

TO: Honorable Mayor and Members of the City Council
From: Paul A. Hofmann, City Manager
Date: February 18, 2022
Subject: Weekly Memo, February 14 – February 18, 2022



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Personnel Updates

Terry Moore accepted the offer to serve as our Recreation Manager, effective February 7. We're very glad to continue the relationship with Terry, now as a city employee.

March 2 Chamber Luncheon

The City of Bastrop has been asked to provide the program at the March 2 Chamber luncheon, and to present on planning and development processes.

Please let Ann know if you plan to attend.

Bastrop Public Library

The library presented the second City Friends Storytime on Wednesday, February 16, with City Secretary Ann Franklin as the featured guest. Ms. Franklin described her job as the big sister of the city, meaning she doesn't make the rules, but she helps everyone follow the rules. Additionally, she spoke briefly about elections and then helped the children vote for a Storytime Mayor. All the children received a "I Voted" sticker to wear home.

City Friends Storytime is a recurring program to share information about the City of Bastrop and an opportunity to meet some of the dedicated city employees who help make our town a great place to live.



Unofficial Car Shows

I reported during the February 8 Council meeting on the Police Department's response to an unofficial car show that occurred in the Burleson Crossing shopping area on January 28. We are seeing social media posts indicating that future shows are planned for February 26 and March 5. We are preparing for these events, and we are attempting to communicate with event sponsors and organizers to inform them of our special event permit requirements and consequences of illegal behavior. We are working in close coordination with the Burleson Crossing property owner and their security team.

Sign Code Messaging and Enforcement

The sign code grace period ends on March 1. Here is a recap of past and future efforts to keep the public informed:

- A webpage dedicated to the Sign Code was developed in Summer of 2021. It contains a PDF of the Sign Code, a general information flyer that was also printed and has been distributed at the Building Bastrop University events as well as other relevant in-person gatherings, sign type diagrams, checklists for getting a permit, links to MyGov and steps for submitting applications, a Frequently Asked Questions section, and an interactive map of the City's sign jurisdiction. The webpage's URL is www.cityofbastrop.org/signs. In addition to the general information flyer, a series of postcards has been mailed to all commercial utility customers of the City. The first postcard was general in nature and answered the question "Why regulate signage?" The second postcard outlined signs that are allowable, requiring a permit, such as building signs, freestanding signs, and temporary signs such as banners. The third postcard featured details on the code around temporary signs such as bandit signs, garage sale signs, and banner signs. The fourth postcard will be sent out next week, focuses on the topic of prohibited/non-permittable signs such as feather flags, inflatable signs, utility pole signs, balloon signs, and others. This fourth and final post card will also include an invitation to a March 16 Building Bastrop University Informational Session that will focus on the Sign Code. This informational session is being promoted with a Facebook event listing as well, and will be video recorded for future reference, like all of the BBU sessions have been. Copies of the general information flyer have been given to Code Compliance Officer Rickeita Rose to share with business owners while she is out in the community.

Development Code Updates

From time-to-time we receive input from our contractors, developers, and citizens regarding future code amendments. A list of what is being worked on can be found on pages 109 – 110 of the 1st quarterly report for FY 22.

A specific project being coordinated by Planning Director Jennifer Bills is a possible overlay zone for property along the Hwy 71 corridor. Ms. Bills has been in discussion with a consultant to assist us in writing the code amendments. Topics being addressed include parking in the 1st layer of the lot (in front of the building), amending the roadway grid requirements, and landscaping. We anticipate having a draft for Planning and Zoning Commission review this summer.

EPA and TCEQ complaint – Wastewater Treatment Plant

The City of Bastrop has been contacted by the Environmental Protection Administration regarding a notice of enforcement letter received from the Texas Commission on Environmental Quality for apparent violations regarding non-compliance with permit standards (ammonia & EColi).

A meeting has been scheduled with James Wilson, Water Wastewater Superintendent, Curtis Hancock, Director of Public works, and ACM Job for Wednesday February. 23rd with the EPA representative. As information is provided, we will continue to update the Council on the situation.

