



# STAFF REPORT

**MEETING DATE:** February 25, 2025

**TITLE:**

Consider and act on Ordinance No. 2025-16, adopting the Master Fee Schedule; repealing the Appendix A “Fee Schedule” of the Code of Ordinance; amending certain fees and establishing cost and fees charged by the City of Bastrop; providing for a penalty for a violation of Chapter 1 Article 1.01 Section 1.01.009 of the City Code of Ordinances; move to place on the March 11, 2025, consent agenda for the second reading.

**AGENDA ITEM SUBMITTED BY:**

Submitted by: Andres Rosales, Assistant City Manager

**BACKGROUND/HISTORY:**

During the initial review of the Master Fee Schedule for the FY 2025 budget year, staff identified fees not codified in the online code of ordinances Appendix A – Fee Schedule. All fees were adopted by different ordinances mid-year. The fees were not codified to the adopted Master Fee Schedule that was included in the annual budget book. The staff has reviewed each previously adopted ordinance and updated the Master Fee Schedule to match.

The City Attorney has recommended the removal of the Appendix A -Fee Schedule from the online codification and replaces it with a Master Fee Schedule to be posted on the City of Bastrop website. This will be the official Master Fee Schedule referenced for all fees established. The City Attorney has also recommended the Master Fee Schedule be adopted annually with the budget and updated by resolution between each fiscal budget year.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Approve Ordinance 2025-16 amending the Code of Ordinances and advance the item to a second reading at a future City Council meeting.

**ATTACHMENTS:**

1. Ordinance No. 2025-16
2. Exhibit A – Appendix A – Fee Schedule
3. Exhibit B – Master Fee Schedule