MEMO

TO:

Mayor Kesselus & City Council Members

FROM:

Michael H. Talbot, City Manager

DATE:

March 22, 2016

RE:

City Manager's Informational Update Report for the March 22, 2016

City Council Meeting

I. <u>Meetings and Events Attended:</u>

- A. Attended the Monthly Meeting of the Main Street Advisory Board on March 7, 2016.
- B. Attended the Vision Task Meeting on March 14, 2016.

II. Update on City Projects and Issues:

- A. <u>Discussion and Review of Water Usage for the period of March 7, 2016 through March 20, 2016:</u> Attached for the City Council's review, as **"Exhibit A,"** is the summary of the daily water consumption by the citizens and the businesses of the City of Bastrop for the period of <u>March 7, 2016</u> through <u>March 20, 2016</u>.
- B. <u>Update and Discussion on Water Quality Issues</u>: On a quarterly basis, the City of Bastrop takes seven (7) water samples at various locations through-out the City to test for various contaminants and water quality criteria, in compliance with State/Federal regulations. In the fourth quarter of 2015, one of the seven (7) locations (i.e., the 300 Water Street test location) had a water quality test sample that had one test component that tested above the "*Maximum Contaminant level [MCL]*" for one of the components, known as trihalomethanes. The other six (6) test locations, and all the other water samples taken of the City's water system, were below the MCL for trihalomethanes, as well as all other test components. However, because the fourth quarter, seventh test location tested higher in this *single test component*, the City was required to provide a 'public notice' to the citizens of Bastrop, to ensure that *all* citizens and users of the system were made aware of this test result, which the City did in a timely manner, in full compliance with State/Federal laws. With regards to this single component, we want to provide the public with the following additional information:

"Trihalomethanes: The U.S. Environmental Protection Agency (US EPA) has established the MCL (Maximum Contaminant Level) for total trihalomethanes to be 0.080 milligrams per liter (mg/L), based on locational running annual average (LRAA), and has determined that it is a health concern at levels above the MCL. Trihalomethanes usually go by the acronym "THM" or "TTHM" (total trihalomethanes) and are a group of four volatile organic chemicals (VOCs) formed when disinfectants, added to the water supply in order to control and/or remove contaminants, react with natural organic matter in the water, thereby creating what's known as a disinfection byproduct.

The City of Bastrop uses chlorine for disinfection. Disinfectants, such as the chlorine that the City uses, are an essential element of drinking water treatment because of the barrier they provide against waterborne disease-causing microorganisms. Disinfection byproducts (DBPs) – including trihalomethans - may form when disinfectants used to treat drinking water react with naturally occurring materials in the water (e.g., decomposing plant material). Total trihalomethanes (TTHMs) (as well as five haloacetic acids (HAA5s)) are widely occurring classes of DBPs formed during disinfection with chlorine. The amount of trihalomethanes (and haloacetic acids) in drinking water can change from day to day, depending on the season, water temperature, amount of disinfectant added, the amount of plant material in the water, and a variety of other factors.

Total trihalomethanes consist of chloroform, bromoform, bromodichloromethane, and dibromochloromethane and the five haloacetic acids consist of - monochloro, dichloro-, trichloro-, monobromo-, dibromo.

In the past 40 years, the Safe Drinking Water Act (SDWA) has been highly effective in protecting public health and has also evolved to respond to new and emerging threats to safe drinking water. Disinfection of drinking water is one of the major public health advances in the 20th century. One hundred years ago, typhoid and cholera epidemics were common through American cities; disinfection, such as the type that the City of Bastrop employs, was a major factor in reducing these public health epidemics. In addition, in the past 20 years, we have learned that there are specific microbial pathogens, such as *Cryptosporidium*, which can cause illness, and are highly resistant to traditional disinfection practices.

The City of Bastrop takes samples quarterly for monitoring TTHMs and HAA5s. There are approximately seven (7) samples taken at various sites within the City's water system. To help reduce the TTHMs, the City of Bastrop has conducted extensive flushing at dead ends and has begun to install automatic flush valves at dead ends to keep the water from becoming stagnant. In addition, the City is monitoring its chlorine levels to help reduce TTHMs.

