

Memorandum

Date: July 12, 2016

To: Mayor Kesselus & City Council Members

From: Steve Adcock

Re: City Manager's Informational Update Report for the July 12, 2016 City Council Meeting

A. Meetings and Events Attended:

1. Fourth of July events at Fisherman's Park
2. Organizational meeting
3. IPS (Employee Insurance Benefit)
4. Employee Appreciation Breakfast

B. Updates on City Projects and Issues:

1. **Update on the Chestnut Street Fire Station Renovation Project:** The project has been complete. The punch list has also been complete. The only thing left is to attach the new lettering when they arrive by the end of the month. See Exhibit 1
2. **Update on the Destination Marketing Organization:** The two finalists to be interviewed are Young Strategies, Inc./Destination Services and DMO Proz. The other respondents not selected are Leslie McLellan, Linda Harvell and Elizabeth Taylor Consulting. The interviews will take place Monday July 11th at 5:30P at City Hall. This is the only time and date both firms could be interviewed. Young Strategies, Inc./Destination Services will be at City Hall and DMO Proz will be interviewed through Skype (over the internet). I have reached out to the listed references for these firms. I hope to have enough responses to email them to the council by the end of the day on Friday the 8th. It is expected that the city council will vote on the finalist at the July 12th council meeting.
3. **Update on the Texas Department of Transportation SH 71 – SH 95 Overpass-** Hunter Industry has commenced work on the project. The first phase will be to complete the frontage roads. The anticipated completion of this phase will be sometime in January 2017. The City Engineer will be giving a status update on the construction and presentation at the July 12th council meeting.
4. **Update and review of the storm events on May 26th-27th.** FEMA has opened up a center for all flood victims. They are located at 1200 Cedar Street. All victims must register with FEMA, even though they contacted the City/County previously. Victims

that sustained damage related to the storm can register by going to the FEMA center, calling 1-800-621-3362, or online at www.disasterassistance.gov. Public Works Director Trey Job has been working on ways to mitigate areas. He will be giving a presentation at the July 12th council meeting.

5. **Review and discussion regarding the FY-17 budget:** We held a budget workshop on Tuesday July 5th. Topics discussed were items of importance for the budget and a review of the budget calendar. I have attached the budget calendar. See exhibit 2
6. **Update on Pecan Park-**The developer will be hosting an informal meeting on July 14th at 6:00 p.m. at City Hall. This meeting will provide information on the project and the plans on how to mitigate the drainage issues from the recent rains.
7. **Sales tax-** The July sales tax numbers have been released. I have attached these figures. See exhibit 3



City of Bastrop

FY 2016-17 Planning Calendar

01-May	Mailing of notices of appraised value by chief appraiser. (preliminary)
20-May	Budget book to MT
June 1-17	Meet with each dept. Director to review budgets submitted
21-Jun	Preliminary Budget Workshop (GF)
05-Jul	Budget Workshop (GF)
19-Jul	Preliminary Budget Workshop (WWW, BP&L,HOTEL)
25-Jul	Deadline for chief appraiser to certify rolls to taxing units. Request from BCAD any resolved lawsuits. Request from TAC the excess debt tax collections & refunds for PY report.
29-Jul	Calculation of effective and rollback tax rates.
29-Jul	Preparation of effective and rollback tax rates, statement and schedules; submission to governing body. Tax code 26.04e exempt, follow LGC 140.01c
02-Aug	Budget Workshop (All funds)
02-Aug	Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
13-Aug	<i>Notice of proposed Tax Rate</i> is a quarter-page notice in newspaper and on TV and Web site, if available, published at least seven days before public hearing. Tax Code 26.065 exempt, follow SB1510 with new notice (due to paper by 8/8)
16-Aug	Budget Workshop
23-Aug	Public hearing
26-Aug	Last day for proposed budget to be filed with City Secretary LGC 102.005 Before the 30th day before tax rate adopted. Adoption Date is 9/27/2016. Also City Charter requirement.
01-Sep	Budget Workshop
01-Sep	<i>Published Notice of Budget Hearing</i> LGC 102.0065 not later than 10th day before the budget hearing or earlier than the 30th day before the hearing.
13-Sep	Second public hearing (may not be earlier than 3 days after first public hearing); schedule and announce meeting to adopt tax rate 3-14 days from this date. Must be no more than 14 days before adoption of tax rate. Tax Code 26.06e exempt, follow LGC 140.01c (this hearing may not be required if Tax Rate is less than effective and rollback rates) First Reading of Tax Rate
13-Sep	Budget Hearing LGC 102.006 (b), hearing must be after the 15th day after the proposed budget is filed with the clerk. Action required - Vote to postpone the final budget vote until 09/22/2015.
27-Sep	First Reading Budget Ordinance Meeting to adopt tax rate. Meeting is 3 to 14 days after second public hearing. Taxing unit must adopt tax rate by Sept. 30 or 60 days after receiving certified appraisal roll, whichever is later. Also, meeting date to adopt Budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue.

