

# Bastrop, TX City Council Meeting Agenda

This meeting will be live streamed on the City of Bastrop Facebook Page ([www.facebook.com/bastroptx](http://www.facebook.com/bastroptx)) and broadcast on Spectrum channel 10 and AT&T uVerse channel 99. A recording of the meeting will also be available within 72 hours after the meeting on the City's YouTube channel (Bastrop TX Network) and in the Agendas & Minutes section of the City website ([www.cityofbastrop.org](http://www.cityofbastrop.org)).



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**June 23, 2020 at 6:30 P.M.**

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City of Bastrop City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

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The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

The City Council reserves the right to reconvene, recess, or realign the Regular Session, Executive Session, or order of business at any time prior to adjournment. All matters listed below shall be eligible for both discussion and action, unless otherwise specifically noted.

**PLEASE NOTE: ANYONE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM WITH COMMENTS AT [WWW.CITYOFBASTROP.ORG/CITIZENCOMMENTFORM](http://WWW.CITYOFBASTROP.ORG/CITIZENCOMMENTFORM) BEFORE 5:00 P.M. ON June 23, 2020. SUBMITTED COMMENTS WILL BE READ ALOUD AT THE MEETING. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**TEXAS PLEDGE OF ALLEGIANCE**

*Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

**3. INVOCATION**

**4. PRESENTATIONS**

4A. Mayor's Report

4B. Councilmembers' Report

4C. City Manager's Report

4D. Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of July, 2020 as Park and Recreation Month.

**5. WORK SESSION/BRIEFINGS**

5A. Review Rules of Procedure for the City Council of the City of Bastrop, Texas.

**6. STAFF AND BOARD REPORTS**

6A. Receive presentation on the unaudited monthly Financial Report for the period ending May 31, 2020.

6B. Receive an update from City of Bastrop Chief Financial Officer on the forecast of FY2020 General Fund budget due to COVID-19.

6C. Receive monthly development update.

**7. CITIZEN COMMENTS**

*Anyone wishing to address the Council, must complete a citizen comment form with comments at [www.cityofbastrop.org/citizencommentform](http://www.cityofbastrop.org/citizencommentform) before 5:00 p.m. on June 23, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud.*

*In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible inclusion on a future agenda.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of any person or threaten any person. Accordingly, profane, insulting or threatening language will not be read aloud at the meeting.*

**8. CONSENT AGENDA**

***The following may be acted upon in one motion. A Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.***

8A. Consider action to approve City Council minutes from the June 9, 2020 Regular meeting; June 12, 2020 Special Called meeting; and June 13, 2020 Special Called meeting.

8B. Consider action to approve the second reading of Ordinance No. 2020-16 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Corporation budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

- 8C. Consider action to approve the second reading of Resolution No. R-2020-49 of the City Council of the City of Bastrop, Texas, supporting the Bastrop Economic Development Corporation's application for an Economic Development Administration (EDA) Grant in the amount of one million, three hundred fifty thousand dollars (\$1,350,000.00) to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications; authorizing the BEDC's expenditure of two hundred seventy thousand dollars (\$270,000.00) for the required twenty percent (20%) local match; authorizing the BEDC's Chief Executive Officer to execute all necessary documentation; and establishing an effective date.

**9. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 9A. Consider and adopt on first and final reading Ordinance No. 2020-17 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regard to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.
- 9B. Consider action to approve Resolution No. R-2020-54 of the City Council of the City of Bastrop, Texas endorsing the Bird City Mural Project for Fisherman's Park; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9C. Consider action to approve Resolution No. R-2020-55 of the City Council of the City of Bastrop, Texas, amending the contract amount for the Pine Street Drainage Improvements sewer relocation to 304 Construction, LLC in the amount of seventy-three thousand two hundred dollars (\$73,200.00) as attached as Exhibit A; authorizing the City Manager to execute all necessary documents for the Change Order; and establishing an effective date.
- 9D. Consider action to approve Resolution No. R-2020-56 of the City Council of the City of Bastrop, Texas approving Task Order No. 2 to Freese and Nichols, Inc. for engineering services required through design, construction, start-up and warranty period related to the construction of the new water treatment plant in the amount of Four Million Eight hundred forty-five thousand six hundred three dollars and zero cents (4,845,603.00 ) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**10. EXECUTIVE SESSION**

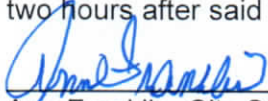
- 10A. City Council shall convene into closed executive session regarding a personnel matter, including but not limited to an update on the status of the appointment of a long-term city manager, assessment of the city manager position under the Bastrop Home Rule Charter and Bastrop Code of Ordinances, evaluation of employment alternatives, update on recruitment from executive search firm Chris Hartung Consulting, LLC, and briefing on legal issues by the City Attorney in accordance with Texas Government Code Sections 551.071 and 551.074.
- 10B. Pursuant to Texas Government Code Sections 551.071 and 551.072, to deliberate upon, seek the legal advice of, and direct its Litigation Counsel regarding the Main Street Rehabilitation Project, including pending legal proceedings for 1113 Main Street (McDonald).