<u>Cartridge Filters:</u> The City of Bastrop's alluvium wells at the Willow plant have been labeled by TCEQ to be GUI (Groundwater Under the Influence). The treatment of the City's wells now requires additional treatment similar to a surface water plant. To comply with the new treatment which requires the removal of Log 2 (Cryptosporisium) and Log 3 (Giardia) in addition to Log 4 (Viruses - Chlorination) cartridge filters were installed a the Willow Plant. The recently installed cartridge filters provide removal of Log 2 and 3 and other harmful microorganisms to help ensure safe drinking water and compliance with TCEQ. The existing use of chlorine will be used for viruses (Log 4).

All in all, the City takes a very proactive approach in both the monitoring and treatment of the water that goes into the City of Bastrop's water supply for the use of the citizens of Bastrop.

The City is confident that despite the single test sample reported above which tested above the allowable limit during one test done in the fourth quarter of 2015, at a single test location, the City's drinking water is safe for its customers and the people who consume and use its water. The State of Texas, via the work of the TCEQ, has also indicated that the water supply is safe for the public, by approving the notice and testing activities of the City.

C. <u>Update and Discussion on the Alley D Infrastructure Improvements:</u> In my City Manager's Informational Update Report of March 8, 2016 to the City Council regarding the cost projections for Alley "D" Infrastructure Improvements Project, there was an error in the cost figures provided. The Table below shows the corrected numbers:

Revised Alley "D" Cost Estimate:

1. Demolition work of existing paving & Related Items:	\$20,000.00
2. New Base Material for the Parking Lot:	\$38,000.00
3. New Concrete Paving for the Parking Lot:	\$266,000.00
4. New Concrete Curbing:	\$24,700.00
5. New Storm Sewer Improvements:	\$45,000.00
6. Drainage Inlets & Junction Boxes for the Storm Sewer:	\$30,000.00
7. Replacement of the Existing Sewer Mains:	\$60,200.00
8. Relocate Existing Water Meter	\$500.00
9. Upgrades & Improvements to the Primary & Secondary	•
Electrical System:	\$100,000.00
Sub-Total	\$584,000.00
10. Engineering & Surveying:	\$51,600.00
11. Contingency 10%	\$58,000.00

Total: \$694,000.00

12. Current Bond Available for Alley "D" Improvements: [\$447,448.00]

Deficit: {\$246,552.00}

At the March 8th City Council meeting, the Council expressed concern about the proposed parking layout for Alley "D". **Exhibit "B"** shows two (2) alternate layouts for the consideration by the City Council. I need the Council's input on which the Council approves for the project.

- D. Review and Discussion on the Feasibility of Refinancing Some of the City's Existing Debt: The Chief Financial Officer and I have been discussing the possibility of refinancing some of the City's existing debt, with Dan Wegmiller, our financial advisor. The current "Municipal Bond" market and rates are very favorable and Mr. Wegmiller feels the City has an opportunity to reduce some of the City's debt payments by refinancing some of the City's current debt. In order to get this debt-refunding moving forward, I have asked Mr. Wegmiller to prepare an initial timeline for refinancing the debt. In addition, I have asked Mr. Wegmiller to get with City's Bond Counsel (Mr. Bart Fowler) to begin work on the preparation of a "Delegation Ordinance" to bring to the City Council at the April 12th, 2016 City Council meeting. The "Delegation Ordinance" will allow the City Manager to approve the refunding of the debt in question, in the future, when Mr. Wegmiller indicates to us that it would be beneficial to the City of Bastrop to refinance the portion of the City's outstanding debt, and the council approves that action.
- E. Special Council Meeting on March 29th, 2016: Just a reminder that, as per the Council's agreement, we have scheduled a "Special Counsel Meeting" scheduled for March 29, 2016. The purpose of this Council Meeting/Workshop is to discuss with the City Council the types of "Capital Projects" that the Council would like to consider submitting to voters of the City of Bastrop. This is an important and critical meeting, so I appreciate your willingness to hold and attend this Special Meeting.
- F. <u>Update on the Texas Department of Transportation "Tahitian Village Overpass Project"</u>: Since my last update, Hunter Industries, the contractor responsible for the project, completed the work necessary to install the concrete beams across the overpass. They have also coordinated with the Bastrop Arts in Public Places Commission regarding the overpass murals. Below are a few pictures showing their current progress:



LOOKING WEST (TOWARD BASTROP)



LOOKING NORTH (TOWARD BASTROP STATE PARK)



LOOKING WEST (TOWARD BASTROP)

Overall, the project is over 80% complete and is currently well ahead of schedule. In the coming weeks, the contractor will continue installing bridge deck

panels and preparing the overpass subgrade. They are scheduled to pour the bridge riding surface pavement between the end of March and the 2nd half of April.

