



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

# FY2022

## FIRST QUARTER REPORT

### REVISED

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# FINANCIAL REPORT

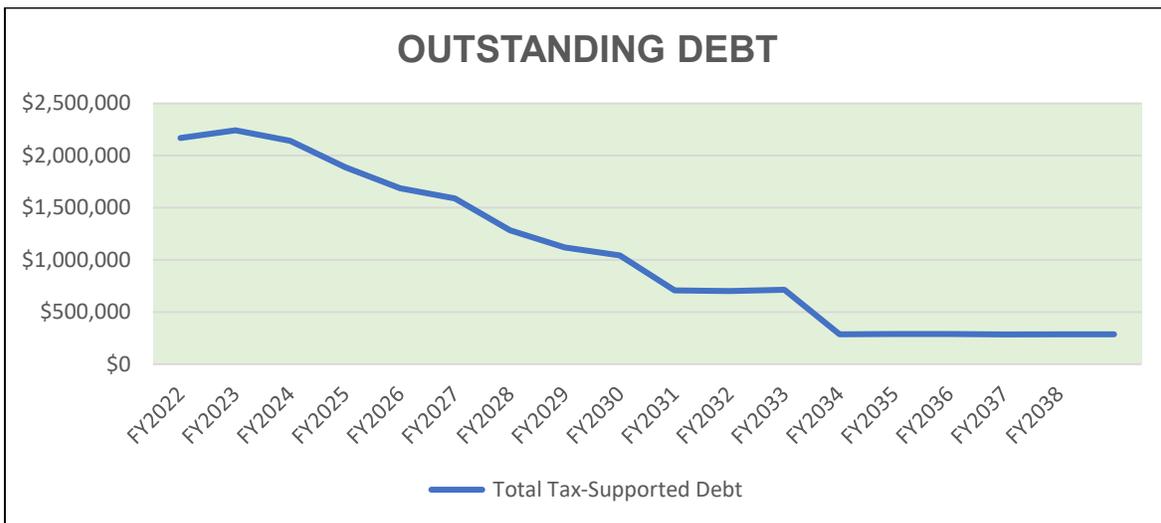


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GENERAL FUND	APPROVED	DEC 31 YTD	BUDGET	% OF BUDGET
	BUDGET	ACTUAL	BALANCE	USED
	2021-2022	2021-2022	2021-2022	2021-2022
<b>BEGINNING FUND BALANCE (unaudited)</b>	<b>\$ 7,307,959</b>	<b>\$ 7,307,959</b>		
<b>REVENUES:</b>				
Ad Valorem Taxes	4,418,537	1,459,410	2,959,127	33%
Sales Taxes	6,671,097	1,623,228	5,047,869	24%
Franchise & Other Taxes	541,100	66,444	474,656	12%
Licenses & Permits	1,846,230	663,831	1,182,399	36%
Service Fees	796,100	199,155	596,945	25%
Fines & Forfeitures	299,000	66,505	232,495	22%
Interest	30,000	2,150	27,850	7%
Intergovernmental	69,804	5,845	63,959	8%
Other	40,000	23,815	16,185	60%
<b>TOTAL REVENUE</b>	<b>14,711,868</b>	<b>4,110,383</b>	<b>10,601,485</b>	<b>28%</b>
<b>OTHER RESOURCES</b>				
Transfer from Library Board	3,000	-	3,000	0%
Transfers from Electric (ILOT) & Special	767,000	191,750	575,250	25%
<b>TOTAL OTHER RESOURCES</b>	<b>770,000</b>	<b>191,750</b>	<b>578,250</b>	<b>25%</b>
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b>15,481,868</b>	<b>4,302,133</b>	<b>11,179,735</b>	<b>28%</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 22,789,827</b>	<b>\$ 11,610,092</b>		
<b>EXPENDITURES:</b>				
General Government:				
Legislative	46,300	23,092	23,208	50%
Organizational	1,734,980	254,026	1,480,954	15%
City Manager	594,533	140,732	453,801	24%
City Secretary	254,752	49,923	204,829	20%
Finance	1,543,784	454,960	1,088,824	29%
Human Resource	255,282	63,660	191,622	25%
Information Technology	506,146	109,774	396,372	22%
Public Works (Admin & Streets/Drainage)	1,544,772	299,368	1,245,404	19%
Building Maintenance	471,471	126,883	344,588	27%
Administrative Support Reimb.	(1,300,879)	(325,220)	(975,659)	25%
Public Safety:				
Police	3,688,528	811,159	2,877,369	22%
Fire	1,209,008	246,446	962,562	20%
Court	361,817	83,523	278,294	23%
Development Services:				
Planning	551,665	118,894	432,771	22%
Engineering	356,422	57,883	298,539	16%
Building Inspection	631,999	145,848	486,151	23%
Community Services:				
Community Engagement	919,433	211,387	708,046	23%
Parks	767,849	145,699	622,150	19%
Library	677,500	143,029	534,471	21%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>14,815,362</b>	<b>3,161,066</b>	<b>11,654,296</b>	<b>21%</b>
Transfer to GF CIP Fund	150,000	37,500	112,500	25%
Transfer to VERF Fund	851,027	851,027	-	100%
Transfer to GF One-time Exp Fund	295,500	295,500	-	100%
<b>TOTAL TRANSFER OUT</b>	<b>1,296,527</b>	<b>1,184,027</b>	<b>112,500</b>	<b>91%</b>
<b>TOTAL EXPENDITURES &amp; TRANS OUT</b>	<b>16,111,889</b>	<b>4,345,093</b>	<b>11,766,796</b>	<b>1</b>
<i>Excess of Revenue over (under) Exp</i>	<i>(630,021)</i>	<i>(42,960)</i>		
<b>ENDING FUND BALANCE</b>	<b>\$ 6,677,938</b>	<b>\$ 7,264,999</b>		
Reserve Requirement 25%	45%	230%		

DEBT SERVICE FUND	APPROVED BUDGET	DEC 31 YTD ACTUAL	BUDGET BALANCE	% OF BUDGET USED
	2021-2022	2021-2022	2021-2022	2021-2022
<b>BEGINNING FUND BALANCE (unaudited)</b>	<b>\$ 464,174</b>	<b>\$ 464,174</b>		
<b>REVENUES:</b>				
Ad Valorem Taxes	2,432,572	799,734	1,632,838	33%
Interest	10,000	396	9,604	4%
Intergovernmental	275,059	-	275,059	0%
Other	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>2,717,631</b>	<b>800,130</b>	<b>1,917,501</b>	<b>29%</b>
<b>OTHER RESOURCES</b>				
Bond Proceeds	-	-	-	0%
Other Financing Sources	-	-	-	0%
Transfers from Hotel Occupancy Fund	545,702	545,702	-	100%
Transfers from Bond Funds	94,810	-	94,810	1%
<b>TOTAL OTHER RESOURCES</b>	<b>640,512</b>	<b>545,702</b>	<b>94,810</b>	<b>101%</b>
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b>3,358,143</b>	<b>1,345,832</b>	<b>2,012,311</b>	<b>40%</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 3,822,317</b>	<b>\$ 1,810,006</b>		
<b>EXPENDITURES:</b>				
Debt Payments	3,477,221	-	3,477,221	0%
Other	17,000	(1,119)	18,119	-7%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,494,221</b>	<b>(1,119)</b>	<b>3,495,340</b>	<b>0%</b>
<b>OTHER USES</b>				
Other Uses-Bond Refunding	-	-	-	0%
<b>TOTAL OTHER USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL EXPENSE &amp; OTHER USES</b>	<b>3,494,221</b>	<b>(1,119)</b>	<b>3,495,340</b>	<b>0%</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 328,096</b>	<b>\$ 1,811,125</b>		



BASTROP POWER & LIGHT	APPROVED	DEC 31 YTD	BUDGET	% OF
	BUDGET	ACTUAL	BALANCE	BUDGET
	2021-2022	2021-2022	2021-2022	USED
				2021-2022
<b>BEGINNING FUND BALANCE (unaudited)</b>	\$ 3,081,727	\$ 3,081,727		
<b>REVENUES</b>				
Electric Sales	\$ 6,620,095	\$ 1,496,218	\$ 5,123,877	23%
Service Fees	\$ 32,000	\$ 11,715	\$ 20,285	37%
Extension Fees	\$ 100,000	\$ 115,650	\$ (15,650)	116%
Pole Attachment	\$ 15,810	\$ -	\$ 15,810	0%
Interest	\$ 30,000	\$ 2,425	\$ 27,575	8%
Other	\$ 6,000	\$ 1,824	\$ 4,176	30%
Total Revenues	\$ 6,803,905	\$ 1,627,832	\$ 5,176,073	24%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	\$ 9,885,632	\$ 4,709,559	\$ 5,176,073	
<b>EXPENDITURES:</b>				
Operating Expense	\$ 6,110,234	\$ 1,363,370	\$ 4,746,864	22%
Line Extensions	\$ 50,000	\$ 15,883	\$ 34,117	32%
System Study Improvements	\$ 208,250	\$ -	\$ 208,250	0%
Special Project	\$ 125,000	\$ -	\$ 125,000	0%
Winter Storm 2021	\$ -	\$ -	\$ -	0%
Debt Service	\$ 162,165	\$ 1,829	\$ 160,336	1%
Transfer out - GF (lieu of taxes)	\$ 450,000	\$ 112,500	\$ 337,500	25%
Transfer out - Special Projects	\$ 317,000	\$ 79,250	\$ 237,750	25%
Transfer out - VERF	\$ 72,400	\$ 72,400	\$ -	100%
<b>TOTAL OPERATING EXPENDITURES</b>	\$ 7,495,049	\$ 1,645,232	\$ 5,849,817	22%
<b>NET INCOME (LOSS)</b>	\$ (691,144)	\$ (17,400)		
<b>ENDING FUND BALANCE</b>	\$ 2,390,583	\$ 3,064,327		
Reserve Requirement 35%		32%	186%	

WATER/WASTEWATER FUND	APPROVED BUDGET 2021-2022	DEC 31 YTD ACTUAL 2021-2022	BUDGET BALANCE 2021-2022	% OF BUDGET USED 2021-2022
<b>Beginning Fund Balance (unaudited)</b>	<b>\$ 4,005,270</b>	<b>\$ 4,005,270</b>		
<b>REVENUES:</b>				
<b>WATER</b>				
Water Service	\$ 3,278,670	\$ 840,551	\$ 2,438,119	26%
Water Service Fees	\$ 20,604	\$ 5,690	\$ 14,914	28%
Penalties	\$ 40,600	\$ 12,752	\$ 27,848	31%
Water Tap Fees	\$ 100,000	\$ 25,800	\$ 74,200	26%
Interest	\$ 15,000	\$ 1,300	\$ 13,700	9%
Other	\$ 6,500	\$ 4,450	\$ 2,050	68%
<b>WATER TOTAL</b>	<b>\$ 3,461,374</b>	<b>\$ 890,543</b>	<b>\$ 2,570,831</b>	<b>26%</b>
<b>WASTEWATER</b>				
Sewer Service	\$ 3,324,356	\$ 890,038	\$ 2,434,318	27%
Sewer Tap Fees	\$ 1,000	\$ 300	\$ 700	30%
Penalties	\$ 25,000	\$ 12,022	\$ 12,978	48%
Wholesale Sewer Contracts	\$ 136,350	\$ 37,575	\$ 98,775	28%
Interest	\$ 10,000	\$ 866	\$ 9,134	9%
Other	\$ 500	\$ -	\$ 500	0%
<b>WASTEWATER TOTAL</b>	<b>\$ 3,497,206</b>	<b>\$ 940,801</b>	<b>\$ 2,556,405</b>	<b>27%</b>
<b>TOTAL REVENUES</b>	<b>\$ 6,958,580</b>	<b>\$ 1,831,344</b>	<b>\$ 5,127,236</b>	<b>26%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 10,963,850</b>	<b>\$ 5,836,614</b>		
<b>EXPENDITURES:</b>				
Administration	\$ 1,445,344	\$ 265,410	\$ 1,179,934	18%
Distribution/ Collection/ Liftstation	\$ 726,523	\$ 119,722	\$ 606,801	16%
Production/ Treatment	\$ 1,037,514	\$ 173,522	\$ 863,992	17%
Wastewater Treatment Plant	\$ 919,088	\$ 206,074	\$ 713,014	22%
Debt Service Transfer	\$ 2,717,280	\$ 679,320	\$ 2,037,960	25%
Capital Replacement Reserve	\$ 125,000	\$ 31,250	\$ 93,750	25%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 6,970,749</b>	<b>\$ 1,475,298</b>	<b>\$ 5,495,451</b>	<b>21%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (12,169)</b>	<b>\$ 356,046</b>		
Transfer to VERF	\$ 122,000	\$ 122,000		100%
Transfer to CIP Fund	\$ 350,000	\$ 87,500		25%
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 472,000</b>	<b>\$ 209,500</b>	<b>\$ -</b>	<b>44%</b>
<b>TOTAL EXPENDITURES &amp; TRANS OUT</b>	<b>\$ 7,442,749</b>	<b>\$ 1,684,798</b>	<b>\$ 5,495,451</b>	<b>23%</b>
<b>ENDING FUND BAL AFTER TRANSFERS</b>	<b>\$ 3,521,101</b>	<b>\$ 4,151,816</b>		
<i>Reserve Requirement 35%</i>	<i>51%</i>	<i>281%</i>		

HOTEL OCCUPANCY FUND	APPROVED BUDGET 2021-2022	DEC 31 YTD ACTUAL 2021-2022	BUDGET BALANCE 2021-2022	% OF BUDGET USED 2021-2022
<b>Beginning Fund Balance (unaudited)</b>	<b>\$ 2,329,717</b>	<b>\$ 2,329,717</b>		
<b>REVENUES:</b>				
Hotel Occupancy Tax	\$ 1,981,350	\$ 830,094	\$ 1,151,256	42%
Service Fees	\$ 159,000	\$ 37,007	\$ 121,993	23%
Interest	\$ 20,000	\$ 1,193	\$ 18,807	6%
Intergovernmental	\$ 66,554	\$ 4,139	\$ 62,415	6%
Other	\$ -	\$ 1,610	\$ (1,610)	0%
<b>TOTAL REVENUES</b>	<b>\$ 2,226,904</b>	<b>\$ 874,043</b>	<b>\$ 1,352,861</b>	<b>39%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 4,556,621</b>			
<b>EXPENDITURES:</b>				
Organizational	\$ 1,308,906	\$ 421,931	\$ 886,975	32%
Convention Center	\$ 508,648	\$ 91,821	\$ 416,827	18%
Main Street Program	\$ 306,067	\$ 46,464	\$ 259,603	15%
BAIPP	\$ 108,650	\$ -	\$ 108,650	0%
Rodeo Arena	\$ 2,900	\$ 723	\$ 2,177	25%
Debt	\$ 545,702	\$ 545,702	\$ -	100%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 2,780,873</b>	<b>\$ 1,106,641</b>	<b>\$ 1,674,232</b>	<b>40%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (553,969)</b>	<b>\$ (232,598)</b>		
<b>BAIPP - RESTRICTED FUND BALANCE</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>		
<b>ENDING FUND BALANCE</b>	<b>\$ 1,695,748</b>	<b>\$ 2,017,119</b>		
<i>Reserve Requirement ~50% operating expenses</i>		61%	182%	

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# INVESTMENT REPORT



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### Report Portfolio Summary

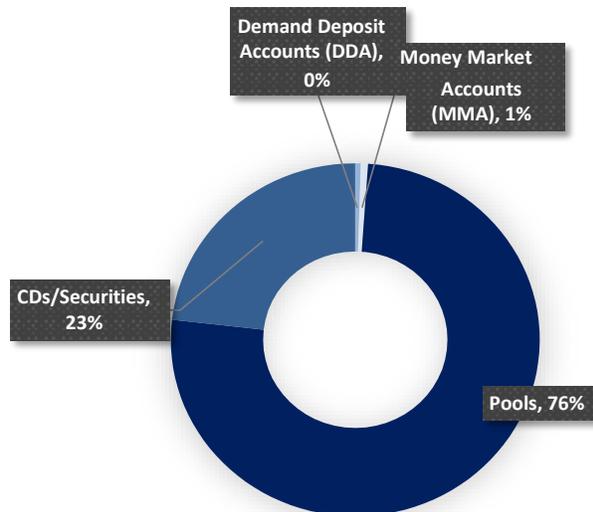
period ending December 31, 2021

INVESTMENT DESCRIPTION	September 30, 2021		December 30, 2021		QTD INTEREST EARNED	YTD INTEREST EARNED	WEIGHTED AVERAGE MATURITY
	BOOK VALUE	MARKET VALUE	BOOK VALUE	MARKET VALUE			
Demand Deposit Accounts (DDA)	\$805,165	\$814,560	\$351,330	\$351,330	\$838	\$838	0.00
Money Market Accounts (MMA)	\$534,729	\$534,729	\$455,781	\$455,781	\$63	\$63	0.01
Pools	\$57,640,951	\$57,640,951	\$55,143,336	\$55,143,337	\$3,432	\$3,432	0.76
CDs/Securities	\$16,552,452	\$14,472,523	\$16,896,931	\$16,784,815	\$32,614	\$32,614	78.05
<b>Total Investments</b>	<b>\$75,533,296</b>	<b>\$73,462,763</b>	<b>\$72,847,378</b>	<b>\$72,735,263</b>	<b>\$36,947</b>	<b>\$36,947</b>	<b>78.82</b>

**Rate of Return 0.05%**

(this rate of return was 0.14% same time last year)

Policy states at least 10% of the portfolio should be in highly liquid securities. We have 77%.



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

Prepared by:

*Tracy Waldron*

Tracy Waldron, Chief Financial Officer

## Detail of Investment Holdings

period ending December 31, 2021

Type	BANK/ BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	September 30, 2021 Book Value	Purchase/ Adjustments	Sales/Adjust/ Call/Maturity	December 31, 2021 Book Value	December 31, 2021 Market Value
DDA	FNB-Pooled Cash				\$ 805,165			\$ 351,330	\$ 351,330
MMA	FNB-Escrow Acct				\$ 250,462			\$ 250,525	\$ 250,525
MMA	FNC-Dreyfus				\$ 10,702			\$ 24,656	\$ 24,656
MMA	MBS-MM Acct				\$ 273,565			\$ 180,600	\$ 180,600
Pools	Texpool				\$ 2,711,831			\$ 2,712,084	\$ 2,712,084
Pools	Texas Class				\$ 9,301,557			\$ 11,567,245	\$ 11,567,245
Pools	Texas Term				\$ 45,627,563			\$ 40,864,008	\$ 40,864,008
Security	FAMC	31422BSC5	1.52%	1/10/2022	\$ 399,867			\$ 399,867	\$ 400,096
Security	IFCMT	45950VQE9	0.43%	9/10/2024	\$ 275,146			\$ 275,146	\$ 270,889
Bonds	MBS	283497T47	0.36%	2/15/2023	\$ 167,423			\$ 167,423	\$ 157,665
Bonds	MBS	222263G82	1.59%	11/15/2021	\$ 184,416		\$ 175,000	\$ -	
Bonds	MBS	8330853W1	1.54%	12/1/2021	\$ 134,196		\$ 125,000	\$ -	
Bonds	MBS	581743AG6	0.25%	8/15/2022	\$ 310,627			\$ 310,627	\$ 303,309
Bonds	MBS	797010MW2	0.35%	10/1/2023	\$ 402,168			\$ 402,168	\$ 398,192
Bonds	MBS	13005FBY9	0.40%	10/1/2023	\$ 208,837			\$ 208,837	\$ 201,299
Bonds	MBS	880064G79	0.50%	8/1/2023	\$ 15,472			\$ 15,472	\$ 15,143
Bonds	FNC	630438PE3	0.93%	1/1/2022	\$ 104,972			\$ 104,972	\$ 100,000
Bonds	MBS	798544BQ4	0.35%	3/1/2023	\$ 150,836			\$ 150,836	\$ 149,712
Bonds	MBS	7742857L8	0.68%	2/15/2024	\$ -	\$ 189,746		\$ 189,746	\$ 186,762
Bonds	MBS	63540QAC1	0.90%	11/1/2024	\$ -	\$ 150,519		\$ 150,519	\$ 149,258
CD	Frontier	501272	0.95%	5/25/2022	\$ 257,625			\$ 260,046	\$ 260,046
CD	FNC	05580ATA2	1.70%	11/22/2021	\$ 247,000		\$ 247,000	\$ -	
CD	FNC	50625LAN3	1.70%	11/22/2021	\$ 249,000		\$ 249,000	\$ -	
CD	FNC	856285RR4	1.85%	11/29/2021	\$ 247,000		\$ 247,000	\$ -	
CD	MBS	49228XAJ9	1.80%	12/10/2021	\$ 245,000		\$ 245,000	\$ -	
CD	FNC	949495AE5	1.70%	12/13/2021	\$ 249,000		\$ 249,000	\$ -	
CD	MBS	33646CLT9	1.70%	10/29/2021	\$ 110,000		\$ 110,000	\$ -	
CD	FNC	6169OUST8	1.75%	1/31/2022	\$ 247,000			\$ 247,000	\$ 247,319
CD	MBS	949763R24	1.80%	1/18/2022	\$ 245,000			\$ 245,000	\$ 245,191
CD	FNC	88241TGX2	1.00%	3/25/2022	\$ 249,000			\$ 249,000	\$ 249,431
CD	FNC	084601WX7	1.20%	3/31/2022	\$ 248,000			\$ 248,000	\$ 248,588
CD	FNC	20786ACY9	1.10%	3/30/2022	\$ 121,000			\$ 121,000	\$ 121,254
CD	FNC	511640BB9	1.10%	3/30/2022	\$ 248,000			\$ 248,000	\$ 248,521
CD	FNC	654062JU3	1.15%	3/30/2022	\$ 249,000			\$ 249,000	\$ 249,555
CD	FNC	538036LB8	1.10%	3/31/2022	\$ 249,000			\$ 249,000	\$ 249,535
CD	MBS	140420Y95	1.55%	3/8/2022	\$ 25,651			\$ 25,651	\$ 25,095
CD	MBS	1404207C8	1.54%	12/20/2021	\$ 50,955		\$ 50,000	\$ -	
CD	MBS	14042RPU9	1.25%	4/22/2022	\$ 200,000			\$ 200,000	\$ 200,622
CD	TX TERM	First Capital Bk, TN	0.60%	7/14/2022	\$ 247,000			\$ 247,000	\$ 247,000
CD	TX TERM	Third Coast Bk SSB, TX	0.75%	7/14/2022	\$ 246,000			\$ 246,000	\$ 246,000
CD	TX TERM	Pacific Western Bk, CA	0.60%	7/14/2022	\$ 247,000			\$ 247,000	\$ 247,000
CD	FNC	649447TY5	0.35%	7/5/2022	\$ 249,000			\$ 249,000	\$ 249,125
CD	FNC	052392AL1	0.30%	7/11/2022	\$ 249,000			\$ 249,000	\$ 249,057
CD	FNC	88224PLX5	0.25%	7/25/2022	\$ 249,000			\$ 249,000	\$ 248,980
CD	FNC	58958PHH0	0.25%	7/29/2022	\$ 249,000			\$ 249,000	\$ 248,975
CD	FNC	39573LAM0	0.30%	7/29/2022	\$ 249,000			\$ 249,000	\$ 249,047
CD	FNC	71721BG5	0.25%	9/9/2022	\$ 249,000			\$ 249,000	\$ 248,930
CD	FNC	340569HB1	0.30%	9/28/2023	\$ 249,000			\$ 249,000	\$ 247,815
CD	FNC	90352RBE4	0.30%	9/29/2023	\$ 249,000			\$ 249,000	\$ 247,812
CD	FNC	69506YRZ4	0.30%	10/2/2023	\$ 249,000			\$ 249,000	\$ 247,797
CD	FNC	559582AM3	0.30%	10/30/2023	\$ 249,000			\$ 249,000	\$ 247,635
CD	FNC	31962PAB1	0.30%	11/13/2023	\$ 249,000			\$ 249,000	\$ 247,558
CD	MBS	05580AYD0	0.30%	12/18/2023	\$ 245,000			\$ 245,000	\$ 243,376
CD	FNC	549104VT1	0.20%	1/22/2024	\$ 249,000			\$ 249,000	\$ 246,635
CD	FNC	70153RKN7	0.15%	1/30/2023	\$ 249,000			\$ 249,000	\$ 248,380
CD	FNC	178581AB0	0.15%	1/29/2024	\$ 249,000			\$ 249,000	\$ 247,063
CD	MBS	90352RBN4	0.25%	1/26/2024	\$ 245,000			\$ 245,000	\$ 242,893
CD	MBS	17312QL98	0.33%	5/23/2023	\$ 80,403			\$ 80,403	\$ 77,847
CD	MBS	17312QP52	0.29%	7/13/2023	\$ 118,238			\$ 118,238	\$ 114,686
CD	MBS	254673RV0	0.32%	7/25/2023	\$ 115,990			\$ 115,990	\$ 112,683
CD	MBS	38148PT98	0.32%	8/8/2023	\$ 126,693			\$ 126,693	\$ 121,226

