

TO: Honorable Mayor and Members of the City Council
From: Paul A. Hofmann, City Manager
Date: May 21, 2021
Subject: Weekly Memo, May 21, 2021



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Personnel Updates

Caleb Paul will begin his employment with the City of Bastrop as a Maintenance Worker in the Public Works Department on Monday, May 24.

Health Benefits Plan Renewal

We continue to work with our health benefits consultant in an effort to manage costs to the City and our employees. We have received a quote from our current health benefits provider that indicates an 18% increase for next year. We need to work to bring that number way down. We are looking at revisions to our plan design and will be seeking competitive proposals in an effort to bring the costs down to something more reasonable. At issue is a recent increase in our claims volume, increasing the loss ratio, which drives up the current provider's proposal. Please let me know of any questions.

Bastrop Police Department

Community Resource Officer Tamera McIntyre attended the Toy Box Show for Blue Santa event at the Georgetown Police Department's training facility. This show allows participating departments to select Blue Santa toys at highly discounted prices. Officer McIntyre also attended a kick-off to The Partner of the Movement Law Enforcement Torch Run (LETR) for Special Olympics.

City of Bastrop Representation on Clean Air Coalition Advisory Committee

Thank you, Mayor Pro Tem Nelson for pointing out that in the past the Bastrop City Manager has represented the City on the Clean Air Coalition Advisory Committee. This is a subcommittee of the Central Texas Clean Air Coalition (CTCAC), which is affiliated with the Capital Area Council of Governments. The Committee is made up of staff representatives from cities and counties in the region, responsible for helping jurisdictions in efforts to reduce ozone pollution.

I am now a member of the Clean Air Coalition Advisory Committee, and our next meeting is scheduled to be held July 29.

Emergency Management for Flood Events

Council Member Crouch has asked for a copy of our emergency management procedures for flood events, which we are attaching to this memo. Please let me know of any questions.

Annual Smoke testing

Each year the Wastewater Collection division of Public Works conducts smoke testing on one-third of the City's wastewater collection lines. This year we are smoking west of the river, starting in Hunters Crossing. The smoke, which is harmless, helps city crews detect defects in the collection system. It is important that we correct those defects in order to prevent stormwater infiltration into the collection system, which can significantly impact wastewater treatment operations. We have completed testing in Hunters Crossing and Riverside Grove and are correcting defects as we go. We will be testing in Pecan Park next week.

Recreation Update

Class participation continues to be strong. Last week we had 179 check ins compared to the previous week of 126. The increase was partly the addition of pickleball (14) and the increase of fitness class participation. Wednesday Gentle Yoga had 19 members attend last week.

Memberships are at 139. There are 5 city employee plans, 54 resident plans and 63 nonresident plans.

GFOA Distinguished Budget Presentation Award

The City of Bastrop has received this prestigious award from the Government Finance Officers Association. Please see the press release and certificates which are attached.

Citizen Compliment

Ms. Sandy Holder, Public Works Technician, received a call from a Bastrop Citizen who wanted to let us know what a wonderful job the Public Works gentlemen (Jose Olivares and Anthony Hurst) did on mowing MLK and College Streets. She said, "*everything looks so wonderful and beautiful.*" She wanted to pass on her blessings and praise to the gentlemen for their fine work.

Scheduled 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.

Bastrop Library BISD ACE Partner of the Year

The Bastrop Public Library was recognized as a BISD ACE Partner of the Year in appreciation of the virtual programs the Library hosted this school year. Bethany Dietrich, Public Services Librarian, accepted the award on behalf of the Library. ACE stands for Afterschool Centers on Education and is a program to help students who need additional educational support. The program offers tutoring, homework help, and activities that make learning fun.



Future Agenda Items

June 8, 2021

- Presentation of updated employee handbook
- Presentation on FEMA Flood Hazard Maps and City Storm Drainage Manual
- Public Hearing and Consider action to approve a Development Agreement for Viridian Development
- Public Hearing and consider action to approve a Development Agreement with Bastrop 552
- Amended Council Focus Areas

June 22, 2021

- Hold Public Hearing on Hunters Crossing PID service plan and proposed assessment levy

July 13, 2021

- Authorize issuance of Certificates of Obligation
- Consider Resolution to amend Rules of Procedures
- River Loop Project Contract Award

Attachments

- TML Legislative Update Number 19
- Emergency Management Plan for Flood Events
- GFOA Distinguished Budget Award and Press Release
- Agnes Grant Approval Press Release



Legislative UPDATE

May 21, 2021
Number 19

Final Days. Bills to Watch.