10C. City Council shall convene into closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate the acquisition of property and easements associated with the construction of Wastewater Treatment Plant #3.

**11. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**

**12. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Thursday, June 18, 2020 at 3:00 p.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary





# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 4A

**TITLE:**

Mayor's Report

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager

**POLICY EXPLANATION:**

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

**ATTACHMENTS:**

- Power Point Presentation



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 4B

**TITLE:**

Councilmembers' Report

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager

**POLICY EXPLANATION:**

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 4C

**TITLE:**

City Manager's Report

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager

**POLICY EXPLANATION:**

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



# STAFF REPORT

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**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 4D

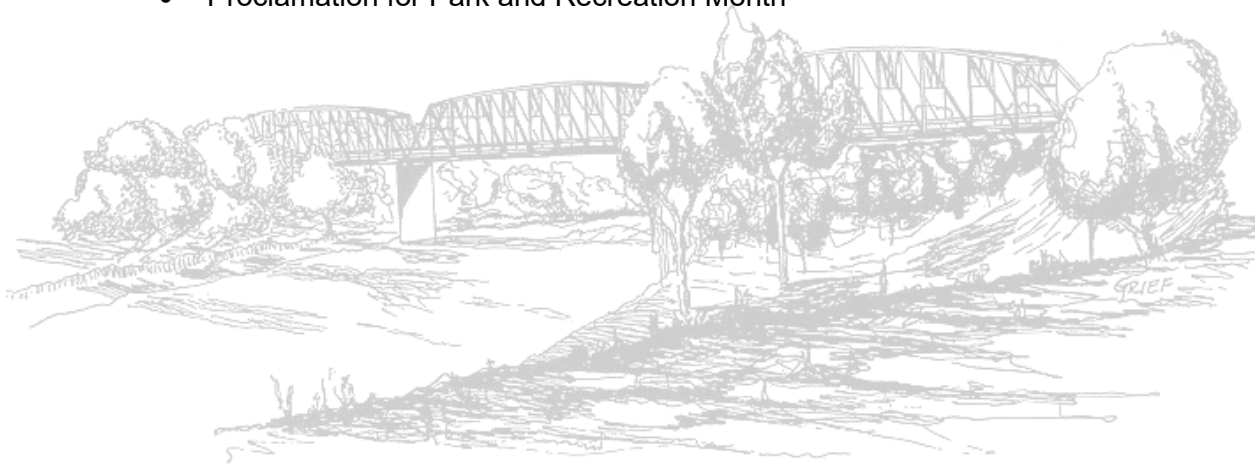
**TITLE:** Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of July, 2020 as Park and Recreation Month.

**STAFF REPRESENTATIVE:**

Trey Job, Assistant City Manager

**ATTACHMENTS:**

- Proclamation for Park and Recreation Month







# PROCLAMATION



**BASTROPTX**  
Heart of the Lost Pines / Est. 1832

**WHEREAS**, parks and recreation programs are an integral part of communities throughout this country, including Bastrop, Texas; and

**WHEREAS**, parks and recreation are important to establishing and maintaining the quality of life in our communities, ensuring the health of citizens, and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS**, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

**WHEREAS**, parks and recreation programs increase economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

**WHEREAS**, parks and natural recreation areas ensure the ecological beauty of our community and provide a place to connect with nature and recreate outdoors; and

**WHEREAS**, the City of Bastrop, Texas recognizes the benefits derived from parks and recreation resources.

**NOW, THEREFORE**, I, Connie Schroeder, Mayor of the City of Bastrop, do hereby recognize the month of July, 2020 as:

## **PARK AND RECREATION MONTH**

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 23<sup>rd</sup> day of June, 2020.

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Connie B. Schroeder, Mayor



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 5A

**TITLE:**

Review Rules of Procedure for the City Council of the City of Bastrop, Texas.

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager

**POLICY EXPLANATION:**

The Rules of Procedure for the City Council of the City of Bastrop, Texas contains Section 1.4 Annual Review, which states:

*“Following the municipal elections each year, Council will review these rules of procedure annually, make changes as appropriate, and adopt their own rules of procedure in accordance with the Charter at the first scheduled meeting in July. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the Council’s right and ability to amend the rules at any other time during the year, in accordance with the Charter.”*

The link to the current Rules of Procedure are:

<https://www.cityofbastrop.org/upload/page/0054/docs/Bastrop%20Rules%20of%20Procedure%20-%20AMENDED%20TYPOS%20SEPTEMBER%202019.docx>

Staff is seeking direction on any proposed changes that Council would like to consider making to the Rules of Procedure. Proposed changes will be made and a draft will be placed on the July 14<sup>th</sup> agenda for Council consideration.