## Detail of Investment Holdings Continued

period ending December 31, 2021

Type	BANK/ BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	September 30, 2021 Book Value	Purchase/ Adjustments	Sales/Adjust/ Call/Maturity	December 31, 2021 Book Value	December 31, 2021 Market Value
CD	MBS	58733AEW5	0.24%	4/24/2023	\$ 83,891			\$ 83,891	\$ 81,647
CD	FNC	45581ECF6	0.25%	2/12/2024	\$ 249,000			\$ 249,000	\$ 246,754
CD	FNC	82669LJS3	0.25%	2/20/2024	\$ 249,000			\$ 249,000	\$ 246,702
CD	FNC	066519QF9	0.15%	2/21/2023	\$ 249,000			\$ 249,000	\$ 248,295
CD	FNC	88283MBP8	0.25%	2/22/2024	\$ 249,000			\$ 249,000	\$ 246,689
CD	MBS	88241TKB5	0.30%	2/5/2024	\$ 245,006			\$ 245,006	\$ 243,089
CD	FNC	565819AB5	0.25%	3/5/2024	\$ 249,000			\$ 249,000	\$ 246,607
CD	FNC	87164DSF8	0.30%	3/11/2024	\$ 249,000			\$ 249,000	\$ 246,844
CD	FNC	46147UUQ1	0.40%	3/25/2024	\$ 249,000		\$ 249,000	\$ -	
CD	FNC	56065GAL2	0.20%	3/29/2023	\$ 249,000			\$ 249,000	\$ 248,298
CD	MBS	31926GBF6	0.30%	3/28/2024	\$ 75,000			\$ 75,000	\$ 74,316
CD	FNC	88413QCY2	0.35%	4/5/2024	\$ 249,000			\$ 249,000	\$ 246,958
CD	FNC	8727OLDV2	0.40%	4/9/2024	\$ 249,000			\$ 249,000	\$ 247,215
CD	FNC	13022LAA8	0.25%	10/20/2023	\$ 249,000			\$ 249,000	\$ 247,474
CD	FNC	52168UHS4	0.30%	4/30/2024	\$ 149,000			\$ 149,000	\$ 147,511
CD	FNC	947547MY8	0.35%	5/28/2024	\$ 249,000			\$ 249,000	\$ 246,615
CD	FNC	7954506Z3	0.55%	7/8/2024	\$ 249,041			\$ 249,041	\$ 247,573
CD	FNC	59161YAK2	0.25%	7/28/2023	\$ 249,000			\$ 249,000	\$ 247,927
CD	FNC	45780PAR6	0.50%	7/29/2024	\$ 249,000			\$ 249,000	\$ 247,130
CD	MBS	39573LAS7	0.27%	10/15/2021	\$ 48,993		\$ 49,000	\$ -	
CD	FNC	89235MLF6	0.55%	8/5/2024	\$ 249,000			\$ 249,000	\$ 247,409
CD	FNC	90348JS43	0.55%	8/26/2024	\$ 220,000			\$ 220,000	\$ 218,480
CD	FNC	87165HD72	0.65%	9/24/2024	\$ 249,000			\$ 249,000	\$ 247,772
CD	FNC	70962LAR3	0.55%	9/30/2024	\$ 249,000			\$ 249,000	\$ 247,058
CD	MBS	61768U2F3	0.20%	8/12/2024	\$ -	\$ 110,313		\$ 110,313	\$ 109,265
CD	MBS	923450CS7	0.20%	4/17/2023	\$ -	\$ 165,000		\$ 165,000	\$ 164,484
CD	FNC	14042RPY1	0.70%	11/18/2024	\$ -	\$ 248,024		\$ 248,024	\$ 246,797
CD	FNC	14042TDV6	0.70%	11/18/2024	\$ -	\$ 248,024		\$ 248,024	\$ 246,797
CD	FNC	465076SW8	0.45%	6/12/2023	\$ -	\$ 249,000		\$ 249,000	\$ 248,866
CD	FNC	856285YV7	0.95%	11/29/2024	\$ -	\$ 248,000		\$ 248,000	\$ 248,511
CD	FNC	38081GAL0	0.60%	6/24/2024	\$ -	\$ 249,000		\$ 249,000	\$ 247,957
CD	FNC	20825WAP5	0.95%	12/23/2024	\$ -	\$ 249,000		\$ 249,000	\$ 249,406
CD	MBS	47804GHK2	0.40%	8/31/2023	\$ -	\$ 250,000		\$ 250,000	\$ 249,370
TOTAL					\$ 75,533,289	\$ 2,356,625	\$ 1,995,000	\$ 72,847,378	\$ 72,735,263

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# CAPITAL IMPROVEMENT PROJECTS



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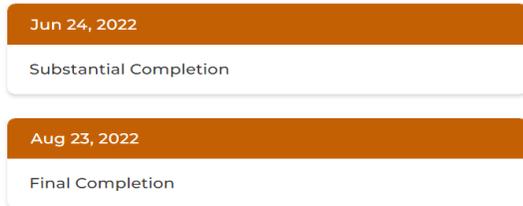
## Wastewater Treatment Plant #3

### Scope

The City of Bastrop is constructing a new Wastewater Treatment Plant to replace the City’s two existing plants. The proposed project will consist of construction of the new 2 MGD (million gallons a day) Wastewater Treatment Plant # 3, followed by decommissioning of the existing wastewater treatment plants (#1 and #2). The first phase will be permitted to treat 2 MGD, and the City will have the option of up to three more phases with a total build out of 8 MGD.

### Project Timeline

PROJECTED TIMELINE



CURRENT UPDATES



### Project Status

Due to delays caused by the Westside Collection System Phase I contractor, a 4" waterline is being installed to bring water to the wastewater plant site to perform hydrostatic testing on wastewater structures, such as the oxidation ditch, clarifiers, etc. Once this 4" waterline is installed, then the wastewater plant contractor can start with the hydro testing of the structures. This testing is important to make sure the structure's are watertight.

In addition, the contractor continues to work on finishing structures such as the oxidation ditch, the blower building, the administration building, etc.

According to the latest schedule provided by the contractor in January, this project may be incurring some delays; however, no request for additional contract time has been made or granted.

## Project Budget

Projected Expenditures

**\$30,745,200.00**



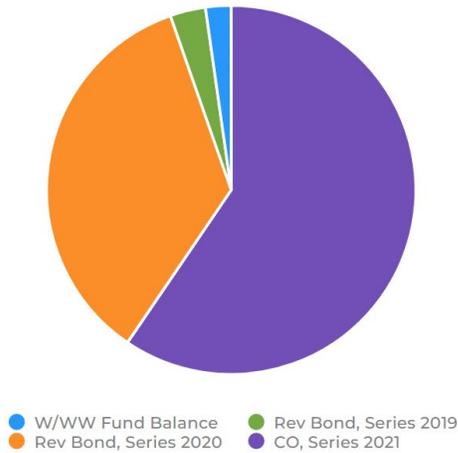
Expenditures to Date

**\$14,755,986.00**

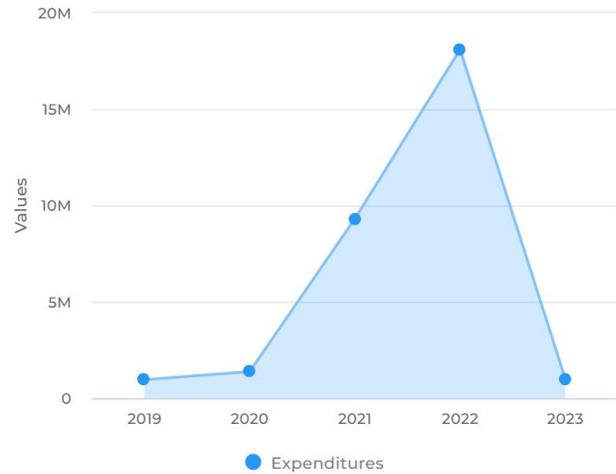


● Engineering   
 ● Construction   
 ● Land Acq  
● Proj Mgmt/Inspec...

### FUNDING SOURCES



### EXPENDITURES OVER TIME



### CURRENT PHASE



# Westside Collections System Phase I

## Scope

The installation of multiple diameter wastewater lines to allow wastewater to flow gravity to Wastewater Treatment Plant #3, which is under construction.

## Project Timeline

### PROJECTED TIMELINE



### CURRENT UPDATES



## Project Status

This project had the contract time extended from December to April 2022.

### CURRENT PHASE



## Project Budget

The engineering is for both Phase I and II.

Projected Expenditures

**\$5,825,926.00**



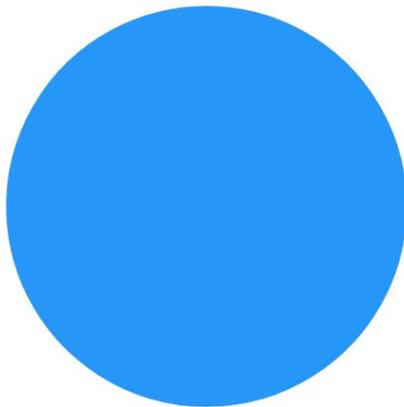
Expenditures to Date

**\$3,085,255.00**



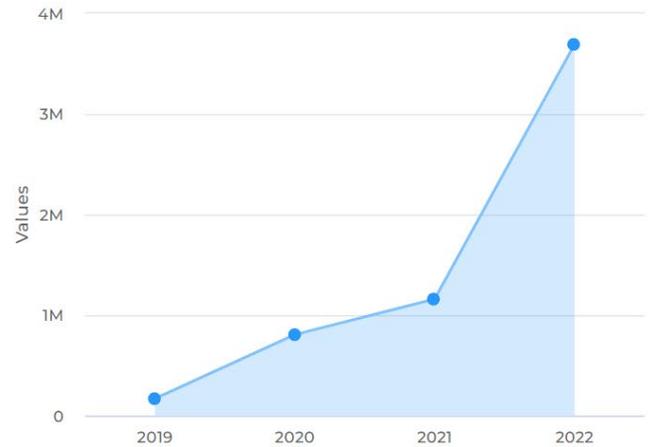
● Engineering ● Construction ● Proj Mgmt/Inspec...

### FUNDING SOURCES



● Current Bond

### EXPENDITURES OVER TIME



● Expenditures

## Transfer Lift Station and Force Main

### Scope

Installation of a transfer lift station and wastewater force main will direct the influent from existing wastewater treatment plants, #1 & 2, to the new WWTP#3 allowing for the decommission of these plants # 1 & 2.

### Project Timeline



During the 60% design review phase of the Transfer Lift Station and Force Main (TLS & FM) project a previously established main route (east of the Colorado River) for the force main, the engineer encountered various issues, to include, but not limited to: environmental concerns, multiple property owner disputes, and a family cemetery that required relocation of its graves. These discoveries made this route not feasible for design and/or construction, becoming more costly than anticipated. Due to these issues and the need to expedite redirecting the influents from the WWTP #1&2, the City asked the engineer to study the possibility of using an alternative route for the force main. At the time, the eastern route seemed more appropriate because the land acquisition for the large gravity main that would serve the west side of the river had not been acquired.

The engineer is proposing an alternative route, west of the Colorado River to replace the eastern route. An amendment to the existing task order BAS.006 is necessary to proceed with the design of the new

proposed western route and will be presented to City Council for consideration and approval on January 11, 2022. This change is expected to save approximately \$2M in construction costs.

The design of the western route should take approximately 12 months and is expected to be completed January 2023. Because we don't have a construction contract yet with the construction contractor, the construction completion is an estimate.

## Project Budget

Projected Expenditures

**\$6,597,290.00**



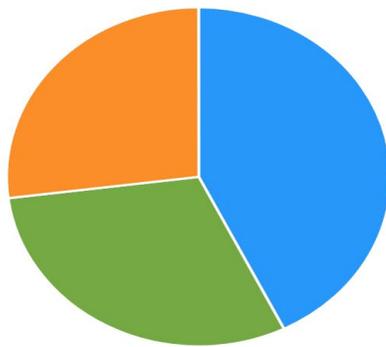
Expenditures to Date

**\$573,677.00**



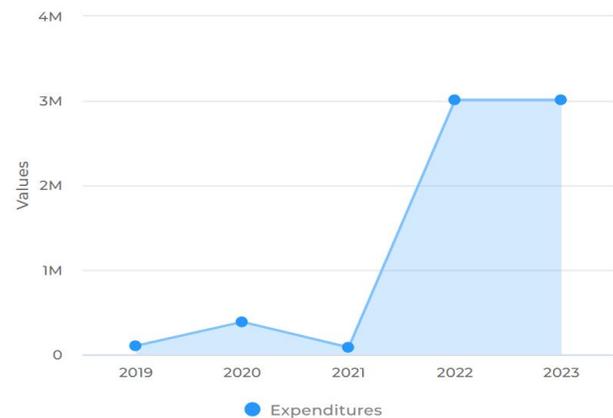
● Construction ● Engineering ● Proj Mgmt/Inspec...

### FUNDING SOURCES

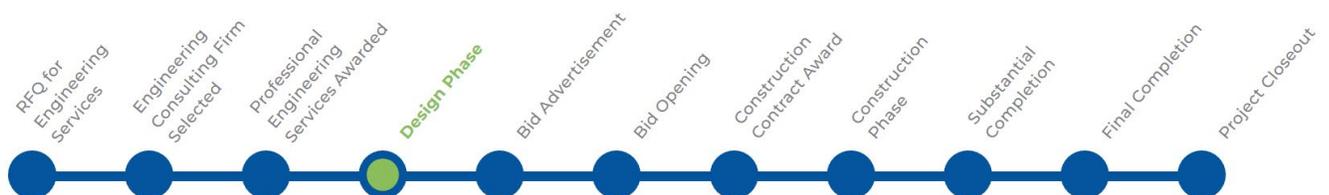


● Future Bond ● Impact Fees ● Current Bond

### EXPENDITURES OVER TIME



### CURRENT PHASE

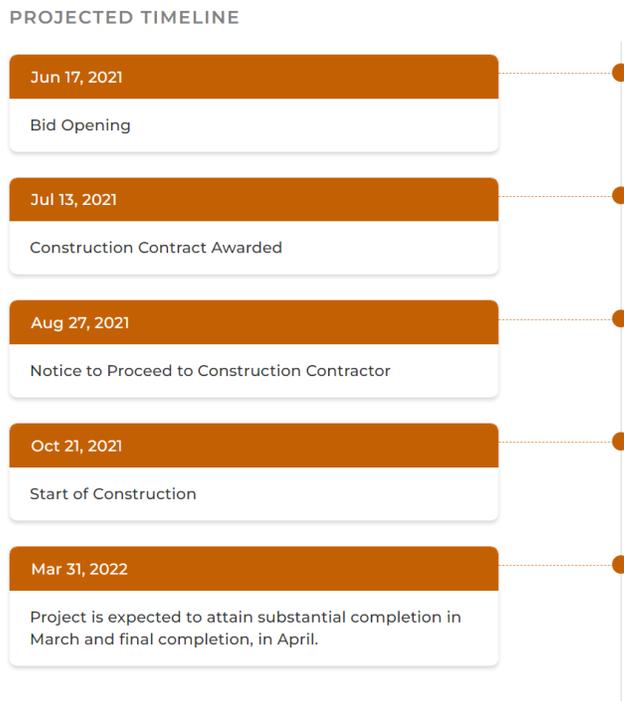


## River Loop Sidewalk Project

### Scope

The project will complete a 1.8-mile River Loop to provide safe pedestrian connectivity along State Highway 71 and across the Colorado River. It includes approximately 3,100 Linear Feet of pedestrian shared-use paths (6'-10' width) and connects to the proposed pedestrian improvements along the State Highway 71 westbound frontage road bridge.

### Project Timeline



### Project Status

Construction is 30% complete and the project is on schedule.

A request was made in December of 2021 to the Bastrop Economic Development Corporation (BEDC) for the amount of 32,395.00 for Bowman Consulting Group, Ltd. for contract administration, in addition to \$15,000 for project management and materials testing during the construction phase. The BEDC took no action on this item at the meeting. The proposed additional scope and time were not in the original contract between Bowman and BEDC.

The City of Bastrop decided not to proceed with a contract with Bowman and directed the costs for the services to the City Engineer's contract. The services of contract administration, project management and materials testing during the construction phase will be tracked, and if a budget amendment is required, it will be brought to City Council for consideration and approval.

## Project Budget

Projected Expenditures

**\$771,356.00**



Expenditures to Date

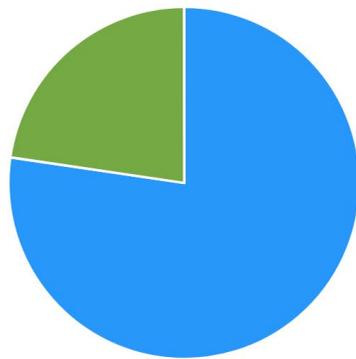
**\$260,259.00**



● Engineering ● Construction ● TXDOT

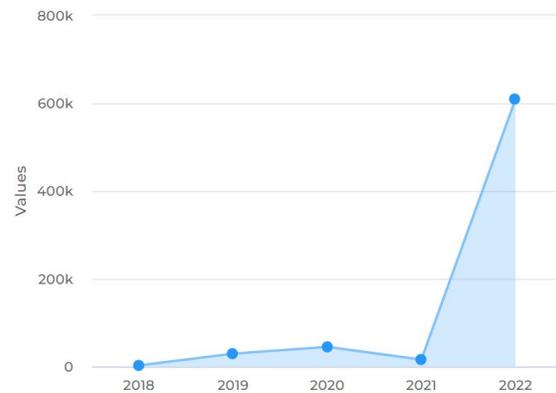
\* Last updated 01/07/22

### FUNDING SOURCES



● BEDC ● TXDOT GRANTS

### EXPENDITURES OVER TIME



● Expenditures

### CURRENT PHASE



# Simsboro Aquifer Water Supply Facilities

## Scope

The City of Bastrop is designing a new water treatment plant and a wellfield to replace its water supply from shallow alluvial wells, under the influence of the Colorado River, to deep wells that draw from the Simsboro aquifer. Conversion of the City’s water supply source to deep groundwater wells will provide the City with a reliable, resilient drinking water supply.

## Project Timeline

### PROJECTED TIMELINE



### CURRENT PHASE



## Project Status

City staff reviewed and provided comments to the 90% Well Field Design Submittal Package, 60% Clearwell Design Submittal Package, 30% Pipelines Design Submittal Package, and 60% WTP Facilities Design Submittal Package.

The engineer applied for the Lost Pines Groundwater Conservation District (LPGD) permit, and we were expecting an administrative completeness letter to be submitted in December 2021. The LPGD has 60 days from the administrative completeness letter to schedule a board meeting for consideration and approval of this permit. After the City receives the permit approval from LPGD, the Construction Manager At Risk (CMAR) can release the project design packages for bid. According to the CMAR, the intent is to bid the design packages for three wells and the clearwell first. Subsequently, the transmission lines and the water treatment facility can be bid as well.

