



**BASTROPTX**  
Heart of the Lost Pines / Est. 1832

# FY2021

## FIRST QUARTER REPORT

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### Uniquely Bastrop.....

### Unique Environment.....

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# FINANCIAL REPORT

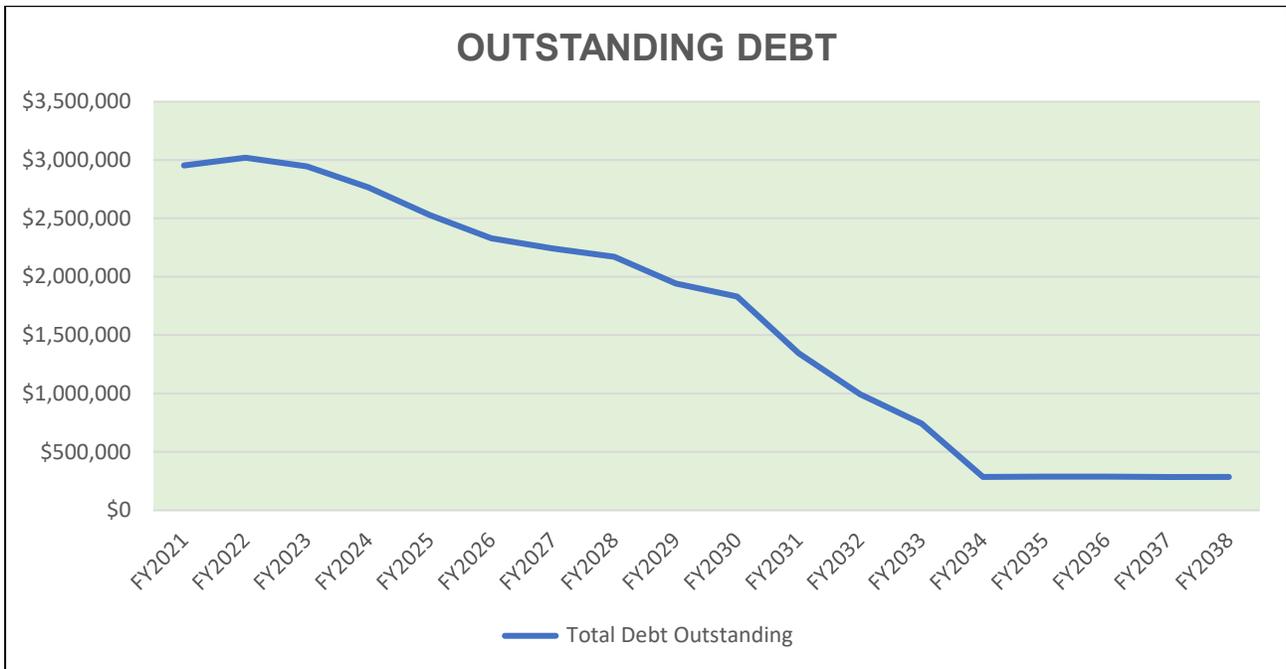


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| GENERAL FUND                               | APPROVED             | DEC. 31 YTD          | BUDGET               | % OF                 |
|--|----------------------|----------------------|----------------------|----------------------|
|  | BUDGET               | ACTUAL               | BALANCE              | BUDGET               |
|  | 2020-2021            | 2020-2021            | 2020-2021            | USED                 |
|  |                      |                      |                      | 2020-2021            |
| <b>BEGINNING FUND BALANCE</b>              | <b>\$ 3,364,281</b>  |                      |                      |                      |
| <b>REVENUES:</b>                           |                      |                      |                      |                      |
| Ad Valorem Taxes                           | 4,039,083            | 1,753,154            | 2,285,929            | 43%                  |
| Sales Taxes                                | 5,266,932            | 1,426,710            | 3,840,222            | 27%                  |
| Franchise & Other Taxes                    | 486,000              | 48,829               | 437,171              | 10%                  |
| Licenses & Permits                         | 943,000              | 575,062              | 367,938              | 61%                  |
| Service Fees                               | 671,150              | 159,217              | 511,933              | 24%                  |
| Fines & Forfeitures                        | 335,200              | 53,655               | 281,545              | 16%                  |
| Interest                                   | 30,000               | 13,483               | 16,517               | 45%                  |
| Intergovernmental                          | 69,804               | 8,168                | 61,636               | 12%                  |
| Other                                      | 40,000               | 17,136               | 22,864               | 43%                  |
| <b>TOTAL REVENUE</b>                       | <b>11,881,169</b>    | <b>4,055,414</b>     | <b>7,825,755</b>     | <b>34%</b>           |
| <b>OTHER RESOURCES</b>                     |                      |                      |                      |                      |
| Transfer from Library Board                | 3,000                | -                    | 3,000                | 0%                   |
| Transfers from Electric (ILOT) & Special   | 587,750              | 146,938              | 440,812              | 25%                  |
| <b>TOTAL OTHER RESOURCES</b>               | <b>590,750</b>       | <b>146,938</b>       | <b>443,812</b>       | <b>25%</b>           |
| <b>TOTAL REVENUE &amp; OTHER RESOURCES</b> | <b>12,471,919</b>    | <b>4,202,352</b>     | <b>8,269,567</b>     | <b>34%</b>           |
| <b>TOTAL AVAILABLE RESOURCES</b>           | <b>\$ 15,836,200</b> | <b>\$ 15,122,625</b> | <b>\$ 15,122,625</b> | <b>\$ 15,122,625</b> |
| <b>EXPENDITURES:</b>                       |                      |                      |                      |                      |
| General Government:                        |                      |                      |                      |                      |
| Legislative                                | 39,983               | 3,950                | 36,033               | 10%                  |
| Organizational                             | 1,379,294            | 498,677              | 880,617              | 36%                  |
| City Manager                               | 453,893              | 105,613              | 348,280              | 23%                  |
| City Secretary                             | 281,656              | 65,713               | 215,943              | 23%                  |
| Finance                                    | 1,403,459            | 312,077              | 1,091,382            | 22%                  |
| Human Resource                             | 228,707              | 58,475               | 170,232              | 26%                  |
| Information Technology                     | 413,458              | 115,876              | 297,582              | 28%                  |
| Public Works (Admin & Streets/Drainage)    | 1,561,440            | 340,900              | 1,220,540            | 22%                  |
| Building Maintenance                       | 307,946              | 65,674               | 242,272              | 21%                  |
| Administrative Support Reimb.              | (1,210,840)          | (302,710)            | (908,130)            | 25%                  |
| Public Safety:                             |                      |                      |                      |                      |
| Police                                     | 3,363,945            | 858,572              | 2,505,373            | 26%                  |
| Fire                                       | 980,776              | 182,703              | 798,073              | 19%                  |
| Court                                      | 337,901              | 74,590               | 263,311              | 22%                  |
| Development Services:                      |                      |                      |                      |                      |
| Planning & Zoning                          | 552,583              | 110,546              | 442,037              | 20%                  |
| Engineering & Development                  | 75,200               | 11,163               | 64,037               | 15%                  |
| Building Inspection                        | 309,344              | 51,469               | 257,875              | 17%                  |
| Community Services:                        |                      |                      |                      |                      |
| Special Events & Reservations              | 167,550              | 38,244               | 129,306              | 23%                  |
| Multi-Media                                | 202,253              | 42,111               | 160,142              | 21%                  |
| Parks                                      | 738,840              | 151,031              | 587,809              | 20%                  |
| Library                                    | 746,117              | 154,130              | 591,987              | 21%                  |
| <b>TOTAL OPERATING EXPENDITURES</b>        | <b>12,333,505</b>    | <b>2,938,804</b>     | <b>9,394,701</b>     | <b>24%</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>12,333,505</b>    | <b>2,938,804</b>     | <b>9,394,701</b>     | <b>0</b>             |
| <i>Excess of Revenue over (under) Exp</i>  | <i>138,414</i>       | <i>1,263,548</i>     |                      |                      |
| <b>ENDING FUND BALANCE</b>                 | <b>\$ 3,502,695</b>  |                      |                      |                      |
|  | Reserves %           | 28%                  |                      |                      |

| DEBT SERVICE FUND                          | APPROVED BUDGET     | DEC. 31 YTD ACTUAL   | BUDGET BALANCE       | % OF BUDGET USED     |
|--|---------------------|----------------------|----------------------|----------------------|
|  | 2020-2021           | 2020-2021            | 2020-2021            | 2020-2021            |
| <b>BEGINNING FUND BALANCE</b>              | \$ 162,685          |                      |                      |                      |
| <b>REVENUES:</b>                           |                     |                      |                      |                      |
| Ad Valorem Taxes                           | 2,051,124           | 886,374              | 1,164,750            | 43%                  |
| Interest                                   | 20,000              | 1,734                | 18,266               | 9%                   |
| Intergovernmental                          | 249,802             | -                    | 249,802              | 0%                   |
| Other                                      | -                   | -                    | -                    | 0%                   |
| <b>TOTAL REVENUE</b>                       | <b>2,320,926</b>    | <b>888,108</b>       | <b>1,432,818</b>     | <b>38%</b>           |
| <b>OTHER RESOURCES</b>                     |                     |                      |                      |                      |
| Transfers from Hotel Occupancy Fund        | 542,255             | -                    | 542,255              | 0%                   |
| <b>TOTAL OTHER RESOURCES</b>               | <b>542,255</b>      | <b>-</b>             | <b>542,255</b>       | <b>0%</b>            |
| <b>TOTAL REVENUE &amp; OTHER RESOURCES</b> | <b>2,863,181</b>    | <b>888,108</b>       | <b>1,975,073</b>     | <b>31%</b>           |
| <b>TOTAL AVAILABLE RESOURCES</b>           | <b>\$ 3,025,866</b> | <b>\$ 15,122,625</b> | <b>\$ 15,122,625</b> | <b>\$ 15,122,625</b> |
| <b>EXPENDITURES:</b>                       |                     |                      |                      |                      |
| Principal Payments                         | 2,124,415           | -                    | 2,124,415            | 0%                   |
| Interest Payments                          | 846,870             | -                    | 846,870              | 0%                   |
| Other                                      | 25,870              | -                    | 25,870               | 0%                   |
| <b>TOTAL OPERATING EXPENDITURES</b>        | <b>2,997,155</b>    | <b>-</b>             | <b>2,997,155</b>     | <b>0%</b>            |
| <b>ENDING FUND BALANCE</b>                 | <b>\$ 28,711</b>    |                      |                      |                      |