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 6A

**TITLE:**

Receive presentation on the unaudited Monthly Financial Report for the period ending May 31, 2020.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The Chief Financial Officer provides the City Council a monthly financial report overview for all funds to include detailed analysis for General Fund, Water-Wastewater Fund, Bastrop Power & Light and the HOT Tax Fund.

**REVENUE**

General Fund is exceeding revenue forecast by 2.7%. This is attributed to the timing of property tax receipts and development fees being received.

The Vehicle/Equipment Replacement Fund is negative due to putting a hold on internal transfers. This fund should be breakeven next month.

The Electric fund is running slightly short of forecast due to lower rate adjustments for pass-through credits.

HOT funds revenue is short of forecast due to COVID-19 impacting the hospitality industry. The Hyatt Lost Pines closed from April to June.

The cemetery is still behind forecast but has seen an upward trend in last sales within the last month.

The Park Land Dedication fund had an error in the revenue that needed to be adjusted regarding the amount of lease revenue that can be recognized from the payment from the County for Mayfest Park lease agreement.

**EXPENDITURES**

All funds are positive variance to forecasted expenditures year to date.

**POLICY EXPLANATION:**

This reporting requirement is set forth by the City of Bastrop Financial Management Policies, Chapter IV. Operating Budget, Section D. Reporting, as adopted by Resolution R-2019-90 on October 22, 2019.

**ATTACHMENTS:**

- Unaudited Monthly Financial Report for the period ending May 31, 2020

# CITY OF BASTROP

## Comprehensive Monthly Financial Report May 2020





# Performance at a Glance as of May 31, 2020



|                                  | YEAR TO DATE                                                              | REFERENCE |
|----------------------------------|---------------------------------------------------------------------------|-----------|
|                                  |                                                                           |           |
| ALL FUNDS SUMMARY                | POSITIVE                                                                  | Page 4-5  |
| GENERAL FUND REV VS EXP          | POSITIVE                                                                  | Page 6    |
| SALES TAXES                      | POSITIVE                                                                  | Page 7    |
| PROPERTY TAXES                   | WARNING                                                                   | Page 8    |
| WATER/WASTEWATER FUND REV VS EXP | POSITIVE                                                                  | Page 9    |
| WATER/WASTEWATER REVENUES        | POSITIVE                                                                  | Page 10   |
| ELECTRIC FUND REV VS EXP         | POSITIVE                                                                  | Page 11   |
| ELECTRIC REVENUES                | WARNING                                                                   | Page 12   |
| HOT TAX FUND REV VS EXP          | NEGATIVE                                                                  | Page 13   |
| HOTEL OCCUPANCY TAX REVENUES     | NEGATIVE                                                                  | Page 14   |
| Legal fees                       | N/A                                                                       | Page 15   |
|                                  |                                                                           |           |
| PERFORMANCE INDICATORS           |                                                                           |           |
| POSITIVE                         | = Positive variance or negative variance < 1% compared to seasonal trends |           |
| WARNING                          | = Negative variance of 1-5% compared to seasonal trends                   |           |
| NEGATIVE                         | = Negative variance of > 5% compared to seasonal trends                   |           |



# COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

| ECONOMIC INDICATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | May 31, 2020— NEWS FOR YOU                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ECONOMY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><u>National:</u> ↓</p> <p>Real gross domestic product (GDP) decreased at an annual rate of 4.8% in the 1<sup>st</sup> quarter of 2020. This is down from 2.1% from 4<sup>th</sup> quarter 2019. The personal income decreased by 2% in Mar. 2020. (All of these reported by the Bureau of Economic Analysis.)</p> <p><u>Texas Retail Sales Index:</u> ↓</p> <p>Down to -78.60 in Apr. 2020 from -60.0 in Mar. 2020.</p> <p><u>Texas Leading Index:</u> ↓</p> <p>This index is a single summary statistic that sheds light on the future of the state's economy. The index is a composition of eight leading indicators. The index is at 111.76 in Feb. 2020, down from 126.44 Feb. 2020 and down from one year ago. This is an 11% decrease in one month.</p> | <p>Attached is the Comprehensive Monthly Financial report for May 2020. This is 8 months of FY2020, or 66.7% of the fiscal year is complete.</p> <p><u>Revenues:</u> Overall, the City has earned \$33,352,379. This amount is 70% of the approved budget of \$47,438,367 and is 2.5% higher than the amount forecasted through the month of May.</p> <p><u>Expense:</u> Overall, the City has spent 4.7% less than forecasted.</p> |
| UNEMPLOYMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Noteworthy                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><u>State-wide:</u> ↓</p> <p>The state unemployment is 4.7% in Mar. 2020 which is up from 2.5 in Feb. 2020.</p> <p><u>Bastrop:</u> ↓</p> <p>Bastrop County has an unemployment rate of 3.9% in Mar. 2020 which is up from 2.9% in Feb. 2020.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## BUDGET SUMMARY OF ALL FUNDS