## Project Budget

**\$49,168,603.00**



Expenditures to Date

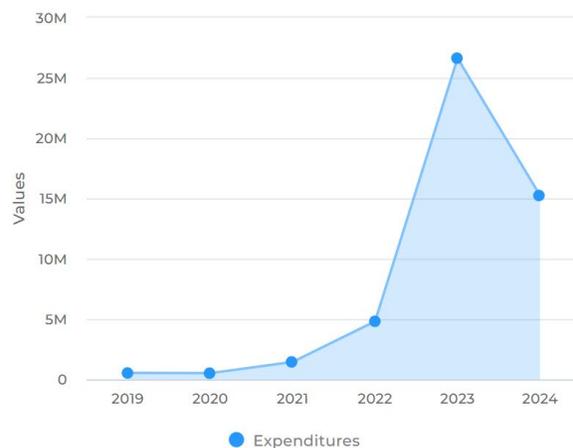
**\$2,685,076.00**



FUNDING SOURCES



EXPENDITURES OVER TIME



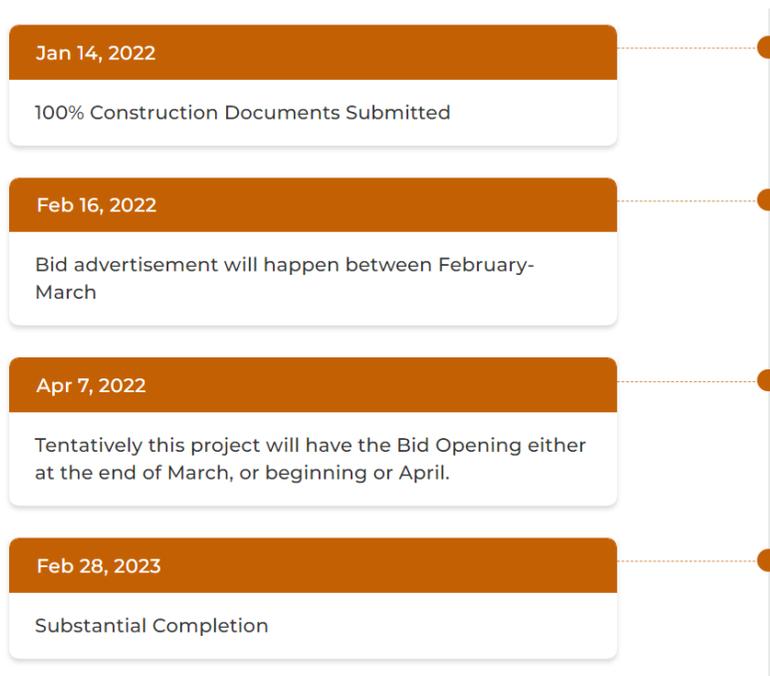
## Westside Collections System Phase II

### Scope

Installation of multiple diameter wastewater lines, allowing Seton and Hunter's Crossing lift stations to be decommissioned, and wastewater gravity flow to the Wastewater Treatment Plant #3.

### Project Timeline

#### PROJECTED TIMELINE



#### CURRENT PHASE



### Project Status

City has reviewed and provided comments to the draft 100% design submittal. The intent is to advertise a bid for this project in February or March 2022. The start of this project is dependent on the completion of the Westside Collection System Phase I, which is scheduled to be completed in April 2022. The

original Westside Collection System project was designed to be a one-phase project; however, land acquisition caused a delay, and it resulted in this project splitting into two phases.

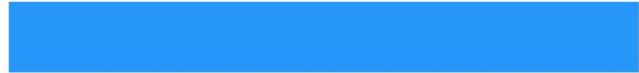
Impacts to the WWTP#3 will cause additional delays to this project's schedule.

## Project Budget

The engineering costs were part of the Phase I contract and can't be reflected separately on this project phase.

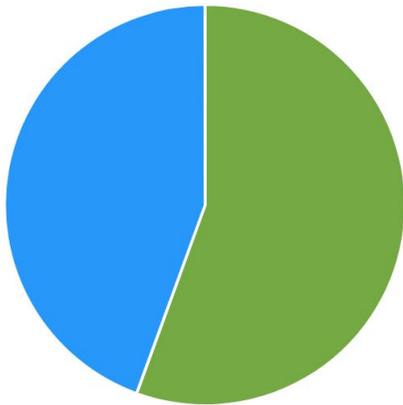
Projected Expenditures

**\$4,500,000.00**



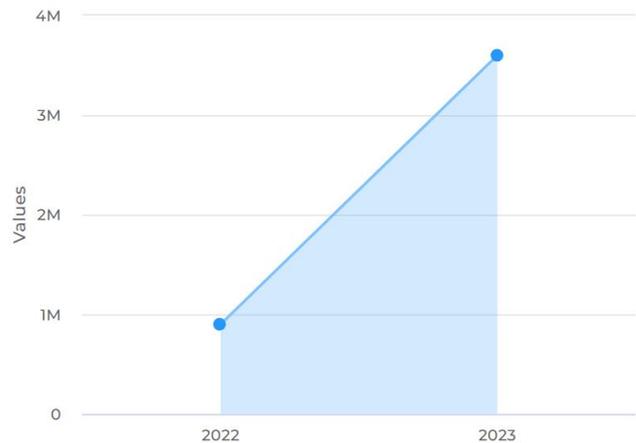
● Construction

### FUNDING SOURCES



● Current Bond ● Impact Fees

### EXPENDITURES OVER TIME



● Expenditures

# Agnes Street Extension

## Scope

This project includes the extension of Agnes Street from Seton Hospital to the intersection of Agnes Street and Sterling Drive (this is considered a gap completion). This project will require land acquisition and includes design and construction. It was awarded funding through Hazard Mitigation funds in FY 2021.

## Project Timeline

### PROJECTED TIMELINE



## Project Status

The City is working to acquire two properties required for this project. A kickoff meeting for the project was held on December 18, 2021 with City staff, Engineer, GLO and Grant Administrator. The grant administrator firm is working on the Environmental Assessment, which is estimated to be completed by June 2022. Meanwhile, the Engineer will work on surveys and geotechnical investigations and develop the 30% design submittal package.

### CURRENT PHASE



### Project Budget:

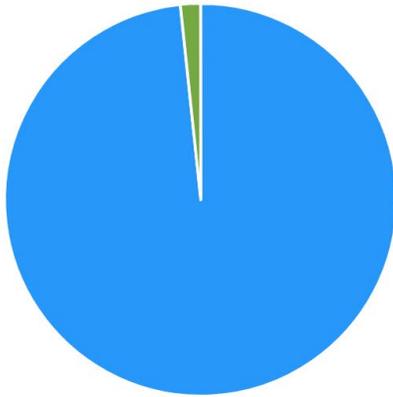
Projected Expenditures

# \$4,311,061.00



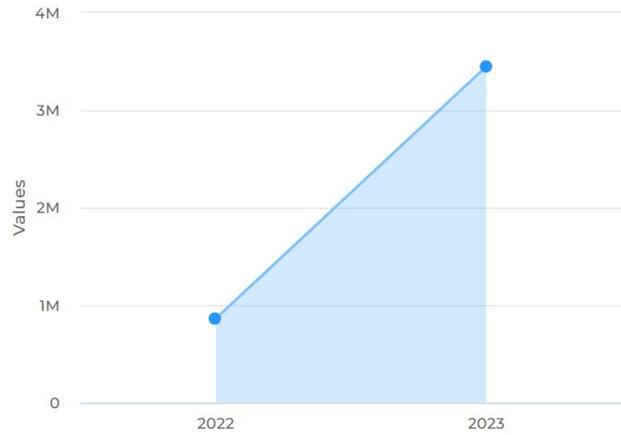
- Design
- Construction
- Row Aquisition
- Proj Mgmt/Inspec...

### FUNDING SOURCES



- 4B
- Grant

### EXPENDITURES OVER TIME



- Expenditures

## Street Maintenance Program

### Scope

The City of Bastrop contracted a Pavement Condition Index (PCI) Study in FY2018, to score all city streets from failed to excellent. This information was then used to create a multi-year street program to maintain and extend the useful life of the streets and to "keep the good streets good". The Street Maintenance Program will focus on minimizing the need for road rehabilitation and/or reconstruction. The maintenance program includes the following types of treatments: overlay, seal coat, crack sealing, and spot reconstruction.

### Project Timeline

#### PROJECTED TIMELINE



### Project Status

The Public Works Department will finalize the streets that will be part of this program in January 2022. The intent is to open bids in March and start construction in April 2022. The construction should last from April to September 2022.

CURRENT PHASE



Project Budget

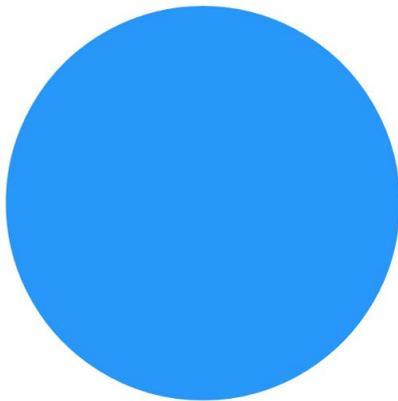
Projected Expenditures

**\$655,000.00**



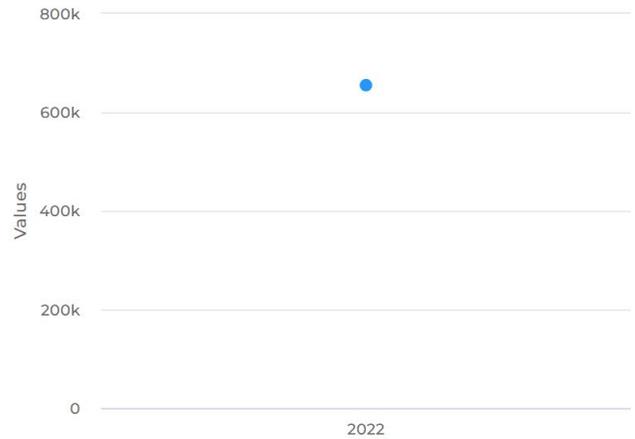
● Design ● Construction

FUNDING SOURCES



● Fund Balance

EXPENDITURES OVER TIME



● Expenditures

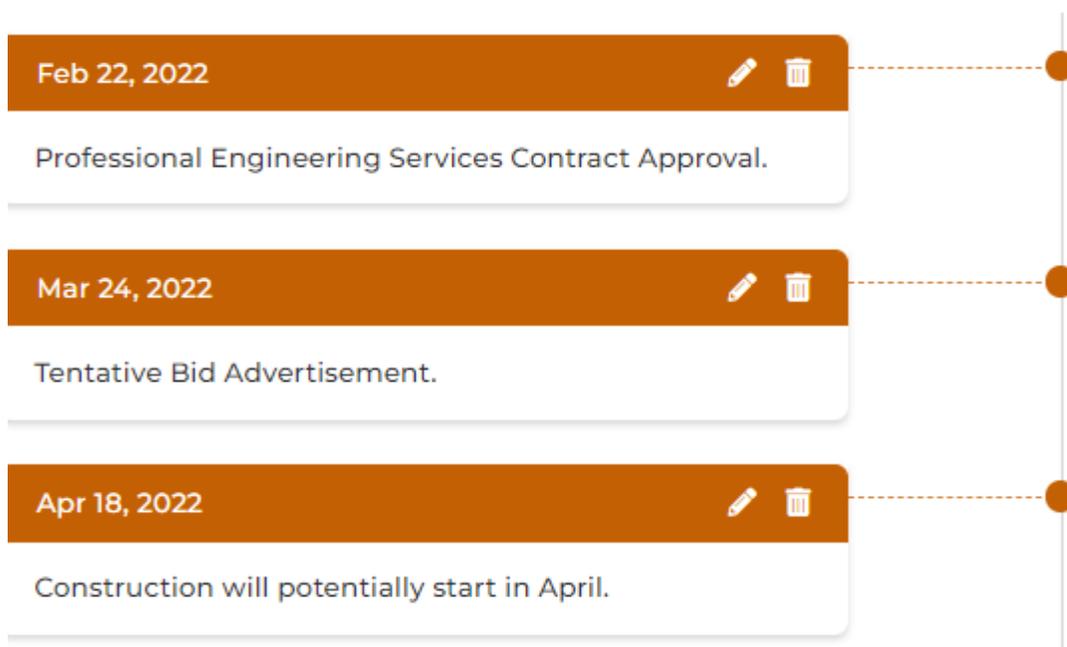
## Street Rehabilitation Program

### Scope

The City of Bastrop performed a pavement condition index (PCI) study in FY2018, scoring all city streets from failed to excellent. This information was then used to create a multi-year street maintenance program to maintain and extend the useful life of the streets, which received a pavement index score from 80-100. Street maintenance is about preserving the surface and improving rideability. However, the complete review of all streets showed that nearly 40% of the roadways in Bastrop needed some serious improvements that fall into two different categories: rehabilitation/reclamation and complete construction. A complete reconstruction will consist of making all the needed improvements in the right of way. The scope of work would include new water, wastewater improvements, the addition of drainage improvements, and sidewalks.

The streets that need to be rehabilitated are included in this project category and funded by bonds issued for the purpose of providing a stop gap between the streets that need complete reconstruction and streets that only receive surface treatment. The rehabilitation/reclamation of the streets in this category will make structural improvements, improve rideability, and restore smoothness, bringing the pavement to a new condition. It will not include improvements to standards such as adding additional lanes, etc.

### Project Timeline



## Project Status

City is working on negotiating a professional engineering services contract. The intent is to bring this contract to City Council's approval on February 22, 2022.

### CURRENT PHASE



## Project Budget

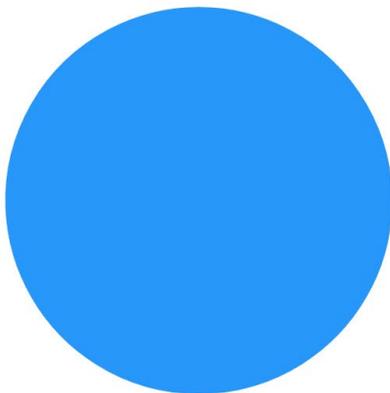
Projected Expenditures

**\$2,400,000.00**



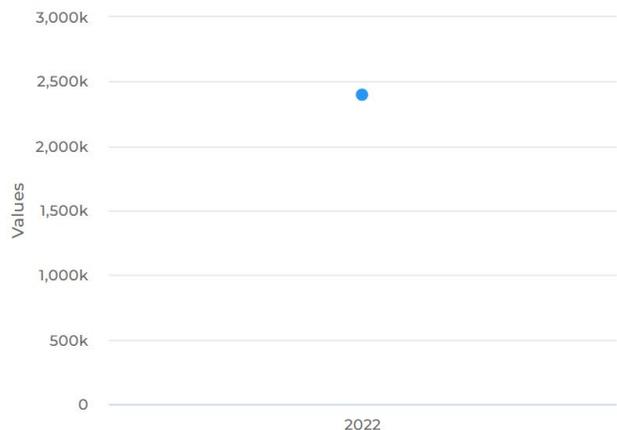
● Construction

### FUNDING SOURCES



● Bond

### EXPENDITURES OVER TIME



● Expenditures

# Old Austin Highway Rehabilitation

## Scope

This project consists of flexible pavement rehabilitation of Old Austin Highway.

## Project Timeline

### PROJECTED TIMELINE



## Project Status

City is working on negotiating a professional engineering services contract. The intent is to bring this contract for City Council's approval on February 22, 2022. The engineer will update the design submittal package previously developed and advertise for bid potentially in March 2022. Construction is estimated to start in April. There is a high possibility that construction work will be performed at night.

### CURRENT PHASE



## Project Budget

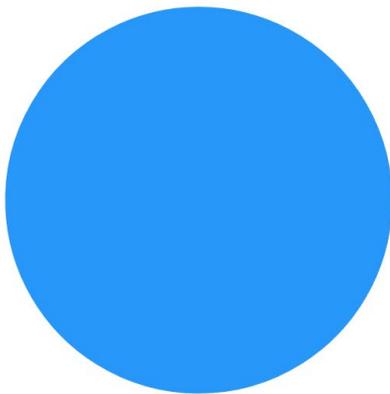
Projected Expenditures

# \$1,600,000.00



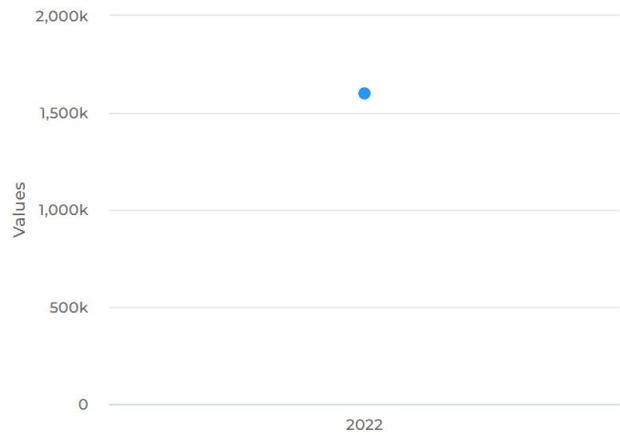
● Design ● Construction

### FUNDING SOURCES



● CO, Series 2022

### EXPENDITURES OVER TIME



● Expenditures

## Joint Participation in CIP

### Scope

To provide funds for joint cost participation in water and wastewater infrastructure between the City and developers. Budget will be determined upon on submission of project(s) request, and it could determine if a project(s) is recommended for funding.

### Project Timeline

Unknown

### Project Status

During a review of subdivision construction plans by Lennar Homes, staff noted a pending duplication of infrastructure. The 12" waterline associated with the construction of WWTP#3 would parallel an 8-inch waterline to be installed by Lennar. Once this was discovered, a request to oversize the 8-inch waterline to a 12-inch waterline was made. The revised plans were reviewed and approved by the City. Lennar Homes performed the work and is requesting reimbursement.

### Project Budget



# Riverwood Water Rehabilitation

## Scope

Riverwood waterlines are in need of rehabilitation due to aging and deterioration. It will require approximately \$1M to complete the entire line. The City is applying for CDBG grant funding. The grant will only cover a section of the work limits.

## Project Timeline

### PROJECTED TIMELINE



## Project Status

The City is waiting on a response from CDBG on the grant application status.

## Project Budget

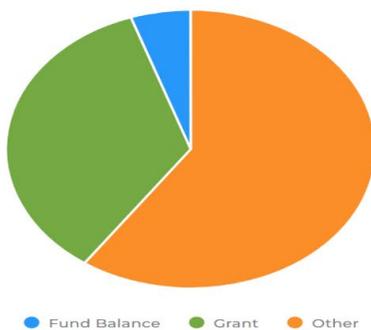
Projected Expenditures

**\$1,000,000.00**

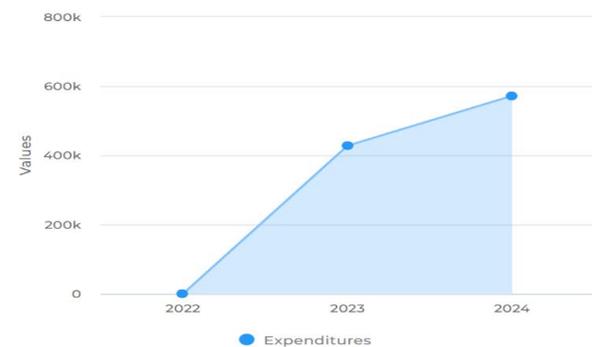


● Design ● Engineering ● Construction  
● Grant Admin

### FUNDING SOURCES



### EXPENDITURES OVER TIME



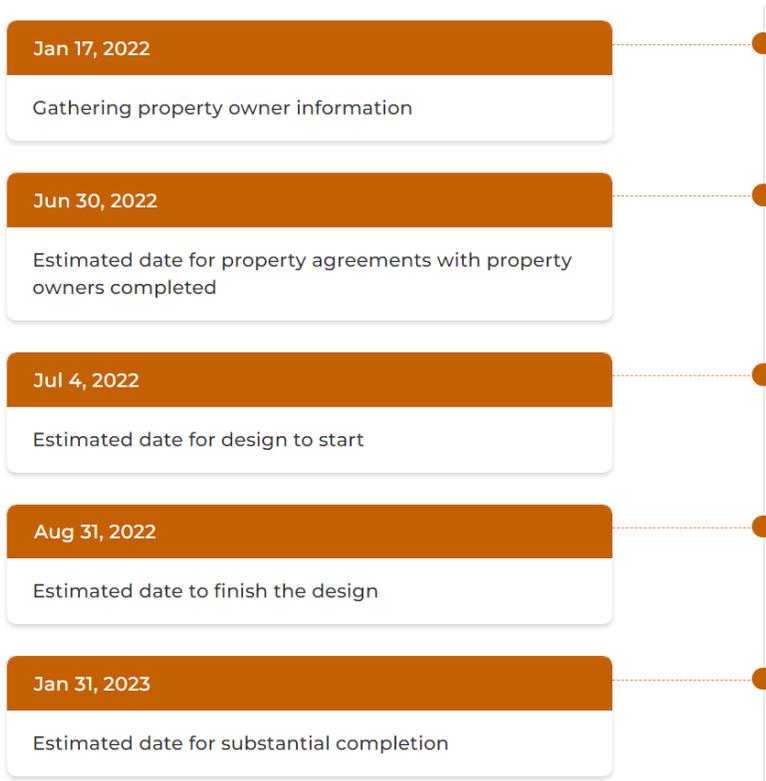
## Downtown Lighting Project

### Scope

The Main Street Advisory Board voted to recommend to City Council the funding of a project to outline Main Street buildings with LED pixel lights on tracks and up lighting of trees with LED bulbs.

### Project Timeline

#### PROJECTED TIMELINE



### Project Status

There are not too many firms that do this type of work. City staff is talking with vendors to create a detailed scope for the project. Building owner contact information has been pulled from the appraisal district records to prepare for obtaining property owner approval for building lighting.