| BASTROP POWER & LIGHT                      | APPROVED             | DEC. 31 YTD         | BUDGET              | % OF       |
|--|----------------------|---------------------|---------------------|------------|
|  | BUDGET               | ACTUAL              | BALANCE             | BUDGET     |
|  | 2020-2021            | 2020-2021           | 2020-2021           | USED       |
|  |                      |                     |                     | 2020-2021  |
| <b>BEGINNING FUND BALANCE</b>              | <b>\$ 3,555,535</b>  |                     |                     |            |
| <b>REVENUES</b>                            |                      |                     |                     |            |
| Electric Sales                             | \$ 6,980,050         | \$ 1,457,466        | \$ 5,522,584        | 21%        |
| Service Fees                               | \$ 30,000            | \$ 8,132            | \$ 21,868           | 27%        |
| Extension Fees                             | \$ 100,000           | \$ 25,966           | \$ 74,034           | 26%        |
| Pole Attachment                            | \$ 8,000             | \$ -                | \$ 8,000            | 0%         |
| Interest                                   | \$ 30,000            | \$ 11,511           | \$ 18,489           | 38%        |
| Other                                      | \$ 6,000             | \$ 15,282           | \$ (9,282)          | 255%       |
| Total Revenues                             | \$ 7,154,050         | \$ 1,518,357        | \$ 5,635,693        | 21%        |
| <b>TOTAL REVENUE &amp; OTHER RESOURCES</b> | <b>\$ 10,709,585</b> | <b>\$ 1,518,357</b> | <b>\$ 5,635,693</b> |            |
| <b>EXPENDITURES:</b>                       |                      |                     |                     |            |
| Operating Expense                          | \$ 6,029,676         | \$ 1,323,327        | \$ 4,706,349        | 22%        |
| Line Extensions                            | \$ 75,000            | \$ 12,039           | \$ 62,961           | 16%        |
| System Study Improvements                  | \$ 150,000           | \$ -                | \$ 150,000          | 0%         |
| Special Project                            | \$ 75,000            | \$ 1,967            | \$ 73,033           | 3%         |
| Community Support                          | \$ 139,786           | \$ 102,394          | \$ 37,392           | 73%        |
| Community Event Support                    | \$ 137,000           | \$ 40,213           | \$ 96,787           | 29%        |
| Debt Service                               | \$ 168,238           | \$ -                | \$ 168,238          | 0%         |
| Transfer out - GF (lieu of taxes)          | \$ 557,750           | \$ 139,438          | \$ 418,312          | 25%        |
| Transfer out - Special Projects            | \$ 30,000            | \$ 7,500            | \$ 22,500           | 25%        |
| Transfer out - VERF                        | \$ 65,000            | \$ 65,000           | \$ -                | 100%       |
| <b>TOTAL OPERATING EXPENDITURES</b>        | <b>\$ 7,427,450</b>  | <b>\$ 1,691,878</b> | <b>\$ 5,735,572</b> | <b>23%</b> |
| <b>NET INCOME (LOSS)</b>                   | <b>\$ (273,400)</b>  | <b>\$ (173,521)</b> |                     |            |
| <b>ENDING FUND BALANCE</b>                 | <b>\$ 3,282,135</b>  |                     |                     |            |
|  | Reserve %            | 44%                 |                     |            |

| WATER/WASTEWATER FUND                  | APPROVED<br>BUDGET<br>2020-2021 | DEC. 31<br>YTD<br>ACTUAL<br>2020-2021 | BUDGET<br>BALANCE<br>2020-2021 | % OF<br>BUDGET<br>USED<br>2020-2021 |
|--|---------------------------------|---------------------------------------|--------------------------------|-------------------------------------|
| <b>Beginning Fund Balance</b>          | <b>\$ 1,935,883</b>             |                                       |                                |                                     |
| <b>REVENUES:</b>                       |                                 |                                       |                                |                                     |
| <b>WATER</b>                           |                                 |                                       |                                |                                     |
| Water Service                          | \$ 3,208,600                    | \$ 808,678                            | \$ 2,399,922                   | 25%                                 |
| Water Service Fees                     | \$ 20,200                       | \$ 6,697                              | \$ 13,503                      | 33%                                 |
| Penalties                              | \$ 40,600                       | \$ 9,781                              | \$ 30,819                      | 24%                                 |
| Water Tap Fees                         | \$ 45,000                       | \$ 21,300                             | \$ 23,700                      | 47%                                 |
| Interest                               | \$ 12,000                       | \$ 5,592                              | \$ 6,408                       | 47%                                 |
| Other                                  | \$ 6,500                        | \$ -                                  | \$ 6,500                       | 0%                                  |
| <b>WATER TOTAL</b>                     | <b>\$ 3,332,900</b>             | <b>\$ 852,048</b>                     | <b>\$ 2,480,852</b>            | <b>26%</b>                          |
| <b>WASTEWATER</b>                      |                                 |                                       |                                |                                     |
| Sewer Service                          | \$ 3,061,500                    | \$ 767,886                            | \$ 2,293,614                   | 25%                                 |
| Sewer Tap Fees*                        | \$ 10,000                       | \$ -                                  | \$ 10,000                      | 0%                                  |
| Penalties                              | \$ 25,000                       | \$ 7,840                              | \$ 17,160                      | 31%                                 |
| Wholesale Sewer Contracts              | \$ 135,000                      | \$ 33,085                             | \$ 101,915                     | 25%                                 |
| Interest                               | \$ 8,000                        | \$ 3,428                              | \$ 4,572                       | 43%                                 |
| Other                                  | \$ 500                          | \$ -                                  | \$ 500                         | 0%                                  |
| <b>WASTEWATER TOTAL</b>                | <b>\$ 3,240,000</b>             | <b>\$ 812,239</b>                     | <b>\$ 2,427,761</b>            | <b>25%</b>                          |
| <b>TOTAL REVENUES</b>                  | <b>\$ 6,572,900</b>             | <b>\$ 1,664,287</b>                   | <b>\$ 4,908,613</b>            | <b>25%</b>                          |
| <b>TOTAL RESOURCES</b>                 | <b>\$ 8,508,783</b>             |                                       |                                |                                     |
| <b>EXPENDITURES:</b>                   |                                 |                                       |                                |                                     |
| Administration                         | \$ 1,336,661                    | \$ 810,861                            | \$ 525,800                     | 61%                                 |
| Distribution/ Collection/ Liftstation  | \$ 726,572                      | \$ 102,789                            | \$ 623,783                     | 14%                                 |
| Production/ Treatment                  | \$ 1,005,587                    | \$ 193,747                            | \$ 811,840                     | 19%                                 |
| Wastewater Treatment Plant             | \$ 959,876                      | \$ 181,811                            | \$ 778,065                     | 19%                                 |
| Debt Service Transfer                  | \$ 2,060,176                    | \$ -                                  | \$ 2,060,176                   | 0%                                  |
| Capital Replacement Reserve            | \$ 125,000                      | \$ -                                  | \$ 125,000                     | 0%                                  |
| <b>TOTAL OPERATING EXPENDITURES</b>    | <b>\$ 6,213,872</b>             | <b>\$ 1,289,208</b>                   | <b>\$ 4,924,664</b>            | <b>21%</b>                          |
| <b>NET INCOME (LOSS)</b>               | <b>\$ 359,028</b>               | <b>\$ 375,079</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<br>BUDGET<br>2020-2021 | DEC. 31<br>YTD<br>ACTUAL<br>2020-2021 | BUDGET<br>BALANCE<br>2020-2021 | % OF<br>BUDGET<br>USED<br>2020-2021 |
|--|---------------------------------|---------------------------------------|--------------------------------|-------------------------------------|
| <b>Beginning Fund Balance</b>                      | <b>\$ 3,154,452</b>             |                                       |                                |                                     |
| <b>REVENUES:</b>                                   |                                 |                                       |                                |                                     |
| Hotel Occupancy Tax                                | \$ 2,264,400                    | \$ 346,053                            | \$ 1,918,347                   | 15%                                 |
| Service Fees                                       | \$ 181,500                      | \$ 18,020                             | \$ 163,480                     | 10%                                 |
| Interest   | \$ 25,000                       | \$ 8,175                              | \$ 16,825                      | 33%                                 |
| Intergovernmental                                  | \$ 62,312                       | \$ 16,639                             | \$ 45,673                      | 27%                                 |
| Other  | \$ -                            | \$ 400                                | \$ (400)                       | 0%                                  |
| <b>TOTAL REVENUES</b>                              | <b>\$ 2,533,212</b>             | <b>\$ 389,287</b>                     | <b>\$ 2,143,925</b>            | <b>15%</b>                          |
| <b>TOTAL RESOURCES</b>                             | <b>\$ 5,687,664</b>             |                                       |                                |                                     |
| <b>EXPENDITURES:</b>                               |                                 |                                       |                                |                                     |
| Organizational                                     | \$ 1,234,696                    | \$ 352,328                            | \$ 882,368                     | 29%                                 |
| Convention Center                                  | \$ 617,819                      | \$ 90,311                             | \$ 527,508                     | 15%                                 |
| Main Street Program                                | \$ 272,610                      | \$ 49,399                             | \$ 223,211                     | 18%                                 |
| BAIPP  | \$ 124,732                      | \$ 30                                 | \$ 124,702                     | 0%                                  |
| Rodeo Arena  | \$ 2,900                        | \$ 799                                | \$ 2,101                       | 28%                                 |
| Debt   | \$ 542,255                      | \$ -                                  | \$ 542,255                     | 0%                                  |
| <b>TOTAL OPERATING EXPENDITURES</b>                | <b>\$ 2,795,012</b>             | <b>\$ 492,867</b>                     | <b>\$ 2,302,145</b>            | <b>18%</b>                          |
| <b>NET INCOME (LOSS)</b>                           | <b>\$ (261,800)</b>             | <b>\$ (103,580)</b>                   |                                |                                     |
| <b>BAIPP - RESTRICTED FUND BALANCE</b>             | <b>\$ 80,000</b>                |                                       |                                |                                     |
| <b>ENDING FUND BALANCE</b>                         | <b>\$ 2,812,652</b>             |                                       |                                |                                     |
| <i>Reserve Requirement 100% operating expenses</i> |                                 | <i>101%</i>                           |                                |                                     |

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# CAPITAL IMPROVEMENT PROJECTS



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## 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 | End of March 2021 |
| 304 Construction, Inc. |                   |                   |                   |

**Update:** Sidewalk Connectivity Project was approved by Council on December 8, 2020 and awarded to 304 Construction, Inc.