County/City	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2016 Payments To Date	2015 Payments To Date	% Change
Bastrop	1.500%	519,486.06	468,622.87	10.85%	3,719,548.65	3,418,159.71	8.81%
Elgin	1.500%	153,787.81	146,459.73	5.00%	1,132,715.78	1,027,288.99	10.26%
Smithville	1.500%	34,104.83	30,426.35	12.08%	286,574.34	261,042.25	9.78%
County Total		707,378.70	645,508.95	9.58%	5,138,838.77	4,706,490.95	9.18%

County	Current Rate	Net Payment This Period	Comparable Payment Prior Year	% Change	2016 Payments To Date	2015 Payments To Date	% Change
Bastrop	0.500%	314,517.47	283,137.51	11.08%	2,271,734.30	2,061,751.04	10.18%

Staff Reports

1. Public Works

PARKS & REC.

RECENT EVENTS

- The Patriotic Festival held on July 2, 2016, was a great event.
- In June, our Summer Movies in the Park series was held at Bob Bryant Park with an attendance of 125 people. We partnered with the Library to bring back Big Truck Day prior to the showing of Cars.
- We had 32 kids sign up for our first Summer Play Days (Camp) in the park during the month of June.
- The first movie on the Riverwalk at Neighbors was a hit, with around 100 people in attendance to watch the movie Jaws.
- The Parks Scavenger Hunt went out this month and the event will continue through the end of August. Winners will be contacted on September 5th.

UPCOMING EVENTS

- Movies in the park will be this weekend July 9th at Fisherman Park the movie will be the Spiderman. Come dressed as your favorite **super hero** for the costume contest starts at 6pm movie starts at dusk.
- Summer camp in Fisherman's Park is July 11th -15th with 29 kids in attendance (9 kids on the waiting list for the play days/with a max of 30 kids).

- Summer Concert Series in the Park is July 23rd, starting at 7pm in Fisherman's Park, featuring The Sticky Notes.
- The Annual Homecoming Rodeo in Mayfest Park is from August 4th - 6th
- Movies on the Riverwalk will continue on July 29th, with the showing of The Goonies starting at dusk. Sponsored by: Neighbors Kitchen & Backyard

MAINTENANCE

- Of course grass continues to grow, but now that the rain has stopped for the last month the crews are making head way.
- The restrooms at fisherman Park are completed the final walkthrough was performed Friday the 8th at 10 am. The city crews will be adding a few elements such as sidewalk and additional parking next to the splash pad. The opposite side of the restroom building has a concession stand that will be able to generate some revenue allowing us to do more parks improvements.





Exterior Pics



Interior Pics

Pictures of the bush shelter with plexiglass panels added on the sides.



FIELD UTILITY

PROJECTS

- The Water & Wastewater Crews have been laying and 8" water main from Old Austin Hwy for the past week they are averaging 300' a day for a final total of approximately 4,000 linear feet of line. The water from this line will move water from Zone 2 into the ground storage tank located at the Bob Bryant water treatment plant. The water from this transmission line will be blended with the Simsboro well, known as Well(I). Recently Well (I) underwent some improvements that allowed us to increase our pumping capacity from 400 GPM to almost 800 GPM. By performing this work the city water supply will gain approximately 600 SUE's.
- The Streets & drainage crews with assistance from BP&L staff has cleaned and cleared a large amount of debris and vegetation from the concrete portion of Gill's branch. In addition to removing 80 cubic yards of trash that was washed into the creek during the May 27th flood event.
- Using the list of flooded homes David Juarez, the field utility supervisor has met with many people about their concerns, and we have begun developing a plan for improving drainage in those areas.