With only 10 days left in the 87th Legislative Session, a few critical measures continue to make their way through the process. We ask that you continue to dialogue with your legislative delegations on these critical issues. Only a few more days before legislative [deadlines](#) give a clearer indication of what will finally pass and what will have to wait until next legislative session.

- **Community Censorship:** [S.B. 10](#) by Bettencourt has passed the House State Affairs Committee and waits to be set on one of the few remaining House floor calendars. S.B. 10 now applies to all taxing jurisdictions and requires a vote of the governing body to authorize a contract with a person required to register as a lobbyist. The bill requires a taxing entity to post a copy of the contract on its website including amounts spent on contract lobbyists and membership fees or dues to nonprofit state associations or organizations. The bill prohibits a city from reimbursing a lobbyist for expenditures on food, drink, and entertainment and prohibits lobbyists who contract with a taxing entity from advocating on tax rates.
- **Debt Restrictions:** [H.B. 1869](#) by Burrows has passed the House and has received a hearing in the Senate Local Government Committee. As filed, this bill would have modified the definition of “debt” for purposes of the debt service property tax rate calculation to only include debt approved at an election. The House improved the bill by giving cities the ability to debt finance certain infrastructure and equipment. HB 1869 has received a hearing in the Senate Local Government Committee and by all indications from Chairman Bettencourt, the committee will likely vote out a similar measure in the days ahead.

- **Law Enforcement Funding:** Two bills that would penalize cities that “defund” their police departments are moving through the process in these final days. [S.B. 23](#) by Huffman was amended to apply to only county governments with populations over one million. [H.B. 1900](#) by Goldman has passed the House and was heard in the Senate Jurisprudence Committee yesterday. H.B. 1900 only applies to cities with populations of 250,000 and above. Further, the bill would impose numerous additional penalties on a “defunding” city in addition to a property tax limitation, including sales tax withholding, annexation restrictions, and a requirement to pay for and hold disannexation elections in every area annexed by the city over the preceding 30 years.
- **Property Tax Rate Calculation during Disaster:** [S.B. 1438](#) by Bettencourt passed both the House and the Senate, though in different forms. The bill, as filed and as it passed the Senate, would modify the tax rate calculation provision for taxing units during a disaster to restrict a city from opting into an 8 percent voter-approval rate calculation during a pandemic or other disaster in which property is not physically damaged. As we reported in our [May 7th Legislative Update](#), two floor amendments were added to the bill in the House that are potentially damaging to city recovery efforts following a disaster. S.B. 1438 is currently being considered in a conference committee that will reconcile the differences between the two chambers.

Bills on the Move

Significant Floor Action

[H.B. 54 \(Talarico/Whitmire\)](#), relating to police reality TV shows. Sent to the Governor.

[H.B. 545 \(Thompson\)](#), relating to annexation of portions of a highway system. Passed the House.

[H.B. 738 \(Paul/Nichols\)](#), relating to building codes. Passed the Senate.

[H.B. 929 \(Sherman\)](#), relating to body worn cameras. Passed the House.

[H.B. 1925 \(Capriglione/Buckingham\)](#), relating to camping in public. Passed the Senate.

[H.B. 2404 \(Meyer/Zaffirini\)](#), relating to Chapter 380 Economic Development Agreements. Sent to the Governor.

[S.B. 22 \(Springer/Patterson\)](#), relating to disease presumption. Passed the House.

[S.B. 877 \(Hancock/Morrison\)](#), relating to building inspections. Passed to third reading in House.

[S.B. 1486 \(Hughes\)](#), relating to juvenile curfews. Passed the Senate.

[S.B. 1947 \(Springer\)](#), relating to building permits. Passed the Senate.

Significant Committee Action

[S.B. 10 \(Bettencourt/Paddie\)](#), relating to community censorship. Voted from House State Affairs.

[H.B. 1869 \(Burrows/Bettencourt\)](#), relating to debt financing. Left pending in Senate Local Government.

[H.B. 2073 \(Burrows/Springer\)](#), relating to quarantine leave for fire fighters, peace officers, and emergency technicians. Voted from Senate Local Government.

[S.B. 3 \(Schwertner/Paddie\)](#), relating to utility preparedness. Voted from House State Affairs.

[S.B. 1430 \(Bettencourt\)](#), relating to petitions and ballot propositions. Voted from Senate State Affairs.

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. City officials who take the time to attend legislative committee meetings – whether virtually or by traveling to Austin – to speak out on important city issues should be applauded by us all. The League extends its thanks to all those who are vigilantly representing cities during this session. If we missed your testimony, let us know by an email to ford@tml.org, and we will recognize you in next week's edition.

