

Memorandum

Date: August 9, 2016

To: Mayor Kesselus & City Council Members

From: Steve Adcock

Re: City Manager's Informational Update Report for the July 21, 2016 City Council Meeting

A. Meetings and Events Attended:

1. Met with Staff on fee structure
2. DMO Proz phone conference
3. City Council 8-2-16
4. Livewire Communications meeting
5. Joint meeting with County Judge, DA and Sheriff
6. JLUS Meeting
7. Sculpture dedication at City Hall
8. FirstNet Meeting
9. Attended Ethics Board Meeting

B. Updates on City Projects and Issues:

1. Sarah O'Brian, Mike Talbot and I met with DMO Proz late last week for the initial contract and scope of work process. We will be meeting with them towards the end of this week to finalize the scope of work and present it to council for approval. We will then need to finalize a contract.
2. Tanya Cantrell and Sarah O'Brian are working on a program that all employees of the City will be required to attend. The training will be over customer service. I feel that our staff does an outstanding job on customer service but we can always improve.
3. I have turned over pressing needs to our newly appointed City Attorney for review. We are prioritizing these needs. Several ORR's are taking priority at the moment.

FD Staff Report

- Chief Wobus and Capt. Demeville instructed at TEEX Municipal School July 25-29.
- 6 members attended Rope Rescue and Wildland training at TEEX Municipal Fire School from July 25-29.

- The downtown Fire Station exterior has been completed.
- For the month of July 2016 the FD responded to 106 calls, to include: 25 car accidents, 10 structure fires, 13 fire or smoke alarm activations, 8 wildland fires and numerous other requests for service.
- Two new applicants were accepted into the department.

**Bastrop Main Street Program
Weekly Report July 30th- August 6th**

Speaking Gigs:

- Bastrop Area Cruisers

Meetings:

- BEDC & KSA on 921
Table on Main
- KXAN
- Hyatt
- FD2S wayfinding
- Staff
- Budget Workshop
- Mornings on Main Street
- DMO

Events Attended:

- Chamber Luncheon
- BAIPP Reception
Art Walk
- Homecoming Parade

Reports, Social, Digital & Document Updates & Creation:

- THC Monthly Report

- Updated the Main Street Program Volunteer Brochure for mass distribution
- Prepared draft Bastrop Redevelopment Program guidelines, scoring criteria and applications
- 2016 Fall Discussion Series Schedule
- Lost Pines Christmas website
- Downtown merchant database
- THC Monthly Report
- Website
- Instagram
- Facebook
- Twitter

Working Projects:

- Race Texas Spring, 2017 event
- Swirl
- Table on Main
- Bastrop County Tourism Assessment hit list
- Taylor Façade Grant

Downtown Business Happenings:

- Italian Cowboy opened this week at 928 ½ Main Street

City Managers Report
From the Municipal Court
August 5, 2016, 2016

Municipal Court Operation Information 07/22/2016 – 08/04/2016

- Court staff did 97 transactions
- Revenue Collected \$16,433.06 (From 07/22/2016-08/04/2016)
- 79 new cases
- 133 defendants at window

- Warrants Issued –53
- Warrants cleared –0
- Jail Call – 16

Upcoming Events

- August 18, 2016 Pretrials 24+ - Bench Trial to be reset
- September 15, 2016 – Pretrials 28
- September 29, 2016 – Bench Trials – 2 Pretrials 5+
- October 20 – Bench Trials - 4

Bastrop Convention Center Council Report August 9, 2016 Kathy Danielson

Events:

August 4th Entire Facility Farm St. Opry 300 +
 August 5&6 Entire Facility Homecoming Event 250 +

Marketing:

The Director continued with marketing and PR efforts for the Center. This included marketing to brides, meeting planners and the August Opry.