- G. State of Texas Office of Administrative Hearing (SOAH) on March 23, through March 26, 2016, Regarding the City of Bastrop's "Water Permit for Well No 1, pending before the Lost Pines Groundwater Conservation District: The week of March 21, 2016 is going to be a very busy week for the City of Bastrop. In addition to the regular meetings that we nave scheduled and our regular work, beginning on March 23, 2016 the SOAH Administrative Judge O'Malley will convene the administrative hearing on the City's Well No 1 Permit for 2,000 acre feet water, that is pending approval with the Lost Pines Groundwater Conservation District (District). As the Council will recall, the City's Permit request has been protested by several individuals. Prior to the hearing, the City's Legal Counsels, Engineers and I will be busy working on and submitting various technical and legal documents to the Judge O'Malley, as well as preparing for and attending the Hearing in Austin. I will attend the Hearing, and Mr. Kruppa and Mr. Dwyer are the City's expert witnesses, as you will recall. Mr. Paul Terrill and Mr. Todd Disher are our litigators, and they have been ably assisted by Ms. JC Brown and Mr. Shan Rutherford, in preparing for the SOAH hearing. The work required for this hearing has been extensive in light of the numerous hearings and extensive work that has been required to respond to the filings done by Protestants in this case.
- H. Update on the DMO and the Development of a "RFQ for a Consultant" to assist the City in Developing a DMO: I believe that one of the most important elements in creating a DMO for the City of Bastrop is selecting a very good, experienced, independent and objective consultant to assist the City to create a DMO. In this regard, I truly believe the City needs to ensure that the development of the RFQ must be all inclusive of as many groups and individuals who have expressed a desire to participate in developing the RFQ. The development of the RFQ must also be done in timely and efficient manner. I have asked Ms. Katherine Ray (of Ray & Associates) to act as a facilitator for the City to meet with the stakeholders and obtain input from various groups and individuals as to their thoughts regarding what the City should include in its DMO Consultant RFQ. WE will take the information Ms. Ray obtains from these groups and individuals and develop a RFQ that will have to be approved by the City Council prior to sending out the RFQ to potential consulting firms for their responses. I have tentatively scheduled Ms. Ray to hold the first meeting on developing the RFQ on March 31, 2016 at 6:00 p.m., in the City Council Chambers. Any of you council Members who are able to attend and provide input are asked to do so. If you are not able to attend this meeting, there will be others that you may attend to provide your thoughts and input to Ms. Ray.
- I. <u>Update on the XS Ranch PID:</u> Work continues among the various parties on the Financial Agreement Plan and Service Plan. At this point I would project that documents will <u>not</u> be presented to the City Council in the May June time frame. Delays in various components have arisen, as is generally to be expected. I will keep you updated as the calendar is future tweaked.
- J. <u>Update on the FEMA Shelter Grant Building:</u> I have been working very closely over the past couple weeks with Mr. Fatter [the City's chosen Architect] on ideas for

- the building to be located in Bob Bryant Park that will meet the requirements of shelter for the FEMA grant. I am in hopes of being able to present these ideas to the Council at the April 12, 2016 City Council meeting, including ideas related to an alternate option that would provide the City with a larger facility.
- K. <u>Management/Administrative Activities:</u> Preparing for the "Administrative Hearing", working on the Pine Forest Unit #6 litigation, selection of Main Street Director, finical matters of the City, FEMA Grant, and potential Capital Projects.

Informational Items Only - Not for Discussion

Bus Shelter Project:

As I have verbally reported to the Council at prior meetings, our fabrication contractor has substantially completed the structural components of the bus shelter for the North area of town. We are currently awaiting the powder-coating application prior to installing the shelter. Below are some pictures taken of the un-painted shelter:





While the shelter is being painted, the City Engineer will coordinate with director of Public Works regarding the location and construction of the concrete slab.

