

# FY2021 SECOND QUARTER REPORT

(This page is left intentionally blank.)



# Table of Contents

---

## Financial Reports

▪ General Fund .....	3
▪ Debt Service Fund .....	4
▪ Bastrop Power & Light .....	5
▪ Water/Wastewater .....	6
▪ HOT Fund .....	7

## Investment Reports

▪ Portfolio Summary.....	11
--------------------------	----

## Capital Improvement Projects

▪ Sidewalk Connectivity.....	19
▪ Fisherman’s Wheeled Skate Park ....	20
▪ Water/Wastewater Plant #3 .....	21
▪ Westside Collections System .....	22
▪ River Loop Project .....	23
▪ FM 20 Elevated Storage Tank .....	24
▪ Ground Storage Tank .....	25

## 9 Focus Areas

### Communication .....

29

▪ Communication Strategy.....	29
▪ Communication Data .....	30

### Community Safety .....

32

▪ Inspections Data .....	35
▪ Crime Statistics .....	36

### Economic Vitality.....

38

▪ Convention Center Revenue .....	42
▪ Convention Center Occupancy.....	43

### Fiscal Responsibility .....

44

▪ Grants Update .....	44
-----------------------	----

### Manage Growth .....

49

▪ Development Statistics .....	49
▪ Permit Activity .....	50

### Multi-Modal Mobility.....

53

### Organizational Excellence .....

54

▪ Open Records Requests .....	55
▪ Personnel Analysis .....	56
▪ Vacancies .....	56

### Uniquely Bastrop.....

61

### Unique Environment.....

65

(This page is left intentionally blank.)



# FINANCIAL REPORT

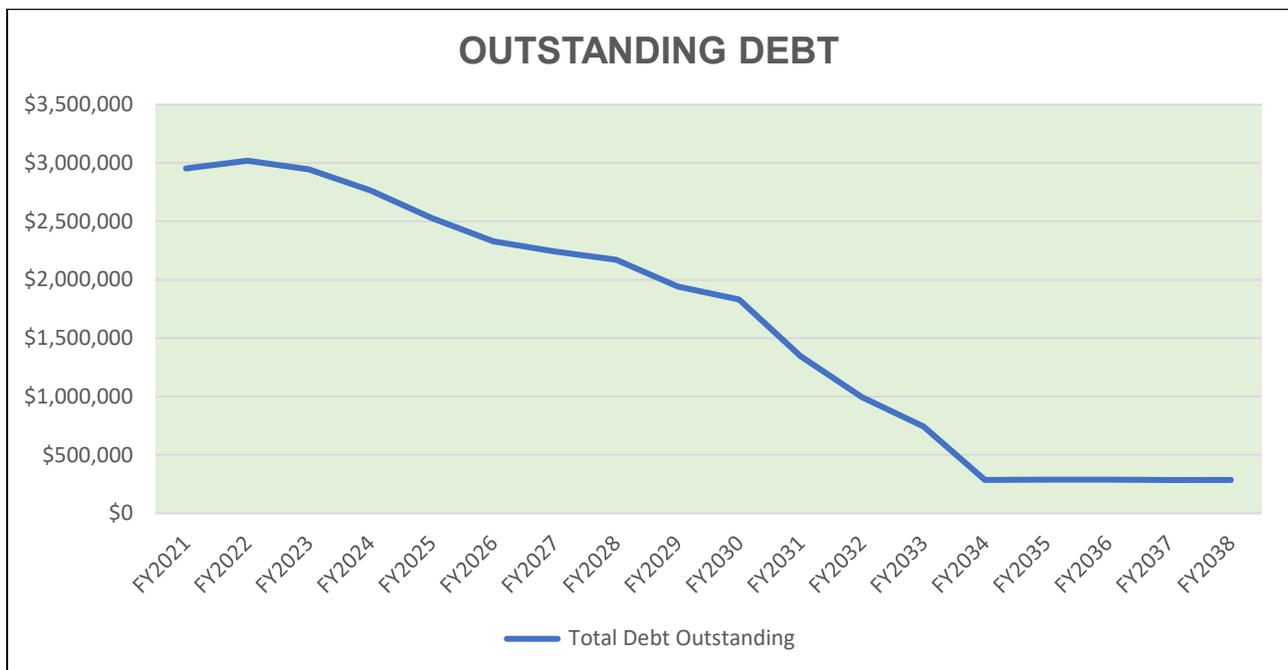


(This page is left intentionally blank.)



GENERAL FUND	APPROVED	MAR. 31 YTD	BUDGET	% OF
	BUDGET	ACTUAL	BALANCE	BUDGET
	2020-2021	2020-2021	2020-2021	USED
				2020-2021
<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,919,851</b>			
<b>REVENUES:</b>				
Ad Valorem Taxes	4,039,083	4,011,489	27,594	99%
Sales Taxes	5,266,932	2,979,135	2,287,797	57%
Franchise & Other Taxes	486,000	212,211	273,789	44%
Licenses & Permits	943,000	1,152,037	(209,037)	122%
Service Fees	671,150	326,913	344,237	49%
Fines & Forfeitures	335,200	128,476	206,724	38%
Interest	30,000	25,580	4,420	85%
Intergovernmental	259,066	13,262	245,804	5%
Other	40,000	26,364	13,636	66%
<b>TOTAL REVENUE</b>	<b>12,070,431</b>	<b>8,875,467</b>	<b>3,194,964</b>	<b>74%</b>
<b>OTHER RESOURCES</b>				
Transfer from Library Board	3,000	-	3,000	0%
Transfers from Electric (ILOT) & Special	587,750	293,875	293,875	50%
<b>TOTAL OTHER RESOURCES</b>	<b>590,750</b>	<b>293,875</b>	<b>296,875</b>	<b>50%</b>
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b>12,661,181</b>	<b>9,169,342</b>	<b>3,491,839</b>	<b>72%</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 16,581,032</b>	<b>\$ 15,122,625</b>	<b>\$ 15,122,625</b>	<b>\$ 15,122,625</b>
<b>EXPENDITURES:</b>				
General Government:				
Legislative	39,983	9,646	30,337	24%
Organizational	2,164,924	748,518	1,416,406	35%
City Manager	453,893	212,456	241,437	47%
City Secretary	281,656	130,814	150,842	46%
Finance	1,403,459	699,662	703,797	50%
Human Resource	228,707	103,615	125,092	45%
Information Technology	413,458	209,733	203,725	51%
Public Works (Admin & Streets/Drainage)	1,561,440	704,821	856,619	45%
Building Maintenance	307,946	124,984	182,962	41%
Administrative Support Reimb.	(1,210,840)	(605,420)	(605,420)	50%
Public Safety:				
Police	3,426,556	1,590,412	1,836,144	46%
Fire	980,776	417,198	563,578	43%
Court	337,901	139,652	198,249	41%
Development Services:				
Planning & Zoning	464,972	204,214	260,758	44%
Engineering & Development	162,811	22,350	140,461	14%
Building Inspection	309,344	183,316	126,028	59%
Community Services:				
Special Events & Reservations	167,550	74,628	92,922	45%
Multi-Media	202,253	88,589	113,664	44%
Parks	738,839	292,035	446,804	40%
Library	746,117	297,274	448,843	40%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>13,181,745</b>	<b>5,648,499</b>	<b>7,533,246</b>	<b>43%</b>
Transfer to Innovation Fund	-	-	-	-
<b>TOTAL TRANSFER OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANS OUT</b>	<b>13,181,745</b>	<b>5,648,499</b>	<b>7,533,246</b>	<b>0</b>
<i>Excess of Revenue over (under) Exp</i>	<i>(520,564)</i>	<i>3,520,844</i>		
<b>ENDING FUND BALANCE</b>	<b>\$ 3,399,287</b>			
	Reserves %	26%		

DEBT SERVICE FUND	APPROVED BUDGET	MAR. 31 YTD ACTUAL	BUDGET BALANCE	% OF BUDGET USED
	2020-2021	2020-2021	2020-2021	2020-2021
<b>BEGINNING FUND BALANCE</b>	<b>\$ 298,232</b>			
<b>REVENUES:</b>				
Ad Valorem Taxes	2,051,124	2,029,979	21,145	99%
Interest	20,000	5,562	14,438	28%
Intergovernmental	249,802	-	249,802	0%
Other	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>2,320,926</b>	<b>2,035,541</b>	<b>285,385</b>	<b>88%</b>
<b>OTHER RESOURCES</b>				
Transfers from Hotel Occupancy Fund	542,255	542,255	-	100%
Transfers from Bond Funds	-	6,101	(6,101)	1%
<b>TOTAL OTHER RESOURCES</b>	<b>542,255</b>	<b>6,101</b>	<b>(6,101)</b>	<b>101%</b>
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b>2,863,181</b>	<b>2,041,642</b>	<b>279,284</b>	<b>71%</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 3,161,413</b>	<b>\$ 15,122,625</b>	<b>\$ 15,122,625</b>	<b>\$ 15,122,625</b>
<b>EXPENDITURES:</b>				
Principal Payments	2,141,915	264,837	1,877,078	12%
Interest Payments	829,372	364,128	465,244	44%
Other	25,870	30,809	(4,939)	119%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,997,157</b>	<b>659,775</b>	<b>2,337,382</b>	<b>22%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 164,256</b>			



BASTROP POWER & LIGHT	APPROVED BUDGET	MAR. 31 YTD ACTUAL	BUDGET BALANCE	% OF BUDGET USED
	2020-2021	2020-2021	2020-2021	2020-2021
<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,555,535</b>			
<b>REVENUES</b>				
Electric Sales	\$ 6,980,050	\$ 2,960,393	\$ 4,019,657	42%
Service Fees	\$ 30,000	\$ 14,743	\$ 15,258	49%
Extension Fees	\$ 100,000	\$ 50,653	\$ 49,347	51%
Pole Attachment	\$ 8,000	\$ 15,810	\$ (7,810)	198%
Interest	\$ 30,000	\$ 17,975	\$ 12,025	60%
Other	\$ 6,000	\$ 16,127	\$ (10,127)	269%
Total Revenues	\$ 7,154,050	\$ 3,075,701	\$ 4,078,349	43%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b>\$ 10,709,585</b>	<b>\$ 3,075,701</b>	<b>\$ 4,078,349</b>	
<b>EXPENDITURES:</b>				
Operating Expense	\$ 6,029,676	\$ 2,373,917	\$ 3,655,759	39%
Line Extensions	\$ 75,000	\$ 12,566	\$ 62,434	17%
System Study Improvements	\$ 150,000	\$ -	\$ 150,000	0%
Special Project	\$ 75,000	\$ 17,450	\$ 57,550	23%
Community Support	\$ 139,786	\$ 121,243	\$ 18,543	87%
Community Event Support	\$ 137,000	\$ 136,525	\$ 475	100%
Winter Storm 2021	\$ -	\$ 928,395	\$ (928,395)	0%
Debt Service	\$ 168,238	\$ 24,331	\$ 143,907	14%
Transfer out - GF (lieu of taxes)	\$ 557,750	\$ 278,875	\$ 278,875	50%
Transfer out - Special Projects	\$ 30,000	\$ 15,000	\$ 15,000	50%
Transfer out - VERF	\$ 65,000	\$ 65,000	\$ -	100%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 7,427,450</b>	<b>\$ 3,973,302</b>	<b>\$ 3,454,148</b>	<b>53%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (273,400)</b>	<b>\$ (897,600)</b>		
<b>ENDING FUND BALANCE</b>	<b>\$ 3,282,135</b>			
Reserve Requirement 35%		44%		