Before & After cleaning concrete line ditch

WATER & WASTE WATER OPERATIONS

- The first round of testing for a corrosivity study has been sent to the TCEQ for review, all samples are in compliance.
- The City's Consumer confidence report is on line and can be seen at www.cityofbastrop.org/BastropCCR.pdf
- The waste water lift station improvements at Wilson, Gill's Branch and Mona Loa are approximately 35% complete.
- Curtis Hancock found a new vendor that sales the filters required for our new filtration units at a lower price resulting in a savings of approximately 56,000.00 dollars.

2. IT

IT ISSUES

Website:

- Removed 4th of July closure notices.
- Added 5 resolutions, 3 past minutes, and 3 ordinances to the site.

- Added Tuesday council meeting and a listing for the next upcoming council meeting.
- Added DMO workshop session of the council to hold the public forum for evaluating the consultants.

IT Dept:

- Spent about an hour at autozone working on the IT vehicle. Battery issue.

Administration:

- Connected new email for Interim City Manager and related calendars.

Council:

- Skype session for DMO public forum. Preparing equipment and running trial to setup for this public forum.
- Corrected email issue for Council Member Kay McAnally.

City Secretary:

- Set up Agenda Share and ORR share files. Installed and configure laserfiche. Working on 3 ORR request.

Court:

- Reviewing list of items and working with Kim.

Library:

- Installed office and other programs on booth3 station.
- Added Deep Freeze to Adult8.
- Fixed Mickey's phone issues.
- Other miscellaneous updates and fixes.

Convention Center:

- Fixed issue with security camera viewer.
- Made adjustments necessary for upgrading the phone system, working with ArrowSI technician.

Economic Development:

- Installed a new workstation for their new receptionist complete with desktop computer, monitor & accessories, printers, dedicated desk scanner, phone, and phone extension.
- Troubleshoot issues with phone connections and internet speeds.

Fire Dept:

- Set up new computer in main room for reports.
- Fixed Radio in station.
- Reprogrammed radio in Utility 62.
- Logo set up for new shirt design.

Finance:

- Fixed laserfiche for Utilities.

Planning:

- We got the TV system in the council chambers set up with a staff log-on. This system has changed because of the Skype session that is going to happen for the DMO evaluations.
- Installed Incode for Megan.

Police Dept:

- Made adjustments necessary for upgrading the phone system, working with ArrowSI technician.
- Replaced tablet for Ryan, fixed tablet issue for Abel.
- Met with Architect for PD design.
- Working with Microsoft to troubleshoot email issue for Vicky.

Parks Dept:

- None

Public Works:

- Fixed issue with Marty's desk phone.

Bastrop Power & Light:

- Ordered and switched on call phone.

Water & Wastewater:

- Ordered replacement parts to repair two computers.
- Submitted issue ticket for replacement network switch.

NEW IT PROJECTS

- **Citizen Email List:** We are researching different services for building email lists for communicating with citizens. We are looking for a service that will enable citizens to 'opt-in' to different subjects that interest them. For example a citizen may want to get updates on when P&Z meetings are happening but not get updates on other subjects. Or some citizens may want an update on everything that we send out. Some of the companies we are looking at include GovDelivery, Constant Contact, Active Campaign, Mail Chimp, EZTask, Public Stuff, and others.
- **Art in Public Places:** Met with me about hanging some new framed pictures in the hall way at city hall. This brought up the subject of the walls being painted. There was a conversation about the removal of the preexisting framed pictures. Andres says the painted already said he could paint around the preexisting images. Art in Public Places wanted to charge a small fee to do the take down and replace of the pictures. This conversation needs some follow-up.
- **Phone Upgrade:** Phone upgrade will take place Tuesday 7/12.
- **ID Badges:** Taking pictures and creating ID badges for all of Public Works and Fire Dept.
- **Helpdesk Deployment:** Working with vendor to update and deploy helpdesk for IT issues.

BTXN ACTIVITY

City Council: Taped budget workshop meeting. Edited, uploaded to YouTube. Posted to BTXN website, City of Bastrop website, & Facebook page.

