

# 3. PUBLIC FACILITIES





## CHAPTER THREE PUBLIC FACILITIES

**Chapter 3** of the Bastrop Comprehensive Plan examines the City of Bastrop's public buildings and grounds; and evaluates how their size, condition, and arrangement can best accommodate anticipated community growth. The Chapter considers short and long-term facility needs as they relate to the City's ability to provide a growing population with essential public services, while maximizing the utility and adaptability of City assets.

Chapter 3 is not an organizational study. Staff resources and some associated equipment needs referenced in the Chapter are intended to support preliminary public facility recommendations. The recommendations provide the initial framework for identifying and prioritizing potential City capital improvement projects. **A summary list of all Public Facilities goals and objectives can be found at the end of this chapter (page 3-21).**



City Hall is an inviting gateway feature for travelers entering Bastrop's downtown and center city neighborhoods.

## **PUBLIC FACILITY REVIEW.**

### **BASTROP CITY GOVERNMENT**

#### **ORGANIZATION**

The City of Bastrop is a home rule City exercising the powers granted to it by the constitution and laws of the State of Texas, including those implied powers necessary to fulfill its granted authority. Bastrop is operated under a Council-Manager form of government. The City Manager executes the laws enacted by City Council, and administers the daily functions of government.

In 2015, Bastrop employed over 120 full-time employees across 15 separate departments who provide the citizens of Bastrop with a mix of essential services (such as the provision of water, waste water, and electricity service); and, other services that enhance the quality of life in the City.

The number of full-time staff employed by the City since 2010 has increased by roughly 10 percent. Growth within other relevant variables, such as estimated population and annual tax revenues, has substantially exceeded the growth of City staff. Even without the addition of new services or functions, continued growth of the City organization will be necessary to maintain acceptable levels of public services for a City with an increasing population and expanding inventory of capital assets.

#### **BUDGET**

Bastrop maintains an annual operating budget that consistently includes a positive balance. Between fiscal year 2010 and 2016, City revenues (absent transfers) have increased by 23 percent. The total amount

of appropriable funds has increased by 17 percent. During this period, the City's general debt service has declined as a percentage of the City's overall budget.

The Bastrop City Council does not approve a separate annual capital budget. Instead, capital improvement projects are incorporated into the annual operating budget. A small percentage of capital projects not funded by bonding mechanisms or proprietary water, waste water, or electric funds have been funded through balance transfers into the general fund operating budget.

Potential projects identified in this Chapter will add to the City's backlog of capital investment needs identified by City staff in prior capital improvement programs. To ensure that these cumulative needs are sufficiently met, and are tied to the community priorities identified during the comprehensive planning process, the City's capital improvement programming process will need to be formalized. The framework for a formal City capital improvements program is discussed in greater detail in **Chapter 9, Implementation.**

### **PUBLIC FACILITIES REVIEW METHODOLOGY**

#### **SCOPE OF PUBLIC FACILITIES REVIEW**

The public buildings and grounds evaluated in this Chapter include only those that support City departments, and are primarily limited to those that serve a general government or other administrative function. The City owned and maintained properties and structures reviewed in this Chapter are listed in **Figure**

**FIGURE 3.1. BASTROP PUBLIC FACILITY REVIEW**

FACILITY	ADDRESS	FACILITY	ADDRESS
City Hall	1311 Chestnut Street	Convention & Exhibit Center	1408 Chestnut Street
City Storage Shed	1311-B Chestnut Street	Main Street Office	1408-B Chestnut Street
Public Works Administration	1209 Linden Street	Library	1100 Church Street
Public Works Waste Water Operations	300 Water Street	Police & Court	104 Grady Tuck Lane
BP&L Administration	1209 Linden Street	Fire Stations #1 & #2	802 Chestnut Street, 120 Corporate Drive

See also: Map 3.1, Bastrop Public Properties and Facilities

**3.1, Bastrop Public Facility Review.** These properties are also highlighted on **Map 3-A, Bastrop Public Properties and Facilities.**

**LIMITATIONS OF REVIEW SCOPE**

Certain City-owned facilities and properties are not included in the Chapter 3 facility review:

- **Infrastructure.** Properties and structures that are associated with the City’s water, waste water, storm water, and electric power infrastructure networks are addressed in **Chapter 2, Community Growth.**
- **Parks and Recreation.** Most facilities related to parks and recreation are discussed in **Chapter 7, Parks and Recreation.** This includes passive and active parks, and miscellaneous facilities such as the senior center.
- **Bastrop Economic Development Corporation.** The Bastrop Economic Development Corporation (BEDC) leases office space within a private development.

**REVIEW PROCESS**

Public facilities that house various governmental and service functions of a municipality are generally divided into two (2) categories: **A)** Those serving the entire municipal area; and, **B)** Those serving portions of a community based upon delivery of

