

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



April 27, 2021 Executive Session at 5:30 P.M. and Regular Session at 6:30 P.M.

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

The City 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 WWW.CITYOFBASTROP.ORG/CITIZENCOMMENTFORM BEFORE 5:00 P.M. ON APRIL 27, 2021. COMMENTS SUBMITTED BY THIS TIME WILL BE DISTRIBUTED TO THE CITY COUNCIL PRIOR TO MEETING COMMENCEMENT, REFERENCED AT THE MEETING, AND INCLUDED WITH THE MEETING MINUTES. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.

- 1. CALL TO ORDER**
- 2. EXECUTIVE SESSION**
- 2A.** The City Council will recess its regular session and reconvene into executive session pursuant to Texas Government Code Section 551.071 to deliberate upon and seek the legal advice of its attorneys regarding Smith et.al v. City of Bastrop, et al. filed in the U.S. District Court, Western District, Austin Division.
- 3. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**
- 4. CALL TO ORDER – REGULAR SESSION – 6:30 P.M.**

5. PLEDGE OF ALLEGIANCE

TEXAS PLEDGE OF ALLEGIANCE

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

6. INVOCATION – Pastor Doug DeShay, Mount Rose Missionary Baptist Church

7. PRESENTATIONS

- 7A. Presentations acknowledging the service and contributions of outgoing Council Member Bill Ennis.
- 7B. Mayor's Report
- 7C. Council Members' Report
- 7D. City Manager's Report
- 7E. Proclamation of the City Council of the City of Bastrop, Texas recognizing May as Williams Syndrome Awareness Month. (Submitted by: Paul A. Hofmann)
- 7F. Proclamation of the City Council of the City of Bastrop, Texas recognizing May 8, 2021, as World Migratory Bird Day. (Submitted by: Paul A. Hofmann)
- 7G. Proclamation of the City Council of the City of Bastrop, Texas recognizing May 2021, as Building Safety Month. (Submitted by: Paul A. Hofmann)
- 7H. Proclamation of the City Council of the City of Bastrop, Texas recognizing May 4, 2021 as Firefighter's Day in City of Bastrop, Texas. (Submitted by: Paul A. Hofmann)

8. WORK SESSION/BRIEFINGS - NONE

9. STAFF AND BOARD REPORTS

- 9A. Receive presentation on the unaudited Monthly Financial Report for the period ending March 31, 2021. (Submitted by: Tracy Waldron, Chief Financial Officer)
- 9B. Receive presentation regarding future Bond Financing Plan and associated timeline. (Submitted by: Tracy Waldron, Chief Financial Officer)
- 9C. Receive presentation on the leveraging of Special Events for greater community building, tourism, and business support. (Submitted by: Rebecca Gleason, Assistant City Manager)
- 9D. Receive direction from City Council to the City Manager regarding City Holiday Schedule. (Submitted by: Tanya Cantrell, Human Resource Director.)

10. 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 before 5:00 p.m. on April 27, 2021. Comments submitted by this time will be distributed to the city council prior to meeting commencement, referenced at the meeting, and included with the meeting minutes. Comments from each individual will be limited to three (3) minutes when read aloud. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

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

11. APPROVAL OF MINUTES

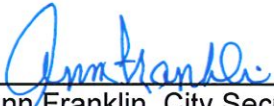
- 11A. Consider action to approve City Council minutes from the April 13, 2021 Regular meeting. (Submitted by: Ann Franklin, City Secretary)

12. ITEMS FOR INDIVIDUAL CONSIDERATION

- 12A. Consider and adopt on first and final reading Ordinance No. 2021-04 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.
- 12B. Consider action to approve Resolution No. R-2021-46 of the City Council of the City of Bastrop, Texas to award an Engineering Service contract to TRC Engineering, Inc. to provide engineering services for the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and project-related engineering services if funded: authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)
- 12C. Consider action to approve the first reading of Ordinance No. 2021-05 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2021 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the May 11, 2021 City Council agenda for a second reading. (Submitted by: Tracy Waldron, Chief Financial Officer)

13. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Thursday, April 22, 2021 at 3:00 p.m. and remained posted for at least two hours after said meeting was convened.


Ann Franklin, City Secretary





STAFF REPORT

MEETING DATE: April 27, 2021

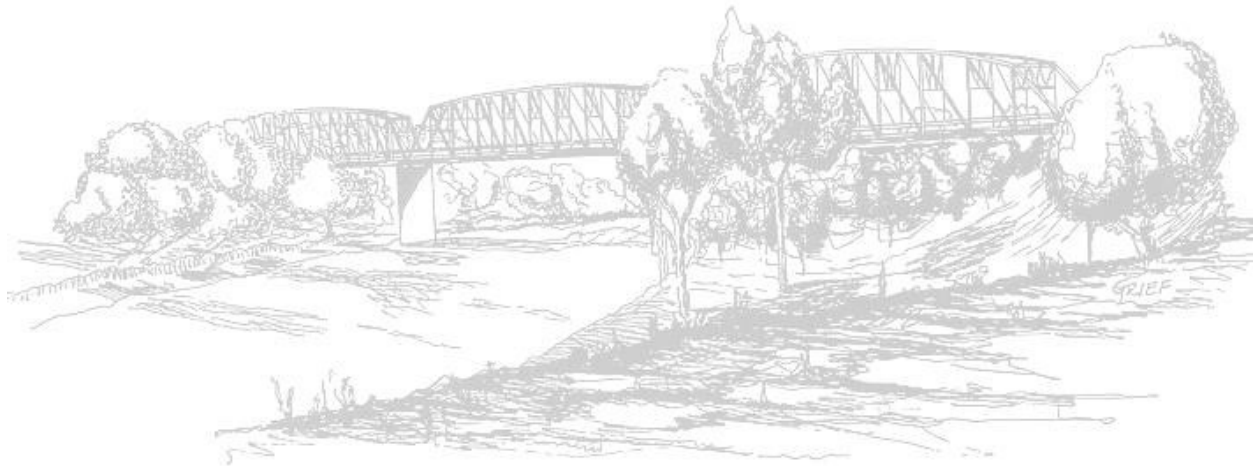
AGENDA ITEM: 2A

TITLE:

The city council will recess its regular session and reconvene into executive session pursuant to Texas Government Code Section 551.071 to deliberate upon and seek the legal advice of its attorneys regarding Smith et.al v. City of Bastrop, et al. filed in the U.S. District Court, Western District, Austin Division.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager





STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 3

TITLE:

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

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager





STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7A

TITLE:

Presentations acknowledging the service and contributions of outgoing Council Member Bill Ennis.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager





STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7B

TITLE:

Mayor's Report

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

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

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

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

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

ATTACHMENTS:

- Power Point Presentation



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7C

TITLE:

Council Members' Report

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

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

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

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

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutory 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 salutory recognition for purposes of this subdivision;
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- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7D

TITLE:

City Manager's Report

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

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

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

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

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
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- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7E

TITLE:

Proclamation of the City Council of the City of Bastrop, Texas recognizing May as Williams Syndrome Awareness Month.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager





WHEREAS, Williams syndrome is a rare genetic condition that is present at birth, affects as many as 30,000 individuals in the United States and is characterized by medical and cognitive problems, including cardiovascular disease, developmental delays, and learning disabilities; and

WHEREAS, the Williams Syndrome Association (WSA), founded in 1982, is a nonprofit organization and the most comprehensive resource for people and families living with Williams syndrome, as well as for doctors, researchers and educators. Through its efforts, from raising public awareness, to funding critical new research, and providing valuable information and support to families, the WSA has improved the quality of life and futures of those affected by Williams syndrome; and

WHEREAS, to generate awareness about Williams syndrome and raise funding for critical WSA programs and initiatives, the WSA has organized May as Williams Syndrome Awareness Month which includes awareness efforts all across the United States; and

WHEREAS, the Williams Syndrome Association and the families and friends of those with Williams syndrome should be commended for their hard work, compassion, and courage for educating the country about this rare disorder.

NOW, THEREFORE, I, Connie B. Schroeder, Mayor of the City of Bastrop, Texas, do hereby proclaim May, 2021 as:

WILLIAMS SYNDROME AWARENESS MONTH

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Bastrop, Texas to be affixed this 27th day of April, 2021.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7F

TITLE:

Proclamation of the City Council of the City of Bastrop, Texas recognizing May 8, 2021, as World Migratory Bird Day.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager





PROCLAMATION



BASTROPTX
Heart of the Lost Pines / Est. 1832

WHEREAS, World Migratory Bird Day (WMBD) is a campaign to raise awareness for the conservation of migratory birds and the habitats they live in; and

WHEREAS, This event is an awareness-raising campaign highlighting the need for the conservation of migratory birds and their habitats. It aims to draw attention to the threats faced by migratory birds, their ecological importance, and the need for international cooperation to conserve them; and

WHEREAS, The theme for WMBD 2021 is "Birds Connect Our World". The migratory routes of different animals covers a wide range of habitats. They cross contrasting landscapes and terrain that would not have any connection otherwise, such as deserts and oceans. WMBD 2021 will celebrate how birds connect these habitats as well as the people that live there too; and

WHEREAS, As the human population on earth grows, many of the most important stop-over and breeding sites for migratory birds are suffering as a result. The degradation of these areas around the world could have a devastating effect on migratory birds. So, as well as celebrating migration routes, this years WMBD is also about raising awareness of the importance of protecting these key sites.

NOW, THEREFORE, I, Connie B. Schroeder, Mayor of the City of Bastrop, Texas, do hereby proclaim May 8, 2021 as:

WORLD MIGRATORY BIRD DAY

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Bastrop, Texas to be affixed this 27th day of April, 2021.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7G

TITLE:

Proclamation of the City Council of the City of Bastrop, Texas recognizing May 2021, as Building Safety Month.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager



P

ROCLAMATION



WHEREAS, The City of Bastrop is committed to recognizing that our growth and strength depends on the safety and economic value of the homes and buildings that serve our citizens, both in everyday life and in times of disaster; and

WHEREAS, our confidence in the resilience of these buildings is achieved through the devotion of building safety and fire prevention officials who work year-round to ensure the safe construction of the buildings where we live, learn, work, play; and

WHEREAS, the City of Bastrop is a member of the International Code Council, a nonprofit that brings together experts to create the highest-quality codes to protect our public from hazards such as wildfires, tornadoes, floods and winter storms; and

WHEREAS, Bastrop benefits by our Building Official serving as an elected member of the International Code Council Board of Directors and by adopting the International Codes, avoiding the high cost and complexity of developing and maintaining these codes; and

WHEREAS, Building Safety Month is to acknowledge the critical role of public safety protectors—our building and fire officials—who provide an essential service protecting lives and property, assuring us of safe and livable buildings; and

WHEREAS, “Prevent, Prepare, Protect. Building Codes Save.”, the theme for Building Safety Month 2021, encourages people to consider the commitment to improve building safety and resilience at home and in the community.