UPDATE ON THE COMPREHENSIVE PLAN: Chapters 1 through 4 of the Bastrop Comprehensive Plan Update have been distributed by staff to the Comprehensive Plan Steering Committee (CPSC). Chapter 5, Land Use and Urban Design, and Chapter 6, Transportation, are being drafted. New postings have been added to the **mySidewalk** site regarding land use and urban design, and transportation, and will continue through March. The next CPSC meeting has been scheduled for March 30th at 6:00 pm, during which time the committee will review Plan recommendations related to public facilities, housing, and neighborhoods. City staff and the consultant team are preparing revisions to the project schedule to extend periods designated to the review and revision of interim deliverables.

REDEVELOPMENT OF THE NORHTERN AREA: There will be a "North Area Town Hall" meeting at 6:00 p.m. on March 24, 2016 at the City Council Chambers. Please see the attached notice "Exhibit "BC".

III. OTHER CITY ACTIVITIES:

A. City of Bastrop's Convention Center:

> Events:

- March 11 & 12 Entire Facility Texas Bluebird Society 150 +
- March 19 Bastrop Art in Public Places Reception 75+

Marketing:

- The Director continued with marketing and PR efforts for the Center. This included marketing to brides, meeting planners and the April Opry.
- The Director is working on an updated Tri-Fold piece that will be used for Direct Marketing and Tradeshows.

> Operations:

- The staff assisted with walk-in tours and appointments with current clients and potential clients. Layout changes, security requirements, event details and administrative issues were addressed.
- The Director is working with the MPI-THCC Meeting Professional International Texas Hill Country Chapter on upcoming Board Transition meeting. The Director will be President – Elect during the 2016-2017 Board Term. MPI-THCC will be holding their Annual Awards Banquet at the Convention Center June 24th.
- Kathy, Susan and Tracy Waldron has been in Event Pro software training all
 week. This new event software program is robust and will be able to
 generate numerous reports for both the Center and Finance.

New Inquiries

- Corporate April 2016, return client, booked
- Wedding Dec 2016, booked
- Corporate 4-day conference, 8000 ppl not large enough
- Civic May 2016 150ppl
- Civic Quinceanera, information folder given
- Civic April 2016 date was unavailable
- Civic June 2017, proposal given
 Page 1 of 2

> Inquiries cont.

- Civic shopping prices had no specific date, 100 ppl, proposal given
- Civic July 2016, 50 ppl, proposal given
- Civic May 2016, 150ppl
- Seminar 30 ppl proposal given, no date yet

- Wedding June 2016, 100 ppl proposal given
- Seminar April 2016, 100 ppl proposal emailed
- Wedding July 2016, 100 ppl proposal given shopping prices
- <u>Booked Events:</u> (Corporate, Wedding, Trade Show, Civic, Seminar/Conference)
 - Conference May 10 -12 2017

> Other-Comp

- BAIPP, March 19, 2016 Law Enforcement Banquet, May 2016
- Bastrop VFD Banquet, May 2016 TML Budget Workshop, June 2016
- MPI-THCC Annual Award Banquet June 24, 2016

Upcoming Events: March 2016/April 2016

- Civic March 23, 2016, A&B, 250ppl
- Wedding March 26, 2016, A&B 175ppl
- Corporate April 1, 2016, 4 Mtg Rms, 60ppl
- Wedding April 2, 2016, entire facility, 300ppl
- Farm St. Opry April 7, 2016, entire facility 300ppl
- Civic April 9, 2016, A&B, 250ppl
- Wedding April 16, 2016, entire facility & outdoor venue, 300ppl
- Civic April 23, 2016, entire facility, 200ppl
- Corporate April 26, 2016, 2 Mtg Rms, 40ppl
- Conference April 30, 2016, A&B, 250ppl

B. The City of Bastrop's Main Street Program:

Business Update

 A new business, Schultz Properties, has opened on Pine Street across from Gracie's.

Committee/Board Updates

- On 3/7 BMSP Advisory Board met and items discussed included an update on the search for a new Director, BMSP Advisory Board participation in the DMO discussion, and reports from committees on current projects. All committee work plans will be finalized for the new Director in April.
- On 3/8 the Design Committee met and discussed input to various City projects including 921 Main Street design and Main Street Improvement Project design.
- On 3/9 the Entrepreneur Ready Leadership Team met and discussed support for BISD's senior practicum for business students.

 On 3/15 the Economic Vitality committee met and discussed support for Main Street assuming operation of the Farmers Market area. The group's plan is still in place and ready to be implemented once decision is made.

> Partnerships

 On 3/14 Interim Director attended Vision Task Force meeting where group was made an official city commission.