New Inquiries – (Walk-in included)

Civic – appt made for tour 7/29
 Wedding – Aug 2017 300 ppl
 Civic – 80ppl, lost due to requirements (insurance)
 Civic – May 2017 350 ppl, appt 7/28/16 (tour/proposal)
 Civic – April or May 2017 300 ppl; proposal quoted
 Civic – Oct 2017, 100 ppl, proposal emailed
 Convention - Dec 2016 tour given and pricing
 Gun Shows - 2017 tour given and pricing

Booked Events: (Corporate, Wedding, Trade Show, Civic, Seminar/Conference)

Civic – Nov 12, 2016, 550 ppl, entire facility
 Job Fair – Sept 30, Oct 1

Upcoming Events: August 2016/September 2016

Seminar- Aug 11 & 12 100ppl
 Wedding – Aug 13, 350ppl
 Farm St. Opry – Sept 1st
 Civic – BCLTR Luncheon – Sept 4, 2016
 Civic – Sept 7th

Police Department Meetings Attended:

Officer McIntyre and I attended a meeting at the Senior’s Center in order to discuss concerns they had pertaining to the Open / Concealed Carry of Handguns and the posting of signs prohibiting such.

I attended a meeting at the Convention Center with Kathy Danielson an interested vendor in order to discuss Open / Concealed Carry of Handguns and the posting of signs prohibiting such for an upcoming gun show.

Several Officers and I attended a Critical Incident Stress Management (CISM) debriefing so that officers could discuss what took place during the murder investigation in a confidential environment.

Traffic Control Plan – Emile Elementa

BISD Chief of Police Jeff Yarbrough is going to implement the following traffic control plan for Emile Elementary starting off at the beginning of the school year.



Finance Department Report

ITEMS COMPLETED

- Submitted form to Texas Comptroller for acceptance of their Financial Transparency Award
- Active Open Records Requests for Legal invoices – staff has finished redacting and awaiting legal review

ITEMS IN PROCESS

- Compiling the needed information for water rate & impact fee study by Aug. 5th
- Muni Services is drafting a contract for conducting a Franchise Fee audit.

FUTURE PROJECTS

- Update Hotel Motel Tax Ordinance to make payment due dates in line with state requirements

UTILITY CUSTOMER SERVICE

- **NEW!! The Full version of the Utility bill is now available for online customers**
- Garbage – No issues noted
- AMI – We have about 4 customers that refused the AMI meters when we went through the change out last year. We are preparing an Opt-out Contract for legal review.

Public Works

PROJECTS

- The W/WW Collection and Distribution crew have completed 70% of the 8” water main that is being installed along Hasler shores.
- The Streets & Drainage crews are continuously working on the localized drainage issue now that funding has been reallocated to the drainage line item of the budget. This type of drainage work is more than just maintenance; it includes identifying choke points along the ditch and replacement of Pipe & driveways.

See attached examples



Local flooding issues on Magnolia



Jefferson street



8" water main installation Hasler shores

WATER & WASTE WATER OPERATIONS

Projects

- The work at Mauna Loa has been completed and the pumps will be tested Monday bringing the Lift station on line. The Gill's branch lift station upgrade was completed and put on line the last week of July Wilson street lift station was completed and online the second week of July. The over all project completion of the waste water improvement project is at 75% completion.

IT Report

Website:

- Added agendas, packets, and videos for the July 26 and 8/2 council meetings.
- Added 2 resolutions
- Working to restore minutes and agendas to 2014/2015 pages
- Miscellaneous minor updates

IT Dept:

- City Wide: Upgraded the phone system. This was an extensive process covering three days of interacting with an on-site technician as well as two remote technicians who worked with us to implement the upgrade.
- Replaced a dead battery in a battery back up for city hall
- Issues with firewall for city hall. Having to send it for repairs.
- Backup programming issues with critical servers. Had to get new software. Old software couldn't backup the new servers.
- Uninstalling all the old anti-virus software. Researching new vendor.
- Upgraded security patches on all virtual servers.

Administration:

- Changed around computers for city manager and Mike.