- Put together and published the article along with photos from the June 28 council meeting. (BTXN website)

- Added most recent meeting to regular TV schedule.

Judge Pape/County: Working on a follow-up presentation to Judge Pape and he commissioners regarding service that we can provide them through the TV station/video messages for Public Relations. The Judge is most interested in me producing follow up interviews after each county commissioner meet to recap what action was made and other noteworthy items. We are looking at a budget between 5 and 7,000. He also wants a price list of services that they can call upon us to fulfill such as press conference live streams, photography, or anything else.

Parks & Recreation: Taped promo advertisement for parks and Rec Department’s movie in the park event.

U-verse: Upgraded our ATT u-verse service to take advantage of promotional pricing and secure a faster internet connection that we use to live stream.

Fire Department: We have footage from a fire training day that I am overseeing Chris while he hones a couple hours of footage down to a couple minutes of highlights. Approximately 70% complete.

Moving Forward with Bastrop City Manager: We were approached by the show’s host, Bonnie Coffee, about doing a ‘wrap up’ episode with Mike. I am open to whatever we decide on this but I would very much like to discuss the future of a program that summarizes the city’s business and activities.

BP&L Power Pole/Flood Damage Project: We took extensive video and photo coverage of this project. The idea was we would interview either Mike, Mike & Curtis, or some other city official to describe this extensive project and what all went into it. This project has been on the shelf due to the focus being on other issues but I would really like to get this project out there added to the whole conversation about flooding and repairs to show that the city was effected as intensely as anyone.

Progressive Waste Solutions: A few weeks ago we recorded interviews with Steve Shannon and several other administrators out on-site at the Progressive Waste headquarters in Pflugerville. What remains is a video shoot of the trucks in action on the streets of Bastrop and during that time we will also shoot an interview with one of their veteran drivers. This project is part of the commitment Progressive made to build awareness and educate the citizens of Bastrop about the recycling service that we now have curbside. I talked to Steve Shannon when he was at city hall today and he is supposed to get with Jimmy Esparza tomorrow and get back with me on a date for shooting the remaining segments.

3. Planning and Zoning

Inspections Bi-Weekly Construction Report – July 7, 2016

For July 12, 2016 City Council Meeting

Air Quality McKinney Roughs Monitoring Site CAMS 684				
June 2016 Date	Max Value (POC 1)*	Time of Highest Ozone	Avg Value (POC 1)*	Air Quality Condition
25	17	2:00PM	8	Good
26	23	4:00PM	11	Good
27	29	4:00PM	16	Good
28	49	2:00PM	23	Good
29	53	4:00PM	27	Good
30	51	4:00PM	34	Good
July 1	45	3:00PM	33	Good

Air Quality Index (AQI) Values	Levels of Health Concern	Colors
<i>When the AQI is in this range:</i>	<i>...air quality conditions are:</i>	<i>...as symbolized by this color:</i>
0 to 50	Good	Green
51 to 100	Moderate	Yellow
101 to 150	Unhealthy for Sensitive Groups	Orange
151 to 200	Unhealthy	Red
201 to 300	Very Unhealthy	Purple
301 to 500	Hazardous	Maroon

2	24	3:00PM	14	Good
3	24	4:00PM	16	Good
4	29	1:00PM	20	Good
5	32	3:00PM	21	Good
6	26	1:00PM	20	Good
7	29	2:00PM	20	Good
*Parts per billion				