WATER/WASTEWATER FUND	APPROVED BUDGET 2020-2021	MAR. 31 YTD ACTUAL 2020-2021	BUDGET BALANCE 2020-2021	% OF BUDGET USED 2020-2021
<b>Beginning Fund Balance</b>	<b>\$ 1,935,883</b>			
<b>REVENUES:</b>				
<b>WATER</b>				
Water Service	\$ 3,208,600	\$ 1,564,464	\$ 1,644,136	49%
Water Service Fees	\$ 20,200	\$ 12,733	\$ 7,468	63%
Penalties	\$ 40,600	\$ 18,475	\$ 22,125	46%
Water Tap Fees	\$ 45,000	\$ 47,400	\$ (2,400)	105%
Interest	\$ 12,000	\$ 8,696	\$ 3,304	72%
Other	\$ 6,500	\$ 2,173	\$ 4,327	33%
<b>WATER TOTAL</b>	<b>\$ 3,332,900</b>	<b>\$ 1,653,941</b>	<b>\$ 1,678,959</b>	<b>50%</b>
<b>WASTEWATER</b>				
Sewer Service	\$ 3,061,500	\$ 1,547,599	\$ 1,513,901	51%
Sewer Tap Fees*	\$ 10,000	\$ 600	\$ 9,400	6%
Penalties	\$ 25,000	\$ 15,803	\$ 9,197	63%
Wholesale Sewer Contracts	\$ 135,000	\$ 66,789	\$ 68,211	49%
Interest	\$ 8,000	\$ 5,797	\$ 2,203	72%
Other	\$ 500	\$ -	\$ 500	0%
<b>WASTEWATER TOTAL</b>	<b>\$ 3,240,000</b>	<b>\$ 1,636,589</b>	<b>\$ 1,603,411</b>	<b>51%</b>
<b>TOTAL REVENUES</b>	<b>\$ 6,572,900</b>	<b>\$ 3,290,530</b>	<b>\$ 3,282,370</b>	<b>50%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 8,508,783</b>			
<b>EXPENDITURES:</b>				
Administration	\$ 1,333,761	\$ 601,549	\$ 732,212	45%
Distribution/ Collection/ Liftstation	\$ 738,962	\$ 264,677	\$ 474,285	36%
Production/ Treatment	\$ 996,382	\$ 405,085	\$ 591,297	41%
Wastewater Treatment Plant	\$ 959,591	\$ 350,270	\$ 609,321	37%
Debt Service Transfer	\$ 2,060,176	\$ 1,030,088	\$ 1,030,088	50%
Capital Replacement Reserve	\$ 125,000	\$ 62,500	\$ 62,500	50%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 6,213,872</b>	<b>\$ 2,714,170</b>	<b>\$ 3,499,702</b>	<b>44%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 359,028</b>	<b>\$ 576,360</b>		
<b>ENDING FUND BAL AFTER TRANSFERS</b>	<b>\$ 2,294,911</b>			
<i>Reserve Requirement 35%</i>		<i>37%</i>		

HOTEL OCCUPANCY FUND	APPROVED BUDGET 2020-2021	MAR. 31 YTD ACTUAL 2020-2021	BUDGET BALANCE 2020-2021	% OF BUDGET USED 2020-2021
<b>Beginning Fund Balance</b>	<b>\$ 2,896,369</b>			
<b>REVENUES:</b>				
Hotel Occupancy Tax	\$ 2,264,400	\$ 572,427	\$ 1,691,973	25%
Service Fees	\$ 181,500	\$ 26,975	\$ 154,525	15%
Interest	\$ 25,000	\$ 11,798	\$ 13,202	47%
Intergovernmental	\$ 62,312	\$ 33,277	\$ 29,035	53%
Other	\$ -	\$ -	\$ -	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,533,212</b>	<b>\$ 644,477</b>	<b>\$ 1,888,735</b>	<b>25%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 5,429,581</b>			
<b>EXPENDITURES:</b>				
Organizational	\$ 1,234,696	\$ 685,222	\$ 549,474	55%
Convention Center	\$ 617,819	\$ 177,627	\$ 440,192	29%
Main Street Program	\$ 272,610	\$ 74,483	\$ 198,127	27%
BAIPP	\$ 124,732	\$ 374	\$ 124,358	0%
Rodeo Arena	\$ 2,900	\$ 1,569	\$ 1,331	54%
Debt	\$ 542,255	\$ 542,255	\$ -	100%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 2,795,012</b>	<b>\$ 1,481,529</b>	<b>\$ 1,313,483</b>	<b>53%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (261,800)</b>	<b>\$ (837,052)</b>		
<b>BAIPP - RESTRICTED FUND BALANCE</b>	<b>\$ 80,000</b>			
<b>ENDING FUND BALANCE</b>	<b>\$ 2,554,569</b>			
<i>Reserve Requirement 100% operating expenses</i>		<i>91%</i>		

(This page is left intentionally blank.)



# INVESTMENT REPORT



(This page is left intentionally blank.)



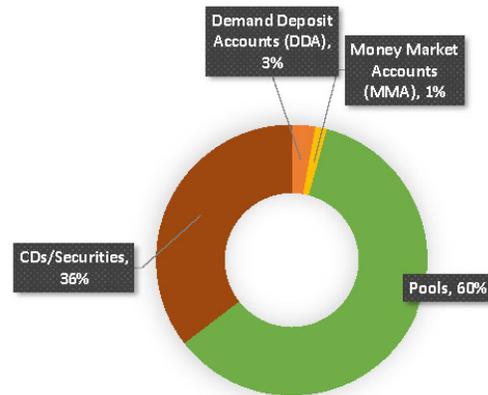
City of Bastrop  
 Quarterly Investment Report  
 Portfolio Summary  
 period ending March 31, 2021

Investments Description	December 31, 2020		March 31, 2021		QTD	YTD	Weighted Average Maturity
	Book Value	Market Value	Book Value	Market Value	Interest Earned	Interest Earned	
Demand Deposit Accounts (DDA)	\$ 1,087,090	\$ 520,925	\$ 1,347,851	\$ 1,347,851	\$ 1,023	\$ 2,072	0.03
Money Market Accounts (MMA)	\$ 4,299,270	\$ 1,701,849	\$ 649,521	\$ 649,521	\$ 62	\$ 216	0.01
Pools	\$ 27,064,399	\$ 26,107,003	\$ 28,377,551	\$ 29,734,822	\$ 5,003	\$ 11,893	0.60
CDs/Securities	\$ 12,736,423	\$ 15,628,359	\$ 16,649,480	\$ 16,685,949	\$ 24,688	\$ 81,862	132.62
<b>Total Investments</b>	<b>\$ 45,187,182</b>	<b>\$ 48,958,136</b>	<b>\$ 47,024,404</b>	<b>\$ 48,418,143</b>	<b>\$ 30,776</b>	<b>\$ 96,043</b>	<b>133.27</b>

0.07%

(this rate of return was 0.52% same time last year)

Policy states at least 10% of the portfolio should be in highly liquid securities we have 72%.



The investment portfolio of the City of Bastrop is in compliance with the Public Investment Act and the Investment Policy and Strategies.

Prepared by:

*Tracy Waldron*

Tracy Waldron, Chief Financial Officer

**City of Bastrop**  
**Detail of Investment Holdings**  
**period ending March 31, 2021**

Type	BANK / BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	December 31, 2020 Book Value	Purchase/ Adjustments	Sales/Adjust/ Call/Maturity	March 31, 2021 Book Value	March 31, 2021 Market Value
DDA	FNB-Pooled Cash				\$ 1,087,090			\$ 1,347,851	\$ 1,347,851
MMA	FNB-Escrow Acct				\$ 250,274			\$ 250,336	\$ 250,336
MMA	FNC-Dreyfus				\$ 3,110,196			\$ 395,884	\$ 395,884
MMA	MBS-MM Acct				\$ 938,800			\$ 3,301	\$ 3,301
Pools	Texpool				\$ 1,063,384			\$ 680,644	\$ 680,644
Pools	Texas Class				\$ 5,545,209			\$ 8,598,371	\$ 8,598,371
Pools	Texas Term				\$ 20,455,807			\$ 19,098,536	\$ 20,455,807
Security	FNMA	3135GOU27	1.63%	4/13/2021	\$ 507,586			\$ 507,586	\$ 500,410
Security	FAMC	31422BSC5	1.52%	1/10/2022	\$ 399,867			\$ 399,867	\$ 404,456
Bonds	MBS	283497T47	0.36%	2/15/2023	\$ 167,423			\$ 167,423	\$ 162,927
Bonds	MBS	222263G82	1.59%	11/15/2021	\$ 184,416			\$ 184,416	\$ 179,146
Bonds	MBS	8330853W1	1.54%	12/1/2021	\$ 134,196			\$ 134,196	\$ 129,004
CD	FNC	630438PE3	0.93%	1/1/2022	\$ 104,972			\$ 104,972	\$ 101,803
CD	Frontier	501272	0.95%	5/25/2022	\$ 256,846			\$ 256,846	\$ 256,846
CD	MBS	09007GHL0	2.60%	2/16/2021	\$ 67,000		\$ 67,000	\$ -	\$ -
CD	FNC	21050BAE0	2.85%	2/22/2021	\$ 249,000		\$ 249,000	\$ -	\$ -
CD	FNC	7954502G9	2.45%	4/19/2021	\$ 247,000		\$ 247,000	\$ 247,000	\$ 247,314
CD	FNC	33847E9G1	2.45%	5/24/2021	\$ 246,000		\$ 246,000	\$ 246,000	\$ 246,886
CD	FNC	06251AW89	2.10%	7/19/2021	\$ 247,000		\$ 247,000	\$ 247,000	\$ 248,546
CD	FNC	98138MAD2	2.20%	7/23/2021	\$ 249,000		\$ 249,000	\$ 249,000	\$ 250,681
CD	FNC	227563AV5	1.85%	9/27/2021	\$ 247,000		\$ 247,000	\$ 247,000	\$ 249,218
CD	FNC	149159PC3	1.80%	9/27/2021	\$ 247,000		\$ 247,000	\$ 247,000	\$ 249,156
CD	FNC	45673KAX4	1.90%	4/10/2021	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,127
CD	FNC	05580ATA2	1.70%	11/22/2021	\$ 247,000		\$ 247,000	\$ 247,000	\$ 249,613
CD	FNC	50625LAN3	1.70%	11/22/2021	\$ 249,000		\$ 249,000	\$ 249,000	\$ 251,637
CD	FNC	856285RR4	1.85%	11/29/2021	\$ 247,000		\$ 247,000	\$ 247,000	\$ 249,939
CD	MBS	49228XAJ9	1.80%	12/10/2021	\$ 245,000		\$ 245,000	\$ 245,000	\$ 247,362
CD	MBS	310336DB5	1.60%	8/13/2021	\$ 245,000		\$ 245,000	\$ 245,000	\$ 246,401
CD	FNC	949495AE5	1.70%	12/13/2021	\$ 249,000		\$ 249,000	\$ 249,000	\$ 251,873
CD	MES	33646CLT9	1.70%	10/29/2021	\$ 110,000		\$ 110,000	\$ 110,000	\$ 111,065
CD	FNC	61690UST8	1.75%	1/31/2022	\$ 247,000		\$ 247,000	\$ 247,000	\$ 250,478
CD	MBS	949763R24	1.80%	1/18/2022	\$ 245,000		\$ 245,000	\$ 245,000	\$ 248,396
CD	MBS	723455JW2	1.70%	4/21/2021	\$ 245,000		\$ 245,000	\$ 245,000	\$ 245,235
CD	MBS	14042RCH2	1.70%	9/28/2021	\$ 25,136		\$ 25,136	\$ 25,136	\$ 25,175
CD	FNC	88241TGX2	1.00%	3/25/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 251,224
CD	FNC	084601WX7	1.20%	3/31/2022	\$ 248,000		\$ 248,000	\$ 248,000	\$ 250,780
CD	FNC	20786ACY9	1.10%	3/30/2022	\$ 121,000		\$ 121,000	\$ 121,000	\$ 122,221
CD	FNC	511640BB9	1.10%	3/30/2022	\$ 248,000		\$ 248,000	\$ 248,000	\$ 250,522
CD	FNC	654062UJ3	1.15%	3/30/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 251,637
CD	FNC	538036LB8	1.10%	3/31/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 251,517
CD	MBS	140420Y95	1.55%	3/8/2022	\$ 25,651		\$ 25,651	\$ 25,651	\$ 25,525
CD	MBS	140420TC8	1.54%	12/20/2021	\$ 50,955		\$ 50,955	\$ 50,955	\$ 50,831
CD	MES	15201QCU9	1.25%	9/30/2021	\$ 245,067		\$ 245,067	\$ 245,067	\$ 246,490
CD	MES	14042RPU9	1.25%	4/22/2022	\$ 200,000		\$ 200,000	\$ 200,000	\$ 202,450
CD	TX TERM	Cibc, MI	0.40%	7/14/2021	\$ 248,000		\$ 248,000	\$ 248,000	\$ 248,992
CD	TX TERM	First Bk of Ohio, OH	0.40%	7/15/2021	\$ 248,000		\$ 248,000	\$ 248,000	\$ 248,992
CD	TX TERM	First Capital Bk, TN	0.60%	7/14/2022	\$ 247,000		\$ 247,000	\$ 247,000	\$ 249,964
CD	TX TERM	Third Coast Bk SSB, TX	0.75%	7/14/2022	\$ 246,000		\$ 246,000	\$ 246,000	\$ 249,690
CD	TX TERM	Pacific Western Bk, CA	0.60%	7/14/2022	\$ 247,000		\$ 247,000	\$ 247,000	\$ 249,964
CD	FNC	649447TY5	0.35%	7/5/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,759
CD	FNC	052392AL1	0.30%	7/11/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,608
CD	FNC	88224PLX5	0.25%	7/25/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,453
CD	FNC	58958PHH0	0.25%	7/29/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,045
CD	FNC	39573LAM0	0.30%	7/29/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,620
CD	FNC	07371CCP2	0.20%	8/4/2021	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,129
CD	FNC	71721BG5	0.25%	9/9/2022	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,057
CD	FNC	340569HB1	0.30%	9/28/2023	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,045
CD	FNC	90352RBE4	0.30%	9/29/2023	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,144
CD	FNC	69506YRZ4	0.30%	10/2/2023	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,386
CD	FNC	559582AM3	0.30%	10/30/2023	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,050
CD	FNC	31962PAB1	0.30%	11/13/2023	\$ 249,000		\$ 249,000	\$ 249,000	\$ 249,284
CD	MES	880064G79	0.50%	8/1/2023	\$ 15,472		\$ 15,472	\$ 15,472	\$ 15,374
CD	MES	05580AYD0	0.30%	12/18/2023	\$ 245,000		\$ 245,000	\$ 245,000	\$ 245,189
CD	MES	13005FBEY9	0.40%	10/1/2023	\$ 208,837		\$ 208,837	\$ 208,837	\$ 207,718
CD	FNC	549104VT1	0.20%	1/22/2024	\$ -	\$ 249,000	\$ -	\$ 249,000	\$ 248,397
CD	FNC	70153RKN7	0.15%	1/30/2023	\$ -	\$ 249,000	\$ -	\$ 249,000	\$ 249,015

