

TO: Honorable Mayor and Members of the City Council  
From: Paul A. Hofmann, City Manager  
Date: February 5, 2021  
Subject: Weekly Memo, February 1-5, 2021



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### **Personnel Updates**

Nicole Peterson will start her employment on February 16 as our new Planning Technician. Nicole has over 10 years of professional experience in an administrative capacity providing support to multiple departments. She is confident that her background and skills will make a positive contribution to our City Team. She is passionate about serving the citizens and is eager to learn all she can about planning and development.

The Public Works Department received a call from a Bastrop resident to give praise to Interim Water and Wastewater Foreman Chris Rose, and his crew. The message was the team *“was a great group of guys and she is so impressed with you and y’all worked very hard and were so respectful. We really appreciate you and all you do and wanted to make sure we knew what a great asset to the City y’all are.”*

### **Start with Why**

Department Directors recently read the Simon Sinek book Start with Why. As the name implies, the author makes the case that successful and lasting organizations have a healthy sense of why the organization exists. Those organizations are able to unleash the passion that comes from distinguishing the “why” from the “what” and the “how”. I had read the book before, and believe it speaks truth for city organizations, and reminds us of the honor inherent in our jobs.

Rebecca took the lead in reviewing the book with department directors over lunch last Monday. Rebecca encouraged (forced) all of us to contemplate our proudest moments as Bastrop employees, and to consider our contributions to those moments and the impact those contributions have had on others. She then led an exercise where we all created our own “why” statements relative to our positions. It was time well spent.

### **Wastewater Service in the ETJ Study**

During his quarterly report to the City Council on January 26, Bastrop Economic Development Executive Director Cameron Cox, informed the City Council of an initiative to engage Corix Utilities in a study of wastewater service in the City’s extraterritorial jurisdiction (ETJ). The idea is to promote beneficial and orderly growth in the area by ensuring the provision of adequate wastewater capacity. On Tuesday, February 2, Mr. Cox organized a meeting of Corix officials, a representative of Kimley-Horn, Trey Job, and me to discuss the scope of the study. Kimley-Horn will contract with Corix for the study effort, and Corix and the EDC will agree to the funding of the study. An outcome of the study could be that it is feasible and financially beneficial for the City of Bastrop to provide wastewater service to the area in the long term. That’s not the only possible outcome, nor is it the only way to manage quality growth in the area.

The meeting was productive and positive, and participants benefited from Trey's knowledge of the area and the City of Bastrop's current and future wastewater capacity. We appreciate Mr. Cox's forward thinking, as the quality of the growth in our ETJ and Highway 71 does matter.

Another meeting of the group will be scheduled in a few weeks to review a final scope of work for the project.

### **Wastewater Treatment Plan and West Side Collection Notice to Proceed**

Speaking of wastewater treatment, preconstruction meetings were held on Tuesday of this week for both the Wastewater Treatment Plant and West Side Collection system projects. Work will begin on the wastewater treatment plant on March 1<sup>st</sup>, and the collection system on March 22<sup>nd</sup>.

### **Code Enforcement**

The Police Department is aware of instances of illegal dumping and off-roading in Pine Forest Unit 6. The following steps have been taken to curtail criminal activity: First, patrol officers have been assigned to close-patrol the area. Second, surveillance cameras have been hidden. Lastly, lighted message boards that advise persons not to trespass or violate laws have been deployed at Mauna Loa and Briar Forest and at Highway 71 and Winding Pine Drive. We appreciate Council Member Rogers bringing this to our attention.

### **February 3 Chamber Luncheon**

ACM Trey Job and Building Official Shirley Ellis, spoke at the Bastrop Chamber of Commerce virtual chamber luncheon. Approximately 99 people were in attendance. B3 code updates and a Certificate of Occupancy verification process were discussed. Trey and Shirley presented their information very well and answered multiple questions.

