

To: Honorable Mayor and Members of the City Council  
From: Sylvia Carrillo, City Manager  
Date: October 14, 2022  
Subject: Weekly Memo, October 10 – October 14, 2022



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### **On the Horizon – Agenda Planner**

You may have received an invite from TEAMS to join a group. Do not panic, the folders are empty as we begin to share items looking ahead and, on the horizon, for a 4–6-month period. I will send out specific instructions after Monday’s meeting with the staff.

### **Development Services**

I have begun discussion with staff on some items that are ripe for improvement. The first is the establishment of an ad hoc Development Services Advisory Group (DSAG) or similar, that would allow a joint effort when reviewing the code and making recommended changes on a quarterly or bi-annual basis. I would also like to implement a secret shopper program to help identify some pain points for the everyday customer.

I have a meeting with a customer group next week that I hope will begin to shed some light on recurrent or otherwise identified issues that need resolution or need to be addressed.

### **External Partnership Meetings**

I have met with BEDC and Visit Bastrop and hope to refine our Shared Services Agreement to lend clarity to the expectations of all parties so as not to underdeliver what is expected of the City. This will cause the BEDC item to be pulled from the agenda for the 25<sup>th</sup>, but Brett is aware and in agreement.

The BEDC contract also is proposed to include an Expediter or Ombudsman who can get EDC and City projects through the system and lend expertise and assistance in areas that would otherwise be considered non-starters.

I plan to continue the meetings with other stakeholder partners for the remainder of the year.

### **Personnel Updates**

We have two new hires that began their employment with the City on Monday, October 10. Sasha Wehr, Police Officer, and Haylee Labermeyer is the new Records Technician at the Bastrop Police Department. Welcome to the team!

I have been reviewing the organizational chart, and while the prior manager and staff did an excellent job in aligning the staff, there was an attempt to add a few more managers to the organization in this fiscal. My concern is the quantity of work, so I will make some modifications to change that to staff members, and plan to have little to no fiscal impact to the budget.

## **Upcoming Training**

Below are future training opportunities. If you are interested in attending any of the trainings, please notify the City Secretary and she will take care of the registration for you.

### **TML Economic Development Conference**

Date: November 17-18, 2022

Time: All Day

Location: Hyatt Lost Pines

\*\* Note \*\* We will be discussing this in our one on ones so we may keep the item in budgetary alignment.

## **Special Events**

### Pink Party

The Recreation Program will be recognizing and honoring Breast Cancer Awareness Month by hosting a PINK PARTY TONIGHT, October 14, at Bob Bryant Park from 5:30 pm to 8:00 pm.

### Go Purple Day

The Family Crisis Center will be promoting domestic violence awareness and recognizing the strength of survivors and our communities by wearing purple on Thursday, October 20.

### Women's Leadership Luncheon

The 4th Annual Women's Leadership Luncheon will be held at the Bastrop Convention Center on Tuesday, October 25. The luncheon will begin at 11:15 am and will feature two guest speakers, Lyuda Bailey and Sumai Lokumbe, reflecting on their journeys, their roles in the community, and what inspires them. Please let Ann Franklin know if you'd like to attend.

## **Convention Center**

### BastropVotes Candidate Forum

The Bastrop Chamber of Commerce initiative BastropVotes will hold a Candidate Forum on Tuesday, October 18. This is open to the public.

### LCRA Annual Meeting

The Bastrop Convention Center will host the Lower Colorado River Authority's Annual Meeting on Wednesday, October 19. Two hundred fifty guests are expected to attend. This is open to the public.

## **Upcoming Ribbon Cuttings**

October 25 at 12:00 pm *Bastrop County Republican Party*. Location is 443 W. Hwy 71

October 27 at 4:00 pm *HOTWORX*. Location is 494 Hwy 71 W, Ste. 108

November 9 at 4:00 pm *Bastrop Kids Teeth*. Location is 622 W Hwy 71, Ste. 101

November 17 at 4:00 pm *RE/MAX Bastrop Area*. Location is 807 Main St.

## **Bastrop in Bloom**

Bastrop in Bloom is a new Main Street project where eleven large self-watering planters will be placed throughout Main Street. The Board has partnered with the Master Gardener's Association to select and plant seasonal flowers for the planters quarterly. On October 19, the Main Street Design Committee and the Master Gardener's Association along with staff will purchase the plants, and the morning of October 20, 2022, the Public Works team will place the planters on Main Street. This is the first phase of the project. The Design Committee will begin work on phase 2 later this fiscal year.