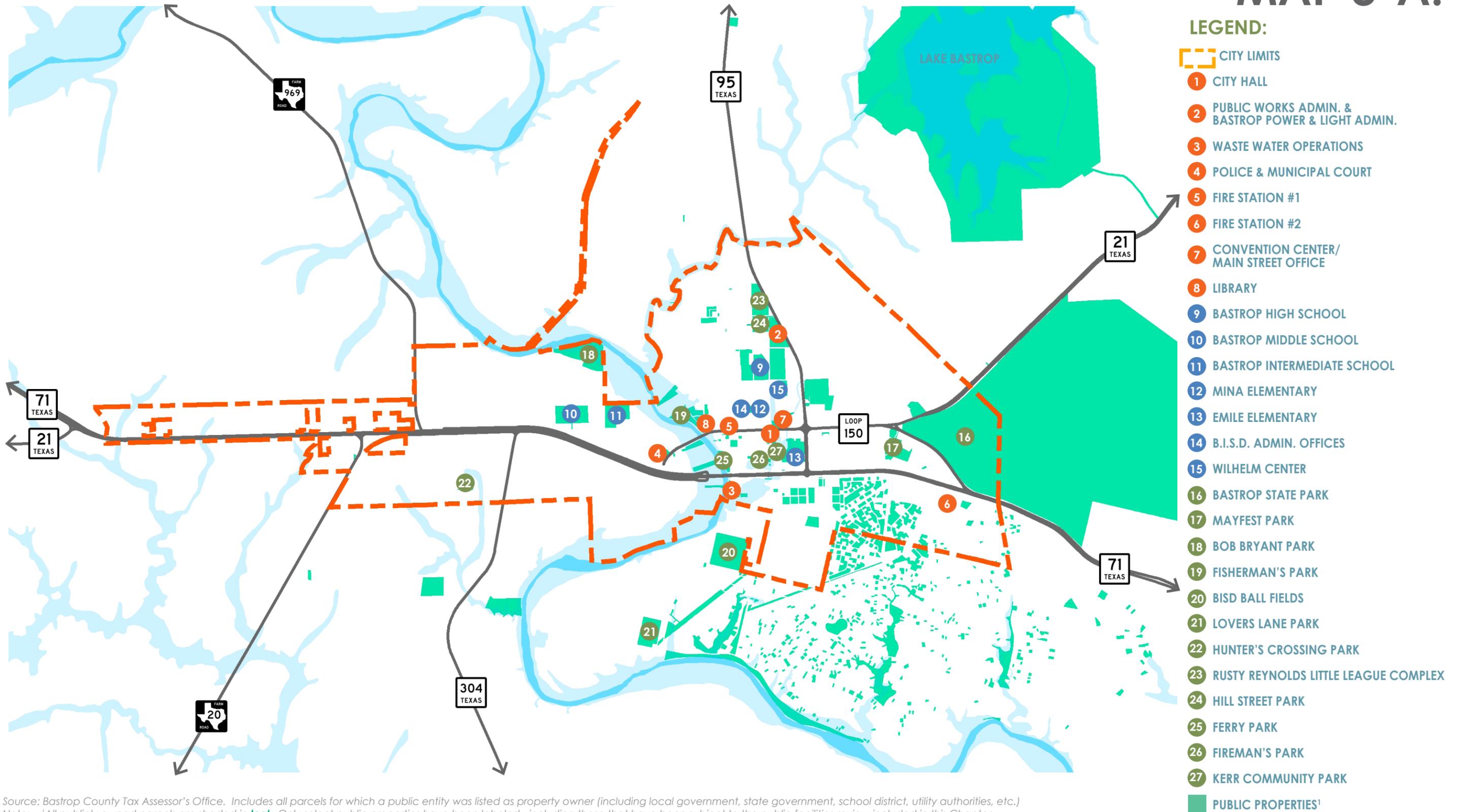
services. The City Hall is an example of a facility that has a central location to serve the entire community, while fire stations are an example of facilities located in proximity to specific community districts or neighborhoods to meet variable level of service measures.

The public facility review process in this Chapter is based on preliminary data provided by City staff via questionnaire responses, follow-up interviews, and site visits to select City facilities. City staff expressed anticipated personnel needs to maintain sufficient levels of service for Bastrop’s anticipated population at the end of this planning period (see **Figure 2.7**, page 2-11). These staff projections were compared to the staffing levels of six (6) cities – one (1) with a population that is similar to Bastrop’s current population, and five (5) which currently have populations that reflect Bastrop’s anticipated 20-year growth.

Potential organizational growth was considered in evaluating the sufficiency of current City facilities – particularly anticipated building space needs to accommodate new staff resources. Most work space needs expressed by City staff can likely be accommodated within current facilities subject

# BASTROP PUBLIC PROPERTIES AND FACILITIES

# MAP 3-A:



Source: Bastrop County Tax Assessor's Office. Includes all parcels for which a public entity was listed as property owner (including local government, state government, school district, utility authorities, etc.)  
 Note: <sup>1</sup>All publicly owned parcels are shaded in teal. Only select public properties have been labeled - including those that have been subject to the public facilities review included in this Chapter.



*Park property, facility, and programming needs are considered in Chapter 6, Parks and Recreation.*

to the completion of unfinished floor space, renovation, or small additions. This public facility review however, cannot anticipate all contingent expansions of public services beyond what is already provided by the City; nor, how the expansion of vehicle fleets or inventories of other community assets will affect storage requirements, equipment and

vehicular parking needs, and site efficiency. Ultimately, more detailed building and site needs assessments, and conceptual plans will be required for which capital improvements projects may be proposed to pro-actively accommodate potential staff growth, indoor and outdoor storage needs.

## GENERAL GOVERNMENT, FACILITIES

**DESCRIPTION:** Includes City departments operating within City Hall such as: City Manager’s Office, City Secretary, Finance, Human Resources, Information Technology, Utilities, and Planning and Development. These departments collectively ensure that the operations of the City are citizen-friendly, procedurally and technologically efficient, fiscally responsible, and legally sound.

### FACILITY DESCRIPTION:

Bastrop City Hall is a one-story 15,000 square foot building that houses most of the City’s “general government” departments. The exterior of the facility features sloped shingle roofs with wide overhangs providing protection from rain and sun. The east side of the building features a covered drive-thru window for utility bill payments. Other features on the site include a detention pond on the west side of the property as well as a metal barn structure of about 1,200 square feet, used by the Planning and IT Departments.

### FACILITY NEEDS:

When the City Hall was constructed in 2011, the north end of the facility was left unfinished, to allow for future internal expansion. This unfinished area is approximately 1,250 square feet. It is currently used for general storage, and although the occupied portion of the building is sprinkled, this area does not currently have sprinkler lines extended into the space.

Other noted deficiencies in City Hall are a shortage in number and size of meeting

rooms, and the inability to expand Planning & Development from their current location within the building. No additional staff can be added to Planning without overtaking adjacent HR office spaces. This situation can be relieved by finishing the north end of the building and relocating the Human Resources department to that end of the building.

It was noted by City Staff that the facility was sited and designed to allow for building expansion to the east and south sides, should the need for further expansion arise. Staff also remarked that the current parking lot would meet the needs of an expanded facility.



There exist expansion opportunities on the current City Hall property.