- **Comprehensive Plan Update:**
The DRAFT of Chapter 5, Land Use and Community Image has been submitted to the Comprehensive Plan Steering Committee (CPSC) for review. The next CPSC meeting is Wednesday, July 13, 2016 at 6:00 PM. At the meeting the CPSC will review goals and objectives from Chapter 5, and the timeline for completion of the Comprehensive Plan. Chapter 6, Transportation; and, Chapter 8, Cultural Arts and Tourism; are being drafted concurrently by the consultant team and will be released to staff for review over the next few weeks. A Transportation "Open House" is scheduled for Thursday, July 28, 2016 at the Library from 5:30-7:30 PM. The entire community is invited.
- **Engineering Projects in process:**
 - SH 71/95 Waterline Replacement Project: Project Complete; processing final close-out documents.
 - SH 71 Improvements (Tahitian Drive) -improvement project approximately 98% complete;
 - **Bastrop West Commercial, Section 3 – Hasler Blvd – 2 commercial lots – comments issued 8/26/15; resubmittal required – 4/28/2016 resubmittal received**
 - The Colony MUD 1A, Section 1, Final Plat and construction plans in review process – comments issued 4/6/2016 – resubmittal required – 4/14/2016 resubmittal of plat received – corrections to construction plans were not received
 - Aldridge Place Final Plat – comments issued – resubmittal required
 - Zavodny Administrative Plat –staff comments issued – resubmittal required – 4/28/2016 resubmittal received – staff review 2 comments issued – comments remain to be addressed
 - Pecan Park Section 5B final plat and construction plans – there will be an informal meeting to discuss the residential development in Pecan Park/Rivers Bend – the meeting will be in the City Council Chambers, July 14th at 6:00 p.m. – the developer, Duke McDowell has invited surrounding property owners – surrounding property owners will be re notified when the Final Plat will be back on the Council Agenda
 - 512 House Group Final Plat – Public Hearing – variance to Subdivision Ordinance – this will be coming back to City Council at a later date
 - New Haven Assisted Living Site Development received 4/25/2016 – distributed to staff to review – staff review 1 comments issued – resubmittal required
 - Surburbia Replat Hwy 71 W (Area A) - will go to City Council 7/26/2016
 - Baham Interests Preliminary Plat – Old Museum – received 5/9/2016 – distributed to staff to review
 - Old Bastrop Museum Remodel Site Development – received 5/9/2016 and distributed to staff to review
 - R. Aldridge Subdivision received 5/11/2016 – distributed to staff and County to review
 - Woodrun (ETJ) Section 2, Phase 1 and 2 received 5/26/2016 – distributed to staff and the County to review – final plats were received 6/23/2016 – distributed to staff and the County to review
 - Tahitian Village, Unit 2 Block 16 Administrative Plat received 6/2/2016 – distributed to staff and the County to review
 - XS Ranch Fund - Administrative Plat received 6/6/2016 – distributed to staff and the County to review
 - Pecan Park Preliminary Plat 3A received 6/15/2016 – staff comments issued 7/8/2016 – resubmittal required

- Pecan Park Preliminary Plat 6A received 6/15/2016 -- staff comments issued 7/8/2016 -- resubmittal required
- Major Construction Projects in process:
 - Coghlan Group – complete - CO to be issued next week
 - A & B Auto Repair – building approximately 65% complete
 - Lost Pines Art Guild – site work approximately 42% complete, building 50% complete
 - Elliott Electric – site work approximately 98% complete ; Temporary CO issued, waiting for close out documents
 - Bastrop Medical Center – 25% complete

4. Fire Department

- Chief Wobus and Capt. Demeville attended the State Firefighters & Fire Marshals Assn. Convention and Training Conference in McAllen from June 24-June 29 and each attended 16 hours of training. Registration paid for by HB2604 cost share program.
- Chief Wobus completed Texas Commission on Fire Protection Head of Department skills and filed for certification.
- Interview panel interviewed 3 applicants and they were accepted into the department. 1 member resigned, they are moving back to Houston.
- New Wildland/Extrication gear was received and distributed to 10 members.
- Ordered new structure boots for 5 members.
- 12 members stood by for fireworks display.
- Clean up and remodel continues at Fire Station 1.
- Registered 6 members to attend the TEEX Municipal Fire School in College Station in July.
- 56 fire calls for this past 2 weeks, to include 12 car accidents, 2 vehicle fires and 4 structure fires.
- For the month of June the fire department had 87 fire calls.

5. Convention Center

Bastrop Convention Center Council Report July 12, 2016 Kathy Danielson

Events:

June 24 - Ballroom A and Lobby - MPI THCC Annual Banquet 75
 June 25 - Entire Facility Regional Meeting/Fundraiser 250

July 6 - Meeting Rooms 1 & 2 Corporate Training 30

July 7 - Farm Street Opry - 250

Marketing:

The Director continued with marketing and PR efforts for the Center. This included marketing to brides, meeting planners and the July Opry.

Direct mail piece sent to meeting planners/associations in Central Texas.

Austin Wedding Guide magazine will host a photo shoot at the Center on July 12th.