**City of Bastrop**  
**Detail of Investment Holdings**  
**period ending March 31, 2021**

Type	BANK / BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	December 31, 2020 Book Value	Purchase/ Adjustments	Sales/Adjust/ Call/Maturity	March 31, 2021 Book Value	March 31, 2021 Market Value
CD	FNC	178681AB0	0.15%	1/29/2024	\$ -	\$ 249,000		\$ 249,000	\$ 248,754
CD	MBS	90352RBN4	0.25%	1/26/2024	\$ -	\$ 245,000		\$ 245,000	\$ 244,735
CD	MBS	17312QL98	0.33%	5/23/2023	\$ -	\$ 75,000		\$ 80,403	\$ 79,850
CD	MBS	17312QP52	0.29%	7/13/2023	\$ -	\$ 110,000		\$ 118,238	\$ 117,775
CD	MBS	254673RVO	0.32%	7/25/2023	\$ -	\$ 108,000		\$ 115,990	\$ 115,732
CD	MBS	38148PT98	0.32%	8/8/2023	\$ -	\$ 116,000		\$ 126,693	\$ 124,562
CD	MBS	58733AEW5	0.24%	4/24/2023	\$ -	\$ 79,000		\$ 83,891	\$ 83,614
CD	FNC	45581ECF6	0.25%	2/12/2024	\$ -	\$ 249,000		\$ 249,000	\$ 248,676
CD	FNC	82669LJS3	0.25%	2/20/2024	\$ -	\$ 249,000		\$ 249,000	\$ 248,649
CD	FNC	066519QF9	0.15%	2/21/2023	\$ -	\$ 249,000		\$ 249,000	\$ 248,995
CD	FNC	88283MBP8	0.25%	2/22/2024	\$ -	\$ 249,000		\$ 249,000	\$ 248,641
CD	FNC	57116AUR7	0.20%	10/25/2023	\$ -	\$ 249,000		\$ 249,000	\$ 248,694
CD	MBS	798544BQ4	0.35%	3/1/2023	\$ -	\$ 150,000		\$ 150,836	\$ 149,922
CD	MBS	88241TKB5	0.30%	2/5/2024	\$ -	\$ 245,000		\$ 245,006	\$ 245,051
CD	FNC	565819AB5	0.25%	3/5/2024	\$ -	\$ 249,000		\$ 249,000	\$ 248,602
CD	FNC	87164DSF8	0.30%	3/11/2024	\$ -	\$ 249,000		\$ 249,000	\$ 248,945
CD	FNC	46147UUQ1	0.40%	3/25/2024	\$ -	\$ 249,000		\$ 249,000	\$ 249,207
CD	FNC	56065GAL2	0.20%	3/29/2023	\$ -	\$ 249,000		\$ 249,000	\$ 249,212
CD	MBS	31926GBF6	0.30%	3/28/2024	\$ -	\$ 75,000		\$ 75,000	\$ 74,967
TOTAL					\$ 45,187,182	\$ 4,191,000	\$ 316,000	\$ 47,024,404	\$ 48,418,143

04-26-2021 02:31 PM

ACCOUNT RECAP

PAGE: 1

DATES: 1/01/2021- 3/31/2021

		BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE	AVERAGE DAILY BALANCE
WATER/WASTEWATER FUND						
202-00-00-1010	XS RANCH WELL MI	250,274.38	61.72	0.00	250,336.10	250,295.38
202-00-00-1100	TEXAS TERM	0.00	0.00	0.00	0.00	0.00
	FUND 202 TOTAL	250,274.38	61.72	0.00	250,336.10	250,295.38
2019 REVENUE BOND						
261-00-00-1000	CLAIM ON CASH 20	0.00	0.00	0.00	0.00	0.00
261-00-00-1100	TEX TERM	195,076.79	28.43	0.00	195,105.22	195,087.91
	FUND 261 TOTAL	195,076.79	28.43	0.00	195,105.22	195,087.91
REV BOND, SERIES 2020						
262-00-00-1000	CLAIM ON CASH RE	36,217.30CR	1,465,337.17	1,428,432.87CR	687.00	58,633.10CR
262-00-00-1100	TEX TERM	18,102,585.87	2,533.36	1,173,976.58CR	16,931,142.65	17,545,566.74
262-00-00-1141	CERTIFICATE OF D	1,236,000.00	0.00	0.00	1,236,000.00	1,236,000.00
	FUND 262 TOTAL	19,302,368.57	1,467,870.53	2,602,409.45CR	18,167,829.65	18,722,933.64
FAIRVIEW CEMETERY-PERMAN						
526-00-00-1142	CERT OF DEPOSIT-	256,845.99	0.00	0.00	256,845.99	256,845.99
526-00-00-1148	CD - FNB	0.00	0.00	0.00	0.00	0.00
526-00-00-1149	CERT OF DEPOSIT-	0.00	0.00	0.00	0.00	0.00
	FUND 526 TOTAL	256,845.99	0.00	0.00	256,845.99	256,845.99
2013 COMB REV/TAX BOND						
724-00-00-1100	TEXAS TERM	369,502.95	53.73	1,539.02CR	368,017.66	367,984.98
	FUND 724 TOTAL	369,502.95	53.73	1,539.02CR	368,017.66	367,984.98
CO 2018 SERIES						
726-00-00-1100	TEXAS TERM CO 20	754,322.22	108.36	14,115.92CR	740,314.66	744,741.26
	FUND 726 TOTAL	754,322.22	108.36	14,115.92CR	740,314.66	744,741.26
2019 LIMITED TAX NOTE						
727-00-00-1000	CLAIM ON CASH	0.00	54,536.60	54,536.60CR	0.00	7,100.70CR
727-00-00-1100	TEXAS TERM	55,667.80	3.35	54,536.60CR	1,134.55	25,191.68
	FUND 727 TOTAL	55,667.80	54,539.95	109,073.20CR	1,134.55	18,090.98

04-26-2021 02:31 PM

A C C O U N T R E C A P ( c o n t . )

PAGE: 2

DATES: 1/01/2021- 3/31/2021

	BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE	AVERAGE DAILY BALANCE
CO SERIES 2020					
728-00-00-1000 CLAIM ON CASH	0.00	6,100.99	6,100.99CR	0.00	0.00
728-00-00-1100 TEXAS TERM	6,100.99	35.20	6,136.19CR	0.00	483.91
<b>FUND 728 TOTAL</b>	<b>6,100.99</b>	<b>6,136.19</b>	<b>12,237.18CR</b>	<b>0.00</b>	<b>483.91</b>
2020 LIMITED TAX NOTE					
729-00-00-1000 CLAIM ON CASH	1,000.00CR	111,079.15	110,114.35CR	35.20CR	3,044.42CR
729-00-00-1100 TEXAS TERM	972,550.00	134.15	110,515.10CR	862,169.05	925,116.71
<b>FUND 729 TOTAL</b>	<b>971,550.00</b>	<b>111,213.30</b>	<b>220,629.45CR</b>	<b>862,133.85</b>	<b>922,072.29</b>
POOLED CASH FUND					
991-00-00-1000 POOLED CASH ACCO	1,124,306.96	11,218,216.49	10,994,672.05CR	1,347,851.40	922,630.07
991-00-00-1100 TEX POOL	1,063,383.83	1,000,134.70	1,382,874.77CR	680,643.76	1,028,780.52
991-00-00-1105 TEXAS CLASS	5,545,208.64	4,495,162.62	1,442,000.00CR	8,598,371.26	7,200,767.89
991-00-00-1135 DREYFUS MM ACCT	3,110,195.83	3,018,052.26	5,732,364.24CR	395,883.85	1,961,104.37
991-00-00-1136 MULTI-BANK SECUR	938,800.37	771,558.16	1,707,057.21CR	3,301.32	353,504.45
991-00-00-1140 CERTIFICATE OF D	0.00	0.00	0.00	0.00	0.00
991-00-00-1141 CERTIFICATE OF D	7,676,975.08	5,727,000.00	2,988,000.00CR	10,415,975.08	8,833,441.75
991-00-00-1146 CERTIFICATES OF	2,173,116.72	1,486,057.21	312,000.00CR	3,347,173.93	2,922,591.05
991-00-00-1147 U.S. AGENCY	1,393,488.51	0.00	0.00	1,393,488.51	1,393,488.51
<b>FUND 991 TOTAL</b>	<b>23,025,475.94</b>	<b>27,716,181.44</b>	<b>24,558,968.27CR</b>	<b>26,182,689.11</b>	<b>24,616,308.61</b>
<b>REPORT TOTALS</b>	<b>45,187,185.63</b>	<b>29,356,193.65</b>	<b>27,518,972.49CR</b>	<b>47,024,406.79</b>	<b>46,094,844.95</b>

(This page is left intentionally blank.)