The following officials testified in committee hearings held May 10 through May 14:

- Maria Irshad, Assistant Director – ParkHouston, City of Houston
- Hope Wells, Corporate Counsel, San Antonio Water System
- Robert Campise, Fire Chief, City of Beach City
- Marla Roe, Executive Director- Visit Frisco, City of Frisco
- Tammy Embrey, Director of Intergovernmental Relations, City of Corpus Christi

COVID-19 Update (No. 187)

After more than a year in which we have [amassed hundreds of pages of archives](#), the reduced volume of pandemic-related information no longer necessitates that the League send individual email updates. All pandemic-related information, including information about the American Rescue Plan's city-related provisions, will be in the [Legislative Update Newsletter](#).

Governor Prohibits Cities from Requiring Mask Wearing

The governor issued an [executive order](#) “prohibiting governmental entities in Texas – including counties, cities, school districts, public health authorities, or government officials – from requiring or mandating mask wearing.”

League attorneys interpret the order to prohibit a city from requiring: (1) citizens to wear masks anywhere, including on city property; and (2) its employees to wear masks. As always, each city should consult local legal counsel on these issues.

According to the press release, “beginning May 21, local governments or officials that attempt to impose a mask mandate or impose a limitation inconsistent or conflicting with the executive order can be subject to a fine of up to \$1,000.”

“Public schools may continue to follow current mask-wearing guidelines through June 4. After June 4, no student, teacher, parent, or other staff member or visitor can be required to wear a mask while on campus. Exempt from the executive order are state-supported living centers, government-owned or operated hospitals, Texas Department of Criminal Justice facilities, Texas Juvenile Justice Department facilities, and county and municipal jails.”

What about a Municipal Judge’s Authority over Masks in the Courtroom?

Item 4 in the governor’s order mentioned above states that “...*legal proceedings are free to proceed without COVID-19-related limitations* imposed by local governmental entities or officials, in all counties not in an area of high hospitalizations as defined in that executive order.”

The State Office of Court Administration seems to disagree with that statement, and it issued the following statement on May 18:

As the Supreme Court's [36th Emergency Order](#) states, courts may take any reasonable action to avoid exposing court proceedings to the threat of COVID-19, including requiring compliance with social distancing protocols and face coverings worn over the nose and mouth. As stated in Attorney General Opinion [KP-0322](#), “judges possess broad inherent authority to control orderly proceedings in their courtrooms, and pursuant to that authority, they can require individuals in the courtroom to wear facial coverings” and “may require any person entering the courthouse in which they preside to wear a facial covering while in the courthouse.”

The executive order issued today does not alter the Supreme Court’s current emergency order, the ability of a judge to control his or her courtroom, or requirements for those entering a court building who will be attending a court proceeding. As the Supreme Court's 36th Emergency Order expires on June 1, a new order is expected in the coming days.

While OCA will issue a full set of updated best practices in the coming days, OCA plans to alter its best practices recommendations to be consistent with CDC Guidance for face coverings and social distancing. Fully vaccinated persons should not be required but encouraged to wear a face covering, and fully vaccinated individuals should not be required to socially distance. Otherwise, courts should encourage all court participants and individuals in the courtroom to wear a face covering and socially distance, especially those who are unvaccinated. This may require designating certain parts of a court facility and courtrooms as a face-covering and/or socially-distanced zone while others are not. Courts should not inquire about vaccination status, as this information is private information.

As always, if you have questions or concerns, please do not hesitate to reach out to coronavirus@txcourts.gov.

Open Meetings Act Suspensions

We reported two weeks ago that, on May 5, the governor's office once again (by continuing his [COVID-19 disaster declaration](#) for another 30 days) extended the Open Meetings Act suspensions for another 30 days. His office tells League staff that, if he decides to independently end the suspensions, they will give ample notice of that action.

Legislation that would make videoconference meetings easier permanently has stalled at the Texas Capitol. Given that fact, along with the continued decline of COVID-19 hospitalization and infection numbers, city officials may want to start thinking about in-person meetings sooner, rather than later.

Coronavirus State and Local Fiscal Recovery Funds

Nothing new has been reported from Treasury or the Texas Division of Emergency Management regarding stimulus funds. You can look to archived editions of the [Legislative Update](#) for what has been reported so far.

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

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City of Bastrop

Emergency Management

Readiness Levels

Severe Weather: Flooding Event

Readiness Level 4: Normal Conditions

Fire:

Maintain Equipment Readiness

Police:

In coordination with the EMC/PIO, maintain a set of pre-scripted warning and public instructions messages ready for use.