CURRENT PHASE



Project Budget

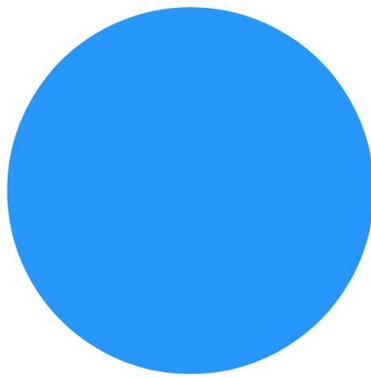
Projected Expenditures

**\$164,000.00**



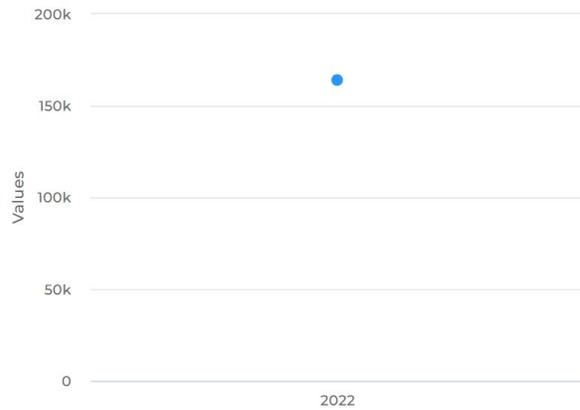
Professional Servi...

FUNDING SOURCES



4B

EXPENDITURES OVER TIME



Expenditures

# Bastrop Power & Light Capital Improvement

## Scope

This project is a yearly maintenance program. Determined by the system study conducted by LCRA.

## Project Timeline

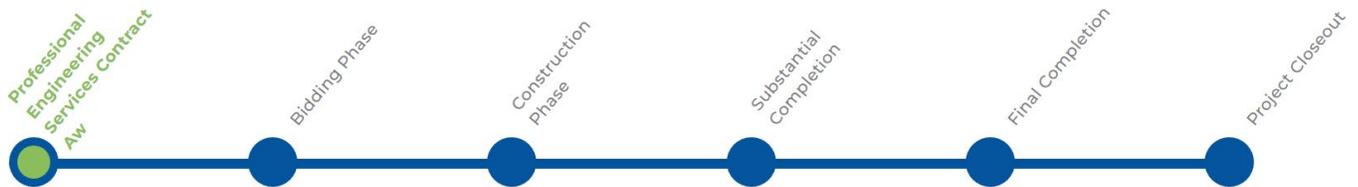
### PROJECTED TIMELINE



## Project Status

Project has been designed by LCRA's Engineer and materials have been purchased. The City is negotiating a professional services agreement with an Engineer to take over the project and provide contract administration during construction. BP&L will provide the construction inspection.

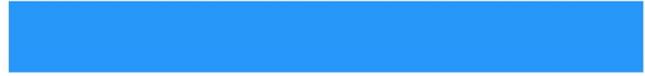
### CURRENT PHASE



## Project Budget

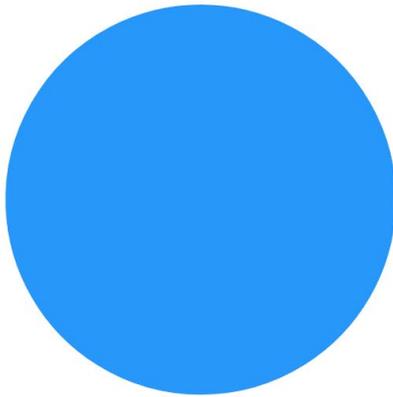
Projected Expenditures

# \$808,250.00



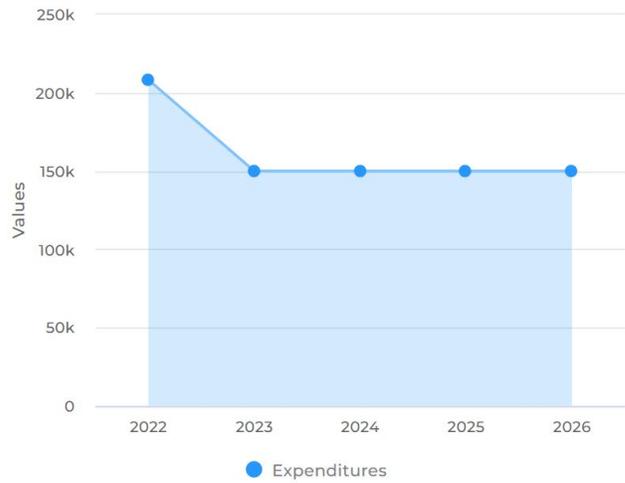
● Construction

### FUNDING SOURCES



● Fund Balance

### EXPENDITURES OVER TIME



# Cemetery Improvements – Erosion control, street improvements, and Section 9 development

## Scope

The erosion control is for the hill located in the back of the cemetery. This cost will be added to the FY2022 budget. The street improvements are on going and will be budgeted as needed. The engineering and construction of roads to open section 9 will be budgeted across years so that the plots will be in place to sell when needed.

## Project Timeline



## Project Status

Erosion control: The Public Works Department will regrade the hill and use Landlok 450 mats to stabilize the hillside.

Street improvements: The Public Works Department will do some full-depth repair when needed and bid the chip seal as part of the street maintenance program. This is not part of the Street Maintenance Program.

## Project Budget

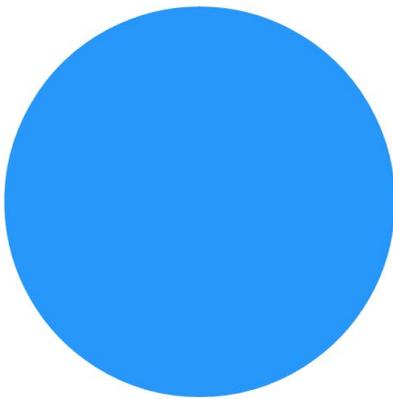
Projected Expenditures

# \$295,125.00



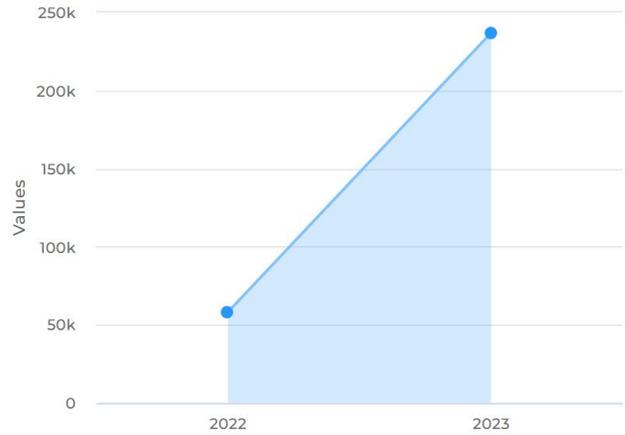
● Design    ● Construction    ● Erosion

### FUNDING SOURCES



● Fund Balance

### EXPENDITURES OVER TIME



● Expenditures

# Playground Equipment Replacement

## Scope

Program to replace aging equipment.

## Project Timeline



## Project Status

The Public Works and Engineering Departments will review a list of equipment that need to be replaced and develop a multi-year program to replace playground assets in order of priority.

## Project Budget

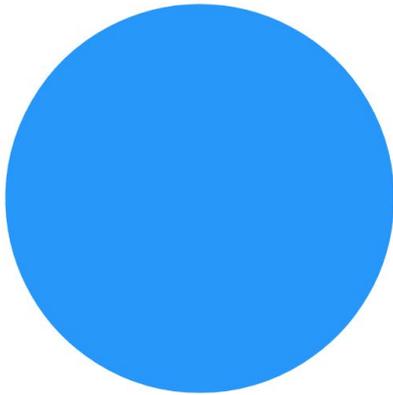
Projected Expenditures

**\$250,000.00**



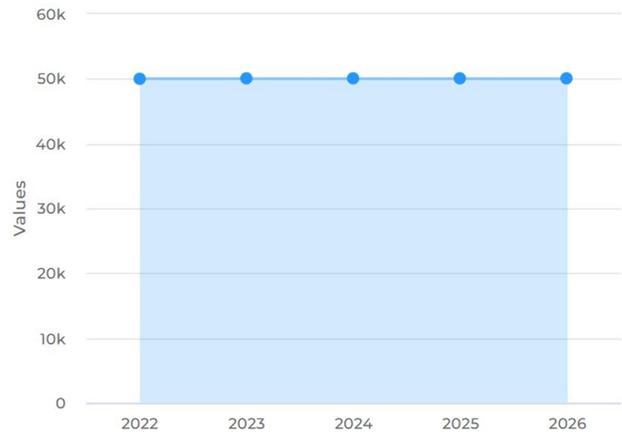
● Construction

FUNDING SOURCES



● Fund Balance

EXPENDITURES OVER TIME



● Expenditures

## Technology Dr. – Business Park Improvements

### Scope

This project is to extend MLK Drive to Technology Drive. This project will require an Interlocal Agreement between the City of Bastrop, Bastrop EDC and Bastrop County. Engineering plans are under review. The project will go to bid once the Interlocal Agreement is approved, plans are approved, and conditions of the Interlocal Agreement are met.

### Project Status

This project has been managed by BEDC and is currently on hold. BEDC is working on an interlocal agreement between City and the County to be able to move forward with this project. At this time, no timeline can be developed until the City has a better understanding on the project status and receive a schedule from the Engineer.

### Project Budget

4B funds \$1,537,000

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# MANAGEMENT PROJECTS



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## Annexation Plan

### Focus Area

**Manage Growth**, Economic Vitality, and Fiscal Responsibility

### Why Statement

To manage growth and city resources with the planned expansion of the city limits as allowed under Texas law.

### Project Manager

Jennifer C. Bills, Director of Planning & Development

### Project Team

- Trey Job, Assistant City Manager
- Fabiola de Carvalho, Director of Engineering and Capital Project Management
- Curtis Hancock, Director of Public Works
- Curtis Ervin, Director of Bastrop Power & Light
- Andres Rosales, Fire Chief
- Clint Nagy, Police Chief
- Allison Land, Senior Planner

### Scope

Annexation is a means whereby cities can allow and manage growth without creating hardships and unnecessary costs for existing neighborhoods. Cities can grow sensibly by balancing current responsibilities with the anticipation of new developments and increased tax base. It is common to update the annexation plan every five years. The primary reason Bastrop would choose to annex is due to existing development agreements that previously agreed to voluntary annexation.

This project will complete a five-year annexation plan that creates priorities for future annexation areas adjacent to the city limits and create a schedule for land that can be annexed this year per the Texas local government code regulations. Cost associated with annexation will include employing land surveyors to create exhibits. Currently annexation request has been made by Colorado Bend LLC and Burleson Crossing's new commercial subdivision (East of Burleson Drive). Possible future annexation could include a ten-foot strip around XS Ranch, and the Valverde subdivision west of FM969.

## Schedule

Date	Milestone
January 2022	Establish Working Group
February-March 2022	Identify areas for expansion of water, wastewater, and other city service
April 2022	Employ surveyor to provide exhibits for 2022 annexation
October 2022	Take Annexation Plan to P&Z for recommendation
November 2022	Take Annexation Plan to City Council for adoption
December 2022	Take 2022 annexations to City Council for action

## Resources and Assets

Resources and Assets	
Budget	\$45,000
Stakeholders	Community, Developers
Partners	Bastrop County, area utilities, ESDs

## Communication and Engagement

Texas Local Government Code notifications for 2022 annexations. There will be property owner notifications and notifications placed in the newspaper.

## Status and Changes

Quarter	Notes
Quarter 1	No activity
Quarter 2	
Quarter 3	
Quarter 4	

## Agenda Management

### Focus Area

**Organizational Excellence** and Communications

### Why Statement

Acquiring agenda management software will streamline the agenda management process. Going from creating the agenda manually to electronically creates a higher quality product and will reduce the time spent on creating the agenda and packet. The components of this software will create a more organized process in creating the agenda and will allow access to the agenda anywhere, since it's Cloud based.

### Project Manager

Ann Franklin, City Secretary

### Project Team

- Fabiola de Carvalho, Director of Engineering and Capital Project Management
- Jaime Saldivar, IT Systems Administrator
- Allison Land, Senior Planner
- Colin Guerra, Public Information Manager
- Paul Hofmann, City Manager
- Rebecca Gleason, Assistant City Manager for Community Engagement
- Trey Job, Assistant City Manager for Community Development
- Tracy Waldron, Chief Financial Officer
- Chief Clint Nagy, Chief of Police
- Curtis Hancock, Director of Public Works

### Scope

To move the agenda management process from manual to automated for City Council and all of the City's Boards and Commissions.

## Schedule

Date	Milestone
December 2021	Selection of Service Provider
December 2021	Contract was signed by City Manager
February 2022	Project Kickoff Meeting
March 2022	Complete Onboarding
May 2022	Complete Staff Training
May 2022	Begin using software
May 2022	Launch software

## Resources and Assets

Resources and Assets	
Budget	\$12,000
Stakeholders	Bastrop Economic Development Corporation, Visit Bastrop
Partners	Bastrop Economic Development Corporation, Visit Bastrop

## Communication and Engagement

N/A

## Status and Changes:

Quarter	Notes
Quarter 1	The Data Management team vetted various agenda management companies early in the quarter. In December the findings were brought to the City Manager, Paul Hofmann and Assistant City Manager, Rebecca Gleason. On December 23, 2021, a contract between the City of Bastrop and Municode was signed.
Quarter 2	
Quarter 3	
Quarter 4	

## Bond Election

### Focus Area

#### Manage Growth

### Why Statement

The City of Bastrop is experiencing an enormous amount of growth, and through City Council's focus on Economic Vitality, staff has been directed to create sustainability through infrastructure renewal and investment. As such, the City of Bastrop will be pursuing the possibility of a November 2023 Bond Election.

### Project Manager

Rebecca Gleason, Assistant City Manager for Community Engagement

### Project Team

- Paul A. Hofmann, City Manager
- Trey Job, Assistant City Manager for Community Development
- Tracy Waldron, Chief Financial Officer
- Chief Andres Rosales, Fire Chief
- Recreation Manager
- Curtin Hancock, Director of Public Works
- Ann Franklin, City Secretary
- Fabiola de Carvalho, Director of Engineering and Capital Project Management

### Scope

The Bond Election Project will include gathering information and data for City Council review for possible inclusion in a charge to a Bond Committee. This bond election will potentially fund street reconstruction, transportation improvements, drainage improvements, and parks and recreation.

### Schedule

Date	Milestone
May 2022	City Council Retreat
Summer 2022	Create charge to bond committee
May 2023	City Council Retreat
May 2023	Bond Committee Begins
August 2023	Call Bond Election
November 2023	Bond Election
2024-2029	Revise next 3-5 years of park related Capital Improvement Projects

### Resources and Assets

Resources and Assets	
Budget	\$ 0.00
Stakeholders	
Partners	

### Communication and Engagement

To be determined.

### Status and Changes

Quarter	Notes
Quarter 1	Created Bond Election timeline. Awarded a Drainage Master Plan Contract. Awarded a contract for updating the Pavement Condition Index. Received St. David’s Foundation grant for the Parks and Recreation Master Plan.
Quarter 2	
Quarter 3	
Quarter 4	

# Comprehensive Plan Five Year Update and Future Land Use Plan Update

## Focus Area

### Manage Growth

## Why Statement

The 2036 Comprehensive Plan is a tool that sets the context for Bastrop's long-range growth to facilitate orderly growth and development, identify what is shaping the community, build consensus and commitment between elected/appointed officials, City staff, and citizens, and provides the City with a list of implementation actions.

## Project Manager

Jennifer C. Bills, Director of Planning & Development

## Project Team

- Trey Job, Assistant City Manager
- Rebecca Gleason, Assistant City Manager
- Fabiola de Carvalho, Director of Engineering and Capital Project Management
- Curtis Hancock, Director of Public Works
- Curtis Ervin, Director of Bastrop Power & Light
- Andres Rosales, Fire Chief
- Allison Land, Senior Planner
- Viviana Andres, Development Coordinator

## Scope

Complete the five-year update to the entire Comprehensive Plan and update the Future Land Use Plan to reflect new code adoptions since 2019. The Planning & Zoning Commission will serve as the task force that will oversee the updates and make a recommendation on adoption to City Council. The Planning Department will contract with a consultant to complete the work, which will involve map exhibits, conducting public meetings and citizen surveys and drafting a five-year update summary and new Future Land Use Plan Chapter.

## Schedule

Date	Milestone
February 2022	Advertise RFQ
March 2022	Review Responses
April 2022	City Council Approve Consultant Contract
May 2022	Kick off with Planning & Zoning Commission
May – December 2022	Public meetings/surveys and P&Z Workshops
January 2023	Workshop with City Council/P&Z Recommendations
February 2023	Comprehensive Plan Update Adoption

## Resources and Assets

Resources and Assets	
Budget	\$100,000
Stakeholders	Community, Developers
Partners	Planning & Zoning Commission, Bastrop County, TxDOT, area utilities

## Communication and Engagement

### Overview

Communication & Engagement efforts pertaining to the Comprehensive Plan Five Year Update and Future Land Use Plan will focus primarily on the promotion of the public input events, seeking to attract participation from as many citizens as possible. General information about the initiative will be developed and shared with a broad audience of citizens, property owners, businesses, and our partners.

### Website

The Comprehensive Plan currently “lives” on the Long Range Planning page available here: [https://www.cityofbastrop.org/page/plan.long\\_range](https://www.cityofbastrop.org/page/plan.long_range) . The Five Year Update initiative will be promoted on this page but will likely include the development of another page to house the various public input meetings and other opportunities for engagement.

Social Media

Social media “Events” will be created for the public input sessions so interested parties can RSVP and receive reminders and alerts about engagement opportunities. General social media posts will be made to inform our audience of the work being done and the process around it. Any public input surveys that are developed will be pushed heavily over social media including “boosted” posts (paid promotions).

Public Meetings

Public meetings and engagement activities will seek community input.

Other Communications

The Everbridge system will be used to direct citizens to the most important aspects of this initiative, including public meetings and survey opportunities.

**Status and Changes**

Quarter	Notes
Quarter 1	No activity.
Quarter 2	
Quarter 3	
Quarter 4	

## Drainage Master Plan

### Focus Area

**Manage Growth**, Communication, Community Safety, and Unique Environment

### Why Statement

The City of Bastrop has been experiencing steady growth in population and development. Increased development leads to an increase in stormwater runoff, and consequently greater risk to public and flood risk to property and structures. Flooding risks have continued to be a concern and the City has been proactive by developing watershed floodplain studies for the Gills Branch and Piney Creek watersheds. The Drainage Master Plan will be the first developed by the City and will describe the City's physical and institutional planning environment as well as a basis for developing riverine and local drainage capital improvement projects, ranking and prioritizing drainage projects to plan implementation, and evaluating funding opportunities.

### Project Manager

Fabiola M. de Carvalho, Director of Engineering and Capital Project Management

### Project Team

- Curtis Hancock, Director of Public Works
- David Juarez, Streets and Drainage Superintendent
- Trey Job, Assistant City Manager for Community Development
- Jennifer Bills, Director of Planning and Development
- Tony Buonodono, City Engineer
- Allison Land, Senior Planner and GIS Coordinator
- Tracy Waldron, Chief Financial Officer
- Paul Morales, Project Manager Consultant-Halff Associates
- Marita Moya, Deputy Project Manager Consultant-Halff Associates

### Scope

Prepare a final Drainage Master Plan, which will be a road map for future drainage-related activities within new or existing development.

## Schedule

Date	Milestone
November 2021	Professional Services Contract Executed
December 2021	Kickoff Meeting
January 2022	Public Meeting
Summer 2022	Workshop to City Council
Summer 2022	Complete Data Collection
Autumn 2022	Rank and prioritize projects
Winter 2022	Draft Drainage Master Plan
January 2023	Final Completion

## Resources and Assets

Resources and Assets	
Budget	\$284,609
Stakeholders	FEMA, Community
Partners	

## Communication and Engagement

### Overview

Communication & Engagement efforts around the Drainage Master Plan shall be aimed at an audience including all citizens, residents and businesses, particularly property owners in the Bastrop city limits. All citizens will have the opportunity to report flooding areas they have witnessed through a public input survey, and all will be invited to the public input meeting. Messaging will seek to reach all citizens.

### Website

A webpage dedicated to the Drainage Master Plan has been created on the City website available at [www.cityofbastrop.org/DrainageMasterPlan](http://www.cityofbastrop.org/DrainageMasterPlan). The page includes information about the January 26 public meeting, the project as a whole, links to maps, and a link to the public input survey. The website will also include a video of the presentation for those who are interested but not able to attend the public meeting.

Social Media

Social media messaging will be targeted around three overall objectives. The first, is general information about the Drainage Master Plan. The second will be inviting citizens to the public meeting at the Convention Center. And the third will be promoting citizen participation in the online survey. A social media “Event” listing will be created to promote the public meeting and encourage RSVPs. Facebook and Nextdoor will be the primary outlets of information for this initiative.

Public Meeting

The public meeting will include a presentation from the consultant, HALFF, as well as the opportunity for a Q&A session and interactive maps where citizens can denote areas of flooding they have witnessed first-hand. The meeting will be video captured for sharing later.

Other Communications

The Everbridge system will be used to send email message(s) regarding the Drainage Master Plan public meeting. This tool reaches a large number of citizens including those who may not be active on social media. A graphic design package has been developed for the communications around this initiative and will be used to brand each message.

**Status and Changes**

Quarter	Notes
Quarter 1	No activity.
Quarter 2	
Quarter 3	
Quarter 4	

## Fiber-Optic/Broadband Enhancements to Electric System

### Feasibility

#### Focus Area

**Manage Growth** and Economic Vitality

#### Why Statement

The City of Bastrop believes that reliable, economical, FTTP/FTTH (Fiber to the Premises/Fiber to the Home) service is a fundamental 21<sup>st</sup> century utility that will enhance the quality of life for Bastrop's citizens and local businesses. Lack of reliable, faster broadband services poses a fundamental threat to the stability of the economy of the community. The city's broadband needs are presently being underserved.