- The first section of sidewalk on Farm Street that ran from Church Street to Fisherman’s Park began construction on December 14, 2020 and was completed on December 18,2020.
- The next area was Wilson Street from Cedar Street to the Railroad tracks that was started on December 28, 2020 and completed January 3, 2021.
- The next area scheduled was Main Street but due to residents’ concerns regarding irrigation, plants, etc., it was moved to a later date.
- The next area was completed on January 7, 2021 and began at Jewell Hodges Park on Hill Street and ran from Linden Street to Pecan Street. Next was the section from Pecan Street to Laurel Street section that was completed on January 15, 2021.
- 304 Construction will move crews to Main Street once concerns are addressed. (The sidewalk will then turn onto Laurel Street and run to Main Street). The Main Street section will run down Main Street from Laurel to Farm Street.
- We are on schedule to complete the Sidewalk Connectivity Project by the end of March.

**Budget:**

| Estimate | Budget Appropriation | Spent or Encumbered<br>YTD | Projected |
|----------|----------------------|----------------------------|-----------|
| N/A      | \$405,000            | \$220,053                  | \$220,053 |

The funding source for this project is the Red-Light Camera Fund. Which can be used to enhance traffic safety such as signage and sidewalks.

## Fisherman’s Park Wheeled Skate Park

**Scope:** Construction of approximately 5,000 square feet of poured in place concrete Wheeled Sports Plaza Skate Park to be located within Fisherman’s Park.

**Schedule:**

| Engineering                    | Bid/Award         | Start | Complete |
|--------------------------------|-------------------|-------|----------|
| February 7, 2020               | February 23, 2020 | 2021  | TBD      |
| 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.

- This is a design build project; and once the geotechnical investigation was completed it was discovered that additional work will be required to complete the soil remediation. This delayed the project award until February 7, 2021.
- Earthwork for the Wheeled Skate Park is scheduled for a bid opening on February 8, 2021. The first ad run date for the RFP was January 23, 2021, and the second was January 28, 2021.
- The City is scheduled to award the earthwork on February 21, 2021 at 5:00 pm and present to City Council a Resolution on February 23,2021.
- The budget amount is shown for the design, build, earthwork, and alternatives.

**Budget:**

| Estimate | FY 21 Budget Appropriation | FY21 Spent or Encumbered YTD | FY 21 Projected |
|----------|----------------------------|------------------------------|-----------------|
| N/A      | \$396,000                  | \$355,063                    | \$396,000       |

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 will construct 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 | August 2022 |
| KSA Engineering | BAR Construction, Inc. |            |             |

**Update:** We have received seven bids for the construction of the Wastewater Treatment Plant #3. Low bidder was BAR Construction, Inc. of Lancaster, Texas at \$26,369,000. Bids received ranged for \$26,369,000 to \$32,250,000.

- The Resolution was approved for the WWTP#3 and the contract awarded to BAR Construction, Inc. on January 12, 2021.
- The pre-construction meeting is scheduled for the first week in February and the projected time frame for the construction of the project is 18 months.
- 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 \$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               | -0-                          | 11,061,735      |
| Total Amount to Date | 12,349,236                 | 1,287,501                    | 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.

- The Resolution was approved to award Smith Contracting the Westside Collections System Project. The Pre-construction meeting is scheduled for the first week in February.
- 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    | 1,990,794                  | -0-                           | 1,990,794       |
| Total Amount to Date | 2,866,695                  | 875,901                       | 2,866,695       |
| 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      | April 2021 | May 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 they are working to get the project pushed for letting, but the process is taking longer than anticipated.

- Tentative Bid Schedule is as follows:
- March 29th - Bid published in the local paper & Civcast
- April 5th - Non-Mandatory Pre-Bid Conference
- April 15th - Questions will be answered by Engineer-of-Record
- April 19th - Bid Opening done by Engineer-of-Record
- May 15th - Estimate Start Date of Construction

**Budget:**

| Estimate  | Budget Appropriation | Spent or Encumbered<br>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.

## Main Street Rehabilitation Project

**Scope:** The Main Street Rehabilitation Project encompasses sidewalk improvements from Farm to Chestnut Street, along with proposed sidewalk improvements and roadway resurfacing from Spring to Water Street. There will also be improvements to existing sidewalks and roadways, with new walks built from Pine to Water Street. The upgrades will include the installation of street trees, widening of the walkways, installing new street lights, and providing a planting strip.

### Schedule:

| Engineering       | Bid/Award         | Start            | Complete         |
|-------------------|-------------------|------------------|------------------|
| February 12, 2019 | December 10, 2019 | January 22, 2020 | January 15, 2021 |
| MWM Design Group  | Muniz Concrete    |                  |                  |

**Update:** On December 10, 2019 City Council approved a contract for the construction of the Main Street Rehabilitation Project to Muniz Concrete for the contract amount of \$1,751,254.

- The Pre-Construction meeting was held on January 22, 2020.
- Project was completed on January 15, 2021.
- While the project is under the estimated budget the project paving line item and drainage line items were increased. There was also a change to the bench specifications, which increased the budgeted amount for street furniture. This increase in cost resulted in benches only being placed from Farm Street to Pine Street since the amount of benches ordered had to be reduced. In order to add additional street furniture such as benches or waste receptacles a budget amendment will be required at a future City Council meeting.

### Budget:

| Estimate    | FY 21 Budget Appropriation | FY 21 Spent or Encumbered YTD | Projected |
|-------------|----------------------------|-------------------------------|-----------|
| \$1,902,636 | \$455,044                  | \$455,044                     | \$455,044 |

The funding source for this project is the 2018 Certificate of Obligation bond allocated to the project and 2013 Certificate of Obligation bond of \$800,000 supported by BEDC.

## Newton and Jasper Drainage Improvements Project

**Scope:** Mitigate flooding impacts by improving the flow conditions at the intersection of Jasper Street and MLK Drive, as well as along the railroad near Newton Street. General improvements include re-building the street intersection and installing new ditches to route stormwater flows more efficiently.

### Schedule:

| Engineering      | Bid/Award                        | Start        | Complete         |
|------------------|----------------------------------|--------------|------------------|
| October 01, 2019 | February 25, 2020                | May 01, 2020 | October 26, 2020 |
| BEFCO            | M&C Fonseca Construction Company |              |                  |

**Update:** Engineering services were provided by BEFCO Engineering, Inc. and BEFCO prepared and solicited the RFP and completed the bid tabulation.

- On January 28, 2020, six (6) bids were received for the City of Bastrop Newton & Jasper Drainage Project. The lowest submitted bid was from 304 Construction LLC. However, their bid was declared incomplete as they neglected to submit the Certificate of Interested Parties Form 1295 with their submittal as required in the bid package documents. As a result, their bid was disqualified.
- BEFCO reviewed and ranked the proposals and recommended that the Council award the contract for the project to the second highest bidder M & C Fonseca in the amount of \$225,600.00.
- Construction began May 05, 2020.
- Construction was completed on October 26, 2020.

### Budget:

| Estimate  | FY 21 Budget Appropriation | FY 21 Spent or Encumbered YTD | Projected  |
|-----------|----------------------------|-------------------------------|------------|
| \$213,100 | \$1,445.00                 | \$1,445.00                    | \$1,445.00 |

The funding source for this project was a grant through the Texas Department of Emergency Management and the match for the grant was provided by a 2018 Certificate of Obligation bond issuance.

## City of Bastrop Public Works Detention Project

**Scope:** Mitigate flooding impacts by expanding the existing detention pond adjacent to the City of Bastrop Public Works facility. The improvements will lessen the impacts on the entire north-end of Bastrop. However, more specifically the 32 homes that flooded during the 2015 flood event will see improvements that lessen the ability for future flooding.

**Schedule:**

| Engineering      | Bid/Award                  | Start        | Complete         |
|------------------|----------------------------|--------------|------------------|
| October 25, 2018 | April 15, 2020             | May 11, 2020 | October 26, 2020 |
| BEFCO            | Frontier Development, Inc. |              |                  |

**Update:** Engineering services were provided by BEFCO Engineering, Inc.

- April 15, 2020 City of Bastrop accepted the bid from Frontier Development, Inc for a bid of \$351,664.00.
- Pre-Construction meeting was held May 5, 2020.
- Construction began May 11, 2020.
- Construction was completed on October 26, 2020.
- The project is approximately \$220,000 dollars under budget and we plan to request to reallocate the grant funds to add pumps.

**Budget:**

| Estimate  | FY 21 Budget Appropriation | FY 21 Spent or Encumbered YTD | FY 21 Projected |
|-----------|----------------------------|-------------------------------|-----------------|
| \$702,300 | \$10,891                   | \$10,891                      | \$10,891        |

The funding source for this project was a grant through the Texas Department of Emergency Management and the match for the grant was provided by a 2018 Certificate of Obligation bond issuance.

## City of Bastrop Pine Street Drainage Improvements Project

**Scope:** Drainage improvements in the area of Pine Street. The construction of the Pine Street channel improvements was identified as a need in the FY2020 workplan as a CIP Project and in the Comprehensive Plan (2.6) as a Focus Area for “Community Safety”. This project improved the conveyance of storm water along Pine Street reducing the possibility of over bank flooding and lessening the possibility over street flooding on Pine Street.

**Schedule:**

| Engineering      | Bid/Award              | Start        | Complete          |
|------------------|------------------------|--------------|-------------------|
| October 01, 2019 | March 10, 2020         | May 18, 2020 | November 13, 2020 |
| BEFCO            | 304 Construction, Inc. |              |                   |

**Update:** Engineering services were provided by BEFCO Engineering, Inc.

- April 15, 2020 the City of Bastrop accepted the bid from 304 Construction, Inc in the amount off \$378,875.
- Construction began May 18, 2020.
- Construction was completed on November 13, 2020.