Maintain all safety equipment in a readiness level

Train personnel in response of an event

Public Works (Water & Waste Water / Parks):

Ensure government buildings, roads and bridges, and public works equipment are in good repair

Ensure there are an adequate number of personnel trained to operate heavy equipment and other specialized equipment

Stockpile materials needed for road closures and flood prevention (1,000 sand bags, barricades, signage)

Develop general priorities for clearing debris from roads

Develop a list of streets that will closed

Maintain current maps and plans of government facilities, roads, bridges, and utilities

Bastrop Power & Light:

Maintain state of readiness in department:

- Monitor weather conditions daily
- Employee safety training monthly
- Daily system maintenance
- Maintain vehicles and equipment
- Maintain tools
- Track inventory
- Keep inventory up-to-date
- Replace inventory as needed

Shelters:

Maintain condition readiness of Shelter

- Track inventory

- Keep inventory up to date (see attached inventory log)

- Replace inventory as it is used (see attached inventory order form)

- Meet with Senior Center Committee Chair as needed

- Meet with Recreation Manager once per quarter

Transportation:

Status of Interlocal Agreements

Review agreements for use of transportation resources owned by others

Review plans and procedures and update them, if needed

Quarterly check readiness of all equipment and facilities and correct any deficiencies

Information Technology:

Maintain operations of all technology infrastructure

- Inventory and status of servers, storage, laptops, desktops

- Inventory and status of communications

 - Handheld Radios charged and activated

 - Data hotspots active and ready

 - Extra cell phones active and ready

 - Extra desktop phones ready to deploy

- Inventory and status of server/storage backups

- Test network paths and verify full operations

- Test communication back-ups with AT&T and Fiberlight

- Test generators at facilities and verify operation of battery back-ups

- Status of Climate Controls at each server room

- Maintain remote capabilities at all times

Finance:

Maintain a hard copy of all forms needed to run the department (update quarterly.)

Develop and maintain the tools and equipment necessary to take payments outside of City Hall (test quarterly.)

Make sure each staff understands their roles

Update staff contact information

Develop and have ready prescribed messages for all scenarios

Finance (Continued):

Purchase external hard drive and backup all essential documents (taken home with multiple staff) – perform backup weekly

Test remote access for laptop monthly

Public Information:

Maintain media contact list

Develop relationships with the Media

Coordinate with local and regional PIO's and volunteers and develop a PIO to PIO communication system

Maintain active social media presence and increase follower base

Conduct public education and distribute preparedness materials highlighting local flood risk areas, precautionary actions and protective actions

Develop and maintain a set of pre-scripted warning and public instruction messages ready for use

Set up flood prone areas in Code Red & Next Door for quick communications during a flood event

Educate and inform residents in low lying areas about the importance of flood insurance

Readiness Level 3: Increased Readiness

(Weather forecast calling for heavy rain / possible flooding)

Fire:

Monitor the situation

- Check updated weather forecast

Notify personnel of situation

- Identify personnel for increased staffing

Notify on duty personnel of increased hours or hold over

- Prepare sleeping and housing area at Station 2

Verify equipment readiness

- Start all boat motors

- Check air pressure in trailers tires

Police:

Monitor the situation.

Notify public works of a possible flooding incident and confirm barricades are available

On duty officer contact appropriate command staff of the situation

Contact BISD and County partners

Public Works (Water & Waste Water / Parks):

Monitor the situation, if the weather is forecasted and the chance of precipitation is 50% or higher the following action should be taken:

Conduct a tactical meeting with command staff and appropriate general staff utilizing ICS Forms where tactics for the incident will be developed and documented on City of Bastrop ICS forms when directed by the Incident Commander

- Establish a general priority for road closures

- Receive weather event briefing and determine if resources are adequate through the duration of the forecasted event

- Design a 24-hour flood event schedule that will remain in place until the event is completed

- Begin tracking labor and equipment on all City of Bastrop ICS required forms.

Public Works (Water & Waste Water / Parks) (Continued):

Hold a meeting with essential Public Works staff where they are instructed to:

- Collect and load all barricades and cones on trailers to be prepared from distribution.
- Ensure all vehicles & pieces of equipment are fueled.
- Review stock of sand bags and sand supplies
- Double check all chainsaws & chains
- Make sure equipment is operational and ready to deploy

Bastrop Power & Light:

Monitor developing situation closely and perform the following:

- Sharpen chainsaws
- Stock and fuel trucks and equipment
- Prepare to isolate power lines where possible
- Meet with Water/Wastewater regarding well and lift station status
- Evaluate status of personnel

Shelters:

Monitor the situation and do the following:

- Shelter Officer reports to the Shelter
- Shelter Officer contacts the Senior Center Committee Chair and asks that Senior Center volunteers be placed on standby
- Shelter Officer instructs Shelter Manager to report to the Shelter
- Shelter Manager contacts library staff members and notifies them to be prepared to open a Shelter
- Shelter Officer contacts the Park's Department Supervisor.
 - Requests to have shelter and shelter container unlocked
 - Place Parks and Custodial personnel on standby
- Shelter Officer contacts the Animal Control Officer and Human Resource Officer and places them on standby

If there are evacuees needing immediate shelter, move to Readiness Level 2

Transportation:

Monitor the situation

Check readiness of all equipment and facilities and correct any deficiencies

Update transportation resource status information

Information Technology:

Continued operations of all technology infrastructure

IT Staff moved to on-call status

Secure the IT/EOC Go Bag in IT possession (web camera, laptops, conference phone, cables...

Confirm full back-ups of each server is off-site

Finance:

Monitor the situation

Check on staff status

Check that all equipment is charged and ready

Start updating external hard drive daily

Start taking home all equipment, forms and hard drive daily

Send email to all employees to start tracking their time and equipment

Test remote access for laptop daily

Public Information:

Ensure communication with EOC & IC to receive current information on flood watches and warnings

Coordinate with law enforcement about planned/likely evacuation routes

In conjunction with the EMC update precautionary action and evacuation messages

Develop maps of likely evacuation areas and routes that can be provided to the media

Disseminate property protection and evacuation preparedness information to the public through the media, paying special attention to low lying areas that have been identified as flood prone

Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures

Coordinate with special facilities or special needs populations and local media on policies/ procedures for announcing closures or evacuations

Blast out www.atxfloods.com information for potential road closure updates

Public Information (Continued):

Utilize Next Door and Social Media to inform public of potential flooding events

Monitor Social Media and Neighborhood communication groups

Promote subscriptions to www.warncentraltexas.org

Update standard flood messages in Code Red with incident specific details in case messages need to be deployed

Promote use of www.drivecentraltexas.org

Coordinate with City Hall liaison to make sure door locks and phones are taken care of in case of a closure and prepare web, social and media messages for potential distribution

Coordinate with Utility Billing about potential delays in service

Check Convention Center and downtown event schedules for events that may occur during the weather event

Have staff prepare for potential flooding at Laake House & Convention Center:
Turn off sprinklers

Evaluate potential safety concerns of scheduled events and ensure communication with the public and event organizers about potential affects due to weather

Release public instructions on securing property, evacuation routes, and what to take with you and what to leave at home

Disseminate information about sand bag distribution and any other precautionary measures being taken by City Staff

Charge radio and ensure electronic devices and go bag are with PIO staff at all times including access to WPS service, social logins, code red activation codes, and website access are readily available

Craft message board content for PD & PW

Readiness Level 2: High Readiness

(Heavy rain in the region that will affect the Colorado River or localized heavy rain in excess of 2 inches per hour for at least three continuous hours or National Weather Service reports)

Fire:

Monitor the situation

- Check updated weather forecast

Alert personnel for possible emergency operations

- IAR text to volunteers/Email to PT staff

Increase staffing during primary vulnerability period

- Build staffing calendar

Brief personnel of response plan

- Prepare boats with water rescue equipment

Verify Equipment readiness

- Fill extra fuel tanks for boats

- Prepare boats with water rescue equipment

- Check water rescue equipment on apparatus

Coordinate with mutual aid agencies

- Limited/delayed mutual aid response

- Order state resources

Police:

Monitor the situation and known flood prone areas (Riverwood Dr., Fisherman's Park, MLK, Perkins...) and report closures to ATX floods

Identify possible traffic control plan/evacuation routes

Identify areas of potential evacuation and implement if needed (Perkins, KOA Campground, MLK)

Develop and implement security plan for evacuating areas if required

Consider the need for staging resources

Brief PIO/EOC on current law enforcement operations and assist with crafting appropriate messages

Police (Continued):

Alert personnel for possible emergency operations and place on standby; identify personnel for increased staffing during primary vulnerability period.

Confirm all barricades have been staged

Discuss with Public Works the possibility of closing Fisherman's Park and Riverwood Drive

Public Works (Water & Waste Water / Parks):

Monitor the situation

Finalize the 24-hour flood event schedule staffing during primary vulnerability period

Load vehicles with sand for distribution

Review internal communication plan

Stage barricades at vulnerable locations 48hrs prior to event

The vulnerable areas are as follows:

Riverwood low water crossing (close when the river crest is at 11')

Reid's Bend

Active construction sites

Pre- storm CATCH BASIN CLEANING

1. **Preparation**
 - a. Clean sediment and trash off grate
 - b. Do visual inspection on outside of grate
 - c. Make sure nothing needs to be replaced
 - d. Do inside visual inspection to see what needs to be cleaned
2. **Process**
 - a. Clean using a high-powered vacuum truck to start sucking out standing water and sediment

