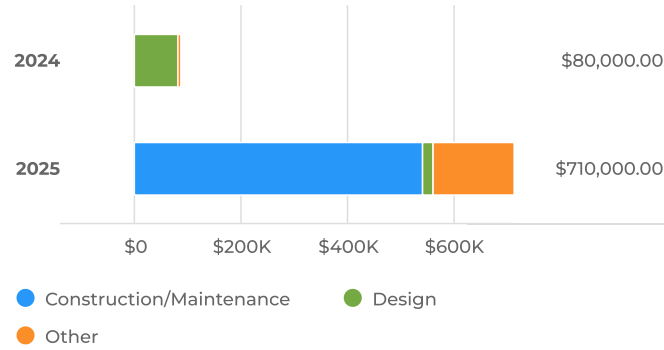
Additional description and history

The water lines in this area are in need of rehabilitation due to aging and deterioration. The city applied for a Community Development Block Grant (CDBG) grant, which was awarded in April, 2022. Because the grant will only cover a section of the work limits, the City decided to construct this project in two phases. The first phase, which includes approximately 4,000 LFT of waterlines, is currently in construction, and includes Riverwood Dr. and Al Jones. The existing water lines range from 2"-4" in size and are located in the ETJ, but are part of the city's water system. The city applied for a Community Development Block Grant (CDBG) grant for the second phase of the project in May, 2023 and is waiting for a response.

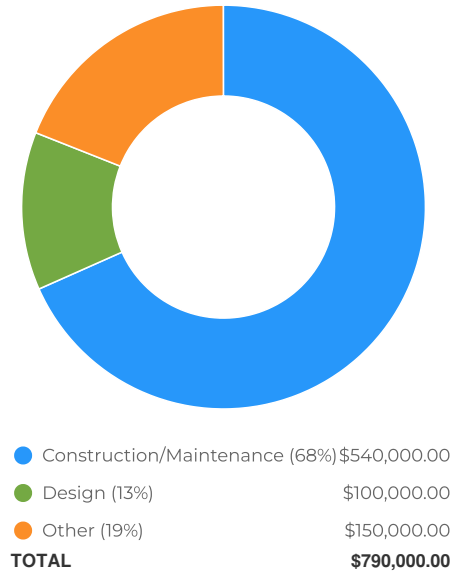
Capital Cost

FY2024 Budget **\$80,000** Total Budget (all years) **\$790K** Project Total **\$790K**

Capital Cost by Year



Capital Cost for Budgeted Years

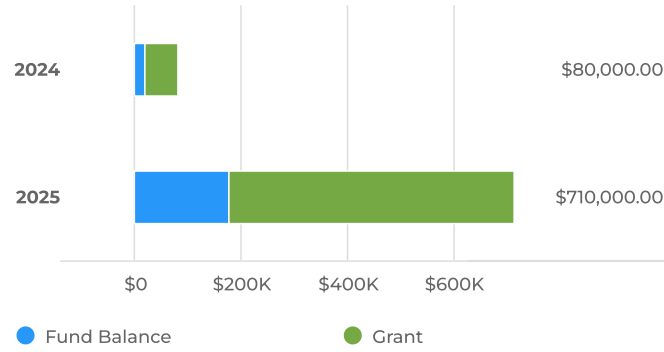


Capital Cost Breakdown			
Capital Cost	FY2024	FY2025	Total
Design	\$80,000	\$20,000	\$100,000
Construction/Maintenance		\$540,000	\$540,000
Other		\$150,000	\$150,000
Total	\$80,000	\$710,000	\$790,000

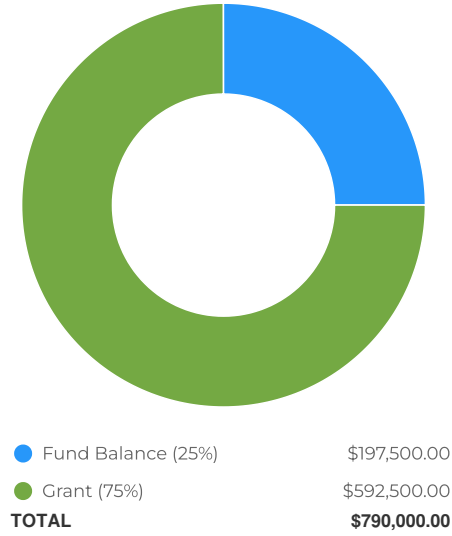
Funding Sources

FY2024 Budget **\$80,000** Total Budget (all years) **\$790K** Project Total **\$790K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
Fund Balance	\$20,000	\$177,500	\$197,500
Grant	\$60,000	\$532,500	\$592,500
Total	\$80,000	\$710,000	\$790,000

Willow Water Treatment Plant Improvements - Phase I

Overview

Request Owner	Tracy Waldron
Est. Start Date	06/01/2024
Est. Completion Date	10/31/2026
Department	Water CIF
Type	Other

Description

Includes the design (both GSTs) and construction of: a new 1.25 MG GST, demolition of the existing GST, and expansion of the Pump Station (PS). The existing tanks are 0.5 MG each. Willow Zone 1 PS have 2.1 MGD Firm Capacity, and will be expanded to 4.2 MGD Firm Capacity.

History

The existing GSTs are in poor condition and have reached the end of their useful life according to an assessment completed in 2020. In addition, the Water Master Plan completed in 2022 recommended improvements at the Willow WTP site to accommodate increased flows based on demand projections; therefore the need for the existing tanks to be replaced with larger tanks. A look at the WTP site electrical equipment will also need to be evaluated, to make sure the existing equipment or service can handle the expected load upon final build out. A Preliminary Engineering Study to look at best location for the tanks, assess the electrical equipment, pump station wet well, and admin/lab building would be needed to evaluate all these items.

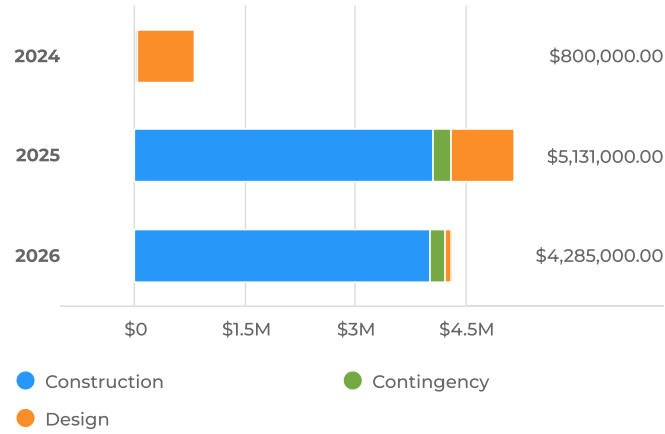
Capital Cost

FY2024 Budget
\$800,000

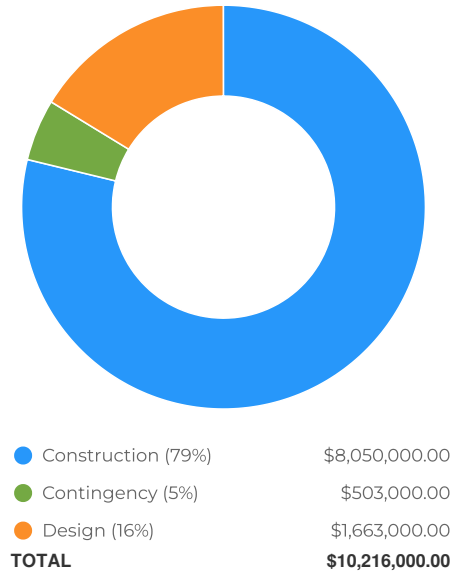
Total Budget (all years)
\$10.216M

Project Total
\$10.216M

Capital Cost by Year



Capital Cost for Budgeted Years

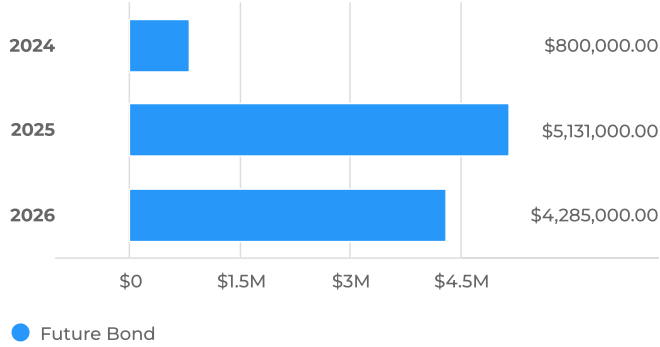


Capital Cost Breakdown				
Capital Cost	FY2024	FY2025	FY2026	Total
Design	\$760,000	\$828,000	\$75,000	\$1,663,000
Construction		\$4,050,000	\$4,000,000	\$8,050,000
Contingency	\$40,000	\$253,000	\$210,000	\$503,000
Total	\$800,000	\$5,131,000	\$4,285,000	\$10,216,000

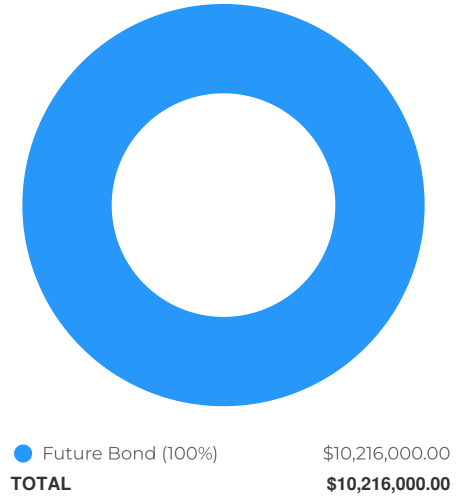
Funding Sources

FY2024 Budget **\$800,000** Total Budget (all years) **\$10.216M** Project Total **\$10.216M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	FY2024	FY2025	FY2026	Total
Future Bond	\$800,000	\$5,131,000	\$4,285,000	\$10,216,000
Total	\$800,000	\$5,131,000	\$4,285,000	\$10,216,000

Willow Water Treatment Plant Improvements - Phase II

Overview

Request Owner	Tracy Waldron
Est. Start Date	11/01/2022
Est. Completion Date	12/31/2026
Department	Water CIF
Type	Capital Improvement
Project Number	WA-

Description

A Preliminary Design Report (PDR) for the Bastrop Simsboro Aquifer Water Supply Facilities was prepared by Freese And Nichols in July of 2020. This report identified improvements needed at the Willow Water Treatment Plant to include replacing the existing 0.5 MG concrete and 0.5 MG steel groundwater storage tanks (GST) due to their poor condition. This project consists of designing the replacement of the two existing GSTs with two new concrete 1.25 MG GSTs at the Willow site. In addition, the existing Zone 1 Pump Station at Willow would be expanded from 2.1 MGD to 4.2 MGD, by replacing the three existing pumps. This project would increase capacity and provide additional pumping capacity to meet recommended pumping criteria in Pressure Zone 1 as identified in the Water Master Plan, 2022.

The project would be done in two phases:

Phase I: Design of both GSTs and Zone 1 Pump Station, replacement of concrete GST, demolition of existing GST and Zone 1 Pump Station expansion improvements

Phase II: Replacement of steel GST and demolition of steel GST

Phase I is planned to be designed in FY23, and construction in FY23-FY24.

This project includes the construction of Phase II.

Details

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

Additional description and history

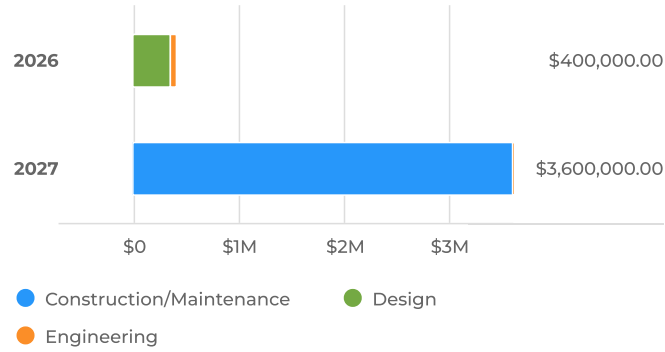
Confirmed this has no cost to the City. PW will do this.