**FIGURE 3.2. GENERAL GOVERNMENT FACILITIES**

FACILITY	ADDRESS	DEPARTMENTS	YEAR BUILT	BUILDING S.F.	SITE ACREAGE
City Hall	1311 Chestnut St.	City Administration (CMO, CS, Finance, Human Resources, Information Technology, Planning/Development, Utility/ Customer Service)	2011	14,904	2.546
City Hall Storage Shed	1311B Chestnut St.	Storage/IT Studio	1960	1,200	NA

Source: City of Bastrop, Public Facility Questionnaires

## GENERAL GOVERNMENT, SERVICES & STAFF RESOURCES

### SERVICES AND STAFF RESOURCES:

Business conducted at City Hall includes public meetings, visits to staff or the mayor, utility payments, and employment inquiries. The departments housed in the City Hall facility were observed to have satisfactory workspace accommodations with a few exceptions (as noted on page 3-6), and expansion needs for the IT department.

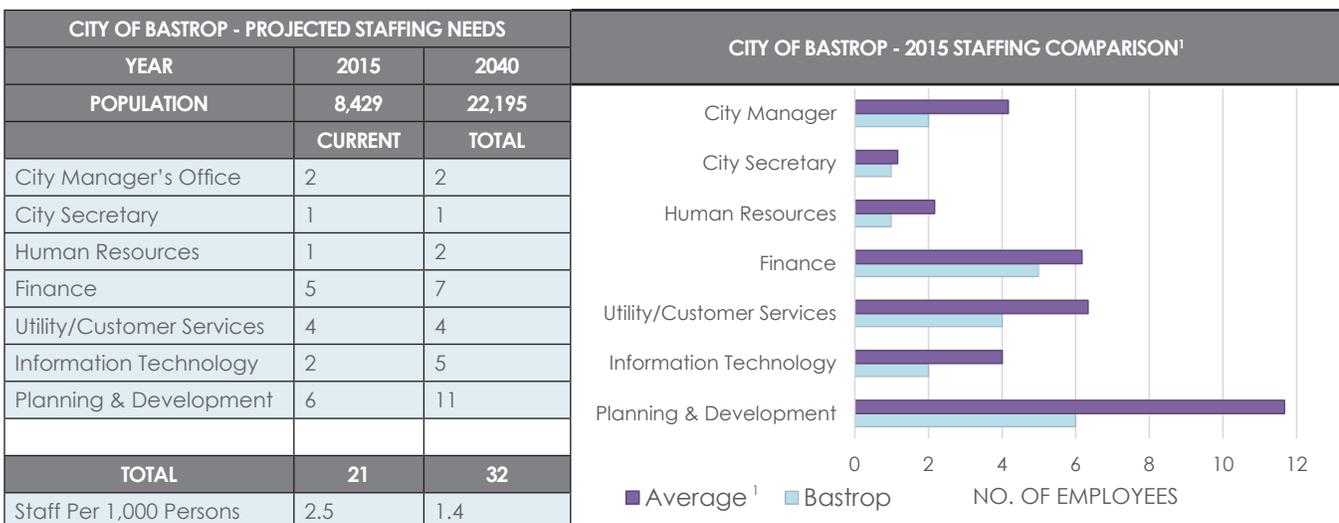
When City Hall was originally designed, there was no IT department. In the short time the City has occupied the facility, that department has been added and their space needs have reached a point requiring the acquisition of space in the on-site barn structure at the southwest corner of the property. Part of this structure is used as a recording studio for IT, helping to develop content for the reacquired public TV channel. The IT staff foresees that this service will grow as more enhancements are made to the channel (including the potential need for a separate media department).

**Figure 3.3, General Government, Staff Projections,** identifies perceived departmental staffing needs based on the City's projected 2040 population. In the projection of future personnel, City department heads completed questionnaires and identified the following priorities:

- **Finance.** 1 Purchasing Agent and 1 Grants Coordinator
- **Human Resources.** 1 HR Assistant
- **Information Technology.** 3 IT staff positions
- **Planning and Development.** 3 Building Inspectors, 1 Planner, 1 GIS Technician

The figure also compares Bastrop's 2015 staffing levels with six (6) comparable communities. Although **Figure 3.3** suggests that Bastrop's "General Government" departments are smaller than those of comparable communities, **the City's 2015 ratio of staff per 1,000 persons (2.5) actually exceeds comparison communities average ratios of 1.8 staff per 1,000 persons** due to differences in population.

**FIGURE 3.3. GENERAL GOVERNMENT, STAFF PROJECTIONS**



Source: City of Bastrop, Public Facility Questionnaires; Brinkley, Sargent, and Wiginton  
 Note: <sup>1</sup>Bastrop existing staff (2015) compared to six (6) comparison communities staff levels (2015)

## PUBLIC UTILITIES, FACILITIES

**DESCRIPTION:** Includes: Public Works (Administration, Streets & Drainage, Water, Waste Water Distribution and Collection, Parks and Recreation, and Maintenance and Custodial Divisions) and Bastrop Power and Light. The customer service responsibilities of the Public Works and Bastrop Power and Light Departments collectively include the repair and maintenance of all city utility infrastructure and facilities. The Parks and Recreation division promotes parks and outdoor activities, provides a safe and clean environment for citizens, and encourages healthy living and green education.

### FACILITY DESCRIPTION:

Most administrative and warehousing facilities of Bastrop's utility departments are located at 1209 Linden Street. The property contains several buildings and shed structures, housing the Public Works and Bastrop Power and Light (BP&L) staff and equipment. The main office building for Public Works is a one-story metal building that has been added onto over the years. Extending from the east and south sides of the office building are garage and vehicle parking bays. BP&L's two buildings sit adjacent to the Public Works office, and include a small storage and office building of approximately 1,340 square feet, a 1,414 square foot training center and administrative office, and two (2) covered/open storage areas.

### FACILITY NEEDS:

The arrangement of the Public Works office building is confusing, since multiple add-ons have occurred through the years. Window A/C units serve various portions of the building, while electrical outlets and phone lines have been patched into place, or lines are run from one room into another along the base of walls. Other noticeable deficiencies at the facility are cramped work and meeting spaces, lack of public counter space for customer service needs, and limited work bays or covered areas for equipment and inventory storage in the yard.

Access onto the site is not ideal for staff or the public. It would be beneficial if the staff had more control on the flow of vehicles entering and exiting the transfer station at the back of the site, as well as more space for maneuvering large vehicles into and out of the service yard area.