Public Works (Water & Waste Water / Parks) (Continued):

- b. Use a high-pressure washer to break up any remaining material in the catch basin, while capturing the slurry with the vacuum
- c. After catch basin is clean, clean out any sediment that might have entered the pipe
- d. Systematically clean catch basins from discharge to highest point of intake

Pre- event DETENTION POND CLEANING

1. **Preparation**

Remove any sediment and trash from grates, placing it in a truck for disposal
Do a visual inspection to make sure any grates, structures, manholes, boxes, and pipes are in good working order. Remove manhole covers and grates as necessary for inspecting

Public Works (Water & Waste Water / Parks) (Continued):

2. **Process**

Clean basin by using backhoe or Front-End Loader to remove debris and sediment off the bottom

Continue cleaning structures and pond bottom as necessary by sweeping and shoveling

Put all material removed from the pond into a dump truck

Some structures may require use of a Vector truck. If so use the same procedures described for cleaning catch basins

3. **Locations**

Industrial park detention ponds

City Hall detention pond

Convention center pond

Public works detention pond

Hunters Crossing

Pre- storm DITCH MANAGEMENT

1. **Preparation**

a. Maintain access to ditch channels wherever possible

b. Contact affected property owners, utility owners, and irrigation companies

2. **Process**

a. Identify areas requiring maintenance and determine responsible party/agency

b. Determine what manpower or equipment will be required

c. Identify access and easements to area requiring maintenance

d. Determine method of maintenance that will be least damaging to the channel and adjacent properties or utilities

Remove large vegetation and debris in channels

Gills Branch

Hwy 71 North to Hwy 95

Carefully inspect all road crossings

MLK

Hwy 95 (Near Bucees & Hoffman road)

Pitt street (behind Bucees)

Pine Street

Farm Street

Chambers Street

Piney creek

North Pecan street

North Main street

Mercedes cove

Vista west

Pee jay cove

Reid's bend & Carter street

Poplar street ROW (end of North Pecan)

3. **Clean-up**

a. Stabilize all disturbed soils

b. Remove all tracking from paved surfaces near maintenance site, if applicable

c. Haul all debris or sediment removed from area to approved dumping site

Public Works (Water & Waste Water / Parks) (Continued):

4. **Documentation**
 - a. Keep log of actions performed including date and individuals involved
 - b. Record the amount of materials removed or imported
 - c. Keep any notes or comments of any problems
 - d. Use “before” and “after” photographs to document activities as applicable

Bastrop Power & Light:

Department Director, Superintendent & Foreman continue to monitor the situation closely

If outside normal business hours, essential staff is placed on standby. Staffing level is to be determined by amount and type of damages sustained

All working staff will respond to outages as they occur during regular business hours

On-Call personnel will respond to outages outside of business hours, assess damage, and report to supervisor

Power lines to be isolated in strategic locations

Refuel trucks and equipment at least once during every shift

Shelters:

Shelter Officer opens an Emergency Shelter

Shelter Officer notifies the Senior Center Committee Chair that the shelter is opening and requests that Senior Center volunteers report to the shelter. If Seniors are present and live in flooded areas suggest that they shelter in place

Shelter Officer contacts the Transportation Officer and asks him/her to be on standby in case library staff need assistance reporting to the shelter

Shelter Manager instructs library staff to report to the shelter

Shelter Manager will oversee library staff and Senior Center volunteers as they

Check building for readiness—bathrooms, kitchen, safety hazards

Set-up registration stations (see attached registration form)

Place signs identifying different locations in the shelter (registration, dormitory, dining area, restrooms, information desk, communications area, shelter rules, dining times, pet rules, etc.)

Check inventory—food, bathroom and kitchen supplies, office supplies, pet supplies, forms

Put out snacks and water

Food Manager contacts local restaurants to put them on standby and prepares Form 213's (see attached Form 213) to request additional supplies as needed from the Emergency Operation Center (EOC)

City Staff begin using Form 214's to track their time working in the shelter (see attached Form 214)

Shelter Officer contacts the Park's Department Superintendent and asks that Park's and Custodial staff report to the shelter. Upon arrival Park's and/or custodial staff do the following

Unload cots from container

Remove Senior Center furniture and other supplies and materials and place in container

Set-up cots

Shelters (Continued):