|                                 | <u>FY2020<br/>Budget</u> | <u>FY2020<br/>Forecast</u> | <u>FY2020<br/>YTD</u> | <u>Variance</u> |
|---------------------------------|--------------------------|----------------------------|-----------------------|-----------------|
| <b><u>Revenues:</u></b>         |                          |                            |                       |                 |
| General                         | \$ 12,036,770            | \$ 9,109,065               | \$ 9,359,406          | 2.7%            |
| Designated                      | 59,710                   | 39,207                     | 50,197                | 28.0%           |
| Innovation                      | 77,000                   | 11,330                     | 28,789                | 154.1%          |
| Street Maintenance              | 248,000                  | 160,667                    | 167,224               | 4.1%            |
| Debt Service                    | 2,787,826                | 2,519,611                  | 2,512,639             | -0.3%           |
| Water/Wastewater                | 6,214,823                | 3,810,035                  | 3,898,072             | 2.3%            |
| Water/Wastewater Debt           | 1,900,885                | 870,295                    | 1,381,123             | 58.7%           |
| Water/Wastewater Capital Proj   | 3,070,000                | 2,721,335                  | 3,095,848             | 13.8%           |
| Impact Fees                     | 420,850                  | 275,567                    | 575,889               | 109.0%          |
| Vehicle & Equipment Replacement | 461,692                  | 332,795                    | 277,712               | -16.6%          |
| Electric                        | 7,126,562                | 4,049,084                  | 3,940,224             | -2.7%           |
| HOT Tax Fund                    | 3,708,456                | 2,309,554                  | 1,801,318             | -22.0%          |
| Library Board                   | 20,550                   | 13,817                     | 21,884                | 58.4%           |
| Cemetery                        | 106,250                  | 61,567                     | 49,151                | -20.2%          |
| Capital Bond Projects           | 3,349,644                | 2,856,429                  | 2,937,053             | 2.8%            |
| Grant Fund                      | 2,863,125                | 403,000                    | 264,099               | -34.5%          |
| Park/Trail Land Dedicaiton      | 1,000                    | 667                        | (15,847)              | -2475.9%        |
| Hunter's Crossing PID           | 2,985,224                | 2,985,224                  | 3,007,598             | 0.7%            |
| <b>TOTAL REVENUES</b>           | <b>\$ 47,438,367</b>     | <b>\$ 32,529,249</b>       | <b>\$ 33,352,379</b>  | <b>2.5%</b>     |

POSITIVE

= Positive variance or negative variance < 1% compared to forecast

WARNING

= Negative variance of 1-5% compared to forecast

NEGATIVE

= Negative variance of >5% compared to forecast

# COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

## BUDGET SUMMARY OF ALL FUNDS

|                                 | <u>FY2020<br/>Budget</u> | <u>FY2020<br/>Forecast</u> | <u>FY2020<br/>YTD</u> | <u>Variance</u> |
|---------------------------------|--------------------------|----------------------------|-----------------------|-----------------|
| <b><u>Expense:</u></b>          |                          |                            |                       |                 |
| General                         | \$ 12,036,769            | \$ 7,617,501               | \$ 7,197,625          | -5.5%           |
| Designated                      | 471,950                  | 11,878                     | 5,604                 | -52.8%          |
| Innovation                      | 918,068                  | 604,400                    | 387,777               | -35.8%          |
| Street Maintenance              | 1,285,345                | 699,000                    | 700,407               | 0.2%            |
| Debt Service                    | 2,790,559                | 662,261                    | 656,094               | -0.9%           |
| Water/Wastewater                | 6,182,902                | 3,911,641                  | 3,596,930             | -8.0%           |
| Water/Wastewater Debt           | 3,870,887                | 2,408,492                  | 2,408,493             | 0.0%            |
| Water/Wastewater Capital Proj.  | 4,614,323                | 2,206,182                  | 2,183,747             | -1.0%           |
| Impact Fees                     | 732,691                  | 32,150                     | 31,550                | -1.9%           |
| Vehicle & Equipment Replacement | 356,500                  | 271,611                    | 168,905               | -37.8%          |
| Electric                        | 7,714,148                | 4,563,824                  | 4,258,543             | -6.7%           |
| HOT Tax Fund                    | 4,215,966                | 3,073,305                  | 2,895,509             | -5.8%           |
| Library Board                   | 23,453                   | 15,635                     | 1,872                 | -88.0%          |
| Park Dedication                 | 100,000                  | -                          | -                     | 0.0%            |
| Cemetery                        | 118,429                  | 85,819                     | 79,960                | -6.8%           |
| Hunter's Crossing PID           | 3,395,969                | 3,360,920                  | 3,364,521             | 0.1%            |
| Capital Projects (Bond)         | 8,859,185                | 4,291,447                  | 4,291,437             | 0.0%            |
| Grant Fund                      | 2,863,125                | 268,006                    | 267,166               | -0.3%           |
| <b>TOTAL EXPENSES</b>           | <b>\$ 60,550,269</b>     | <b>\$ 34,084,072</b>       | <b>\$ 32,496,140</b>  | <b>-4.7%</b>    |
| Surplus/(Shortfall)             | \$ (13,111,902)          | \$ (1,554,823)             | \$ 856,239            | -155.1%         |