NOW, THEREFORE, I, Connie Schroeder, Mayor of the City of Bastrop, do hereby proclaim May 2021 as:

BUILDING SAFETY MONTH IN BASTROP, TEXAS

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 27th day of April 2021.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 7H

TITLE:

Proclamation of the City Council of the City of Bastrop, Texas recognizing May 4, 2021 as Firefighter Appreciation Day in City of Bastrop, Texas.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager



P

ROCLAMATION



BASTROPTX
Heart of the Lost Pines / Est. 1832

WHEREAS, International Firefighter's Day is observed each year on May 4th to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those that have served in this line of work, and to show support and appreciation for those who presently serve; and

WHEREAS, firefighters follow a long line of tradition and honor that inspires them to help colleagues, neighbors, and strangers alike; and

WHEREAS, at a moment's notice, thousands of firefighters, both career and volunteer, risk their lives every day by quickly responding to uncertain situations, to mitigate danger through such efforts as search and rescue, hazardous materials response, and combating the threat of destructive fire in order to protect individuals, families, and the economic being of our community; and

WHEREAS, firefighters make the ultimate sacrifice to protect the citizens they serve whether danger is the result of natural or manmade disasters as witnessed by fire suppression deaths and other contributing causes;

NOW, THEREFORE, I, Connie Schroeder, Mayor of the City of Bastrop, do hereby proclaim May 4, 2021 as:

FIREFIGHTER DAY IN BASTROP, TEXAS

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 27th day of April 2021.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 9A

TITLE:

Receive presentation on the unaudited Monthly Financial Report for the period ending March 31, 2021.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The Chief Financial Officer provides the City Council a monthly financial report overview for all funds to include detailed analysis for General Fund, Water-Wastewater Fund, Bastrop Power & Light and the HOT Tax Fund.

REVENUE

General Fund is exceeding the forecast by over 13%. This is attributed substantially to development fees and sales tax. Sales tax is 13% above forecast and the development services category of revenue is already \$209,000 over the budget amount.

HOT funds revenue is short of forecast due to COVID-19 impacting the hospitality industry to a greater extent than projected. The current projection is that we will experience a \$534,400 shortfall in revenue for FY2021.

Cemetery is running short of forecast. In February, the fund was 52% below forecast. Now the fund is 22% short of forecast. We have seen an increase in plot sales, including 8 non-resident plot sales since the increase in the rate effective Oct. 1st.

The Capital Bond funds are short of forecast due to interest returns being lower than forecast.

The Hunter's Crossing Public Improvement District is behind forecast due to one commercial property that is not paid in full.

EXPENDITURES

The only fund with a negative variance to forecasted expenditures year to date is the Electric Fund. The Winter Storm Uri pass-through cost from LCRA had to be posted as an expense even though the amount is being paid out over 36 months. This variance will be corrected with a budget amendment that is on this same agenda.

This reporting requirement is set forth by the City of Bastrop Financial Management Policies, Chapter IV. Operating Budget, Section D. Reporting, as adopted by Resolution R-2020-77 on September 8, 2020.

ATTACHMENTS:

- Unaudited Monthly Financial Report for the period ending March 31, 2021

CITY OF BASTROP

Comprehensive Monthly Financial Report

March 2021



Performance at a Glance as of March 31, 2021



	YEAR TO DATE	REFERENCE
ALL FUNDS SUMMARY	POSITIVE	Page 3-4
SALES TAXES	POSITIVE	Page 5
PROPERTY TAXES	POSITIVE	Page 6
GENERAL FUND EXPENSE BY DEPARTMENT	POSITIVE	Page 7
WATER/WASTEWATER REVENUES	POSITIVE	Page 8
WATER/WASTEWATER EXPENDITURES BY DIVISION	POSITIVE	Page 9
ELECTRIC REVENUES	POSITIVE	Page 10
HOTEL OCCUPANCY TAX REVENUES	NEGATIVE	Page 11
HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION	POSITIVE	Page 12
LEGAL FEES BY ATTORNEY/CATEGORY	POSITIVE	Page 13
PERFORMANCE INDICATORS		
POSITIVE	= Positive variance or negative variance < 1% compared to seasonal trends	
WARNING	= Negative variance of 1-5% compared to seasonal trends	
NEGATIVE	= Negative variance of >5% compared to seasonal trends	

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

BUDGET SUMMARY OF ALL FUNDS

	FY2021	FY2021	FY2021	
	<u>Approved Budget</u>	<u>Forecast YTD</u>	<u>Actual YTD</u>	<u>Variance</u>
<u>Revenues:</u>				
General	\$ 12,661,181	\$ 8,061,945	\$ 9,169,343	13.7%
Designated	63,583	19,475	24,052	23.5%
Innovation	795,894	-	-	0.0%
Street Maintenance	1,024,000	1,022,375	1,026,385	0.4%
Debt Service	2,863,181	2,553,625	2,583,897	1.2%
Water/Wastewater	6,572,900	2,915,162	3,290,530	12.9%
Water/Wastewater Debt	2,956,026	1,030,388	1,033,505	0.3%
Water/Wastewater Capital Proj	130,000	65,000	66,433	2.2%
Impact Fees	907,250	448,625	1,228,082	173.7%
Vehicle & Equipment Replacement	452,192	258,596	311,310	20.4%
Electric	7,154,050	3,039,928	3,075,701	1.2%
HOT Tax Fund	2,533,212	1,062,617	644,477	-39.4%
Library Board	20,600	5,950	7,732	29.9%
Cemetery	108,750	54,375	42,297	-22.2%
Capital Bond Projects	1,105,793	1,052,198	1,008,787	-4.1%
Grant Fund	731,851	12,000	15,544	29.5%
Park/Trail Land Dedicaiton	1,865	933	1,236	32.4%
Hunter's Crossing PID	513,031	499,823	488,120	-2.3%
Bastrop EDC	3,953,570	1,331,035	1,678,602	26.1%
TOTAL REVENUES	\$ 44,548,929	\$ 23,434,050	\$ 25,696,033	9.7%

POSITIVE	= Positive variance or negative variance < 1% compared to forecast
WARNING	= Negative variance of 1-5% compared to forecast
NEGATIVE	= Negative variance of >5% compared to forecast

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

BUDGET SUMMARY OF ALL FUNDS

	FY2021 <u>Approved Budget</u>	FY2021 <u>Forecast YTD</u>	FY2021 <u>Actual YTD</u>	<u>Variance</u>
<u>Expense:</u>				
General	\$ 12,535,852	\$ 6,067,474	\$ 5,648,499	-6.9%
Designated	481,000	# 281,750	222,489	-21.0%
Innovation	958,130	503,668	196,926	-60.9%
Street Maintenance	1,020,654	80,000	34,775	-56.5%
Debt Service	2,997,157	660,369	659,775	-0.1%
Water/Wastewater	6,213,872	2,931,530	2,714,170	-7.4%
Water/Wastewater Debt	2,174,353	729,578	729,578	0.0%
Water/Wastewater Capital Proj.	583,900	490,000	477,555	-2.5%
Impact Fees	910,250	75,000	74,689	-0.4%
Vehicle & Equipment Replacement	241,800	241,800	241,179	-0.3%
Electric	7,427,450	3,362,001	3,973,302	18.2%
HOT Tax Fund	2,795,012	1,749,596	1,481,726	-15.3%
Library Board	23,450	11,725	954	-91.9%
Park Dedication	100,000	-	-	0.0%
Cemetery	79,803	41,782	39,000	-6.7%
Hunter's Crossing PID	480,025	61,763	56,120	-9.1%
Capital Projects (Bond)	24,944,196	3,598,127	3,616,390	0.5%
Grant Fund	731,851	34,476	34,476	0.0%
Bastrop EDC	5,131,091	2,083,718	1,616,139	-22.4%
TOTAL EXPENSES	\$ 69,829,846	\$ 23,004,357	\$ 21,817,742	-5.2%

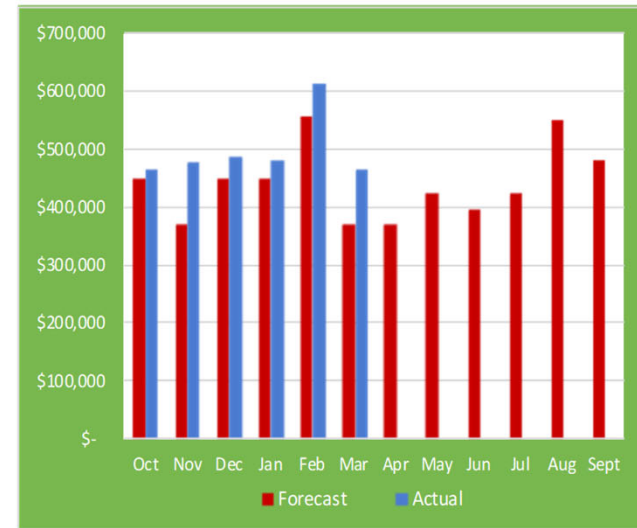
POSITIVE	= Negative variance or positive variance < 1% compared to forecast
WARNING	= Positive variance of 1-5% compared to forecast
NEGATIVE	= Positive variance of >5% compared to forecast

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

REVENUE ANALYSIS

SALES TAX REVENUE

Month	FY2021 Forecast	FY2021 Actual	Monthly Variance
Oct	\$ 447,689	\$ 464,945	\$ 17,256
Nov	368,685	477,068	\$ 108,383
Dec	447,689	484,697	\$ 37,008
Jan	447,689	478,752	\$ 31,063
Feb	553,028	609,630	\$ 56,602
Mar	368,685	464,043	\$ 95,358
Apr	368,685		\$ -
May	421,355		\$ -
Jun	395,020		\$ -
Jul	421,355		\$ -
Aug	547,761		\$ -
Sept	479,291		\$ -
Total	\$ 5,266,932	\$ 2,979,135	\$ 345,670
Cumulative Forecast	\$ 2,633,465		
Actual to Forecast	\$ 345,670	13.1%	



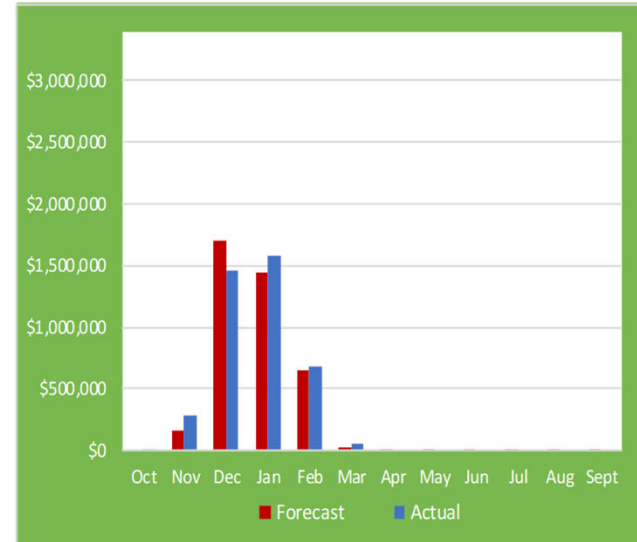
POSITIVE

Sales Tax is 42% of the total budgeted revenue for General Fund. The actual amounts for Oct. and Nov. are estimated due to the State Comptroller's two month lag in payment of these earned taxes. The actual is 13% greater than forecasted.