# CAPITAL IMPROVEMENT PROJECTS



(This page is left intentionally blank.)



## Sidewalk Connectivity Project

**Scope:** The Sidewalk Connectivity Project is adding new sidewalks to improve overall walkability, connectivity of the parks system, and public safety.

**Schedule:**

Engineering	Bid/Award	Start	Complete
	December 08, 2020	December 14, 2020	March 2021
304 Construction, Inc.			

**Update:** Sidewalk Connectivity Project was completed in March 2021.

**Budget:**

Estimate	Budget Appropriation	Spent or Encumbered YTD	Projected
N/A	\$405,000	\$220,053	\$220,053

The funding source for this project is the Red-Light Camera Fund.

## Fisherman’s Park Wheeled Skate Park

**Scope:** Phase 1 of the Wheeled Sports Complex is the construction of approximately 5,000 square feet of poured in place concrete within Fisherman’s Park.

**Schedule:**

Engineering	Bid/Award	Start	Complete
February 7, 2020	February 23, 2020	March, 2021	Summer, 2021
Artisan Concrete Service, Inc.			

**Update:** Artisan Concrete Services, Inc. has been selected to provide design build services for the Fisherman’s Park Wheeled Sports Plaza Phase 1 based on the competitive sealed bid proposal submitted on February 7, 2020. Pre-construction meeting happened on March 31, 2021. Contractor is approximately 30% complete. Project is going well.

- The City executed contract in March 2021.
- The budget amount is shown for the design, build, earthwork, and alternatives. Additional work and cost (approximately \$5K) were added to include geotechnical testing.
- The earthwork is currently ongoing.

**Budget:**

Estimate	FY 21 Budget Appropriation	FY21 Spent or Encumbered YTD	FY 21 Projected
N/A	\$400,375	\$400,375	\$400,375

The funding source for this project is the Innovation Fund and Existing Parkland Funds that are dedicated and can only be used for park improvements.

### Wastewater Treatment Plant #3

**Scope:** The City of Bastrop is constructing a new Wastewater Treatment Plant to replace the City’s two existing plants. The proposed project will consist of the following components: construction of the new 2.0 MGD Wastewater Treatment Plant # 3, followed by decommissioning of the existing wastewater treatment plants, (#1 and #2). The first phase will be permitted to treat two million gallons a day and the City will have the option of up to three more phases with a total build out of eight million gallons a day.

**Schedule:**

Engineering	Bid/Award	Start	Complete
August 28, 2018	January 2021	March 2021	October 2022
KSA Engineering	BAR Construction, Inc.		

**Update:** Construction of this project started on March 2021.

- The Resolution was approved for the WWTP#3 and the contract awarded to BAR Construction, Inc. on January 12, 2021.
- Contractor started construction on March 2021.
- Land acquisition costs for this project to date are \$824,204.

**Budget:**

Estimate	FY 21 Budget Appropriation	FY21 Spent or Encumbered YTD	FY 21 Projected
\$29,500,000			
Engineering Cost	\$1,287,501	\$1,287,501	\$1,287,501
Construction Cost	\$11,061,735	\$11,061,735	\$11,061,735
Total Amount to Date	\$12,349,236	\$12,349,236	\$12,349,236

The funding source for this project is the 2020 revenue bond.

## Westside Collections System

**Scope:** The Wastewater Collection System, Phase 1 & 2. Construction of a new gravity interceptor sewer, or lift station and force main, to transfer wastewater to the new plant.

**Schedule:**

Engineering	Bid/Award	Start	Complete
August 28, 2018	January 2021	March 2021	January 2022
KSA Engineering	Smith Contracting Co. of Austin, Texas		

**Update:** We received 14 bids for the construction of the Westside Collection System. Smith Contracting was the lowest bidder with a bid of \$3,930,997. Bids ranged from \$3,930,977 to \$8,466,863. Contractor has raised some concerns over material availability and delivery due to some manufacturing companies claiming their work has been affected by February’s Icy Storm. Construction activities have started.

- The Resolution was approved to award Smith Contracting the Westside Collections System Project. The Pre-construction meeting happened in March.
- Future bonds will be issued for this project and appropriated in every fiscal year as needed. This will help with managing rates and cash flow over multiple years.
- Land acquisition costs for this project to date are \$861,235.

**Budget:**

Estimate	FY 21 Budget Appropriation	FY 21 Spent or Encumbered YTD	FY 21 Projected
Phase 1 & 2	\$7,000,000	None to Date	
Phase 1			
Engineering Cost	\$875,901	\$875,901	\$875,901
Construction Cost	\$2,185,870	\$2,185,870	\$2,185,870
Total Amount to Date	\$3,061,771	\$3,061,771	\$3,061,771
Phase 2	TBD	None to Date	TBD

The funding source for this project is the 2019 Revenue Bond and the 2020 Revenue Bond.

## River Loop Project

**Scope:** Complete a 1.8-mile River Loop while providing safe pedestrian connectivity along State Highway 71 and across the Colorado River. Approximately 3,100 Linear Feet of pedestrian shared-use paths (6'-10' width) and connect to the proposed pedestrian improvements along the State Highway 71 westbound frontage road bridge.

**Schedule:**

Engineering	Bid/Award	Start	Complete
Bowman	May 2021	June 2021	12-18 months

**Update:** There was a miscommunication within TxDOT resulting in delaying the permission for the Bowman Engineering to advertise the project for the Bastrop River Loop Sidewalk Project, and our State Letter of Authority and Federal Highway Administration approvals have been pushed back at least 2 months. This means we are unable to bid under our anticipated schedule. Terry Newton, with TxDOT, let us know on May 6, 2021, the project can be advertised.

Tentative Bid Schedule is as follows:

- May 8th - Bid published in the local paper & Civcast
- May 12th - Non-Mandatory Pre-Bid Conference
- May 24th - Questions will be answered by Engineer-of-Record
- May 28th - Bid Opening done by Engineer-of-Record
- July - Estimate Start Date of Construction

**Budget:**

Estimate	Budget Appropriation	Spent or Encumbered YTD	Projected
\$579,623	\$605,200	None to date	TBD

The funding for this project is through multiple funding sources. One is through the Governor’s Community Achievement Award Grant, and the second is a Capital Area Metropolitan Planning Organization (CAMPO) alternative transportation grant. The remaining match will be covered by 4B sales tax dollars.

## City of Bastrop FM 20 Elevated Storage Tank

**Scope:** City of Bastrop FM 20 Water Plant Composite Elevated Storage Tank (EST) includes a 250,000-Gallon Elevated Storage Tank (EST) with interior & exterior coating systems. This improvement will stabilize system pressure and increase fire flow west of the river.

**Schedule:**

Engineering	Bid/Award	Start	Complete
December 04, 2018	February 12, 2019	May 15, 2019	February 2021
BEFCO	Landmark Structures of Ft. Worth, Texas		

**Update:** The project is at substantial completion.

- On February 12, 2019 City Council approved a contract to construct with Landmark Structures.
- The Pre-Construction meeting was held May 15, 2019.
- The Project is substantially complete.

**Budget:**

Estimate	FY 21 Budget Appropriation	FY 21 Spent or Encumbered YTD	FY 21 Projected
N/A	\$0	\$74,689	\$74,689

The funding source for this project came from impact fees and water capital fund.

A budget amendment has been requested in the amount of \$74,689. The budget amendment was presented on City Council on April 27<sup>th</sup> and is scheduled for a second reading on May 11<sup>th</sup>.

## City of Bastrop Ground Storage Tank

**Scope:** City of Bastrop FM 20 Water Plant Ground Storage Tank (GST). This improvement will add additional storage needed to help manage peak flows system wide.

**Schedule:**

Engineering	Bid/Award	Start	Complete
December 04, 2018	February 12, 2019	May 15, 2019	February 2021
BEFCO	TTE, LLC		

**Update:** The project is near completion. City is working with Engineer and contractor to completing punch list items.

- On February 12, 2019 City Council approved a contract to construct with Landmark Structures.
- The Pre-Construction meeting was held May 15, 2019.
- The Project is substantially complete.

**Budget:**

Estimate	FY 21 Budget Appropriation	FY 21 Spent or Encumbered YTD	FY 21 Projected
N/A	\$318,900	\$320,610	\$320,610

The funding source for this project was the Water Capital Fund.

(This page is left intentionally blank.)



# 9 FOCUS AREAS

(This page is left intentionally blank.)



## COMMUNICATION

**Support and enhance open two-way communication between the City and its residents and businesses.**

### CSET Focus Area Branding

The CSET Branding team continues to meet bi-weekly during Quarter 2. They have begun creating the content for the Branding Guidelines manual and expect to be finished with most of the manual next quarter.

### Presentation to Civic Groups

City of Bastrop Fire Chief Andres Rosales made a presentation at the Bastrop Noon Lion's Club on March 11, 2021.

### Stakeholders Group

The Special Event Manager coordinated the first quarterly meeting with event stakeholders. A master list was created that includes Visit Bastrop, hotel owners and managers, Bastrop Opera House, Lost Pines Art Center, Bastrop County Historical Society Museum, local event planners, civic event planners, and local community support groups. Invitations and direct communications were established in the second quarter for a third quarter meeting.

### Communication & Special Events Team (CSET): Focus Area Messaging

The Website, Messaging, and Social Media focus area of CSET spent the second quarter continuing to work on the Website Audit. Substantial progress was made by the team on cleaning up out-of-date information and broken links on the City's website. Some of the areas of the site have been identified as needing a more comprehensive and focused re-development effort, including the Police Department page as a whole and specifically police recruiting, the Parks page, and the Library page-which is quite robust and useful but could be even more streamlined and better promoted to attract additional users.

A future project of this team will be the Residents' Guide which will include general information on all the services provided by the City of Bastrop. The Website, Messaging and Social Media CSET team has begun thinking about this project and has been asked to look for other comparable publications from other cities.

## Communication Data

Communication Data				
WEBSITE	Q1	Q2	Q3	Q4
Total Visits	95,035	123,997		
Most Visited Page(s)	Library Home – 6.35% HR Jobs – 6.33% Making Bastrop Bright – 4.75%	Utilities – 6.57% Library – 5.52% HR.jobs – 4.73% Boil Water – 3.78%		
SOCIAL MEDIA				
Posts	106	138		
Emergency Alerts	10	9		
Top Post Engagement Numbers	Making Bastrop Bright – 7.3k	Boil Water Notice – 2.8k		
OTHER MESSAGING				
Press Releases	2	3		
Video Messages	3	26		
Live Stream Analytics	22,436 minutes viewed	32,087 minutes viewed		
Event Marketing - Posts	12	2		
Event Marketing - Reach	48.7k	1.1k		
Initiative Marketing - Posts	3	7 (Recreation)		
Initiative Marketing- Reach	16.4k	14.3k		

*The significant decrease in event impressions is attributed to the decrease in special event activity from Quarter 1 to Quarter 2 whereas Quarter 1 contained the Lost Pines Christmas event series.*

## Everbridge

Everbridge is a critical events management (CEM) software platform that is in use locally and as part of the entire Capital Area Council of Governments (CAPCOG) area. The City of Bastrop has access to full use of the platform through an agreement in partnership with Bastrop County. Communications staff utilized this platform for the first time in the second quarter during the Winter Storm event. During this time, 14 alerts were published to various geographically defined zones communicating information regarding water outages, power outages, and other life-

safety related announcements. This storm was the “maiden voyage” for the City’s use of the Everbridge system and since the extreme weather event, Everbridge has been utilized once to alert a pinpointed area during a power outage event.