> Main Street Program activities

- The tourism smart phone app: Bastrop TX, has been overhauled extensively and made more functional. The goal is to add 20 new users to the app between 3/7 and 3/14
- Website in partnership with DBA is being upgraded and for the next few months will feature a blog showcasing rehabilitation projects which have happened in the last 8 years downtown. The first blog features R A Green Mercantile and is on the website now. Other blogs on the website include Looking for Old Photos, Bastrop App, and Empty Bowl.
- Coordinating updates to Visit Lost Pines website with the managers of that site so all information is current.
- At her own expense, the temporary administrator elected to attend the four days of SXSW Technology Interactive event and is using new skills to make the app and websites more usable. She can share learned skills with others including downtown businesses. Many of the sessions focused on "destination-making".

C. PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT:

Inspections Bi-Weekly Construction Report – March 18, 2016 For March 22, 2016 City Council Meeting

- Air Quality is measured from August to November. No additional Air Quality data from McKinney Roughs Monitoring Site is available.
- Tuesday, March 22nd 6:30 pm City Council Meeting
- Consent Agenda:
- Statutory denial Pecan Park, Section 5B, Final Plat
- Public Hearing:
- Replat Piney Ridge Lot 24 creating two residential lots located in the 1 mile
 ETJ
- Thursday, March 24th 6:00 pm Form Based Code North end of town-Community Meeting

- CAPCOG Clean Air Collation needs a member (Gary Schiff resigned) has the Mayor appointed anyone?
- Working on timeline for Tahitian Street renaming (3 streets within the City Limits/Staff)
- Will need to have a Meeting for the Hazardous Mitigation Plan, April 2016 City Council.

> **Engineering Projects in process**:

- SH 71/95 Waterline Replacement Project: Contractor setting up bore equipment for 3/21 start.
- SH 71 Improvements (Tahitian Drive) -improvement project approximately 80% complete; CM report update provided separately.
- Woodrun Preliminary Plat 62 residential lots in the ETJ will go to P& Z 3/31/2016 and CC 4/17/2016
- The Colony MUD 1A, Section 1, Final Plat and construction plans in review process
- Bus Shelter Plan Shelter components fabricated; awaiting paint, finishing prior to installation.
- Magnolia Gardens Final Plat –Variance to the Subdivision Ordinance will go to CC 4/12/2016 – Final Plat will go to CC 4/26/2016
- Piney Ridge Replat will go to CC 3/22/2016
- XS Ranch River Camp Preliminary Plat will go to P&Z 3/31/2016 and CC 4/12/2016
- Aldridge Place Final Plat comments issued resubmittal required
- Woehl Replat staff comments issued will go to CC 4/12/2016
- Zavodny Administrative Plat –staff comments issued resubmittal has not received
- Pecan Park Section 5B Preliminary plat receive 3/10/2016 distributed to staff to review
- Pacific Dental (east of Popeye's) site development plans accepted
 need to schedule a pre con
- A & B Auto Repair site development plans staff comments issued – resubmittal received and under review – there are still a couple of comments that were not addressed
- Hill Subdivision ETJ staff comments issued resubmittal required
- 512 House Group ETJ under review

> Major Construction Projects in process:

 Goodwill Store – interior framing started; project approximately 50% complete

- Mama Fu's project approximately 60 % complete
- Elysian Nail Salon project approximately 25% complete
- Coghlan Group site work 90% complete; project approximately 90% complete
- Garcia's Restaurant project approximately 65% complete
- Lost Pines Art Guild site work approximately 20% complete
- o Elliott Electric site work approximately 20% complete
- Menchie's Yogurt permit released 3/17/16
- o Papa John's Pizza permit approved; ready for release
- Pecan Park Residential 3 houses permitted

D. YMCA ACTIVITIES:

Membership

- ➤ Membership 218 Units
- o 621 Individuals

Administrative

- Now hiring:
- o Pool Shift Leaders
- Pool Welcome Staff
- Lifeguards
- Swim Instructor Coordinator
- Swim Instructors

Y Activities Report:

Program Monthly Update:

- Spring break camps in art and cheer were a success!
- Registration continues for Youth Soccer, Youth Girls Volleyball and Adult Volleyball.
- Community Garden Work day was a success. Had 23 people helping weeding, turning dirt, planting and labeling. The children in our child-watch program are growing seeds to be planted next month. The Texas Sage Master Gardeners have adopted the garden as a project.
- Teen Employment Academy program is planned for April.
- March 16th started the Bastrop Y March Madness Challenge! It's intended to get members/participants engaged and trying other classes offered at the Y.

