

TO: Honorable Mayor and Members of the City Council
From: Paul A. Hofmann, City Manager
Date: December 3, 2021
Subject: Weekly Memo, November 29 – December 3, 2021



Personnel Updates

Bill Sinor started his employment with the City as a Police Officer on Monday, November 29.

Upcoming Training

Below are future training opportunities. 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-TAMCC Elected Officials' Conference

Date: February 2, 2022 - February 4, 2022

Time: All Day

Location: Sugar Land

American Planning Association

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.

Please see APA, Texas Chapter letter attached.

Wastewater Treatment Plant Tour

Your calendar should include a tour of the new wastewater treatment plant on Wednesday, December 15 at 9:00 a.m. We are happy to have you arrive at City Hall at 8:45 a.m. that morning and we'll provide transportation to the construction site. We will follow-up with you to coordinate details.

Corix Wastewater Study

Assistant City Manager Trey Job participated in project progress meeting with EDC staff, Corix representatives, and consulting engineer Kimley-Horn earlier this week. Good progress is being made and we anticipate receiving helpful recommendations on the most efficient approach to providing wastewater service in the city's extraterritorial jurisdiction. We anticipate future discussions with Council regarding mutually – beneficial amendments to the certified service areas for both the City and Corix.

Bastrop County Historical Society Holiday Rendezvous and Holiday Homes Tour

Complimentary sponsor tickets to the Holiday Rendezvous are in your mailboxes at City Hall. The event is scheduled for December 10 at 6:00 p.m. at the Bastrop Convention Center.

Also in your mailboxes is an admission ticket to the 2021 Holiday Homes Tour. The Tour is Saturday December 11 from noon until 5:00 p.m.

State of the City Address

Many cities annually present a "State of the City Address", typically delivered by the mayor. We believe the Bastrop community would enjoy and benefit from an annual presentation on the many accomplishments and activities being achieved by the City Council and city employees. Our plan is for Bastrop's State of the City address to be presented by video, and to be unveiled during the January 25, 2022, City Council meeting.

Youth Advisory Council

We continue to have productive meetings with the Youth Advisory Council. The Council is working to develop their community service project and is receiving reports from various city departments on the details of city operations.

Our plan is for Council to confirm appointments to the Youth Advisory Council on January 25, and to swear-in the new members that evening.

Information Technology Restructuring

Jesse Miga's departure has caused us to assess how best to manage the city's information technology functions into the future. The IT profession resides in ever-changing technology and a very competitive market. Our plan is to evaluate how contracting some IT-related services would better enable the City to protect our data and systems and keep up with changes in technology. We are planning to "underfill" the soon-vacated director position so that we can keep up with internal customer service demand. We'll also create budget savings that we may be able to use for contracted services.

Upcoming Events

On Saturday, from 6:30 a.m. to about 11:00 a.m., Mina Elementary School is hosting the "Run this Town 5K". This run begins and concludes in Fisherman's Park and routes through areas north of Farm Street. Traffic congestion and delays are not expected.

On Saturday from 10:00 a.m. to 2:00 p.m., Animal Compliance Officer Jordan has partnered with the Bastrop County Animal Shelter to host a pet adoption day at the Farmers Market on Chestnut Street.

Accolades

Officer Cedillo received a positive accolade from Ms. Twining. In part, "I wanted to send my praises for Officer Cedillo. He was very respectful and polite and made my partner feel comfortable and safe. Happy to know there are good officers like him in Bastrop."

Officers McClain and Barnes received a positive accolade after conducting a welfare concern regarding a citizen in distress. In part, Ms. Pedersen wrote, "I wanted to take the time to write and ask you to Thank the officers that responded to a wellness check on our neighbor. We appreciate all that the responders did. I'm sure that her family appreciates all that was done as well since they were far away and communicating by phone. We are so grateful for the Bastrop Police Department for all that they do day in and day out."

Senior Officer King received a tremendous compliment after he was photographed assisting a citizen to cross a busy intersection.

November 29th Stakeholders Meeting

The quarterly stakeholders meeting was held on Monday, November 29th 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 include the City's Assets, highlighting and promoting programming and partnerships. Local and regional industry speakers will be brought in through the Special Events Manager's membership with International Festival and Events Association.

