

TO: Honorable Mayor and Members of the City Council  
From: Paul A. Hofmann, City Manager  
Date: June 4, 2021  
Subject: Weekly Memo, June 1-4, 2021



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## **July 12 Joint Meeting, City Council and BEDC**

Please mark your calendars for the rescheduling of a joint meeting between the City Council and the Bastrop Economic Development Council. We are targeting Monday July 12, beginning at 5:00 p.m. Meeting topics will include a briefing/discussion on statutory guidelines for economic development councils, BEDC strategic priorities, City Focus Areas and priorities, and Areas of Common Ground, such as the proposed improvements to Technology Drive and the Industrial Park, and future capital projects.

## **Laserfiche Training**

On Monday, June 1 approximately 28 employees received advanced training from MCCI on Laserfiche records management matrix, filing concepts, new proposals for filing structures, and how to set retention/destruction dates. Departments are transitioning into a more advanced form of record retention and received an extensive amount of information during this 6-hour training session. A huge thank you goes to Jesse Miga for ensuring that this was recorded so employees will have something to reference when they are creating their files and retention schedules for their departments.

## **Email to Council from local homebuilder**

The City Council received a June 1 email from a local homebuilder that described a conversation with Planning Department staff from earlier that day. The email states that he “tried to navigate the form-based code with no success” and that a city employee “sincerely tried to assist in locating the guidance checklists but was unable to explain how to find them”. The email goes on to ask Council if the automated permitting system is intended to be so complicated that it could only be used by knowledgeable professionals. The email concludes with “this arduous system could be costing the City of Bastrop hundreds of thousands of dollars each year by thwarting new tax revenue”.

We take all complaints seriously. Since receiving the email from the Mayor, I have met with several city employees who have time on the phone this week with the sender of the email. The statement that the first employee could not locate the checklists is not correct. My assessment of the situation is that each employee worked with the application did so competently, professionally, and politely. I can share more details if individual Council Members would like a follow-up.

## **Concerns about Fisherman’s Park Pecan Tree**

Council Member Crouch relayed concerns about the large pecan tree located near the skatepark project that fell in last weekend’s storm. Community members are wondering if prior work on that tree and the skatepark project itself made the tree more vulnerable to wet and windy conditions. Attached are several pictures and a statement from Thomas Martinez, Parks Crew Leader to address those concerns. Thomas is a certified arborist. We believe the tree is approximately 100 years old and was leaning significantly at the time of the windstorm. The prior large limb removal, apparently the subject of some public questioning, was to repair earlier damage to the tree.

## **MyGov meeting with Contractors**

The Planning Department will be hosting a Brown Bag Contractor Lunch-and-Learn on June 30, 2021, at Noon to 1:30 pm to provide training on MyGov and the permitting process. We cover topics such as creating a Collaborator account, how to apply for a permit and how to request inspections. Contractors can bring their lunch and the city will provide drinks. This will also provide contractors time to provide feedback to staff to continue to improve the system and departmental processes.

The MyGov system was debuted in July 2020 and since the deployment the Planning Department has been working to provide information guides to use the system as well as tailoring our review workflows and inspection processes to simplify the process while remaining code compliant. Once users are familiar with the system, contractors and developer have found the system to provide transparency and keep all records consolidated and available at any time. Planning staff is available through the day and by appointment to meet with individuals to provide specific help navigating their project and the MyGov system.

Council Member Crouch has been helpful in identifying concerns from the contractor community about MyGov and the permitting process, and we will work to ensure we address those specifics in this lunch-and-learn and future planned meetings with contractors.

## **Customer feedback about BP&L response**

*“My hearty thanks to BP&L workers Bubba and a lovely young man whose name I did not get for restoring my power so quickly after a huge tree branch blew off onto my power line. This was on Saturday and even though it was a holiday weekend, they were so responsive and quick to do all they could to help get my power back on. All was handled with a smile and good nature. I appreciate your department and all your employees very much! Many thanks“*

## **Words of appreciation for Police Office Alvarado**

*“Hello, I just wanted to say once again that Officer Alvarado is the best! He is so very professional and helpful. I had a flat tire earlier and he stopped to see if I needed any help. He allowed me to use his floor jack and went back to the station to get the four-way tire wrench for me to use. It was a great help to me to get my tire changed quicker and safer. Officer Alvarado is a great asset to the Bastrop Police Department.”*