- Check cleaning supplies
- Check bathroom supplies
- Shelter Officer notifies Human Resource Officer that the shelter is opening
- Upon arrival, Human Resource Officer checks personal items inventory (see attached personal item inventory form) and makes ready the distribution of temporary clothing, towels, wash clothes, socks, personal hygiene products, and prepares for other personal needs evacuees may have
- Shelter Officer notifies Animal Control that the shelter is opening
- Upon arrival, Animal Control Officer does the following
 - Readies distribution of pet supplies
 - Makes ready kennels and unloads pet crates from container
 - Set-up a registration table to register pets and their owners as they arrive (see attached pet registration form)
- Shelter Officer checks opening checklist (see attached Opening Checklist form) to insure shelter is ready to occupy
- Shelter Officer conducts a final meeting before the shelter opens
- Shelter Manager instructs staff and volunteers to move to their stations

Transportation:

Monitor the situation

Place selected off-duty personnel on standby to increase staffing if necessary
Staff EOC positions if EOC is activated if activated early

Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period

Update transportation personnel and equipment status

Alert and brief transportation providers for possible emergency operations

Review status of preplanned evacuation routes, pickup points, and staging areas locations

Update transportation resource status information

Information Technology:

Continued operations of all technology infrastructure

Relocation preparations / set-up of EOC activation

Server and Storage back-up confirmations
On-site and off-site back-ups taken on hourly bases

Information Technology (Continued):

Communications

- Prepare for relocation, EOC set-up and off-site
- Prepare radios and phones

Support EOC Operations

IT Staff is recalled

Finance:

Monitor the situation

Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period

Instruct staff to monitor City Facebook & ATX floods regularly

Public Information:

Ensure communication with EOC & IC to receive current information on flood watches and warnings

Coordinate with law enforcement about planned/likely evacuation routes

In conjunction with the EMC update precautionary action and evacuation messages

Develop maps of likely evacuation areas and routes that can be provided to the media

Disseminate property protection and evacuation preparedness information to the public through the media, paying special attention to low lying areas that have been identified as flood prone

Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures

Coordinate with special facilities or special needs populations and local media on policies/ procedures for announcing closures or evacuations

Blast out www.atxfloods.com information for potential road closure updates

Utilize Next Door and Social Media to inform public of potential flooding events

Monitor Social Media and Neighborhood communication groups

Promote subscriptions to www.warncentraltexas.org

Update standard flood messages in Code Red with incident specific details in case messages need to be deployed

Public Information (Continued):

Promote use of www.drivecentraltexas.org

Coordinate with City Hall liaison to make sure door locks and phones are taken care of in case of a closure and prepare web, social and media messages for potential distribution

Coordinate with Utility Billing about potential delays in service

Check Convention Center and downtown event schedules for events that may occur during the weather event

Have staff prepare for potential flooding at Laake House & Convention Center:

Turn off sprinklers

Evaluate potential safety concerns of scheduled events and ensure communication with the public and event organizers about potential affects due to weather

Release public instructions on securing property, evacuation routes, and what to take with you and what to leave at home

Disseminate information about sand bag distribution and any other precautionary measures being taken by City Staff

Charge radio and ensure electronic devices and go bag are with PIO staff at all times including access to WPS service, social logins, code red activation codes, and website access are readily available

Craft message board content for PD & PW

Readiness Level 1: Maximum Readiness (Active flooding / intense rainfall)

Fire:

Monitor the situation

- Check updated weather forecast

Increase staffing if necessary

- Evaluate current staffing

 - Order state resources

 - Release resources

Coordinate apparatus response

- Mutual aid, in district, in county, out of county

Police:

Monitor the situation and check on barricade placement

Call in all personnel needed

Brief PIO/EOC on current law enforcement operations and craft appropriate messages

Consider responding to priority 1 and 2 calls only

Begin tracking labor and equipment on all City of Bastrop ICS forms

Public Works (Water & Waste Water / Parks):

Implement 24-hour Flood schedule for Street/Drainage

- The majority of staff will work 7 am to 3 pm

 - a two-man crew will work 3 pm to 11pm

 - A 3rd shift two-man crew will work 11pm to 7 am

 - Each crew is required to give the on-coming crew an update before leaving

Crew activities will include but not be limited to the following:

- Distribute sand bags at city facilities

- Closure of city facilities

- Operate high water rescue vehicles (Dump trucks)

- Distribute Barricades as needed for road closures

Bastrop Power & Light:

All essential department personnel are on duty

Refuel trucks and equipment at least once during every shift

Damages assessed and addressed in a safe, efficient manner until all power is restored

Assist other City Departments as needed/directed by City Leadership

In the event of extensive power outages caused by storms, tornadoes, floods, or other disasters, director/superintendent to assess damages, estimate labor and materials required to restore power, and make decision, along with City Leadership, to seek assistance under the LCRA Mutual Aid agreement

Shelters:

Shelter Officer notifies the EOC that the Shelter is ready to open

Transportation:

Monitor the situation

Staff EOC positions if EOC is activated

Consider protective actions for transportation resources

Make tentative transportation resource allocations to probable emergency tasks

Pre-stage transportation assets, where appropriate

Information Technology:

IT staff will support all EOC Operations and be available to assist with all request

Monitor all communications for any issues

Monitor all back-up routes for communications and data

Communicate with AT&T and Fiberlight of current situations. Call for more resources if needed

Finance:

Monitor the situation.