Operations:

The staff assisted with walk-in tours and appointments with current clients and potential clients. Layout changes, security requirements, event details and administrative issues were addressed.

Susan and Kathy continue to train in the new EVENTPRO software.

The Director is working on new work status reports for the staff. These reports should help staff with time management and productivity.

The Director was installed as President- Elect for the MPI - THCC - Meeting Professionals International Texas Hill Country Chapter for the 2016- 2017 term.

CPR/AED certification training has been scheduled for the entire staff.

Fence Repair should be completed within the next 2 weeks. *Damage caused by flood.

Pump Repair for irrigation system has been completed. * Damage caused by flood.

New Inquiries - (Walk-in included)

Corporate - Sept 2016 40 ppl

Wedding - May 2017, 500 ppl

Booked Events: (Corporate, Wedding, Trade Show, Civic, Seminar/Conference)

Corporate - Sept 6, 2016, 40 ppl, Mtg Rm 1-4

Wedding - May 13, 2017

Civic - Sept 28, 2016 100 ppl, Ballroom B

Other-Comp

BCLTR Luncheon - Sept 4, 2016

1st Responders Luncheon - Oct 2016

Upcoming Events: July 2016/August 2016

Austin Wedding Guide Photo Shoot - July 12

Wedding - July 16, 175 ppl

Seminar - July 19, 20, 21 - 50 ppl

Farm St. Opry - August 4th

Civic - August 5&6, 250 ppl

Seminar- Aug 11 & 12 100ppl

Wedding - Aug 13, 350ppl

6. Police

For City Council:

As per our previous discussion, this information needs to be presented to the City Council. Sergeant McManus informed me that we do not need a proclamation or a formal agenda item and that you briefing them would be sufficient.

JAG Grant Notification:

The Bastrop Police Department is applying for the 2016 Edward Byrne Memorial Justice Assistance Grant (JAG). We are requesting \$30,160 to purchase eight new portable handheld radios under the program title Bastrop Police Department's Portable Radio Technology Improvements. The grant does not require any matching funds from the City of Bastrop. Over the past three years, the Bastrop Police Department has been transitioning out their old portable radios due to the "end of life" status which no longer allows for the radios to be serviced. In 2014, our department was awarded over \$19,000 from the same grant to purchase five new portable handheld radios. However, several additional new radios have been purchased by the city of Bastrop as a department budget item.

If awarded the full amount, this grant will allow the police department to complete its transition to all new portable handheld radios at no further expense to the City of Bastrop. We hope that you agree with our effort in pursuing this grant in an attempt to finish our project.

For City Manager:

Criminal Trespass Signs:

License to Carry Open Carry / Concealed Carry Signs have been ordered (5 sets) and are being made at "Mail & Signs". The project is not completed yet; however, they are promising a Monday afternoon completion time so the signs can be posted for the 12 July 2016 City Council Meeting.

Bastrop Homecoming:

We are currently in the process of developing our Incident Action Plan for Bastrop Homecoming, which will start on Tuesday, 2 August and run through Saturday, 6 August. Off-Duty Police Officer security and private security guards will be utilized during this event. Not counting the parade, which will take place on Saturday morning, we will be utilizing three (3) off-duty police officers on Thursday; six (6) off-duty police officers for Friday, and eight (8) off-duty police officers on Saturday night (the increase is due to the popularity of the Randy Rogers Band).

Patriotic Festival:

I will be reaching out to Becky Womble like I did last year to conduct an After Action Meeting and continue to work on how we can improve the event. I believe the new traffic plan instituted this year was successful.

Downtown Parking:

During legal review on 22 June 2016, the City Manager stated he would contact City Council and address the two-hour parking ordinance and ascertain if they want to re-instate it, continue the moratorium, or remove it from the ordinance.

Building Renovation:

Our meeting with Mervin yesterday was successful. A few changes were made to the court side and to the briefing / training room. Mervin should have those plans to us later today. Mervin also needs to meet with Ted Bowers in reference to some code concerns he has about the “roof” insulation since the code has changed since the building was initially constructed. Mervin also stated he needed to consult with his engineer, who will be on vacation next week, before he can proceed with his next steps.