## **Bastrop Police Partnership with Texas Special Olympics**

This spring, the Bastrop Police Department became an official partner with Texas Special Olympics. On Wednesday, June 2nd, Community Resource Officer Tamera McIntyre, Assistant Chief Vicky Steffanic, and Chief Clint Nagy recorded the opening message for Texas Special Olympics' E-sports and E-Parties Programs. E-Sports and E-Parties are new to Texas Special Olympics. These formats allow athletes to compete when they would not normally be able to do so due to COVID19. Public Information Manager Colin Guerra produced a short video that can be found at this link: [https://youtu.be/N8hTc5D\\_bOQ](https://youtu.be/N8hTc5D_bOQ)

## **Police Cadet Recruiting**

The City of Bastrop Police Department is recruiting Civilian Cadets for sponsorship in an upcoming police academy. Applicants must submit a city application, Personal History Statement, resume, and a 500-word essay by June 21<sup>st</sup> to be considered for the opportunity. As a Civilian Cadet with the Bastrop Police Department, incumbents must successfully complete all training academy requirements and subsequently pass the State Peace Officers Exam. During the entirety of the training academy, a cadet

will develop knowledge and proficiency in many areas that include but are not limited to the interpretation of State, Federal and local laws, and City ordinances. In addition to laws and ordinances, cadets are responsible for learning police department policies, procedures, and regulations. Cadets must develop skills and proficiency in the use and care of firearms, emergency vehicle operation, and successfully pass the fitness exam. Upon graduating from the academy, Cadets become commissioned police officers, and would be eligible to fill any vacant positions with the Bastrop Police Department. We see this program as an innovative way to compete with other law enforcement agencies who are all looking to recruit from a diminishing applicant pool. If sufficient vacancies don't exist at the time of graduation, the Cadet is required to perform unpaid reserve officer duties for a minimum of 2 twelve-hour days per month for 6 consecutive months, until a position becomes vacant. We plan to offer four of these positions, at \$6,500 per Cadet, using existing salary savings.

### **Overheard at City Hall**

The most recent episode to be published features Library Director Bonnie Pierson.

Video link: <https://youtu.be/rLvK2AtXbKw>

### **Recreation and State Park Pool Update**

The pool opened last Saturday. The Bastrop City Recreation Program members were given a \$2 discount off entry price from opening day. We have posted it on the website. Youth Water Safety Program will start on Wednesday, June 9<sup>th</sup> and we are actively looking for a lifeguard to assist with proposed Water Fitness programs.

### **Farm Street Opry**

The Farm Street Opry was held on Thursday the 3<sup>rd</sup>. 172 tickets were sold. Along with adults we had approximately 10 children who get in free. I was privileged to serve as master of ceremonies, and a good time was had by all.

The next Farm Street Opry is scheduled for July 1.

### **Board and Commission Volunteer Fair**

Per Article 1.04, Section 1.04.001 of the city code, the city will hold a volunteer fair to inform the community of opportunities to serve on city advisory bodies. The volunteer fair will be held on July 15<sup>th</sup> from 4:00 p.m. to 6:00 p.m. in the Council Chambers at City Hall. Each board will be represented by the appropriate staff member. The staff members will be available to visit with the citizens regarding the specifics of their respective board. The volunteer fair will be a come and go affair.

### **Bastrop Chamber of Commerce Upcoming Ribbon Cuttings**

Ortho360 - June 30, 2021, from 3:00 - 4:00 PM at 3965 Hwy 71 E, Bastrop, Texas

Children's Advocacy Center - July 26, 2021, from 4:00 - 5:00 PM at 59 W. Loop 150, Bastrop, Texas

### **Bastrop Chamber of Commerce Mixers, Networking, and Special Events:**

Live After Five - Bohn Homes June 10, 2021, from 5:30 - 7:30 PM at 106 Double Eagle Ranch Rd., Cedar Creek, Texas

Brew with Becki - June 22, 2021, from 8:15 - 9:00 AM at Coffee Dog - 49 TX-150 Loop W, Bastrop, Texas

30th Annual Patriotic Festival July 3, 2021, from 8:00AM - 11:55PM at Fisherman's Park, Bastrop, Texas

### **Pothole protocols/meeting with Council Member Crouch**

Trey Job and Curtis Hancock met with Council Member Crouch last week to discuss the city's approach to street maintenance, and provided the attached pothole standard operating procedures, which may be of interest to other Council Members as well.