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

PROPERTY TAX REVENUE

Month	FY2021 Forecast	FY2021 Actual	Monthly Variance
Oct	\$ -	\$ 696	\$ 696
Nov	161,543	280,465	\$ 118,922
Dec	1,696,205	1,451,029	\$ (245,176)
Jan	1,437,736	1,584,842	\$ 147,106
Feb	646,173	682,148	\$ 35,975
Mar	32,309	49,771	\$ 17,462
Apr	16,154		
May	16,154		
Jun	8,077		
Jul	8,077		
Aug	8,077		
Sept	8,077		
Total	\$ 4,038,582	\$ 4,048,951	\$ 74,985
Cumulative Forecast	\$ 3,973,966		
Actual to Forecast	\$ 74,985	1.89%	



POSITIVE

Property tax represents 31% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. The actual is almost 2% over forecast. The timing of when these payments are received does not stay consistent from year to year which increases the difficulty of forecasting the monthly receipts.

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

GENERAL FUND EXPENDITURES BY DEPT.

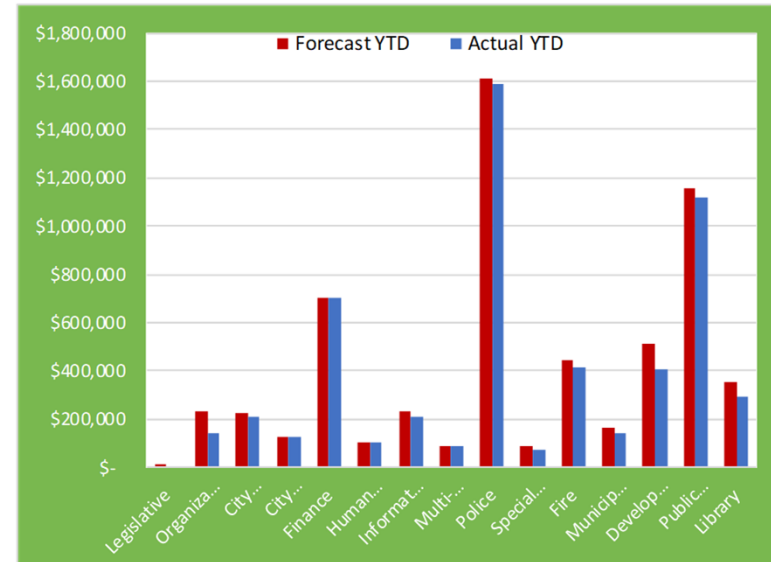
Division	FY2021 Forecast YTD	FY2021 Actual YTD	Variance
Legislative	\$ 17,542	\$ 9,646	\$ (7,896)
Organizational	235,084	143,098	\$ (91,986)
City Manager	222,520	212,456	\$ (10,064)
City Secretary	129,593	130,814	\$ 1,221
Finance	701,726	699,662	\$ (2,064)
Human Resources	107,835	103,615	\$ (4,220)
Information Technology	230,985	209,733	\$ (21,252)
Multi-Media	92,589	88,590	\$ (3,999)
Police	1,610,070	1,590,412	\$ (19,658)
Special Events/Reserv.	86,275	74,628	\$ (11,647)
Fire	443,241	417,198	\$ (26,043)
Municipal Court	166,598	139,652	\$ (26,946)
Development Services	510,372	409,880	\$ (100,492)
Public Works	1,158,950	1,121,841	\$ (37,109)
Library	354,094	297,274	\$ (56,820)
Total	\$ 6,067,474	\$ 5,648,499	\$ (418,975)

Actual to Forecast

93.1%

POSITIVE

This is a new page to the financial report that looks at forecast to actual by department within the General Fund. YTD the actual is 93% of forecast. We will continue to refine our forecast based on historic patterns and understanding of what has been budgeted.

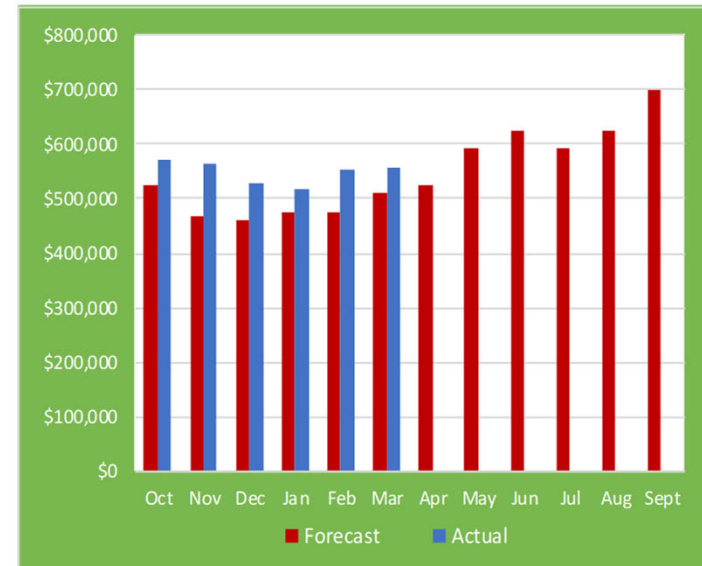


COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

REVENUE ANALYSIS

WATER/WASTEWATER REVENUE

<u>Month</u>	<u>FY2021 Forecast</u>	<u>FY2021 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 525,920	\$ 572,388	\$ 46,468
Nov	466,616	564,581	\$ 97,965
Dec	460,044	527,318	\$ 67,274
Jan	476,204	518,692	\$ 42,488
Feb	476,616	552,417	\$ 75,801
Mar	509,760	555,134	\$ 45,374
Apr	525,920		
May	591,384		
Jun	624,116		
Jul	591,796		
Aug	624,528		
Sept	699,992		
Total	\$ 6,572,896	\$ 3,290,530	\$ 375,370
Cumulative Forecast	\$ 2,915,160		
Actual to Forecast	\$ 375,370	12.88%	



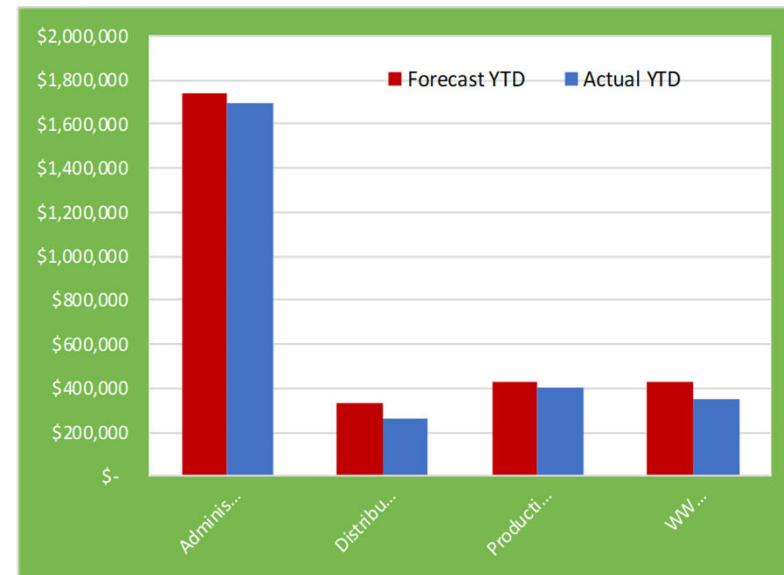
POSITIVE

The water and wastewater actual revenue is higher than forecast almost 13%. There were 2 new meters set this month all residential.

EXPENSE ANALYSIS

WATER/WASTEWATER EXPENDITURES BY DIVISION

<u>Division</u>	FY2021 <u>Forecast YTD</u>	FY2021 <u>Actual YTD</u>	<u>Variance</u>
Administration	\$ 1,736,053	\$ 1,694,137	\$ (41,916)
Distribution/Collection	336,720	264,677	\$ (72,043)
Production/Treatment	430,291	405,085	\$ (25,206)
WW Treatment Plant	<u>428,916</u>	<u>350,270</u>	<u>\$ (78,646)</u>
Total	<u>\$ 2,931,980</u>	<u>\$ 2,714,169</u>	<u>\$ (217,811)</u>
Actual to Forecast		92.6%	



POSITIVE

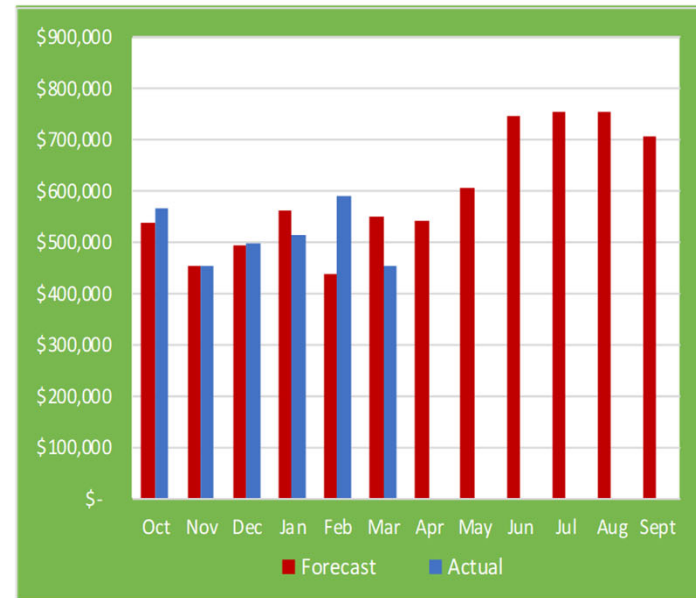
This is a new page in the Financial Report that tracks the actual to forecast by divisions within the Water/Wastewater department. The actual is almost 93% of forecast.