Lost Pines Christmas

The Lost Pines Christmas season is upon us! Here is a listing of the upcoming programming and events:

River of Lights

November 26 – December 31
Fisherman's Park & June Hill Pape Riverwalk Trail

Lost Pines Christmas Open House

December 11, 10 a.m. – 4 p.m.
Join us at Bastrop's Downtown Candy Cane Lane for the Holiday Open House where you can find treasures and eclectic specialty stores to snag Christmas gifts that are as original and independent as Bastrop. We are lucky to have plenty of unique shops all around Bastrop for clothing, art, music, and much more! Downtown will be decorated in a Christmas Candyland theme for perfect photo ops and fun- don't forget to stop by the City of Bastrop Public Library for some gingerbread house making fun.

Lost Pines Lighted Christmas Parade

December 11, 6 p.m. – 8 p.m.
It's Bastrop's famous Lighted Christmas Parade! This parade is an absolute highpoint of the Lost Pines Christmas. More than 100 entries – from fanciful floats to fire trucks, from Honey Bears to Longhorns, from Santa's helpers to the man himself- will light up the Main Street Night for this joyful Bastrop tradition. Sugar Plums and sparkles, sights and sounds, cherished moments of Christmas past, or bright hopes for Christmas future, it is all there for a night of holiday magic.

Chamber of Commerce Annual Gala

The Bastrop Chamber of Commerce Annual Gala will be held January 14th, 2022 at the Convention Center and will be celebrating their 100th Anniversary. The City of Bastrop will be the title sponsor granting us two tables at the front of the event with our logo prominently displayed across all promotional materials pushed out before, during, and after the event including but not limited to every picture taken in the

photobooth, the cover of the program, and recognition during the keynote address. The City is looking forward to having a strong visual reminder of the strength of our partnership during their 100th anniversary celebration. Closer to the event the City Secretary will be reaching out to coordinate who would like to attend.

Time out of Office

I am taking a vacation today but will be available by phone.

I plan to take a few days off the week after Christmas as I will have family in town.

My wife and I have planned a trip the week of February 14, 2022.

Future Agenda Items

December 13, 2021, 3:00 – 6:00 p.m., Economic Development Policy Direction workshop

December 14, 2021

- Closed Session: Westside Collection System Contract issues
- FY 22 Budget Amendment
- Adopt schedule of uniform submittal dates
- Call Special Election to fill Council vacancy
- Ratify Sludge Removal Contract
- Contract for Industrial Park Design Services
- Presentation of Strategic Planning Calendar
- 2022 Council Meeting Schedule
- Zoning Concept scheme 2nd reading Farm Street Village
- Pecan Park Commercial Planned Development
- Contract for Maintenance, Mowing and Landscaping Services for City Buildings and ROW's (we recommend that Council reject bids)
- Adopt 2 BEDC projects
- BCAD Board of Directors Election
- Tx Community Development Block Grant (several items related to the Agnes extension grant)
- Construction Management and Inspection Services Contract
- Main Street Agreement with Bastrop EDC
- Media Production Zone for Colorado Bend development (Movie Studio)
- MUD Policy

January 11, 2022

- Texas Combination Tax and Revenue Certificates of Obligation
- Ratify sludge haul off contract
- XS Ranch consent agreement to new owners
- Homeland Security Grant contract
- Emergency Management Performance Grant
- Provide policy directive to BEDC
- Call May 7, 2022, General Election, potential charter revisions
- Loop 150 Corridor planning

Attachments

- American Planning Association Notification
- December Employee Memo
- Adoption Day at Farmers Market
- Run This Town Flyer
- 2021 Annual Library Report
- TML Legislative Update Number 45



American Planning Association
Texas Chapter

2021

Creating Great Communities for All

CERTIFICATE OF ACHIEVEMENT
Richard R. Lillie, FAICP Program for
PLANNING EXCELLENCE

Presented to the

City of Bastrop

*Recognizing a commitment to professional planning by City Administration, Elected and Appointed Officials,
and exemplary professional standards demonstrated by the Planning Staff*

Awarded by
Texas Chapter of the American Planning Association

A handwritten signature in blue ink, appearing to read 'Chance Sparks'.