#### Project Manager

Fabiola M. de Carvalho, Director of Engineering and Capital Project Management

#### Project Team

- Trey Job, Assistant City Manager for Community Development
- Curtis Ervin, Director of Bastrop Power & Light
- Jaime Saldivar, IT System Administrator
- Tim Goetz, Electric Superintendent for Bastrop Power & Light

#### Scope

A feasibility study to research expanding the City of Bastrop's Utility Departments to include broadband was a desire of City Council. The City of Bastrop (the city) believes that reliable, economical, FTTP/FTTH (Fiber to the Premises/Fiber to the Home) service is a fundamental 21<sup>st</sup> century utility. Lack of reliable, faster broadband service poses a fundamental threat to the stability of the entire economy of the community. Additionally, the City believes that the creation of a utility will enhance the quality of life for Bastrop's citizens and local businesses. A broadband utility is also an opportunity to provide another tool in the development toolbox making Bastrop's goal of fiscal sustainability, managing growth, and organizational excellence more attainable.

## Schedule

Date	Milestone
December 2021	Professional Services Contract Executed
December 2021	Kickoff Meeting
January 2022	Data Collection
February 2022	Review of conceptual estimates of costs
March 2022	Review Scenarios
March 2022	Review operational feasibility for deployment
April 2022	Draft Feasibility Study Report
May 2022	Final Fiber-Optic Network Expansion Feasibility Study Report

## Resources and Assets

Resources and Assets	
Budget	\$47,000
Stakeholders	
Partners	

## Communication and Engagement

N/A

## Status and Changes

Quarter	Notes
Quarter 1	The contract was finalized with the consultant, a kickoff meeting was held, and Data collection began.
Quarter 2	
Quarter 3	
Quarter 4	

# Financial System Upgrade

## Focus Area

### Organizational Excellence

## Why Statement

This upgrade is to move to a more stable platform, offer web-based options for supervisors, create a self-service platform for our employees, and improve reporting options.

## Project Manager

Tracy Waldron, Chief Financial Officer

## Project Team

- Trina Miller, Senior Financial Specialist
- Laura Allen, Accountant
- Tracey Moffett, Customer Service Supervisor
- Christina Davis, Customer Service Coordinator
- Tanya Cantrell, Human Resources Director
- Zana Jones, HR Generalist
- Jaime Saldivar, IT System Administrator

## Scope

This project is to move all modules being used in Incode 9 to Incode V10.

## Schedule

Date	Milestone
November 2021	Project Team Meeting with Tyler Technology
November 2021	Data Migration Review
April 2022	Go live with financial modules
July 2022	Go live with utility billing module

## Resources and Assets

Resources and Assets	
Budget	\$67,500
Stakeholders	Bastrop Economic Development Corporation
Partners	All staff

## Communication and Engagement

This project will not require communication or community engagement; it is solely internal.

## Status and Changes

Quarter	Notes
Quarter 1	Tyler reviewed the data from our current version and met with finance staff to review the cleanup that needs to happen before we perform the final conversion. Tyler worked with Jaime in IT to make sure we passed the IT audit required for conversion.
Quarter 2	
Quarter 3	
Quarter 4	

## Convention Center Hotel

### Focus Area

**Manage Growth**, Economic Vitality, and Uniquely Bastrop

### Why Statement

In 2015, the City of Bastrop contracted for an assessment of the Bastrop Convention & Exhibit Center. The report, conducted by Harde Partners, LLC, states that the lack of an adjoining hotel was a hinderance to the Convention Center performance. In contract with the City of Bastrop, DP Consulting in 2017 stated that there was market justification for a 120+/- room hotel to be built on the site next to the Convention Center. Through the City Council's focus on Economic Vitality, staff is tasked with creating sustainability through enhancing public/private partnerships and through Fiscal Responsibility, maintaining our fiduciary duty of full utilization of the City asset of the Convention Center.

### Project Manager

Rebecca Gleason, Assistant City Manager for Community Engagement

### Project Team

- Paul A. Hofmann, City Manager
- Trey Job, Assistant City Manager for Community Development

### Scope

The Convention Center Hotel Project will include the review of unsolicited proposals for possible recommendation to Council for a letter of intent to be signed. If unsolicited proposals do not meet the caliber of development sought after by the City, staff may post a Request for Qualifications for the hotel bid with eventual signature of a letter of intent.

## Schedule

Date	Milestone
January 2022	Evaluate Partnerships
March 2022	RFP Due
May 2022	Evaluate Proposals
June 2022	Award Proposal
July 2022	Council grant City Manager authority to negotiate
September 2022	Letter of Intent

## Resources and Assets

Resources and Assets	
Budget	\$ 0.00
Stakeholders	Visit Bastrop, Main Street Board
Partners	Visit Bastrop

## Communication and Engagement

N/A

## Status and Changes

Quarter	Notes
Quarter 1	Met with potential investors to discuss submitting unsolicited bid proposals for consideration of building a hotel next to the Convention Center.
Quarter 2	
Quarter 3	
Quarter 4	

## Old Iron Bridge/Loop 150 Corridor Study

### Focus Area

**Manage Growth**, Economic Vitality, Fiscal Responsibility, Uniquely Bastrop

### Why Statement

To leverage federal grant resources to renovate the Old Iron Bridge and develop a corridor study to identify new capital improvement projects that will promote managed growth and economic vitality.

### Project Manager

Jennifer C. Bills, Director of Planning & Development

### Project Team

- Trey Job, Assistant City Manager
- Fabiola de Carvalho, Director of Engineering and Capital Project Management
- Curtis Hancock, Director of Public Works
- Curtis Ervin, Director of Bastrop Power & Light
- Andres Rosales, Fire Chief
- Clint Nagy, Police Chief
- Allison Land, Senior Planner
- Margaret Lake, TXDOT Transportation Engineer
- Diana Schulze, TXDOT Area Engineer

### Scope

Utilize contract services to develop grant applications for submittal to various federal funding sources for the repair/renovation of the Old Iron Bridge. Work with Capital Area Metropolitan Planning Organization (CAMPO) to develop a corridor study along Loop 150 from West SH 71 to East SH 71.

## Schedule

Date	Milestone
January 2022	Working with Garver on a scope of service for a contract for grant engineering services. Working with CAMPO to develop study area scope for corridor study.
February 2022	Take Garver contract to approval at City Council. Develop Old Iron Bridge Fact Sheet. Finalize corridor study scope with CAMPO
April 2022	Develop Corridor Study timeline with CAMPO
May 2022-March 2023	Work on Corridor Study with CAMPO
July 2022	Garver create Draft Grant Application
August 2022	Garver Submit Final Grant Application (pending federal deadline)
April 2023	Finalized and adopt Loop 150 Corridor Study

## Resources and Assets

Resources and Assets	
Budget	\$ 0.00
Stakeholders	Community, Visitors, Loop 150 businesses
Partners	Planning & Zoning Commission, TxDOT, CAMPO

## Communication and Engagement

Public meetings for Loop 150 Corridor data gathering and visioning.

## Status and Changes

Quarter	Notes
Quarter 1	Developed scope of work.
Quarter 2	
Quarter 3	
Quarter 4	

## Parks and Recreation Master Plan

### Focus Area

**Uniquely Bastrop** and Unique Environment

### Why Statement

The City of Bastrop Parks & Recreation Plan was written in 2008 and updated in 2015. Since that time, the City has grown substantially, and we have seen large shifts in our demographics as more families move to the area. Texas Parks and Wildlife recommends that a community updates its master plan every 5 years and rewrites it every 10 years, so it is time to get an accurate representation of our community's needs and City assets.

For the City of Bastrop, this Master Plan is a necessary step in ongoing efforts to create a robust recreation program as well as investing in raising the quality of life for our citizens through our parks. It is also an opportunity, through the creation and implementation of a vigorous community engagement plan, to begin building and improving relationships in our community with special focus paid to historically underserved groups, Bastrop area youth, and those new to the City of Bastrop.

### Project Manager

Rebecca Gleason, Assistant City Manager for Community Engagement

### Project Team

- Trey Job, Assistant City Manager for Community Development
- Recreation Manager
- Candice Butts, Community Impact Manager
- Curtis Hancock, Director of Public Works
- Colin Guerra, Public Information Manager

### Scope

The Parks and Recreation Master Plan will encompass a comprehensive analysis of the City's parks and recreation assets, an extensive community needs assessment, provide recommendations to development, recreation, policies, land acquisition, and prioritize needs based on the community's short

and long-term parks and recreation needs. The Master Plan will also include Sports Complex Feasibility Study paid for through Type B (BEDC) funding of \$50,000.

### Schedule

Date	Milestone
October 2021	St. David’s Grant Application
December 2021	St. David’s Grant Approval
December 2021	St. David’s Grant Contract
March 2022	Master Plan RFQ
March 2022	Proposal Evaluations
May 2022	St. David’s Interim Report
June 2022	Council Approval of Contract
July 2022	Begin Master Plan
December 2022	St. David’s Interim Report
February 2023	Draft Master Plan, Present to Council
February 2023	Formal Public Hearing
January 2023	Parks Board Recommendation
May 2023	Council Approval of Final Master Plan
May 2023	St. David’s Project Status Meeting
July 2023	St. David’s Final Report
2028	Update Parks and Recreation Master Plan

### Resources and Assets

Resources and Assets	
Budget	\$ 250,000 St. David’s Foundation Grant; \$50,000 Type B Funds
Stakeholders	
Partners	Parks Board, Bastrop Independent School District, Youth Advisory council

## Communication and Engagement

The City of Bastrop Parks & Recreation Community Engagement Plan will be written by our consultant in conjunction with our project stakeholders.

## Status and Changes

Quarter	Notes
Quarter 1	Applied for and received St. David's grant in the amount of \$250,000 to fund the City of Bastrop Parks and Recreation Master Plan.
Quarter 2	
Quarter 3	
Quarter 4	

## Pavement Condition Index

### Focus Area

**Manage Growth** and Economic Vitality

### Why Statement

Preventative maintenance surface treatments protect the pavement surface from the effects of aging, oxidation, and weathering.

### Project Manager

Curtis Hancock, Director of Public Works

### Project Team

- David Juarez, Streets & Drainage Superintendent
- Paul Gonzales, Public Works Crew Leader

### Scope

Collect data on over 60 miles of City streets surface and place into a paver software that provides a numerical indication of the overall pavement condition. A pavement condition study allows the City to plan a preventative maintenance schedule thus extending the life of the road.

### Schedule

Date	Milestone
December 2021	Received proposal from Applied Pavement Technology
January 2022	Present to Council for approval
Summer 2022	Applied Pavement Technology to complete the pavement index study.

### Resources and Assets

Resources and Assets	
Budget	\$55,000.00

### Communication and Engagement

N/A

### Status and Changes

Quarter	Notes
Quarter 1	Projected to start in Quarter 3.
Quarter 2	
Quarter 3	
Quarter 4	

# Vehicle/Equipment Replacements and Additions

## Focus Area

Manage Growth and Fiscal Responsibility

## Why Statement

There are vehicle and equipment replacement needs, that are in accordance with the City’s vehicle replacement standards. We also have new park property that adds to the area the City is responsible for maintaining that requires additional equipment to our current fleet.

## Project Manager

Tracy Waldron, Chief Financial Officer

## Project Team

- Curtis Hancock, Director of Public Works
- Andres Rosales, Fire Chief
- Vicky Steffanic, Assistant Chief of Police
- Curtis Ervin, Director of Bastrop Power & Light

## Scope

To purchase vehicles and equipment to either replace or add to the current fleet that were included in the FY2022 budget.

## Schedule

Date	Milestone
December 2021	Purchase Orders Created
December 2021	Placed Order

## Resources and Assets

Resources and Assets	
Budget	\$1,159,430
Stakeholders	
Partners	

## Communication and Engagement

N/A

## Status and Changes

Quarter	Notes
Quarter 1	Completed quotes and approvals to establish purchase orders for all but one of the budgeted vehicle and equipment purchases.
Quarter 2	
Quarter 3	
Quarter 4	

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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 Data

#### Communication Data

WEBSITE	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Total Visits	95,035	123,997	117,207	105,986	89,210			
Most Visited Page(s)	Library Home – 6.35% HR Jobs – 6.33% Making Bastrop Bright – 4.75%	Utilities – 6.57% Library – 5.52% HR.jobs – 4.73% Boil Water – 3.78%	Library – 7.55% HR.jobs – 5.25% Utilities – 4.75%	Library – 8.43% Utilities – 6.02% HR.jobs – 4.96%	Library Home – 7.81% Utilities – 6.61% HR.Jobs – 5.03%			
<b>SOCIAL MEDIA</b>								
Posts	106	138	146	121	153			
Emergency Alerts	10	9	37	13	12			
Top Post Engagement Numbers	Making Bastrop Bright – 7.3k	Boil Water Notice – 2.8k	Employee Injury Press Release – 6.5K	SH 71 & 95 Vehicle Rollover – 11.5k	SH21 & 95 Vehicle Rollover 16K			
<b>OTHER MESSAGING</b>								
Press Releases	2	3	2	0	1			
Video Messages	3	26	6	3	2			
Live Stream Analytics	22,436 minutes viewed	32,087 minutes viewed	100,832 minutes viewed	43,220 minutes viewed	41,500 minutes viewed			
Event Marketing - Posts	12	2	24	11	32			
Event Marketing - Reach	48.7k	1.1k	78.2k	28.2k	67.6K			
Initiative Marketing - Posts	3	7 (Recreation)	26 (Recreation)	17 (Recreation)	16 (Recreation)			
Initiative Marketing-Reach	16.4k	14.3k	50k	21k	18.4K			

## Podcast

In October, Overheard at City Hall, the official Podcast of the City of Bastrop, wrapped up its first season with a conversation that took a look behind the camera. Public Information Manager Colin Guerra, who produces the podcast, sat down to discuss the City's communications strategy, what citizens need to know, and some of his thought process around communicating the complexities of city government in a clear and accessible way.

## Building Bastrop University

In response to the City Council focus areas and feedback from the community the Planning Department has implemented a series of monthly education sessions branded as Building Bastrop University (BBU). Each month the Planning Department hosts an educational session targeted towards various stakeholder groups who routinely interact with the Development Process, such as surveyors, plumbing trades professionals, and engineers. The focus of the BBU sessions is to create an opportunity where various stakeholder groups will have an opportunity to learn about the City of Bastrop Development Process, current regulatory codes adopted, interaction and utilization of MyGov, various resources the Planning Department has for the community, and any other applicable subject matter as it relates to their specific discipline.

Building Bastrop University Sessions held in Quarter 1 of FY2022:

- BBU for Electrical Trade Professionals – October 20<sup>th</sup>
- BBU for Engineers and Surveyors – November 17<sup>th</sup>
- BBU for Plumbing Trade Professionals – December 15<sup>th</sup>

At the end of each meeting all attendees who signed in and furnished the Planning Department with their email receive a digital copy of the PowerPoint Presentation which was shared during the training session.

## Messaging Team

The website, messaging, and social media team continued planning the Residents Guide which included the development of a Table of Contents that has given form to the publication and set parameters such as page count, layout, and a list of departments and subjects. During the planning, it was also determined that an April 2022 publication date would not align with the election timeline, as there will be a section

of the book dedicated to Council Members. June has been slated as the new publication date, however the possibility of a runoff election and the opportunity to take a group photo of the oncoming council may push that date further. The Team had a very spirited and thoughtful brainstorming session discussing the elements that should be included in this project, as “real estate” within the pages is limited.

## **Branding Team**

The City Branding Guidelines have been approved by the City Manager. Branding team members have created training documents, and three trainings are in the works: directors’ meeting, administration team meeting, and CSET meeting.

Collateral Branding Guidelines for the Library have been approved by the City Manager, and training with library staff will be in January.

Collateral Branding Guidelines for BP&L are in the early stages.

## **Community Support Groups**

During the first quarter, the Community Support Groups reviewed and signed funding agreements for Fiscal Year 2022 based on the funding amounts determined by City Council. The Community Support Groups met virtually on Monday, November 1<sup>st</sup>, 2021 to discuss community programs and services offered during the quarter. The groups also discussed upcoming events and partnership opportunities.

Through Community Support Group partnerships, the City has worked to better engage with the groups beyond the fiscal support of their contractual arrangements each year. This has been exercised through greater communication, use of City platforms and networks to get out messaging, and incorporation of the groups at City community programming events. The City was approached by the Family Crisis Center to discuss supporting this year’s Domestic Violence Awareness Month through greater incorporation of City buildings in the going purple theme. The cost to do so was \$724.82 for lights, extension cords, brackets, and colored light film which came from the Special Events budget. The colored film can be changed to any color to support other Community Support Group causes.

In November, Bastrop County First Responders requested to amend its Community Support Funding Agreement for FY 2021-2022. They did not request a change in the amount of funding, but the scope

of work resulting from a Food and Drug Administration (FDA) action that has a significant unbudgeted impact on the organization's ability to provide the same level of care.

After the submission and awarding of the grant, the organization received notice that all four of its cardiac monitors will lose FDA Device Approvals on February 3<sup>rd</sup>, 2022. This action significantly changed the organization's priority from replacing radios, as originally requested, to replacing cardiac monitors. The contract was amended to reflect the change in use of funds.

Habitat for Humanity has been unable to spend the community support funding awarded to them for FY 2021, due to COVID challenges. The organization asked for additional time to spend these funds. The FY 2022 community support funding will stay on hold until they are able to spend the FY 2021 funding in full.

## **Community Impact Manager Communication**

In October, the Community Impact Manager began utilizing Constant Contact to enhance communication with the City's networks. Constant Contact offers a variety of digital tools to simplify communications and track engagement. Since utilizing the system, 2,219 emails have been sent through the system with a 49% open rate. Topics for the communication include Main Street Academy, sign code education, street closures, volunteer requests, event promotions, downloadable graphics, and training opportunities. The Community Impact Manager is working on ways to expand communication and engagement to the community.

## COMMUNITY SAFETY

Keep citizens, businesses, and visitors safe.

### Emergency Messaging

The communications staff publishes emergency messages related to severe weather, major traffic incidents, and city service interruptions such as power and water outages. Many of these messages are published to social media within a few minutes of receiving details of the incident. These messages are then monitored for questions and updated as details emerge, or emergency operations conclude. Additionally included in this category are disaster preparedness posts and other awareness raising content centered around community safety and education.

In the first quarter of Fiscal Year 2022, 52 emergency messages were posted to the City of Bastrop Facebook page then shared to other channels, alerting citizens to traffic disruptions, road closures, weather alerts, and other timely updates.

### Fire Response Time

The fire response time for a structure fire in a typical 2,000 square foot, 2 story single family dwelling averages 5.4 minutes. The initial engine company arrives with a 240 second travel time (4 minutes). Remaining responses average 18.3 minutes – 90% within 480 second travel time (8 minutes).

### Fire Staffing and Training

During the first Quarter of FY 2022, the City of Bastrop Fire Department responded to 288 service calls, including 168 EMS type calls (vehicle collisions, EMS assist) and 120 fires (vehicle, wildland, and structures). The Fire Department conducted over 300 hours of training on various fire, rescue, and EMS topics, including determining if a structure is stable and if there are enough tenable/viable areas to affect a rescue, mayday training, and firefighter/victim rescue techniques using carries, drags, and webbing. Four members achieved their Fire Instructor 1 certification to be able to share their knowledge with other members. Seven Members will be attending Driver Operator Pumper training in the second quarter of FY 2022.

## Police Staffing and Training

The Police Department participate in the following trainings during the first quarter:

- November 8<sup>th</sup> TLETS Mobile Access – Joseph Barnes, Rodolfo Astran, David Hill
- November 9<sup>th</sup>-11<sup>th</sup> 24-Hour Practitioner – David Hill
- December 2<sup>nd</sup> & 9<sup>th</sup> Quarterly Training (Firearms) – All Sworn Staff
- December 6<sup>th</sup>-10<sup>th</sup> Investigation & Reconstruction of Shooting Events – Charles Sanford
- December 13<sup>th</sup>-17<sup>th</sup> Defensive Tactics Instructor Course – Charles Sanford

## Crime Statistics

Crime Statistics								
	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Homicide</b>	0	0	0	0	0			
<b>Sexual Assault</b>	3	2	4	2	2			
<b>Robbery</b>	2	1	1	2	2			
<b>Assault</b>	6	4	14	14	6			
<b>Burglary Residence</b>	3	2	6	2	0			
<b>Burglary Building</b>	4	5	0	2	3			
<b>Theft</b>	55	78	66	46	37			
<b>Motor Vehicle Theft</b>	5	5	5	8	8			

## Code Compliance

The Code Compliance Officer position was filled November 2021 in the Planning and Development Department to enforce illegal signs, work without permits, dangerous structures, improperly maintained structures, non-conforming uses, and commercial light. There were ten code compliance incidents in the first quarter, seven of these were corrected by the owner, and one is awaiting the March 1<sup>st</sup>, 2022 sign enforcement date. The remaining two code compliance issues involve improperly maintained buildings which our goal is to work with the property owner to gain compliance, since there are no immediate life safety threats.

The Police Department noted 73 code compliance incidents in the first quarter. Of the 73 generated reports, 55 have been resolved by voluntary compliance. The remaining 18 code compliance cases are still being worked on at this time.

## Inspections

Building & Fire Inspections								
	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Building Inspections *</b>	1021	1937	5465	4455	7005			
<b>Fire Inspections</b>	40	33	42	50	19			

*\*Building inspection numbers vary due to the number of permits and rate of construction.*

## Park Safety Inspection

There were 44 playground and park inspections performed during the first quarter of Fiscal Year 2022. The inspections found 38 issues that needed to be resolved. All but 4 of the issues were resolved. The 4 issues that were not resolved, do not pose an immediate threat to public safety.

## Water System Safety Plan

The City's Emergency Response Plan is administratively complete, and certification was submitted to the EPA on December 23<sup>rd</sup>, 2021 to satisfy the requirements of the America's Water Infrastructure Act.

The City has satisfied the first requirement of Texas SB 3 (Emergency Preparedness Plan) by submitting critical load designation requests to the Public Utilities Commission and electric service providers. As of December 21, 2021, City water and wastewater utilities have been identified as critical load status by LCRA. Final development of the City's official Emergency Preparedness Plan is ongoing.