### **Revised Summer in the City Plan**

On Thursday, after closely watching weather forecasts and considering rescheduling logistics, staff made the decision to postpone the Summer in the City event to Saturday, June 19<sup>th</sup>. Prior to the postponement, the Juneteenth Celebration committee was contacted to discuss their openness to merge Summer in the City with the Juneteenth Street Dance event. Both event committees are excited to work next week to collaborate on combining events for a huge celebration in Downtown Bastrop.

### **Paul's time out of office**

The annual Texas City Management Conference is scheduled to be held June 10 -14 in Round Rock. I will be co-presenting on the TCMA Code of Ethics on Saturday June 12.

I plan to take vacation days June 18 – 25.

### **Future Agenda Items**

June 22, 2021

- Hold Public Hearing on Hunters Crossing PID service plan and proposed assessment levy
- Proposal for disc golf facilities at Bob Bryant Park

July 13, 2021

- Authorize issuance of Certificates of Obligation
- Presentation on agreement for telecommunications and 911 service with County
- Consider Resolution to amend Rules of Procedures
- River Loop Project Contract Award
- Presentation of Updated Employee Handbook (rescheduled)
- Presentation of 3<sup>rd</sup>. quarter report

July 27, 2021

- Receive briefing on the City Manager's submitted budget for FY 2022
- Receive quarterly presentations from Visit Bastrop and our Community Assets
- Interlocal agreement with Bastrop County for 911 addressing
- Public Hearing and action on Development Agreement for Viridian Development

- Presentation for the Bastrop County Municipal Utility District 3 and 4

**Attachments**

- TML Legislative Update Number 21
- June employee letter
- Thomas Martinez' Fisherman's Park Pecan Tree statement
- Pecan tree pictures
- Pothole standard operating procedures



# Legislative UPDATE

June 4, 2021  
Number 21

## **Look For Legislative Update “Wrap-Up” Edition Next Week**

With the 87<sup>th</sup> Legislature’s regular session concluding earlier this week, the efforts of League staff are now focused on summarizing the city-related legislation that has passed. Additional detail about that legislation will be included in future *Legislative Update* articles, and the June 11 “wrap-up” edition will contain summaries of every city-related bill that passed.

## **2021 City Tax and Budget Deadline Memos Now Available**

Every year, TML posts a memo containing the annual calendar deadlines for the budget adoption and tax rate setting process. Following the passage of Senate Bill 2 in 2019, the process for adopting a tax rate changed significantly. Because the tax rate adoption procedure varies depending on the size of the city, two memos are available: one for [cities under 30,000 population](#), and the other for [cities with populations of 30,000 or more](#). Further, within each document, there are two sets of deadlines depending on whether the city’s adopted tax rate will exceed the voter-approval tax rate or not. Whatever the case may be, the deadlines in the document represent the

last possible dates for a city to take certain actions related to the budget or tax rate in 2021. Cities should act well in advance of the deadlines in the calendar, if possible.

For more detailed information about S.B. 2, city officials are encouraged to read the [S.B. 2 Explanatory Q&A](#) posted on the TML website.

## **COVID-19 Update (No. 189)**

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

### **Treasury Issues New Economic Relief and Recovery Program Information**

The U.S. Department of the Treasury added to the FAQs section of the [Coronavirus State and Local Fiscal Recovery Funds](#) page in the [Assistance for State, Local, and Tribal Governments](#). Specifically, [see questions](#) 1.5, 1.6, 2.13, 2.14, 2.15, 3.9, 4.5, 4.6, 10.3, and 10.4.

