

TO: Honorable Mayor and Members of the City Council
From: Paul A. Hofmann, City Manager
Date: January 29, 2020
Subject: Weekly Memo, January 25 - 29, 2021



=====

Personnel Updates

Fernando Guerrero was promoted to Water & Wastewater Operator B after passing his TCEQ (Texas Commission on Environmental Quality) Surface Water B certification test.

Officer Charles Sanford has been promoted to Patrol Sergeant. Sergeant Sanford is a six-year veteran of the department with patrol, field training, and vast community relations experience.

City Secretary Ann Franklin received her Texas Municipal Clerks Recertification. The Texas Municipal Clerks Certification Program is a professional development program with college/university-level courses. It is the only university-level professional education program for city clerks and city secretaries in Texas and is the third oldest of 39 such programs in the country. The Certification Program seeks to establish certain qualifications for fulfilling the office of municipal clerk in order to retain the traditional and rightful standing as an officer of the municipality. Instruction and study include current insight into such areas as public relations, ethics, municipal budgets, interpersonal communications, and public management. The program provides the municipal clerk with the knowledge and methods necessary to execute the duties of her office, as well as develops familiarity with the theory and practices of local government. Successful completion of program requires approximately 200 hours of individual home study, examinations over each of the four courses, and attendance at eight two-day seminars. Recertification requires an additional eighty hours of professional development course work every five years.

Fabiola M. De Carvalho accepted the Director of Engineering and Capital Project Management position. This position was described to Council last November as part of the overall reorganization plan. Fabiola has a master's in civil engineering and has served in engineering and project management positions for the City of Sugar Land Texas the past five years. Fabiola will be responsible for the development and reporting on our capital program, will oversee all engineering contracts, will be responsible for project management and the oversight of engineering plan review. Her experience with Sugar Land's utility projects and the implementation of asset management techniques will be of real benefit to the city of Bastrop. We have not yet nailed down a start date, but Fabiola looks forward to moving to Bastrop with her husband and two sons.

Shirley Ellis has accepted the Building Official position and will no longer be serving in an interim contracted capacity. We will benefit greatly from Shirley's knowledge, experience, and helpful attitude.

City Hall employees enjoyed pizza yesterday while celebrating Mari Tipton's last day with us. Mari and her husband are following his new job to Pensacola Florida. Mari will be greatly missed, and Tracy will do her best to replace Mari's ability to learn quickly and get stuff done.

Brief Recap on Joint City Council and Planning and Zoning Commission Workshop

Thank you again for your participation in the January 28 workshop. The public input and the discussion among Commissioners and City Council Members is yet more reason to be optimistic about the City's ability to effectively manage anticipated growth. Not that long ago, the City of Bastrop put tremendous time and energy in the re-creation of our development codes. During yesterday's discussion we didn't hear any desire to rethink the objectives of protecting what is authentically Bastrop, ensuring environmental sensitivity, and ensuring fiscal sustainability. What we did hear is that is that practice informs theory. I'm pleased with how completely the staff team has embraced the policy objectives. They are listening and observing how our codes are working now that they have been taken from concept to reality. This is especially important now that so many potential developers are "kicking the tires" of development in our regulatory jurisdiction. I'm also thankful for the diligent work being done by the Bastrop Economic Development Corporation staff to pay attention to development activity in our ETJ so that we protect the above objectives.

Communications

The communication team had a busy week of live meeting broadcasts. Facilitating, recording, live streaming and broadcasting Monday's Bastrop Economic Development Corporation's board meeting, Tuesday's Bastrop City Council meeting, Thursday's Planning & Zoning Commission meeting, and the following Joint Workshop of the Bastrop City Council and the Planning & Zoning Commission. In addition to these meetings at City Hall, the team collaborated with the Bastrop Convention Center team on a large LCRA hearing that was both in person and online. Ben Williams and Steve Ballard did an incredible job catering to the clients changing needs.

Social media activity consisted of sharing the message about two prescribed burns, one on Monday, conducted by Camp Swift, and another on Friday, at Bastrop State Park. On Tuesday, an emergency water outage alert was published as water/wastewater crews responded to a water main break that cut off water to the entire length of Riverwood Drive. Thursday evening also saw a water outage alert due to a fire hydrant replacement at MLK and Emile Street. Promotion of the Bastrop County Cares Volunteer to Support Vaccine Efforts was also shared over City channels this week as well as promotion of Mayor Connie Schroeder's participation in a virtual discussion with Senator Sarah Eckhardt regarding COVID relief. Finally, a traffic alert was shared to social media regarding a crash on SH 71 that closed eastbound lanes.

Additions to the City's Recreation program have been implemented this week including signups for February classes and a new "Call for Instructors" is launching today.

State Park Prescribed Burn

The State Park will be conducting a prescribed burn today. They will be burning two units. The first will be 165 acres and the second will be 118 acres. The area involved will be between Gotier Trace Road and E. SH 21. They are expecting the humidity to climb later this afternoon, which will cause smoke to drop lower and linger in the area.

Sidewalk Connectivity Project

The Laurel Street section of the project began this week and is expected to be completed Monday.

Ethics Training for Future City Managers

I'm happy to be a certified ethics trainer for the Texas City Management Association. On Thursday January 28, a colleague and I provided training to 70 potential and current city managers on the TCMA Code of Ethics as part of ongoing TCMA training activities. Virtually moving in and out of "break out rooms" challenged my technical abilities but it went well, and we received lots of positive feedback.

Scheduled Time out of Office

I am scheduled to be out of the office on Friday February 19. We close on our new home that morning and we plan to start moving in that day.

Future Agenda Items

February 9, 2021

- Chief Nagy presents the required Racial Profiling Report
- Presentation of the FY2021 Quarterly Report for the period of October-December of 2020
- Proclamation recognizing February as Black History Month
- Resolution to apply for Homeland Security Grant
- The Colony MUD Roadway Agreement

February 23, 2021

- City Manager Evaluation
- Contract for year 3 of the street maintenance project
- Comprehensive Annual Financial Report and Audit
- Gils Branch update from Halff and Associates
- Presentation of the monthly financial statements for January 2021
- Action to approve the earthwork for the Fisherman's Park Wheeled Skate Park
- Presentation from TxDOT on Highway 71 Construction Project

March 9, 2021

- Discussion on future direction of Recreation Programming
- 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

March 23, 2021

- Approval of River Loop project
- Presentation of Compensation Study
- Presentation by TxDOT on HWY 71 projects
- Proclamation recognizing April as National Child Abuse Prevention Month
- Proclamation recognizing April as Fair Housing Month

- Proclamation recognizing April as National Sexual Assault Awareness Month
- Proclamation recognizing April 4-10 as National Library Week

Attachments

- TML Legislative Update Number 4
- Texas Municipal Law Bulletin - Lobbying