Chance Sparks, AICP, CNU-A
Chapter President

T0: City of Bastrop Employees
FROM: Paul A. Hofmann, City Manager
DATE: December 1, 2021
SUBJECT: Council Focus Area: Organizational Excellence



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You don't have to be a diva to be a member of an excellent choir

It's good the City Council lets the City Manager know that they expect organizational excellence. Here in Bastrop, the Council lets me know that they believe excellence is connected to "efficiency". Efficiency speaks to the use of resources relative to the production of services. This means the Council and the Manager are in this together. Council provides the resources with the expectation the Manager will efficiently produce the services. The inputs relative to outputs balancing act leads to good government. Council doesn't want to provide resources only to see those resources not wisely used.

So, being an excellent organization goes hand in hand with being good stewards of the community's resources. We hold ourselves accountable for how well we're doing by producing our quarterly reports on the resources we're using and the services we are providing. Among other subjects, those reports include information on unfilled positions (an unused resource), how efficiently we're turning around requests for city services, and the activities of our cross-functional teams.

The cross-functional teams are an important part of the excellent and efficient organizational picture. The members of those teams are essentially being asked to step out of their normal duties and take on the proverbial "other duties as assigned". That's the very core of being efficient. Our most recently created cross-functional group is the "Employer of Choice" team. Their broadly stated task is to recommend what we should be doing to ensure we are a good place to work.

Here's another thought about how "excellence" and "efficiency" fit together. The members of the employer of choice team aren't experts in compensation, human resources, or organizational dynamics. The members of data management team aren't system or network analysts. The communications and special events team isn't made up of communication specialists. Thank goodness for that- the people on these teams are terrific city employees who know their jobs and have a sense of how things fit together.

A former city manager I know would compare being a city manager to a conductor of a choir. "Lots of moving parts to orchestrate," he would say. I enjoy being part of a choir but I'm by no means a great singer. Despite my lack of real talent, choir leaders can count on me to show up on time, know my part, follow direction, and make helpful suggestions. If 90 percent of the choir is made up of dependable nerds (like me) and not more than 10 percent is made up of high maintenance and temperamental divas, then you have a choir capable of pulling off an excellent performance of even complicated pieces of music.

You are a fun choir to lead. We don't need any solo-demanding divas, we are all on the same team with the same goal in mind, which is to provide exceptional services to the members and visitors of this community. You are good at what you do. You routinely and efficiently perform complicated and important work. You hold each other accountable and support each other.

Thank you, and Merry Christmas!



Adoption at the market 2021

December 4th
10am-2pm

Farmers Market
1302 Chestnut St,
Bastrop, TX 78602





RUN THIS TOWN 5K

Run This Town 5K/1K

Sat December 4, 2021
5K RACE & KIDS 1K FUN RUN

Bastrop, TX 78602 US [Directions](#)



SATURDAY, DEC. 4th - 8:30AM - FISHERMAN'S PARK





City of Bastrop Annual Library Report

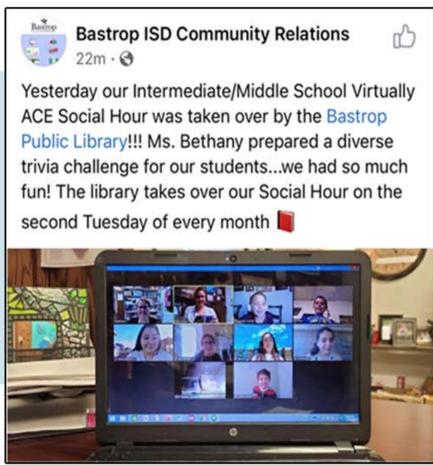
A REVIEW OF 2021



Wow! What a year it has been at the Bastrop Public Library! We welcomed a new director, the pandemic continued to shape our lives, and long-time staff members left the library to pursue new opportunities. Yet despite some challenges, this has been a year full of success. Strict pandemic protocols were loosened, and we were again able to provide in-person service and interact with the community face-to-face.