REVENUE ANALYSIS

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

ELECTRIC FUND REVENUE

<u>Month</u>	<u>FY2021 Forecast</u>	<u>FY2021 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 537,087	\$ 566,455	\$ 29,368
Nov	452,966	454,582	\$ 1,616
Dec	495,027	497,321	\$ 2,294
Jan	563,804	513,921	\$ (49,883)
Feb	439,936	589,838	\$ 149,902
Mar	551,107	453,586	\$ (97,521)
Apr	544,097		
May	607,188		
Jun	747,389		
Jul	754,399		
Aug	754,399		
Sept	706,651		\$ -
Total	\$ 7,154,050	\$ 3,075,703	\$ 35,776
Cumulative Forecast	\$ 3,039,927		
Actual to Forecast	\$ 35,776	1.18%	

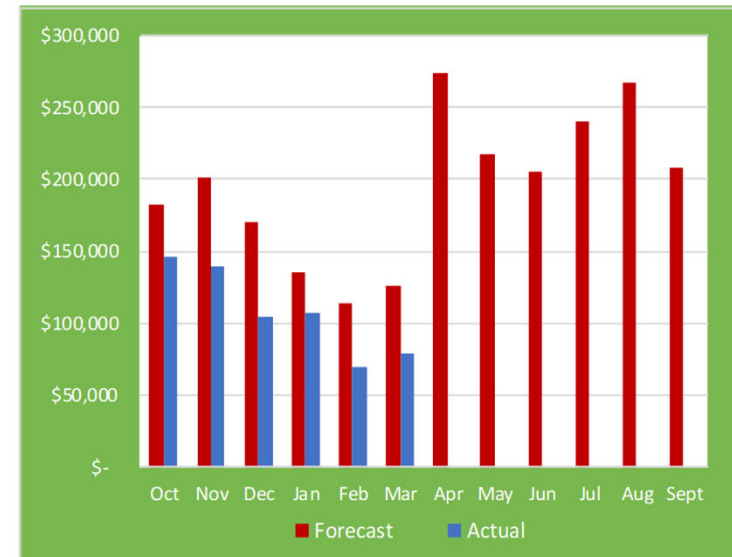
**POSITIVE**

The Electric utility revenue is 1% above forecasted revenue. There were 2 new meters set this month all commercial.

REVENUE ANALYSIS

HOTEL OCCUPANCY TAX REVENUE

Month	FY2021 Forecast	FY2021 Actual	Monthly Variance
Oct	\$ 182,735	\$ 145,576	\$ (37,159)
Nov	201,789	138,810	\$ (62,979)
Dec	170,328	104,901	\$ (65,427)
Jan	134,764	106,830	\$ (27,934)
Feb	113,497	69,214	\$ (44,283)
Mar	126,348	79,146	\$ (47,202)
Apr	274,365		
May	217,006		
Jun	205,131		
Jul	239,808		
Aug	266,780		
Sept	207,556		
Total	\$ 2,340,107	\$ 644,477	\$ (284,984)
Cumulative Forecast	\$ 929,461		
Actual to Forecast %	\$ (284,984)	-30.7%	

**NEGATIVE**

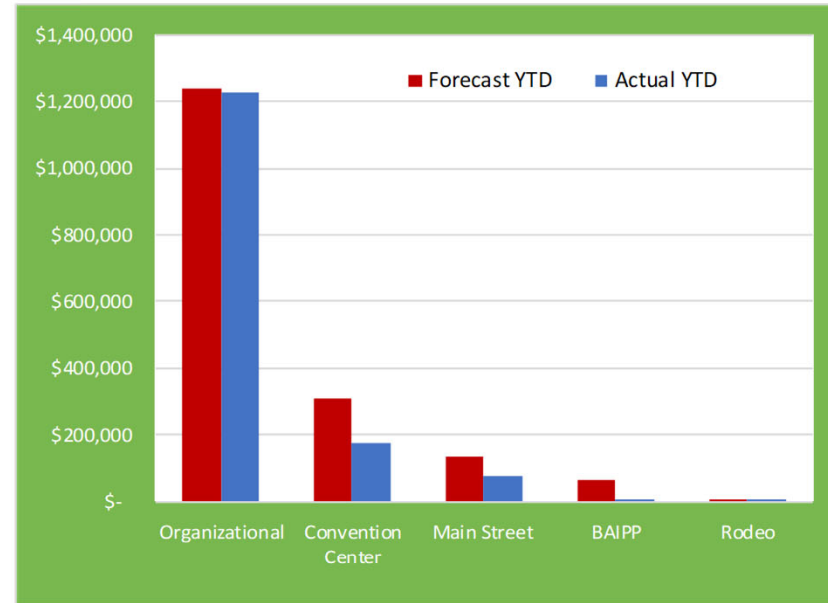
So far YTD we are almost 30% negative actual to forecast. ***The Hotel Tax revenue YTD is \$577,271 less than same time last year.***

EXPENSE ANALYSIS

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION

<u>Division</u>	<u>FY2021 Forecast YTD</u>	<u>FY2021 Actual YTD</u>	<u>Variance</u>
Organizational	\$ 1,240,565	\$ 1,227,474	\$ (13,091)
Convention Center	308,910	177,627	\$ (131,283)
Main Street	136,305	74,483	\$ (61,822)
BAIPP	62,366	374	\$ (61,992)
Rodeo	<u>1,450</u>	<u>1,569</u>	<u>\$ 119</u>
Total	<u>\$ 1,749,596</u>	<u>\$ 1,481,527</u>	<u>\$ (268,069)</u>
Actual to Forecast		84.7%	



POSITIVE

This is a new page in the Financial Report that shows the actual to forecast for each division located in the Hotel Occupancy Tax Fund. YTD is reporting actual over 84% of forecast.

Legal fees by Attorney/Category

COMPREHENSIVE MONTHLY FINANCIAL REPORT – March 2021

FIRM	CASE	FY18-19	FY19-20	FY20-21
BUNDREN				
	Pine Forest Interlocal	\$ 6,195	\$ 1,298	\$ 944
BOJORQUEZ				
	General Legal	\$ 432,931	\$ 185,102	\$ 64,028
	NEU Review	\$ -	\$ -	\$ 6,364
	COVID-19	\$ -	\$ 8,687	\$ 186
	Vandiver	\$ 1,857	\$ -	\$ -
	Pine Forest Interlocal	\$ -	\$ 1,275	\$ -
	Prosecutor (Municipal Court)	\$ 23,357	\$ 15,526	\$ 5,022
	Water/WW	\$ 46,721	\$ 57,168	\$ 31,461
RUSSEL RODRIGUEZ HYDE				
	Hunter's Crossing PID	\$ -	\$ 7,378	\$ 335
MULTIPLE FIRMS				
	XS Ranch Water Rights	\$ 6,204	\$ 4,888	\$ -
	Hunter's Crossing PID	\$ 89,899	\$ 10,391	\$ -
TAYLOR, OLSON, ADKINS, SRALLA & ELAM				
	Red Light Camera Suit	\$ 717	\$ 64	\$ -
		\$ 607,881	\$ 291,777	\$ 108,340

SUMMARY OF CASE/TYPE

Row Labels	Sum of FY18-19	Sum of FY19-20	Sum of FY20-21
COVID-19	\$ -	\$ 8,687	\$ 186
General Legal	\$ 432,931	\$ 185,102	\$ 64,028
Hunter's Crossing PID	\$ 89,899	\$ 17,769	\$ 335
Pine Forest Interlocal	\$ 6,195	\$ 2,573	\$ 944
Prosecutor (Municipal Court)	\$ 23,357	\$ 15,526	\$ 5,022
Red Light Camera Suit	\$ 717	\$ 64	\$ -
Vandiver	\$ 1,857	\$ -	\$ -
Water/WW	\$ 46,721	\$ 57,168	\$ 31,461
XS Ranch Water Rights	\$ 6,204	\$ 4,888	\$ -
NEU Review	\$ -	\$ -	\$ 6,364
Grand Total	\$ 607,881	\$ 291,777	\$ 108,340



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 9B

TITLE:

Receive presentation regarding future Bond Financing Plan and associated timeline.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

Up until 2019, any bonds issued that were for the purpose of water and wastewater improvements were issued in combination with the City as Certificates of Obligation (CO). In 2018, the City Council had many discussions regarding the WWTP#3 and the Water Plant, two very large improvement projects. These projects needed to be funded from water and wastewater rates and impact fees. There are arguments both ways for issuing Revenue Bonds or Certificates of Obligation. At that time, the decision was made to create a clear separation and issue Utility System Revenue Bonds.

City Manager Hofmann and I have met with the Financial Advisor numerous times to discuss this topic of which bond to issue. In the end, the Certificates of Obligation can be stated in such a way that there is clear understanding that the debt is being paid for from water/wastewater revenue. One advantage in CO financing is the fact that the bonds are backed by the full faith and credit of the City means the CO rating is used which is slightly better than the Revenue Bond rating, resulting in a better interest rate. Another advantage is the elimination of the reserve requirement. The City will always monitor and keep a healthy reserve to ensure the available funds to make all bond payments, but the revenue bonds come with a higher reserve requirement. This requirement puts an additional burden on rate payers because the current revenues must cover current debt payments up to a specified percentage. This means the City must increase the rates to meet that reserve. There is not this reserve requirement with CO's.

The Financial Advisor will be present to address your questions and further expound on the pros and cons of both financing options and explain the consequences of the current HB 1869 bill that limits a taxing authority's ability to use CO's as a financing option without voter approval moving forward.

Within the last several months the Hunter's Crossing Local Government Corporation has been discussing the need for a fence replacement project and the appropriate funding mechanism. After multiple discussions with the Financial Advisor, it was determined that funding this project through the 2021 Certificate of Obligation along with the water/wastewater funding would make the most sense. The Hunter's Crossing Improvement District budget would be responsible for paying their portion of the bond debt annually.

The next bond issuance, projected for a July 13, 2021 sale date, would fund \$35M in water and wastewater projects. Most of the issue will be for the WWTP#3 but there are some funds for the Water Plant, and \$700,000 for the Public Improvement District fence project.

Another financing option the City will have is the American Rescue Plan. These federal dollars are eligible to be used for water and sewer infrastructure projects. With the number of these types of projects the city has in the near future, this seems like a logical option for these funds. Details about this funding are continuing to be disseminated. This funding has an expenditure deadline of December 31, 2024.

ATTACHMENTS:

- Bond Issuance Timeline
- Updated FY2022 Planning Calendar





City of Bastrop, Texas
\$35MM Combination Tax and Revenue Certificates of Obligation, Series
2021 (“COs”)

Timeline of Events – Competitive Sale

Tuesday, May 25, 2021*	The City Council considers a resolution directing publication of the notice of intent to issue COs and authorizes preparation of offering documents for the COs.
Week of May 25, 2021	First notice of intent appears in the newspaper.
Week of May 31, 2021	Second notice appears in the newspaper.
	SPFI makes application to Standard & Poor’s in order to obtain ratings on the COs.
Week of June 14, 2021	Rating(s) Conference Call(s).
Thursday, July 1, 2021	Rating(s) are received and published by SPFI.
Tuesday, July 6, 2021	The Preliminary Official Statement is distributed to the bidders.
Tuesday, July 13, 2021*	<u>Sale.</u> The City Council adopts an Ordinance authorizing the issuance of the COs.
Thursday, August 5, 2021	<u>Closing.</u> The Purchasers of the COs deliver funds to the City.