Dates to remember:

- Easter Egg Hunt is scheduled for March 19th.
- Healthy Kids Day is scheduled for April 2nd. This event is a YUSA initiative. The Bastrop Y is partnering with the Bastrop Police Dept, Bastrop Sheriff's Office, Children's Advocacy Center, Boys and Girls

Club to make a bigger impact on the community. It's scheduled to be held from 11 to 2pm at Fisherman's Park in the green space close to the boat ramp. It's free to the public with games, crafts, prizes and food!

Bastrop State Park Pool Opens May 2nd for the spring season.

❖ Impact story:

The community garden was started as an initiative to teach children and families about healthy living. We had a work day on March 12th. A Daisy Girl Scout troop called and wanted to do something special in the garden in honor of the Girl Scout Birthday. So they used the money from their cookie sales to purchase a fig tree and mulch and planted it in the garden. The Texas Sage Master Gardeners and Jason Alfaro, Superintendent of Parks and Recreation, were on hand to assist and educate the young ladies. It was great seeing them dig, play, plant and learn. The troop leader told me the girls wanted to do something that would help feed future generations. That is what the community garden is all about.

INVITING INPUT FROM THE CITY COUNCIL FOR POSSIBLE INCLUSION ON FUTURE AGENDAS RELATED TO ISSUES SUCH AS (BUT NOT LIMITED TO) MUNICIPAL PROJECTS, PERSONNEL, PUBLIC PROPERTY, DEVELOPMENT AND OTHER CITY/PUBLIC BUSINESS.

EXHIBIT "A" WATER USAGE REPORT March 7, through March 20, 2016

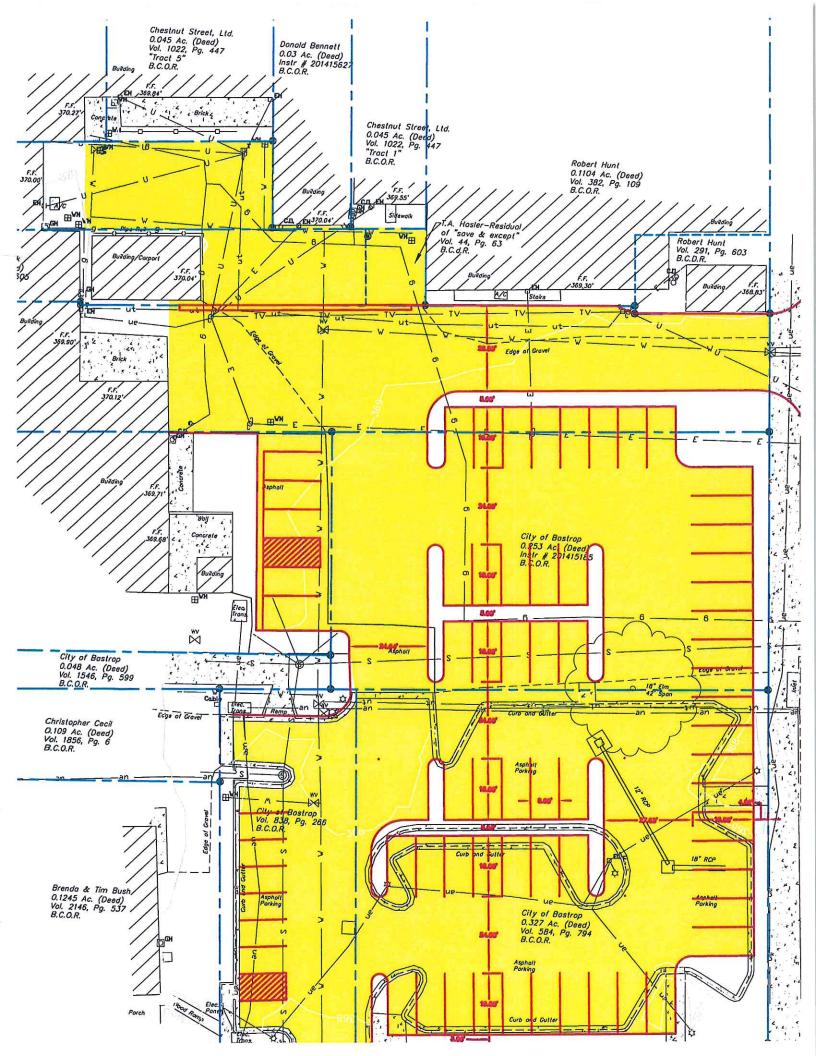
WATER WORKS OPERATIONS FOR GROUND WATER SUPPLIES CITY OF BASTROP, BASTROP COUNTY, TEXAS