Selected off-duty personnel report where directed

Communicate with City Manager on day to day operations

Public Information:

Provide evacuation area and evacuation route maps to media and effected citizens.

Notify media, residents and ATXfloods.com of any road closures.

Use social media, code red, next door and media channels to distribute messaging as the situation develops.

Distribute outage reporting process to citizens.

Notify the public and event organizers about any event cancellations

Notify appropriate channels of any City or School closures.

Release evacuation recommendation through warning system.

Release information on how transportation will be provided for those who lack it.

Release information to media and residents on shelter and mass care facilities available.

Release information to media on where persons needing assistance should call.

Release special instructions for those evacuating pets.

Release information on curfews and travel restrictions in effect within evacuation areas.

Release information on disaster welfare inquiry procedures.

Advise the public not to return to the evacuation area until told to do so.

Inform media of emergency response actions and organizations participating.

Provide regular media updates as needed or requested by Command staff.

Host, plan, coordinate and publicize media conferences as needed or instructed by the IC

Public Information (Continued):

Post Emergency Phase

Coordinate with IC/EMC to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage

Coordinate with IC/EMC to obtain and release damage assessments to media, updating as additional information becomes available

Release information to media on return of evacuees and preferred reentry routes, if any

Release information to media on access controls for damaged areas, if any

Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies

Update any delayed service returning to normal operation messages

Release information on disaster relief/recovery programs and facilities

Release information to media on termination of shelter operations

Release information on debris removal activities

FOR IMMEDIATE RELEASE

May 12, 2021

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Bastrop, Texas**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Paul A. Hofman, City Manager**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bastrop
Texas**

For the Fiscal Year Beginning

October 01, 2020

Christopher P. Morill

Executive Director



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

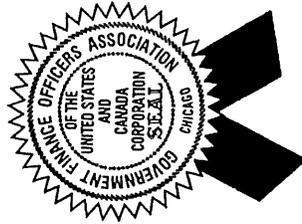
**Paul A. Hofman, City Manager
City of Bastrop, Texas**

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **May 12, 2021**





PUBLIC INFORMATION OFFICE

PRESS RELEASE

Contact: Colin Guerra
512-332-8986 (Office)

FOR IMMEDIATE RELEASE
May 21, 2021

Texas General Land Office Approves \$4.2 Million Infrastructure Grant for City of Bastrop, Total of \$28 Million in Bastrop County

(Bastrop County, TX) – On May 21, 2021, Bastrop Mayor Connie Schroeder received an announcement from the Texas General Land Office that the City of Bastrop’s application to the Mitigation Harvey Round 1 State Most Impacted and Distressed Competition has been approved for funding. The City has been awarded \$4,240,329.20 as part of the Community Development Block Grant Disaster Recovery (CDBG-DR) funding.

The project that has been awarded is the extension of Agnes Street from Sterling Boulevard to State Highway 304.

“The importance of extending Agnes to our community cannot be overstated,” said Bastrop Mayor Connie Schroeder. “By approving this project, the General Land Office is providing east/west connectivity that currently does not exist. Upon completion of the roadway, emergency response time will be dramatically improved. Multi-modal mobility for the community and promotion of economic development are additional benefits. We are grateful for the approval of this grant.”

This project will improve the roadway with the construction of a two-lane asphalt pavement section with concrete curb and gutter from Home Depot Way to the existing Agnes Street.

“Texas has led the nation in disaster declarations, and Bastrop County has had more than its fair share of repetitive flooding and destructive wildfires,” said Texas Land Commissioner George P.

Bush. “Many of the areas hit hardest by natural disasters have never had access to funding for critical infrastructure projects to mitigate flooding and protect residents. The historic funding we’re announcing today will go directly to projects that will help fortify Texas homes, businesses and critical infrastructure against future disasters for generations.”

About the City of Bastrop:

The Mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life and achieve our vision.

For more information on the City of Bastrop, visit www.cityofbastrop.org and follow us on social media via Instagram, Facebook, or Twitter. Residents can also tune in to BTXN-TV via Time Warner Channel 10 and AT&T U-verse Channel 99 or watch online at www.btxn.tv.

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