### **EEOC Updates Its Technical Guidance on COVID-19 Vaccines**

On May 28, 2021, the federal Equal Employment Opportunity Commission (EEOC) updated its [technical guidance](#) to provide new information related to COVID-19 vaccines and the workplace (questions K1-K21). Although the technical guidance answers COVID-19 questions only from the perspective of equal employment opportunity (EEO) laws, other laws, not under the EEOC's jurisdiction, may place additional restrictions on employers. The key updates are summarized below:

- Federal EEO laws do not prevent an employer from requiring all employees physically entering the workplace to be vaccinated for COVID-19, provided that the employer complies with the reasonable accommodation provisions of Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA) and other EEO considerations.
- The ADA requires an employer that chooses to obtain COVID-19 vaccination information from its employees to keep the employee's information, including any documentation or other confirmation of vaccination, confidential, and to store such information separately from the employee's personnel file.
- Federal EEO laws do not prevent or limit employers from offering incentives to employees to voluntarily provide documentation or other confirmation of vaccination obtained from a third party (not the employer) in the community, such as a pharmacy, personal health care provider, or public clinic.
- Employers that are administering vaccines to their employees may offer incentives for employees to be vaccinated, as long as the incentives are not coercive. Because vaccinations require employees to answer pre-vaccination disability-related screening questions, a very large incentive could make employees feel pressured to disclose protected medical information.

- An employer may *not* offer an incentive to an employee in return for an employee's family member being vaccinated by the employer or its agent. Providing such an incentive to an employee because a family member was vaccinated by the employer or its agent would require the vaccinator to ask the family member the pre-vaccination medical screening questions, which include medical questions about the family member. Asking these medical questions would lead to the employer's receipt of genetic information in the form of family medical history of the employee. The regulations implementing Title II of the Genetic Information Nondiscrimination Act (GINA) prohibit employers from providing incentives in exchange for genetic information. However, an employer may still offer an employee's family member the opportunity to be vaccinated by the employer or its agent, if the employer takes certain steps to ensure GINA compliance.

### **National League of Cities Issues Letter on ARPA Clawback**

On May 27, 2021, the National League of Cities, along with the U.S. Conference of Mayors and the National Association of Counties, sent [this letter](#) to Congressional Leadership expressing adamant opposition to any proposal that would detrimentally recoup and repurpose funds allocated to local governments from the American Rescue Plan Act.

As you may have seen in the news, Senate GOP leaders proposed a counter offer on infrastructure. Additionally, there is [this memo](#) on the status of the infrastructure negotiations and how to pay for a package.

While it is unclear at this point if their proposal would clawback COVID funding from the CARES Act or ARPA, or if local government funds are at risk, the letter is a preemptive statement of opposition to any such proposal. In fact, there have been recent proposals in Congress to do so, including a recent [amendment](#) from Senator Rick Scott on an unrelated bill to clawback unobligated ARPA funds. You can see that 47 senators voted in favor of the amendment. This serves as a marker for something that is likely to come up again.

Local officials who oppose any such proposal should call their Senators and Representatives.

**Reminder:** TML Coronavirus Updates are archived by subject [here](#).

### **Texas Commission on Environmental Quality Seeks Comment on Amendment to Air Quality Standard Permit for Concrete Batch Plants**

The Texas Commission on Environmental Quality (TCEQ) seeks to amend the air quality standard permit for concrete batch plants to add an exemption from emissions and distance limitations. The Texas Administrative Code allows TCEQ to provide an exemption in a standard permit from emission limitations, including minimum distance requirements, for any project that results in a net increase in emissions of air contaminants from the project or those for which a national ambient

air quality standard has been established. TCEQ has more information [here](#) with an explanation of the history and the proposed standard permit with the exemptions.

TCEQ is providing an opportunity for the public to comment on the proposed amendment to the air quality standard permit. During the comment period, any person may submit written comments on the proposed standard permit amendment. **The comment period closes at midnight on June 29, 2021.**

Written comments may be submitted electronically via the agency's [public comments webpage](#), or via mail to Gwen Ricco, MC 205, Office of Legal Services, Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087. All comments should reference **Non-Rule Project No. 2021-016-OTH-NR.**

Additionally, TCEQ will hold a public meeting on this proposal via telephone conference on June 28, 2021 at 7:00 p.m. TCEQ will not permit open discussion during the meeting, however, TCEQ staff members will be available to discuss the proposal 30 minutes prior to the meeting.