**FIGURE 3.4. PUBLIC UTILITY FACILITIES**

FACILITY	ADDRESS	DEPARTMENTS/DIVISIONS	YEAR BUILT	BUILDING S.F.	SITE ACREAGE
Public Works	1209 Linden St.	Streets & Drainage, Parks & Recreation, Water-Waste Water Collection & Disposal Custodial	1999?	~4,325	~6.0 (Shared w/ BP&L)
	300 Water St.	Water-Waste Water Operations	1993	1,878	~3.3
Bastrop Power & Light	1209 Linden St.	Power & Light	NA	~1,340	Part of PW site
		Training Center	2012	1,414	

Source: City of Bastrop, Public Facility Questionnaires

## PUBLIC UTILITIES, FACILITIES

On the west side of the property (operated by BP&L), the recent addition of the training center has resulted in better meeting space and toilet/shower facilities for staff. The only noted deficiencies were a cramped crew room, and the desire for more concrete pad storage space for storing transformers, Additional covered site and vehicle storage would be beneficial. A fuel island is no longer being used by the City, so its removal would allow for better vehicular parking and traffic flow.

Due to the cramped site and office space of these departments, it is advisable to place a priority on replacing/expanding the Public Works yard and office space to meet their future staffing and equipment storage needs. Reconfiguration and expansion of the site will provide more controlled flow on the site, better security of equipment, and ability to hold more parts and materials for inventory purposes and benefit from purchasing in larger quantities.



*Access, arrangement, and size of the Public Works yard may inhibit efficient operations without realignment or expansion.*



**Bastrop's growing inventory of capital assets requires investment in storage facilities to protect public property from theft and weather.**

## PUBLIC UTILITIES, SERVICES & STAFF RESOURCES

Services offered by Public Works divisions includes road maintenance; drainage; water distribution; waste water collection; maintenance to City parks, right-of-ways, and buildings; and maintenance of the City cemetery.

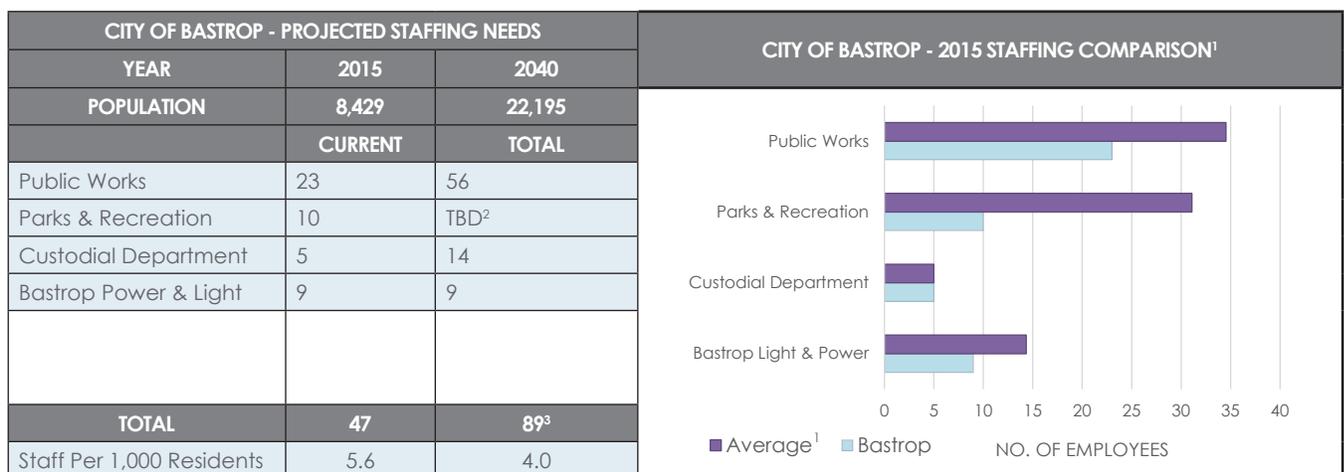
**Figure 3.5, Public Utilities, Staff Projections**, identifies perceived departmental staffing needs based on the City's projected 2040 population. City department heads completed questionnaires and identified the following priorities:

- **Streets & Drainage.** 2 Crew leaders, 8 Operators and 7 Maintenance.
- **Water Distribution and Collection.** 2 Crew Leaders and 8 Systems Techs.
- **Water Waste Water Plant.** 1 Chief Operator and 5 Operators.
- **Custodial.** 1 Facility Manager, 3 crew leaders, 4 custodians, and 2 dedicated building maintenance positions.
- **Parks and Recreation.** Growth of maintenance crews as the inventory of public grounds increases.

The figure also compares Bastrop's 2015 public utility staffing levels with six (6) comparable communities. **Figure 3.5** illustrates that Bastrop's current public utilities staffing levels are align with, or are lower than, those of comparable communities. Regardless, the City's **2015 ratio of staff per 1,000 persons (5.6) exceeds comparison communities** average ratios of 3.7 public utilities staff per 1,000 persons. Distinctions in individual staffing ratios can vary widely however due to differences in population, and the structure of municipal organizations.

**Figure 3.5** suggests that public utility staffing ratios would decrease to a rate more comparable with other surveyed communities by 2040 based on staff-identified priorities. It is important to note however that **Figure 3.5** does not project any increase in parks staff because much of the new staffing levels assumed the addition of recreational programming to City services - a decision which has not yet been endorsed by City leadership.

**FIGURE 3.5. PUBLIC UTILITY, STAFF PROJECTIONS**



Source: City of Bastrop, Public Facility Questionnaires; Brinkley, Sargent, and Wiginton

Notes: <sup>1</sup>Bastrop existing staff (2015) compared to six (6) comparison communities staff levels (2015)

<sup>2</sup>Projections dependent on the cross-training of other maintenance personnel, and potential for recreational staff. See Chapter 7, Parks and Recreation, for more information on park system operations and maintenance.

<sup>3</sup>Assumes 2015 Parks and Recreation staff levels until future departmental scope defined.