## **Holiday Lights Installation**

You may begin seeing the Décor IQ team around town installing our holiday lighting display. Their hard work transforms the city into a holiday retreat. We are looking forward to November 25, when the lights will be turned on.

## **Police Department**

This week, five officers began Bastrop ISDs career mentoring program. This program allows students to meet virtually once a week, one-on-one with an officer to discuss future career paths in and outside of policing. The goal of the officers is to show students they matter, push them to do better, and broaden their perspective.

## **ClearGov Panel**

ClearGov is hosting a webinar next month that will feature ClearGov customers across the state. The webinar will consist of a 30-minute Q&A session. Finance Director Tracy Waldron has been invited to sit on the panel to discuss the successes she has helped the City achieve by improving how we build and communicate our budgets.

## **Library Storytime**

This week is National Fire Prevention Week! On Wednesday October 12 and Friday October 14, The Bastrop Public Library teamed up with the Bastrop Fire Department to educate young Bastropians about the importance of fire safety. They learned about firefighting gear, how much it weighs (40-50lbs), and how fast a firefighter needs to be able to put on the gear in order to pass the certification test (90 seconds!). They also learned about the fire trucks and all the tools and gear that help firefighters save lives.



## Future Agenda Items

October 25, 2022

- Financial Report
- Ordinance Amendment, First Reading – “Utilities”
- Main Street Crosswalk Mural Project
- Parks and Recreation Master Plan
- Resolution – Hire Land Broker and Sell Surplus Properties

- Public Improvement Plan Agreement – The Colony MUD 1C Section 2
- Public Improvement Plan Agreement – The Colony MUD 1D Section 2
- Public Improvement Plan Agreement – The Colony MUD 1D Section 3
- Texas Arbor Day Proclamation

November 8, 2022

- 2022 Tax Roll and Tax Levy
- Ordinance Amendment, Second Reading – “Utilities”
- Budget Amendment for Fiscal Year 2023, First Reading
- FY2022 Quarterly Report: July – September
- Fairview Cemetery Section 9 Development Update and Recommendations
- Texas Community Development Block Grant – Administration Service Contract
- Central Appraisal District Election Voting for 2022-2023 Board of Directors
- Veterans Day Proclamation

### **Attachments**

- TML Legislative Update Number #40

# TML LEGISLATIVE UPDATE



October 14, 2022  
Number 40

## **Resolutions Approved by the Membership at Annual Conference**

Last week during the TML Annual Conference and Exhibition, delegates assembled at the business meeting and approved nine resolutions, including the report of the Municipal Policy Summit and other topics to be included in the legislative program. The approved resolutions can be found [here](#).

## **Reminder: Comment Period Open for Local Sales Tax Sourcing and Broadband Development Office Rules**

As the League previously [reported](#), the comptroller has released re-proposed local sales tax sourcing rule changes and will hold a public hearing on **Monday, October 17, 2022** to receive comments on the revised rule. Interested city officials can attend the hearing at 9:00 a.m. in Room 170 of the Stephen F. Austin Building, 1700 Congress Ave., Austin, Texas 78701. City officials may sign up to testify beginning at 8:30 a.m. on the day of the hearing, and testimony will be heard on a first come, first served basis. Everyone wishing to testify will have ten minutes to present

their testimony and are required to also provide their testimony in writing prior to their oral testimony.

In addition, comments on the revised rules are due **October 23** and may be submitted to Jennifer Burleson, Director, Tax Policy Division, P.O. Box 13528, Austin, Texas 78711-3528 or to [tp.rule.comments@cpa.texas.gov](mailto:tp.rule.comments@cpa.texas.gov).

The comptroller has also released proposed rules governing the Broadband Development Office. The proposed rules can be found [here](#). Comments on the rules are due **October 23** and must be submitted to Greg Conte, Director, Broadband Development Office, at [broadband@cpa.texas.gov](mailto:broadband@cpa.texas.gov) or at P.O. Box 13528, Austin, Texas 78711-3528.