**Budget:**

| Estimate  | FY 21 Budget Appropriation | FY 21 Spent or Encumbered YTD | FY 21 Projected |
|-----------|----------------------------|-------------------------------|-----------------|
| \$525,135 | \$23,257                   | \$23,257                      | \$23,257        |

The funding source for this project was a grant through the Texas Department of Emergency Management and the match for the grant was provided by a 2018 Certificate of Obligation bond issuance.

## 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:** Engineering services were provided by BEFCO Engineering, Inc. December 2018

- The bid opening for the City of Bastrop FM 20 Water Plant Composite Elevated Storage Tank (EST) Project was held on Monday, December 17, 2018. The City received three (3) bids for the total project ranging from \$1,459,800 to \$1,827,000 for Base Bid Items 1-3. Base Bid Items 1-3 includes a 250,000-Gallon EST with interior & exterior coating systems. After reviewing the bid proposals, the lowest responsible bidder for the project was Landmark Structures (Landmark) headquartered in Fort Worth, Texas at \$1,459,800.
- 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 set to close in February 2021.

**Budget:**

| Estimate | FY 21 Budget Appropriation | FY 21 Spent or Encumbered YTD | FY 21 Projected |
|----------|----------------------------|-------------------------------|-----------------|
| N/A      | \$60,534                   | \$60,534                      | \$60,534        |

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

## 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 bid opening for the City of Bastrop FM 20 Water Plant Project was held on Monday, December 17, 2018. The City received two (2) bids for the total project ranging from \$1,102,100 to \$1,323,600 for Base Bid Items 1-22. After reviewing the pricing, the lowest responsible bidder for the project was TTE, LLC (TTE) from Spicewood, Texas at \$1,102,100. TTE has performed multiple water plant projects with BEFCO Engineering over the last 8 years since they were founded. Prior to that, the TTE owner was employed with another successful water plant contractor in the Central Texas area.

- 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 set to close in February 2021.

**Budget:**

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

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

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# 9 FOCUS AREAS

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# COMMUNICATION

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

## Communication & Messaging Strategy

The Communication & Messaging Strategy establishes the pillars of the City's communication values. Be Excellent, Be Professional, Be Intentional, and Be Truthful - these pillars are each expanded upon with guiding principles for valuable and trustworthy communication. We will use these pillars in every corner of our organization to ensure every staff member in every interaction with our citizens represents the communicative values.

CITY OF BASTROP

## Communication & Messaging Strategy

|   |  |
|---|--|
| <p style="text-align: center;"><b>Be Excellent</b></p> <ul style="list-style-type: none"> <li>-MAINTAIN DECORUM</li> <li>-PRODUCE QUALITY</li> <li style="padding-left: 20px;">-BE TIMELY</li> <li>-REMAIN CONSISTENT</li> <li>-DEMONSTRATE DIPLOMACY</li> <li>-COMMUNICATE EFFECTIVELY</li> <li>-PRIORITIZE THE VITAL FEW</li> </ul>   | <p style="text-align: center;"><b>Be Professional</b></p> <ul style="list-style-type: none"> <li>-NOTIFY COUNCIL FIRST</li> <li>-DEMONSTRATE NEUTRALITY</li> <li style="padding-left: 20px;">-ADVOCATE PROCESS, NOT OUTCOME</li> <li>-REMAIN APPROPRIATE TO OUR ROLE AND AUTHORITY</li> <li style="padding-left: 20px;">-BE RESPECTFUL</li> </ul>  |
| <p style="text-align: center;"><b>Be Intentional</b></p> <ul style="list-style-type: none"> <li>-EMPLOY NETWORKS</li> <li>-TARGET THE DISENGAGED</li> <li style="padding-left: 20px;">-PROMOTE CITY OVER DEPARTMENTS</li> <li style="padding-left: 20px;">-UTILIZE PLATFORMS</li> <li>-PRODUCE READABLE CONTENT</li> <li style="padding-left: 20px;">-CONNECT THE DOTS</li> <li style="padding-left: 20px;">-HUMANIZE THE CITY</li> <li style="padding-left: 20px;">-SHOWCASE EVENTS</li> </ul> | <p style="text-align: center;"><b>Be Truthful</b></p> <ul style="list-style-type: none"> <li>-FACE THE TRUTH</li> <li style="padding-left: 20px;">-DON'T SPIN</li> <li style="padding-left: 20px;">-PROVIDE FULL CONTEXT</li> <li style="padding-left: 20px;">-CITE SOURCES</li> <li style="padding-left: 20px;">-IF IT'S IMPORTANT IT GOES IN THE QUARTERLY REPORT</li> <li style="padding-left: 20px;">-STAY RESPECTFUL</li> </ul> <p style="text-align: center;"><b>BEYOND TRANSPARENCY</b></p> |



## Communication Data

| Communication Data           |  |    |    |    |
|------------------------------|--|----|----|----|
| WEBSITE                      | Q1   | Q2 | Q3 | Q4 |
| Total Visits                 | 95,035   |    |    |    |
| Most Visited Page(s)         | Library Home – 6.35%<br>HR Jobs – 6.33%<br>Making Bastrop Bright – 4.75% |    |    |    |
| SOCIAL MEDIA                 |  |    |    |    |
| Posts                        | 106  |    |    |    |
| Emergency Alerts             | 10   |    |    |    |
| Top Post Engagement Numbers  | Making Bastrop Bright – 7.3k   |    |    |    |
| OTHER MESSAGING              |  |    |    |    |
| Press Releases               | 2  |    |    |    |
| Video Messages               | 3  |    |    |    |
| Live Stream Analytics        | 22,436 minutes viewed  |    |    |    |
| Event Marketing - Posts      | 12   |    |    |    |
| Event Marketing - Reach      | 48.7k  |    |    |    |
| Initiative Marketing - Posts | 3  |    |    |    |
| Initiative Marketing- Reach  | 16.4k  |    |    |    |

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

*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.*

The Branding Focus Area team identified that they would be creating a City-wide style guide that will be approximately 20 to 30 pages. The guide will include many aspects, such as proper and improper uses of the logo, creating City collateral such as letterheads, business cards, and vehicle decals, identifying a social media persona to provide uniformity in messaging, grammar rules, and more. The team will also create a one-page cheat sheet for non-design professionals to use throughout the City to make the style guide palatable for the everyday user. Lastly, the team has compared different cities' style and branding guides to identify what to include and not include in the guide.

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

*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.*

The Website, Messaging, and Social Media focus area of CSET spent Quarter 1 working on a concept called the 'Vital Few' and conducting the first phase of a 'website audit.' The Vital Few refers to the messaging the City, as an organization, must push out to the citizens with urgency. These messages include major traffic alerts, significant water, sewer, electric service interruptions, severe weather developments. The team analyzed the flow of information from out in the field to publication on social media. Improvements and clarity to the process have been implemented and are in use. Regarding the website audit, each team member was tasked with a department page or two and asked to comb through for errors, broken links, out-of-date information, and other potential improvements. Some pages received simple fixes, and others require complete redevelopment.

## Communication of Special Events

The Communications Team promoted several City of Bastrop events in the first quarter of the Fiscal Year 2021, including National Night Out, Halloween events, Lost Pines Christmas events, and other department-specific events. Lost Pines Christmas was by far the largest "umbrella" event, containing three brand new events, the Making Bastrop Bright Lighted Holiday Decorating Contest, Holiday Sidewalk Stroll, and the Virtual Tree Lighting & Drive-In Movie, as well as multiple annual events. These promotions received over 50,000 impressions on Facebook and thousands of engagements from the audience. Additional social media channels were utilized to promote these events and multiple banners at the City's "Banner Plaza," posters and flyers delivered around town, events loaded into the Visit Bastrop website portal, and other messages to the City's network of partners. It was a very successful event season despite the challenges presented by social distancing practices.

## Presentations to Civic Groups

Assistant City Manager for Development Services, Trey Job, made presentations on Building Bastrop, at the Bastrop Noon Lion's Club, on November 5, 2020, and the Rotary Club of Bastrop County on December 1, 2020.

## **Future: BTXN Programing**

The BTXN Government Access television channel broadcasts over Spectrum channel 10, AT&T U-verse channel 99, and live stream on BTXN.tv. The channel currently broadcasts our televised meetings, including 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. The team is currently analyzing the feasibility of producing content to provide a more robust offering over this platform. Resources, size of the audience, and additional factors are in consideration alongside the type of programing that would be most impactful over this medium.

## **Future: Everbridge**

Everbridge is a critical events management (CEM) software platform in use locally and as part of the entire CAPCOG (Capital Area Council of Governments) area. The City of Bastrop has access to full use of the platform through an agreement in partnership with Bastrop County. To date, the platform has been utilized by the 9-1-1 dispatch communications team within Bastrop County. The City's intention is to become trained and gain access to utilizing the "community messaging" section of the service that can be used to communicate messages that are not critical emergencies but are vital to the citizens' lives. The City can share electrical outages, upcoming closures or interruptions in services, and other pertinent messages can be shared over this platform. Everbridge allows for the automation of a single message over text message, voice message, and emails. One challenge is that the Community Update portion of the platform is "opt-in," meaning that unlike the emergency messages, citizens must sign up to receive these messages. To fully roll-out this program will require a large-scale public awareness campaign to increase enrolled users.

## **Future: Meetings with Property Owners and Realtors**

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.

## **Future: Podcast**

The Communications Team has been conceptualizing a podcast program featuring City Manager Paul Hofmann and guests discussing the City of Bastrop. A podcast program is different from 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 thoroughly flushed out as guests have candid conversations around a given topic. These programs are often also disseminated as audio-only productions, meaning they do not rely heavily on graphics, b-roll footage, and other visual enhancements. The team plans to launch the series in Quarter 2.

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## COMMUNITY SAFETY

Keep citizens, businesses, and visitors safe.

### Emergency Management

The City of Bastrop Office of Emergency Management performs community outreach to host virtual National Weather Service Storm Spotter training with the Bastrop County Office of Emergency Management. From October 1<sup>st</sup> to September 30<sup>th</sup>, the preparedness, hazard awareness, and public information messages via our digital channels reached almost half a million individuals. Reviewed and updated five (5) local annex plans. The City of Bastrop Office of Emergency Management participated in the joint Emergency Operations Center COVID-19 Response with the Bastrop County Office of Emergency Management, the City of Smithville, and the City of Elgin.