## **FUTURE: BTXN Programming**

The BTXN Government Access television channel broadcasts over Spectrum channel 10, AT&T U-verse channel 99, and over live stream on [www.BTXN.tv](http://www.BTXN.tv). Currently, the channel broadcasts our televised meetings which include the Bastrop City Council, Bastrop Economic Development Corporation, and Planning & Zoning Commission. These meetings are televised live and then played on a looping schedule throughout the day. Additional video pieces are placed within the playlist when applicable. We are currently analyzing the feasibility of producing content to provide a more robust offering over this platform. Resources, size of audience, and additional factors are all being considered alongside the type of programming that would be most impactful over this medium. The channel was utilized this during the winter storm with the activation of a crawler directing viewers to the City’s website where regular winter storm updates were being made. Also, the post winter storm recap video series was played on BTXN, informing viewers of the actions and activities of the City in response to the weather event. Our Wastewater Treatment Plant #3 Groundbreaking ceremony was edited into a recap video which was also played on BTXN during this quarter.

## **FUTURE: Podcast**

The communications team has been conceptualizing a podcast program featuring City Manager Paul Hofmann and guests discussing the business of the City of Bastrop. A podcast program is different than other forms of video production in that more of an emphasis is placed on the quality of the conversation between multiple individuals. Topics can be more fully fleshed out as guests have candid conversations around a subject. These programs are often also able to be disseminated as audio-only productions, meaning they do not rely heavily on graphics, b-roll footage, and other visual enhancements. A podcast-specific audio production package was purchased during the second quarter and, after a delay due to some equipment being backordered (a testament to the current growing popularity of podcasting), the City’s inaugural podcast debuted in late April of 2021.

## **FUTURE: Meetings Relator/Owners**

With the hiring of a Community Impact Manager, the City of Bastrop will be hosting quarterly meetings with property owners, small business owners, and realtors to activate those groups within the community to help push timely, accurate, and thorough information within those networks. These meetings will further open the doors for two-way communication between the City and the community, thus increasing public engagement.

## COMMUNITY SAFETY

Keep citizens, businesses, and visitors safe.

### Park Safety Inspection

The Parks Department had 36 playground and park inspections performed during Quarter 2 of Fiscal Year 2021. The inspections found 38 issues that needed to be resolved. Four of 38 issues remain. The 4 issues that were not resolved do not pose an immediate risk to public safety. These 4 issues may have to be addressed next Fiscal Year depending on remaining budgets for each park, while 2 will require funding in a future Fiscal Year.

- Mayfest/Rodeo Arena needs all new box seats for all sections-the funding to replace all seats was not part of the approved current budget.
- Splash pad needs the entire surfacing redone-the funding to replace the surfacing was not part of the current approved budget.
- Playscape age signs are currently being addressed for Jewells, Bob Bryant, and Delgado Parks.

### Emergency Messaging

The Communications staff publishes emergency messages related to severe weather, major traffic incidents, and city service interruptions such as power and water outages. Many of these messages are published to social media within a few minutes of receiving details of the incident. These messages are then monitored for questions and updated as details emerge, or emergency operations conclude. The second quarter of Fiscal Year 2021 contained a landmark event in the City's emergency messaging efforts: Winter Storm Uri.

*Winter Weather Event: Communication staff's efforts included updates on road conditions, trash service, city office closings, water supply, boil water notices, power outages, weather updates, and other relevant information.*

Social Media relating to winter weather event (*Facebook, Twitter, Next-door*):

- Over 225 informational posts across social media accounts
- 579 new followers

- Reach: Non-emergency **average daily reach** is about **8500** users/day. On 2/19 the City's reach was over **10 times the average, at 85,116 users.** (*Reach is the number of unique users who saw any information posted by your page that day.*)
- Engagement is the number of users who interact with your page, through post shares, comments, likes, etc. **There are an average of 175 engagements to the City page daily. On 2/22, over 10,500 users engaged with the City page.**

#### City Website

- The City website averages 250-500 users daily. On 2/18 the City page was accessed by over 3,250 users. The page was accessed over 16,000 times during the event.

#### Everbridge

- Over **87,000** individual contacts were made during the event using the Everbridge system.

#### Direct Messaging

- Assistant City Manager for Community Engagement Rebecca Gleason took the lead on responding to the enormous increase in direct messages received to the various City of Bastrop social media accounts.
- Our networks and partners

*Closely monitored comments on social media to be alerted to specific needs and opportunities to provide good information.*

In addition to the Winter Storm messaging, nine other emergency messages were posted to the City of Bastrop Facebook page, and then shared to other channels, alerting citizens to traffic disruptions, road closures, weather alerts, and other timely updates.

## **Fire Staff and Training**

The City of Bastrop Fire Department responded to 285 calls for service, including 152 rescue and 23 fires (vehicle, wildland, and structures). The department conducted over 220 hours of training on various fire, rescue, and EMS topics. The training covered vehicle extrication, hazmat awareness refresher, wildland fire refresher, and continued training on the Ladder Truck. The department partnered with Bastrop County ESD 2 for training and continued to build our mutual-aid relationship.

## Police Staff and Training

In second quarter of Fiscal year 2021, the City of Bastrop Police Department hired Patrol Officer David Hill, promoted Officer Sanford to Patrol Sergeant, promoted Officer Robert Jordan to Detective, and promoted Administrative Officer Matt Wagner to Interim Detective.

The department also held quarterly training and trained twenty-four officers. Each Officer received eight hours of instruction on Driving While Intoxicated (DWI) Refresher. In addition to quarterly training, sworn officers individually or as a small group completed training in: taser, verbal de-escalation, new detective school, crime scene investigation, death investigation, search warrant, armory, interview techniques, diversity instructor, and internal affairs investigation.

## Built for Life Fire Department

The Home Fire Sprinkler Coalition (HFSC) has named the City of Bastrop Fire Department a **Built for Life Fire Department** to acknowledge its efforts to help the residents of the City of Bastrop understand the life-saving importance of installing home sprinklers in new construction homes. The City of Bastrop Fire Department received the Built for Life Fire Department recognition for its ongoing efforts working with developers to incorporate residential fire safety while meeting the intent of the new B3 Building Codes. We are proud to receive this recognition for our efforts to go above and beyond traditional fire safety outreach. Residents planning to build a new home or doing major remodeling work should talk with their builders and the City of Bastrop Fire Department about fire safety concerns and ask for home fire sprinklers. Free educational material is available at HFSC's website: [HomeFireSprinkler.org](http://HomeFireSprinkler.org). Within days of receiving this recognition, the City of Bastrop Fire Department was able to work with a developer on the Legends Cove Subdivision and obtained an agreement to incorporate home fire sprinklers in all homes in that subdivision in order to mitigate a water supply issue in the ETJ that would have not been possible due to the extensive cost to upgrade the existing water supply infrastructure.

## Emergency Management

The City of Bastrop Office of Emergency Management performed community outreach by hosting a virtual National Weather Service Flood Aware training with the Bastrop County Office of Emergency Management. From January 1<sup>st</sup> to March 31<sup>st</sup>, the preparedness, hazard awareness, and public information messages via our digital channels reached more than half a million individuals. In addition, the team reviewed and updated two (2) local annex plans. The City of Bastrop Office of Emergency Management also opened the Emergency Operations Center during the 2021 Winter Storm.

The City of Bastrop participated in Bastrop County Local Emergency Planning Committee (LEPC) meetings to establish the Three-Year Integrated Preparedness Plan (IPP). The IPP establishes the jurisdictions' training and exercise plans for each fiscal year. The City of Bastrop applies for the Emergency Management Performance Grant (EMPG) to provide federal grants to local governments to provide a system of emergency preparedness to protect life and property. The City of Bastrop Office of Emergency Management and Bastrop County Officer of Emergency Management are working together to host a joint Incident Command training covering the ICS-300 Intermediate Incident Command System and ICS-400 Advanced ICS Command and General Staff classes. These classes will help enhance our capabilities to mitigate potential hazards, respond to, and recover from disasters.

## COVID Plan Changes

The City of Bastrop implemented a Phased Reopening Plan in March of 2021. The plan was amended and approved by City Council on March 9, 2021. The Council moved to the Phased-Out section of the plan to stay consistent with the Governor's Executive Orders. The City of Bastrop and local community leaders remain dedicated to safeguarding the public and limiting the impact on the community.

## CHART: Building and Fire Inspection

Building & Fire Inspections								
	FY 2020				FY 2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Building Inspections</b>	585	652	527	451	1021	1937		
<b>Fire Inspections</b>	63	44	37	43	40	33		

*Inspections have greatly increased due to the increase in new residential home construction. These inspections are being completed by a third-party inspection service (ATS) which allows us to scale for increases and decreases in inspection volume.*

**CHART: Crime Statistics**

<b>Crime Statistics</b>								
	<b>FY 2020</b>				<b>FY 2021</b>			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Homicide</b>	0	0	0	0	0	0		
<b>Sexual Assault</b>	2	2	0	4	3	2		
<b>Robbery</b>	0	3	3	1	2	1		
<b>Assault</b>	12	14	8	14	6	4		
<b>Burglary Residence</b>	6	6	0	6	3	2		
<b>Burglary Building</b>	9	10	0	0	4	5		
<b>Theft</b>	80	43	55	66	55	78		
<b>Motor Vehicle Theft</b>	7	10	4	5	5	5		

**Uri Reflection**

During the week following the Winter Storm event, 24 video interviews were conducted with the purpose of capturing the experiences, actions, and lessons learned by City of Bastrop staff during the emergency response. City Manager Hofmann lead the on-camera conversations with each staff member, Public Information Manager Guerra operated sound and video production, and Assistant City Manager Gleason organized the interview subjects and scheduling. The interviews were an invaluable look into the activities during an unprecedented event. Each interview was presented in its entirety, both as stand-alone, individual videos and a long video that contained all of the interview content. The project is available at [www.cityofbastrop./page/winterweather2021\\_recap](http://www.cityofbastrop./page/winterweather2021_recap).

## Non-Compliance with Adopted Codes

In 2019, the City updated the “Nuisance Codes,” which regularly enforce tall weeds and grass, junk vehicles, and noise complaints regulated by the Code Enforcement division of the Police Department. Outside of these issues, there are zoning, sign, and building compliance issues that need to be addressed in a consistent manner. Shirley Ellis, City of Bastrop Building Official, has been working on establishing a review of existing businesses that need to apply for or update their Certificate of Occupancy and a process for bring businesses into compliance.

## Application of B3 Code

As the B<sup>3</sup> Code is now over a year old, the community, developers, and City staff has had the opportunity to apply the new code, which has resulted in projects that consider drainage and multi-modal connectivity first to create a project that is authentic to Bastrop and will serve the long-term growth of the City.