Certificates of Occupancy

The Building Official issued three Certificates of Occupancy from February 10-16

- 107 Childers Drive, Suite 7 – Costa Azul (Restaurant)
- 460 W. State Highway 71 – Vapor Maven
- 102 Commercial Drive – Right at Home Non-Medical

Bastrop Police Department

The Bastrop Police department appreciates Public Works' Paul Gonzales for reporting an incident to the department. Paul observed suspicious behavior in Fisherman's Park. Officer Barnes and Officer Granados responded and located a person acting suspiciously. Upon investigation, officers identified the person and matched this person as one in a video during a burglary of a building offense. Upon an arrest, the person had keys from another burglary. Because Paul reported a suspicious circumstance, two burglary cases have been solved.

Upcoming Training

Below are future training opportunities through the calendar year. If you are interested in attending any of the training, please notify the City Secretary and she will take care of the registration for you.

TML Newly Elected Officials' Webinars – Understanding Your Financial Oversight Responsibilities

Date: March 10

Time: 10:00 a.m. – 11:00 a.m.

Location: webinar

TML Newly Elected Officials' Webinars – Parliamentary Procedure: Being Aware of the Key Rules

Date: March 30

Time: 10:00 a.m. – 11:00 a.m.

Location: webinar

TML Newly Elected Officials' Webinars – Interacting Constructively with the Media

Date: April 14

Time: 11:00 a.m. – Noon

Location: webinar

TML Newly Elected Officials' Webinars – Governing Ethically: Understanding Your Influence

Date: April 26

Time: 2:00 p.m. – 3:00 p.m.

Location: webinar

TML Small Town Conference

Date: May 19, 2022 – May 20, 2022

Time: All Day

Location: Fredericksburg

TML-TAMCC Newly Elected City Officials' Orientation

Date: August 11, 2022 - August 12, 2022

Time: All Day

Location: San Antonio

Time out of Office

I will be attending a meeting of the Texas City Management Association Ethics Committee on Thursday March 3. On Friday March 4, I'll be providing training to Texas City Managers so that they may become certified ethics trainers. These sessions will take place at the Texas Municipal League offices in Austin. I serve as the Chair of the TCMA Ethics Committee.

I am planning vacation days on Thursday March 10 and Friday March 11, and the week of March 28.

Future Agenda Items

March 8, 2022

- Professional services contract with Walker Partners for Old Austin Hwy
- Professional services contract with Schneider Engineering for BP&L capital improvements

Attachments

- TML Legislative Update Number #07



Legislative UPDATE

February 18, 2022
Number 7

Monthly Reporting Required on Federal Funds for City EMS Providers

[Senate Bill 809](#) passed in 2021, creating a requirement that “health care institutions” report to the Texas Health and Human Services Commission on federal money received pursuant to the Coronavirus Aid, Relief, and Economic Security Act, the 2021 Consolidated Appropriations Act, and the American Rescue Plan Act of 2021. Included within the definition of “health care institution” in the bill is an emergency medical services provider.

Under the new law, EMS providers are required to submit a report to HHSC on a monthly basis. Additionally, EMS providers were required to submit an initial report on federal funds received between January 31, 2020 and August 21, 2021.

HHSC [adopted rules](#) implementing the new reporting requirements in November 2021, and the deadline for the initial report was November 30, 2021. Monthly reports are due by the first day of each month and cover the time-period two months prior. As of the date this article is being published, there are five reports due: initial (January 2020 – August 2021), September 2021, October 2021, November 2021, and December 2021. The January 2022 report is due March 1, 2022.

City EMS providers that have not yet submitted these reports are encouraged to do so as soon as possible. Reports can be submitted using the following links:

[Initial Report](#) (January 2020 - August 2021)
[Ongoing Monthly](#)

Based on the language of the new statute and rule, all EMS providers are required to complete these reports, even if the EMS provider received nothing from the listed federal sources. In that scenario, there is an option to enter an amount of zero on the reporting forms.