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. Participants must maintain a certain level of preparedness activities to enhance their capabilities to mitigate potential hazards, respond to and recover from disasters.

### Emergency Messaging

The Communications Team published emergency messages relating to severe weather, major traffic incidents, and City service interruptions such as power, sewer, 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. In Quarter 1 of Fiscal Year 2021, the City of Bastrop Facebook page published ten emergency messages. Other City department pages and social media channels such as Twitter and Nextdoor are also utilized for this messaging, as appropriate.

## COVID Plan Implementation

Currently, the City of Bastrop has implemented a phased reopening plan for COVID 19 and has established Emergency Orders to assist with the mitigation of COVID 19. Local officials have been in constant communication regarding the continued spread of the Coronavirus (COVID-19) around the country and now throughout parts of Texas. As more information becomes available and the local impact changes, the City of Bastrop, and local community leaders remain dedicated to safeguarding the public and limiting the impact on the community.

## Police Staffing and Training

The Bastrop Police Department hired Patrol Officers Jose Cedillo and Eric Barron. Both of whom are beginning their law enforcement career with the department. Senior police officer Ken Yarbrough retired in December after 14 years of dedicated service to the City of Bastrop.

In the first quarter of 2021, the department trained in-house on our Use of Force Policy, Less Lethal Control Devices (Taser) update, and Firearms instruction to include daytime and nighttime course of fire.

- Every sworn officer received a minimum of nine (9) hours of training.
- Patrol Sergeant Hamrick receive eight (8) hours of specialized Use of Force training with an emphasis on OC (pepper) spray.
- Assistant Chief Steffanic took a basic internal affairs class.
- Administrative Sergeant Daniel McManus received forty (40) hours of training as a Firearms Instructor, thirty-six (36) hours of Criminal Investigations training, and eight (8) of Use of Force training with an emphasis on OC (pepper) spray.

## Fire Staffing and Training

The City of Bastrop Fire Department responded to 277 calls for service, including 109 vehicle collisions and 53 fires (vehicle, wildland, and structures). The department conducted over 200 hours of training on various fire, rescue, and EMS topics. The training covered electric vehicle familiarization, driver/operator training on both new apparatuses (Engine and Ladder), and helicopter landing zones.

The Fire Department hired its first set of six full-time firefighters, who work 48 hours on / 96 hours off schedule in three rotating shifts.

## **New Fire Department Apparatus**

The City of Bastrop Fire Department took delivery and, trained on two new fire apparatus to include an engine and ladder. The new engine replaces an aging engine that has significant mechanical issues. The new ladder truck is the first for the City of Bastrop Fire Department and the first in Bastrop county. Having the ladder truck will significantly expand the department's operational capabilities, such as access to higher structures and technical rescue services. Both apparatuses will allow the department to continue providing a high level of community safety services to our citizens, visitors, and businesses.

## **Public Safety Refresh**

The City of Bastrop IT Department deployed new Mobile Data Terminals for Public Safety vehicles. The larger, high-definition screens and up-to-date processing technology serve to reduce response times with increased reliability.

## **Park Safety Inspection**

There were 34 playground and park inspections performed during the first quarter of Fiscal Year 2021. The inspections found 38 issues and resolved all but five of the issues. The five issues that were not resolved do not pose an immediate threat to public safety, and require additional funds.

## **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. The Planning Department's first task is ascertaining businesses that need to apply for or update their Certificate of Occupancy. Looking forward to the 2022 Fiscal Year, the department will be developing a recommendation for the addition of code compliance staff within the Planning Department.

## CDBG MIT Grants

The City of Bastrop submitted approximately \$40 million dollars in grant funding for hazardous mitigation projects. If funded, the projects will have a 10% match requirement.

### Project Estimates

|                                 |                     |
|---------------------------------|---------------------|
| Gills Branch Drainage Project   | \$11,354,908        |
| West Side Fire Station #3       | \$10,086,334        |
| Riverbank Stabilization Project | \$13,291,760        |
| <u>Agnes Street Extension</u>   | <u>\$4,240,329</u>  |
| <b>Total</b>                    | <b>\$38,973,331</b> |

The applications were submitted on October 25, 2020. The notice of award is expected March-April 2021.

## Inspections

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

## Crime Statistics

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

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## 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.**

### Reclassifying Planning Positions

To meet and manage the growth effectively, the Planning Department reclassified two department positions and is outsourcing a third. For the remainder of Fiscal Year 2021, the Director of Planning's salary has been reallocated to a new City Engineer position within Community Development. Interviews for this position will be conducted in January, expecting that role will be filled in February. To better facilitate review and processing of development and building applications, the Planner I position has been reclassified to the Development Coordinator position to monitor projects as they move from the planning, subdivision, and site plan phase into the building and inspection process. The department filled the Development Coordinator position from within the department by Viviana Andres, who formerly held the Planning Technician position. Additionally, to deliver timely inspection service, the Building Inspector position will be filled by ATS Inspections. Contracting with ATS Inspections allows the department to have a greater depth of inspectors available to meet the community's needs and responsively expand and contract services required in relation to the building permit demands.

### MyGov Implementation

May of 2020, City Planning staff recommended the acquisition of a new planning, permitting, and inspection services that would allow for digital submittal, review, and allow the applicant to access and track their project's progress. While reviewing vendors, Planning staff recommended MyGov. In addition to the Planning Department system, the system also included modules that allow departments to track business licenses, work orders, and citizen questions. The system has been brought on in phases, starting in August 2020, with the Planning Department taking the lead to help other departments set up and calibrate the system to complement workflows. Planning, Public Works, and Bastrop Power & Light has migrated a majority of their daily processes into MyGov and have already begun to benefit from having a unified database that houses all city projects, permits, application, and inspections. Currently, the Planning Department is working on creating an advanced training workshop for all City employees to help teach and optimize the way staff utilizes the different modules in MyGov.

## 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 of 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
- Piney Creek Bend Phase II
- PW Detention Pond
- Jasper Newton Drainage Project

## Flood Plain Administration

The City has adopted standards for development in the Federal Emergency Management Agency (FEMA) designated 100-year floodplain and floodway. The Code requires the City Manager or designee to process these applications. Typically, a staff member has Certified Floodplain Manager (CFM) certification. Allison Land in the Planning Department is in training to receive CFM status, and the future City Engineer position will also require CFM certification. For the second/third quarter of Fiscal Year 2021, the department will review the Code of Ordinances standards and recommend any necessary updates to City Council for adoption.

## **Plan for Utility Service in ETJ (Water/Wastewater)**

The City of Bastrop through a Wholesale Water Agreement with AQUA water supply corporation can provide water service within its wastewater CCN (Certificate of Convenience and Necessity). In addition to this agreement the City of Bastrop is also extending multiple wastewater trunk mains into the City of Bastrop Wastewater CCN that stretches into the ETJ. The large Wastewater CCN of the City of Bastrop and the agreement with AQUA allows Bastrop to be a one stop shop for development in the ETJ and the City's Wastewater CCN.

## **BP&L Infrastructure Maintenance**

Bastrop Power & Light electric reliability average was 99.99% during the first quarter of Fiscal Year 2021. LCRA completed their bi-annual Electrical System Visual Inspection Report. This report is to identify any possible deficiencies that may need repair.

### **Line Extensions:**

Completion of Piney Creek Bend Phase II underground installation of electric system. Transformers and cabinets were set, pulled in primary and secondary wire, and terminated. Streetlights were installed and the system was energized on October 27, 2020.

- 310 Hospital Drive (CARTS) renovated commercial building - installed new transformer. Removed the overhead electric service, as the new service is now underground per Code.
- 305 Jackson Street (QuikTrip) new commercial building - trenched in conduit, installed primary conductor and terminated.
- 921 Main Street (BEDC) new commercial building – set new meter and terminated.
- 1004 E Highway 71 (TXDOT) new lighting project - installed new transformer.
- 1101 E. Highway 71 (TXDOT) new lighting project – replaced transformer.
- 1103 Hill Street – upgraded transformer to carry customers new electric needs.

### **Lighting Projects:**

- Main Street Sidewalk Project - installed seven (7) antique lights.
- Upgraded 240 streetlights from high-pressure sodium to LED throughout the system. To date, 411 streetlight upgrades completed.

### **Electric System Maintenance and Routine Work:**

- Set a new pole at 1310 Main Street.
- Set a new pole at Alley C and Water Street.
- Reinsulated multiple poles throughout the system.
- Changed out capacitors at two locations: Hwy 71 at Perkins Street and Hill Street at Farm Street.

### **Additional/Routine Work:**

- Three hundred and seven (307) work orders received and completed.
- Assisted other departments with hot checks, tree removal, repair of electrical issues at parks, and cut-offs for non-pay.

### **Main Street Businesses**

During the first quarter of Fiscal Year 2021, the Main Street District had three new businesses open and one business move but stayed within the District. Pines Play School moved into 907 Chestnut Street to provide a pre-k curriculum to children under five years of age and an after-school program for children up to age 12. Texas Public Service Training Academy moved into one of the suites at 1001 Main Street with the mission to certify future EMTs, Fire Fighters, and Security Officers. Chubby's Barbershop opened at 901 Main Street and specializes in all styles of men's haircuts. It should be noted that Chubby's won the 2020 Best of Bastrop category for barbershops while at their previous location. Computer Literate, located in 75 Loop 150 West, outgrew their current space, and moved into a larger space.

### **Main Street Events**

Main Street events scheduled for the first quarter included the Holiday Sidewalk Stroll and Wassail Fest. Wassail Fest was canceled due to COVID 19. The Holiday Sidewalk Stroll was held on December 10th, 11<sup>th</sup>, and 12<sup>th</sup>. Participants found ornaments donated by Visit Bastrop that were spread throughout Downtown for a chance to enter to win Downtown business gift cards. Over 50 ballots were turned in and feedback from both participants and merchants was that everyone had a good time.