Those interested in registering as participants may email [david.munzenmaier@tceq.texas.gov](mailto:david.munzenmaier@tceq.texas.gov) or leave a voicemail at 512-239-6092 with the following information:

1. Subject: CBP SP Amendment Registration for 2021-016-OTH-NR
2. Your Name
3. Title
4. Whom you represent (self or company/client)
5. Mailing Address
6. Phone Number
7. Whether you wish to provide official testimony

Beginning at 6:30 p.m. on June 28, members of the public may listen in by calling 1-877-820-7831 (International: 1-720-279-0026) and entering access code 181446#. More information is available on the [TCEQ website](#).

## **Texas Commission on Environmental Quality Survey for Water Systems**

A Texas Commission on Environmental Quality (TCEQ) team is currently working on recommendations to: (1) develop new or improve existing state rules and regulations; and (2) determine training and assistance needs to help Texas public water systems be better prepared for future severe weather-related events.

To do this, TCEQ developed a [survey](#) to gather data to assist the agency in drafting the recommendations to enhance critical infrastructure resilience for Texas' public water systems. TCEQ would like water systems, including those that Winter Storm Uri did not impact, to complete the survey. The survey will assist TCEQ to learn about the challenges water systems faced that

week and best practices that helped to mitigate the impact of the storm. The website address for the survey is [www.tceq.texas.gov/goto/survey-uri](http://www.tceq.texas.gov/goto/survey-uri).

If your city has questions about the survey, you can email [Winterstorm\\_PWS@tceq.texas.gov](mailto:Winterstorm_PWS@tceq.texas.gov).

Additionally, TCEQ will have stakeholder meetings this summer on the issue. If you would like to participate in TCEQ's stakeholder meetings, please visit the following TCEQ webpage at [www.tceq.texas.gov/goto/after-uri](http://www.tceq.texas.gov/goto/after-uri) to check for dates and registration information.

## **Don't Forget: Mandated Cybersecurity Training and Reporting Due in June**

Texas Government Code Section 2054.5191 requires city employees and officials who have access to a local government computer system or database to complete a Texas Department of Information Resources (DIR) certified training program. Training must be completed by **June 14, 2021** and cities must certify their training compliance by **June 15, 2021**, using the [Cybersecurity Training Certification for State and Local Governments](#) form.

The Texas Municipal League Intergovernmental Risk Pool (TML IRP) has three DIR-certified options available free of charge. TML IRP's free cybersecurity training program can be accessed on TML IRP's cybersecurity training [web page](#), through its [YouTube Channel](#), or the [online learning center](#).

Information about other DIR-certified training programs is available on the agency's [web page](#). Once your employees and officials complete the training, your city may choose any method to track the compliance of individual employees and officials. DIR has an optional tool, Texas by Texas (TxT), for cities to track the training compliance of their employees and officials. For cities using TxT, employees will self-report their training completion, and DIR will send a report from the TxT application to each city to verify training compliance. Cities that wish to use TxT should indicate their interest by submitting the [Texas by Texas Self-Reporting form](#).

**Note:** [H.B. 1118](#), as passed by the 87th Texas Legislature and signed by the governor, will amend cybersecurity training requirements for city employees and for elected and appointed officials. The bill has an immediate effective date.

This bill: (1) requires training for those employees and officials who have access to a local government computer system or database and use a computer to perform at *least 25 percent* of the employee's or official's required duties; (2) gives cities authority to deny access to a city's computer system or database to those individuals who have not completed the required training; (3) requires cities to report the percentage of employee and official completion; and (4) penalizes cities that do not comply with the cybersecurity training requirements of Government Code Section 2054.5191 by impacting a city's ability to apply for or keep certain grants administered by the state (note: this penalty applies to grant applications submitted on or after September 1, 2021).

## **City Officials Testify**

When the legislature is in session, nothing compares to the effectiveness of city officials testifying at the Capitol. The League extends its thanks to all those who have vigilantly represented cities throughout the 87th legislative session.

The following official provided testimony in one of the last Senate committee hearings held during the regular session:

- Tim Woliver, Assistant to the Director, Office of Veteran and Military Affairs, City of San Antonio.