## **FEMA Flood Maps**

The Federal Emergency Management Agency (FEMA) has issued preliminary Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) Report for Bastrop County and incorporated areas. The FIS Report describes the flood hazard information updates and the source information used. Residents and business owners were encouraged to review the latest information to learn about local flood risks and potential future flood insurance requirements, and to provide any appeal or comments through the City from September 30, 2021 to December 29, 2021. The City of Bastrop did not receive any appeal or comments during the 90-day appeal period, and therefore, no changes to the preliminary maps are expected. The preliminary maps will potentially be considered as final. Because of that, the City made a decision to begin using the preliminary FIRMs and FIS, starting on January 01, 2022 as the best available data, as required.

Information on how to access copies of these maps is available on the City of Bastrop's Planning and Development webpage. In addition, Planning & Development and Engineering and Capital Project Management Departments, and Bastrop County collaborated together providing information sessions on the FEMA floodplain map changes to the general public, real estate professionals, and engineers on October 4, 2021, at the City of Bastrop Convention Center. The information sessions were recorded by the City's Public Information Manager and are available on the City of Bastrop's Planning and Development webpage.

## **Sludge Removal**

In November, the City began utilizing a contracted, liquid sludge hauling service that hauled 105,000 gallons of digested sludge from the wastewater treatment plant. This service will help the existing wastewater treatment plant meet or exceed state and federal discharge requirements while the City awaits the completion of Wastewater Treatment Plant #3.

## 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.**

### **BP&L Infrastructure Maintenance**

Bastrop Power and Light electric reliability average was 99.99% during the 1<sup>st</sup> Quarter of Fiscal Year 2022. There were eight (8) outages affecting three hundred and forty-nine (349) customers with an average down time of thirty-five (35) minutes.

#### **Line Extensions:**

##### Completed

- 402 Technology Drive – Set new pad mounted transformer. Installed primary, secondary, and terminated.
- 805 Main Street – Set new pole and upgraded transformer.

##### In Progress

- 712 Spring Street – Installed secondary and removed overhead lines to all underground.
- 410 Persimmon Street – Set pole and new transformer for new residential home construction.
- 1701 Water Street – Pole change out for customer upgrade.
- 120 E Hwy 21 – Set three (3) new poles and trenched in conduit for new cell tower.

#### **Projects:**

- Assisted Fire Department repair lights at Station #1 on Chestnut Street
- Hot checks performed for multiple events and conducted inventory of all plugs at Mayfest Park
- Assisted Public Works in removal of multiple trees in the ROW
- Assisted IT Department with cameras in Alley D
- Assisted Public Works in hanging banners

**System Maintenance:**

- Trimmed ROW in multiple locations
- Reinsulated multiple poles
- Install LED lights mid-block
- Pad mount transformer change out
- Reconducted primary line on Cypress Street
- Line inspections of pad mounted transformers
- Checked heights of lines
- Multiple pole change outs

**Additional/Routine Work:**

- Four hundred (400) work orders received and completed
- Twenty-four (24) after hour call outs
- Assisted Utility Customer Service Department with cut-offs for non-pay and manual reads

**Sign Code Education**

In Quarter 1 of Fiscal Year 2022, one additional postcard was mailed to all City of Bastrop business addresses. This postcard contained information about signs requiring a permit, examples of different kinds of signs, how to apply for a permit, announced the March 1, 2022 date that marks the beginning of uniform enforcement of sign code violations, and points to the Signs page on the city website. Two additional post cards will be mailed out before the enforcement period begins.

The Sign Code education initiative began in Quarter 4 of Fiscal Year 2021, consisting of a website overhaul including a direct URL link ([www.cityofbastrop.org/signs](http://www.cityofbastrop.org/signs)) which contains Chapter 8 of the B<sup>3</sup> Code, quick links to various sections of the code, checklists for preparing a permit, frequently asked questions, a two page informational document that highlights the key aspects of the sign code, maps of our jurisdiction area, and a “How to Apply” guide. The two page informational document has also been professionally printed and those guides are available at the Planning Department front desk and have been distributed at the Building Bastrop University events.

**Neighborhood Creation**

The B<sup>3</sup> Code requires a land developer to take a comprehensive view of a property and the surrounding area at the first stages of development, which is a Zoning Concept Scheme or a Neighborhood

Regulating Plan. This results in fiscally sustainable development and promotes incremental growth while focusing on the intersection of the Public and Private Realms.

For a property seeking a change to its zoning Place Type District, the developer must apply for a Zoning Concept Scheme, which requires analysis of conceptual drainage, Place Types within the pedestrian shed, and provides a plan for street and block layout. For approval, a ZCS follows the state mandated process for a rezoning, which requires public notification, a public hearing at the Planning & Zoning Commission, and a public hearing and two ordinance readings at City Council.

For a new or redeveloping property 3.4 acres or greater within the city limits that is not seeking a Place Type change, the developer is required to do a Neighborhood Regulating Plan. This looks at the same information as the Zoning Concept Scheme but does not include drainage and can be approved administratively by the Planning Director. If the NRP is denied, the developer can request an appeal to the Planning & Zoning Commission.

## **Zoning Concept Schemes/Planned Development District Amendments:**

### **Final Determinations**

Farm Street Village Zoning Concept Scheme: Change a portion of Farm Lots 37 and 38 East of Main Street from P3 Neighborhood to P4 Mix. A motion to approve passed at Planning & Zoning Commission on September 30, 2021. A Public Hearing was held at City Council on October 26, 2021, and a second reading was held on December 14, 2022 where it was denied by City Council.

Pecan Park Commercial Planned Development District: A motion to approve passed at Planning & Zoning Commission on November 18, 2021. A Public hearing and first and second reading were conducted on December 14, 2021 where it was approved by City Council.

### **In Process**

Bastrop Industrial Park Zoning Concept Scheme: Change 8.128 acres of land out of Bastrop Business and Industrial Park, Phase 1, Block A, Lot 1, and 68.085 acres of land out of Bastrop Business and Industrial Park, Phase 1, Lot Reserve D, located south of SH 71, from P2 Rural to PEC Employment Center. A motion to recommend approval passed at Planning & Zoning Commission on December 16, 2021. A Public Hearing will be held at City Council on January 11, 2022 and a second reading is scheduled for City Council on January 25, 2022.

Hunters Crossing Section 9A, Lot 1: To change a portion of the lot from PDD-HX-MR (multifamily) to PDD-Hx-C (Commercial) – In Review – waiting on applicant

Burleson Crossing East: Annexation and change of zoning on a portion of the tract east of Edward Burleson Drive from P-2 Rural to P-5 Core and establish a plan for 19.837 acres of the Nancy Blakey Survey. – In Review

Bastrop Colorado Bend (previously 552 Bastrop): Annexation and change zoning for 312.599 acres of the Stephen F. Austin Survey part of the tract previously approved in the Bastrop 552 Development Agreement from P-2 Rural to PEC Employment Center and establish a plan for the development. – In Review

### **Neighborhood Regulating Plans:**

- 2801 Loop 150 East: The Hill Neighborhood Regulating Plan – In Review
- 3101 E State Highway 71: Lakeside Medical Center – In Review

### **Diversity and Inclusion Task Force**

The most recent meeting of the Task Force was held on December 6, 2021. Assistant City Manager Gleason presented the City’s communications framework and requested ideas on how the current community engagement efforts can be improved.

On December 16<sup>th</sup>, 2021, Task Force Member Cheryl Lee submitted a list of topics for future discussion by the Task Force. Background information on those topics were provided to the Task Force by the City Manager on January 12<sup>th</sup>, 2021, and that response was shared with the City Council on January 14<sup>th</sup>.

The City continues to implement the “action steps” agreed to in September of 2021 to improve recruiting and the applicant evaluation and interview process. This includes the posting of positions with historically black colleges.

## Visit Bastrop

## VISIT BASTROP 2021 – 2022 (Q1) MARKETING RESULTS

<b>SOCIAL MEDIA</b>	<b>ANNUAL GOAL</b>	<b>Q1 ACTUALS</b>	<b>YEAR TO DATE</b>
Facebook Engagements	+20% YOY (36,800 engagements)	5,265 engagements	5,265 engagements
Instagram Followers	+3% YOY (2,628 followers)	133 new followers	133 new followers
<b>PUBLIC REATIONS</b>			
PR Pitches	+12% YOY (88 pitches)	25 pitches	25 pitches
Media Alerts & Press Releases	+12% YOY (8 pieces)	2 pieces	2 pieces
<b>WEBSITE</b>			
Paid Search	+7% YOY (53,219 sessions)	31,942 sessions	31,942 sessions
Overall Traffic	+7% YOY (211,521 sessions)	82,962 sessions	82,962 sessions
Organic Traffic	+7% YOY (104,614 sessions)	34,287 sessions	34,287 sessions
Repeat Visitors	+7% YOY (51,023 sessions)	20,866 sessions	20,866 sessions
Blog Traffic	+7% YOY (5,701 sessions)	2,529 sessions	2,529 sessions
Visitor Guides Distributed	+7% YOY (1,612 guides)	5,073 guides	5,073 guides
E-Newsletter Opt-Ins	+20% YOY (2,118 opt-ins)	431 opt-ins	431 opt-ins
E-Newsletter Open Rate	Exceed Industry Standards (27% open rate)	30.0% open rate	30.0% open rate
E-Newsletter Click Thru	Exceed Industry Standards (1% click-thru rate)	2.9% click-thru rate	2.9% click thru rate

## VISIT BASTROP 2021 – 2022 (Q1) SALES RESULTS

	ANNUAL GOAL	ACTUAL Q1	ROOM NIGHTS Q1	ESTIMATED ATTENDEES Q1	ECONOMIC IMPACT Q1
Definites Total	28	11	4,530	7,780	\$2,200,416.23
Definites – Hyatt	4	0	0	0	0
Definites – Convention Center	8	6	3,235	3,280	Rental Fees \$21,100.00

### Visit Bastrop Highlights

Visit Bastrop led the way for destination demand and kept the destination top of mind with responsible travel messaging. The 2021-2022 destination marketing key strategic priorities and performance metrics are designed to further increase that demand, increase visitation, and improve reputation.

The visitor industry plays an important role in Bastrop's economic health. First quarter results indicate a strong interest from potential visitors to learn more about our destination.

During the first quarter, Visit Bastrop was awarded 1<sup>st</sup> Place for Advertising & Marketing Services from the Best of Bastrop.

The first quarter of Fiscal Year 2022 kicked off fall events and Lost Pines Christmas. Visit Bastrop's website platform was the sole source for all Lost Pines Christmas activities/offerings and information. Sessions increased by 23% over last year.

Event-related content continues to be a strong driver to our website. During the first quarter, top performing pages on our website included:

- Lost Pines Christmas Landing Page and Christmas Related Info
  - Generated 11,700 sessions and drove 8,184 users to our website
- Heroes & Hot Rods Veterans Day Car Show Weekend
  - Generated 3,252 sessions and drove 2,207 users to our website
- River of Lights Event Detail Page
  - Generated 5,651 sessions and drove 4,173 users to our website

Visit Bastrop's proactive Public Relations pitching efforts yielded 35 pieces of earned media coverage. This coverage is detailed below:

## October

- Travel Awaits - [7 Adventurous Texas Treehouse Cabins To Stay In](#)
- MYSA - [Are you brave enough to stay at the gas station from 'The Texas Chain Saw Massacre'?](#)
- Chron - [Are you brave enough to stay at the gas station from 'The Texas Chain Saw Massacre'?](#)
- Chron - [Treehouses for rent offer adults chance to relive their childhoods](#)
- MYSA - [Treehouses for rent offer adults chance to relive their childhoods](#)
- LMT Online - [Treehouses for rent offer adults chance to relive their childhoods](#)
- KPRC2 Houston - [Book a spooky stay at the gas station featured in 'The Texas Chainsaw Massacre'](#)
- CBS Austin - [Fall season is upon us - here's a list of Central Texas events happening near you](#)
- Live It Magazine - [Plan a Spooky Texas Halloween](#)
- Kids Are a Trip – [Best Places to Celebrate Christmas in Texas](#)
- Austin 360 - [A guide to Halloween parties, costume contests and movies in Austin](#)
- Well + Good - [The 9 Best Glamping Spots in the Country for a Luxe Nature-Filled Escape](#)

## November

- Austin American-Statesman - [Bastrop honors veterans with 15th annual classic car show](#)
- Elgin Courier - [Veterans, car enthusiasts enjoy Bastrop car show](#)
- NewsBreak - [Veterans, car enthusiasts enjoy Bastrop car show](#)
- Culture Map Austin - [Heroes & Hot Rods Veterans Day Car Show](#)
- Austonia - [9 ways to spend Veterans Day in the Austin area](#)
- Fort Hood Sentinel - [Veterans Day Calendar of Events](#)
- KVUE - [LIST: Veterans Day events happening throughout Austin area](#)

- KXAN - [LIST: Veterans Day events, celebrations across Central Texas](#)
- Austin.com - [Heroes & Hot Rods Veteran's Day Car Show](#)
- Visit Austin - [Lost Pines Christmas Tree Lighting Party](#)
- Austin.com - [Massive List Of All Austin Holiday Lights, Photo Ops, Festivals, and More](#)
- KXAN - [LIST: Christmas light displays in Central Texas](#)
- NewsBreak - [LIST: Christmas light displays in Central Texas](#)
- Austin 360 - [A 2021 guide to holiday lights in and around Central Texas](#)
- Texas Travel Communications -Travel News From Around Texas (e-blast)

## December

- Austin.com - [Bastrop River of Lights](#)
- 365 Things Austin - [Bastrop River of Lights](#)
- Do512 - [Bastrop River of Lights](#)
- Texas Highways - [How Artists and Ex-Austinites are Changing Bastrop](#)
- NewsBreak- [Bastrop River of Lights](#)
- Texas Artisans - [Bastrop: Lost Pines Christmas Parade](#)
- Move to Austin - [Austin, TX Holiday Guide](#)
- Do512 Family - [Bastrop River of Lights](#)

The Convention Center sales, contracted through Visit Bastrop for quarter one were strong. These were new business bookings partnering with the local hospitality industry. Over half of the definite bookings were a result of utilizing the Convention Center.

## New Main Street District Businesses

During the first quarter, three Main Street Businesses received a Certificate of Occupancy from the City. Giggles Smoke Shop located at 904 Chestnut Street, BrainWell, LLC located at 909 Pecan Street, and Bastrop Real Estate Professionals located at 807 Main Street.

## EDC Update

Progress toward the development of the Industrial Park was made during the first quarter of Fiscal Year 2022. On December 14<sup>th</sup>, Council approved the expenditure of funds for a project to extend roads and utilities into the park to allow the development of the Moca site. Also on December 14<sup>th</sup>, 2021 Council approved agreements on first reading with Coltzin, LLC, and TA Bastrop, LLC for developments that will occur in the Industrial Park. The Planning and Zoning Commission approved a recommendation to change the zoning on the eastern side of the Industrial Park to Employment Center zoning, which will facilitate development.

On December 13<sup>th</sup>, 2021, Council held a workshop to discuss policy direction to the Bastrop Economic Development Corporation. A workplan for creating this policy direction was reviewed by the City Council and the BEDC in October 2021. Council approval of policy direction is scheduled to occur February 8, 2022.

## Community Stakeholders

The quarterly stakeholders meeting was held on Monday, November 29<sup>th</sup> at 5:30 pm at the Bastrop Museum and Visitor Center. The meetings provide an opportunity to engage in community-wide conversations and network on how to collaborate and support events in Bastrop. The Community Impact Manager spoke on what triggers a special event permit and presented a step-by-step walkthrough on how to submit a special event permit online through MyGov. The MyGov QuickStart Guide was distributed for reference. The Special Events Manager spoke on collaboration and amplification when partnering with the City for special events. The meeting closed with announcements of upcoming events and questions about the online special event application. Future meetings will be held at various venues which will include the City's assets, highlighting and promoting programming and partnerships. Local and regional industry speakers will be brought in through the City's new membership with the International Festival and Events Association.

## Community Asset Group

The Special Events Manager met with the community asset group monthly during the first quarter. Updates were given by each organization on current and upcoming events and programs. An exerted effort is being made by each organization to compile a list of activities and events that can be included

in packaging for Visit Bastrop to use in their meeting and group sales. Current partnerships within the asset group are being developed and enhanced as this group becomes more familiar with each other's programming and events. The Museum partnered with the Bastrop Opera House for a Fairview Cemetery tour, and The Lost Pines Art Center and Bastrop Opera House for holiday events. The Museum also partnered with Visit Bastrop to place a QR code in the Visitor Center for visitors to sign up for its newsletter. Visit Bastrop also sells its ornament on consignment in their gift shop along with the Visit Bastrop Go Card. The Museum partnered with the Bastrop Public Library to give a public presentation on the history of quilts in the Underground Railroad.

## Special Events Team

The special events team met three times in the first quarter to discuss and plan National Night Out, Movies in the Park, Boo Bash, and Lost Pines Christmas. National Night Out was on October 5<sup>th</sup> and was celebrated with a coordinated "parade" through each Bastrop neighborhood. This events purpose is to enhance the relationship between law enforcement and the community. Next year, the City plans to transition back to the traditional block parties and celebrate the night in August. The Movies in the Park series was held in Fisherman's Park featuring "Onward" on September 3<sup>rd</sup>, "Hocus Pocus" on October 1<sup>st</sup>, and "A Dog's Purpose" on November 5<sup>th</sup>. The special events team partnered with nonprofits and other organizations in the community to provide snacks, games, toys, and face painting. Over 300 people attended the October 1<sup>st</sup> movie. The team had a hand in planning two Lost Pines Christmas events – the Christmas Tree Lighting and the Lost Pines Christmas Parade. Members of the team assisted in facilitating the events and rallying City Staff to work the events.

The team has begun planning the spring Movies in the Park which will be in Bob Bryant Park on March 5<sup>th</sup>, April 2<sup>nd</sup>, and May 7<sup>th</sup> as well as an Easter event to be held in April.

## Lost Pines Christmas

Lost Pines Christmas began with the Wassail Fest and Small Business Saturday on November 27<sup>th</sup>, 2021 and included fifteen businesses vying for the coveted 2021 Wassail Fest People's Choice Award. Reusable grocery bags with downtown branding were given to participants and retailers to distribute throughout the day. Polka Music and decorations added to the festivities.

The Christmas Tree Lighting was held on November 28<sup>th</sup> in Fisherman's Park. The event was originally scheduled for November 27<sup>th</sup> but due to weather conditions it was rescheduled to the following day. Over 75 choir members from Bluebonnet Elementary and Cedar Creek Intermediate School sang

Christmas Carols for the community to bring in the start of the holiday season. Mayor Schroeder hosted the evening's event, and Santa Clause arrived in style, riding into the park on a Fire Truck. Santa's Elves wrapped a special gift for the Tree Lighting Ceremony which contained a button for Santa and Mayor Schroeder to light up the Christmas Tree. An estimate of 600 people attended the Tree Lighting Ceremony. The gingerbread house located at the park in the tree lighting area was decorated by the special events team. BISD organizations and Bastrop nonprofits utilized the structure to served hot chocolate and snacks during the holiday season.

The Lost Pines Christmas Open House was held December 11<sup>th</sup> and featured a Candy Cane Land theme complete with special decorations for participating stores and downtown streets. Participating stores were given reusable bags with downtown branding to distribute to their retail customers. Customers were given a map to visit participating stores, and after completion of the game, they could enter a drawing for holiday prizes. Music filled the downtown area for shoppers to enjoy.

On the evening of December 11<sup>th</sup> an estimated five thousand residents and visitors lined the streets for the annual Lost Pines Christmas Lighted Parade. This year over 110 plus entries along with over 25 horses were showcased with their beautiful, fun, and spectacular efforts. The MCs were positioned on the Art Institute balcony giving a detailed description of each entry to the parade viewers. Local judges were given the task of selecting winners in numerous categories. Several city departments participated in the staging of this event, and the City's float was one of the floats to lead the parade. It was a magical night showcasing what truly makes us Uniquely Bastrop.

### **Convention Center Wi-Fi**

The City of Bastrop IT Department implemented a new Wi-Fi system at the Convention Center. With technology trends moving rapidly, the new system will increase performance and have a better Wi-Fi coverage for Convention Center users.

## Bastrop Convention &amp; Exhibit Center Usage

## Bastrop Convention &amp; Exhibit Center Occupancy

	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Local	21	8	22	38	30			
Non-local	3	9	3	10	20			
Tradeshow	2	0	0	7	3			
Meeting	22	17	23	35	27			
Wedding	0	0	0	1	1			
Special Event	0	0	2	5	15			
Other	0	0	0	0	4			

## Bastrop Convention &amp; Exhibit Revenue

	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Local	\$9,830	\$1,555	\$22,053	\$33,570	\$19,907			
Non-local	\$1,995	\$7,090	\$1,345	\$21,660	\$20,828			
Tradeshow	\$2,875	0	0	\$11,775	\$4,500			
Meeting	\$8,950	\$8,645	\$22,108	\$25,040	\$13,928			
Wedding	0	0	0	\$5,000	\$2,700			
Special Event	0	0	\$1,290	\$13,415	\$19,237			
Other	0	0	0	0	\$370.00			
<b>TOTAL</b>	<b>\$11,825</b>	<b>\$8,654</b>	<b>\$23,398</b>	<b>\$55,230</b>	<b>\$40,735</b>			

## FISCAL RESPONSIBILITY

Prepare and manage the budget with fiduciary responsibility.