### **Tack Distributor**

The Public Works Department purchased a budgeted backhoe through a CO-OP buying opportunity. The backhoe cost \$25,000 less than the budgeted amount. The savings are being used to acquire a Tack Oil Distributor. The new oil distributor is used to lay down primer on finished base and for emulsion (oil tack) pre-treatment for asphalt patching and street paving. It has a hand wand and can also be pulled behind a truck and utilize the spray bars when covering a larger area. This machine will improve efficiency, as the old distributor was requiring a great deal of maintenance and requires a couple of hours or more to get heated up, where the new one will heat up in half the time.

### **Update on Time out of Office**

The closing on our new home has been delayed to February 24. My plan is to take off Thursday the 25 to devote time to the move.

## Bastrop Power and Light Digger Truck

BP&L received a replacement 2021 47' Digger Derrick Truck. It will be added to the fleet once registration, licensing and insurance processes are complete.



## Library Survey

As a requirement of the State Library accreditation program, the Library is distributing a survey of library services. That survey is attached for your information.

## Email Scams

Thank you for being cautious with suspicious emails. Please continue to forward those emails to Jesse Miga. Don't open the attachments!

## Communications Update

The communication team launched a 'call for instructors' for Phase 2 of the City of Bastrop Recreation initiative. This outreach consists of a new page on the City website, online form for interested instructors to submit their class ideas, and a social media micro-campaign. We have received responses from both current and new instructors.

Social media activity consisted of promotion of the Mayor's Council Brief, announcement of a construction alert related to the Public Works Department patching an area on Tahitian Drive, Recreation program promotion, and an Emergency Road Closure due to a gas leak that resulted from a construction crew hitting a gas line on College St. related to the SH 71 construction project.

The Public Information Office collaborated with Assistant City Manager for Community Engagement Rebecca Gleason on crafting a letter to be included in the Bastrop Chamber of Commerce's February Newsletter which is out now.

Rebecca Gleason attended Nik Shehu's Staff Meeting to present to his team of realtors about City Capital Projects, MyGov, Heritage Bench Sponsorship, and volunteering with Main Street. There was a great discussion about growth in Bastrop and they asked some great questions about future and past projects. The Office of the City Manager will continue to seek and take every opportunity possible to build relationships, further add to our networks, and push out accurate and timely information about the City of Bastrop.

### **Utilities-Online Accounts and Payments System**

We have a few issues that occurred this month with our Online Accounts & Payment System.

- February account data did not upload timely by the 2nd – we called the host party of the portal and they state they have resolved this issue to not reoccur.
- Auto Pay Customers who had their payments scheduled for the 4<sup>th</sup> were charged the 10% late fee in their payment. There were 25 customer accounts this affected, and they all have the 10% credit sitting in their utility account. They were each sent an email explaining the occurrence.
- Auto Pay Customers who have their payments scheduled for the 5<sup>th</sup> were charged twice for their payment. This affected 38 customer accounts. We have had the duplicate transactions reversed by our portal host.

The portal host has informed us that two of the items occurred because of a "date/time" issue. We will be working with the company to set up structures to prevent it from reoccurring.

### **Future Agenda Items**

February 23, 2021

- City Manager Evaluation
- Comprehensive Annual Financial Report and Audit
- Gills Branch update from Halff and Associates
- Presentation of the monthly financial statements for January 2021
- Approve the earthwork for the Fisherman's Park Wheeled Skate Park
- Presentation from TxDOT on Highway 71 Construction Project
- Approve authorizing the issuance of Texas General Obligation Refunding Bond Series 2021

March 9, 2021

- Discussion on future direction of Recreation Programing
- Reappointment of Presiding Judge
- Selection of Construction Manager at Risk for Water Plant Project
- Resolution to approve the bid for year 3 of the street maintenance project
- Discussion on creation of PID for DR Horton Homes development

- Contract for year 3 of the street maintenance project

March 23, 2021

- Approval of River Loop project
- Presentation of Compensation Study

### **Attachments**

- February Employee Memo
- Library Long Range Plan Survey
- TML Legislative Update Number 5