## PUBLIC SAFETY, FACILITIES

**DESCRIPTION:** For discussion within this Plan, Public Safety departments include the Police Department, Fire Department, and Municipal Court (although through recent restructuring, Police and Fire may actually be classified as “division” of the Public Safety Department). Police and Fire ensure the protection of life and property, preserving the public peace, and providing public education and community services. The Municipal Court is tasked with handling ordinance violations issued in the City, maintaining court records, conducting orderly court sessions to ensure due process, and processing payments, summons, and warrants.

**FACILITY DESCRIPTION:**

The primary Public Safety and Municipal Court facility is 11,940 square foot building, sited on a 2.4 acre parcel. The exterior of the facility is of masonry construction, with a flat roof. A portion of the building was left unfinished to allow for the future expansion of both departments.

**FACILITY NEEDS:**

The City has recently initiated the design process to reconfigure building space the Municipal Court and Police Records functions, by infilling existing shell space for additional staff; and, to incorporate a Dispatch Center within the building. The City also plans to expand on-site parking to the east of the building, on a city-owned, one (1) acre parcel. This will provide a needed staff and public parking addition. Based upon these planned improvements and comments from staff, these changes should be sufficient to meet departmental needs for at least the next 10 years.

Regarding Fire Department needs, consideration must be given to how the structure of this department may evolve. The Fire Department is currently a volunteer operation, with minimal full time staff. Questionnaire forms for this department were not completed because a newly-created Fire Chief position had not yet been filled. Therefore, the estimation of future Fire Department staffing is not clear. Still, relative facility assumptions based upon discussions with City staff include plans to add a third fire station to the west side of Bastrop in the future. Land options regarding the third fire station are the first consideration, but the site should not be less than two (2) to three (3) acres (depending on access options), and should incorporate living and sleeping quarters for firefighters. Longer term, Bastrop's high fire insurance ratings and anticipated growth necessitate that an evaluation of departmental capabilities be conducted to determine if full-time fire department personnel will be necessary in the future.

**FIGURE 3.6. PUBLIC SAFETY FACILITIES**

FACILITY	ADDRESS	DEPARTMENTS	YEAR BUILT	BUILDING S.F.	SITE ACREAGE
Police & Court	104 Grady Tuck Ln.	Police Municipal Court Code Enforcement	2001	11,940	2.401
Fire Department (Facilities were not toured)	802 Chestnut	Fire Station #1	1978	4,800	0.282
	120 Corporate Dr.	Fire Station #2	2003	5,000	0.625

Source: City of Bastrop, Public Facility Questionnaires

## PUBLIC SAFETY. SERVICES & STAFF RESOURCES

### SERVICES AND STAFF RESOURCES:

**Figure 3.7, Public Safety, Staff Projections**, identifies perceived departmental staffing needs based on the City's projected 2040 population. Public safety staff completed questionnaires and identified the following Police Department and Municipal Court staffing needs:

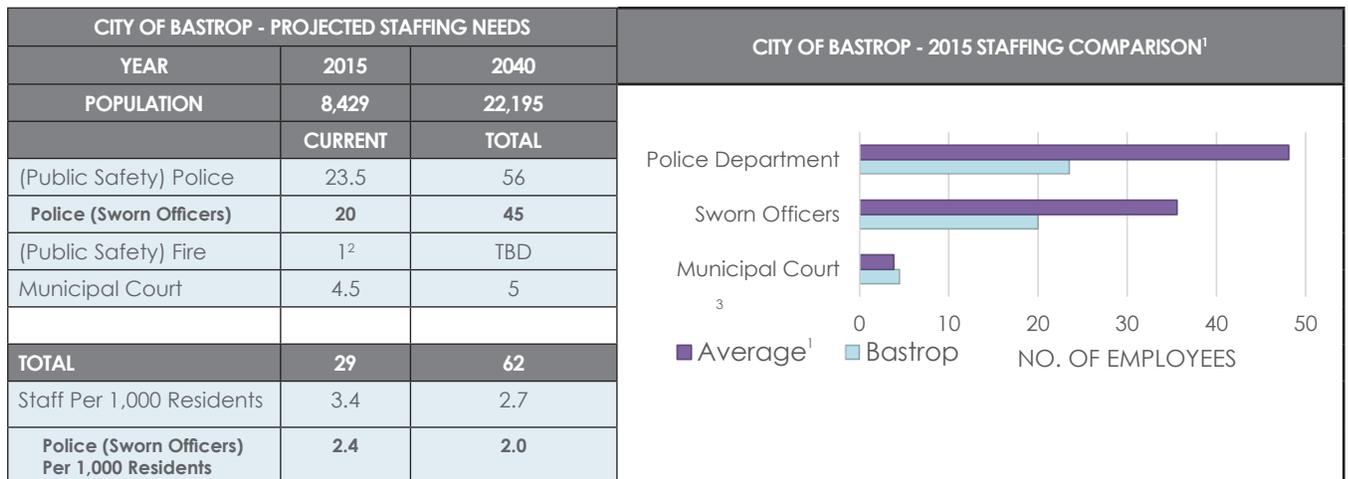
- **Investigations Division.** From 3 to 10 employees.
- **Patrol Division.** From 13 to 29 employees.
- **Administration Division.** From 7.5 to 15 employees.
- **Municipal Court.** One (1) part time employee.

The figure also compares Bastrop's 2015 police and municipal court staffing levels with six (6) comparable communities. **Figure 3.7** illustrates that Bastrop's current police staffing levels are lower

than those of comparable communities, while municipal court staffing levels are higher. The City's combined **2015 ratio of police and municipal court staff per 1,000 persons (3.4) however exceeds comparison communities** average ratios of 2.7 staff members per 1,000 persons. The City's ratio of 2.4 sworn officers per 1,000 persons also exceeds that of comparison communities (1.6).

Bastrop Public Safety projections provide reasonable Police and Municipal Court staff estimates; but, significantly higher investments in Public Safety may be necessary to support potential growth in Fire Department services. Estimated Fire Department personnel needs remain undetermined until such time as recommendations can be formulated by a new City Fire Chief.