Council:

- None

City Secretary:

- Converted 1990s minutes from one version to another file format that can be opened.
- All Open Records Requests turned back in and completed. Completed two ORRs.

Court:

- Worked through several issues at court spent 4 hours there.

Library:

- Worked 4 hours at the library running updates and uninstalling Pharos.
- Added printers and fixed sound issue for three computers.

Convention Center:

- None.

Economic Development:

- There were one EDC Board meetings in this period.
- Set up new Incode remote on the new employee's computer.

Fire Dept:

- Graphic made for prescribed burn

Finance:

- Set up a video presentation in the council chambers at board table.
- Adjusted hunt-group for desktop phones.

Planning:

- We got the TV system in the council chambers set up with a staff log-on.
- We were sent a news release from TXDoT concerning the opening of SH 71 and LP 150 overpass. We made a graphic of this news and posted to our various Facebook and Twitter accounts. The

Police Dept:

- Troubleshooting on printer and computer at administrative assistant's desk.
- Worked with Microsoft Office on Vicki's tablet.
- Spent 4 hours at PD working through various issues.
- Configured new accident reconstruction computer.
- Fixed 2 In car printers

Parks Dept:

- None

Public Works:

- None

Bastrop Power & Light:

- Attached email account to On-Call phone.

Water & Wastewater:

- Installed new desktop computer at Chief Operator's desk. Set up windows, office suite, and email.
- Help with SCADA

NEW IT PROJECTS

- **Phone Upgrade:** fix dial out numbers for each department.
- **ID Badges:** Planning a day to take full Public Works' staff pictures for badges.
- **Helpdesk Deployment:** Working with vendor to update and deploy helpdesk for IT issues. (in progress)

BTXN ACTIVITY

City Council: Taped three meetings, July 19, July 26, and August 2. Edited, uploaded to YouTube. Posted to BTXN website, City of Bastrop website, & Facebook page.

- Added three most recent meetings to regular TV schedule.

Fire Department: Still in progress with a training highlight video.

Moving Forward with Bastrop City Manager: (Still pending) We were approached by the show's host, Bonnie Coffee, about doing a 'wrap up' episode with Mike. I am open to whatever we decide on this but I would very much like to discuss the future of a program that summarizes the city's business and activities.

BP&L Power Pole/Flood Damage Project: (Pending) We took extensive video and photo coverage of this project. The idea was we would interview either Mike, Mike & Curtis, or some other city official to describe this extensive project and what all went into it. This project has been on the shelf due to the focus being on other issues but I would really like to get this project out there added to the whole conversation about flooding and repairs to show that the city was effected as intensely as anyone.

Progressive Waste Solutions: As reported last week, we had some additional shooting and interviewing to produce before a final product could be edited together. As of this Monday, we have shot those final pieces and have begun editing together what will be a comprehensive story about Progressive Waste and their services here in Bastrop.

Bastrop Chamber of Commerce: We are working with the Bastrop Chamber of Commerce to produce a video to bring attention to the business community. In the long days of Summer some of the retail and other business types are experiencing a "quiet" time in the traffic they are seeing come through the door. We are working with our interns (Chris White and Araceli "Cici" Cortina) to 'tour' several fun locations. The Chamber has hired us for this production.