WATER SYSTEM I. D. #: 0110001

Month of: Mar-16

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14		223		141	101	242	314	323	1.174	190	329	632	1.151	0.023	0.17	0.29	0.55
15	77	242	319	120	91	211	334	341	1,205	243	289	612	1.144	0.061	0.21	0.25	0.53
16		217		119	88	208	307	315	1.113		309	612	1.144			0.27	0.53
17		209	281	148	16	239	365	375	1.260	265	201	678	1.144			0.18	0.59
18	65	211	276	132	103	235	284	293	1.088	268	245	570	1.083			0.23	0.53
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EXHIBIT "B" ALLEY D PARKING LAYOUT'S



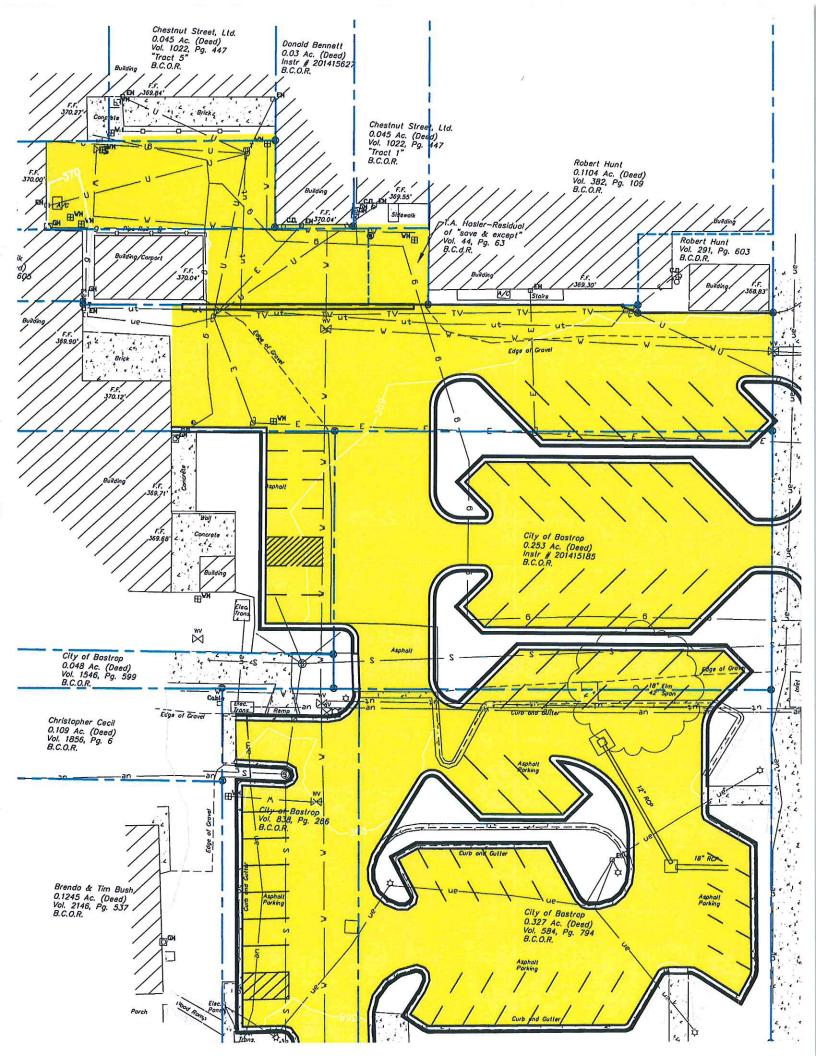


EXHIBIT "C" NOTICE OF NORTH AREAN TOWN HALL DISCUSSION

North Area Town Hall Discussion

Ihursday, March 24, 2016 at 6:00 pm



the North Area Form Based Code on March 24th at 6:00 pm at Come join the public discussion and share your ideas regarding City Council Chambers, 1311 Chestnut Street, Bastrop TX.