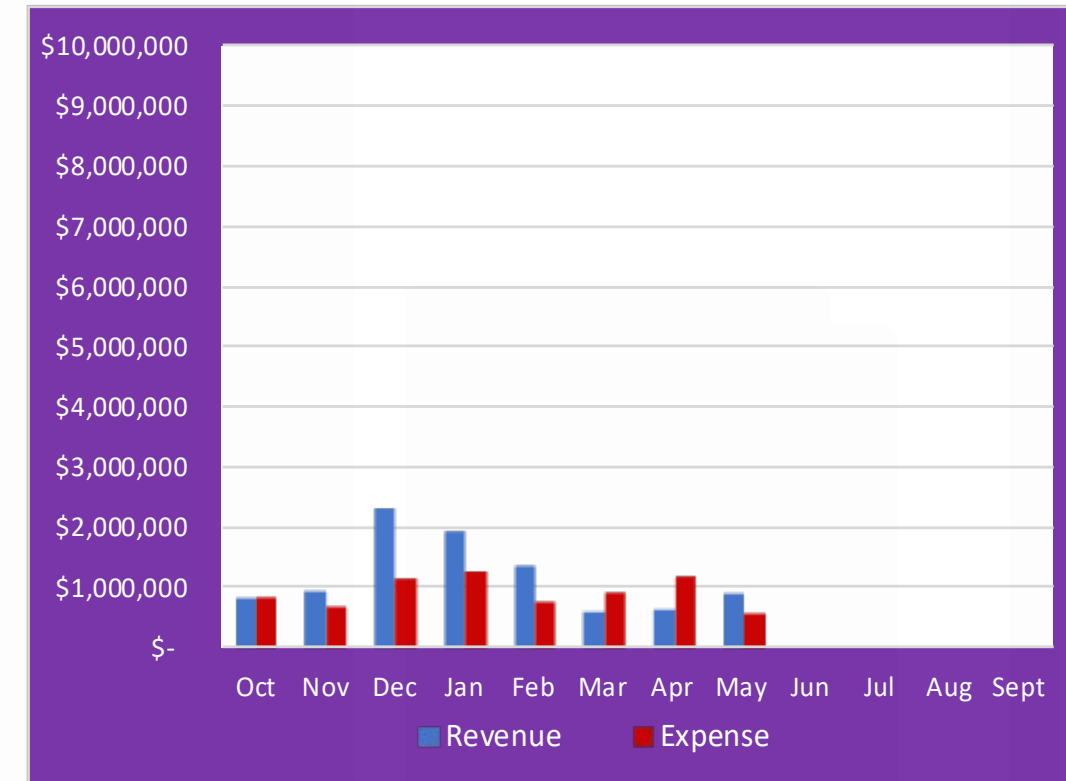
|          |                                                                    |
|----------|--------------------------------------------------------------------|
| POSITIVE | = Negative variance or positive variance < 1% compared to forecast |
| WARNING  | = Positive variance of 1-5% compared to forecast                   |
| NEGATIVE | = Positive variance of >5% compared to forecast                    |

# COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

## OVERALL FUND PERFORMANCE

### GENERAL FUND REVENUES VS EXPENSES

| <u>Month</u>          | <u>FY2020<br/>Revenue</u> | <u>FY2020<br/>Expense</u> | <u>Monthly<br/>Variance</u> |
|-----------------------|---------------------------|---------------------------|-----------------------------|
| Oct                   | \$ 793,594                | \$ 824,583                | \$ (30,989)                 |
| Nov                   | 927,420                   | 679,143                   | \$ 248,277                  |
| Dec                   | 2,283,803                 | 1,114,692                 | \$ 1,169,111                |
| Jan                   | 1,909,225                 | 1,238,537                 | \$ 670,688                  |
| Feb                   | 1,341,319                 | 744,351                   | \$ 596,968                  |
| Mar                   | 571,335                   | 897,254                   | \$ (325,919)                |
| Apr                   | 636,183                   | 1,146,370                 | \$ (510,187)                |
| May                   | 896,526                   | 560,088                   | \$ 336,438                  |
| Jun                   |                           |                           | \$ -                        |
| Jul                   |                           |                           | \$ -                        |
| Aug                   |                           |                           | \$ -                        |
| Sept                  |                           |                           | \$ -                        |
| <b>Total</b>          | <b>\$ 9,359,405</b>       | <b>\$ 7,205,018</b>       | <b>\$ 2,154,387</b>         |
| Cumulative Forecast   | \$ 9,109,065              | \$ 7,617,501              | \$ 1,491,564                |
| Actual to Forecast \$ | \$ 250,340                | \$ 412,483                | \$ 662,823                  |
| Actual to Forecast %  | 2.75%                     | 5.41%                     | 8.16%                       |