Capital Cost

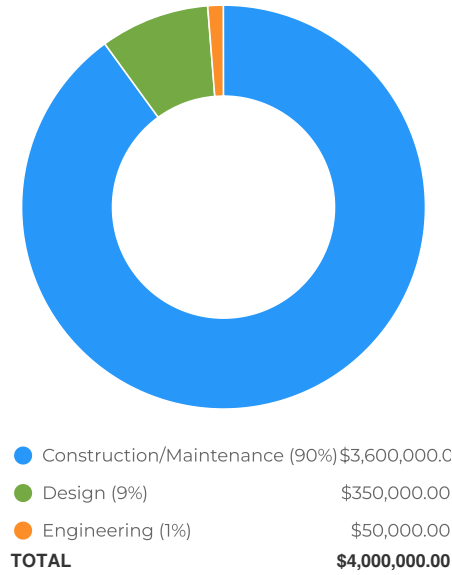
Total Budget (all years)
\$4M

Project Total
\$4M

Capital Cost by Year



Capital Cost for Budgeted Years



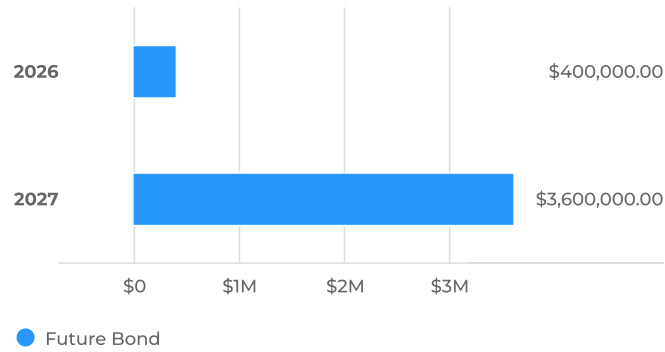
Capital Cost Breakdown			
Capital Cost	FY2026	FY2027	Total
Design	\$350,000		\$350,000
Engineering	\$50,000		\$50,000
Construction/Maintenance		\$3,600,000	\$3,600,000
Total	\$400,000	\$3,600,000	\$4,000,000

Funding Sources

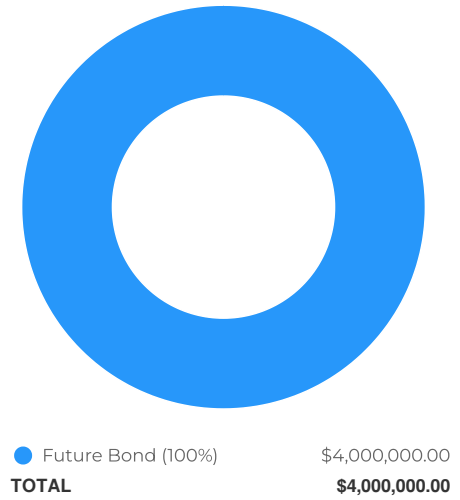
Total Budget (all years)
\$4M

Project Total
\$4M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown			
Funding Sources	FY2026	FY2027	Total
Future Bond	\$400,000	\$3,600,000	\$4,000,000
Total	\$400,000	\$3,600,000	\$4,000,000

WATER/WASTEWATER REQUESTS

Communications Antennae

Overview

Request Owner	Tracy Waldron
Department	Water/Wastewater
Type	Capital Equipment

Description

General:

Request for funding to install a base station to support the City's Advanced Metering Infrastructure (AMI) network on top of the FM 20 EST.

Justification:

The City currently has one base station located at the Library, which does not have the ability to collect meter data to support the impending developments on the West side of Bastrop's service area. The City's AMI contractor has identified the need to place an additional base station to the West, and has further identified the FM20 Elevated Storage Tank as the ideal location for placement to support future expansion.

No cost estimate available at this time.

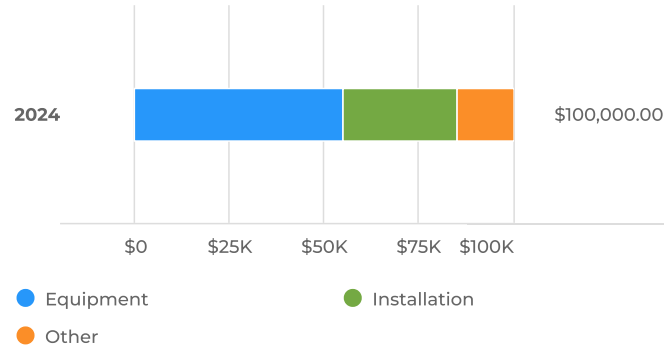
Details

New Purchase or Replacement	New
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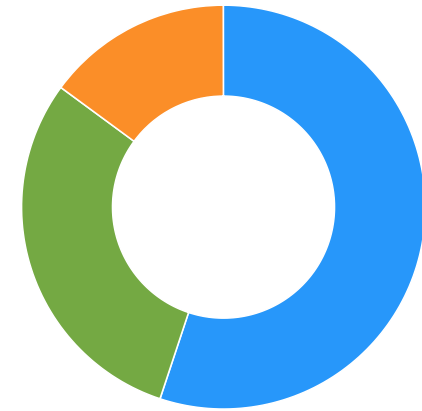
Capital Cost

FY2024 Budget **\$100,000** Total Budget (all years) **\$100K** Project Total **\$100K**

Capital Cost by Year



Capital Cost for Budgeted Years



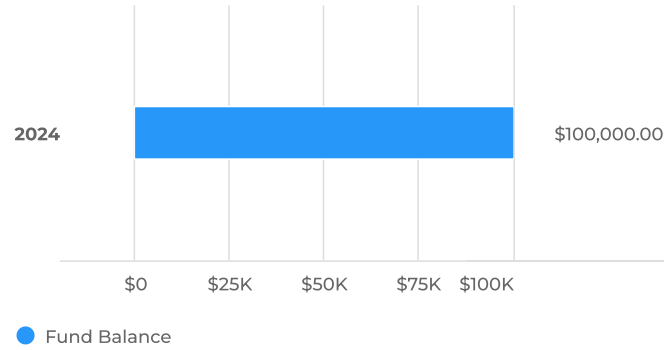
Equipment (55%)	\$55,100.00
Installation (30%)	\$30,000.00
Other (15%)	\$14,900.00
TOTAL	\$100,000.00

Capital Cost Breakdown		
Capital Cost	FY2024	Total
Equipment	\$55,100	\$55,100
Installation	\$30,000	\$30,000
Other	\$14,900	\$14,900
Total	\$100,000	\$100,000

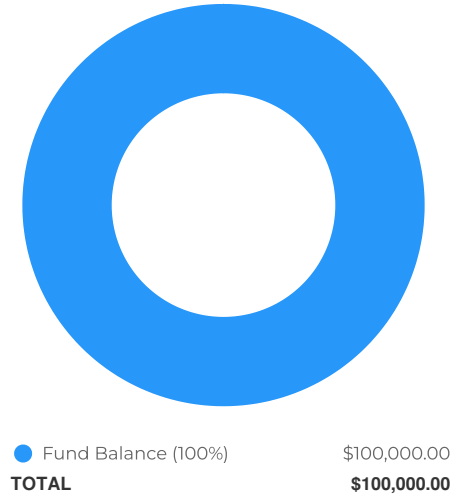
Funding Sources

FY2024 Budget **\$100,000** Total Budget (all years) **\$100K** Project Total **\$100K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Fund Balance	\$100,000	\$100,000
Total	\$100,000	\$100,000

Joint Participation CIP

Overview

Request Owner	Jimmie Campbell, Executive Administrative Assistant
Department	Water/Wastewater
Request Groups	CIP
Type	Capital Improvement
Project Number	WW-

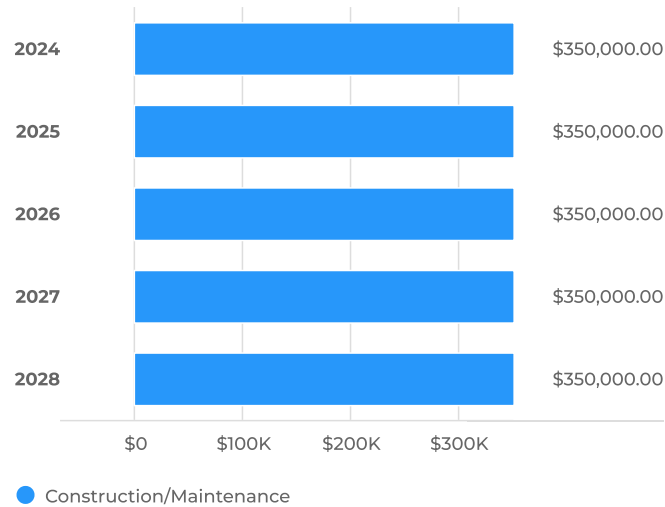
Description

Joint participation CIP

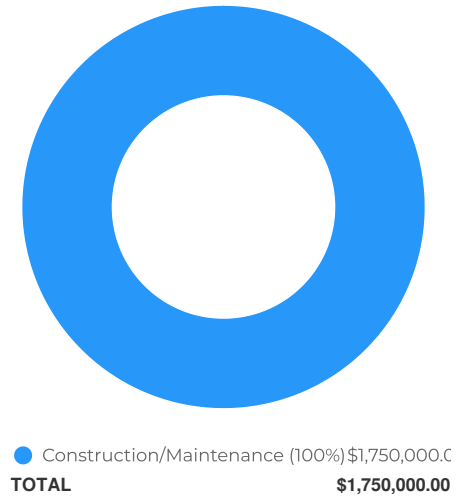
Capital Cost

FY2024 Budget	Total Budget (all years)	Project Total
\$350,000	\$1.75M	\$1.75M

Capital Cost by Year



Capital Cost for Budgeted Years



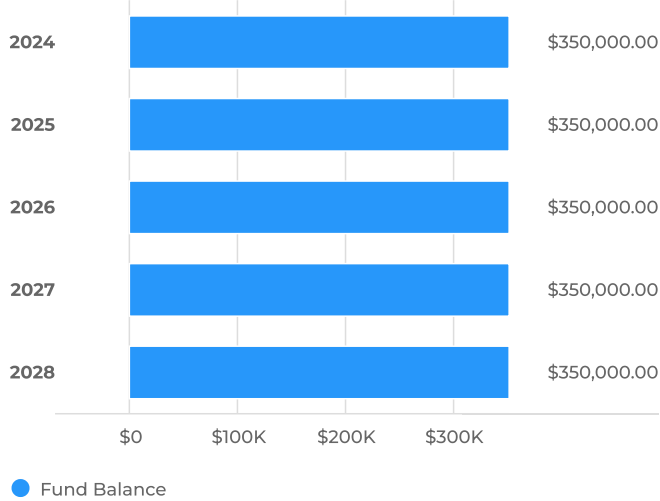
Capital Cost Breakdown

Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Total	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000

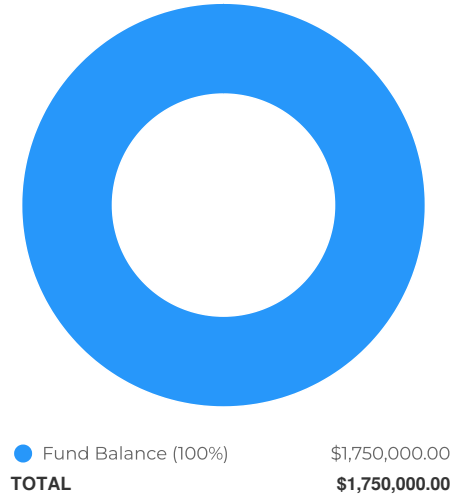
Funding Sources

FY2024 Budget **\$350,000** Total Budget (all years) **\$1.75M** Project Total **\$1.75M**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown						
Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Fund Balance	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Total	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000

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 obligations, 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.

MASTER FEE SCHEDULE

GENERAL PROVISIONS

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
A1.07		RECORDS MANAGEMENT PROGRAM	
A1.07.017	Ord. No. 2022-22 9/20/2022	Charges for printing copies for public information	
		Standard size paper copy (per printed page)	\$0.10
		Nonstandard copy – JAZ drive	Actual Cost
		Nonstandard copy – other electronic media	Actual Cost
		Non-standard-size copy-Paper (each printed page)	\$.50
		Non-standard-size copy-Other	Actual Cost
		Personnel Charge per hour	17.50
		Overhead charge-20% of personnel charge	Actual
		Remote document retrieval charge	Actual Cost
		Computer resource charge: Client/server-per minute	\$1.00
		Computer resource charge-PC or LAN-per minute	\$.50
		Programming time charge-per hour	\$28.50
		Miscellaneous supplies	Actual Cost
		Postage and shipping charge	Actual Cost
		Fax charge-Local per page	\$.10
		Fax charge-long distance- same area code-per page	\$.50
		Fax charge-long distance-different area code-per page	\$1.00
		Other costs	Actual Cost

The Office of Attorney General adopts rules for use by governmental body in determining charges under Texas Government Code, Chapter 552 Subchapter F.