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T0: City of Bastrop Employees  
FROM: Paul A. Hofmann, City Manager  
DATE: June 1, 2021  
SUBJECT: Safety



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Risk-taking is part of our American culture. We believe that the pursuit of happiness is an inalienable right, not to be infringed upon by government. So, if pursuing happiness involves taking chances, we red-blooded Americans are all for it. More seriously, this past weekend we honored those who have died to keep us and our systems of governance safe. Protecting these systems from tyranny is essential to maintaining our freedoms, including the freedom to pursue happiness.

As Americans we also value being safe. We wish to be safe as we offer our opinions, as we protest, as we vote, as we engage in the economy. We also wish to be safe from crime, from contaminated air and water, and from unhealthy foods and medicines. We're so interested in being safe that we're willing to take risks to ensure our safety. At a superficial level, this seems to be a logical conflict. Why would we stick our neck out if we're so interested in saving it?

Of course, that's a childish and self-serving question, and not one you or any other humble public servant would ask. You wouldn't be in this line of work if you weren't willing to take reasonable risks to ensure the safety of your family and your community. That speaks to the very definition of hero, and that's why so many city employees are heroes to me.

Patrol officers pull people over without knowing their intentions. BP&L linemen are out in dark and awful weather fixing damage caused by weather, and stupid squirrels. Public Works employees keep our streets and structures from flooding by cleaning out ditches and drainageways. The Fire Department, and others, respond to terrible accidents on traffic – choked Highway 71. We know from recent experience how dangerous that is. Being safe at work needs to be as big a part of our culture as humble service.

Hopefully, you know by now we have a new Safety Manual. The existence of this manual does not automatically make this a better place to work. We need to learn what's in it and apply it.

The manual represents the efforts of your co-workers to identify tangible guidelines for workplace safety. The manual provides rules, that we will strictly follow, for reviewing accidents and near misses to ensure mistakes aren't repeated. The manual also promotes and encourages real conversations amongst your teams to make sure you are thoughtful and prepared before taking on any new task.

The members of the safety team that put the manual together are Tanya Cantrell, Robert Campion, Eric DeArmitt, Charlie Elliott, Sheriah Eskew, Paul Gonzales, Fernando Guerrero, Amy Jordan, Bubba Townsend, Kim Walters, and Robert Ybarbo. Next time you see them, thank them for the good and hard work. We'll never eliminate all risks, but we can prepare ourselves to avoid unnecessary risks, and to take care of each other.

It's an honor to work with you.

## City of Bastrop

Thomas Martinez

City Arborist-TX4454AUM

On Friday the 28<sup>th</sup> of May in the evening the large pecan tree at Fishermans park experienced complete tree failure from the root system and root ball. This tree had historical significance with the city of Bastrop and Fishermans park. It is located on the northeast side of the park left of Farm st. This tree was located at the base of a slope on it's northeast side and had grown leaning in a southwestern position due to an American Elm tree that had grown next to it on it's northern side. As these two large tree species grew next to each other they both had begun to compete for overhead crown space thus causing the pecan tree to evolve lean away from the other until the elm tree had fallen in the opposite direction about 15 years ago.

In the last month this tree along with the rest of the city had experienced an excessive amount of rainfall. As the ground becomes over-saturated the friction between tree roots and the soil lessens which can cause roots to slip through soil substrates much easier. Other factors that should be considered when diagnosing whole tree failure are the tree's formation of compression and tension wood to hold it upright as well as root depth and any other site changes it may have experienced. One big site change experienced was the removal of a large number of smaller trees on the northeast side of the pecan for the new skatepark being constructed. Though these small trees weren't very tall they had sat at a higher elevation and had collectively been blocking wind from hitting the pecan tree with direct force. Though the skatepark construction had been occurring so close to the tree the contractor had not severed any of the tree's root system. Now having stated that the pecan tree had some wind protection from the trees next to it, it is still possible that the tree could have failed considering wind, ground saturation and lean.

Addressing the limb that was removed, that limb had not grown far enough out in the opposite direction to counter act the overall weight of the tree crown in the direction of lean. Also the limb wouldn't have been heavy enough pulling in the opposite direction. This limb was removed because it had fractured in August of 2020 and the rest of the limb had to be removed to save the tree from decay and insect pests as the wound was so large that the limb could not be left due to public safety concerns and the overall health of the tree.