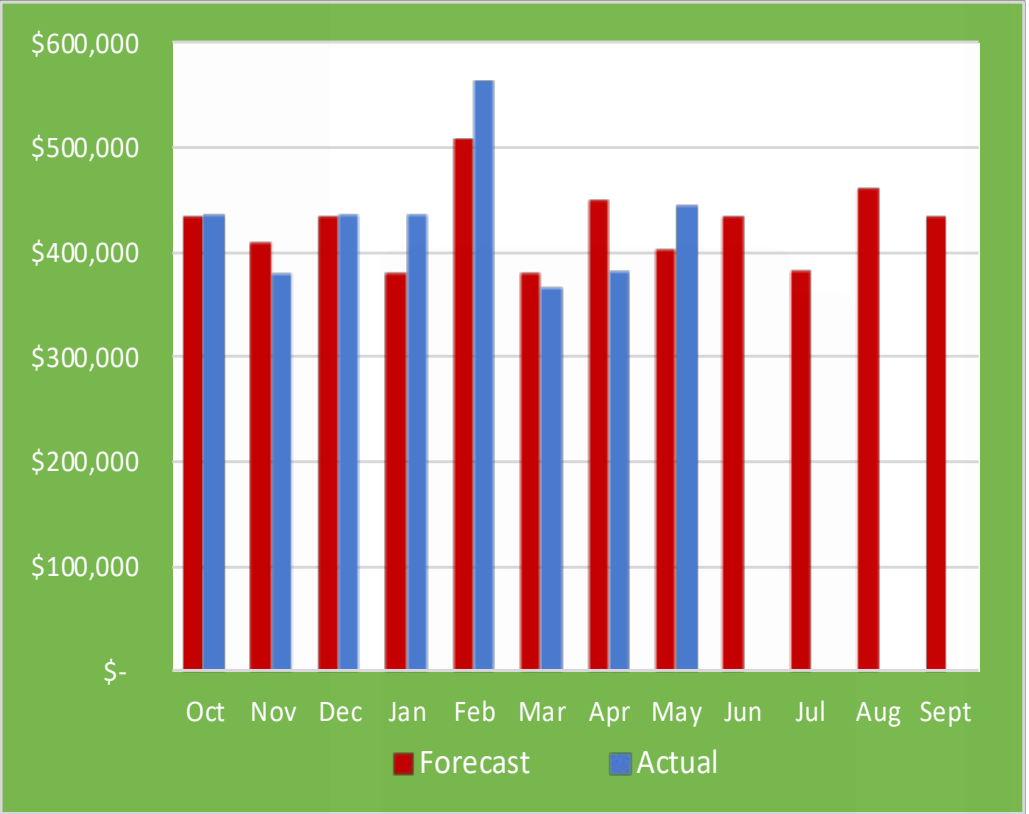
POSITIVE

Cumulatively overall, the General Fund is positive of forecasted by almost 2%. There are several employee vacancies that are attributing to the positive expense variance. Also, departments were asked to only purchase those items that are essential and hold off on any special project expenses.

REVENUE ANALYSIS

SALES TAX REVENUE

| Month               | FY2020<br>Forecast | FY2020<br>Actual | Monthly<br>Variance |
|---------------------|--------------------|------------------|---------------------|
| Oct                 | \$ 432,174         | \$ 434,511       | \$ 2,337            |
| Nov                 | 406,752            | 378,114          | \$ (28,638)         |
| Dec                 | 432,174            | 434,387          | \$ 2,213            |
| Jan                 | 379,029            | 434,307          | \$ 55,278           |
| Feb                 | 505,312            | 562,560          | \$ 57,248           |
| Mar                 | 376,892            | 364,760          | \$ (12,132)         |
| Apr                 | 448,102            | 379,155          | \$ (68,947)         |
| May                 | 400,691            | 443,237          | \$ 42,546           |
| Jun                 | 432,174            |                  | \$ -                |
| Jul                 | 381,330            |                  | \$ -                |
| Aug                 | 457,596            |                  | \$ -                |
| Sept                | 432,174            |                  | \$ -                |
| Total               | \$ 5,084,400       | \$ 3,431,031     | \$ 49,905           |
| Cumulative Forecast | \$ 3,381,126       |                  |                     |
| Actual to Forecast  | \$ 49,905          | 1.5%             |                     |