**FIGURE 3.7. PUBLIC SAFETY, STAFF PROJECTIONS**



Source: City of Bastrop, Public Facility Questionnaires; Brinkley, Sargent, and Wiginton

Note: <sup>1</sup>Bastrop existing staff (2015) compared to six (6) comparison communities staff levels (2015)

<sup>2</sup>Fire Chief position authorized in October, 2015. Included in total staff. Further staffing TBD.

## COMMUNITY SERVICES, FACILITIES

**DESCRIPTION<sup>1</sup>:** Includes the Convention Center, the Main Street Program, and the Public Library. The convention center provides meeting space for groups, weddings, trade shows, social events, community fund raisers, corporate training, and the like. The Main Street Program focuses on the development of the historic downtown district, through preservation and economic development opportunities. The mission of the Bastrop Public Library is to provide free and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for all ages.

**FACILITY DESCRIPTION:**

The Bastrop Convention Center was constructed in 2011. With over 26,000 square feet of space, the facility provides ballrooms, break-out meeting rooms, a catering kitchen, pre-function gathering spaces, a bridal room, and exterior function spaces. Recent enhancements to the facility include an outdoor pavilion, site fencing, and landscaping. The western portion of the property is home to a metal barn structure, which is regularly leased to a local farmers market. Also housed on the Convention Center site is an historic farm house that contains office and work space for the Main Street Program staff and volunteers.

The Public Library is located on the western edge of downtown. The masonry exterior and pitched roof facility provides 18,620 square feet of meeting space, offices, workspace, reading areas for children and adults, computer terminals, and study rooms, along with the library's collection of books and media. The facility shares parking with a nearby church.

**FACILITY NEEDS:**

The Convention Center has enabled the City to host various meetings and events; however, staff has discovered that they cannot host groups over 225 attendees due to lack of meeting and event space, and feel they have turned away prospective business for the City. Available hotel rooms has also been cited as a concern from larger groups. Fortunately, the City has the capability to expand the center on the current acreage, when the funding and timing are appropriate.

**FIGURE 3.8. COMMUNITY SERVICES/ECONOMIC DEVELOPMENT FACILITIES**

FACILITY	ADDRESS	DEPARTMENTS	YEAR BUILT	BUILDING S.F.	SITE ACREAGE
Convention & Exhibit Center	1408 Chestnut St.	Convention	2011	26,576	9.186
Main Street	1408B Chestnut St.	Main Street	1880	1,446	NA
Library	1100 Church St.	Library	1989	18,620	~1.8

Source: City of Bastrop, Public Facility Questionnaires  
 Note: <sup>1</sup>The Bastrop Economic Development Corporation was not evaluated in this Chapter as it is currently operating from a leased facility.

The Library is an inviting facility, with a convenient location to downtown businesses and public recreation areas. The challenges for future expansion of the Library are the adjacent private structures and the site. The site does not allow a substantial expansion due to the grade changes and inability to expand the parking lot. Still, options for expansion to the north are possible, but remain unclear due to the neighboring church.

Staff expressed the need for a branch library in the future. As users desire more meeting space, computer learning capabilities, children's materials and events, along with additions to the library's collection, the City should consider earmarking a current City-owned site, or targeting a site for purchase in the next few years for a branch location; although, a main branch library should remain in a center city location.

## COMMUNITY SERVICES, SERVICES & STAFF RESOURCES

### SERVICES AND STAFF RESOURCES:

In looking at future personnel, the departments evaluated in this Section completed questionnaires that asked for their opinion on short and long term staffing needs. These projections were reviewed and verified during personal meetings with each department.

Expressed staffing needs included:

- **Convention Center.** *No immediate growth estimated;*
- **Main Street.** *3 Support Staff*
- **Library.** *1 Assistant Director, 3 Library Associates, and a part-time Teen Librarian*

Current staffing for Convention Center operations and maintenance (4.5 persons) was found to be comparable to other similar communities. Still the comparison sample is small (less than 6), and does not consider the possible expansion of convention space if the City were to determine that a larger space is desirable.

Proposed Main Street and Library staffing exceeded that of comparable communities. A higher than typical library staff may be particularly necessary if the City were to choose to open a branch location within the 20 year horizon of this Plan. Regarding Main Street, this is a function that is often viewed by communities as a non-essential amenity. As a result, Main Street staffing is typically kept low and functional capacities are often limited to events and marketing. The funding of additional Main Street support staff is dependent on whether or not the City is interested in enhancing the typical Main Street role to include more robust historic preservation or economic development functions.

The following goals, objectives, and initiatives are intended to support the growth of public facilities in Bastrop.



**GOAL 3.1:** Provide adequate and appropriate public facilities and services to maintain the safety and quality of life of residents, visitors, and workers in Bastrop.

**OBJECTIVE 3.1.1:** Adopt and maintain an organizational study to ensure the inclusion of anticipated staff resources in the annual operating budget.

1. Prepare an organizational study to be adopted by City Council which projects anticipated staffing needs for a minimum 10 year period. Include any staff necessary to maintain additional public facilities or grounds that are recommended as part of the Comprehensive Plan.
2. Incorporate public input when considering the addition of a new service not previously provided by the City.

3. Maintain the organizational study through annual amendments that consider changes in City revenues, the proposed acquisition of capital equipment and other assets, development of public grounds, and desire for new services.
4. Link proposed building and site needs assessments (referenced in Objectives 3.1.2 through 3.1.5) to the staffing levels recommended in the organizational study.

**OBJECTIVE 3.1.2:** Monitor and determine the long-range functionality of the City Hall facility.

1. Inventory and assess the City Hall at regular intervals (as part of the annual CIP review process) to identify any maintenance needs or technology improvements.
2. As growth continues and space limitations require, conduct a facility expansion assessment plan to develop improvement strategies for City Hall. These strategies will take into consideration staffing growth, continuity/expansion of services, and capability of the site to accommodate any determined building additions.



A new fire station west of the Colorado River could be accompanied by upgrades to existing stations to support a 24 hour fire department.