3.11		Investigations	
	New	Penalty for contempt in failing or refusing to obey City Council's subpoena or to produce any such books, papers, or other evidence pursuant to a council investigation under Bastrop Charter 3.11.	\$500

PARKS

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
1.10			
1.10.002	Ord. No. 2022-22 9/20/2022	Noncommercial fees and deposits: Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park. Less than 100 Patrons 101-200 Patrons 201-300 Patrons Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code). Multipurpose fields: Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park. Less than 100 Patrons 101-300 Patrons 301-500 Patrons	\$50.00/\$50.00 \$100.00/\$150.00 \$150.00/\$250.00 \$0.00/\$50.00 \$50.00/\$100.00 \$75.00/\$150.00 \$100.00/\$200.00
		Additional park amenities fees non-commercial use. Softball fields -daily/practice use Softball fields-additional lighting (6-10 pm) Softball fields-tournament use Softball fields-tournament use-additional lighting (6-10pm) Sand volleyball court (no lighting available) Pier/scenic outlook Pier/scenic outlook-seating at additional cost Tennis & Basketball courts Tennis & Basketball courts-limited lighting available Disc Golf Tournaments Additional equipment required Barricades – Type I Barricades – Type II Barricades – Type III Cones 24-36 inches Cones 48 inches	\$20.00 per hour/\$50.00 flat fee \$10.00 per hour \$150.00 per day/\$100.00 flat fee \$10.00 per hour \$40.00 per 4- hour block \$40.00 per 4-hour block \$2.00 per chair \$4.00 per 4-hour block \$10.00 per hour (6-10pm) \$200 (100 players); \$2.00 per player after 100 Standard FEMA rates apply \$3.00 each \$10.00 each \$20.00 each \$1.00 each \$2.00 each
		Commercial fees and deposits: Pavilions (including BBQ pits when available). Schedule for commercial use fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park. Less than 100 patrons 101-200 patrons 201-300 patrons Greater than 300	\$100.00/\$200.00 \$200.00/\$300.00 \$300.00/\$400.00 Special event permit required



SEC Reference	Last updated	Description	Amount of fee	Item 9C.
		Multipurpose fields		
		Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.		
		0-100 patrons	\$100.00/\$200.00	
		101-200 patrons	\$250.00/\$400.00	
		201-500 patrons	\$400.00/\$600.00	
		Additional park amenities fees commercial use.		
		Softball fields-daily practice use	\$30.00 per hour/\$100.00 Dep	
		Softball fields-additional lighting (6-10pm)	\$10.00 per hour	
		Softball fields-tournament use	\$250.00 per day/\$200.00 Dep	
		Sand volleyball court – 4-hour block (no lighting)	\$80.00	
		Pier/Scenic outlook – additional seating	\$3.00 per chair	
		Tennis & Basketball courts – 4-hour block	\$80.00	
		Tennis & Basketball courts-limited lighting available (6-10 pm)	\$10.00 per hour	
		City staff – required with 100+	\$25.00 per hour	
		Disc Golf Tournaments	\$200 (100 players); \$2.00 per player after 100	
		Additional equipment required	Standard FEMA rates	
		Barricades Type I	\$5.00 each	
		Barricades Type II	\$20.00 each	
		Barricades Type III	\$25.00 each	
		Cones 24-36"	\$2.00 each	
		Cones 48"	\$4.00 each	
		The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.		
		Rodeo Arena Rental Fees		
		Rodeo Arena Rental includes lighting	\$200.00 per day	
		Security Deposit for entire event	\$400.00	
		Rodeo Arena Rental-4-hour block before dark	\$50.00	
		4-hour block before dark security deposit	\$100.00 per 4-hr block	
		Rodeo Arena Rental-4-hour block after dark	100.00	
		4-hour block after dark security deposit	\$200.00 per 4-hr block	
		Services required during event	See Fee Schedule	
		Arena dirt work-City crew-tractor, drag	\$50.00 per hour	
		City Staff (litter, assistance, etc.)	\$20.00 per hour, per person	
		Electricity for arena lights	\$10.00 per hour	
		Water for arena dirt work	\$5.00 per 1,000 gallons	
		RV and/or campsites with hook-ups (includes water/electric)	\$35.00 per day	
		Concession stand/kitchen	See concession stand agreement	
		Dog training		
		Dog training classes in Bark Park only per class	\$25.00	
		Deposit	\$50.00	
		Recreation	Membership Fees Monthly	
		Individual	Resident \$30; Non-Resid. \$35	
		Family	Resident \$50; Non-Resid. \$55	
		Senior/Military/Disabled Person(s)	Resident \$20; Non-Resid. \$25	
		Military Family	Resident \$40; Non-Resid. \$45	
		City Employee	Indiv. \$0; Family \$30	
		Drop-in Fee	\$5-\$20	

LIBRARIES

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
A1.12	Ord. No. 2022-22 9/20/2022	Membership Fees	
		Annual Membership	Resident: \$0.00 Non-Resident: \$25.00
		Six-month Membership	Resident: \$0.00 Non-Resident: \$15.00
		Circulating Material Fines & Fees	
		Materials not returned 30 days past due date	Up to Manufacturer's Suggested Retail Price (MSRP)
		Electronic devices returned after Due Date	\$1.00 per item per day, no grace period, \$30.00 cap per item.
		Replacement of Bastrop Public Library materials or electronic devices lost or damaged beyond repair	Manufacturer's suggested retail price (MSRP)
		Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
		Interlibrary Loan return shipping costs	\$3.00 per item
		Meeting Rooms	
		Maynard Conference Room	General: \$25.00 per hour Deposit \$100
		Pressley Meeting Room	General: \$50.00 per hour Deposit \$100
		Supply and Equipment Fees	
		Printing – Black & White, Letter-sized paper	\$0.10 per page
		Printing – Color, Letter-sized paper	\$1.00 per page
		Printing – Black & White, Ledger-sized paper (11X17")	\$0.20 per page
		Printing – Color, Ledger-sized paper (11X17")	\$1.20 per page
		3D Printing, except as part of an official Library program	\$0.10 per gram
		Miscellaneous Fees	
		Replacement library card	\$1.00
		Electronic devices returned via exterior book drop	\$5.00

ANIMAL CONTROL

SEC Reference	Last updated	Description	Amount of fee/Dep
A2.02		VACCINATION AND LICENSING OF DOGS AND CATS	
A2.02.005	Ord. No. 2005-15 03/22/2005	Guard dog permit	\$35.00
A2.02.008	Ord. No. 2008-10 02/26/2008	License fee Altered dog	\$5.00
		Unaltered dog per animal	\$25.00 per animal, per year
A2.03	Ord. No. 2022-22 9/20/2022	KENNELS AND MULTIPLE PET OWNERSHIP	
A2.03.002		Kennel permit	\$70.00
		Multiple pet owner's permit	\$35.00
		Private breeder's permit	\$35.00
A2.003.006		Commercial animal sales permit	\$70.00
A2.04	Ord. No. 2005-15 03/22/2005	IMPOUNDMENT	
A2.04.001		Authorized fees	
		Initial impoundment fee	\$40.00 per animal
		Dog or cat per additional day	\$3.50 per animal
A2.04.002		Owner surrender fees	
		Animals surrendered by owner/harbinger:	
		owner surrender one pet	\$20.00
		Owner surrender pets in litter, 8 weeks-3 months	\$25.00 per litter
		Owner surrender under 8 weeks of age	\$10.00 per animal
A2.04.007		Adoption of impounded animals	
		Adoption fee with mandatory spay/neuter agreement	\$15.00
A2.04.035		Livestock and estray impoundment fees	
		Cattle, per head	\$40.00 each
		Equine, per head	\$40.00 each
		Swine, per head	\$40.00 each
		Exotic fowl, per bird	\$40.00 each
A2.08	Ord. No. 2005-15 03/22/2005	DANGEROUS DOGS	
A2.08.010		Permit and tag	
		Dangerous dog, unspayed/unneutered	\$100.00 each
		Dangerous dog, spayed/neutered	\$50.00 each
		Dangerous dog, renewal, unspayed/unneutered	\$50.00 each
		Dangerous dog, renewal, spayed/neutered	\$25.00 each

BUILDING REGULATIONS

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
GENERAL PROVISIONS			
A3.01			
A3.01.002	Ord. No. 2021-12 09/21/2021	Charges for consulting services Professional/Consultant fees and related charges incurred by the City	Actual fee plus 15% administrative fee
A3.01.003	Ord. No. 2017-23 09/27/2017	Work commencing prior to permit issuance- The greater of:	100% of the calculated permit and inspection fees or \$150, in addition to the required permit and inspection fees
	NEW	Short-term Rental Registration Fee	\$100
A3.01.004	Ord. No. 2022-22 9/20/2022	Certificate of Occupancy fees: Certificate of Occupancy (occupancy classification change and short-term rentals) Certificate of Occupancy (tenant or lease change) Copies/Re-issue Certificates of Occupancies, inspection reports Courtesy Inspections Administration fee (per construction permit application which are based on sliding fee scale only) Emergency Repair (must be verified by Building Official) Permit Technology Fee (per construction permit which are based on sliding fee scale only)	\$270 \$85,125 \$25 \$25 5% 50% reduction \$6
BUILDING CODE			
A3.04			
A3.04.002	Ord. No. 2022-22 9/20/2022	Schedule of permit fees All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:	
		<u>Commercial Construction</u>	<u>*SF Value based on ICC Building Valuation Data</u>
		New Commercial - Less than \$500,000	\$5 per \$1,000 valuation; minimum \$1,000 fee
		New Commercial - \$500,001 to \$1,000,000	\$3,500 base fee plus \$4.5 per additional \$1,000
		New Commercial - \$1,000,00 to \$5,000,000	\$8000 base fee for the first \$1,000,000 plus \$4 per additional \$1,000
		New Commercial - \$5,000,000 and up	\$24,000 base fee for the first \$1,000,000 plus \$3 per additional \$1,000
		<u>New Commercial Plan Review</u>	<u>30% of New Construction Permit Fee</u>
		New Commercial Inspection Fee (with Permit)	45% of New Construction Permit Fee



SEC Reference	Last updated	Description	Amount of fee
		Commercial Shell Building	65% of the New Construction Permit Fee
		Commercial Tenant Finish out (per space/area)	65% of the New Construction Permit Fee
		Commercial Remodel	\$1,000 plus \$.50 per sf
		*Note: Commercial Additions at New Commercial Fees	
		Commercial Roofing permit	\$500.00 + \$0.10 sf
		Commercial Accessory Structure	\$215
		Commercial Accessory Building – 120 sf or less	\$105
		Commercial Accessory Building – 121 sf – 160 sf	\$215
		Commercial Accessory Building – 161 sf or more	\$320
		Commercial Fences and flatwork	\$190
		Commercial Miscellaneous Inspections	\$95 per inspection; after hours -2 hour minimum
		Commercial reinspection (per inspection)	\$95 150
		Commercial Minimum Permit, if no fees listed are applicable-	\$530
		Residential Construction	
		New Residential – Less than 900 sf	\$690
		New Residential – 901 sf to 1500 sf	\$1200 plus \$0.25 per sf
		New Residential – 1501 sf to 5000 sf	\$1500 plus \$0.25 per sf
		New Residential – 5001 sf and up	\$2000 plus \$0.25 per sf
		<u>Residential Plan Review Fee (includes all residential building)</u>	<u>25% of New Construction Permit Fee</u>
		New Residential Inspection Fee (with Permit)	45% of New Construction Permit Fee
		Residential Addition	\$750
		Residential Remodel (total residence)	\$530
		Residential Kitchen Remodel	\$160
		Residential Bathroom Remodel	\$160
		Residential Remodel/Window Replacement or other	\$160
		Roofing permit – Residential	\$160
		Residential Accessory Structure	\$160
		Residential Accessory Buildings - 120 sf or less	\$85 125
		Residential Accessory Building - 121 sf to 160 sf	\$160
		Residential Accessory Building - 160 sf and up	\$320
		Accessory Dwelling Unit Finish-Out	\$500

SEC Reference	Last updated	Description	Amount of fee
		Residential Fence-and flatwork	\$85 <u>\$125</u>
		Residential Miscellaneous Inspections	\$85 <u>\$125</u>
		Residential reinspection (per inspection)	\$75 <u>\$150</u>
		Residential Minimum Permit Fees, if no listed fees are applicable	\$110 <u>\$125</u>
		Other fees not listed above	
		Construction Trailer – includes hookup fee for electrical and plumbing (excludes fees charged by other utility entities)	\$500
		Appeal to Construction Standards Board	\$500
		Solar System	\$85 <u>\$125</u>
A3.17	Ord. No. 2021-12 09/21/2021	Floodplain Development Permits:	
		Single Family, community facility	\$150
		Multifamily, commercial, industrial	\$250
A3.17		Floodplain Development Permit Variance:	\$150
A.3.05		ELECTRICITY – ELECTRICAL CODE	
A.3.05.035	Ord. No. 2021-12 09/21/2021	Electrical Construction	
		Commercial attachment permit.	\$160 <u>\$215</u>
		Commercial trade permit (each project/permit)	\$215 per building, plus \$150 per additional floor (+1 stories)
		Commercial reinspection (per inspection)	\$95 <u>\$150</u>
	Ord. No. 2022-22 9/20/2022	Reconnect Meter Inspection (meters 6 months or more without service)	\$85 <u>\$125</u>
		Residential attachment permit.	\$85
		Residential Trade permit (each project/permit)	\$85 <u>\$125</u>
		Residential reinspection (per inspection)	\$75 <u>\$150</u>
A3.06	Ord. No. 2022-22 9/20/2022	PLUMBING CODE	
		Plumbing Construction	
		Commercial attachment permit.	\$160 <u>\$215</u>
		Commercial Trade Fee (each project/permit)	\$215 per building, plus \$150 per additional floor (+1 stories)