Emergency Management:

On Tuesday, 5 July, I attended the pre-planning meeting for the Longhorn Decker Dam Emergency Action Plan Review and up-coming Tabletop Exercise discussion. The Tabletop Exercise will take place on 10 August 2016. I plan on attending that and bringing back information so that we can conduct our tabletop exercise as it would apply to Bastrop.

7. Main Street

Report period covers 6/25/16 through 7/08/16

Committee/Board Updates

- The Economic Vitality committee met on July 5th to discuss the Farmer’s Market issues
- The Organization bylaw committee met to discuss updating the MSAB bylaws which have not been updated since 2007 on July 8th.
- Due to the July 4th Holiday the MSAB will not meet until July 25th for a combined July/August meeting.

Partnerships

- Attended the 1832 Farmer’s Market Board Meeting
- Attended the Texas Travel Industry Association’s Tourism College and networked with colleagues from across the State.
- Met with Kim Britton from the Hyatt to discuss marketing and downtown partnership opportunities
- Met with BEDC
- Met with BCHS and distributed information about volunteer opportunities on their behalf
- Met with Bastrop Chamber of Commerce

- Met with Riley Triggs, Texas Historical Commissions, Town Square Initiative Architect on 921
- Met with Marie Ohkerling and two THC interns to discuss Bastrop Main Street and Main Street on the local level
- Attended the Downtown Business Alliance board meeting and have been appointed to the board

Main Street Program activities

- Promoted and attended First Friday Art Walk
- Coordinated Judges for the Pet & Pal parade and filmed a promotional video
- Hosted two Mornings on Main Street events
- Submitted a marketing plan for the Veteran's Day Car Show
- Working on easements for the Main Street Improvement Project
- Met with downtown business and property owners on a variety of issues
- Social media, website and Bastrop TX updates
- Organized and hosted the Volunteer Honor Roll Event

8. Municipal Court

Operation Information 06/24/2016 – 07/07/2016

-
- Court staff did 106 transactions
 - Revenue Collected \$14,749.63 (From 06/24/2016 – 07/07/2016)
 - 81 new cases
 - 131 defendants at window
 - Warrants Issued –48
 - Mental Health Warrant - 1
 - Warrants cleared –27
 - Jail Call – 53
 - Juvenile Magistrate Warning - 1
 - Show Cause Hearings - 12
-

Upcoming Events

- July 14, 2016 Pretrials 26+
- August 18, 2016 Bench Trial – 1 Pretrials 24+
- September 15, 2016 – Pretrials – 18+

9. Finance

ITEMS COMPLETED

- ☑ Complete TML Exposure summary and sent it back to them for rerate calculation
- ☑ Completed Annual unclaimed property reporting to the state
- ☑ Finished Budget meetings with W/WW, Main St., Convention Center
- ☑ Completed all information requests for Water Rate Study and Impact Rate – Meeting scheduled for 7/18 with consultant

ITEMS IN PROCESS

- ☑ Preparing the Utility Policy updates and ordinance for Council approval – will be adding a section for AMP option
- ☑ Budget –working on other major funds
- ☑ Starting to gather information on Franchise fees and pole attachments of other cities
- ☑ Comptroller has changed its Transparency program and it's much harder to get the award now. We are going to start working on two of the five stars. Won't be able to gain recognition for the other three stars without additional software.
- ☑ Working on new format for Budget book in order to Submit for Certification award from GFOA
- ☑ Updating all Financial Policies to bring to Council in August

FUTURE PROJECTS

- ☑ I would like to contract with MuniServices to conduct a Franchise Fee audit – this is no cost to the City unless they collect extra and then they get a %. Its risk free for us but may find that companies aren't paying the fee.
- ☑ Update Hotel Motel Tax Ordinance to make payment due dates in line with state requirements

UTILITY CUSTOMER SERVICE

- ☑ Garbage – No issues noted
- ☑ AMI – We have about 4 customers that refused the AMI meters when we went through the change out last year. We are preparing an Opt out Contract for legal review.

CEMETERY

- ☑ Have (1) variance request for next board meeting (July 20th)
- ☑ Started a review of the Cemetery Ordinance compared to comparable cities – will be taking it to the boards next meeting
- ☑ Have several items for legal regarding deeds filed and format, also, affidavit when an error needs to be corrected with a filed deed