We received two grants that improved our check-out processes and access to the internet. We made new friends through partnerships, programs, community outreach, and social media engagement. We gained 779 new members and renewed 1,572 memberships. We had an amazing Summer Reading Program with the highest number of youth and adult completions in library history. It truly has been an eventful year. The library staff, the Library Board, and the Friends of the Library wish to say "Thank You" for helping make this year a success, and we hope you enjoy our quick trip through the highlights of 2021.





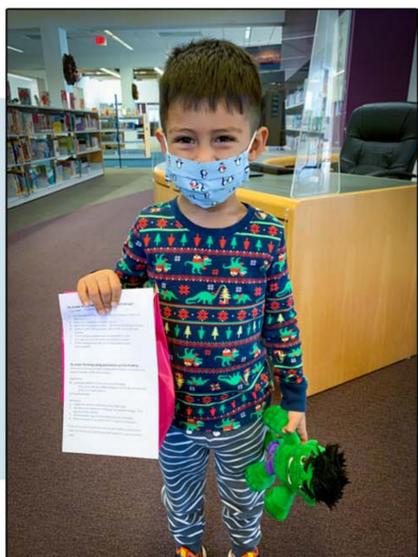
Participants in Bastrop ISD's ACE (Afterschool Centers on Education) had fun with library staff on a regular basis during the 2020-2021 school year. Because of this active participation, the library was named ACE Partner of the Year.

The library was awarded a grant from the Ladd and Katherine Hancher Library Foundation to increase accessibility to the internet in our community. This grant extended free wifi into the parking lot and funded ten hotspots that are available for check-out.



Selfcheck and touchless circulation came to the library through a grant from the Institute of Museum and Library Services, Texas State Library and Archives Commission, and CARES. People can now check-out materials without visiting the circulation desk at the two selfcheck stations or through the CloudLibrary app on their phones.

Library staff had a great time spreading a bit of holiday cheer by creating videos of the "Turkey Chant" for Thanksgiving and a library version of "The 12 Days of Christmas." Both videos were posted on Facebook and YouTube and received lots of love from the community.

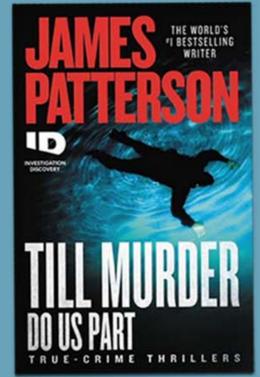


The library's Holiday Open House was a festive occasion, even with pandemic limitations. Graham cracker house kits were taken home for decorating, music was enjoyed, goodie bags were given out, and the public voted for their favorite house created by City departments and community leaders. What a fantastic day!

Books and more!

50,141 items
Valued at
\$1,076,314.66

Patrons saved
\$1,008,979.56



Circulation

51,111 items
checked out

7,021 checkouts using
self-check

15,479 ebooks
checked out

Most popular
checkout!

13,489 questions
answered by staff

4,468 computer
sessions

9,172 wifi
sessions



43,770 website hits

2014 Facebook
likes

995 Instagram
followers



Programs

233 virtual and
in-person programs

6,332 participants

Summer Reading
Program

1,334,723 minutes
logged

54% completion
rate

493 book prizes
given away



Library Love

"I'm so glad you guys are open again!! I am thankful for all you have done to assist the reading public to have access to books during the epidemic."

- Sue C.

"Just finished the first book in [my Bag o' Books]! It was absolutely EPIC!"

- Zee L.

"Thank you, Bastrop Library! We had so much fun making our [graham cracker] house!"

- Jennifer B.

"So very grateful for each of you - your care and service that you share with our community is so appreciated - thank you for being wonderful ambassadors for the City and for creating such a welcoming library for the folks."

-Lesa N.

"Thank you to all of you who make our library a welcoming place to browse, relax, and find good books."

-Renate S.

"My kid loved [the StoryWalk™]!"
Thank you, Bastrop Library! What a wonderful story!"

- Lili F.

Beginning fall 2020, StoryWalk™ went up in Fisherman's Park. These walk-and-read picture books have been a much loved opportunity for families to engage in reading together.



Teens signed up to receive Bag o' Books each month, which consisted of three books, chosen specifically for each participant, and extra goodies. Sixteen teens received this service during the summer, and we look forward to doing it again next summer!