SEC Reference	Last updated	Description	Amount of fee	Item 9C.
		<u>CSI or RMI Inspection</u>	\$85 <u>\$125</u>	
		Commercial Irrigation Permit	\$215	
		Commercial reinspection Fees (per inspection)	\$95 <u>\$150</u>	
		Residential attachment permit.	\$85 <u>\$125</u>	
		Residential Trade Fee (each project/permit)	\$85 <u>\$125</u>	
		Residential Irrigation Permit	\$85 <u>\$125</u>	
A3.06.037	Ord. No. 2021-12 09/21/2021	Residential Water Heater Replacement	\$85 <u>\$125</u>	
		Residential reinspection (per inspection)	\$75 <u>\$150</u>	
A.3.07		MECHANICAL CODE		
A3.07.001	Ord. No. 2021-12 09/21/2021	Mechanical Construction (HVAC)		
		Commercial attachment permit.	\$160	
		Commercial Trade Fee (each project/permit)	\$215 per building, plus \$150 per additional floor (+1 stories)	
		Commercial HVAC unit replacement (per additional unit)	\$105	
		Commercial reinspection Fees (per inspection)	\$95 <u>\$150</u>	
		Residential attachment permit.	\$85 <u>\$125</u>	
		Residential Trade Fee (each project/permit)	\$85 <u>\$125</u>	
		Residential HVAC Replacement	\$85 <u>\$125</u>	
		Residential reinspection Fees (per inspection)	\$75 <u>\$150</u>	
A3.15		SWIMMING POOLS		
A3.15.001	Ord. No. 2021-12 09/21/2021	Pool Permit and inspection fees.		
		Commercial Swimming pool permit	\$795 <u>\$1,200</u>	
		Commercial reinspection (per inspection)	\$95 <u>\$150</u>	
		Residential Swimming Pool Permit	\$215 <u>\$400</u>	
		Residential reinspection Fees (per inspection)	\$75 <u>\$125</u>	
A3.16		Moving of Structures, Demolition and Site Work		
A3.16.001	Ord. No. 2019-42 9/24/2019	Permit and inspection fees.		
		Demolition Permit:		
		Commercial	\$530	
		Residential	\$375	

SEC Reference	Last updated	Description	Amount of fee	Item 9C.
		Moving Permit:		
		Portable structure	\$85 <u>\$125</u>	
		Permanent structure Over 160 sq. ft.	\$160	
		Road Closure/ROW obstruction	\$150	
		Commercial reinspection Fees (per inspection)	\$95 <u>\$150</u>	
		Residential reinspection fee (per inspection)	\$75 <u>\$150</u>	
A3.18		MOBILE HOME PARKS		
A3.18.002	1995 Code	New Mobile Home Park Permit	\$500.00 plus \$25 per space	
A3.18.003	1995 Code	License.		
		Original license	\$1,000.00	
		Annual Renewal License	\$500.00	
		Transfer of Mobile Home license fee.	\$500.00	
A3.21		STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY		
A3.21.064	Ord. No. 2019-42 9/24/2019	Work within the Right-of-Way Permit (driveway, sidewalks, culvert or drainage channel mod., etc.)	\$200	
A3.22	Ord. No. 2017-23 09-26-2017			

BUSINESS REGULATIONS

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
A4.03	Ord. No. 2017-03	TAXICABS, SHUTTLES AND TOURING VEHICLES	
A4.03.001		License Fee – Annual license and inspection fee for taxicabs, shuttles, touring and alternative vehicles.	\$25.00 Per Vehicle \$12.00 Additional fee, per driver.
A4.04	Ord. No. 2005-7	PEDDLERS, SOLICITORS AND VENDORS	
A4.04.033		Fees	
		Individual peddler, solicitor and vendor permit (60 days).	\$30.00
		Individual peddler, solicitor, vendor permit (each agent or employee).	\$10.00
		Renewal of individual peddler, solicitor and vendor permit.	\$15.00
		Replacement permit.	\$10.00
A4.04.073	Ord. No. 2005-7	Permit for temporary/seasonal and multiple vendors – Fee; right of city to refuse permit	
		Temporary/seasonal and/or multiple vendors or events permit (30 days).	\$100.00
		Temporary/seasonal and/or multiple vendors or events permit (60 days).	\$150.00
		Temporary/seasonal and/or multiple vendors or events permit (90 days).	\$200.00
		Replacement permit.	\$10.00
A4.04	Ord. No. 2022-22 9/20/2022	Mobile Food Court – Mobile Food Vendor	
		Six Month Per Year	\$300.00 \$400.00
		Accessory to Primary Use – Mobile Food Vendor	
		Six Month Per Year	\$300.00 \$400.00
		Temporary Mobile Food Vendor Permit	
		Six Months Per Year	\$400.00 \$600.00
		Special Event Mobile Food Vendor Permit	
		Per Permitted Special Event per Trailer	\$100
A4.05	1995 Code	COIN-OPERATED MACHINES	
A4.05.001		Occupation Tax – Charge for release of machine sealed for nonpayment.	\$5.00

SEC Reference	Last updated	Description	Amount	Item 9C.
A4.06		SPECIAL EVENTS PERMITS, PUBLIC GATHERINGS AND PARADES		
A4.06.008	Ord. No. 2009-12, 6/9/09	Application Processing Fee		
		With proof of non-profit status (i.e., 501-C)	\$100.00	
		Processing fee all others.	\$300.00	
		Security deposit for damages/cleanup.	\$500.00	
		Refundable if the location of the special event is clean and free of litter and damage.		
		Inspection fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs.	\$50.00	
		Re-inspection fee required for above-described items.	\$75.00	
A4.07	1995 Code	SEXUALLY ORIENTED BUSINESSES		
A4.07.033		Division 2. License – Fee		
		Initial Application	\$2,000.00	
		Annual Fee	\$500.00	
A4.10	Ord. No. 2014-5, 4/22/14	VEHICLE TOWING		
A4.10.011		Fees for non-consent tows. (Maximum fees allowed)		
		Regular towing charge (for vehicles not requiring the use of heavy-duty wrecker) for vehicles 10,000 pounds or less.	\$150.00	
		If medium duty or heavy-duty wrecker is used to tow vehicles in excess of 10,000 pounds.	\$300.00	
		The following additional fees may be charged if verified by the peace officer in charge of the accident scene:		
		Exceptional labor such as clearing debris. Exceptional labor does not include normal hook-up procedure or routine cleanup not to exceed 30 minutes. And does not include the disposal of classified hazardous waste or vehicle cargo.	\$75.00 per hour	
		Winching, one-hour minimum, only if normal hook-up is not possible because of conditions or location of vehicle	\$75.00 per hour	
		Wait time, if it exceeds 30 minutes from time of arrival at the accident scene.	\$35.00 per hour	
		Flat fee for use of medium duty or heavy-duty wrecker, if it exceeds 30 minutes from time of arrival.	\$100.00 per hour	
		If an additional operator is required to complete a tow, the second operator may charge a fee.	\$35.00 per hour	
		Towing fee study: Towing company(ies) requesting a towing fee study from the city shall deposit prior to the city beginning the study.	\$500.00	

FIRE PREVENTION AND PROTECTION

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
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A5.08 Ord. No. 2017-18,
Exh. A, 7/11/17

EMERGENCY, FIRE AND RESCUE SERVICES

A5.08.001

Apparatus	Price per Hour
Class A engine	\$500 per unit
Aerial	\$500 per unit
Rescue (heavy)	\$600 per unit
Brush truck	\$400 per unit
Command car/truck	\$200 per unit
PPV fan	\$55 per unit
Generator, portable	\$55 per item
Generator	\$55 per item
Chain saw	\$45 per item
Portable pump	\$95 per item
Float pump	\$65 per item
Tool	Price
Foam nozzle	\$55 per incident
Foam eductor	\$50 per incident
AFFF foam	\$40 per gallon
Class A foam	\$25 per gallon
Piercing nozzle	\$40 per incident
M/S fog nozzle	\$55 per incident
M/S straight bore nozzle	\$30 per incident
Salvage cover	\$28 per item
SCBA pack	\$85 per item
Hall runner	\$18 per incident
Portable tank	\$75 per incident
Water extinguisher	\$22 per incident
Dry chemical extinguisher	\$45 per incident
CO ₂ extinguisher	\$45 per incident
Scene lights	\$22 per item
Water vests	\$30 per item
Thermal imaging camera	\$75 per incident
Sawzall	\$55 per incident
Spreaders	\$250 per incident



Cutters	\$250 per incident <i>Item 9C.</i>
Rams	\$250 per incident
Air bags	\$250 per incident
K-12 saw	\$55 per incident
Target saw	\$55 per incident
Ajax tool	\$25 per incident
K-tool	\$25 per incident
Windshield tool	\$15 per incident
Rescue blanket	\$32 per item
Rope	\$25 per item
Supplies/Service	Price
Absorbent	\$17 per bag
Absorbent booms	\$40 per item
Top soil	\$35 per item
Disposable coveralls	\$30 per item
Neoprene gloves	\$20 per item
Latex gloves	\$6 per item
Over boots	\$25 per item
Disposable goggles	\$15 per item
Gas plug kit	\$50 per item
Plug and dike	\$65 per item
Drum liners	\$10 per item
Barricade tape	\$22 per item
Poly sheeting	\$55 per item
Removal of hazardous material	\$150 per incident
Disposal of hazardous material	\$150 per incident
Gas multimeter	\$65 per incident
CO ₂ meter	\$65 per incident
Microblaze	\$10 per quart/\$150 per 5 gal
Collision investigation fee. Charged in responses where no mitigation services, debris removal, or rescue services are performed.	\$275

SEC Reference	Last updated	Description	Amount of f	Item 9C.
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A5.10

Ord. No. 2021-12
9/21/2021

FIRE PLANNING REVIEW AND INSPECTIONS

	Fees and Charges
Cancellation Fees	
Cancellation Fee	\$100
License/Use Permits	
Fire Protection System Permit	\$30
Annual permit to ensure that life-safety systems including sprinkler systems, alarm systems, stand-pipe systems, and hood systems, have been inspected by a third party.	
Hazardous Materials Permit Fee	Variable based upon Haz-Mat
Fees paid once every 3 years. Note: Range based on number of gallons of liquid, pounds of solid, and cubic feet of gas.	
Hazardous Materials Permit Renewal	Variable based upon Haz-Mat
High Pile Review	\$145
High Pile Review with Hazmat	\$215
High Pile Storage Permit	
Annual Fee for High Pile Storage	
0-15,000 sq. feet	\$100
15,001-50,000 sq. feet	\$200
> 50,001 sq. feet	\$300
Printing/Copies	
Inspection Reports	Same
System Plans and Calculations	Same
Professional Services/Analysis	
After Hours Fire Inspection	\$100/hour (2 hour minimum)
Annual State Short-Term Occupancy Inspections	
Includes Daycare, Foster Care, Adoption, Halfway Houses, Group Care, MHMR, Adult Daycare, or other short term	
1-30 Occupants	\$75
>30 Occupants	\$150
Clean Agent Extinguishing System Inspection	
1-50 heads	\$145
> 50 heads	\$145 + \$0.50 per head over 50



Fire Alarm System or Fire Sprinkler System Inspection	Item 9C.
Less than \$6,250	\$300
\$6,250 to \$250,000	\$425
\$251,000 to \$500,000	\$525
\$501,000 to \$1,000,000	\$675
\$1,000,000 to \$3,000,000	\$950
3,000,000 to \$6,000,000	\$1,425
\$6,000,000 and up	\$1,425 plus \$0.38 for each additional \$1,000.00
Fire Final (Certificate of Occupancy) Inspection	
0-10,000 sq ft	\$100
> 10,000 sq. ft.	\$100 + \$1.00/SF over 1,000
Fire Pump Test	\$315
Generator Testing	
<660 gallons of fuel	\$100
>660 gallons of fuel	\$150
Hospitals/Similar Occupancy Inspections	\$100
Nursing Home/Occupancy Inspections	\$100
Hydrant Flow Testing Reports	
Actual flow test performed	\$150
Each additional hydrant	\$75
Pulled from files	\$25
Hydrostatic Tests	\$100
Kitchen Extinguishing Hood System Test	\$100
Miscellaneous Inspections	\$100 plus \$50/hour over 1 st hour
Mobile Food Vendor Inspection (LP Gas)	\$100
Inspection of use, storage, handling and transportation	
Standpipe Flow Test – Requires Eng. Company	
1 st building	\$600/building
Additional building	\$150 per additional 16ldg..
State Licensed Occupancy Inspections	\$100
Includes Labs, Clinics, Massage Therapy, Rehabilitation, Bonded Warehouses, Physical Therapy, or other similar	
Re-inspection Fee	\$125 plus \$65/hour over 2 hours
Site/Plan Reviews	

Access Control & Egress Impact Systems Review (per system submitted)	\$125	Item 9C.
Dry/Wet Chemical & Clean Agent System Review (per system submitted)	\$125	
Fire Alarm System or Fire Sprinkler System Plan Review	Plus 5% Administrative Fee on all permits	
"Alarm devices" include individual pieces of equipment such as initiating devices, signaling devices, fire alarm panels, and power extenders.		
Less than \$6,250	\$200	
\$6,250 to \$250,000	\$300	
\$251,000 to \$500,000	\$425	
\$501,000 to \$1,000,000	\$550	
\$1,000,000 to \$3,000,000	\$800	
3,000,000 to \$6,000,000	\$1,200	
\$6,000,000 and up	\$1,200 plus \$0.38 for each additional \$1,000	
Charge for drawings to a scale other than 1/8"=1'	\$10 per sheet	
Standpipe Systems Review (per system submitted)	\$150	
Site Plan Review	\$150	
Preliminary Design/Review Fee	\$100/hour (1 hour minimum)	
This fee is charged to the customer for staff time needed to provide code consultations, code interpretations, and preliminary design input for new architectural and engineering designs.		
Special Events		
Burn Permit (Special Event)	\$100	
Carnival/Circus Operational Permit	\$200	
Permit required for outdoor events with expected attendance of > 75 people with some exceptions granted		
Festival/Fair Operational Permit		
49 – 499 Expected Attendees	\$150	
>500 Expected Attendees	\$300	
Fire Watch (Stand By for Special Events)	\$100/hour (2 hour minimum)	
Fireworks/Pyrotechnics	\$200	