### Grants Update

#### Open Awarded Capital Projects

PROJECTS	SOURCE	STATUS	GRANT FUNDED	LOCAL MATCH
Downtown River Loop	CAMPO	Awarded	\$605,200	\$190,880
HGMP HAZ-MIT-Agnes Road Extension	GLO	Awarded (Contract pending)	\$4,197,926	\$42,403
Public Works Detention Pond	FEMA	Budget Revision Req Pending	\$758,257	\$189,564
XS Ranch Well Development	ARP	Partial Funded	\$2,290,038	\$0
Parks & Recreation Master Plan	St. David's	Awarded	\$250,000	\$0

#### Grants Pending Award

PROJECTS	SOURCE	GRANT AMOUNT	LOCAL MATCH
2021 CDBG – Riverwood Water	TDEM	\$350,000	\$113,549
2021 TA – Old Iron Bridge Rehab	TXDOT	\$16,524,000	\$0
2021 TA – Wilson to Willow Loop	TXDOT	\$2,008,547	\$0
2021 TA – Farm & Chestnut Loop	TXDOT	\$638,969	\$0

### Awarded Other Projects in Process

SOURCE	EXPENDITURE	STATUS	GRANT FUNDED	LOCAL MATCH
Federal Communications Commission (FCC)	E-Rate Library Funding	Rebate, submit quarterly reimbursement	\$9,926	\$2,482
Justice Assistance Grant – Office of the Governor (JAG-OG)	Bullet Proof Vest Reimbursement	Submitted for reimbursement	\$9,350	\$9,350
Emergency Management	Performance Grant	Awaiting obligation	25%-50% reimbursement of salaries	TBD
LCRA Community Grant	Mechanical CPR device	Funds received; equip. purchased	\$12,960	\$3,240

### Budget Amendment

The first budget amendment for this fiscal year was brought to City Council for approval on December 14, 2021. This amendment was addressing several carry-over capital items from FY 2021, errors found after budget adjustments, and items that were not know at the time of budget adoption.

### Cemetery Plots Chart

Cemetery Plots Chart				
CATEGORY	Q1	Q2	Q3	Q4
Sold Plots Resident	5			
Sold Plots Non- Resident	10			
Number of Burials	16			
All Permits Purchased	31			

## Equipment Replacement

The Fiscal Year 2022 approved budget included several new or replacement vehicle and equipment requests (Page 89). In some cases, the final quote amount exceeded the budget amount and vice versa. Below is the status of these requests:

Equipment/Vehicle New and Replacement			
DEPARTMENT	DESCRIPTION	PURCHASE AMOUNT	STATUS
BP&L	Backhoe	\$91,011	Ordered
Public Works	Van	\$32,487	Ordered
Public Works	Truck	\$28,167	Ordered
Public Works	Crew cab truck	\$57,832	Ordered
Public Works	Street Sweeper	\$279,955	Ordered
Public Works	Loader	\$152,481	Ordered
Public Works	Zero turn mower	\$13,953	Ordered
Public Works	Truck	\$33,404	Ordered
Fire	Brush Truck	\$138,000	Received
Fire	New Cab with remount	\$0	On hold (used for overage of Brush Truck)
W/WW	Truck	\$35,129	Ordered
W/WW	Sewer Jet Trailer	\$76,586	Ordered
W/WW	Backhoe	\$105,556	Ordered
Planning – Building Inspection	Small SUV (Code Compl)	\$0	Waiting on bids

## LCRA Rates

In 2017, LCRA created a new rate option (ARO rate) that provided current LCRA customers the option to move up to 35% of their load to a rate that was more comparable with the current market. At that time, the City of Bastrop took the first option which was 10%. We have not changed our 10% option since that time.

The city was just informed by LCRA that effective July 1, 2022, LCRA will be removing the ARO rate option. This will mean that we will go back to being at a 100% LCRA rate. While the city has in general enjoyed a lower rate by the limited participation in the market, our experience after the February Ice Storm was that our power supply costs were significantly higher as a result of the market rate.

## MANAGE GROWTH

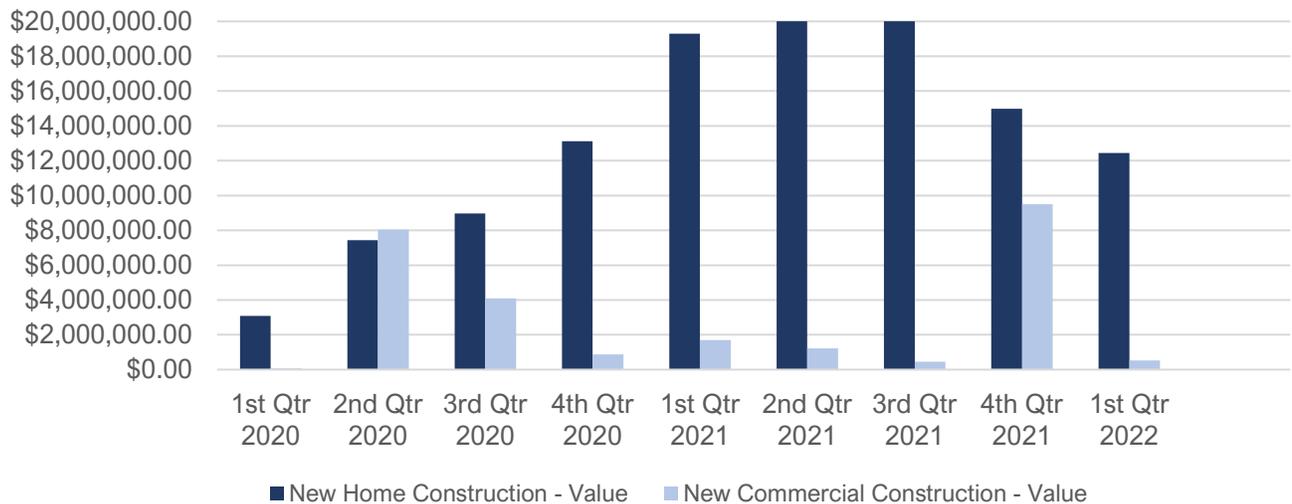
Plan for and manage growth, development, and redevelopment to maintain Bastrop's unique feel and character.

### Development Statistics

CATEGORY	FY 2021 1 <sup>st</sup> QUARTER		FY 2022 1 <sup>st</sup> QUARTER		
	SUBMITTED	VALUE *	SUBMITTED	ISSUED	VALUE *
New Home Construction	76	\$19,298,966	74	60	\$12,437,920
Home Remodeling	17	\$587,179	16	10	\$286,295
New Commercial Construction	4	\$1,702,125	2	1	\$525,000
Demolition	3	\$146,015	2	0	\$500
Plat	15	-	11	0	-

\*The valuation for construction is calculated off the value listed on each application submission.

### Permit Activity



Of the 94 permits submitted in the Quarter 1 of FY 2022, 71 permits were issued within the quarter. Of the 11 plats submitted in the Quarter 1 of FY 2022, no plats were approved. The status of the remaining 23 permits and 11 plats (all of the in-review items have been reviewed within the staff review timelines) are as follows:

<b>Status of Outstanding Permits and Plats</b>		
<b>STATUS</b>	<b>PERMITS</b>	<b>PLATS</b>
Withdrawn	1	1
In Review	13	5
Incomplete Submittal (Items Required)	5	1
Required Additional Development Possesses	4	4

## **Development Agreements and Public Improvement Districts**

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

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

- The City of Bastrop is currently partnering with Aqua on behalf of Viridian to help assist them in completing their feasibility process with Aqua.
- The development currently has a Preliminary Plat, Preliminary Infrastructure Plan, and Final Drainage Plan in review for the first three sections of the project.

### **Bastrop 552/Bastrop Colorado Bend, LLC (551.96 acres south of Pecan Park):**

- The Amendment to the Master Transportation Plan, Future Land Use Map, and Zoning Concept Scheme are scheduled to go before the Planning and Zoning Commission on January 27, 2022.
- The developer is currently working with TxDOT on their TIA for the improvements that will be required for Lovers Lane.

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

- The developer has submitted a revised development agreement which will create a comprehensive document containing the standards from the original agreement and the four amendments. The applicant recently met with Staff to discuss the inspection process for The

Colony MUD, and it was determined the inspections process will continue to function with the City of Bastrop being responsible for all inspections related to the public improvements.

- Within the first Quarter, the Planning Department has processed 14 application submissions for The Colony MUD.

#### **Pecan Park Commercial PDD (55.536 acres east of Pecan Park Residential):**

- The Amendment to the Pecan Park Commercial PDD was approved at City Council on December 14, 2021. The request was to increase the number of allowable stories to four stories (it is currently capped at three stories), and to increase the number of multi-family units allowed to 408 units (it is currently capped at 100 units).
- Staff and the Applicant are continuing to work together to revise the MOU for Pecan Park Commercial.

#### **Adelton (West Bastrop Village):**

- The Amendment to the Adelton Planned Development Agreement has had comments issued back to applicant. The applicant has not yet responded to Staff comments because they are contemplating the future direction of their development. The developer is seeking revisions to the development procedures, development standards, general development regulations, streets, and allowed sign types.

#### **Bastrop County Municipal Utility District No. 3 (636.979 acres of land off FM 812 and SH 21) & Bastrop County Municipal Utility District No. 4 (575.264 acres of land off FM 812 and SH 21):**

The developer is continuing to work with Staff on the process for the creation of a Municipal Utility.

#### **Warrants**

During Quarter 1, the Planning Department received no Warrant requests.

## Planning & Zoning Data

Quarterly Totals			
BUILDING	TOTALS	PLANNING	TOTALS
Address Individual New	7	Amended Plat	2
Certificate of Occupancy	8	Annexation	1
Commercial Addition	0	Certificate of Appropriateness	21
Commercial Remodel	9	Concept Drainage Plan	3
Customer Service Inspection	2	Final Drainage Plan	6
Demolition	3	Final Plat	4
Tenant Finish Out	1	Land Disturbance	1
Facility Attachment	2	License to Encroach	2
Fence	0	Neighborhood Regulating Plan	1
Ground Installation	0	Platting Exemption	4
Irrigation	59	Preliminary Drainage Plan	5
Moving	3	Preliminary Infrastructure Plan	8
New Commercial Construction	1	Preliminary Plat	5
New Single Family Residential	75	Public Improvement Plan	4
Pole	0	Replat	1
Pool	1	Sign Variance	1
Residential Accessory Structure	5	Site Development Plan Amend	1
Residential Addition	2	Site Development Plan	3
Residential Remodel	5	Traffic Impact Analysis	1
Septic	1	Waiver	6
Signs	16	Warrant	0
Solar	6	Will Serve Letter	2
Trades	267	Voluntary Annexation	1
Tree	0	Zoning Concept Scheme	3
		Zoning Verification Letter	4
<b>TOTAL</b>	<b>473</b>	<b>TOTAL</b>	<b>90</b>

## Application and Future Updates of B3 Code

Below are projects that have Site Development Plans and/or Building Permits approved through the B<sup>3</sup> Code process and meet the intents of the code by right or with a warrant (as noted).

Single-Family Homes that meet the B<sup>3</sup> Code Lot Occupation requirements:

- No new infill SFR submitted in the First Quarter

New Commercial Developments that meet the B<sup>3</sup> Code Requirements:

- 1640 E SH 71 – Rapid Express Carwash Site Development Plan (with warrant) – in process

B<sup>3</sup> Code Updates:

- Planning Staff is drafting standards for Wireless Transmission Facilities (such as cellphone/communication towers) within the city limits. The code is currently silent to WTFs and does not allow for heights over 5 stories. The code amendments would allow WTFs in different Place Type Zoning districts.
- Extraterritorial Jurisdiction (ETJ) subdivision standards. Planning Staff is working with outside consultants to draft subdivision standards that will apply within the One Mile and Voluntary Area A ETJ. These would establish minimum lot size, block perimeters, and utility extension requirements. Within the city limits, many of these standards are determined by the Place Type Zoning, which does not apply to the ETJ. Adjusting the block perimeter requirements would also provide some additional flexibility from the established block grid.
- Draft ordinances will be brought forward to the Planning & Zoning Commission and City Council when available.

The following standards/language will be incorporated into the code amendments to be presented to the Planning & Zoning Commission and City Council this FY:

- Processes
  - Move B<sup>3</sup> Technical Manual into the Bastrop Building Block (B<sup>3</sup>) Code (merge into one document)
  - Amend Warrant, Neighborhood Regulating Plans, and Development Review Committee sections to clarify requirements and approval process
  - Create an infill development process for sites smaller than 3.4 acres
  - Move requirements for small drainage projects into the Site Development Plan/Building Permit process

- Clarify language for P&Z recommendations to City Council and zoning compliance with Texas Local Government Code Chapter 211
- **Platting**
  - Add additional platting exemptions
  - Discuss policy for existing private access easements for properties establish before 1981
  - Require a Traffic Impact Analysis when changing or not following the grid
  - Extend distance for requiring connection of water and wastewater to ½ mile for new development
  - Revise standards and process for approving Public Improvement Plan Agreements
- **Zoning**
  - Create a Planned Development District (PDD) zoning amendment process
  - Adopt a Zoning to Place Type conversion table to address legacy PDDs
- **ETJ Sign Corridors** – establish gateway plans for major highway corridors into Bastrop
- **Miscellaneous**
  - Historic District standards and approval process for fences and demolitions/relocations
  - Include IRC/IBC standards and address process for short-term rental Certificate of Occupancy
  - Clarify language on Manufactured Housing and Mobile Homes

## **FM 20 Water Main Contract**

The 16” Waterline Extension project involves the installation of 2,100 feet of 16” water main from the City’s new elevated storage tank to the West Bastrop Village development. Installation of the waterline began on 11/15/2021 and is 85% complete.

## **MUD Policy**

The City Council adopted a MUD policy on December 14, 2021.

## **Corix Study**

A meeting with the stakeholders was held on December 1<sup>st</sup>, 2021 where topics were discussed in regard to population projections and distribution in study area, WWTP location and land-owner contacts, WWTP sizing and non-site specific layout. Kimley Horn continues to collect data for the study, and we will meet again in February of 2022.

## MULTI-MODAL MOBILITY

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

### Public Transportation

CARTS is a Community Partner that the City of Bastrop is committed to supporting through communication and messaging services. In the first Quarter of Fiscal Year 2022, the Communications Division shared Bastrop-specific content from the CARTS Facebook page to the City Facebook page including changes to the CARTSNow program, sharing the CARTS Thanksgiving and Christmas Service schedules, and promoting the eCab program.

### Loop 150 Corridor Plan

CAMPO continues to work on the corridor study and will perform the first phase of the study within 18 months. Planning Director Jennifer Bills will take a supplemental contract to City Council in February 2022 that will allow Garver Engineering to assist CAMPO and the City of Bastrop in finding grant funding opportunities for the projects that will be developed in the study. Garver will also seek funding for repairs to the Old Iron Bridge as soon as possible.

### TXDOT Construction Updates

Below are the TXDOT updates during the First Quarter:

- 10.12.2021 – 10.13.2021: MLK Drive between College Street and Newton Street was closed so that the East Bound overpass (railroad bridge) could be demolished.
- 10.18.2021 - 10.20.2021: The West Bound Outside (right Main Lane) of SH 71 was closed from west of SH 95 entrance ramp to west of the SH 150 (Childers Street) exit ramp. When work was completed the SH 150 (Childers Street) exit ramp on the west side was closed and exiting traffic will use the new West Bound SH 150 (Childers Street) exit ramp on the east side of the Colorado River.
- 10.20.2021 – 10.22.2021: The Lovers Lane entrance and exit was closed to all thru traffic so the East Bound overpass (railroad bridge) could be demolished.
- 10.26.2021: Bump in the road was patched on Frontage Road in front of Jack in the Box.
- 10.29.2021: The demolition on the East Bound main lanes came to an end. The start of the new east bound main lane bridge began.

## ORGANIZATIONAL EXCELLENCE

Organize governance, progressive operational efficiency through continuous employee and user training; employee and citizen volunteer recognition.

### Cross-Functional Teams

#### Administration Team

The Admin Team continued working on the process of celebrating retirees and the members received basic training on Records Management.

#### Data Management Team

The Data Management Team is responsible for guiding and planning improvements to current methods and ensuring that appropriate workflows are designed, documented, and incorporated into project implementations. Also, the team is responsible to organize projects and create budget requests in accordance with existing budget process and produce a financially detailed five-year data management plan for the City. This team is currently working on different software implementations. Four agenda management companies were vetted by the team. An agenda management provider was selected and the City entered into an agreement with Municode Agenda Management.

#### Communication & Special Events Team

The Communication and Special Events Team (CSET) met monthly with the mission of training to be City ambassadors to push out accurate information both internally and externally. In the first quarter, the team discussed Information Technology, the Planning Department, and the Budget. The team also discussed projects happening in their respective departments and overall City initiatives. The larger CSET Team is then broken into 5 Focus Areas that have projects to accomplish. Those focus areas are Branding, Messaging, Special Events, MyGov, and the Quarterly Report. Each CSET Focus Area update is spread throughout this report.

## Employer of Choice Team

Employer of Choice Team members have been selected and the team will be meeting in the second quarter of Fiscal Year 2022.

## Personnel Analysis

Personnel Analysis					
Q1	NEW HIRES	PROMOTIONS	RETIREMENTS	DEPARTURES	LATERAL TRANSFERS
October	3	1	0	2	0
November	5	3	0	1	0
December	3	0	0	3	0

## Vacancies

Vacancies					
DEPARTMENT	ADOPTED BUDGETED POSITIONS	Q1	Q2	Q3	Q4
Administration	3	0			
City Secretary	2	0			
Finance	8	0			
Fire	9	2			
Human Resources	1.875	0			
Information Technology	2	1			
Community Engagement	7.48	1			
Municipal Court	3.25	.25			
Development Services	8	0			
Engineering	1.5	1			
Police	30	3			
Library	9.625	2			
Public Works — General Fund	30.585	1			
Water & Wastewater	20.1	5			
Bastrop Power & Light	9	0			
Cemetery	1	0			

## Employee Training

### Leadership Training Program

The City Managers and Department Directors started an extensive Leadership Training Program with facilitator Pamela Benson, CEO of Edge of Your Seat Consulting, Inc., in November of last year. These trainings will continue into Fiscal Year 2023. The following is a timeline of the trainings that have been received:

- November 8, 2021: Lunch & Learn with Pamela Benson was an introduction to Pamela and her background with an overview of what these trainings hope to accomplish, which is exemplary internal and external customer service.
- November 15, 2021: The Leadership Lens was an interactive primer session to explore how well the team is leading, leveraging, and leaving that which is not helpful alone. During this session, our leaders were asked to rank their leadership effectiveness on a scale and to explore strategies and tools that will help them create a simple action plan of what they will start, stop, and continue doing.
- December 13, 2021: The Leadership Landscape focused on how to create more work/life integration, identify what is truly urgent and what is important, reset and recalibrate expectations in a way that provides more opportunities to be responsive and reflective in our leadership. Our leadership team got insight to how competencies that are relevant now may continuously change and how to apply them in a way that creates a more sustainable model of work/life integration.

### Community Engagement

The Assistant City Manager for Community Engagement attended the Texas Municipal League's Annual Conference on October 6-8<sup>th</sup>, 2021. She also serves on the Texas City Manager Association's Planning Committee that met on October 28<sup>th</sup> and 29<sup>th</sup>, 2021 for the Summer 2022 conference in Bastrop. She also attended the Texas Downtown Association's annual conference November 3<sup>rd</sup>- 5<sup>th</sup>, 2021 in Denton which focused on revitalization content, as well as equity in entrepreneurship ecosystems, creating downtown pride and vacancy.

The Public Information Officer provided a training on the multi-media help desk to the CSET team and Directors. The training outlined the new way of submitting request to the Communications Department by creating a ticket through the help desk.

## **Library**

The Library Director attended three trainings during the quarter. The first was a FEMA Mass Care and Emergency Sheltering Field Guide Training on October 19<sup>th</sup> and 20<sup>th</sup>. On November 10<sup>th</sup>, the Library Director participated in a webinar on Place Driving Equity: Investing in Public Space for Shared Prosperity. The training discussed how a library is community place that is incorporated into people's daily lives. A major take away was, "public spaces as a network to connect people and places." Resources for book challenges TSLAC was on November 18<sup>th</sup> and involved concerning book challenges, how to protect your library, resources from ALA and TLA, and narrative from the City of Victoria's librarian about current challenges.

## **Finance Department**

The Chief Finance Officer attended the Government Finance Officer Association of Texas fall conference in November and hosted a training for the Community Engagement Department in December.

## **Planning Department**

The Planning Director and Senior Planner and GIS Coordinator virtually attended the American Planning Association C3 2021 Cross-Chapter Collaborative Conference on November 1-3. The Senior Planner and GIS Coordinator also attended trainings on Flood Barriers, NFIP Community Rating System Changes by FEMA, and Sit Development Process Efficiencies by Bleyl Engineering. Permit Technician Debra Adams attended a training on October 5<sup>th</sup> for Permit Technicians.

The Building Official attended 16.25 hours of training during the quarter. The training included plumbing updates on October 16<sup>th</sup>, how to avoid fraud after a disaster on October 27<sup>th</sup>, Growing Pains- Navigating the Challenges of a Growing Community on November 4<sup>th</sup>, Flood Barriers by Flood Proofing on December 7<sup>th</sup>, Existing Building Maintenance and Inspections Dialog with ICC on December 7<sup>th</sup>, and Addressing Challenges with Incorporating Emerging Technologies on December 15<sup>th</sup>.

## Engineering Department

The Director of Engineering and Capital Project Management coordinated a Flood Barriers and Land and Site Development trainings for the engineering, planning and public work staff during the first quarter. She also attended the Floodplain Management Training by TFMA in College Station, Region 10 Lower Colorado-Lavaca flood Planning monthly meeting, Back2Basics with Mike Segner: and The National Flood Insurance Program (NFIP) for Local Officials webinar. The following certification programs were also completed:

- Pipeline Assessment Certification Program
- Manhole Assessment Certification Program
- Lateral Assessment Certification Program

## Public Works Department

The Public Works Department received 147.75 hours of training during the first quarter:

- Water and Wastewater Operations – 36 hours
- Water and Wastewater Dist. / Collection – 13.75 hours
- Streets and Drainage – 5.5 hours
- Building Maintenance / Custodial – 5 hours
- Parks – 10.5 hours
- Water and Wastewater Superintendent – 36 hours
- Public Works Director – 41 hours

## Building Maintenance

The Public Works Building at 1209 Linden St is now ready for the final mold inspection. A move in date is yet to be determined. The next steps are drainage and remodel.

## Quarterly Employee Luncheon

Employee appreciation is directly tied with job satisfaction, workplace happiness, and employee morale. Showing employees that the City cares about their wellbeing and recognizes 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 our citizens.