More information on the new reporting requirement can be found on HHSC's [Provider Finance Department's webpage](#) (see links referencing S.B. 809). This information includes [an FAQ](#) and [a list](#) showing providers that haven't submitted a report and those that HHSC staff is helping complete a report.

Questions about the new reporting requirements can be directed to HHSC at ProviderFinanceDept@hhs.texas.gov.

Federal Infrastructure Bill Update

In November 2021, the federal Infrastructure Investment and Jobs Act (IIJA) was signed into law. The IIJA is altogether a \$1.2 trillion bill that will invest in the nation's core infrastructure priorities including roads, bridges, rail, transit, airports, ports, energy transmission, water systems, and broadband.

The League will monitor state and federal agencies and work with the National League of Cities (NLC) to access the latest information relating to the IIJA. We will be providing periodic updates in the Legislative Update on resources for Texas cities on how to access IIJA funding for local infrastructure projects.

Federal Highway Administration (FHWA)

The FHWA recently released [program guidance](#) on the National Electric Vehicle Infrastructure (NEVI) Formula Program, which is designed to help states create a network of electric vehicle charging stations along designated "[alternative fuel corridors](#)." The five-year funding total for Texas under the NEVI program is nearly \$408 million, with over \$60 million available for fiscal year 2022.

Of interest, the program requires each state to submit a plan describing how the state will use NEVI funding. If the state fails to submit the plan, the Secretary of Transportation may withhold funds from the state and instead offer program funds on a competitive basis to local jurisdictions within the state for use on eligible projects.

Additional information on the NEVI formula program can be found [here](#).

White House

The White House recently released its [Bipartisan Infrastructure Law Guidebook](#). The guidebook is meant to serve as a roadmap for state and local governments to use to access funding from the more than 350 programs included in the IIJA. The guidebook has 13 chapters separated out by issue area and will be updated to reflect emerging details and dates for the different programs. Interested city officials can read more about the guidebook [here](#) and access additional information on the guidebook from NLC [here](#).

The White House also released [this fact sheet](#) for local governments to use to prepare for funding opportunities under the IIJA.

Reminder: Deadline for Water Utilities to Submit Preparedness Plan is March 1

The deadline for a municipally owned water utility (MOU) located outside of Harris and Fort Bend counties to submit its emergency preparedness plan (EPP) to the Texas Commission on Environmental Quality (TCEQ) is **March 1, 2022**. Such MOUs that serve residential customers or that provide overnight accommodations at their facility must maintain water pressure at a minimum of 20 psi during an extended power outage lasting 24 hours or more. In addition to submitting its EPP to TCEQ by March 1, an MOU must implement its EPP by **July 1, 2022**. TCEQ has created an [Emergency Preparedness Plan Homepage](#) that includes [a template](#) for MOUs to use in developing their EPPs.

An MOU can apply for an extension of the deadlines and/or a waiver of the EPP requirement. An MOU seeking a waiver of the EPP requirement should review the [Emergency Preparedness Plan Homepage](#) as well as [this TCEQ guidance](#) on the waiver. Requesting a waiver will not extend the deadline to submit an EPP.

Deadline Approaching: Mandatory Hotel Occupancy Tax Reporting

The 50-day window for reporting local hotel occupancy tax information opened January 1, 2022. The reporting deadline is **February 20, 2022**.

Tax Code Section 351.009 requires cities to file an annual report with the comptroller that includes the city's hotel occupancy tax rate, the amount of revenue generated by the tax, and the amount and percentage of the revenue spent for each of the following purposes:

- Convention or information centers
- Convention delegates registration
- Advertising to attract tourists
- Arts promotion and improvement

- Historical restoration and preservation projects
- Signage directing the public to sights and attractions

Cities have two reporting options: (1) use the comptroller's [online reporting form](#) to submit all required information; or (2) clearly post and maintain all required information on the city's website and provide the comptroller's office with a link to the information. For cities selecting the second option, the comptroller provides an [optional format template](#) to post on the city's website.

For more information, see the comptroller's hotel occupancy tax reporting [webpage](#) or contact the comptroller's transparency team by email at transparency@cpa.texas.gov or (844) 519-5676.

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