Fee includes plan review, license review, and site inspection	Item 9C.
Public Assembly Permit	\$150
Annual permit requirement for nightclubs	
Re-inspection Fee for Special Events	\$16
Fee is charged for inspector to revisit a special event site due to safety findings in initial inspection	
Special Effects	\$100
Special Event Permit Revision Fee	\$75
Fee is charged for a re-review of site plan changes for a special event	
Stand By Type VII Fire Apparatus	\$150 per hr. (2 hour minimum)
This is for a six wheeler ATV with 2 firefighters.	
Stand By Type VI Fire Apparatus	\$200 per hr. (2 hour minimum)
This is for a Brush Truck with 2 firefighters.	
Standby Fire Apparatus (Engine Company)	\$300 per hr. (2 hour minimum)
This is for a Fire Engine with 4 firefighters	
Temporary Change of Use Permit	\$150
Permit issued for hosting public events of > 50 people in a non-public event structure	
Temporary Helistop Permit	\$150
Permit is required to ensure temporary helistop is in compliance with adopted Fire Code and applicable NFPA standards	
Temporary Occupancy Load Adjustment	\$100
Tents/Temporary Membrane Structure Permit	\$100
Permit required for tents walled on any side in excess of 400 sq. ft. or any tent which exceeds 700 sq. ft. in area. Permit also required for temporary membrane structures.	
Theatrical Performance w/ Open Flame	\$100
Performances with open flames	
Trade Show/Exhibit Permit	\$100
Permit required for all events classified as trade shows, exhibits, or garden shows	
Trade Show/Exhibit Additional Floor Plan Review	\$50

MUNICIPAL COURT

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
A7.01		MUNICIPAL COURT – GENERAL PROVISIONS	
A7.01.014	1995 Code	Jurors – Jury fee. Jury fee for defendant convicted after requesting jury trial	\$5
A7.01.023	1995 Code	Fee for person requesting driving safety course.	\$10
A7.02		MUNICIPAL COURT – BUILDING SECURITY FUND	
A7.02.002	Ord. No. 2022-22 9/20/2022	Assessment of fee – Security fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$4.90
A7.03		TECHNOLOGY FUND	
A7.03.002	1995 Code	Assessment of fee – Technology fee for defendants convicted of a misdemeanor offense in the municipal court.	\$4.
A.7.04		JUVENILE CASE MANAGER FUND	
A.7.04.002	Ord. No. 2005-40, 11/22/05	Assessment of fee – Juvenile case manager fee for defendants convicted of a fine-only misdemeanor offense (except for parking citations) in municipal court.	\$5
A.7.05		MUNICIPAL JURY FUND	
A.7.05.002	Ord. No. 2022-22 9/20/2022	Assessment of fee – Municipal Jury fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$0.10

OFFENSES AND NUISANCES

A8.05.091		ABANDONED AND JUNKED VEHICLES	
	Ord. No. 2022-22 9/20/2022	Fee to accompany report of garage keeper to police department	\$25

TRAFFIC AND VEHICLES

A12.12.005	Ord. No. 2020-30, 11/10/20	Golf Carts	
		Registration Annually	\$20/Initial \$10 Renewal
A12.14.005	Ord. No. 2021-06, 6/22/21	Dockless vehicle for hire permit agreements	
		Annual Business Permit (non-refundable)	\$500
		Annual Fee for each Dockless vehicle	\$50/each
A12.14.007	Ord. No. 2021-06, 6/22/21	Dockless vehicle operations	
		Fee for return of impounded vehicle	\$50/each

UTILITIES

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
A13.04.010	Ord. No. 2005-44 11/22/05	On-Site Sewage Facilities Permit Fees	
		Standard System	\$250
		Designed System	\$400
		Modification to Standard Permit	\$100
		Modification to Designed Permit	\$100
		Adjustment from Standard to Design	\$100
		Holding Tank	\$200
		Septic Tank Replacement	\$125
		Reinspection (Failed installation Inspection)	\$125
		Maintenance Contract Renewal	\$25
A13.05.005	1995 Code	Creation of Water Districts	
		Filing Fee for application to create Water Control District or Municipal Utility District	\$10,000
A13.08.015	Ord. No. 2022-22 9/20/2022	Solid Waste	
		Residential Service monthly charge	\$18.59
		Residential Additional Cart monthly charge	\$6.08
		Residential Additional Recycling Cart monthly charge	\$2.43

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

Commercial Solid Waste Dumpster Services

Container Size	Weekly Collection Frequency ¹						Extra Pickups ¹
	1	2	3	4	5	6	
96-Gallon Cart	\$28.02			N/A	N/A	N/A	
2 CY Dumpster	\$ 80.98	\$ 220.72	\$ 271.77	\$ 288.84	\$ 332.16	\$ 348.77	\$ 75.36
3 CY Dumpster	\$ 88.13	\$ 163.34	\$ 258.62	\$ 344.49	\$ 430.34	\$ 458.28	\$ 81.44
4 CY Dumpster	\$ 121.13	\$ 176.58	\$ 282.49	\$ 376.18	\$ 470.20	\$ 575.78	\$ 85.08
6 CY Dumpster	\$ 132.71	\$ 216.96	\$ 366.64	\$ 460.61	\$ 575.77	\$ 690.91	\$ 100.89
8 CY Dumpster	\$ 151.40	\$ 262.57	\$ 392.70	\$ 511.08	\$ 638.84	\$ 766.61	\$ 115.48
10 CY Dumpster	\$ 161.28	\$ 266.21	\$ 416.72	\$ 556.58	\$ 695.73	\$ 834.88	\$ 128.84



Commercial Recycling Dumpster Services (Non-Exclusive)

Container Size	Weekly Collection Frequency						Extra Pickups
	1	2	3	4	5	6	
96-Gallon Cart	\$ 22.20			N/A	N/A	N/A	
2 CY Dumpster	\$ 72.88	\$ 198.65	\$ 244.08	\$ 259.95	\$ 298.96	\$ 313.90	\$ 75.36
3 CY Dumpster	\$ 79.32	\$ 147.00	\$ 237.62	\$ 295.41	\$ 396.04	\$ 475.24	\$ 81.44
4 CY Dumpster	\$ 95.48	\$171.97	\$ 257.95	\$ 343.95	\$ 429.92	\$ 515.90	\$ 85.08
6 CY Dumpster	\$ 99.53	\$ 162.72	\$ 274.98	\$ 345.47	\$ 431.81	\$ 518.20	\$ 100.89
8 CY Dumpster	\$ 105.99	\$ 183.80	\$ 274.89	\$ 357.75	\$ 447.18	\$ 536.62	\$ 115.48
10 CY Dumpster	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 128.84

Additional Fee Commercial Services

Description of Service	Fee
Lock	\$13.38 per month
Set of casters	\$24.31 per month
Opening and closing of enclosures	No Charge
Excessive maintenance	\$121.55 per swap more than 1x per year

Temporary Refuse Roll-off Services (Maximum allowable fee)

Item 9C.

Roll-off Type and Size	Container Rental Fee ² (Per Day)	Initial Delivery Fee One-time)	Collection Fee (Per Pull)	Disposal Fee ³ (Per Ton)	Processing Fee ⁴ (Per Ton)
10 CY Roll-off ¹	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
15 CY Roll-off ¹	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
20 CY Roll-off	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
30 CY Roll-off	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
40 CY Roll-off	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00

1. These container sizes are exclusive only for Commercial Service Units. Temporary service for Residential Service Units is a non-exclusive service. Proposed fees for non-exclusive services represent the maximum allowable fee, but the Contractor may choose to offer the service for a lower fee.
2. Container rental fee does not apply for the first 14 calendar days of service.
3. Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.
4. Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing.

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

Permanent Refuse Roll-off Services (Maximum Allowable Fees)

Roll-off Type and Size	Container Rental Fee (Per Month)	Compactor Rental Fee ¹ (Per Month)	Collection Fee (Per Pull)	Disposal Fee ² (Per Ton)	Processing Fee ³ (Per Ton)
10 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
15 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
20 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
30 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
40 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
25 CY Roll-off Compactor	N/A	\$ 364.65	\$ 379.64	\$ 28.23	\$0.00
30 CY Roll-off Compactor	N/A	\$ 395.04	\$ 379.64	\$ 28.23	\$0.00
40 CY Roll-off Compactor	\$N/A	\$ 425.42	\$ 379.64	\$ 28.23	\$0.00

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

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

³ Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing. Item 9C.

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

SEC Reference	Last updated	Description	Amount of fee/Dep
A13.09		UTILITY FEES AND DEPOSITS	
A13.09.003	Ord. No. 2015-16 9/22/15	Return Trip – Failure to have presence of responsible person for connection	\$25
A13.09.004	Ord. No. 2015-16 9/22/15	Credit Check	Actual Cost
A13.09.005	Ord. No. 2015-16 9/22/15	Residential Electric Deposit	\$200
		Residential Water Deposit	\$75
		Commercial Deposit	Twelve (12) months avg x two (2), plus fifteen (15)%
		<i>Temporary Deposit follows same rules for Residential and commercial above</i>	
		Temporary Services – nonrefundable fee	\$50
		Solid Waste Deposit	\$50
A13.09.006	Ord. No. 2015-16 9/22/15	Deferred Payment Plan – Administration Fee	\$25
A13.09.007	Ord. No. 2015-16 9/22/15	New Application Fee	\$50
		Disconnect Fee	\$50
		Reconnect Fee	\$50
		After Hours Reconnect Fee	\$75
		Trip Fee – Investigation during regular business hours	\$50
		Trip Fee – Investigation after hours	\$100
		Miscellaneous Service Fee	\$50
		Meter Re-reading Fee	\$25
		Meter Inaccessible Fee	\$25
		Transfer of Service Fee (per account)	\$20
		Returned Check Fee	Actual cost
		Meter Testing Fee – unless City initiated	Actual cost + \$25 fee
		Tampering with City Meter Charge – Actual costs could include cost of actual amounts of service used without City authorization, and cost associated with investigating the tampering claim.	Minimum \$500 or actual damages or both
A13.11.001	Ord. No. 2015-05 3/24/15	Reclaimed Water for Irrigation – per 1,000 gallons	\$5, Minimum \$5
A13.11.002	Ord. No. 2015-05 3/24/15	Reclaimed Water – Cost related to permitting, inspecting and application	
		Application Fee	\$150
		Resubmission/application review Fee	\$50
		Volume Charges per 1,000 gallons	\$5
		Engineering and other Professional Services	Actual Costs
		Security Deposit	\$500

SEC Reference	Last updated	Description	Amount	Item 9C.
A13.12.002	Ord. No. 2016-35 1/24/2017	Attachments to Utility Facilities Fees and Charges		
		Pre-Permit Survey Fee	\$50 per hour	
		Make-Ready Charges	\$50 per hour	
		Annual Pole Attachment Fee	\$10 per pole	
		Annual Conduit Attachment Fee	\$2.50 per linear foot	
		Inspection Fee	\$50 per hour	
		Unauthorized Attachment Penalty Fee	\$30 per occurrence	
		Failure to Tag Penalty	\$5 per occurrence	
		Failure to Move/Remove Facilities Penalty	\$5	

BASTROP BUILDING BLOCK (B³) CODE

SEC Reference	Last updated	Description	Amount of fee/Dep
<u>A14.01.001</u>	Ord. No. 2022-22 9/20/2022	Administration fee (per application, included in fees below unless otherwise noted)	5% of application fee
		Completeness Check (per application review)	\$250
		Technology Fee (per application, included in fees below)	\$6
		Meeting Re-Notification, if required by applicant action	\$500
		Appeal of Administrative Decision	\$531
		Appeal of Board/Commission Decision	\$531
		Misc. Administrative Plan Review	\$531
		Warrant Determination	\$60
<u>A14.01.001</u>	Ord. No. 2022-22 9/20/2022	SUBDIVISION	
		Preliminary Plat Review (plus 5% administration fee)	\$1706 + \$125 per acre
		Final Plat Review (plus 5% administration fee)	\$1,281 + \$125 per acre
		Amended/Administrative Plat Review (plus 5% administration fee)	\$1,281 + \$25 per acre
		Replat Review (plus 5% administration fee)	\$1,281 + \$125 per acre
		Plat Vacation Review	\$1,345
		Public Improvement Plan Review	\$5,256 minimum + all professional fees*
		Single Improvement Public Improvement Plan Review	\$1,345
		Public Improvement Plan Amendment Review	\$1,345
		Public Improvement Inspections	3.5% of total cost of improvement**, \$2,500 minimum
		Public Improvement Plan Agreement Review	\$3,156 + all professional fees*
		Conceptual Drainage Plan Review	\$1,266
		Preliminary Drainage Plan Review	\$2,421
		Final Drainage Plan Review	\$1,581
		Preliminary Infrastructure Plan Review	\$2,001
		Subdivision Variance Review	\$3,681
		Plat Recordation with the County	\$150 + fees charged by the County
		Platting Exemption Determination	\$50
		License Agreement Review	\$3,156, plus professional fees*
		Land Disturbance Permit	\$216
		License to Encroach Review, Easement	\$531, plus professional fees*