The main contributing factors to failure were lean and overly saturated soil in the occurrence of a severe wind loading event.



Date:6-2-21







# *SOP-Pothole Repair Method*

**Definition of a Pothole**- Localized distress in an asphalt-surfaced pavement resulting from the breakup of the asphalt surface and possibly the asphalt base course. Pieces of asphalt pavement created by the action of climate and traffic on the weakened pavement are then removed under the action of traffic, leaving a pothole.

**Pothole Operations**-patching operations are usually performed when potholes have developed at various locations throughout a maintenance area. Most patching operations simply try to repair the distress and restore rideability as quickly as possible.

**Pothole patching**— The repair of severe, localized distress in asphalt-surfaced pavements. This maintenance activity is generally done by the agency responsible for the roadway and is intended to be a temporary repair at best. Pothole patching is not intended to be a permanent repair. Full depth reconstruction of the distressed areas is necessary for a permanent repair in most instances.

**Traffic Control** -Whenever any pothole patching operation is performed, adequate traffic control must be provided. This ensures a safe working environment for the maintenance crew and safe travel lanes for vehicles. Traffic control operations should disturb the flow of traffic as little as possible. Although the actual traffic control requirements for each agency will vary, every maintenance agency is responsible for providing a work area that is as safe as possible for both workers and drivers and for ensuring that all necessary steps are always taken to maintain safety. Everyone on the job should know where the potential hazards are located and should take care to avoid any possibly dangerous situations.

## **POTHOLE REPAIR METHODS**

The decision to patch potholes is influenced by many factors:

- The level of traffic.
- The time until scheduled rehabilitation or overlay.
- The availability of personnel, equipment, and materials.
- The tolerance of the traveling public.

Although some of the quicker methods for repairing potholes may not be ideal to the public, they do provide a quicker alternative method when the repair needs to be immediate, due to the amount of street traffic, pedestrians, special events or weather.

**Throw-and-go**— Repair technique using cold-mix patching materials in which the material is shoveled into the pothole with no preparation of the pothole until it is filled; compaction of the patch is left to passing traffic, while the maintenance crew moves on to the next distress location.

**Throw-and-roll**— Repair technique using cold-mix patching materials in which the material is shoveled into the pothole with no preparation of the pothole until it is filled; the material truck tires are used to compact the patch before the crew moves on to the next distress location.

**Semi-Permanent (Cold Mix)**-The semi-permanent repair method is considered one of the best for repairing potholes, short of full-depth removal and replacement. This procedure includes the following steps:

1. Remove water and debris from the pothole. (Preferably using a hand blower)
3. Place the cold patch mix.
4. Compact with a device smaller than the patch area. (Walk behind single-drum vibratory roller or vibratory plate compactor.)
5. Open the repaired section to traffic as soon as maintenance workers and equipment are cleared from the area.

**Permanent (Asphalt)**-The permanent repair method is considered the best for repairing potholes, full-depth removal, and replacement. This procedure includes the following steps:

1. Remove water and debris from the pothole. (Preferably using a hand blower)
2. Square-up the sides of the patch area until vertical sides exist in reasonably sound pavement. A minimum of a 2' x 2' cut out should be exercised when squaring up a patch area. If the pothole requires a larger cut out. Proceed with the same method until the cutout reaches reasonably sound pavement.
3. Re-establish the subgrade using a dry Type "A" Base if needed.
4. Coat the base with Tack emulsion.
5. Place Type "D" 64-22 hot asphalt mix. (May use Asphalt Recycler to produce asphalt/millings to fill pothole. Using this method takes 30-45 min of pre-heat time, at start up and after every material production, to get Recycler up to 350 dg. Operating temperature. Maximum repair per recycler drum=(4) 2'x 2' potholes. This method should be used when having minimal potholes to repair.
6. Use a hand spray wand to coat the outside edges of the pothole. To keep water from penetrating the outside edges.
7. Compact with a device smaller than the patch area. (Walk behind single-drum vibratory roller or vibratory plate compactor.)
8. Open the repaired section to traffic as soon as maintenance workers and equipment are cleared from the area.

**Note:** When using the permanent repair method, ensure that you acquire a minimum of 625 Sq.Ft. of pothole repairs.