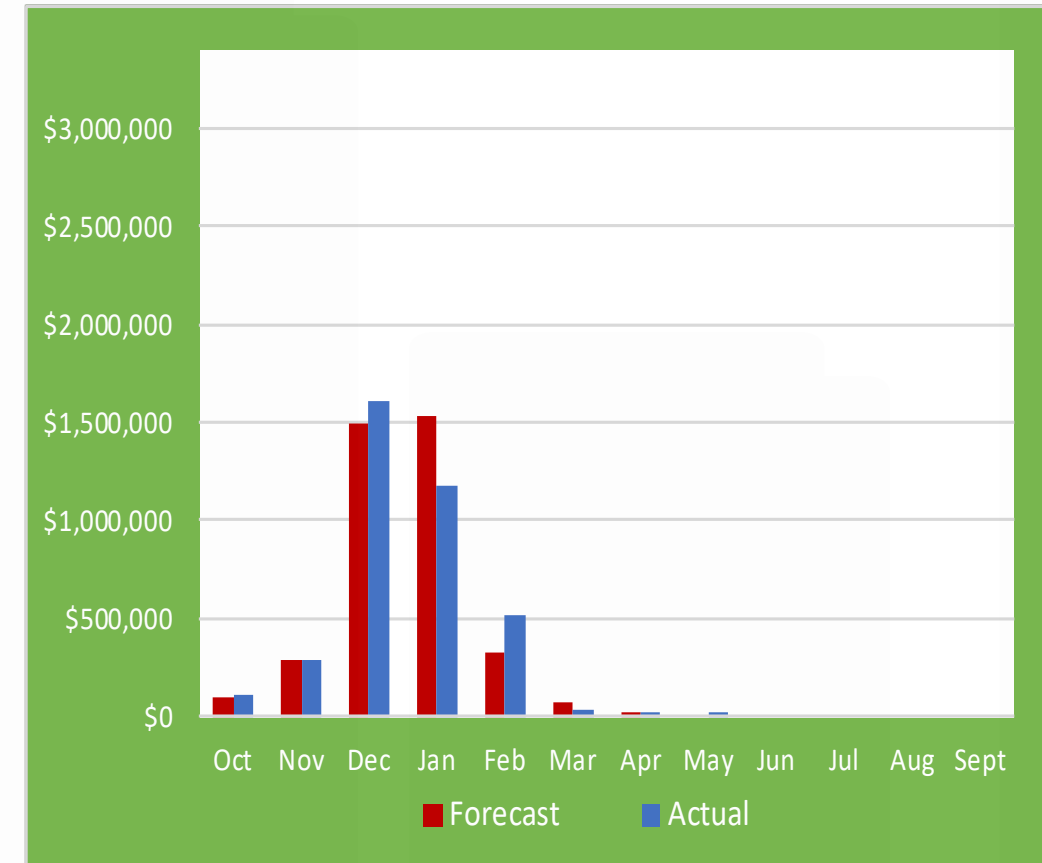
POSITIVE

Sales Tax is 42% of the total budgeted revenue for General Fund. The actual amounts for Oct. and Nov. are estimated due to the State Comptroller's two month lag in payment of these earned taxes. The actual is 1.5% greater than forecasted. Based on the March tax allocation I have left the original forecasted amounts and will monitor the differences each month to determine if an adjustment is necessary.



## PROPERTY TAX REVENUE

| <u>Month</u>        | <u>FY2020<br/>Forecast</u> | <u>FY2020<br/>Actual</u> | <u>Monthly<br/>Variance</u> |
|---------------------|----------------------------|--------------------------|-----------------------------|
| Oct                 | \$ 96,182                  | \$ 110,455               | \$ 14,273                   |
| Nov                 | 292,365                    | 288,604                  | \$ (3,761)                  |
| Dec                 | 1,500,445                  | 1,610,759                | \$ 110,314                  |
| Jan                 | 1,538,918                  | 1,175,352                | \$ (363,566)                |
| Feb                 | 323,202                    | 516,287                  | \$ 193,085                  |
| Mar                 | 76,946                     | 29,067                   | \$ (47,879)                 |
| Apr                 | 19,236                     | 20,390                   | \$ 1,154                    |
| May                 | -                          | 17,700                   | \$ 17,700                   |
| Jun                 | -                          |                          |                             |
| Jul                 | -                          |                          |                             |
| Aug                 | -                          |                          |                             |
| Sept                | -                          |                          |                             |
| <b>Total</b>        | <b>\$ 3,847,294</b>        | <b>\$ 3,768,614</b>      | <b>\$ (78,680)</b>          |
| Cumulative Forecast | \$ 3,847,294               |                          |                             |
| Actual to Forecast  | \$ (78,680)                | -2.05%                   |                             |