*Official City Council Meeting.

City of Bastrop
FY 2021-2022 Strategic Planning Calendar
(assumes no voter approval election required)



Preparation	January 13	City Council Candidate filing period begins
	February 9*	CFO to present 1Q FY2021 Performance Report; City Manager Evaluation
	February 12	City Council Candidate Filing period ends
	March 5	Staff planning session - FY 2022 Budget Kick-off
	March (TBD)	City Council Candidate Orientation
	May 1	Election Day; Receive preliminary notices of appraised value from Chief Appraiser
	May 11*	Canvass Results of May 1st Election; CFO to present 2Q FY2021 Performance Report; City Manager to present Capital Plan and Fiscal Forecast
	May 14*	Special City Council Workshop (All day Budget Planning Workshop) - Comprehensive Plan/Focus Areas, Capital Plan Review, Fiscal Forecast Assumptions, Management Projects/Enhancements and Affirming Tax Revenue target.
	May 17	Community Support and Non-Special Event HOT Tourism related organization applications available at City Hall and on City's website
	May 18	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
	June 28	Deadline - Community Support & Non-Special Event HOT Organization applications for FY2022 Funding (5:00pm)
	July 13	Community Support Organizations present their funding request to Council (limit 3 minutes)
	July 21	Hunter's Crossing Local Government Corporation Meeting to review budget and propose Special Assessments
	July 25	Deadline for Chief Appraiser to certify rolls to taxing units
Adoption	June 5	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
	June 22*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	July 24	Publish Notice of proposed Special Assessments (must be posted 15 days prior to Public Hearing)
	July 13*	Council Meeting - Second Reading of the Amended and Restated Service and Assessment Plan.
	July 27*	City Manager presents the FY 2022 Budget (considered filed with the City Secretary); Review Financial and Purchasing Policies.
	August 5*	Meeting of the Governing Body to discuss the proposed tax rate; if proposed tax rate will exceed the No-New-Revenue Tax Rate or the Voter-Approval Tax Rate (whichever is lower), take record vote and schedule public hearing.
	August 10*	Review Financial and Purchasing Policies; CFO to present 3Q FY2021 Performance Report.
	August 10*	Public Hearing Special Assessments for Hunter's Crossing PID; First Reading of the Amended and Restated Service and Assessment Plan.
	August 17*	Budget Workshop - Review Proposed Budget
	August 18*	Budget Workshop#2 - Review Proposed Budget (if needed)
	August 24*	Council Meeting - Adopt Financial and Purchasing Policies; Second Reading of the Amended and Restated Service and Assessment Plan.
	September 4	Published Notice of Budget Hearing and Tax Rate (must be posted 10 days prior to Public Hearing - 5 days for Tax Rate notice)
	September 14*	Council Meeting - Public Hearing and First Reading on Tax Rate Ordinance; Budget Public Hearing; First Reading on Budget Ordinance.
	September 28*	Council Meeting to adopt tax rate and budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue.
Implementation	October 1	Fiscal Year begins
	October 12*	Distribute Final FY2022 Adopted Budget Book
	November 9*	CFO to present 4Q FY2021 Performance Report
	December 6	Begin FY2020 audit
	December 14*	Presentation of preliminary unaudited financial report for FY2020

* Council Meeting



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 9C

TITLE:

Receive presentation on the leveraging of Special Events for greater community building, tourism, and business support.

AGENDA ITEM SUBMITTED BY:

Rebecca Gleason, Assistant City Manager for Community Engagement

BACKGROUND/HISTORY:

Special Events have long been an important part of community building for the residents of the City of Bastrop. Further, the Bastrop City Council, through their focus area Uniquely Bastrop, have stated that staff shall make a priority of *leveraging* the unique combination of community, cultural, and recreational assets. Through the 2021 Reorganizational Plan, staff has been put in place to better support those community, cultural, and recreational assets through the facilitation of collaboration, communication, amplification, and resource sharing. Through this process the goal is to better leverage the hard work these groups are already doing to build greater community, increase tourism, and provide greater business support.

One of the areas that the City of Bastrop has done well is their level of **Civic Programming**, or City led events which have long occurred through the Bastrop Public Library, Main Street Program, Bastrop Police Department, among others. Although these events have always been well produced, they have done so in silos. With the creation of the cross-functional Communication & Special Events Team (CSET) there is now a cross departmental team in place to help plan, promote, and execute all City of Bastrop civic programming. This means that for the first time the City will have a single civic calendar whose events were chosen and placed based on opportunities that will have the highest return on investment.

The City of Bastrop's **Community Assets** provide cultural arts programming to our residents in the form of exhibits, shows, programs, events, and tours. Though the reorganization, the City staff will help amplify their good work by facilitating collaboration in the form of package building for visitors, community special event add-ons, and messaging assistance through our City channels.

The City of Bastrop, through an application process, contributes funding to what we call our **Community Support Groups**. Community Support Groups are non-profit groups that provide an arrange of services to our community. City staff, through the reorganization, will be able to amplify their messages and support their missions through our City channels. Our Community Support Groups will also be invited to collaborate with our fellow community stakeholders, as explained below, for the several fundraising events that are held each year.

The City of Bastrop, through special event permitting, has long collaborated with **Community Event Organizers** on the production of special events in our community. City staff, through the reorganization, will be able to amplify promotion of their events through our City channels. City

staff will further work to collaborate with our event organizers by pairing civic programming with existing community events to allow for greater humanization of the City.

Through this focus on the leveraging of Special Events, we have created a group named the **Community Stakeholders** which includes Visit Bastrop, hotels, Community Assets, Community Support Groups, and Community Event Organizers. Though the reorganization, the City is now facilitating structured communication and tools for collaboration between the groups mentioned above. Groups are encouraged to support each other's missions through partnership opportunities, co-sponsored events, joint messaging, shared resources, and outreach opportunities.

POLICY EXPLANATION:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATIONS:

Rebecca Gleason recommends continued support of our Community Assets, Community Support Groups, and event organizers through the leveraging of Special Events for greater community building, tourism, and business support.





STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 9D

TITLE:

Receive direction from City Council to the City Manager regarding City Holiday Schedule.

STAFF REPRESENTATIVE:

Tanya Cantrell, Human Resources Director

BACKGROUND/HISTORY:

On April 13, 2021, Council received a presentation on the Comprehensive Employee Classification and Compensation Study, which included the list and schedule of City Holidays. The report showed that the City of Bastrop is behind market regarding the number of holidays observed. Council asked Human Resources to provide information regarding holidays observed by the City of Smithville, City of Elgin, Bastrop Independent School District, Bastrop County, Federal Government, and the State of Texas in order to make a more informed decision regarding the addition of a holiday and/or a floating holiday to the current City of Bastrop Holiday Schedule.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A

RECOMMENDATION:

- Add one floating holiday that may be used either for observance of a holiday not included on the City's current schedule of holidays or as a personal day off.

ATTACHMENTS:

Holiday Comparisons

HOLIDAY COMPARISON

Organization	New Years Day	Martin Luther King Day	Confederate Heroes Day (Jan. 19th)	Presidents Day	Tx Independence Day	Cesar Chavez Day (March 31st)	Good Friday	San Jacinto Day (April 21st)	Memorial Day	Juneteenth	Independence Day	LBJ Day (August 27th)	Labor Day	Columbus Day	Veterans Day	Thanksgiving	Friday after Thanksgiving	Christmas Eve	Christmas Day	Day after Christmas	Miscellaneous
City of Bastrop (12)	✓	✓			✓		✓		✓		✓		✓		✓	✓	✓	✓	✓		
City of Elgin (15)	✓	✓		✓	✓		✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		Additional days: 1/2 day off the day before Thanksgiving; 1/2 day off the day before Christmas Eve
City of Smithville (17)	✓	✓		✓			✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		3 floating days
Bastrop County (16)	✓	✓		✓			✓		✓		✓		✓	✓	✓	✓	✓	✓	✓		3 personal days
State of Texas (15 Holidays, 4 Skeleton, 4 Optional)	✓	✓	✓	✓	✓	**	**	*	✓	✓	✓	*	✓		✓	✓	✓	✓	✓	✓	*Skeleton Crew Holidays: A state agency must have enough state employees on duty to conduct business during the skeleton crew holidays listed. Compensatory time off during the 12-month period following the holiday worked will be allowed for this duty. **Optional Holidays: A state employee is entitled to observe Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez Day in lieu of any state holiday where a skeleton crew is required.
Federal Government (10)	✓	✓		✓					✓		✓		✓	✓	✓	✓			✓		
BISD	✓	✓		✓ (students only)			✓		✓				✓	✓ (students only)		*	*	**	**	**	 *Off full week of Thanksgiving **Christmas Break 2020 was from 12/18 -12/31 2020/2021 Student Holidays: January 4th & 5th, April 19th, May 28th Student/Staff Holidays: Spring Break, October 9th



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 11A

TITLE:

Consider action to approve City Council minutes from the April 13, 2021 Regular meeting.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager
Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

Section 551.021 of the Government Code provides as follows:

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

FISCAL IMPACT:

N/A

RECOMMENDATION:

City Secretary, Ann Franklin recommends approval of the City Council minutes from the April 13, 2021 Regular meeting.

ATTACHMENTS:

- April 13, 2021 DRAFT Regular Meeting Minutes.

APRIL 13, 2021

The Bastrop City Council met in a regular meeting on Tuesday, April 13, 2021, at 5:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Jackson, Ennis, Peterson and Rogers. Officers present were City Manager, Paul A. Hofmann; City Secretary, Ann Franklin; and City Attorney, Alan Bojorquez.

CALL TO ORDER – EXECUTIVE SESSION

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

EXECUTIVE SESSION

The City Council met at 5:31 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 2A. City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the acquisition of real property interests associated with the construction of Wastewater Treatment Plant #3 at 385 SH 304, Unit B, Bastrop, TX 78602, and its collections systems, including all related agreements, authorizations, easements, resolutions, and associated legal actions.
- 2B. City Council shall convene into closed executive session pursuant to Texas Government Code Section 551.071 to seek the advice of legal counsel for a de-briefing regarding the withdrawn matter of Cause No. D-1-GN-21-00128 Cox v City of Bastrop in the 201st District Court of Travis County, TX.

Mayor Schroeder recessed the Executive Session at 6:04 p.m.

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

- 2A. City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the acquisition of real property interests associated with the construction of Wastewater Treatment Plant #3 at 385 SH 304, Unit B, Bastrop, TX 78602, and its collections systems, including all related agreements, authorizations, easements, resolutions, and associated legal actions.
A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2021-45, authorizing the City Attorney to file proceedings in eminent domain to acquire interests in real property for the Westside Collection System, from Reid and Cindy Sharp, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

Mayor Schroeder recessed the meeting at 6:05 p.m.