The Planning Department is working with existing and new subdivisions to reach the intent of the multi-modal grid system with a series of roadways utilizing the adopted street cross sections in the B<sup>3</sup> Code. On individual site development plans, Planning Staff is working with developers to create sites that will provide automobile access with limited driveway access that will conflict with pedestrian and bicycle routes.

## ECONOMIC VITALITY

**Create sustainability by leveraging tourism, infrastructure renewal and investment, enhancing public/private partnerships, efficient planning, and development processes, and fostering an inclusive and diverse environment that encourages entrepreneurial ventures.**

### **New Main Street District Business**

During the second quarter of Fiscal Year 2021, the Main Street District had two new businesses open. Radiant Mama moved from Community Gardens to 702 Main Street and specializes in cold pressed juices, plant milks, superfood smoothies, and wellness shots. KC Outfitters moved into 705 Pine Street which is directly across from Gracie's. The boutique specializes in clothing for women and children as well as jewelry, gifts, and small home goods.

### **Floodplain Administration**

The City has adopted standards for development in the Federal Emergency Management Agency (FEMA) Special Flood Hazard Areas (SFHAs), particularly in the floodway and the 1% Annual Chance (formerly known as the 100-year) zones. The Code requires the City Manager or designee to process these applications and verify compliance throughout the development/redevelopment process. Typically, a staff member has the Certified Floodplain Manager (CFM) certification. Allison Land in the Planning Department and Fabiola de Carvalho in the Engineering Department are in training to receive CFM certification. FEMA has issued a new preliminary flood insurance study (FIS) and preliminary flood insurance rate maps (FIRMs) for the Bastrop area that will change the SFHA boundaries significantly in some parts of town. A new [Floodplain Management webpage](#) for the latest information and resources has been published to assist property owners, insurance and real estate agents, and developers stay informed. For the third and fourth quarters of Fiscal Year 2021, the department will review the new information for impacts and update City Council and the community as needed. In the fourth quarter of Fiscal Year 2021 and first quarter of Fiscal Year 2022, the department will review all adopted manuals and the Code of Ordinances standards, manage the FIRM appeal process, and bring forward Code updates required and recommended for adoption. The department will also coordinate with the appropriate personnel to keep the public informed.

## Enhanced Events Management

The Special Events Manager created a master list of current events within the City and began working with the multiple participants and stakeholders to inform of upcoming City efforts. This included correspondence and meetings with hotel owners and managers, the Community Assets, Visit Bastrop, and local event planners.

## BP&L Data Infrastructure Maintenance

Bastrop Power and Light electric reliability average was 99.99% during the 2<sup>nd</sup> Quarter of Fiscal Year 2021.

### Line Extensions:

- 305 Jackson Street (QuikTrip) new commercial building – Completed line extension this quarter. Installed light foundations and lights. Terminated secondary, energized transformer, and set meter.

### Projects:

- Hot checks performed at Little League fields for upcoming season.
- Reset timers for outdoor lighting at city facilities and parks.
- Mayfest Park and Bob Bryant Park – Converted lights to LED in restrooms.
- Minerva Delgado Park – Repair of restroom lights.

### System Maintenance:

Completed fifty-five (55) items marked for attention on the LCRA Visual Inspection Report as listed below:

- Changed out eight (8) electric poles.
- Re-insulated twenty-five (25) poles in multiple locations throughout the system.
- Changed out five (5) overhead transformers in multiple locations throughout the system.
- Completed seventeen (17) various items on the list, including tree trimming for limbs near line, pole inspections for damage, etc.

### Additional/Routine Work:

- Two-hundred and eighty-seven (287) work orders received and completed.
- Assisted Utility Customer Service Department with cut-offs for non-pay.

## Construction Management Accepted Projects

In order to effectively consider a City of Bastrop Public Improvement Project complete and ready for acceptance by the City for ownership and maintenance of public improvements, it is essential that the following process has been effectively implemented during the project's acceptance phase to assure that the City has received a project built in accordance with high standards and conformity to State, Local, and City requirements.

Once a project is deemed complete by the constructor, the City Construction Manager schedules a final site walk-down/inspection of the project's completed portion. A punch-list of all non-compliant items is drafted, and the contractor makes the necessary changes. The City Construction Manager re-inspects the project, and if acceptable, the City goes through the process of accepting the Maintenance Bond and Red-Line Drawings of the project. Once complete, the City Engineer will formally accept the project through the issuance of a concurrence letter.

Recently accepted projects from the Construction Manager include:

- Section 7 Pecan Park
- QuikTrip 305 Jackson St. Improvements
- The Colony 18 Section 3

## FUTURE: Enhanced Convention Center Marketing

The City is working with Visit Bastrop to develop a plan for enhancing marketing of the Convention Center. As an important City of Bastrop asset, increasing both local and non-local use of the space is a priority. Developing a more professional and complete brand for the Convention Center complete with new website will allow City staff to have the resources to increase sales of the Center.

## FUTURE: Enhanced Marketing of Local Events

Through our Community Stakeholder Group, the City of Bastrop and Visit Bastrop are preparing to work together for amplification of the marketing messages for City and Community sponsored special events. The team is looking forward to helping in the effort to further building community, increase sales tax, and increase visitors to local events.

## **FUTURE: Actively Participate in EDC Strategic Planning**

The City Manager is working to improve the ongoing coordination of City utility and land-use planning efforts with EDC economic development activities. This starts with an aligned understanding of what we are all trying to achieve. The appointment of the next Executive Director of the BEDC is the next step in making this alignment more complete.

## **MyGov Implementation**

Since the launch of MyGov in August of 2020, the City has gone live with the Permits and Inspections, Code Enforcement, Credential Manager, Work Order, Request Manager, and Business License modules. The Planning Department has been instrumental in the mapping of processes, creating workflows for each process, training, and troubleshooting for city departments and city personnel that are Agency Users in MyGov.

The Planning Department also completed a MyGov User Guide that gives step-by-step tutorials on how to interact with every module in MyGov. The motivation for creating the guide was driven by the desire to create a tangible tool that helps first time users have a successful interaction with a completely digital platform. The MyGov User Guide will also be handed out to Utility Customers creating new accounts in order to foster collaborative relationships with the community. The next step for the Planning Department in creating support materials for MyGov will be a series of webinars that will cover how to interact with each module.

## **FUTURE: Capital Planning**

Fabiola De Carvalho is quickly becoming familiar with our capital program. A draft capital plan will be shared at the May 14, 2021 budget meeting.

**CHART: Convention & Exhibit Revenue**

<b>Bastrop Convention &amp; Exhibit Revenue</b>								
	FY 2020				FY 2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Local	\$38,083	\$29,456	0	\$3,626	\$9,830	\$1,555		
Non-local	\$9,075	\$26,435	0	0	\$1,995	\$7,090		
Tradeshow	\$9,075	\$21,000	0	0	\$2,875	0		
Meeting	\$27,702	\$28,256	0	\$525	\$8,950	\$8,645		
Wedding	\$5,400	0	0	0	0	0		
Special Event	\$4,981	\$5,635	0	0	0	0		
Other*	0	0	0	\$3,100*	0	0		
<b>TOTAL</b>	<b>\$47,158</b>	<b>\$55,891</b>	<b>0</b>	<b>\$3,626</b>	<b>\$11,825</b>	<b>\$8,654</b>		

**CHART: Convention Center Usage**

<b>Bastrop Convention &amp; Exhibit Center Occupancy</b>								
	FY 2020				FY 2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Local	39	26	0	35	21	8		
Non-local	7	17	0	0	3	9		
Tradeshow	6	12	0	0	2	0		
Meeting	35	28	0	4	22	17		
Wedding	2	0	0	0	0	0		
Special Event	3	3	0	0	0	0		
*Other	0	0	0	*31	0	0		

**Future: Evaluate the Sign Code**

On January 28, 2021, the Planning & Zoning Commission and City Council received a presentation from staff on concerns that have been raised regarding the Sign Code, which was adopted with the Bastrop Building Block (B<sup>3</sup>) Code in November 2019. At the regular meeting on March 25, 2021, a workshop was held with the Planning & Zoning Commission on specific sections of the sign code and possible amendment language to receive feedback from the Commission. On April 29, 2021, the P&Z Commission reviewed the draft code amendments, held a Public Hearing, and recommended approval of the draft amendments to Chapter 8 - Signs to City Council. A Public Hearing and first reading of the ordinance to adopt the amendments will be considered by the City Council on May 25, 2021.

## FISCAL RESPONSIBILITY

Prepare and manage the budget with fiduciary responsibility.

### Library Non-Resident Fee

Between January 1, 2021, and March 31, 2021, the library renewed or issued new cards to 314 people, which includes \$7,265 collected as non-resident revenue.

### Fiscal Year 2020 Annual Audit

The Fiscal Year 2020 audit was presented to City Council on March 9, 2021 along with a Single Audit Report. The audit was issued with an unmodified opinion which is the best opinion that can be obtained.

### Grants Update

CARES Relief Funding		
Expenditure	FY2020	FY2021
Personnel Costs	\$239,380	\$15,646
Materials	\$64,447	\$53,299
Contracted (Legal)	\$10,884	\$0
Economic Support	\$0	\$126,000
Amount Submitted	\$314,711	\$194,945
Amount Approved	\$314,479	\$ 83,603

Some funding was ineligible for reimbursement due to the 75/25 rule. Some of the expenses we submitted under category 2 (75%) and were reclassified to the category 4 (25%) which limited the amount available from category 4-6. Texas Department of Emergency Management explained that FEMA made the reclassifications based on Treasury rules.

### Awarded Capital Projects

Projects	Source	Status	Grant Funded	Local Match
Downtown River Loop	CAMPO	TxDOT review	\$605,200	\$190,880
Gills Branch Channel Repair	TDEM	100%	\$202,910	\$22,545
Pine Street Drainage Improvement	TDEM	100%	\$341,175	\$113,726
Public Works Detention Pond Improvement	TDEM	100%	\$329,373	\$109,791
Jasper/Newton Drainage Improvement	TDEM	100%	\$177,075	\$62,825
North Main Sewer Line Improvement	TDA	100%	\$300,000	\$146,765

<b>Awarded Other Projects in Process</b>				
<b>Source</b>	<b>Expenditure</b>	<b>Status</b>	<b>Grant Funded</b>	<b>Local Match</b>
TSLAC ILL Lending Reimbursement Program	Interlibrary Loan Program	Preparing for 2021 calendar year	\$569	\$0
Federal Communications Commission (FCC)	E-Rate Library Funding	Rebate, applied for Q1 and approved	\$9,926	\$2,482
TSLAC CARES	Library Self- checkout	In progress	\$7,902	\$0
Hancher Library Foundation	Hotspots & Laptops	In progress	\$12,000	\$0
Justice Assistance Grant – Office of the Governor (JAG-OG)	Bullet Proof Vest Reimbursement	As needed	\$9,350	\$9,350
Coronavirus Emergency Supplemental Fund (CV)- U.S. Department of Justice (DOJ) Grant through the Capital Area Council of Governments (CAPCOG).	Decontamination Shelter & Hazmat Suits	Awarded. Has been ordered	\$16,128	\$0
Covid-19 Assistance for Firefighters (CARES)	Personal Protective Equipment	Ordered PPE awaiting arrival	\$6,776	\$339
Texas Forestry Service	Fire Personal Protective Equipment	Ordered PPE awaiting arrival	\$5,625	\$0
Emergency Management	Performance Grant	Awarded	25%-50% reimbursement of salaries	TBD

## Grants Pending

Grants Pending Award			
Project	Source	Grant Amount	Local Match
HGMP HAZ-MIT-Gills Branch	GLO	\$11,241,359	\$113,549
HGMP HAZ-MIT-Westside Fire Station #3	GLO	\$9,985,471	\$100,863
HGMP HAZ-MIT-Riverbank Stabilization	GLO	\$13,158,842	\$132,918
HGMP HAZ-MIT-Agnes Road Extension	GLO	\$4,197,926	\$42,403

## Grants Not Received

Grants Not Received			
Project	Source	Grant Amount	Reason
Surveillance Trailer	HSGP	\$49,950	Level of homeland security threat for Bastrop County

## Budget Season

Finance Staff has begun preparation of the Fiscal Year 2021-2022 operating budget. The budget process starts early to allow sufficient time for data compilation, directors' meetings with the City Manager and compliance with the public hearing and truth-in-taxation notice requirements. This process is supported by a Budget Preparation Manual as well as an implementation calendar.