## Film Permits

In the first Quarter of Fiscal Year 2021, the City brought the Commercial Film Permits in-house after the Film Friendly Liaison volunteer's retirement for Bastrop. A film permitting process was created that included incorporating the Health and Safety Plan and a fillable application. During this process, staff discovered some film ordinance areas need to be updated to resemble the film-friendly message. The ordinance revisions will be brought to the City Council during a future meeting.

## Bastrop Convention Center & Exhibit Center Occupancy

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

\*31 days Union Pacific Railroad parking lot only.

## Bastrop Convention & Exhibit Revenue

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

## Future: Enhanced Events Management

The Special Events Manager will create a master list of current events within the City and work with the multiple participants and stakeholders to facilitate more cohesive efforts. This includes hotel owners and managers, Bastrop Opera House, Lost Pines Art Center, Bastrop County Historical Museum, Visit Bastrop and local event planners.

**Future: Enhanced Marketing of Local Events**

The Special Events Manager will work with the Public Information Manager to ensure professional branding, messaging, and marketing for local events, including those hosted by the City, Main Street Board, and community groups. This new strategy includes working closely with Visit Bastrop to ensure maximum results.

**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.

**Future: Filling of City Engineer Position**

The City Engineer Position was filled in Quarter 2 of Fiscal Year 2021

**Future: Capital planning**

The City of Bastrop's new organizational plan recommended bringing on an in-house engineer who will serve as the City's Director of Capital Planning and Project Management. This position will plan, manage, and report on the City's Capital Plan.

**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. With the feedback and policy direction provided by City Council and the Commission, Planning staff will begin researching solutions and draft possible amendments to the Sign Code to be reviewed and adopted by the Commission in the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of Fiscal Year 2021.

### **Future: MyGov User Guide/Training for The Public**

In the spirit of providing exceptional customer service to the citizens, the Planning Department has created a User Guide for the MyGov modules available to customers. The User Guide focuses on assisting the customer with accessing Request Manager, Trade Permits, Business Licenses, Permits, and Inspections within the various modules. The guide is currently in the proofing phase and will be published for the public in the second quarter. In addition to the User Guide, the Planning Department will be creating a MyGov Webinar that will be ready for the public in April. The webinar will be an opportunity for staff to answer any questions, and receive feedback or ideas from the public about ways to enhance the overall customer experience with MyGov.

### **Future: Plan Review**

The implementation of MyGov and online review; will allow City staff to review plans consistently and timely. The plan review improvements enable the City to assist the customer with their project, meeting time constraints mandated by the State of Texas. The Development Review Committee meets weekly to discuss projects in the review. Various departments provide comments to the Planning Director, City Engineer, and Building Official to help complete reviews and approve plans and permits. On January 28, 2021, Joint Planning & Zoning Commission and City Council meeting, staff proposed possible alternative processes and reviews timelines that would allow some projects to streamline reviews, when appropriate.

## FISCAL RESPONSIBILITY

Prepare and manage the budget with fiduciary responsibility.

### Financial Management, Purchasing, and Investment

The Investment Policy sets specific investment policy and strategy guidelines to achieve the goals of safety, liquidity, yield, and public trust for all investment activities. In accordance with the Public Funds Investment Act, the Investment Policy is reviewed by City Council, and adopted by resolution, annually.

The Purchasing Policy provides systematic and efficient procurement for all City operations, enabling City staff to have the necessary equipment and supplies needed to be as efficient as possible in their service to the citizens.

The Financial Management Policy enables the City to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. This is achieved through integrity, prudent stewardship, planning, accountability, and full disclosure.

Both the Purchasing and Financial Management Policy are included in the budget process and are adopted annually by City Council.

### Library Non-Resident Fee

Between October 1, 2020, and December 31, 2020, the library renewed or issued new cards to 311 people, which includes \$7,110 collected as non-resident revenue.

### Fiscal Year 2020 Annual Audit

Finance staff worked to close the Fiscal Year 2020 and provide all the necessary documentation to the City's contracted auditors. The City expects to have the audit report by the end of the 2nd quarter.

### Street Maintenance Plan

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 every one (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 year three plan includes seal coat on streets in Hunter’s Crossing, Riverside Grove, and several streets in the historic areas of Bastrop. The Public Works Director, Curtis Hancock, will present the contracts to City Council for an award on February 23, 2021. The construction is planned to start on March 15, 2021, and is estimated to be completed by July 31, 2021.

### Utility Customer Service

| Performance Measures  |                |              |                    |
|---|----------------|--------------|--------------------|
| Measure   | Actual<br>FY20 | Goal<br>FY21 | Actual Q1-<br>FY21 |
| Increasing the number of active customers on utility customer portal.<br>(Customer count 3,625) | 1,800          | 1,900        | 2,518              |
| Leak reports produced and reviewed weekly   | 100%           | 100%         | 100%               |

## Grants Update

| CARES Relief Funding |           |           |
|----------------------|-----------|-----------|
| Expenditure          | FY2020    | FY2021    |
| Personnel Costs      | \$182,698 | \$0       |
| Materials            | \$55,218  | \$95,000  |
| Contracted (Legal)   | \$10,884  | \$0       |
| Economic Support     | \$0       | \$126,651 |

| 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<br>ILL Lending<br>Reimbursement<br>Program  | Interlibrary Loan<br>Program                 | Completed for<br>2020 calendar<br>year    | \$569               | \$0                |
| Federal<br>Communications<br>Commission (FCC)   | E-Rate Library<br>Funding                    | Rebate, applied<br>for Q1 and<br>approved | \$9,926             | \$2,482            |
| TSLAC CARES   | Library Self-<br>checkout                    | In progress                               | \$7,902             | \$0                |
| Hancher Library<br>Foundation   | Hotspots &<br>Laptops                        | In progress                               | \$12,000            | \$0                |
| Justice Assistance<br>Grant – Office of the<br>Governor (JAG-OG)  | Bullet Proof Vest<br>Reimbursement           | As needed                                 | \$9,350             | \$9,350            |
| Bureau of Justice<br>Assistance (BJA)   | Critical Crime<br>Scene Lighting             | Complete                                  | \$10,949            | \$0                |
| Coronavirus<br>Emergency<br>Supplemental Fund<br>(CV)- U.S.<br>Department of<br>Justice (DOJ) Grant<br>through the Capital<br>Area Council of<br>Governments<br>(CAPCOG). | Decontamination<br>Shelter &<br>Hazmat Suits | Awarded. waiting<br>to order              | \$16,128            | \$0                |
| Covid-19 Assistance<br>for Firefighters<br>(CARES)  | Personal<br>Protective<br>Equipment          | Ordered PPE<br>awaiting arrival           | \$6,776             | \$339              |
| Texas Forestry<br>Service   | Fire Personal<br>Protective<br>Equipment     | Ordered PPE<br>awaiting arrival           | \$5,625             | \$0                |

## Grants Pending

| Grants Pending Award                  |                   |              |             |
|---------------------------------------|-------------------|--------------|-------------|
| Project                               | Source            | Grant Amount | Local Match |
| Water Street Revitalization           | CDBG              | \$525,000    | \$75,000    |
| Emergency Management                  | Performance Grant | TBD          |             |
| 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    |

## 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 13th board meeting. Updates will be given at future board meetings when estimates are received from the engineering firm.

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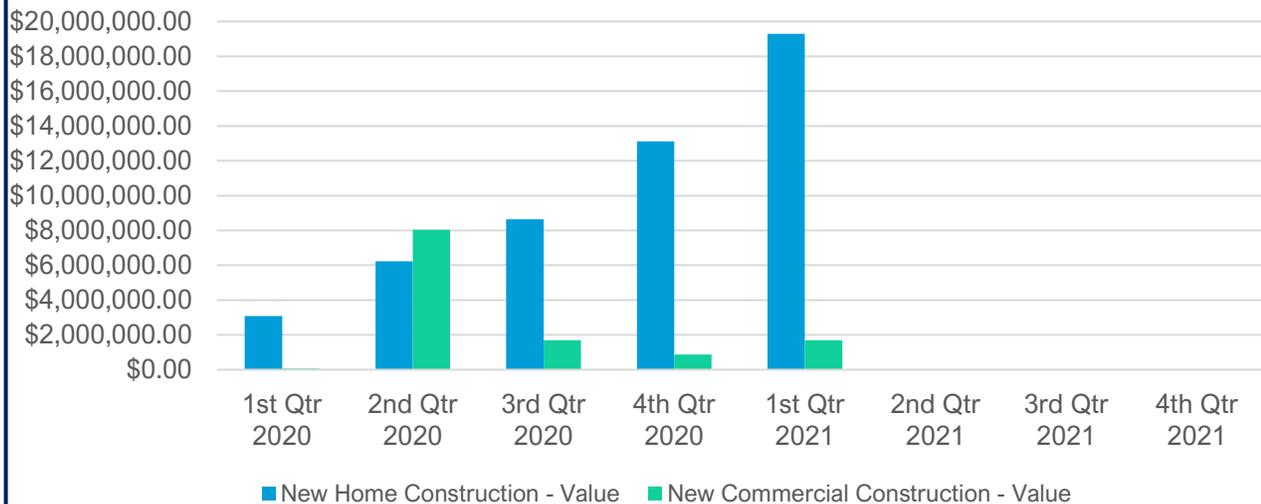
## MANAGE GROWTH

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

### Development Statistics

|                             | FY 2020<br>1st Quarter |             | FY 2021<br>1st Quarter |              |
|-----------------------------|------------------------|-------------|------------------------|--------------|
|                             | QTY                    | Value       | QTY                    | Value        |
| New Home Construction       | 21                     | \$3,077,755 | 76                     | \$19,298,966 |
| New Commercial Construction | 2                      | \$75,000    | 4                      | \$1,702,125  |
| Plat Lots                   | 10                     |             | 1                      |              |
| Trade Permits               | 198                    |             | 371                    |              |

### Permit Activity



## 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 has recently received a request for a Public Improvement District (PID) and new Development Agreement, as well as processing amendments to existing:

### **Blakey Survey/NEU Communities (410 acres west of FM 969):**

- Development Agreement Status: City Council postponed item to resolve staff comments with the developer. The staff is continuing to meet with the new owner's representatives to determine feasibility and future project direction.
- Public Improvement District Project Status: City Council postponed item to allow staff and the developer to work out development concerns that will affect the PID financial analysis.
- Scheduled to be presented to City Council March 9, 2021

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

- Fourth Amendment to the Consent Agreement Status: Resolution 2020-114 was approved November 10, 2020, by City Council, pending document execution.
- Tri-Party Roadway Agreement Status: The agreement will be submitted to City Council in February 2021; Bastrop County Commissioners Court will consider if Council has approved. The agreement will allow the developer to postpone major street connections that stub to the adjacent property until adjacent development starts or until the project is over 75% complete.
- In 2021, the developer will create a separate Consent Agreement covering the creation of the Municipal Utility District and a separate Development Agreement that will contain the development and subdivision standards for the project. The new development agreement will create a comprehensive document that will contain the standards from the original agreement and the four amendments.