CONVENED REGULAR SESSION

At 6:30 p.m. Mayor Schroeder convened regular session.

PLEDGE OF ALLEGIANCE

INVOCATION

Chief of Police, Clint Nagy, gave the invocation.

PRESENTATIONS

- 7A. Mayor's Report
- 7B. Council Members' Report
- 7C. City Manager's Report
- 7D. Proclamation of the City Council of the City of Bastrop, Texas recognizing April 18th as National Lineman Appreciation Day. (Submitted by: Paul A. Hofmann, City Manager)
The proclamation was read into record by Mayor Schroeder and accepted by Director of BP&L, Curtis Ervin and BP&L employees.
- 7E. Receive presentation on the Temporary Disaster Exemption for Disaster Declaration by Faun Cullens, Chief Appraiser with the Bastrop Central Appraisal District. (Submitted by: Tracy Waldron, Chief Financial Officer)
Presentation was given by Faun Cullens, Chief Appraiser with the Bastrop Central Appraisal District.

ITEMS FOR INDIVIDUAL CONSIDERATION

- 12B. Hold public hearing and consider action to approve Resolution No. R-2021-34 of the City Council of the City of Bastrop, Texas granting a variance to Bastrop Code of Ordinances Article 4.02.005 Sale of Alcoholic Beverages, Separation Requirements from Church, Public or Private School, or Public Hospital, on property located at 924 Main St, within the city limits of Bastrop, Texas, as shown in Exhibit A, within the city limits of Bastrop, Texas; establishing an effective date. (Submitted by: Allison Land, Planner II)
Presentation was made by Allison Land, Planner II.

Public hearing opened.

Public hearing closed.

A motion was made by Council Member Ennis to approve Resolution No. R-2021-34, seconded by Council Member Rogers, motion was approved on a 5-0 vote.

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

- 9A. Receive presentation on the Comprehensive Employee Classification and Compensation Study, including the list and schedule of City Holidays, and provide direction as appropriate. (Submitted by: Tanya Cantrell, Human Resources Director)

Presentation was made by Tanya Cantrell, Human Resource Director and Matt Weatherly, President of Public Sector Personnel Consultants (PSPC).

Mayor Schroeder recessed the Council Meeting at 8:19 p.m.

Mayor Schroeder called the Council Meeting back to order at 8:24 p.m.

- 9B. Receive Quarterly Report from Bastrop Museum and Visitor Center. (Submitted by: Tracy Waldron, Chief Financial Officer)
Presentation was made by Kaye Sapikas, Director Bastrop Museum & Visitor Center.
- 9C. Receive Quarterly Report from Bastrop Opera House. (Submitted by: Tracy Waldron, Chief Financial Officer)
Presentation was made by Lisa Holcomb, Executive Director Bastrop Opera House.
- 9D. Receive Quarterly Report from Lost Pines Art Center. (Submitted by: Tracy Waldron, Chief Financial Officer)
Presentation was made by Chloe Brevelle, Lost Pines Art Center.
- 9E. Receive Quarterly Report from Bastrop Economic Development Corporation. (Angela Ryan, Operations Manager; Jean Riemenschneider, Project Manager)
Presentation was made by Angela Ryan, Operations Manager and Jean Riemenschneider, Project Manager.
- 9F. Receive Quarterly Report from Visit Bastrop. (Submitted by: Tracy Waldron, Chief Financial Officer)
Presentation was made by Susan Smith, President/CEO and Ashton LaFuenta, Marketing Manager for Visit Bastrop.
- 9G. Receive update on the Hotel Occupancy Tax revenue projections for Fiscal Year 2021, and provide direction as appropriate. (Submitted by: Tracy Waldron, Chief Financial Officer)
Presentation was made by Tracy Waldron, Chief Financial Officer.

CITIZEN COMMENTS – NONE

CONSENT AGENDA

A motion was made by Council Member Jackson to approve Items 11A and 11B as listed on the Consent Agenda after being read into the record by City Secretary, Ann Franklin. Seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.

- 11A. Consider action to approve City Council minutes from the March 23, 2021 Regular meeting. (Submitted by: Ann Franklin, City Secretary)
- 11B. Consider action to approve the following resolutions of the City Council of the City of Bastrop, Texas approving Public Improvement Plan Agreements:

- Resolution No. R-2021-36 with Hunt Communities Bastrop, LLC for The Colony MUD 1C Section 2, as attached in Exhibit A,
- Resolution No. R-2021-37 with Hunt Communities Bastrop, LLC for The Colony MUD 1C Section 3, as attached in Exhibit A,
- Resolution No. R-2021-38 with Lennar Homes of Texas Land and Construction, Ltd. for Bastrop Grove Section 4, Phase 1A, as attached in Exhibit A,
- Resolution No. R-2021-39 with Lennar Homes of Texas Land and Construction, Ltd. for Bastrop Grove, Section 4 Phase 1B, as attached in Exhibit A,
- Resolution No. R-2021-40 with Hunt Communities Bastrop, LLC for The Colony MUD 1C Section 5, as attached in Exhibit A,
- Resolution No. R-2021-41 with Hunt Communities Bastrop, LLC for The Colony MUD 1B Section 5, as attached in Exhibit A,
- Resolution No. R-2021-42 with Hunt Communities Bastrop, LLC for The Colony MUD 1B Section 6, as attached in Exhibit A;

authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date. (Submitted by: Jennifer Bills, Assistant Planning Director)

ITEMS FOR INDIVIDUAL CONSIDERATION CONTINUED

- 12A. Consider and adopt on first and final reading Ordinance No. 2021-04 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety. **Mayor Schroeder did not approve any Emergency Orders since the last Council meeting.**

- 12C. Hold public hearing and consider action to approve Resolution No. R-2021-35 of the City Council of the City of Bastrop, Texas, granting Historic Landmark status for 0.85 acres of Bastrop Town Tract A11, located near Farm Street and Willow Street in Fisherman's Park, to be known as the Mason Chalmers Fireplace, within the City Limits of Bastrop, Texas, as attached in Exhibit A; providing for findings of fact; providing a repealing clause; and establishing an effective date. (Submitted by: Jennifer Bills, Assistant Planning Director)
Presentation was made by Jennifer Bills, Assistant Planning Director.

Public hearing opened.

Public hearing closed.

A motion was made by Council Member Ennis to approve Resolution No. R-2021-35, seconded by Council Member Jackson, motion was approved on a 5-0 vote.

- 12D. Consider action to approve Resolution No. R-2021-43 of the City Council of the City of Bastrop, Texas confirming appointments by the Mayor of Robbie Sanders to Place 1 and Bryan Whitten to Place 5 of the Fairview Cemetery Advisory Board, as required in Section 3.08 of the City's Charter, and establishing an effective date. (Submitted by: Paul A. Hofmann, City Manager)

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2021-43, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

- 12E. Consider action to approve Resolution No.R-2021-44 of the City Council of the City of Bastrop, Texas, authorizing the submission of a Texas Community Development Block Grant Program application to the Texas Department of Agriculture for the 2021-2022 Texas Community Development Block Grant Program-Community Development Fund grant of up to \$350,000 water line improvements; authorizing the City Manager to act as the City's Executive Officer and authorized representative in all matters pertaining to the City's participation in the Community Development Block Grant Program; providing for a repealing clause; and establishing an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)

Presentation was made by Tracy Waldron, Chief Financial Officer.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2021-44, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

- 12F. Consider action to approve adoption of a Citizen Participation Plan and Citizen Complaint Procedures, attached as Exhibit A, to be followed during application for and implementation of Texas Community Development Block Grant Program projects under the Texas Department of Agriculture. (Submitted by: Tracy Waldron, Chief Financial Officer)

Presentation was made by Tracy Waldron, Chief Financial Officer.

A motion was made by Council Member Jackson to approve adoption of a Citizen Participation Plan and Citizen Complaint Procedures, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

Adjourned at 10:06 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on April 27, 2021, by Council Member Name's motion, Council Member Name's second. The motion was approved on a 0-0 vote.



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 12A

TITLE:

Consider and adopt on first and final reading Ordinance No. 2021-04 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager

BACKGROUND/HISTORY

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

FISCAL IMPACT:

N/A

RECOMMENDATION:

Recommend adopting on first and final reading Ordinance No. 2021-04 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

ATTACHMENTS:

- Ordinance No. 2021-04

EMERGENCY ORDINANCE 2021-04

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

READ, ACKNOWLEDGED & APPROVED on the First & Final Reading on this, the 27th day of April 2021.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit A



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 12B

TITLE:

Consider action to approve Resolution No. R-2021-46 of the City Council of the City of Bastrop, Texas to award an Engineering Service contract to TRC Engineering, Inc. to provide engineering services for the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and project-related engineering services if funded: authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

AGENDA ITEM SUBMITTED BY

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The city was notified of a grant funding opportunity through Texas Department of Agriculture (TDA) for TxCDBG funds. Part of the application process is procuring engineering services through a bid process. The Finance Department thought that compliance was performed with the procurement process and recommended a contract with TRC Engineering, Inc. for these services on March 23, 2021 with Resolution R-2021-32.

The Finance Department has since been notified that even though the newspaper sent a confirmation on the notice of the Request for Proposal, this notice did not actually run in the paper. The city's administrative consultant, Grantworks, has advised the Finance Department on the steps needed to correct this issue. We have posted this notice again (confirming it's posting) and have offered a time period to receive any additional submittals.

This resolution repeals the original Resolution R-2021-32 and approves this resolution, now that all procurement law has been followed.

The engineer will assist the city in the project cost estimates, completion of the application and project management if funded.

FISCAL IMPACT

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

RECOMMENDATION:

Tracy Waldron, recommends approval of Resolution No. R-2021-46 of the City Council of the City of Bastrop, Texas to award an Engineering Service contract to TRC Engineering, Inc. to provide engineering services for the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and project-related engineering services if funded: authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution R-2021-46

RESOLUTION NO. R-2021-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS TO AWARD AN ENGINEERING SERVICE CONTRACT TO TRC ENGINEERING, INC. TO PROVIDE ENGINEERING SERVICES FOR THE CITY'S 2021-2022 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) APPLICATION AND PROJECT-RELATED ENGINEERING SERVICES IF FUNDED; PROVIDING FOR A REPEALING CLAUSE; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

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

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

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering services has been completed in accordance with Texas CDBG requirements; and

WHEREAS, the proposals received by the due date have been reviewed to determine that most qualified and responsive providers for engineering services.

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

Section 1: That the City Manager is hereby authorized to execute an agreement for Engineering Services with TRC Engineering, Inc., to provide application and project-related engineering services for the 2021-2022 Texas Community Development Block Grant Community Development Fund project.