SEC Reference	Last updated	Description	Amount	Item 9C.
		License to Encroach Review, Right-of-Way	\$794, plus professional fees*	
		Traffic Impact Analysis Review	\$557, plus professional fees*	
		Right-of-Way Vacation Review	\$1,791, plus professional fees*	
		Easement Vacation Review	\$899, plus professional fees*	
		Neighborhood Regulating Plan	\$1056	
<u>DEVELOPMENT FEES IN LIEU</u>				
		Tree Mitigation	\$600 per 4 inch tree	
		Sidewalk	\$14 per square foot	
		Trail	\$14 per square foot	
PARKLAND DEDICATION				
		Less than 4 dwelling units per building	\$500 per Unit	
		4 or more dwelling units per building	\$400 per Unit	
SITE DEVELOPMENT				
		Site Development Plan Review (plus 5% administration fee)	\$1706 + \$125 per acre	
		Site Development Plan Amendment Review	\$531	
		Site Development Inspections	\$500	
		Work without Approved Plan	\$500 per violation per day	
GIS MAPPING FEES				
		Map Printing	\$6.67 per square foot + \$50 an hour	
		Custom Map	\$250 per hour	
		Public Improvement Plan Digitizing, May be waived if digital plans provided per City specifications	\$250 per hour	
ZONING				
<u>A14.01.001</u>	Ord. No. 2021-12 09/21/2021	Zoning Concept Scheme Review (greater than or equal to 3.4 acres) (plus 5% administration fee)	\$3,006 + \$200 per acre (rounded up)	
<u>A14.01.001</u>	Ord. No. 2021-12 09/21/2021	Zoning Concept Scheme Review (less than 3.4 acres)	\$1,581	
<u>A14.01.001</u>	Ord. No. 2021-12 09/21/2021	Planned Development Zoning Amendment Review (plus 5% administration fee)	\$9,006 + \$200 per acre (rounded up)	
<u>A14.01.001</u>	Ord. No. 2022-22 9/20/2022	Zoning Variance Review	\$3,681	
		B ³ Code Text Amendment Review	\$2,106, plus professional fees*	

SEC Reference	Last updated	Description	Amount	Item 9C.
		Comprehensive Plan Amendment Review	\$1,056, plus professional fees*	
		Development Agreement Review	\$3,156, plus professional fees*	
		Special District Creation (MUD, PID, SUD, WCID, etc.)	\$26,256 + Professional fees*	
		Zoning Verification Letter	\$156	
		Zoning Violation	\$500 per violation per day	

A14.01.001

Ord. No. 2022-22
9/20/2022

SIGNS

Off-Premises Sign (Billboard) Repair	\$452
Repair or reface of existing sign cabinet	\$85
Building Signs (structural): Awning, Band (wall), Blade, Marquis, Outdoor Display Case, Construction Site (plus 5% administration fee)	\$106 plus \$1 per square foot
Building Signs (non-structural): Nameplate, Window (plus 5% administration fee)	\$56 plus \$1 per square foot
Small Freestanding Signs: Yard, Directional	\$60
Large Freestanding Signs: Monument, Pylon, Development Information, Construction Site (plus 5% administration fee)	\$206 plus \$2/ft. of sign height and \$2/sq. ft. of sign area
Banner	\$60
Sidewalk Sign	\$60
Master Sign Plan Review	\$531
Administrative Sign Variance Review	\$1,056
ZBA Sign Variance Review	\$3,681
Work without Permit	100% the fee per sign type

A14.01.001

Ord. No. 2022-22
9/20/2022

HISTORIC PRESERVATION

Certificate of Appropriateness	\$58.50
Certificate of Appropriateness - Demolition or Relocation	\$111
Work without Certificate of Appropriateness	\$500 per violation per day

*In accordance with Article 1.14 Professional and Consulting Fees or approved professional agreement

** Based on certified cost estimate provided by engineer of record and approved by the City

CEMETERIES

Item 9C.

SEC Reference	Last updated	Description	Amount of fee/Dep
A15.01		FAIRVIEW CEMETERY	
A15.01.012	Ord. No. 2022-22 9/20/2022	Cost of one (1) plot – Resident of the City of Bastrop	\$1,500
		Cost of one (1) plot – Non-Resident of the City of Bastrop	\$3,500
		80% of the fee is deposited into the Operating fund	
		20% of the fee is deposited into the Permanent Fund	
		Recording Fee	\$30
		Permit Fee	\$25
		Burial Open/Close fees	
		Adult burial	\$1,520
		Infant/cremations burial	\$1,160
		Weekend surcharge	\$125
		Holiday surcharge	\$600
		Disinterment/Re-interment	\$1,450 each
		Liners	\$750
		Setup fee	\$640



Financial Management Policy

APPROVED
AUGUST 22, 2023

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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.

Tracy Waldron

Tracy Waldron, Chief Financial Officer

Sylvia Carrillo

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



Purchasing Policy

APPROVED
AUGUST 22, 2023

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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.

Tracy Waldron

Tracy Waldron, Chief Financial Officer

Sylvia Carrillo

Sylvia Carrillo, City Manager

History of Purchasing Policy:
Previously Approved 09/23/2014
Previously Approved 10/23/2018
Previously Approved 09/24/2019
Previously Approved 09/08/2020
Previously Approved 08/24/2021
Previously Approved 08/23/2022

GLOSSARY OF PURCHASING TERMS

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

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

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

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

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

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

CITY OF BASTROP	(512) 332-8823
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.	2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 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	\$ <u>1,584,704,935</u>
2.	2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 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 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ <u>176,795,307</u>
3.	Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1.	\$ <u>1,407,909,628</u>
4.	2022 total adopted tax rate.	\$ <u>0.5128</u> /\$100
5.	2022 Taxable Value lost because court appeals of ARB decisions reduced 2021 appraised Value.	
	A. Original 2022 ARB values:.....	\$ <u>16,263,204</u>
	B. 2022 values resulting from final court decisions:.....	-\$ <u>15,873,126</u>
	C. 2022 value loss. Subtract B from A. ³	\$ <u>390,078</u>
6.	2022 taxable value subject to an appeal under Chapter 42, as of July 25.	
	A. 2022 ARB certified value:.....	\$ <u>32,077,514</u>
	B. 2022 disputed value:.....	-\$ <u>6,415,503</u>
	C. 2022 undisputed value. Subtract B from A. ⁴	\$ <u>25,662,011</u>
7.	2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ <u>26,052,089</u>

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.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 1,433,961,717
9.	2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2021 value of property in deannexed territory. ⁵	\$ 0
10.	2022 taxable value lost because property first qualified for an exemption in 2023. 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 2023 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2022 market value:..... \$ 415,323 B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value: + \$ 486,246 C. Value loss. Add A and B. ⁶	\$ 901,569
11.	2022 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 2023. Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022. A. 2022 market value: \$ 0 B. 2023 productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁷	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 901,569
13.	2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 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.	2022 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 1,433,060,148
15.	Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 7,348,732
16.	Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. 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 2022. This line applies only to tax years preceding tax year 2022. ⁹	\$ 5,839
17.	Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 7,354,571
18.	Total 2023 taxable value on the 2023 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 A. Certified values: \$ 1,668,844,788 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ 0 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 D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 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 E. Total 2023 value. Add A and B, then subtract C and D.	\$ 1,668,844,788

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.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. 2023 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>130,216,364</u>
	B. 2023 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>
	C. Total value under protest or not certified. Add A and B.	\$ <u>130,216,364</u>
20.	2023 tax ceilings. Counties, cities and junior colleges enter 2023 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 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>206,433,423</u>
21.	2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>1,592,627,729</u>
22.	Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. 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, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹	\$ <u>70,861,956</u>
24.	Total adjustments to the 2023 taxable value. Add Lines 22 and 23.	\$ <u>70,861,956</u>
25.	Adjusted 2023 taxable value. Subtract Line 24 from Line 21.	\$ <u>1,521,765,773</u>
26.	2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>0.4832</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹	\$ <u>0.0000</u> /\$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.	2022 M&O tax rate. Enter the 2022 M&O tax rate.	\$ <u>0.3166</u> /\$100
29.	2022 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>1,433,961,717</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 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ <u>4,539,922</u>
31.	Adjusted 2022 levy for calculating NNR M&O rate.	
	<p>A. M&O taxes refunded for years preceding tax year 2022. 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 2022. This line applies only to tax years preceding tax year 2022. + \$ <u>3,769</u></p> <p>B. 2022 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 2023 captured appraised value in Line 18D, enter 0. - \$ <u>0</u></p> <p>C. 2022 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. +/- \$ <u>0</u></p> <p>D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ <u>3,769</u></p> <p>E. Add Line 30 to 31D.</p>	\$ <u>4,543,691</u>
32.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,521,765,773</u>
33.	2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ <u>0.2985</u> /\$100
34.	Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.	
	<p>A. 2023 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. \$ <u>0</u></p> <p>B. 2022 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. - \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0.0000</u>/\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$100
35.	Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.	
	<p>A. 2023 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. \$ <u>0</u></p> <p>B. 2022 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, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0.0000</u>/\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$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.	<p>Rate adjustment for county indigent defense compensation. ²⁵ If not applicable or less than zero, enter 0.</p> <p>A. 2023 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.....</p> <p style="text-align: right;">\$ _____ 0</p> <p>B. 2022 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, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose.....</p> <p style="text-align: right;">\$ _____ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.....</p> <p style="text-align: right;">\$ <u>0.0000</u>/\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100.....</p> <p style="text-align: right;">\$ <u>0.0000</u>/\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$100
37.	<p>Rate adjustment for county hospital expenditures. ²⁶ If not applicable or less than zero, enter 0.</p> <p>A. 2023 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.</p> <p style="text-align: right;">\$ _____ 0</p> <p>B. 2022 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, 2021 and ending on June 30, 2022.</p> <p style="text-align: right;">\$ _____ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.....</p> <p style="text-align: right;">\$ <u>0.0000</u>/\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.....</p> <p style="text-align: right;">\$ <u>0.0000</u>/\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$100
38.	<p>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.</p> <p>A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year</p> <p style="text-align: right;">\$ _____ 0</p> <p>B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year</p> <p style="text-align: right;">\$ _____ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100</p> <p style="text-align: right;">\$ <u>0.0000</u>/\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$100
39.	<p>Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$ <u>0.2985</u> /\$100
40.	<p>Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent</p> <p style="text-align: right;">\$ _____ 0</p> <p>B. Divide Line 40A by Line 32 and multiply by \$100</p> <p style="text-align: right;">\$ <u>0.0000</u>/\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$ <u>0.2985</u> /\$100
41.	<p>2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ <u>0.3089</u> /\$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): 2023 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>	\$ _____/\$100
42.	<p>Total 2023 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, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (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, 2022, verify if it meets the amended definition of debt before including it here. ²⁸</p> <p>Enter debt amount \$ <u>4,738,273</u></p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ <u>383,000</u></p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ <u>0</u></p> <p>D. Subtract amount paid from other resources - \$ <u>1,175,000</u></p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ <u>3,180,273</u></p>	\$ <u>3,180,273</u>
43.	Certified 2022 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ <u>54,882</u>
44.	Adjusted 2023 debt. Subtract Line 43 from Line 42E.	\$ <u>3,125,391</u>
45.	<p>2023 anticipated collection rate.</p> <p>A. Enter the 2023 anticipated collection rate certified by the collector. ³⁰ <u>100.00</u>%</p> <p>B. Enter the 2022 actual collection rate. <u>104.00</u>%</p> <p>C. Enter the 2021 actual collection rate. <u>108.00</u>%</p> <p>D. Enter the 2020 actual collection rate. <u>99.00</u>%</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> <p style="text-align: right;"><u>100.00</u>%</p>	<u>100.00</u> %
46.	2023 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ <u>3,125,391</u>
47.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,592,627,729</u>
48.	2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ <u>0.1962</u> /\$100
49.	2023 voter-approval tax rate. Add Lines 41 and 48.	\$ <u>0.5051</u> /\$100
D49.	<p>Disaster Line 49 (D49): 2023 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>	\$ _____/\$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 2023 county voter-approval tax rate.	\$ <u>0.0000</u> /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes Not Applicable

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 2022 or May 2023, 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 2022, enter 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 2022 or in May 2023. 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 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ _____
53.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ _____ /\$100
55.	2023 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> .	\$ _____ /\$100
56.	2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ _____ /\$100
57.	2023 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> .	\$ _____ /\$100
58.	2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ _____ /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control Not Applicable

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	\$ _____
60.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ _____ /\$100
62.	2023 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).	\$ _____ /\$100

³² Tex. Tax Code § 26.041(d)

³³ Tex. Tax Code § 26.041(f)

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(f)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

Not Applicable

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ 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.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<p>Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.</p> <p>A. Voter-approval tax rate \$ _____/\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)</p> <p>B. Unused increment rate (Line 66)..... \$ _____/\$100</p> <p>C. Subtract B from A \$ _____/\$100</p> <p>D. Adopted Tax Rate \$ _____/\$100</p> <p>E. Subtract D from C..... \$ _____/\$100</p>	
64.	<p>Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.</p> <p>A. Voter-approval tax rate \$ _____/\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)</p> <p>B. Unused increment rate (Line 66)..... \$ _____/\$100</p> <p>C. Subtract B from A \$ _____/\$100</p> <p>D. Adopted Tax Rate \$ _____/\$100</p> <p>E. Subtract D from C..... \$ _____/\$100</p>	
65.	<p>Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.</p> <p>A. Voter-approval tax rate \$ _____/\$100 As applicable: Line 47, Line 50 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control)</p> <p>B. Unused increment rate..... \$ _____/\$100</p> <p>C. Subtract B from A \$ _____/\$100</p> <p>D. Adopted Tax Rate \$ _____/\$100</p> <p>E. Subtract D from C..... \$ _____/\$100</p>	
66.	<p>2023 unused increment rate. Add Lines 63E, 64E and 65E.</p>	\$ _____/\$100
67.	<p>Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).</p>	\$ _____/\$100

³⁹ Tex. Tax Code §26.013(a)
⁴⁰ Tex. Tax Code §26.013(c)
⁴¹ Tex. Tax Code §26.0501(a) and (c)
⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022
⁴³ Tex. Tax Code §26.063(a)(1)
⁴⁴ Tex. Tax Code §26.012(B-a)
⁴⁵ Tex. Tax Code §26.063(a)(1)

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
68.	Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ <u>0.2985</u> /\$100
69.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,592,627,729</u>
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ <u>0.0313</u> /\$100
71.	2023 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>0.1962</u> /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ <u>0.5260</u> /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

Not Applicable

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.⁴⁶

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.⁴⁷

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
73.	2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____/\$100
74.	Adjusted 2022 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 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet. - or - If a disaster occurred prior to 2022 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 2022, complete the separate <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 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 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.	\$ _____/\$100
75.	Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ _____/\$100
76.	Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ _____
78.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ _____/\$100

⁴⁴ Tex. Tax Code §26.042(b)

⁴⁷ Tex. Tax Code §26.042(f)

⁴⁸ Tex. Tax Code §26.042(c)

⁴⁹ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 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 67 (taxing units with the unused increment rate).	\$ _____ /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.4832 /\$100
 As applicable, enter the 2023 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. \$ 0.5051 /\$100
 As applicable, enter the 2023 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 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
 Indicate the line number used: 49

De minimis rate. \$ 0.5260 /\$100
 If applicable, enter the 2022 de minimis rate from Line 72.