**Future: Fiscal Forecast Presented in May**

Finance staff is preparing a five-year Fiscal Forecast for all major Funds to be presented to Council in May. In addition to the Capital Plan and Annual Budget, the Forecast's purpose is to help make informed budgetary and operational decisions by anticipating future revenues and expenditures and highlighting anticipated fiscal risks and opportunities.

**Future: Create a Cemetery Development Plan**

Finance and Public Works staff have begun meeting with the Fairview Cemetery Advisory Board to begin the preparation process for opening Block 9 to the public for the sale of additional plots. Logistics and funding were discussed at the January 13 Board meeting. Updated costs were provided at the April 21, 2021 Board meeting. These costs will be considered during the budget process.

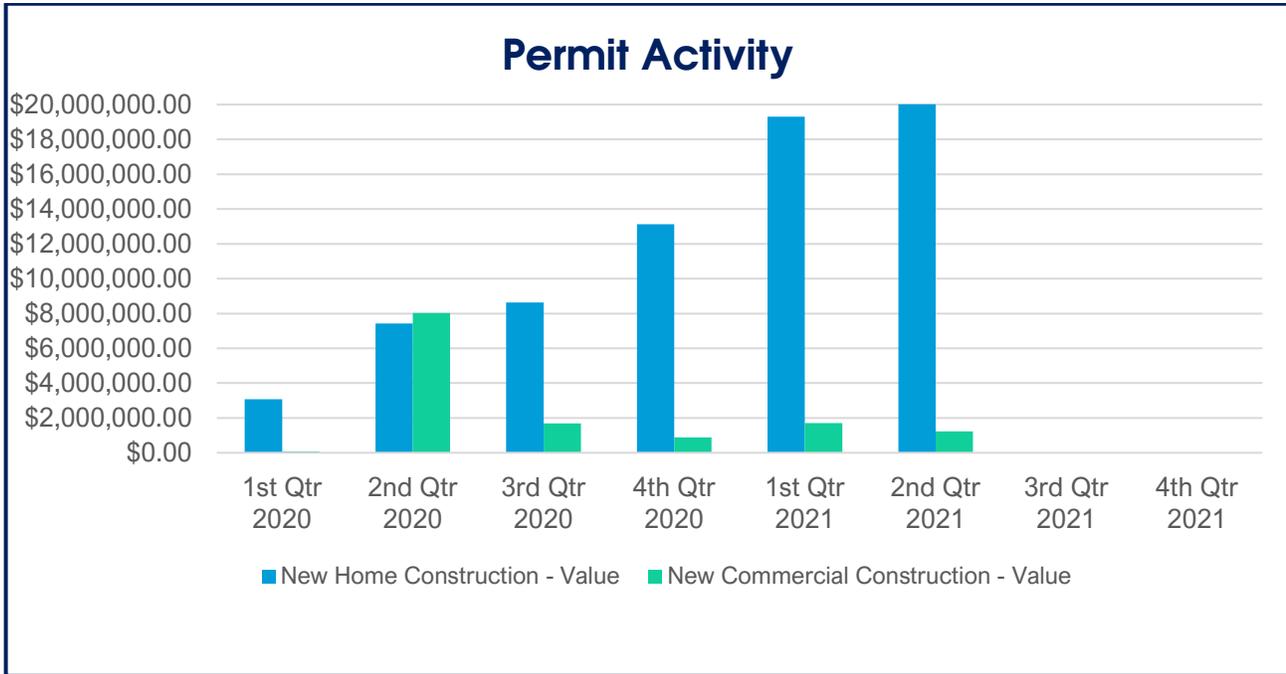
## MANAGE GROWTH

Plan for and manage growth, development, and re-development to maintain Bastrop’s unique feel and character.

### Development Statistics

	FY 2020 2nd Quarter		FY 2021 2nd Quarter	
	QTY	Value	QTY	Value
New Home Construction	36	\$7,431,672	141	\$25,358,244
New Commercial Construction	5	\$8,031,027	3	\$1,228,000
Platted Lots	393		9	
Trade Permits	171		356	

*New Commercial Construction Projects include SAB Fitness Shell Building (303 MLK Drive), Centers of Woodland Village Remodel (696 HWY 71 W), and Arc Bastrop Tenant finish out (622 HWY 71 W).*



## Development Agreements and Public Improvement Districts

The City has several Development Agreements for existing projects within the City Limits and Extraterritorial Jurisdiction (ETJ). The Planning Department is in the process of reviewing several large Development Agreements that when executed will have an impact on area growth.

### Bastrop 552 (551.96 acres south of Pecan Park):

- Development Agreement Status: The Planning Department is continuing to meet with the owner’s representatives to determine feasibility and future project direction.
- If the Development Agreement is approved, the next steps for the project will be to amend the Comprehensive Plan and Master Transportation Plan for the project to continue forward.
- The developer, ASAS, LLC executed a Professional Service Agreement with the City on February 11, 2021.

### Viridian (410 acres west of FM 969):

- Development Agreement Status: The Planning Department has had several meetings with the owner’s representatives to discuss the Development Agreement. The developer, DR Horton, is anticipating having the Development Agreement and PID Financial Analysis to the Planning Department by May 10 for review.

- Public Improvement District Project Status: The boundary for the PID was established by City Council on March 9, 2021. The applicant is working to finalize the financial analysis that will inform the PID Financing Agreement that will be approved by City Council before any bonds can be issued to fund the development.
- The Planning Department is working closely with the Developer to help them meet their targeted date for taking the Viridian Development Agreement and PID Financial Analysis to Council in June 2021.

### **The Colony Municipal Utility District:**

- The developer, Hunt Communities, met with Planning Staff in April to discuss their plans for submitting Public Improvement Plans for regional improvements for the development so they can start closing in on their last leg of development within the northern portion of The Colony MUD that takes access off FM 969.
- The developer is still working on a revised development agreement which will create a comprehensive document containing the standards from the original agreement and the four amendments.
- Within Quarter 2, the Planning Department has processed 17 development applications for The Colony MUD.

### **West Bastrop Village:**

- Wholesale Water Agreement Status: Approved by City Council on August 26, 2019.
- Wholesale Wastewater Agreement Status: Approved by City Council on November 26, 2019.
- Development Agreement revisions may occur as development proceeds to respond to changing market demands.

### **Street Maintenance Fund**

The Street Maintenance Fund contains revenue generated specifically for street maintenance to improve the City's overall Pavement Condition Index. The proven method to stabilize road conditions and minimize additional deterioration is to "keep the good streets good." Therefore, the Street Maintenance Fund focuses on streets in excellent, good, and fair condition to minimize the need for road rehabilitation and reconstruction. For everyone (1) dollar spent on maintenance, seven (7) to ten (10) dollars on reconstruction is saved. The City has completed years 1 & 2 out of the five (5) year plan.

The Fiscal Year 2021 Budget is transferring the available 2018 Certificate of Obligation fund, originally set aside for the Old Iron Bridge, to be used for year three (3) of the plan. The City Council approved the Year 3 of the Street Maintenance Plan in the March 23rd council meeting. The contract was awarded to F.N. Ploch Construction

Company, Inc in the amount of Four Hundred Eight Thousand Six Hundred Eighty-Four Dollars and Forty-Five Cents (\$408,684.45). The project is set to begin in early May.

## **B3 Code Rewrites**

After the adoption of Chapter 8 – Sign code amendments, the Planning Staff will be working on the following amendment topics within the Bastrop Building Block (B<sup>3</sup>) Code over the next quarter:

- Re-organize Code, moving B3 Technical Manual into main document
- Define DRC review responsibilities
- Streamline/define the Warrant Process
- Clarify Neighborhood Regulating Plan Process - Administratively approved unless “doing different”
- Create Infill Process for site smaller than 3.4 acres - Administratively approved unless “doing different”
- Create Extraterritorial Jurisdiction (ETJ) standards that establish block/connectivity, minimum lot frontages, driveway spacing, and drainage requirements
- Require Traffic Impact Analysis when deviating from the grid requirement
- Add additional platting exemptions
- Extend water and wastewater connection requirements to ½ mile
- Add Communication Tower (FCC) standards and process to Code
- Add definitions to Manufactured Housing

## MULTI-MODAL MOBILITY

Improved mobility for all modes of transit, manage traffic congestion.

### CARTS NOW

CARTS is a Community Partner that the City of Bastrop is committed to supporting through communication and messaging of their services, especially the new CARTS Now services being offered in the City. Both the CARTS Now and the eCab program are limited-time services that offer on-demand curb-to-curb rides within the city limits. CARTS has offered free ride days and other discounts which are all programs that the Communication staff shares and promotes over City channels.

### Micro-Mobility

In the second quarter of Fiscal Year 2021, the plan for the CARTS Micro Mobility Hub Phase 1 was finalized. The crews will complete the installation of the bus stop and a 6–7-foot sidewalk along Spring Street in April.

## ORGANIZATIONAL EXCELLENCE

**Organize governance, improve operational efficiency, and provide recognition to employees and citizen volunteers.**

### Election

The City of Bastrop will hold a General Election on Saturday, May 1, 2021, for Place 2 and Place 4 of the City Council. Council Member Drusilla Rogers is unopposed in Place 2. Two Candidates are running for Place 4 – Cheryl Lee and Jimmy Crouch. Early Voting will begin on Monday, April 19, and will run until Tuesday, April 27. The drawing for a place on the ballot took place on Monday, February 22, 2021.

The 30 Days Before Election financial form was due by 5:00 p.m. on April 1, 2021.

The 8 Days Before Election financial form was due by 5:00 p.m. on April 23, 2021.

A Notice of the General Election was published in the April 17<sup>th</sup> edition of the Bastrop Advertiser and Smithville Times.

### Deputy City Secretary

Victoria Psencik took over the position of Deputy City Secretary on January 11, 2021. This position performs operational and administrative support functions for the Office of the City Secretary. Victoria will act on behalf of the City Secretary in the absence of the City Secretary.

### March 5 Leadership Strategy Session

Department Directors, Assistant City Managers, and the City Manager met in a full day leadership strategy session to begin the process of preparing for the May 14 Pre-Budget Planning Session. The team also debriefed on the staff response to the February 2021 winter storm.

## Help Desk Tickets

Over the quarter, the IT Team resolved 382 staff-requested helpdesk tickets.

## Open Records Request Per Area

Open Records Requests							
City Secretary	Fire Department	Finance	Human Resources	Planning	Police	Bastrop Power & Light	Public Works
0	1	5	4	26	34	2	3

## BTXN Storage

The City of Bastrop IT Department implemented the new storage appliance for digital media archives. The Communications media database has increased substantially over the years and demand for reliable high-capacity storage has grown. We worked closely with the Communications team over the past year to curate a storage solution for their specific needs. It also gives them access to updated smart tools and applications to store, organize, and locate their data more effectively. We are working with Colin to transfer files now and plan to roll out some neat features in the coming months.