The Employee Quarterly Luncheon was held on November 19<sup>th</sup> showing appreciation to the employees for their dedication and hard work.

## **Planning Excellence Certification**

The City of Bastrop has been recognized by the Texas Chapter of the American Planning Association with the 2021 Planning Excellence Certificate of Achievement. Evaluation criteria include the level of training of Planning Commissioners and professional staff, professional qualifications of the planning staff, breadth and currency of master plan components and completion of other planning related projects. This the fifth consecutive year that the City of Bastrop has been recognized.

## **Help Desk Tickets**

Over the quarter, the IT Team resolved 421 staff-requested service helpdesk tickets.

## **Criminal Justice Information Services (CJIS) Audit**

The Texas Department of Public Safety conducted a random, impromptu audit of the Police Department's criminal justice information systems and secure site access. Overall, sixty-nine checks of compliance were conducted. The department overwhelming passed this audit with zero violations.

## **Boards and Commission Banquet**

The Boards and Commission Banquet was held on October 14, 2021 at the Bastrop convention Center. Around 70 board members and spouses were in attendance. The City partnered with BISD to provide food by utilizing its catering department. Mayor Schroeder and Mayor Pro Tem Nelson presented information about the boards and awards.

## **Records Management Procedures**

The first segment of Records Management training will be presented to the Admin Team at the meeting on January 12, 2022. The City Secretary's office continues to scan records into Laserfiche and are preparing to destroy a group of boxes. This is an ongoing project for the City Secretary's office.

## Open Records Requests Chart

Open Records Requests	
DEPARTMENT	Q1 REQUESTS
City Secretary	3
Engineering Department	5
Finance Department	4
Fire Department	15
Human Resources	2
Planning Department	58
Police Department	41
Public Works	4
Utility Services	5

## MyGov Data Charts

MyGov General Usage Data				
	Q2	Q3	Q4	Q1
Contacts in MyGov	1,600	1,787	2,085	2,332
Accepted Collaborator Accounts in MyGov				1,293

Q1 MyGov Request Manager Data			
TEMPLATE NAME	ALL REQUESTS	COMPLETED (Archived)	ACTIVE
Ask a Fire Question	1	1	0
Building Custodial	3	3	0
Building Maintenance Concern	20	20	0
Building Permit Question or Concern	5	4	1
Building Pre-Application Meeting Request	13	11	2
Carcass	1	1	0
City Sign: Clean/Repair	1	1	0
Connect - Turn On Service	18	18	0
Curb/Gutter: Damage Repair	1	1	0
Disconnect - Turn Off Service	16	16	0

## Q1 MyGov Request Manager Data Continued

TEMPLATE NAME	ALL REQUESTS	COMPLETED (Archived)	ACTIVE
General Question	4	3	1
Junk Vehicle	1	1	0
Leak at Meter	4	4	0
Limbs in Line	4	4	0
Main Street Project Requests	63	63	0
Misc. Electric Service	7	7	0
Miscellaneous Concern for Work Orders	8	8	0
Noise	2	1	1
Open Records Request	95	89	6
Parking Lot (City Maintained) Maintenance	3	3	0
Parks - Hang Sign for Sign Banner Plaza	8	8	0
Parks Clean Up	1	1	0
Parks Misc	5	5	0
Planning Pre-Application Meeting Request	30	27	3
Planning Pre-Development Meeting Request	3	3	0
Planning Question or Concern	6	5	1
Power Outage	2	2	0
Pre-Construction Meeting Request	5	5	0
Repair Lights	7	7	0
Report a Fire Code Violation / Unsafe Condition	1	0	1
Request Car Seat Installation	1	0	1
Road Hazard: Remove Hazard/Debris	1	1	0
ROW Maintenance: Mowing/Shredding	1	1	0
ROW Maintenance: Tree Trimming/Removal	1	1	0
Service Orders	170	170	0
Sewer Stoppage / Back-Up	2	2	0
Sidewalk: Repair	1	1	0
Special Event (Internal Only)	1	1	0
Speed Monitoring / Traffic Counters	3	3	0
Street Repair (Potholes, Cracks, etc.)	3	3	0
Street Sweeping	2	2	0
Tall Weeds & Grass	1	1	0
Tapping W-WW	1	1	0
Trash / Debris in ROW or Public Area	2	2	0
Turn Off/On For Repairs	1	1	0
Utility Availability	3	3	0
Water Leak	1	1	0
<b>TOTAL</b>	<b>533</b>	<b>516</b>	<b>17</b>

## UNIQUELY BASTROP

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

### Community Asset Reports

#### Bastrop County Historical Society and Visitor Center

Please note: The Museum and Visitor Center share all data points below, making it impossible to differentiate.

#### Bastrop County Historical Society Museum & Visitor Center

WEBSITE	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Total Visits	1,425	1,258	1,740	1,446	2,481			
<b>SOCIAL MEDIA (Facebook)</b>								
Posts	6	33	28	53	97			
Reach	4,902	6,092	8,396	4,203	17,460			
Engagement	616	1,093	1,019	1,256	4,235			
<b>OTHER MESSAGING</b>								
Newsletter Subscribers	240	240	240	240	222			
Open Rate*								
<b>VISITORS</b>								
Visitors	1,468	1,370	2,526	2,218	3,093			
Percentage of Overnight Stays	25%	27%	17%	60%	12%			

\*Our printed quarterly newsletter is sent via postal mail, so we do not have data on open rates. The newsletter contains information on upcoming programs, tours, and current happenings.

## Bastrop County Historical Society and Visitor Center Programming

The Historic Homes Tour was a great success, with over 450 visitors at five historic homes and one church. Nicole DeGuzman and Ken Kesselus spoke at a quarterly meeting about the current museum and historic Bastrop. The Director attended approximately six public speaking engagements about the museum's future.

There were several organized tour groups and one step-on bus tour. Fifty people attended a tour of Fairview Cemetery, a sold-out event. Our Docents served 80 hours of tour-related volunteer hours. We continue to repair historically damaged headstones at Fairview Cemetery as funds allow. The research library fulfilled 31 research requests, and volunteers contributed 886 hours of service. The Visitor Center volunteers contributed 93 hours of service.

We worked with The Bastrop Opera House (BOH) for a Fairview Cemetery tour, The Lost Pines Art Center (LPAC), and BOH for holiday happenings. Visit Bastrop (VB) with a QR code in the Visitor Center for visitors to sign up for their newsletter. VB sells its ornament on consignment in the gift shop along with the Visit Bastrop Go Card. The Director partnered with the Bastrop Public Library to give a public presentation on the history of quilts in the Underground Railroad.

## Bastrop Opera House

Bastrop Opera House								
WEBSITE	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Total Visits	4,625	4,527	11,763	11,864	48,870			
<b>SOCIAL MEDIA</b>								
Posts	94	58	75	81	120			
Reach	120,894	132,379	123,177	144,941	128,731			
Engagement	15,007	12,591	15,662	15,621	12,810			
<b>OTHER MESSAGING</b>								
Newsletter	14	18	18	18	10			
Open Rate	38%	38.5%	41%	41.5%	30.7%			
<b>VISITORS</b>								
Visitors	1,051	832	1,178	2,531	2,548			
Percentage of Overnight Stays	-	-	-	-	-			

### Bastrop Opera House Programming

The Opera House produced three major shows consisting of Nunset Boulevard the musical, Murder Me Always, Dinner show, Rented Christmas the Musical, and two youth productions. We also had a weekend sale-out special event, Walkin' The Line.

In October, we collaborated with the Museum and Visitor Center for the Cemetery tour event, providing some of the actors and costumes. We also collaborated with BISD middle school, providing them with costumes, old-fashioned microphones, props and training for its Radio show play production in December.

A total of 5,039 tickets were sold during this last quarter.

## Lost Pines Art Center

### Lost Pines Art Center

WEBSITE	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Total Visits	4,571	10,145	6,606	8,442	3,898			
<b>SOCIAL MEDIA (Facebook)</b>								
Posts	28	30	18	41	26			
Reach	19,631	17,767	11,769	21,410	20,378			
Engagement	2,551	1,546	1,218	2,448	1,188			
<b>OTHER MESSAGING</b>								
Newsletter Subscribers	5,822	5,803	1,942	5,872	1,978			
Open Rate	28%	27%	28%	29%	37%			
<b>VISITORS</b>								
Visitors	304	555	706	727	1,709			
Percentage of Overnight Stays	13%	4.3%	3.3%	5.7%	4%			

### Lost Pines Art Center Programming

The first quarter, we continued our usual programming with monthly Art After Dark events that were well attended. Handmade Holiday Outdoor Market took place in October and had over 200 visitors. In December, we collaborated with Downtown Bastrop for Lost Pines Christmas with our Holiday Art Bazaar and Art After Dark- Holiday Edition on December 4<sup>th</sup>. We had an enchanting evening to close the celebration with house made wassail and live music. Many visitors came to purchase handmade wares and artwork for the holidays.

Art sales have been increasing overall, and our visitor numbers continue to grow.

## Library Programming & Special Events

In-person programming continued in fall 2021 with bi-weekly Storytime, weekly Teen Thursdays, weekly Coffee with Catherine, weekly Teen Dungeons and Dragons, and monthly LEGO Club.

The big event of the quarter was part of the Lost Pines Christmas Events: the Annual Library Open House, which was held Saturday, December 11, 2021. At Open House, musicians performed, including a local accordion player, two cellists from Little Heart Talent Education, and the Honor Choir. Library staff and volunteers pre-built 275 graham-cracker houses that were decorated by kids. Sixteen City of Bastrop departments created masterpieces as part of the second annual Great City Decorating Contest, where they decorated graham-cracker houses and the public voted on them during Open House. The Bastrop Police Department was the winner this year.

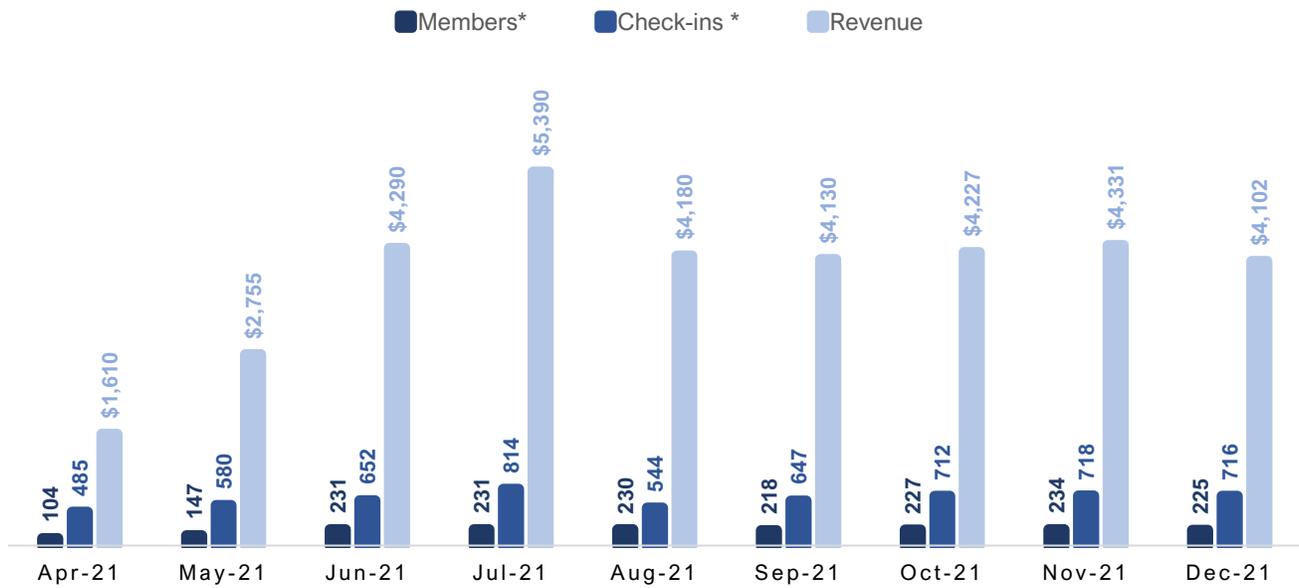
Self-directed activities were available for all ages during winter break including a take-it-make-it craft for children; polls in the Children's Area and Teen Room; and puzzle packs for adults that included crosswords, word searches, and more.

The StoryWalk ® in Fisherman's Park in October was *Nuts to You!* by Lois Ehlert. In November the Parks crew brought the frames back up to the library as a re-location of the Storywalk is currently being decided.

## Library Patronage

Library Patronage				
CATEGORY	Q1	Q2	Q3	Q4
Physical circulations	15,535			
Ebook circulations	3,364			
Number of visitors to the library	14,038			
# of new library cards to non-residents	116			
# of renewed library cards to non-residents	179			
# of new library cards to City residents	70			
# of renew library cards to City residents	132			
Nonresident revenue for membership	\$6,855			

## Recreation Usage & Revenue



\* Members are the number of individuals served. Check-ins reflect member participation in classes.

## Recreation Programming

October, November, and December participation continued to improve with group exercise classes. Some classes have grown to 18 participants on a regular basis. In addition to regular recreation programming, recreation staff participated at the Boo Bash event in October, offered a skate board clinic, facilitated a free women’s self-defense class, hosted an open house in November, and was able to keep programming active during the December holiday season when other City buildings were closed.

## Cultural Arts Commission

During the first quarter, the Cultural Arts Commission continued to work on developing its first-year work plan which will be presented to Council during the second quarter. Currently the plan includes a public outreach plan, strengthening the arts and culture community by collaborating across all arts, and creating an pushing opportunities to the arts for growth or project building.

## Main Street Program

The Main Street Advisory Board welcomed a new member for place 3, Kari Sneed. Kari owns KC Outfitter downtown and brings a retail perspective to the board. It also updated its board member duties requiring Main Street Advisory Board members to either chair or co-chair a committee or Task Force

and serve on a second Committee or Task Force. The Board began updating contact information for the businesses in the Main Street District to compile into a Master Contact list. This ensures that all businesses are receiving Main Street communications, and it is necessary for a formal list of a building inventory.

The rebranded parking lot flags were hung in November, and the parking map was sent out to the Main Street District. Brochures will be distributed to the businesses in the second quarter. The next plan for the rebrand is to resurface the “P” parking lot signs and update the lot names as well as the downtown maps.

The business retention and expansion committee created a plan for Main Street Academy which involves gathering a library of video resources and training that will be pushed out periodically through newsletters and stored electronically on the Main Street Program’s website for easy access. The committee also facilitated Small Business Saturday and Wassail Festival on November 27<sup>th</sup>. The sponsorship committee worked on creating a sponsorship brochure that includes packages and pricing for sponsoring Main Street events. The Lost Pines Christmas Committee facilitated Open House on December 11<sup>th</sup> with the Candy Cane Lane theme.

## Downtown Bastrop Facebook Analytics

Downtown Bastrop Facebook Analytics				
	Q1	Q2	Q3	Q4
Posts	32			
Reach	57K			
Top Post Engagement Numbers	Christmas Tree Lighting Community Thank You – 7.9K			

## Youth Advisory Council

The Youth Advisory Council has been reorganized with three main focuses since returning from hiatus. Community education, youth engagement, and an annual project to create legacy and investment in their community. For community engagement, the group learns about a certain sector of the city from that Director and is then able to ask questions. In the first quarter of this Fiscal Year the group reviewed general City setup, strategic planning, communications, public works, and planning. They are gathering information on projects and initiatives to be pushed out through “student takeovers” of social media that will begin at the end of this month to help get the information in the hands of the youth in our community. Concerning youth engagement, the students are working on brainstorming and drafting guidance on increasing youth engagement with the city both through their ideas and through boots on the ground projects. One of those initiatives will be the above-mentioned student takeovers that was started by BISD last summer through its student intern program and will now be formalized in written guidelines for takeover of the city social media channels each month. Lastly, this year’s group has chosen a mural Downtown as its legacy project. They are working through the details of the where, what, and how, and are currently talking through the themes and values they want encompassed in the mural. As this project develops, the Youth Advisory Council will keep Council informed.

## Boo Bash

The Boo Bash was held October 30<sup>th</sup>, 2022 at Mayfest Park. The Special Events Manager along with the CSET team coordinated all aspects of production, promotions, and marketing. Vendors set-up booths in Mayfest Park complete with volunteers dressed in costumes to pass out candy at this drive through event. Several city departments, community support groups, local businesses, and city asset groups participated in this event. Record numbers of cars drove through the two-hour event. Discussion is underway for the 2022 Boo Bash and how to handle the large number of attendees.

## Veterans Day Car Show

The 15<sup>th</sup> Annual Veterans Car Show Weekend, also known as “Heroes and Hotrods”, was on Friday, November 12 and Saturday, November 13, 2021 in Downtown Bastrop. The event began with Cruise In at 4 p.m. on Friday, November 12<sup>th</sup>. On Saturday, the Car Show included a Veterans March and Tribute Retired Army Lt, Colonel Willie Pina organized the military veteran’s recognition and awards ceremony. This year, the Bastrop Area Cruisers expanded the event area allowing for more vehicle participation. Over 400 cars registered for the event with additional cars parked outside of the event area. Proceeds

from the event went to support Veteran Organizations, Bastrop High School Auto Tech Scholarships, and other local charities.

## Martin Luther King, Jr. Walk and Celebration

The City of Bastrop Special Events Manager worked with the Bastrop County Martin Luther King Jr. Holiday Commission's Committee to coordinate all aspects of the Martin Luther King, Jr. Walk and Celebration on January 17<sup>th</sup>, 2022. Committee members are from Elgin, Smithville, and Bastrop. The City of Bastrop will be the host City for the 2022 Walk and Program.

## Volunteer Hours

Volunteer Hours				
CATEGORY	Q1	Q2	Q3	Q4
Library	544			
Main Street	113			
Police Department	123			
Fire Department	1,270			

## Special Event Permits Chart

Special Event Permits								
CATEGORY	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Event Permits Issued	4	0	5	9	8			

## Film Friendly Chart

Film Permits								
FILM TYPE	FY 2021				FY 2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Commercials	2	5	1	2	1			
Television Episode	1	2	0	0	2			
Television Pilot	0	0	0	0	0			
Feature Film	0	1	1	0	0			
Training Film	0	0	0	0	0			
Public Service Announcement	1	2	1	0	0			

## Historic Landmark Commission

Certificates of Appropriateness		
LOCATION	REQUEST	RESULT
705 Pine St.	A new blade sign for 705 Pine. The sign will be made of aluminum and attached to an existing metal bracket located above doorway.	Approved as submitted.
815 Main St.	Owner is proposing the same sign once approved by HLC but for a new location. The sign will be made of aluminum and attached to an existing metal bracket located above doorway.	Approved as submitted.

## Park Projects

In the first quarter of fiscal year 2022, the Parks Division worked alongside the Lost Pines Disc Golf Group to clean and clear portions of Bob Bryant Park for the future disc golf course. The course will contain 18 holes and 2 practice baskets. Park staff are continuing to work with the group to get the last portion of the course cleaned and then can proceed with the placement and installation of the tee boxes and baskets.

Park Projects	
PROJECT	HOURS
New Trash Cans for Dog Park	14
Disc Golf Course at Bob Bryant	65
Checking/Working on Christmas Lights	102.5
New Trash Barrels for Ferry Park	7
<b>TOTAL</b>	<b>188.5</b>

## Park Maintenance Statistics

Park Maintenance Statistics			
MAINTENANCE	HOURS	PARK	HOURS
Landscaping	724.5	Fisherman's/Riverwalk	205.25
Trash Run/Bathroom Checks	614	Bob Bryant	52.75
Work Orders	113	Mayfest/Rodeo Arena	14.5
Special Events	151	Fireman's	10.25
Graffiti Removal	32.25	Little League	19
Irrigation Walkthrough/Maint.	135.5	Bark Park	9
Irrigation Inspections	48.5	Kerr	7.75
Tree Maintenance	175.5	Hunter's Crossing	52.25
Chipping/Mulching	46	Old Iron Bridge	4.5
Hang/Remove Banners	76.5	Jewell Hodges	1.25
Pest & Weed Control	21	Delgado	1.25
Equipment/Vehicle Maint.	232.5	Ferry	5.75
Fertilizing/Seeding	0	Playground Inspections	19
Cemetery/Assist Cemetery	519.5		
Assist Convention Center	3		
Departmental Assistance	105.75		
<b>TOTAL</b>	<b>2998</b>		<b>402.5</b>

## UNIQUE ENVIRONMENT

Continue beautification and natural areas, green spaces, and the river.

### Texas Parks and Wildlife

In the first quarter of fiscal year 2022, city staff had a meeting with the TPWD Grant Manager and Compliance Coordinator to discuss what steps need to be taken at Bob Bryant Park to get the city back into compliance to be eligible for future grants. To come into compliance, the City of Bastrop will need to perform a land conversion of parkland, meaning we will need to identify replacement land that is equal or greater value to the areas determined to be out of compliance in Bob Bryant Park. The land can be newly acquired or previously owned land but must not be currently used as a park, for recreational purposes, or currently be dedicated as parkland. City staff have ideas for parcels that might qualify for conversation and is working through those options with TPWD. Once there is a recommendation for conversion that satisfies TPWD, it will be brought to Council for approval along with steps for the conversation. Below is a timeline for addressing the compliance issue:

- January – April: Survey Bob Bryant Park
- April – July: Review City-owned property with the necessary acreage to achieve compliance
- July – September: Perform an environmental assessment of the selected land

### Bird City

The Bird City Coalition met in October to discuss the submission of the Bird City Texas Criteria report as well as discuss upcoming events and partnerships that coincide with the certification requirements. The Coalition is taking various steps in educating the community about native birds and maintaining a bird-friendly native landscape. It also continued its Big Sits where participants gather to spot and learn about Bastrop's diverse bird population, which vary depending on location and time of the year. In December purple martin houses were installed a Bob Bryant Park. These houses provide protection from other birds and a nesting area.

**Tree City**

The City's Tree City Application for 2021 was submitted in November and reviewed by the Regional Urban Ecologist with the Texas Forest Service. The application then was sent to the state and the Arbor Day Foundation for final reviews.