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.⁵⁹

print here ▶ Ellen Owens, Tax Assessor / Collector
Printed Name of Taxing Unit Representative

sign here ▶ 
Taxing Unit Representative

07/26/2023
Date

⁵⁹ Tex. Tax Code §526.04(c-2) and (d-2)



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve Resolution R-2023-127 ratifying that the adoption of the Fiscal Year 2023-2024 budget will require raising more revenues from property taxes than in the previous year.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant

BACKGROUND/HISTORY:

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

FUNDING SOURCE:

N/A

RECOMMENDATION:

MUST READ WORD FOR WORD

“Move to ratify the vote just taken to approve the Fiscal Year 2023-2024 budget which will raise more revenues from ad valorem taxes than the previous fiscal year.”

ATTACHMENTS:

- Resolution R-2023-127

RESOLUTION NO. R-2023-127

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, RATIFYING THAT THE ADOPTION OF THE FY 2023-2024 BUDGET WILL REQUIRE RAISING MORE REVENUE FROM PROPERTY TAXES THAN IN THE PREVIOUS YEAR.

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

WHEREAS, a separate vote of the City Council is required to ratify that the adoption of the FY 2023-2024 Budget will require raising more revenue from property taxes than the previous year; and

WHEREAS, this resolution represents such action.

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

Section 1. The Tax Year 2023 notification statement "This budget will raise more revenue from property taxes than last year's budget by \$859,281, which is an 13.7% increase from last year's budget and property tax revenue to be raised from new property added to the tax roll this year is \$543,921" has been made.

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 19th day of September 2023.

APPROVED:

Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve the second reading of Ordinance No. 2023-34 of the City Council of the City of Bastrop, Texas, adopting the tax roll, adopting the tax rate, and levying ad valorem taxes for the Fiscal Year 2023-2024 to provide revenue for the payment of budgeted municipal expenditures; and providing for tax assessment; records; severability; an effective date; and proper notice and meeting.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager, and Laura Allen, Senior Accountant

BACKGROUND/HISTORY:

The City Council held a Budget Planning Workshop on April 19th and May 12, 2023, to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2023-2024 on July 25, 2023. The City Council held Budget Workshops on August 15 and 16, 2023, to go over certain details regarding the proposed budget and solicit feedback from City Council.

Ad valorem taxes are made up of two components: (1) operations and maintenance (O&M); (2) interest and sinking fund (I&S). The proposed budget was prepared with an O&M rate of \$0.3032 and an I&S rate of \$0.1962 for a total tax rate of \$0.4994 per \$100 of taxable value. The final budget is prepared with an O&M rate of \$0.3032 and an I&S rate of \$0.1962 for a total tax rate of \$0.4994 per \$100 of taxable value.

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

The State of Texas truth in taxation law requires that the City Council conduct a public hearing on its proposed ad valorem tax rate each year if such rate exceeds the voter-approval tax rate or no-new-revenue tax rate, whichever is lower. The no-new-revenue tax rate and the voter-approval tax rate have been calculated and the Notice of Proposed Tax Rate has been published in the local newspaper and on the City's website and Public Access Channel as required by law. The following table illustrates the proposed tax rate, the voter-approval tax rate, and the no-new-revenue tax rates appropriately split between the I&S and the O&M. The proposed tax rate to be considered is \$0.4994 which is more than the no-new-revenue tax rate.

TAX RATE						
Fiscal Year	Property Tax Rate	No-New-Revenue Tax Rate	No-New-Revenue M&O Tax Rate	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
2022-2023	0.5128	0.4887	0.3166	0.3166	0.5238	0.1962

FISCAL IMPACT:

This item is the annual ad valorem tax assessment for FY 2023-2024.

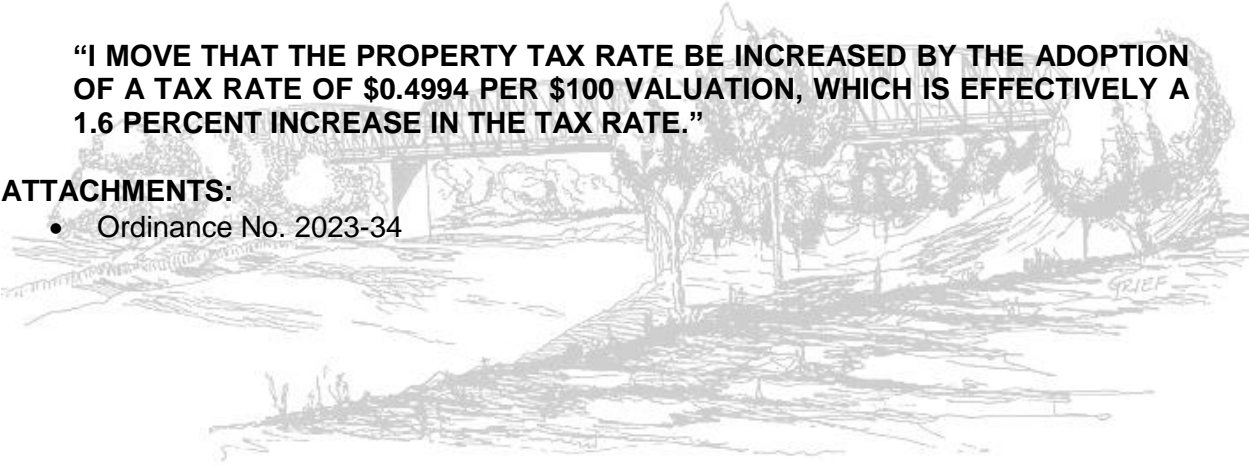
RECOMMENDATION:

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

“I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.4994 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 1.6 PERCENT INCREASE IN THE TAX RATE.”

ATTACHMENTS:

- Ordinance No. 2023-34



ORDINANCE NO. 2023-34

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX ROLL, ADOPTING THE TAX RATE, AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2023-2024 TO PROVIDE REVENUE FOR THE PAYMENT OF BUDGETED MUNICIPAL EXPENDITURES; AND PROVIDING FOR TAX ASSESSMENT; RECORDS; SEVERABILITY; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for Fiscal Year 2023-2024 (FY 2023-2024); and

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

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

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

WHEREAS, the City Council has complied with all applicable requirements of the Texas Tax Code and the Texas Local Government Code prior to the setting of the tax rate for said City for the fiscal year beginning on October 1, 2023, and ending on September 30, 2024 (i.e., FY 2023-2024) and

WHEREAS, it is necessary to levy such an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2023-2024.

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

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

Section 2. Adoption of Tax Rate: The tax rate of the City of Bastrop, Texas for the tax year FY 2023-2024 shall be, and is hereby set at **\$0.4994** on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of the City of Bastrop.

Section 3. Tax Levy: There is hereby levied for the FY 2023-2024 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property that was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2023, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of **\$0.4994** on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

- a) **General Fund.** An ad valorem tax rate of \$0.3032 on each \$100 of assessed valuation of all taxable property is hereby levied for general municipal purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the Fiscal Year ending September 30, 2024, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.
- b) **General Debt Service Fund:** An ad valorem tax rate of \$0.1962 on each \$100 of assessed valuation of all taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2024.

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

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE.

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

Section 6. Expenditures and General Fund: Revenue collected pursuant to this Ordinance shall be expended as set forth in the City of Bastrop's FY 2023 - 2024 Annual Budget, as may be amended, and all revenue collected that is not specifically appropriated shall be deposited in the General Fund.

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

Section 8. Severability: Should any paragraph, sentence, provision, clause, phrase, or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section 7. Repealer: All other ordinances and provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Code of Ordinances not in conflict herewith shall remain in full force and effect.

The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying, or altering any penalty accruing or to accrue, nor as affecting any rights of the City of Bastrop under any section or provision of any ordinances at the time of passage of this Ordinance.

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

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

CONSIDERED and APPROVED on First Reading on the 12th day of September 2023, by the following motion:

"I MOVE THAT THE PROPERTY TAX BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.4994 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 1.6 PERCENT INCREASE IN THE TAX RATE."

Mayor Pro Tem John Kirkland YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cynthia Meyer YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cheryl Lee YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Jimmy Crouch YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Kevin Plunkett YEA___ NAY___ ABSTAIN___ ABSENT___

CONSIDERED and ADOPTED on Second Reading on the 19th day of September 2023, by the following motion:

"I MOVE THAT THE PROPERTY TAX BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.4994 PER \$100 VALUATION, WHICH IS EFFECTIVELY A 1.6 PERCENT INCREASE IN THE TAX RATE."

Mayor Pro Tem John Kirkland YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cynthia Meyer YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Cheryl Lee YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Jimmy Crouch YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Kevin Plunkett YEA___ NAY___ ABSTAIN___ ABSENT___

APPROVED:

Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve the second reading of Ordinance No. 2023-31, of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances Chapter 14, the Bastrop Building Block (B3) Technical Manual, Article 4.1 Plat Submission; and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

As the City of Bastrop continues to grow and develop, staying current with development impacts is an important part of staff workload and training. Increasingly, the City Manager is working towards an end goal of all information contained in a geospatial format that makes it easy to read and understand what is happening in our town and county. To this end, we are relying more and more on geospatial information systems (GIS) to give us a “picture” of what is happening around us.

A subdivision of property, or a plat, is one of the foundational steps of development. This agenda item seeks to add a requirement of a shapefile that can be easily dropped into the City’s GIS system to keep us up to date with each submittal. The shapefile would be a part of the process at intake and can quickly be updated by our GIS staffer or our Sr. Planner.

The rationale for requiring anything above four lots is due to Chapter 212 of the Local Government Code which grants exemptions for certain smaller developments.

FISCAL IMPACT:

None

RECOMMENDATION:

Amend Article 4.1 of the B3 Technical Manual requiring a shapefile for preliminary and final plat for subdivisions of more than four (4) lots.

ATTACHMENTS:

1. Ordinance.

CITY OF BASTROP, TEXAS

ORDINANCE NO. 2023-31

PLAT SUBMISSION REQUIREMENTS

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE BASTROP BUILDING BLOCK (B3) TECHNICAL MANUAL, ARTICLE 4.1 PLAT SUBMISSION; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop (City Council) has general authority to adopt an Ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217, the City Council has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

WHEREAS, the City Council finds certain amendments to the Bastrop Code of Ordinances necessary to meet changing conditions and are in the best interest of the City; and

WHEREAS, the City Council finds the attached amendments are necessary and proper for the good government, peace, or order of the City to adopt an ordinance providing requirements for plat submissions.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Bastrop, Texas:

Section 1. Findings of Fact: The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2. Amendment: Chapter 14 of the Bastrop Code of Ordinances, the Bastrop Building Block (B3) Technical Manual, Article 4.1 Plat Submission is hereby amended, and after such amendment, shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any underlined text shall be inserted into the Code and any struck-through text shall be deleted from the Code, as shown in each of the attachments.

Section 3. Repealer: To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in

conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated.

- Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.
- Section 5. Codification:** The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.
- Section 6. Effective Date:** This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.
- Section 7. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

[Signatures on the following page]

PASSED & APPROVED on First Reading by the City Council of the City of Bastrop, on this, the 12th day of September 2023.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 19th day of September 2023.

APPROVED:

by: _____
Lyle Nelson, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

ATTACHMENT A

Amendment to B3 Technical Manual Article 4.1 Plat Submission

ARTICLE 4.1 PLAT SUBMISSION

(a) The Applicant shall submit a plat of the entire area being subdivided. Each application shall contain the following documents in order to be deemed administratively complete. If all items are not present, the application will not be accepted. The submission will be considered a filed application on the next Uniform Submittal Date after which the submission has been considered administratively complete.