Section 2: That the city's application be placed in competition for funding under the Texas Community Development Block Grant Program.

Section 3: That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

Section 4: That 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 5: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop on this, the 27th day of April 2021.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: April 27, 2021

AGENDA ITEM: 12C

TITLE:

Consider action to approve the first reading of Ordinance No. 2021-05 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2021 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the May 11, 2021 City Council agenda for a second reading.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The FY2021 budget was approved by City Council on September 22, 2020. Since that approval, the City has approved one budget amendment on December 8, 2021 with Ordinance 2020-33. There have been events since the FY2021 budget was approved that require an amendment.

The Exhibit A to the ordinance explains in detail the nature of each of the budget amendments being requested.

The Financial Management Policy states that the level of budgetary control is at the department level in all Funds. If transfers are required between departments, this must be approved by City Council.

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

FUNDING SOURCE:

Various – See Ordinance Exhibit A

RECOMMENDATION:

Tracy Waldron, CFO recommends approval of the first reading of Ordinance No. 2021-05 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2021 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the May 11, 2021 City Council agenda for a second reading.

ATTACHMENTS:

- Ordinance 2021-05
- Exhibit A
- All Funds Summary FY2021 – updated to reflect proposed amendments
- Request Memo
- Visit Bastrop Letter

ORDINANCE NO. 2021-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2021 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN, AS ATTACHED IN EXHIBIT A; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND ESTABLISHING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bastrop, Texas has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2021; and

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

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

Section 1: That the proposed budget amendment(s) for the Fiscal Year 2021, as submitted to the City Council by the City Manager and which budget amendment(s) are attached hereto as Exhibit A, are hereby adopted and approved as the amended budget of said city for Fiscal Year 2021.

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

Section 3: This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ and APPROVED on First Reading on the 27th day of April 2021.

READ and ADOPTED on Second Reading on the 11th day of May 2021.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

GENERAL FUND

Budget Amendment #1: Revenue

FY 2021 Budget Book (Page 44)

Original Budget	\$12,471,919
Ord 2020-33	<u>\$ 189,262</u>
Amended Budget	\$12,661,181
<u>Recommended Increases</u>	
City Sales Tax (101-00-00-4001)	\$ 287,172
Emergency Management Assistance (101-????)	\$ 24,485
Inspection Fees (101-00-00-4012)	\$ 250,000
Recreation Center fees (101-00-00-4041)	<u>\$ 8,400</u>
New Total Revenue	\$13,231,238

This amendment increases several General Fund revenue sources. Sales Tax revenue has been running approximately 13% over forecast. This increase is conservative to specifically cover requested increases in this budget amendment. The Emergency Management Assistance revenue is the estimated amount we should receive through FEMA for the Winter Storm Uri declaration. Because of the new recreation program there is an additional revenue source from recreation fees. The development in new residential housing has taken off and is generating more revenue than previously projected in the budget. This increase in Inspection Fees is a conservative projection to cover the additional third-party inspection costs associated with this level of growth.

Budget Amendment #2: Expenditures-Organizational

FY 2021 Budget Book (Page 46)

Original Budget	\$ 168,454
Ord 2020-33	<u>\$ 139,736</u>
Amended Budget	\$ 308,190
380 Agreement Reimb.-Sales Tax (101-02-00-5644)	<u>\$ 130,000</u>
New Total Expenditures	\$ 438,190

Because of the increased sales tax collection mentioned in budget amendment #1, there is a need to increase the appropriation for the 380 Agreement Reimbursement for Burleson Crossing.

Budget Amendment #3: Expenditures-City Manager

FY 2021 Budget Book (Page 48)

Original Budget	\$ 453,893
Operating Salary (101-03-00-5101)	<u>\$ 34,400</u>
New Total Expenditures	\$ 488,293

ORDINANCE 2021-05

EXHIBIT A

This amendment was necessary to reconcile the City Managers restructuring plan and account for the recommendations made through the compensation study. This increase of \$13,775 reflects the portion of Assistant City Manager of Community Engagement that is funded by General Fund through the reorganization plan. The balance of \$20,625 were the additional adjustments recommended by the compensation study for both Assistant City Manager positions. This amendment has no effect on the General Fund's fund balance. There were available salary savings.

Budget Amendment #4: Expenditures-City Secretary

FY 2021 Budget Book (Page 50)

Original Budget	\$ 281,656
Operating Salary (101-04-00-5101)	\$ 20,450
New Total Expenditures	\$ 302,106

This amendment was necessary to reconcile the City Managers restructuring plan and account for the recommendations made through the compensation study. The restructuring plan created a Deputy City Secretary position that replaced the Executive Administrative Assistant position listed in the budget. No new FTE's were created from this change just a salary discrepancy in the positions. The increase of \$18,345 was attributed to the reorganization and the balance of \$2,105 was increase from the compensation study. This amendment has no effect on the General Fund's fund balance. There were available salary savings.

Budget Amendment #5: Expenditures-Finance

FY 2021 Budget Book (Page 53)

Original Budget	\$ 456,955
Operating Salary (101-05-00-5101)	\$ 15,305
New Total Expenditures	\$ 472,260

This amendment was necessary to account for recommendations made through the compensation study. This amendment has no effect on the General Fund's fund balance.

Budget Amendment #6: Expenditures-Human Resources

FY 2021 Budget Book (Page 58)

Original Budget	\$ 228,707
Operating Salary (101-06-00-5101)	\$ 16,576
New Total Expenditures	\$ 245,283

This amendment was necessary to account for recommendations made through the compensation study. This amendment has no effect on the General Fund's fund balance.

Budget Amendment #7: Expenditures-Information Technology**FY 2021 Budget Book (Page 61)**

Original Budget	\$ 413,458
Operating Salary (101-07-00-5101)	\$ 2,861
Computer Equipment (101-07-00-5207)	\$ 10,780
Computer Equipment (101-07-00-5207)	<u>\$ 65,000</u>
New Total Expenditures	\$ 492,099

This amendment was necessary to account for recommendations made through the compensation study, funding of the computer replacement plan for 2021 and upgrading the cities firewall. The computer replacement was unfunded during the budget process but included in this amendment now that revenue projections have been confirmed. This replacement program is important to efficiency. This amendment has no effect on the General Fund's fund balance.

Budget Amendment #8: Expenditures-Special Event & Reservations (Recreation)**FY 2021 Budget Book (Page 67)**

Original Budget	\$ 167,550
Contracted Services (101-10-00-5561)	<u>\$ 25,000</u>
New Total Expenditures	\$ 192,550

This amendment is to recognize the additional expenses incurred to bring the recreation program internally as a city run program. Most of the costs have been absorbed by the balance of the YMCA funding in the budget. This amendment is increasing expenses to cover the Coordinator for recreation programming. This increase is being covered by recreation fees and salary savings.

Budget Amendment #9: Expenditures-Police-Patrol**FY 2021 Budget Book (Page 74)**

Original Budget	\$ 1,763,650
Operating Salary (101-21-00-5101)	<u>\$ (20,000)</u>
New Total Expenditures	\$ 1,743,650

This amendment recognizes the salary savings in the Police Patrol division created from vacancies.

Budget Amendment #10: Expenditures-Fire-Operational**FY 2021 Budget Book (Page 80)**

Original Budget	\$ 493,818
Operating Salary (101-11-11-5101)	\$ 20,000
Operating Salary (101-11-11-5117)	<u>\$ 16,100</u>
New Total Expenditures	\$ 529,918

ORDINANCE 2021-05

EXHIBIT A

This amendment was necessary to account for recommendations made through the compensation study and the additional overtime created by the winter storm event. This amendment has no effect on the General Fund's fund balance. The increase in sales tax and the increase in Emergency Management Assistance from FEMA.

Budget Amendment #11: Expenditures-Municipal Court

FY 2021 Budget Book (Page 83)

Original Budget	\$ 337,901
Operating Salary (101-12-00-5101)	\$ 7,800
New Total Expenditures	\$ 345,701

This amendment was necessary to account for recommendations made through the compensation study. This amendment has no effect on the General Fund's fund balance.

Budget Amendment #12: Expenditures-Development Services-Building Inspections

FY 2021 Budget Book (Page 88)

Original Budget	\$ 309,344
Professional Services (101-15-18-5505)	\$ 250,000
New Total Expenditures	\$ 559,344

This amendment is necessary due to the high volume of homes actively under construction and the multiple re-inspections that are being required. This amendment is offset by an increase in Inspection Fees (see budget amendment #1). There is no impact to the General Fund's fund balance with this amendment.

Budget Amendment #13: Expenditures-Public Works-Streets & Drainage

FY 2021 Budget Book (Page 92)

Original Budget	\$ 911,359
Overtime (101-18-15-5117)	\$ 8,385
New Total Expenditures	\$ 919,744

This amendment is the increase to overtime expense that is being reimbursed by FEMA through the Winter Storm Uri declaration. This increase is offset by an increase in Emergency Management Assistance revenue (see budget amendment #1). This has no impact to the General Fund's fund balance.

Budget Amendment #14: Expenditures-Public Works-Building Maintenance

FY 2021 Budget Book (Page 94)

Original Budget	\$ 307,946
Capital Outlay (101-18-20-6000)	\$ 12,000
New Total Expenditures	\$ 319,946

ORDINANCE 2021-05

EXHIBIT A

This amendment is the cost of replacing the HVAC system and upgrading security at the old Senior Center building as the city plans to transition some of the recreational programming into this facility.

Budget Amendment #15: Expenditures-Library**FY 2021 Budget Book (Page 97)**

Original Budget	\$ 746,117
Operating Salary (101-21-00-5101)	\$ (47,725)
New Total Expenditures	\$ 698,392

This amendment recognizes the salary savings in the Library created when the director position was vacated, and the current supervisor accepted the director position with no additional hire.

SUMMARY OF GENERAL FUND BY DEPARTMENT		
Organizational	\$130,000	New Expenditures
City Manager	\$34,400	
City Secretary	\$20,450	
Finance	\$15,305	
Human Resources	\$16,576	
Information Technology	\$78,641	
Special Events & Reserv (Recreation)	\$28,125	
Fire	\$36,100	
Municipal Court	\$7,800	
Development Services	\$250,000	
Public Works-Streets	\$8,385	
Public Works-Building Maint.	\$12,000	New Revenue
City Sales Tax	(\$287,172)	
Emergency Management Assistance	(\$24,485)	
Inspection Fees	(\$250,000)	
Recreation Fees	(\$8,400)	
Police-Patrol	(\$20,000)	Salary Saving
Library	(\$47,725)	
Total Net Adjustment	<u>\$ 0</u>	

OTHER FUNDS

Budget Amendment #16: Vehicle/Equipment Replacement Fund

FY 2021 Budget Book (Page 153)

Original Budget	\$ 452,192
Vehicle/Equip Replacement Fee (380-00-00-4055)	\$ 64,684
Insurance Proceeds (380-00-00-4810)	<u>\$ 20,235</u>
New Total Revenue	\$ 537,111

Original Budget	\$ 241,800
Capital Outlay (380-00-00-6030)	<u>\$ 30,462</u>
New Total Expenditures	\$ 272,262

This amendment corrects the vehicle/equipment fee revenue, recognizes the insurance proceeds received, and increases the expenses to compensate for the purchase of the replacement vehicle. This amendment increases fund balance \$54,457 due to the increase in total revenue.