**OBJECTIVE 3.1.3:** Improve the long-term functionality of the Public Works administrative and operational facilities.

1. Commission a needs assessment study to determine the personnel, space needs, and site needs to meet the future service needs of Bastrop's Public Works department. This study should provide the basis for land acquisition, site organization, site traffic flow, and site security measures, along with the required office, work, storage, and staff support spaces.
2. Prepare a building plan for the renovation and/or replacement of the Public Works administrative building.
3. Generate a parking plan on the shared Public Works/BP&L site for private and public vehicles, and associated circulation plan - prioritizing the separation of public access to the transfer station and the operation of official vehicles. Consider the need for additional acreage and vehicular access points for ingress and egress.
4. Prioritize public works building and site plan recommendations and incorporate incremental building/site improvements into the five-year capital improvements program.

**OBJECTIVE 3.1.4:** Expand the operational capacities of the Bastrop Fire Department.

1. Review the potential for continuing the collaborative relationship with the Bastrop ESD for providing fire protection services to Bastrop.
2. Commission a needs assessment study to determine the personnel, space needs, and site needs for a new station. This station should be planned to maintain or exceed the current ISO rating for Bastrop. As this station may be home to full-time fire fighters, plans for the station should provide proper apparatus bays, sleeping quarters, office space, kitchen, living, and support spaces.

3. Consider costs related to establishing a paid full-time force. Evaluate appropriate funding mechanisms, including tax assessments which may be balanced by fire insurance savings.
4. Select a site of a minimum of two (2) to three (3) acres west of the Colorado River for the construction of Fire Station #3.
5. Design Bastrop Fire Station #3. Include the possibility of incorporating sleeping and living quarters within the station. Determine the feasibility of design modifications to Stations #1 and #2 to allow for the possible construction of living quarters.
6. Include additional fire vehicles and equipment in the City's capital budget - in concert with the construction of Fire Station #3.
7. Adjust Public Safety operational budget to account for increases in Fire Department payroll and/or training and certifications.

**OBJECTIVE 3.1.5:** Determine future need for expanded Library facilities.

1. Commission a library master plan to evaluate the future user needs and space needs for the Bastrop Public Library. This plan should seek to analyze the current library facility and its value, the development of specific space or area needs, outline standards for meeting current and projected population growth, and the potential solutions for meeting these needs. This could include limited expansion at the current site, and/or a future branch location.
2. Incorporate the findings of the Library Master Plan into the City's capital improvements program to ensure continuity of services to the community.



Rainwater collection is both a low-impact development and green building practice. These and other water conservation efforts can form the backbone of a broader City green building policy.

## ENERGY EFFICIENT FACILITY DESIGN.

The concept of low impact development (LID) was first introduced within this Plan in **Chapter 2, Community Growth** with a focus on the utilization of green technologies and practices to promote environmentally efficient site development. LID practices however, are also applicable to “green building” practices, which refer to construction practices and building operations that improve energy efficiency, lower maintenance costs, and – by extension – mitigate the impact of new development on the environment.

Bastrop has already employed green building practices in recent public construction projects. For instance, fixtures and appurtenances in City Hall and the Convention Center are intended to decrease water usage, while lighting choices reduce electricity consumption. These initial efforts are an admirable way for the City to serve as an example of fiscal and environmental sustainability; but, steps can be taken to formalize the City's program of energy efficiency, and to encourage participation from the public sector.

Green building practices include a wide variety of practices and technologies, including the following examples:

- **Construction Practices.** *Building siting and orientation; limited site clearance; natural vegetation.*
- **Energy Consumption.** *Passive solar building design; on-site renewable (solar panels; turbines); low consumption fixtures; insulation options.*
- **Materials Efficiency.** *Recycled materials; rapid renew-ables (bamboo and straw); non-toxic paints and solvents; local sourcing.*
- **Water Efficiency.** *Ultra-low flow fixtures; on-site grey water usage; cisterns; dual plumbing.*

The US Green Building Council (USGBC) is one (1) of the most well-known third parties that certify adherence to green building construction and operations practices. Many of the green building measures that lead to the USGBC's popular Leadership in Energy and Environmental Design (LEED) certification can easily be incorporated into new building construction or rehabilitation by local design professionals.

In consideration of future public building construction and rehabilitation, Bastrop should prepare and adopt a comprehensive green building policy. The policy should establish: **A)** A suite of potential green building construction practices and materials which designers and contractors bidding for City construction work must consider when preparing proposals; and, **B)** A modest energy reduction goal related to existing City facilities through rehabilitation and retrofitting. The City's green building policy could eventually be incorporated into future capital improvements programs as a ranking criteria.



**GOAL 3.2: Improve the long-term fiscal and environmental efficiency of public facilities.**

**OBJECTIVE 3.2.1:** Develop programs to reduce the environmental impact of public building construction and rehabilitation while decreasing long-term energy consumption and building maintenance costs.

1. *Establish a public buildings and grounds sustainability committee including elected and appointed officials, and City staff.*
2. *Inventory current green building technologies employed by the City and actively measure changes in annual operating costs.*

3. *Adopt a long-term energy strategy for City facilities that enumerates reduction goals based on current energy usage. (A modest reduction of 5 to 10 percent in building energy usage may serve as an initial benchmark). In Year 1, apply the strategy to a single facility (in the form of a pilot project) to compare installation costs to first year benefits.*
4. *Develop and adopt a green building construction policy. Use the policy in the selection of designers and contractors bidding for public facility and construction projects.*
5. *Design new municipal buildings as pilot projects for innovative rainwater capture and treatment or other green design techniques. Discuss and analyze on a case-by-case basis which green design concepts will provide a better payback horizon for initial capital investment. Use interpretive displays to inform residents about the science and conservation efforts behind the pilot project.*
6. *Consider phasing in incentives for private sector development that meets an established third-party green standard, e.g.; LEED for Neighborhood Development (LEED-ND) or LEED for New Construction (LEED-NC), through reduced plan review fees or review times, reduced tax rates, etc.*
7. *Modify current City lighting standards to better adhere to dark sky principals. Apply dark sky lighting principals to lighting fixtures on public property – including within streetscapes.*

## PUBLIC FACILITY PARTNERSHIPS.

Bastrop has a long-standing history of partnering with public and non-profit entities in the community to enhance recreation, education, and arts facilities and programs. Continuing to explore opportunities for joint operations of community programs, or the co-location of community facilities will provide the City with opportunities for long-term cost savings while meeting the needs of a growing population. The City's partnership with the YMCA is a prime example of meeting community needs in a cooperative manner. Expansion of recreational programs is a high public priority which will require that this successful partnership be leveraged further in the future. (More discussion on the YMCA role in recreational programming is found in **Chapter 6, Parks and Recreation.**) The enhancement of similar partnerships between the City and the Bastrop Independent School District (BISD) (for purposes of infrastructure and/or joint facilities) may also assist in improving another issue of public concern – providing a quality local education and expanding workforce development efforts.