- (1) Completed and signed Planning Application.
- (2) Agent Authorization Letter.

(3) Signed Project Description Letter explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the B³ Code or B³ Technical

Manual, and would not generally apply to other properties in the area, and contain signatures of owners of all lots within the original subdivision, if not under common ownership.

- (4) Bastrop Central Appraisal District Map highlighting the subject property.
- (5) Copy of deed showing current ownership.
- (6) Copy of current tax statement of account or tax receipt showing taxes have been paid.
- (7) Plat prints, collated and folded:

	Prints	#	Size
(a)	Plat	8	24" x 36"
(b)	Preliminary Drainage Study (if submitting a Preliminary Plat)	8	11" x 17"
(c)	Infrastructure Plan	8	24" x 36"

Prints	#	Size
(d) Letter outlining Special District requirements and how those required are addressed on the plat, if Place Type zoning is derived from a Special District	8	8.5" x 11"

(8) Utility Easement Release approvals from all utility providers.

(9) Proof of ability to serve by each proposed utility or completed utility evaluation by the City, if utility is provided by the City.

(10) **Digital Submittal:** Digital submittals shall be provided on a labeled CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. Application will not be accepted if not in the specified format listed below. The CD/DVD or flash drive will not be returned to the Applicant.

A. **PDF 1** - Main Application Materials shall be one document and include:

- ii. Title page called Application - (Specify Project Name),
- iii. Completed Application,
- iv. Agent Authorization Form,
- v. Waiver Letter, and
- vi. Project Description Letter.

B. **PDF 2** - Plats & Utilities shall be one document and include:

- i. Title page called Plat Details - (Specify Project Name),
- ii. Plat(s),
- iii. Drainage study, and
- iv. Infrastructure Plan.

C. **PDF 3** - Remaining Checklist Items shall be one document and include:

- i. Title page called Checklist Items - (Specify Project Name),

- ii. Tax map,
- iii. Deed(s),
- iv. Tax certificate, and
- v. Special District information (if applicable).

(15) Proof that all contractors have been paid.

(16) Include a shape file of the platted property only if said property has four (4) or more lots.

D. **GIS or AutoCAD Files** - Properties with four (4) or more lots should include files that show new parcel layout and easements formatted in a GIS geodatabase file or shape file; AutoCAD d w g fi l e s p a t i a l l y r e f e r e n c e d u s i n g NAD_1983_StatePlane_Texas_Central_FIPS_4203_Feet. should be Parcels_ProjectName and Easements_ProjectName.

- (11) Plat filing fee shall be paid at the time of the submission as set forth in City of Bastrop Code of Ordinances - Appendix A, Fee Schedule .
- (12) Copy of original plat, if filing an Amending Plat or Replat.
- (13) Proof of approved variances and warrants, if any.
- (14) All other required submittals and approvals required by this chapter.



Staff Report

MEETING DATE: September 19, 2023

TITLE:

Consider action to approve the second reading of Ordinance No. 2023-24 of the City Council of the City of Bastrop, Texas, annexing a tract of land described as 104.6+/- acres of land out of the Nancy Blakey survey, Abstract No. A98, located west of farm-to-market road 969, as shown in Exhibit A; providing for findings of fact, adoption, repealer, severability, filing and enforcement; establishing an effective date; providing for proper notice and meeting.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo, City Manager

BACKGROUND/HISTORY

The City of Bastrop approved a Development agreement with Continental homes of Texas L.P. This 399.878 Acre tract includes a public improvement district and has a set of development standards that were approved in July of 2021. The developer has gone through multiple steps to get the first few sections of the development started. The start time was delayed significantly due to land acquisition for a future road and the construction of the waterline that would serve the development.

The original development agreement contemplated annexation at the time of final platting of each section. However, the interlocal agreement between the City of Bastrop and Bastrop County in regard to platting require a review by Bastrop County and the City of Bastrop. In an effort to simplify the review process the Valverde Development had discussion with City Manager Carrillo requesting annexation to occur sooner rather than later.

RECOMMENDATION:

Staff recommends approval of first reading of Ordinance 2023-24.

ATTACHMENTS:

- Ordinance 2023-24
- Location Map
- Municipal Annexation Service Plan

ORDINANCE 2023-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ANNEXING A TRACT OF LAND DESCRIBED AS 104.6+/- ACRES OF LAND OUT OF THE NANCY BLAKEY SURVEY, ABSTRACT NO. A98, LOCATED WEST OF FARM-TO-MARKET ROAD 969, AS SHOWN IN EXHIBIT A; PROVIDING FOR FINDINGS OF FACT, ADOPTION, REPEALER, SEVERABILITY, FILING AND ENFORCEMENT; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PROPER NOTICE AND MEETING.

WHEREAS, the City of Bastrop, Texas (City) is a Home-Rule City acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, on or about August 4, 2023, Continental Homes of Texas, L.P., a Texas limited partnership (the "Owner") submitted a petition for voluntary annexation of the property in the area described as being 104.6+/- acres of land out of the Nancy Blakey Survey Abstract 98, located west of FM 969, located within the City of Bastrop Extraterritorial Jurisdiction as shown in Exhibit "A" (the "Property"), which is attached hereto and incorporated herein for all purposes; and

WHEREAS, pursuant to Texas Local Government Code Sections 43.056 and 43.0672, City Council has entered into a written agreement with the Owner of land in the area for the provision of services in the area, which is attached hereto as Exhibit "B" and incorporated herein for all purposes; and

WHEREAS, in accordance with Texas Local Government Code Chapter 43, public notice was given, and a public hearing was held before the City Council regarding the requested annexation; and

WHEREAS, Texas Local Government Code Section 51.001 provides the City general authority to adopt an Ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, after consideration of public input received at the hearing, the information provided by the petitioners, and all other information presented, City Council finds it necessary and proper to enact this Ordinance.

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

Section 1: The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2: The property in the area described in Exhibit “A”, which is attached hereto and incorporated herein for all purposes, is hereby annexed and brought into the municipal boundaries (i.e., corporate limits) of the City of Bastrop, Texas, and is made an integral part, hereof. The Property shall be designated as a P2 Rural Zoning District. The official map and boundaries of the City are hereby amended and revised so as to include the area annexed.

A service plan prepared in accordance with applicable provisions of state law pertaining to annexation is attached hereto as Exhibit “B” and incorporated herein for all intents and purposes. The owners and inhabitants of the area herein annexed are entitled to all of the rights and privileges of other citizens of the City and are hereby bound by all acts, ordinances, and other legal actions now in full force and effect and those that may be hereafter adopted or enacted.

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

Section 4: If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision.

Section 5: The City Secretary is hereby instructed to include this Ordinance in the records of the City and to have maps prepared depicting the new municipal boundaries. The City Secretary is hereby instructed to file a certified copy of this Ordinance and the updated maps with the Bastrop County Clerk and any other entities as required by law.

Section 6: The City shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations, and such violation is hereby declared to be a nuisance. Nothing in this ordinance shall be construed as a waiver of the City’s right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and/or equity.

Section 7: This Ordinance shall be effective immediately upon passage and publication.

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

[Signatures on the following page]

READ & APPROVED on First Reading on this the 12th day of September, 2023.

READ & ADOPTED on the Second Reading on this the 19th day of September, 2023.

APPROVED:

Lyle Nelson, Mayor

ATTEST:

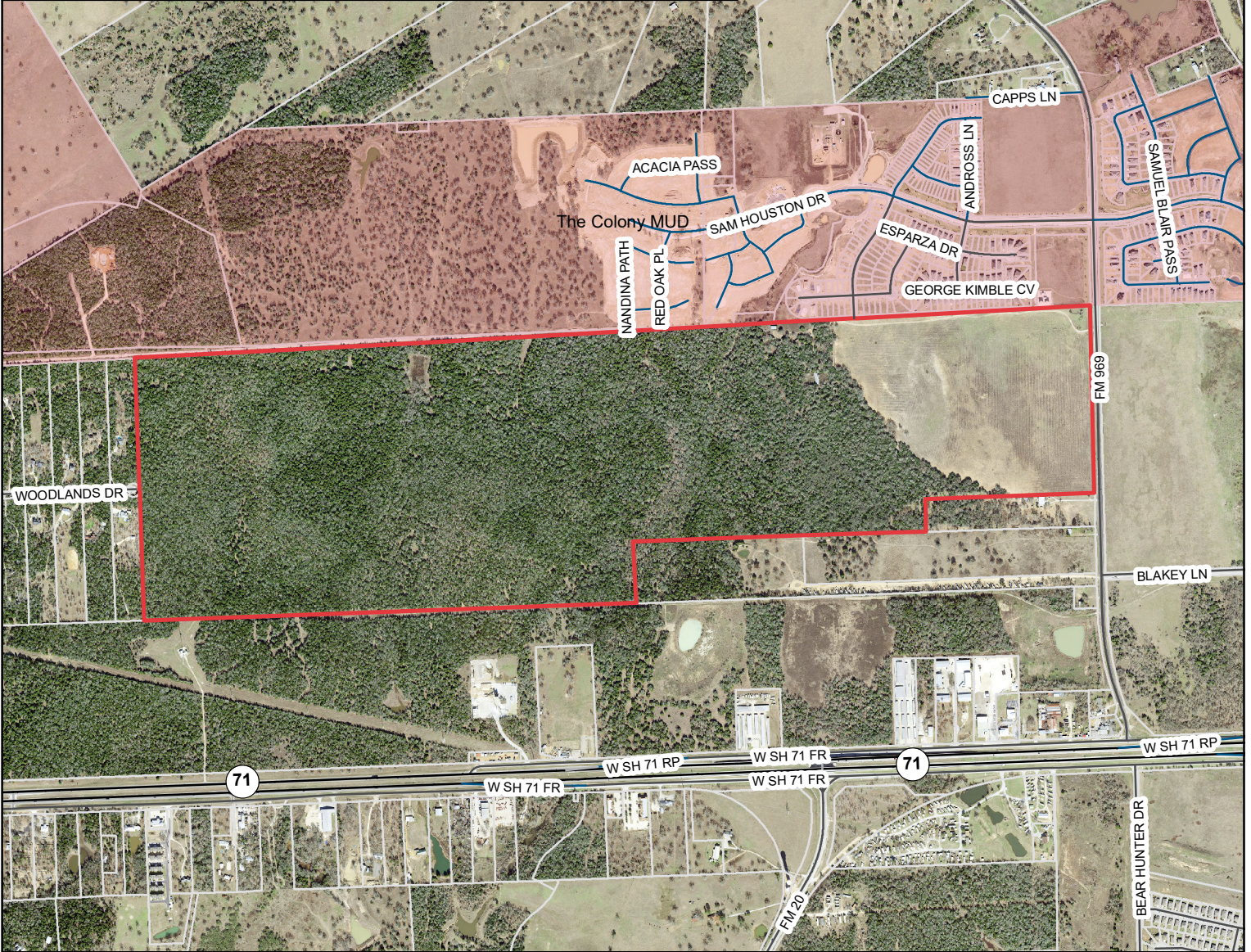
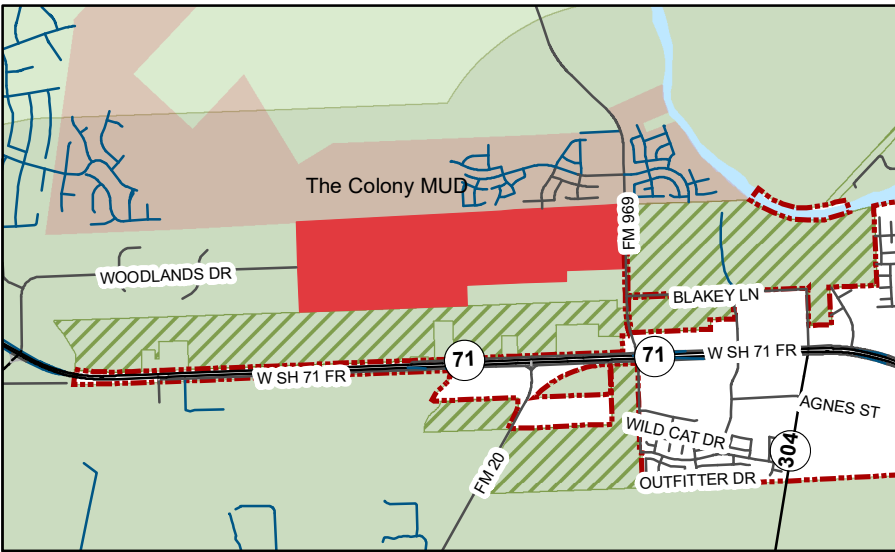
Ann Franklin, City Secretary

APPROVED AS TO FORM:

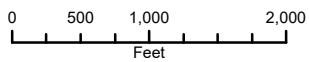
Alan Bojorquez, City Attorney

Exhibit "A"
DESCRIPTION OF AREA TO BE ANNEXED

Exhibit "B"
ANNEXATION SERVICE PLAN



Viridian Development Agreement



1 inch = 1,400 feet



Date: 5/12/2021

The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for accuracy, completeness or usefulness of information, nor does it represent that its use will not infringe upon privately owned rights.