Summer Reading 2021 was a WHALEY good time! Opening Week invited readers to visit the library each day to log minutes, participate in an activity, and connect with others. In-person Storytimes, Teen Thursdays, and other programs were enjoyed by over 1,400 people.



By the end of July, 812 individuals had participated in logging minutes, and 54% of them had reached their goal of 500 youth minutes and 1,000 adult minutes! We gave away nearly 500 prize books. Summer Reading ended with huge fun and A Whale of Scavenger Hunt, which lead participants through Fisherman's Park and down Main Street using clues to find big and small items along the way.

Coffee with Catherine, a weekly social hour program, was the biggest hit of the summer. The participants continually rave about this on-going program that provides a place to "share our lives and our concerns and become acquainted with each other to the point of becoming true friends."





Great magazines



Calvary Artwork



Enjoying a book



Picture books



Puzzle fun



Picking out books



Utilizing the wifi



Chalk art

Looking to the Future

The library looks to 2022 with vision and purpose. We plan to improve our facility, strengthen and build community partnerships that support learning and celebrate Bastrop, continue to update and diversify our collection, and emphasize the personal connections that are the foundation of our service. As we strive to be a vital part of the community, we ask you, our friends and supporters, to join the journey. Bring us your ideas, your concerns, your dreams, or your wishes and help us create a library that truly enhances our community.



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Legislative UPDATE

December 3, 2021
Number 45

Speaker Phelan Announces Sunset Advisory Appointments

Last week, Speaker Phelan appointed Rep. Justin Holland (R – Heath), Rep. Keith Bell (R – Forney), Rep. Terry Canales (D – Edinburg), and Rep. Travis Clardy (R – Nacogdoches) to the Sunset Advisory Commission, with Rep. Holland being appointed as Vice Chair. The [commission](#) is comprised of five senators and five representatives with two additional members representing the public. It is charged with reviewing each state agency every ten years providing the legislature the opportunity to closely examine an agency’s mission, priorities, and performance and take action to address problems identified. The commission is set to review the following agencies, among others, during the 2022 – 2023 review cycle:

- Electric Reliability Council of Texas (ERCOT)
- Texas Commission on Environmental Quality (TCEQ)
- Texas Commission on Law Enforcement (TCLOE)
- Public Utility Commission of Texas (PUC)
- Office of Public Utility Counsel (OPUC)
- Texas Water Development Board (TWDB)
- Office of State-Federal Relations (OSFR)

The League will continue to monitor the sunset review process and report on the Commission’s recommendations.

Railroad Commission Proposes Emergency Prioritization Rules

The Railroad Commission (RRC) is [proposing rules](#) relating to the prioritization of natural gas distribution during a curtailment event (i.e. when a gas utility determines that its ability to deliver gas may become inadequate to support continuous service to its customers on its system and it reduces deliveries to one or more customers). The rules will make permanent the RRC's emergency order issued in February of 2021, which modified the natural gas utility curtailment priorities to protect the needs of individual customers and electric generation customers.

Interested persons may submit comments in the following ways: (1) by mail to Rules Coordinator, Office of General Counsel, Railroad Commission of Texas, P.O. Box 12967, Austin, Texas 78711-2967; (2) online at www.rrc.texas.gov/general-counsel/rules/comment-form-for-proposed-rulemakings; or (3) by electronic mail to rulescoordinator@rrc.texas.gov. Comments must be filed by 5:00 p.m. on **January 7, 2022**.

TCEQ Increases Certain Solid Waste Fees

The Texas Commission on Environmental Quality (TCEQ) [adopted rules](#) increasing the fees it collects for industrial solid waste and hazardous waste generation and management. In response to comments, TCEQ anticipates increasing the generation fee in four equivalent increases over a period of four years beginning on January 1, 2022 with future adjustments on each subsequent January 1. For management fees, TCEQ will begin charging increased fees for the first adjustment and second adjustment on March 1, 2022, and on September 1, 2023, respectively, and future adjustments, if necessary, on each subsequent September 1. TCEQ will monitor fund balances and projected revenue each fiscal year to determine if adjustments are necessary.