### **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.

## MULTI-MODAL MOBILITY

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

### 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 following policy statement guided the overall purpose of the B3 codes. "Create a fiscally sustainable community through land-use regulations that are authentic Bastrop and geographically sensitive." Once a shared vision was achieved, recognizing the importance of retaining Bastrop's unique character and timeless charm.

### Main Street Rehabilitation Project

The Main Street Rehabilitation construction was completed in Quarter 1, and the final closeout documents are being collected to include maintenance bonds and will be completed in Quarter 2 along with any punch list items. The Main Street Rehabilitation project was quite an improvement as it relates to multi-modal transportation. The project's focus was on enhancing the pedestrian experience. The project increased the width of sidewalks and corrected many accessibility challenges that come with a historic downtown. The broader sidewalks allow for safer pedestrian movements and slow vehicular traffic for the bicyclist.

### Sidewalk Contract Award

The City of Bastrop awarded a contract to 304 Construction to place approximately 1.5 miles of sidewalk that connects multiple city parks and increases transportation modes. Sidewalks are just one part of the fundamental dilemma in making development less dependent upon a singular mode of mobility by the inability of alternatives to match the quality of accessibility provided by private motorized transport. Failure to recognize this means that bringing about environmentally more sustainable urban mobility patterns is only possible at economic, social, and political costs that are unacceptable in most societies. However, not in Bastrop, the City Council has made multi-modal transportation a focus area that is just one of the components of affordability.

## River Loop Project

The River Loop Project is a project that began at the Bastrop Economic Development Corporation. The City applied to help fund the project and successfully received multiple state funding sources. The project is just another example of the City's approach to making Bastrop more pedestrian-friendly and increasing transportation modes to assist with future traffic congestion.

## Grant Application for Agnes

One of the roads shown on the updated map is Agnes Street. The City applied for a hazardous mitigation grant to build the remaining approximate 1.6 miles unfinished portion of Agnes, thereby providing an additional roadway to accommodate another emergency vehicle route east and west.

## Roadway Grid, Master Transportation Plan

The City of Bastrop adopted an updated Master Transportation Plan in 2019. The updated plan requires 720' block length in the City of Bastrop's Statutory (1 mile) ETJ. The required block length in the City Limits has a maximum block length of 330'. The updated plan depicts 80' wide multi-modal roadway throughout the City in addition to the block length requirements.

## Future: Old Iron Bridge

*The 87th Legislative Program adopted by Council Identifies the Old Iron Bridge as a funding priority.*

Reconstruction of the Bridge would provide citizens a safe way to cross back and forth over the river whether by foot, bike, or any other mode of transportation thus enhancing our citizen's multi-modal options as described in this Council's Focus Area as well the B3 Codes.

## ORGANIZATIONAL EXCELLENCE

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

### MyGov Request Manager

In July of 2020, the City of Bastrop expanded the communication toolbox with the MyGov Request Manager. As part of the MyGov Public Portal Online, the Request Manager provides customers a way to report concerns, submit questions, request information, schedule meetings, and more. When submitting requests in the system, customers have various options sorted by the City function from which to choose. After a MyGov request is submitted, the appropriate department will receive a notification. The assigned department either responds directly within the submitted request or transferred into a work order. The portal will provide the request contacts updates as the appropriate departments respond. By launching the MyGov Request Manager, the City of Bastrop has taken an impactful step towards being readily available to serve the customers.

The MyGov Request Manager Implementation and Training have been a high priority throughout the first quarter. To meet this expectation, the Planning Department has held multiple training meetings to with City staff across many departments on how to effectively utilize the Request Manager to ensure the customers can experience the full benefit of this feature in MyGov. To date, there have been 689 requests submitted through the Request Manager. As of January 25, 2021, only 6 out of the 689 cases remain active. The staff has done a phenomenal job at proving themselves to be both agile and responsive to progressive methods of customer service.

### Personnel

| Personnel Analysis |           |            |             |        |          |
|--------------------|-----------|------------|-------------|--------|----------|
| 1ST Quarter        | New Hires | Promotions | Retirements | Termed | Laterals |
| October            | 5         | 2          | 1           | 2      | 0        |
| November           | 9         | 1          | 0           | 18*    | 1        |
| December           | 4         | 0          | 1           | 1      | 0        |

\*16 of the 18 terminations were Part-Time Firefighters that were no longer "active" and therefore resigned when the Full-Time Firefighters were hired.

## Vacancies

| Department Vacancies            |                            |     |    |    |    |
|---------------------------------|----------------------------|-----|----|----|----|
| Department                      | Adopted Budgeted Positions | Q1  | Q2 | Q3 | Q4 |
| Administration                  | 2                          | 0   |    |    |    |
| Bastrop Power & Light           | 9                          | 0   |    |    |    |
| Cemetery Groundskeeper          | 1                          | 0   |    |    |    |
| City Secretary                  | 3                          | 0   |    |    |    |
| Convention & Exhibit Center     | 4                          | 1   |    |    |    |
| Finance Department              | 8                          | 0   |    |    |    |
| Fire Department                 | 8                          | 0   |    |    |    |
| Human Resources                 | 1.75                       | 0   |    |    |    |
| Information Technology          | 2                          | 0   |    |    |    |
| Main Street Program             | 1                          | 0   |    |    |    |
| Multimedia                      | 2.481                      | 0   |    |    |    |
| Municipal Court                 | 3.25                       | .25 |    |    |    |
| Parks & Recreation              | 9.185                      | 0   |    |    |    |
| Planning & Development Services | 7.5                        | 3   |    |    |    |
| Police Department               | 28                         | 2   |    |    |    |
| Public Library                  | 10                         | 1   |    |    |    |
| Public Works                    | 19.4                       | 0   |    |    |    |
| Special Events and Reservations | 1                          | 0   |    |    |    |
| Water & Wastewater              | 17.6                       | 2   |    |    |    |

## Employee Appreciation

Employee appreciation is directly tied with job satisfaction, workplace happiness, and employee morale. Showing employees that you care about their wellbeing and recognize their achievements boosts motivation, increases engagement, fosters loyalty, and increases productivity, all the while building and maintaining a dynamic workforce focused on providing exceptional City services to the citizens. On November 16, 2020, the annual Supplemental Benefits Fair was held for employees. In December, senior police officer Ken Yarbrough retired after 14 years of dedicated service to the City, and he was recognized at his retirement with a plaque and gift from City employees.

## Awards

In the spirit of excellence, the City of Bastrop team has won the following awards this quarter:

- Texas Downtown Association Best Digital Campaign for under 50,000- Downtown Bastrop Curbside
- Texas Downtown Association Best Digital Campaign for under 50,000 and *People's Choice Award*- Downtown Bastrop Curbside
- Texas Downtown Association Best Downtown Business for under 50,000- Neighbor's Kitchen & Yard and *People's Choice Award*- Neighbor's Kitchen & Yard
- Texas Downtown Association Best Commercial Interior for under 50,000- Copper Shot Distillery
- Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting
- The Central Texas American Planning Association General Plan Award for the Bastrop Building Block (B<sup>3</sup>) Code
- The Richard R. Lillie Certificate of Achievement for Planning Excellence from the Texas American Planning Association

## Volunteer Appreciation

On November 12, 2020, the City of Bastrop held its 4th Annual City of Bastrop Appreciation and Awards Banquet for Board and Commission members. The City presented four(4) awards at the banquet. Due to COVID-19, the attendees were able to attend the banquet virtually or in-person.

## Compensation Study Update

The City is on schedule to complete the compensation study in March of Fiscal Year 2021 and plan to present to it to Council in April of Fiscal Year 2021.

The following tasks have been completed:

1. Occupational familiarization by review of City's current job descriptions and compensation plans
2. Organizational familiarization by review of City organization charts, budgets, and annual reports
3. Position Analysis Questionnaire (PAQ) customized for gathering City employee occupation data
4. Videos to distribute and explain the PAQ and the project for all City officials and employees
5. Determination of job classification and FLSA Exempt / Non-Exempt designation for each position
6. Recommended title modifications and reclassifications for consideration by Department heads
7. Identification of City's competitive employment areas for compensation surveys
8. Identification of City occupations to utilize as survey benchmark job classifications
9. Solicitation of comparable employers and agencies for participation in compensation surveys
10. Extraction of data from public employer compensation plans surveys
11. Consolidation of data from all sources and calculation of prevailing rates for benchmark jobs

## Reorganization Plan

The City Manager's reorganization plan presented to Council in November of 2020 and implemented the first of January 2021 will result in several organizational benefits:

- Realignment of duties within the Planning department to ensure a focus on customer service and operational efficiency
- Enhanced focus on Capital Project planning and reporting
- More reasonable workload expectation of the Assistant City Manager for Community Development
- Resources aligned with the Main Street Program
- Enhanced collaboration with Community Assets and other stakeholders toward the achievement of common objectives
- Enhanced coordination and marketing of events and long-range events planning
- Focused communications in alignment with the communications and messaging strategy

## 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. The use of cross-functional teams is used to help break down silos in organizations and improve efficiency. The City created a Communication & Special Events Team (CSET), Public Safety, and Administration.

### 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 each have their projects to accomplish. Those focus areas are Branding, Messaging, Special Events, MyGov, and the Quarterly Report. Below please find the CSET Team's mission:

As a member of the Communication & Special Events Cross-Functional Team, you are charged with serving the community through the production of efficient, effective, and proactive communication that covers all elements of the organization to tell the City's story. Further, you will keep their team informed as to what is happening in their department, push the team's messaging to their networks, and help to provide excellent customer service by serving the community across departments. Lastly, you will become an advocate for Historic Downtown as the soul of the community and an ambassador of the City's brand by promoting adherence to brand standards within their department.