## **Federal Infrastructure Bill Update**

*In November 2021, the federal Infrastructure Investment and Jobs Act (IIJA) was signed into law. The IIJA is altogether a \$1.2 trillion bill that will invest in the nation's core infrastructure priorities including roads, bridges, rail, transit, airports, ports, energy transmission, water systems, and broadband.*

*The League will monitor state and federal agencies and work with the National League of Cities (NLC) to access the latest information relating to the IIJA. We will be providing periodic updates in the Legislative Update on resources for Texas cities on how to access IIJA funding for local infrastructure projects.*

### **U.S. Department of Transportation (DOT)**

DOT, through the Federal Aviation Administration, announced the second round of funding for the [Airport Terminals Program](#), which is designed to fund projects that will improve airfield safety through terminal relocation, replacing aging facilities, increasing capacity, encouraging competition, improving energy efficiency, and improving access for passengers with disabilities and historically disadvantaged populations. The second round of funding will award up to \$1 billion for Fiscal Year 2023, which is subject to the following allocation limitations: (1) not more than 55 percent may be for large hub airports; (2) not more than 15 percent may be for medium hub airports; (3) not more than 20 percent may be for small hub airports; and (4) not less than 10 percent shall be for nonhub and nonprimary airports. A 20 percent match is required for large and medium hub airports, and a five percent match is required for all other eligible airports. The Notice of Funding Opportunity can be found [here](#), and applications are due October 24.

DOT [recently announced](#) its approval of over \$1.5 billion of funding under the National Electric Vehicle Infrastructure Formula Program for all 50 states. All approved state plans, including Texas's plan, are available on the [Federal Highway Administration's website](#).

## **National League of Cities (NLC)**

[The Local Infrastructure Hub](#), sponsored by NLC and the U.S. Conference of Mayors, among others, is designed to help city officials navigate the funding programs made available by the IJA. Interested city officials can sign up for the mailing list, attend virtual learning events, and access articles and other resources on some of the key IJA funding opportunities.

[Upcoming events](#) on the Local Infrastructure Hub include:

- October 25, 2022 – Revolutionizing Transportation: The Strengthening Mobility and Revolutionizing Transportation (SMART) Program

NLC has recently posted articles on the following topics related to programs funded under the IJA:

- [What Cities Should Know About the State and Local Cybersecurity Grant Program](#)
- [Navigating Federal Transportation Programs and New Technical Assistance](#)

## **Reminder: Mandated Cybersecurity Training and Reporting**

Cybersecurity training is mandated by Texas Government Code Section 2054.5191 for city employees, elected officials, and appointed officials who have access to a local government computer system or database and use a computer to perform *at least 25 percent* of their duties. The training must be certified by the Texas Department of Information Resources (DIR). DIR has reported only 49% of cities have submitted their compliance certification so far this year. Cities must certify their compliance by using the [Cybersecurity Training Certification for State and Local Governments](#) form.

The Texas Municipal League Intergovernmental Risk Pool (TML IRP) has three DIR-certified options available free of charge. TML IRP's free cybersecurity training program can be assessed [here](#). Other DIR-certified training programs are listed on the agency's [website](#).

DIR has developed an optional tool, Texas by Texas (TxT), for cities to track compliance of individual employees and officials training compliance. For any city using TxT, employees will report their training completion, and DIR will send reporting from the TxT application to each city to verify training compliance. Interested cities must submit the [Texas by Texas Self Reporting Form](#).

More information on training requirements can be found [here](#). For any additional questions, cities can contact [TxTrainingCert@dir.texas.gov](mailto:TxTrainingCert@dir.texas.gov).



## **Texas Cybersecurity Information Sharing Organization** **Available to Cities**

In 2019, the Texas Department of Information Resources created the [Texas Information Sharing and Analysis Organization](#) (TX-ISAO). The TX-ISAO is free to join for Texas cities as well as, school districts, state agencies, and the private sector. Cities that join the TX-ISAO can engage with the Texas cybercommunity, gain insight into emerging threats, and prepare to respond. TX-ISAO members have access to intelligence and educational opportunities that can help improve the city's cybersecurity posture. Along with implementing a strong cybersecurity program that includes performing security assessments and developing an incident response plan, participating in community information sharing through the TX-ISAO is one way to protect your city from cybersecurity threats.

Cybersecurity attacks against Texas cities are growing in numbers and sophistication. The cyber criminals threatening the state can't be fought by one organization alone. The TX-ISAO creates an avenue to thwart malicious actors through sharing threat intelligence and collaborating on cybersecurity best practices. Cities can join the TX-ISAO by clicking [here](#).

## **TML Legislative Advocacy Toolkit**

The League has prepared an [advocacy toolkit](#) to provide the resources, tools, and training to help city officials successfully advocate at the Capitol. The toolkit contains information on:

- The Texas legislative process;
- Tips for grassroots involvement;
- A guide to writing an effective advocacy letter or email;
- Tips for testifying at the Capitol; and
- Various legislative resources.

The League is nothing without the voices of city officials. The most effective legislative communication comes directly from mayors, councilmembers, and other city officials to their legislators. The toolkit will empower city officials whether they are a seasoned veteran, new to advocating, or new to city government.

The toolkit can be found [here](#).

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