## Fiber Update

To coincide with the new archive storage, IT installed fiber networking at the Council Chambers multimedia production desk, and Communications workstations to streamline the use of the new storage and prepare for future initiatives.

## CHART: Actions, Vacancies

Personnel Analysis					
2 <sup>nd</sup> Quarter	New Hires	Promotions	Retirements	Terminations	Lateral Transfers
January	6	6	1	3	
February	3	2	0	1	
March	2	4	1	2	

Department Vacancies					
Department	Adopted Budgeted Positions	Vacancies 10/01/2020 - 12/31/2020	Vacancies 01/01/2021 - 03/31/2021	Vacancies 04/01/2021 - 06/30/2021	Vacancies 07/01/2021 - 09/31/2021
Administration	2	0	0		
City Secretary	3	0	0		
Finance Department	8	0	1		
Fire Department	8	6	0		
Human Resources	1.75	0	0		
Information Technology	2	0	0		
Multimedia	2.481	0	0		
Municipal Court	3.25	.25	.25		
Parks	9.185	1	1		
Planning	7.5	4	0		
Police Department	28	5	2		
Public Library	10	2	1		

Public Works	19.4	2	2		
Special Events and Reservations	1	0	1		
Water & Wastewater	17.6	4	2		
Convention & Exhibit Center	4	1	0		
Bastrop Power & Light	9	0	0		
Main Street Program	1	0	0		
Cemetery Groundskeeper	1	0	0		

## Employee & Volunteer Excellence

Employee appreciation is directly tied with job satisfaction, workplace happiness, and employee morale. Showing employees that you care about their well-being and recognize their achievements boosts motivation, increases engagement, fosters loyalty, and increases productivity all while building and maintaining a dynamic workforce focused on providing exceptional City services to our citizens.

Public Works Equipment Operator II Leocadio Juarez retired in January after 34 years and 3 months of dedicated service to the City. He was recognized at his retirement with a plaque and custom cowboy hat.

Senior Police Officer Jason Pierson retired in March after 21 years and 8 months of dedicated service to the City. He was recognized at his retirement with a custom knife.

The Boards and Commissions Banquet Committee has started planning the 5<sup>th</sup> Annual City of Bastrop Awards and Appreciation Banquet which will be held on Thursday, October 21, 2021.

## Cross-Functional Teams

In the first quarter of Fiscal Year 2021, the City of Bastrop created three cross-functional teams with the mission of increasing customer service, improving internal communication, promoting workplace safety, and fostering team building outside of singular departments.

## **CSET Team**

The CSET Team includes fifteen members and meets monthly with the mission of training to be City ambassadors to push out accurate information both internally and externally. Each month the team deep dives into a chosen department or subject to become more knowledgeable on City objectives and discuss projects happening in their departments. The larger CSET Team is then broken into 5 Focus Areas that have projects to accomplish. Those focus areas are Branding, Messaging, Special Events, MyGov, and the Quarterly Report. Each CSET Focus Area update is spread throughout this report.

## **Safety Team**

The Public Safety Team has completed the Safety Manual that will be distributed to all employees. Texas Municipal League is reviewing the manual and will return it with suggestions to Human Resources this week. The Safety Manual will be presented to the City Council at the May 25 meeting.

## **Administration Team**

The Administration Team includes ten members. The team meets monthly with the mission of creating consistent administrative procedures across the organization. Each month the team will take on a different project to create consistent procedures to be used by the organization as a whole. The Administration Team is currently working on rules and procedures for the Request for Proposals (RFP) process.

## **Compensation Study**

This project is led by Director of Engineering Fabiola De Carvalho and Accountant Laura Allen. Throughout Quarter 2, Human Resource Director Tanya Cantrell, and Matt Weatherly with Public Sector Personnel Consultants (PSPC) made the final preparations for the Comprehensive Employee Classification Study. The previous study was completed in 2015 and it is recommended that cities repeat this process every 3 to 5 years. Employees were required to review their specific position descriptions and complete an extensive Job Analysis Questionnaire that was then reviewed by the employee's supervisor and/or department director for accuracy prior to being submitted to PSPC. Seventeen cities were selected by PSPC as pay comparators which entailed collecting data from the entities, applying a trend factor, calculating the average midpoint, and comparing that to our current midpoint. Recommendations will be presented to City Council in early April for consideration.



## **FUTURE: What it means to be a Bastrop employee in the orientation process**

In September of 2020, under a month into his new role as City Manager, Paul Hofmann wrote a memo to every City of Bastrop employees, requesting that they reply with “What it means to be a City of Bastrop Employee.” The below picture is a representation of the strong themes and recurring words that Paul encountered in the replies. His hope is that new employees take this image as a clear message of values of the City of Bastrop family.

## MyGov Request Manager Module Implementation

Since the launch of MyGov, the Planning Department has held multiple one-on-one training with citizens, developers, and City Staff on how to interact with the Request Manager. The result has led to positive feedback from both internal and external customers and increased usage of the Request Manager MyGov module.

The Planning Department added several new categories to the Request Manager in Quarter 2 such as Open Records Requests and General Questions for Utility Billing. With these new request types added, our customers now have 87 different types of requests they can submit to City Staff without ever having to come to City Hall. We believe these efforts have raised the level of service we are providing to our customers.

In Quarter 2 there were 506 Requests submitted to the City through the Request Manager, only 5 out of the 506 cases remain active. The City has worked hard to be both agile and responsive to progressive methods of customer service.

## UNIQUELY BASTROP

**Maintain and enhance our historic community feel by leveraging the unique combination of community, cultural, and recreational assets that make Bastrop a special place to live and work.**

### **Certificates of Appropriateness Issued by the Historic Landmark Commission**

The Historic Landmark Commission issues Certificates of Appropriateness to local, state, or federally designated landmarks and properties in the Bastrop Commercial National Register District. Properties in the Iredell Historic District that are proposing standards other than those in the Authentic Bastrop Pattern Book also require Certificates of Appropriateness. The Commission has been working to identify and research additional properties that could be added to the City's historic resource survey as a locally designated Historic Landmark and invite property owners to apply. The Historic Landmark Commission approved 6 Certificates of Appropriateness (COAs) in the second quarter.

### **Library Patronage**

During the second quarter of Fiscal Year 2021, the Bastrop Public Library had 10,674 people utilized their services. The Library has provided reference assistance to 30.45% of visitors this quarter. Additionally, has provided the Library 3,067 computer/Wi-Fi sessions and circulated 13,230 items.

### **Library Programing & Special Events**

Beginning March 10, the Library started working towards 100% service again. This included returning to some in-person programming, including Storytime. Health and safety precautions are still in place, such as hula-hoops on the floor to show children where to sit in a socially distanced manner. Crafters Anonymous for Adults started in-person again in March, as well as the much-loved LEGO Club program which is still virtual over Zoom to provide a safe opportunity for sharing and social time for school-aged children. Partnerships with the Bastrop Independent School District continue with monthly programs for Bastrop Intermediate's ACE program and Bastrop High's GSA Book Club. A new "subscription service" for teens, Bag o' Books, began in March. Teens fill out a survey with their preferred genres, and each month Library staff select three books based on their surveys. Teens receive those

books, along with several goodies that change each month, in an individually decorated-by-teen-volunteers bag. One teen posted online, “The books from the bag look cool, [and] I’m already two chapters into one of them! P[retty] epic [sic]!” The Library participated in Youth Art Month in March. The community was invited to be creative by beautifying the sidewalks around the library with sidewalk chalk. Calvary Episcopal School displayed students’ art projects in the library, which continues that ongoing and long-term relationship.

## Library Survey

To help in the preparation of a new long-range plan, the Library asked the community to complete a brief survey to identify what the library does well, what it needs to improve upon, and what the public would like the library to be doing soon. Surveys were shared via email, social media, and paper copies were available at the library. 406 surveys were returned. 73% said staff customer service was excellent. The facility was viewed as excellent by 68%. Borrowing materials was considered most important by 78%, followed by online services at 52% and internet access at 48%. Overall, participants responded favorably about the library and the services it provides. Respondents shared positive comments about the staff, the facility, the programs available, and the benefit the library brings to the community.

## Cultural Arts Master Plan

The Cultural Arts Master Plan Ad Hoc Working Group was created by City Council in February of 2020 and assigned the task of making recommendations to the City Council regarding the approach to implementation of the CAMP.

The CAMP Working Group met five times in Quarter 1 of 2021 to discuss the next steps. While the Plan was made for Bastrop, it was understood that the implementation would need to be “custom-fit” to the community. In these discussions, the team reached a consensus on the following:

- Diversity and Inclusivity
- Partnerships and Collaboration
- Political, Social, and Economic Stability of the Arts
- Accountability and Transparency
- Effective Management
- Promotion of Bastrop as an Arts Destination

In January of 2021, the City Council passed Resolution No. R-2021-11 establishing a Cultural Arts Commission with the above foundational charge.

## Recreation Rollout and Promotion

Phase 1 of the City of Bastrop's Recreation Program launched in the first quarter. The Communication Team created a new page on the City of Bastrop's website for the Recreation program. The Recreation logo combines the city logo with the bolded and clear word 'RECREATION', providing a look and feel for the program. The Communications Team also produced a public-facing class list, custom registration forms, automatic class registration verification emails, and a class registration/member information database. A social media Recreation sign-up campaign was also created. All in all, over 100 participants signed up during the first two weeks of the program going live.

## Special Events

Second quarter events included the new Wastewater Treatment Plant #3 Groundbreaking ceremony. The Special Events Manager worked closely with the Public Information Manager and KSA representatives to ensure a successful and well-attended ceremony.

## CSET Focus Area (Special Events)

The Special Events team met twice in Quarter 2 to continue with their goals and objectives. Each member created a list of departmental events that were then combined into a master list of events for 2021. This data was then reviewed and used to launch a discussion on how best to partner with other city departments and community stakeholders to ensure the greatest economic impact and quality of life for residents.

## Community Asset Group

The Special Events Manager began meeting monthly with the Community Asset group, as well as meeting individually with each Community Asset representative to get a better understanding of their venues and asset inventories. This group is working to create packages that feature local events, programs, and amenities that Visit Bastrop can promote to their tourism audience.

## StoryWalk

The StoryWalk® in Fisherman's Park continued to be popular with the community. Sturdier signage and stands were installed to better withstand weather events. "Do Like a Duck Does!" by Judy Hindley and "Move Over, Rover!" by Karen Beaumont were shared with the public.

## Heritage Benches

The Main Street Program has been busy selling sponsorships for the Heritage Bench Program and have currently sold all 25 benches purchased for the Main Street Rehabilitation Project. The community has been very supportive of the initiative to raise beautification funds for Downtown Bastrop and on April 1<sup>st</sup>, 2021, the Bastrop Advertiser published an excellent article about this bench sponsorship opportunity

## UNIQUE ENVIRONMENT

**Continue beautification of natural areas, green spaces, parks, river, and landscaping.**

### **Old Iron Bridge Funding Source**

Staff has met with TxDOT staff regarding funding for the Old Iron Bridge, the project moved into the next round of the Transportation Alternative Grant application process.

### **Riverbank Project**

Langford Community Management services and Assistant City Manager Job meet with the GLO to discuss the Riverbank Stabilization project to clarify a few questions regarding the Hazardous mitigation grant funding.

### **Parks Maintenance Statistics**

There were 55 park equipment repairs made in the second quarter.