### Safety Team

The Public Safety Team includes nine members and will meet monthly with the mission of protecting the City's most important resource, their employees. The team is committed to providing a safe and healthy workplace for all employees by establishing and maintaining an effective safety and accident prevention program to continue to provide high-quality services for the citizens of the community. Below please find the Safety Team's mission:

As a member of the Safety Team, you are charged with focusing on policies, preventative measures, accident reviews/assessments, and education. An effective Safety team has a significant impact on health and safety throughout the organization's culture and may also save the City money through reduced worker's compensation costs, fewer lost workdays, and increased productivity due to higher employee morale. The purpose of the Safety team will be to reduce the risk of workplace injuries and illnesses, inform and educate employees about safety and health issues throughout all levels of each department, and set meaningful and attainable goals for safety throughout the organization. The ultimate goal is for all of the employees to safely return to their families at the end of each workday.

### **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. Below please find the Administration Team's mission:

As a member of the Administration Team, you are charged with creating the best processes for administrative procedures and making sure each administrative procedure is performed consistently across the organization. Each member is charged with taking adopted procedures back to their respective department for implementation.

### **Preparation of Quarterly Report**

To increase transparency and better capture progress towards each of the City Council's major initiatives, the CSET team has worked hard to create the City of Bastrop's inaugural Quarterly Report covering Quarter 1 of Fiscal Year 2021. The Quarterly Report was created at the CSET level instead of the Director level to open those CSET members to a mentorship opportunity and gain a more holistic view of their department's work.

## Open Records Requests

| Open Records Requests |                 |         |                 |          |        |              |
|-----------------------|-----------------|---------|-----------------|----------|--------|--------------|
| City Secretary        | Fire Department | Finance | Human Resources | Planning | Police | Public Works |
| 1                     | 2               | 2       | 3               | 35       | 46     | 1            |

## Council Rules of Procedure

Council adopted Rules of Procedures at the September 8, 2020 meeting. The G&C printing company printed copies and Council Members plus the City Manager received one. Each board/commission liaison also received copies of the Rules of Procedure for each member of their board/commission and a copy for the liaison themselves.

## Ethics Committee Rules of Procedure

The City Attorney led an effort to work with the Council-appointed Ethics Committee to recommend to Council the adoption of rules of procedure to guide their activities should an ethics complaint be submitted to them. The Council adopted the rules of procedure on December 8, 2020.

## Wi-Fi Refresh

Earlier this year, COVID-19 caused an operational shift, incurring a greater dependency on the wireless systems for video conferencing, network access, and more. Anticipating the need for social distancing practices, the team utilized CARES funds to upgrade the Wi-Fi systems in conjunction with reopening the City of Bastrop to the Public. The upgrade allowed us to meet current security standards and provide adequate connectivity to the staff, officials, partners, and visitors.

## Help Desk Tickets

Over the first quarter, the IT Team averaged 32 staff-requested service Help Desk tickets per week. Ensuring the City staff and Public have access to critical information systems is paramount. The team strives to contribute to organizational excellence by efficiently prioritizing and correcting issues that arise.

## **Equipment Replacement & Building Maintenance**

The City currently has a Vehicle and Equipment Replacement Fund and Policy in place. The Policy served to establish a decision-making process and criteria for purchasing, replacing, eliminating, and disposing of vehicles and equipment. The Policy also establishes procedures to ensure that adequate funds will be available to purchase fleet assets and fund that part of the City's capital budget related to purchases, thereby stabilizing the budgeting for major fleet purchases.

The same idea is now being applied to Building Maintenance. In doing so, the City implemented a 10-year Building Maintenance Schedule to maintain 11 Public facilities, 115,000 square feet of space, daily cleaning, property maintenance, including painting, lighting, and inspections of roofing, HVAC, foundations. Fiscal Year 20-21 is the first year for the maintenance schedule.

## **Fire Station Renovation**

The Fire Department is in the final stages of the Fire Station #1 renovation. The renovation included adding a full kitchen, bathroom with shower, four (4) bedrooms, and a crew day room. The renovation is expected to be completed in Quarter 3. The renovations will accommodate four (4) sleeping quarters and the necessary facilities to support full-time 24-hour operations.

## **Future: What It Means to Be a Bastrop Employee In The Orientation Process**

The City's on-boarding process is being improved to include a message from the City Manager that reflects the responses the City Manager received from current employees on what it means to be a Bastrop employee. The on-boarding process will include an overview of the ethical standards of professional city management.

## 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.**

### Library Patronage

The Library reopened to the public on October 5, 2020, and in the first quarter, 9,996 people utilized their services. Once the library reopened, the community shared their excitement through multiple emails and social media comments. Sue Christiansen said, “I’m so glad you guys are open again! I am also very thankful for all you and the Library staff have done to assist the reading public to continue to have access to books while so many things have been completely closed during the epidemic. I just wanted to say, Thank You!” The staff’s dedication to the customers is evident as the informational phone transactions are significantly higher than last year. The Library has provided reference assistance to 31.5% of visitors this quarter. Additionally, has provided the Library 2,687 computer/Wi-Fi sessions and circulated 13,259 items.

### Library Events

The Library participated with other community partners in the YMCA’s Halloween Bash on October 31, 2020. In December, the Library Board’s Annual Open House brought 512 visitors to the Library. The day’s highlight was voting for their favorite graham cracker house that were created by City departments and community leaders. The Library continues to provide online programming, including weekly storytime on YouTube, weekly Teen Thursdays on Discord, weekly seniors’ social hour on Zoom, monthly crafting on Zoom, and partnering with BISD’s ACE after-school program to support community education and well-being.

### Special Events

First quarter events included Lost Pine Christmas activities such as the “Riverwalk Trail of Lights,” a special virtual “City Christmas Tree Lighting,” and Santa’s Citywide chimney inspections on the new ladder truck. This year’s events also included a new residential and business lighting contest called “Making Bastrop Bright,” in the end, 47 homes and 19 businesses participated, garnering a total of 7,744 votes. Due to COVID, City events were reinvented, revised, and reworked to ensure a safe and healthy holiday.

## **CSET Focus Area (Special Events)**

*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.*

The Special Events team met monthly in Quarter 1 to familiarize themselves with this newly created sub-team's goals, objectives. It began collecting data on existing City events, including the departments' civic programming for the community. The CSET team worked with the Convention Center and Film Alley to create a drive-in movie experience that included the Virtual Christmas Tree Lighting video and a holiday Christmas movie for families. The event was canceled due to inclement weather.

## **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 page has a variation on the City logo, complete with the bolded and clear RECREATION word along with a visual look and feel for the program. A public-facing class list was designed, and a custom form produced to gather participants' information and desired class. A Recreation campaign was posted to social media driving people to sign up. All in all, over 100 participants signed up during the first two weeks of our program going live.

## **Cultural Arts Master Plan Ad Hoc Working Group**

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 implementing 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 it would take 'custom fitting' the implementation to the community. In these discussions, the team reached a consensus was reached 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.

## **Lost Pines Christmas Holiday Lights**

This year the Christmas lights were turned on November 27, 2020 and lasted until January 7, 2021. The Parks Department 129 working hours to ensure that the lights came on and were functioning correctly throughout the holiday season. The City got an enormous amount of positive feedback about this year's lights both Downtown, throughout Fisherman's Park, and through the Trail of Lights.

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

The Historic Landmark Commission issues Certificates of Appropriateness to local, state, or federally designated landmark, properties in the Bastrop Commercial National Register District, and properties in the Iredell Historic District are proposing standards other than those in the Authentic Bastrop Pattern Book. The Commission has been working diligently to study the new B<sup>3</sup> Codes and The Secretary of the Interior's Standards for the Treatment of Historic Properties to guide applicants and issue COAs to keep Bastrop authentic properly. The Historic landmark commission approved 4 Certificates of Appropriateness.

## **B3 Code Founding Purpose**

The following policy statement guided the overall purpose of the B3 codes. "Create a fiscally sustainable community through land-use regulations that are authentic Bastrop and geographically sensitive." Once a shared vision was achieved, recognizing the importance of retaining Bastrop's unique character and timeless charm. The City enacted the B3 codes were to do just that.

## **Future: Event Stakeholder Meetings**

The Special Events Manager will coordinate quarterly event stakeholder meetings and foster active partnerships and a more unified approach to meetings and special events. The stakeholders include hotel owners and managers, community assets, community event planners, and Visit Bastrop. During these meetings, information gathered will help create packages and experiences for visitors to increase overnight stays and economic impact.

## **Future: Old Iron Bridge**

*The 87th Legislative Program adopted by Council Identifies the Old Iron Bridge as a funding priority.*

Reconstruction of the Bridge would allow our community to enjoy the historic bridge for another hundred years or more through converting the area into a City Park. The space can then be programmed with Art as overseen by the future Cultural Arts Commission, special events, recreation, or used as a community gathering space thus enhancing our Council Focus Area of remaining Uniquely Bastrop.

## UNIQUE ENVIRONMENT

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

### **Parks Maintenance**

In October, the Parks Department selectively cleared out the forested area between Fisherman's Park and the June Hill Pape Riverwalk. Mulch trails were then installed in the cleared area to provide more trails for the public to walk, bird watch, and enjoy the outdoors.

The Parks Department provided 375 working hours in landscaping on over 120 acres of parkland, rights-of-way, and public buildings. Staff worked on planting annual flowers, tree pruning, and mowing. The team also worked 667 hours in the park maintenance area, including repairs of vandalism, park inspections, and general maintenance.

### **Storywalk®**

The Library launched a StoryWalk® along the Riverwalk in Fisherman's Park in October 2020. StoryWalk® is an activity that invites families to read a picture book as they walk from sign to sign, with each sign chronologically displaying a two-page spread of the book. They walk and read together, improving literacy and providing a fun family outing. In Quarter 1, the Library --with the Parks Department's help-- provided three different picture books for families to read together.

### **Future: Riverbank Project**

In first quarter of FY2021, staff continued to seek funding for a Riverbank Stabilization Project that will lessen the streambank degradation, protect water quality, and preserve our existing park structure.

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