Budget Amendment #17: Impact Fund

FY 2021 Budget Book (Page 115)

Original Budget	\$ 907,250
Water Revenue (306-00-00-4199)	\$ 268,605
Wastewater Revenue (306-00-00-4299)	<u>\$ 395,423</u>
New Total Revenue	\$ 1,471,278

Original Budget (Water)	\$ 275,250
Elevated Tank (306-50-50-6320)	<u>\$ 74,689</u>
New Total Water Expenditures	\$ 349,939

Original Budget (Wastewater WWTP#3 (306-51-51-6174)	\$ 635,000
New Total Wastewater Expenditures	<u>\$ 1,000,000</u>
	\$ 1,635,000

This amendment recognizes the additional revenue the fund is experiencing from an active development community. We have already exceeded our Impact Fee Revenue year-to-date. The expense increases are to appropriate the necessary amounts to finalize the Elevated Tank project and make available funds for the WWTP#3 project from increased revenue and available fund balance.

ORDINANCE 2021-05
EXHIBIT A

Budget Amendment #18: Bastrop Power & Light

FY 2021 Budget Book (Page 102-103)

Original Budget	\$ 7,427,450
Winter Storm 2021 (404-60-00-5910)	<u>\$ 928,395</u>
New Total Expenditures	\$ 8,355,845

This amendment is to recognize the LCRA pass-through costs that were created from the Winter Storm URI. Because of the funds healthy reserve, we can absorb this cost from fund balance and stay over our fund balance reserve of 35%. This will be discussed further at the May 14th budget retreat when the five-year forecast is presented.

Budget Amendment #19: Hunter's Crossing Public Improv. District

FY 2021 Budget Book (Page 150)

Original Budget	\$ 513,031
Other Income (710-00-00-4313)	<u>\$ 67,000</u>
New Total Revenue	\$ 580,031

Original Budget	\$ 480,025
Maintenance and Operations (710-00-00-5300)	<u>\$ 21,000</u>
New Total Expenditures	\$ 501,025

This amendment is to recognize additional revenue received from the City of Bastrop Water/Wastewater Department for a Right-of-Way Easement related to the Westside Collection System Project. The increase in expenses is to cover the erosion project and the repair to the collapsed rock wall at the entrance of the subdivision. This amendment was taken to the Local Government Corporation Board on February 24, 2021 where it was voted on unanimously. This amendment will increase the fund balance of the Fund by \$46,000.

Budget Amendment #20: Water/Wastewater Fund

FY 2021 Budget Book (Page 108 & 111)

Original Budget	\$ 6,572,900
Other Revenue (202-00-00-4256)	<u>\$ 14,265</u>
New Total Revenue	\$ 6,587,165

Original Budget	\$ 1,005,587
Overtime (202-35-43-5117)	<u>\$ 14,265</u>
New Total Expenditures	\$ 1,019,852

This amendment is the increase to overtime expense and an increase to revenue that is being reimbursed by FEMA through the Winter Storm Uri declaration.

Budget Amendment #21: Hotel Occupancy Tax Fund**FY 2021 Budget Book (Page 120)**

Original Budget	\$ 1,776,951
Visit Bastrop (501-80-00-5???)	<u>\$ (66,000)</u>
New Total Expenditures	\$ 1,710,951

This amendment is to decrease the appropriated budget for Visit Bastrop. In a City Council meeting held April 13, 2021, the City Council gave the CFO consensus that they would be looking for this decrease as a part of this budget amendment.

ALL FUND SUMMARY FY 2020-2021

	GENERAL FUND	DEBT SERVICE FUNDS	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/ WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
AUDITED BEGINNING FUND BALANCES	\$ 4,115,621	\$ 258,520	\$ 2,896,369	\$ 2,687,452	\$ 4,134,842	\$ 3,915,646	\$ 23,103,084	\$ 2,829,396	\$ 5,409,325	\$ 49,350,255
REVENUES:										
AD VALOREM TAXES	4,039,083	2,051,124		-	-	-	-			6,090,207
SALES TAXES	5,554,104			-	-	-	-		2,611,200	8,165,304
FRANCHISE & OTHER TAXES	486,000		2,264,400	23,500	-	-	-			2,773,900
LICENSES & PERMITS	1,193,000		-	-	-	-	-			1,193,000
SERVICE FEES	679,550		181,500	2,173,709	6,545,900	7,110,050	-	435,876	177,370	17,303,955
FINES & FORFEITURES	335,200			12,800	-	-	-			348,000
INTEREST	30,000	20,000	25,000	24,850	25,600	30,000	109,293	16,000	35,000	315,743
INTERGOVERNMENTAL	283,551	249,802	62,312	731,851	14,265	-	150,000		1,030,000	2,521,781
OTHER	40,000		-	109,383	7,000	14,000	1,365	20,235	100,000	291,983
TOTAL REVENUES	12,640,488	2,320,926	2,533,212	3,076,093	6,592,765	7,154,050	260,658	472,111	3,953,570	39,003,873
OTHER SOURCES										
Other Financing Sources	-						1,000,000			1,000,000
Interfund Transfers	590,750	542,255	-	-	3,080,425	-	1,666,894	65,000		5,945,324
TOTAL REVENUE & OTHER SOURCES	13,231,238	2,863,181	2,533,212	3,076,093	9,673,190	7,154,050	2,927,552	537,111	3,953,570	45,949,197
TOTAL AVAILABLE RESOURCES	\$ 17,346,859	\$ 3,121,701	\$ 5,429,581	\$ 5,763,545	\$ 13,808,032	\$ 11,069,696	\$ 26,030,636	\$ 3,366,507	\$ 9,362,895	\$ 95,299,452
EXPENDITURES:										
GENERAL GOVERNMENT	5,237,364			15,000	-	-	356,788			5,609,152
PUBLIC SAFETY	4,719,607			50,000	-	-	15,032			4,784,639
DEVELOPMENT SERVICES	1,187,127			-	-	-	-			1,187,127
COMMUNITY SERVICES	1,832,035		-	255,778	-	-	-			2,087,813
UTILITIES				15,000	4,107,961	7,234,857	-			11,357,818
DEBT SERVICE		2,997,157		-	2,174,352	168,238	453,067		447,012	6,239,826
ECONOMIC DEVELOPMENT	126,651		2,186,757	-	-	-	319,055		2,209,079	4,841,542
CAPITAL OUTLAY				2,568,040	518,900	300,000	24,858,038	272,262	2,475,000	30,992,240
TOTAL EXPENDITURES	13,102,784	2,997,157	2,186,757	2,903,818	6,801,213	7,703,095	26,001,980	272,262	5,131,091	67,100,157
OTHER USES										
Interfund Transfers	645,894	-	542,255	898,250	2,185,176	652,750	1,021,000	-	-	5,945,324
TOTAL EXPENDITURE & OTHER USES	13,748,678	2,997,157	2,729,012	3,802,068	8,986,389	8,355,845	27,022,980	272,262	5,131,091	73,045,481
ENDING FUND BALANCES	\$ 3,598,181	\$ 124,544	\$ 2,700,569	\$ 1,961,477	\$ 4,821,643	\$ 2,713,851	\$ (992,344)	\$ 3,094,245	\$ 4,231,804	\$ 22,253,971

TO: ACM Rebecca Gleason, CFO Tracy Waldron
From: Jesse Miga, IT Director
Date: April 6, 2021
Subject: Firewall & Computer Replacement Fund Request



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Firewall Replacement

I am requesting funds to employ a more cost-effective refresh schedule for our primary network firewall. We need to replace our current hardware to continue servicing our City infrastructure. I have procured quotes that include an up-to-date firewall bundled with a 36-month support term for \$17,580 - an average of \$5,860 annually.

The IT Department's firewall support cost is currently \$4,800 annually but leaves replacement hardware unbudgeted. By purchasing the hardware and support up front we will save substantially on the total cost of ownership, and we will benefit from including the hardware cost in our base budget (see the breakdown below).

Current replacement schedule:

Support (in budget): \$4,800/Annually

Hardware (not in budget): Estimate \$7,000/triennially

Total Annual Cost Estimate: \$7,133

Proposed Replacement Schedule:

Hardware/Support Bundle: \$17,580

Total Annual Cost Estimate: \$5,860

My budget can cover \$6,800 of the \$17,580 with this year's allocation, so I am requesting an additional \$10,780 to move forward.

Computer Replacement

I am also requesting \$65,000 to fund our necessary computer replacements city-wide. In fiscal year 2019, we worked to update the computer replacement schedule from fifteen computers annually to a three-year complete replacement program for staff desktops and laptops. Note this does not include Public Safety Mobile Data Terminals – those exist on a separate five-year schedule.

The quoted cost will effectively replace all desktops and laptops implemented from 2014 to 2016, most of which are far behind current standards. The new hardware is a substantial upgrade that will greatly increase speed of access to City resources and improve staff efficiency.



April 20, 2021

Paul Hofmann
City Manager
City of Bastrop
1311 Chestnut Street
Bastrop, TX 78602

Dear Paul:

Per your request I am presenting the forecast for Visit Bastrop through the end of this fiscal year. This information has been approved by our financial firm.

Should Visit Bastrop operate according to our budget plan we will end the year with seven months of total cash. Our budget plan is \$859,000 in city contract funding, \$75,000 in HOT fund special funding and \$100,000 in Visit Bastrop cash. In the event we do not receive a 4th quarter payment as recommended in Tracy Waldron's staff report, *(Visit Bastrop responded with \$237,000 in possible funds to forfeit from their current funding agreement. The recommendation by the CFO is that we reduce the last quarterly payment by this amount)*, we would end the year with 4.2 months of total cash. The total cash forecast is simply a snapshot at that particular moment (9/30/2021) and will fluctuate.

According to our financial firm, industry best standards recommend *an absolute minimum* of five months operating cash but recommend an optimal level of total cash at 10 to 12 months of operating expenses.

In the event City Council chooses not to use City reserves for the true up, a staff cut will be necessary.

On April 14, 2021, I received an email that we have been approved for the second round of Payroll Protection and notice of a forthcoming deposit in the amount is \$66,000.00. We are offering this as additional offset to the true up.

If you have further questions please let me know.

Sincerely,

Susan M. Smith
CEO/President