Promoting effective public facility partnerships is also a means to promote the City's preferred *Growth Program* established in **Chapter 2, Community Growth**. City development policies and codes can be written in a manner that allows for the reservation of land for school or other public facilities which may not otherwise be intended for City ownership or operation.



**GOAL 3.3:** Engage in partnerships with other public entities to maximize the utility of, and accessibility to, public buildings and grounds.

**OBJECTIVE 3.3.1:** Maintain and/or engage in inter-local agreements with other public or non-profit entities to enable joint facility or program development.

1. *Extend the City's partnership with the YMCA through the joint development of a multi-purpose recreational center that may also be utilized as an emergency shelter.*
2. *Engage with the YMCA to develop a long-term operational plan to provide expanded indoor and outdoor recreational opportunities to Bastrop's residents. Use the operational plan to identify preferred sites for the construction of playing fields and other similar facilities.*
3. *Work with the Bastrop Chamber of Commerce's Education Committee, BISD, Main Street, and EDC to expand upon workforce and entrepreneurship programs to improve educational performance and attract full-time college programs to the community.*
4. *Explore opportunities with Bastrop County and the BISD to co-locate future public facilities on combined or adjacent development sites.*

**OBJECTIVE 3.3.2:** Program educational facilities into new development and redevelopment projects.

1. Partner with BISD to determine appropriate locations for the construction of new school facilities that would support the City's preferred Growth Program (see Chapter 2, Community Growth), and take steps to proactively reserve suitable development sites.
2. Coordinate between the City, BISD, and development community to ensure that mixed-use and residential developments preserve land for future elementary school sites.
3. Design future residential subdivisions so that elementary schools are within walking or biking distance.
4. Develop a policy which promotes any potential BISD efforts to renovate or expand permanent buildings in developed areas while respecting the character of surrounding neighborhoods.
5. Utilize BISD school sites as key linkages between segments of a City-wide linear park trail system.
6. Support efforts to attract a college campus to the City. Ensure that such location is within or contiguous to existing development areas, or partners with local entities to utilize existing public facilities. Promote preferred siting through infrastructure expenditures and/or participation in development incentives such as Chapter 380/381 Economic Development Agreements, PID, TIRZ, or Municipal Management District.



City policy should promote the continued location of school facilities within established neighborhoods, but should attempt to influence design in a manner that respects the scale and style of surrounding residential areas.

## SUMMARY OF GOALS AND OBJECTIVES (PUBLIC FACILITIES).



**Chapter 3, Public Facilities**, of the Bastrop Comprehensive Plan includes a general evaluation of the City's administrative facilities, and considers the immediate and long-term ability of these facilities to meet the operational needs of the City of Bastrop. With a view toward maintaining sufficient staffing levels to meet the needs of current and future residents, property owners and business owners - and providing those facilities and resources that improve organizational efficiency - the Public Facilities chapter includes a series of goals and objectives that have been incorporated into the City's overall comprehensive plan work program (**Chapter 9, Implementation**).

The three (3) goals and eight (8) objectives that are recommended throughout this chapter have been compiled into **Figure 3.9** below. Detailed initiatives and actions that correspond to the listed goals and objectives may be found on the page numbers referenced within the figure.

**FIGURE 3.9. PUBLIC FACILITIES, SUMMARY OF GOALS AND OBJECTIVES**

GOAL/OBJECTIVE:	PAGE:
<b>GOAL 3.1: Provide adequate and appropriate public facilities and services to maintain the safety and quality of life of residents, visitors, and workers in Bastrop.</b>	3-15
OBJECTIVE 3.1.1: Adopt and maintain an organizational study to ensure the inclusion of anticipated staff resources in the annual operating budget.	3-15
Objective 3.1.2: Monitor and determine the long-range functionality of the City Hall facility.	3-15
Objective 3.1.3: Improve the long-term functionality of the Public Works administrative and operational facilities.	3-16
Objective 3.1.4: Expand the operational capacities of the Bastrop Fire Department.	3-16
OBJECTIVE 3.1.5: Determine future need for expanded Library facilities.	3-16
<b>GOAL 3.2: Improve the long-term fiscal and environmental efficiency of public facilities.</b>	3-18
Objective 3.2.1: Develop programs to reduce the environmental impact of public building construction and rehabilitation while decreasing long-term energy consumption and building maintenance costs.	3-18
<b>GOAL 3.3: Engage in partnerships with other public entities to maximize the utility of, and accessibility to, public buildings and grounds.</b>	3-19
Objective 3.3.1: Maintain and/or engage in inter-local agreements with other public or non-profit entities to enable joint facility or program development.	3-19
Objective 3.3.2: Program educational facilities into new development and redevelopment projects.	3-20

### IMPLEMENTATION OF PUBLIC FACILITIES GOALS AND OBJECTIVES

Implementation of the public facilities goals and objectives must occur in coordination with those recommended in other chapters. Goals and objectives - and corresponding actions and initiatives - contained in all seven (7) topic-specific chapters of the Bastrop Comprehensive Plan are important; but, the order of their implementation must consider multiple variables including: **A)** The timing of expected growth and development impacts; **B)** Cost versus revenues; **C)** The availability of grants, loans and other financing methods; **D)** Staffing and other public resources; and, **E)** Dependence on, or completion of, another action or initiative.

In consideration of these inter-related implementation variables, many of the recommendations summarized in **Figure 3.9** have been incorporated into Bastrop's overall comprehensive plan work program contained in **Chapter 9, Implementation**. Please reference **Chapter 9** for a full overview on the methods and timing by which the city of Bastrop's community growth actions and initiatives will be implemented to the benefit of Bastrop's citizens, business owners and property owners.

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