Bastrop Public Library Weekly Report August 5, 2016

1. Library staff meeting was cancelled this week
2. Called Osborne Plumbing to repair plumbing in the Men's Room.
3. New carpet installed in the Pressley Meeting Room.
4. Bonnie Pierson attended the regularly scheduled Friends of the Bastrop Public Library monthly meeting.
5. Attended the City Council's budget meeting.
6. Attended Library Board meeting.
7. Working on the August book order.
8. Have been working the Information desk.
9. Bonnie Pierson and Cary Kittrell are on vacation this week.
10. On Monday, July 25 Bonnie Pierson, Ashley Guerrero and Cary Kittrell hosted the BISD STARS children. The STARS children played video games, made crafts and listened to a story. Twelve children participated in the fun.
11. On Tuesday, July 26 Bonnie Pierson hosted a Stories and Crafts event. Seventeen children and adults attended.
12. On Wednesday, July 27 Bonnie Pierson hosted a program, "Wild Things Zoofari." There were two shows and a total of 146 children and adults attended the programs.
13. On Wednesday, July 27 Ashley Guerrero hosted the Teen end of summer program "Fitness Finale Party." Fifteen teens attended the party.
14. On Thursday, July 28 Cary Kittrell hosted a "Downton Abbey Tea." Twenty people attended the "Tea" and enjoyed socializing, eating biscuits, cucumber sandwiches and crumpets.
15. On Friday, July 29 Bonnie Pierson presented the movie, "Minions." Thirty children and adults watched the movie.

16. On Saturday, Bonnie Pierson, library staff and volunteers put on the end of the Summer Reading Program party in Fisherman's park. 140 children and adults attended the party.

Planning: Inspections Bi-Weekly Construction Report – August 5, 2016

For August 9, 2016 City Council Meeting

Air Quality McKinney Roughs Monitoring Site CAMS 684				
July 2016 Date	Max Value (POC 1)*	Time of Highest Ozone	Avg Value (POC 1)*	Air Quality Condition
23	31	6:00PM	23	Good
24	27	5:00PM	16	Good
25	50	3:00PM	20	Good
26	39	12:00PM	16	Good
27	32	3:00PM	17	Good
28	27	1:00PM	12	Good
29	34	5:00PM	15	Good
30	31	5:00PM	16	Good
31	29	5:00PM	17	Good
August 2016				
1	27	4:00PM	15	Good
2	30	3:00PM	15	Good
3	29	3:00PM	17	Good
4	38	5:00PM	20	Good
5	21	10:00AM	10	Good
*Parts per billion				

Air Quality Index (AQI) Values	Levels of Health Concern	Colors
<i>When the AQI is in this range:</i>	<i>...air quality conditions are:</i>	<i>...as symbolized by this color:</i>
0 to 50	Good	Green
51 to 100	Moderate	Yellow
101 to 150	Unhealthy for Sensitive Groups	Orange
151 to 200	Unhealthy	Red
201 to 300	Very Unhealthy	Purple
301 to 500	Hazardous	Maroon

- Meetings:
 - August 17, 2016 Historic Landmark Commission
 - August 25, 2016 Planning and Zoning Commission

- Comprehensive Plan Update:

The next Comprehensive Plan Steering Committee (CPSC) meetings will be Wednesday, August 24, 2016 and Wednesday August 31, 2016. Chapter 6, Transportation has been submitted to staff to review and will be discussed at the 8/24/16 CPSC meeting. Chapter 8, Cultural Arts and Tourism is being drafted by the consultant team and will be released to staff for review next week and will be reviewed with the Chapter 7, Parks and Recreation Chapter, at the 8/31/16 meeting. Chapter 9 Implementation (prioritize goals/tasks within the chapter) is currently being drafted. The Comprehensive Plan is on track to be completed by the end of the year.
- Engineering Projects in review process:
 - Two site development plans
 - Four preliminary plats
 - Two final plats
 - Four final plats with variance(s) required
 - Four minor plats
- Pre-construction meeting for Pecan Park Section 5B – public utilities scheduled for Monday, August 8th at 10:00 a.m. –meeting will be at City Hall

- Pre-construction meeting for Pacific Dental and Retail Center – northwest corner of Hwy 95 and Hwy 71 scheduled for August 12th at 10:30 a.m.

- Major Construction Projects in process:
 - Coghlan Group – complete - CO rescheduled
 - A & B Auto Repair – building approximately 87% complete
 - Lost Pines Art Guild – site work approximately 48% complete, building 63% complete
 - Bastrop Medical Center – 44% complete