NLC Releases Pandemic Response Playbook

Last week, the National League of Cities (NLC) released its “Local Fiscal Recovery Funds Playbook” to assist cities with navigating the federal American Rescue Plan Act. According to NLC, the playbook is designed to “educate local leaders on the value of this historic funding program, help local leaders access critical implementation resources from the Treasury and NLC, and generate the biggest impact for their communities.”

NLC's Local Fiscal Recovery Funds Playbook can be accessed [here](#).

Filing Period for Primary Election Now Open; Several Legislators Not Returning

With the opening of the filing period for the 2022 primary election on November 13, many current legislators have announced their retirement or intent to seek election to a different office. In some cases, the new district maps have prompted a member to run for a different seat in the same chamber.

The members listed below have announced they will not run for their current seat, whether due to retirement or to run for other office. Again, some of the members listed below may return to the legislature representing a different district, or in a different capacity altogether:

- Rep. Michelle Beckley (D – Carrollton)
- Rep. Kyle Biedermann (R – Fredericksburg)
- Rep. Jeff Cason (R – Bedford)
- Rep. Garnet Coleman (D – Houston)
- Rep. Jasmine Crockett (D – Dallas)
- Rep. John Cyrier (R – Lockhart)
- Rep. Joe Deshotel (D – Beaumont)
- Rep. Alex Dominguez (D – Brownsville)
- Rep. John Frullo (R – Lubbock)
- Rep. Dan Huberty (R – Houston)
- Rep. Celia Israel (D – Austin)
- Rep. Phil King (R – Weatherford)
- Rep. Matt Krause (R – Fort Worth)
- Rep. Lyle Larson (R – San Antonio)
- Rep. Ben Leman (R – Anderson)
- Rep. Eddie Lucio III (D – Brownsville)
- Rep. Mayes Middleton (R – Wallisville)
- Rep. Ina Minjarez (D – San Antonio)
- Rep. Jim Murphy (R – Houston)
- Rep. Claudia Ordaz-Perez (D – El Paso)
- Rep. Chris Paddie (R – Marshall)
- Rep. Tan Parker (R – Flower Mound)
- Rep. Eddie Rodriguez (D – Austin)
- Rep. Scott Sanford (R – McKinney)
- Rep. James Talarico (D – Round Rock)
- Rep. John Turner (D – Dallas)
- Rep. James White (R – Hillister)
- Sen. Dawn Buckingham (R – Lakeway)
- Sen. Eddie Lucio (D – Brownsville)
- Sen. Jane Nelson (R – Flower Mound)
- Sen. Larry Taylor (R – Friendswood)
- Sen. Kel Seliger (R – Amarillo)

The filing period for the 2022 primary remains open until December 13, 2021. The League will continue to update the list above in future editions of the *Legislative Update* as more legislators announce their intentions for the upcoming election.

COVID-19 Update (No. 210)

All pandemic-related updates, including information about the American Rescue Plan's city-related provisions, will be in this [Legislative Update Newsletter](#) from now on.

IRS Releases FAQ for CLRF Funding

The Internal Revenue Service has released an FAQ for state and local governments on taxability and reporting of payments from Coronavirus State and Local Fiscal Recovery Funds. Of particular interest to many cities is the guidance related to accounting for premium pay to employees. The entire FAQ can be accessed [here](#).

Texas Supreme Court Issues 45th Emergency Order of the COVID-19 Pandemic

The Supreme Court has renewed and amended its 43rd Emergency Order which, among other things:

- Permits all Texas courts to use video and teleconferencing methods in civil and criminal cases through February 1, 2022;
- Allows justice and municipal courts to suspend or modify trial-related and pretrial hearing deadlines through March 1, 2022;
- Urges justice and municipal courts to “move swiftly to return to regular pretrial and trial proceedings as soon as reasonably feasible before March 1, 2022;”
- Continues the authority of courts to modify certain procedures and deadlines in child-protection cases; and
- Allows courts to continue to use reasonable efforts to hold proceedings remotely with certain exceptions or actions required.

The complete Order can be found [here](#).

Reminder: TML Coronavirus materials are archived by date [here](#) and by subject [here](#).

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