### WARNING

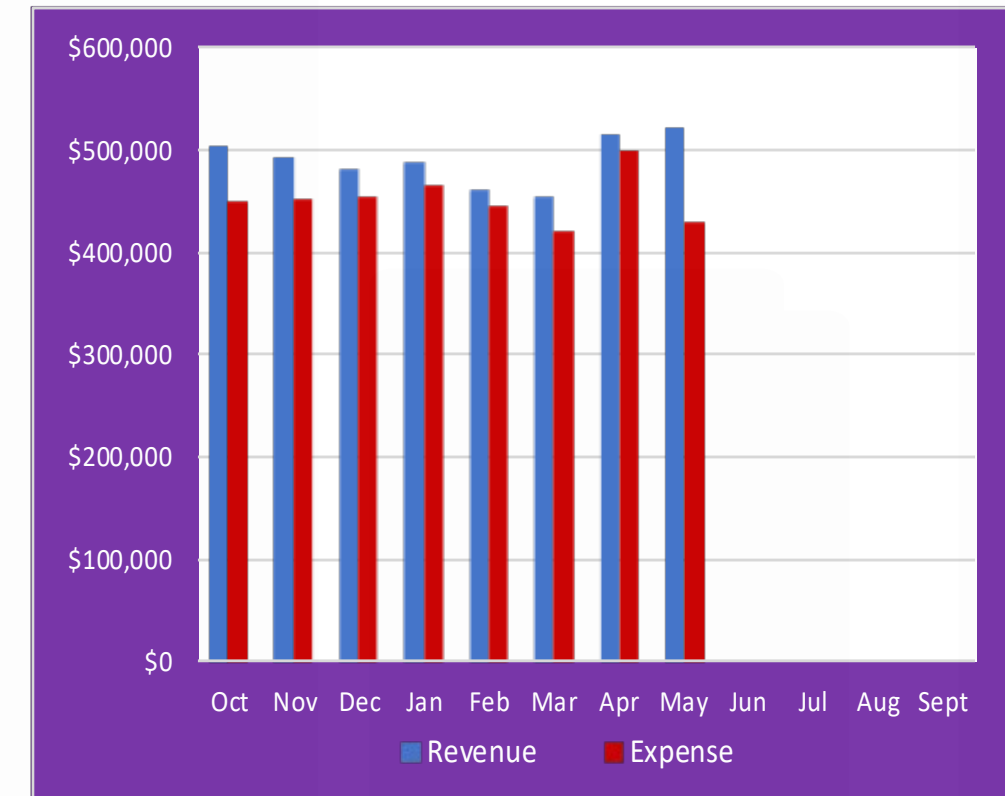
Property tax represents 31% of the total General Fund revenue budget. The actual is short the forecast by 2%. We have consistently had a 99% collection rate. The City received a supplemental report for Tax Year 2019 in April and it reflected a large decrease in the taxable valuation amount from the certified amounts received in July of 2019. **Due to this decrease it is not likely that we will collect the total amount budgeted.**

# COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

## OVERALL FUND PERFORMANCE

### WATER/WASTEWATER FUND REVENUES VS EXPENSES

| <u>Month</u>          | <u>FY2020<br/>Revenue</u> | <u>FY2020<br/>Expense</u> | <u>Monthly<br/>Variance</u> |
|-----------------------|---------------------------|---------------------------|-----------------------------|
| Oct                   | \$ 501,916                | \$ 447,250                | \$ 54,666                   |
| Nov                   | 490,855                   | 449,305                   | \$ 41,550                   |
| Dec                   | 478,735                   | 452,449                   | \$ 26,286                   |
| Jan                   | 485,721                   | 463,689                   | \$ 22,032                   |
| Feb                   | 458,214                   | 442,619                   | \$ 15,595                   |
| Mar                   | 452,776                   | 418,358                   | \$ 34,418                   |
| Apr                   | 511,706                   | 496,165                   | \$ 15,541                   |
| May                   | 518,149                   | 427,095                   | \$ 91,054                   |
| Jun                   |                           |                           | \$ -                        |
| Jul                   |                           |                           | \$ -                        |
| Aug                   |                           |                           | \$ -                        |
| Sept                  |                           |                           | \$ -                        |
| <b>Total</b>          | <b>\$ 3,898,072</b>       | <b>\$ 3,596,930</b>       | <b>\$ 301,142</b>           |
| Cumulative Forecast   | \$ 3,810,035              | \$ 3,911,641              | \$ (101,606)                |
| Actual to Forecast \$ | \$ 88,037                 | \$ 314,711                | \$ 402,748                  |
| Actual to Forecast %  | 2.31%                     | 8.05%                     | 10.36%                      |



**POSITIVE**

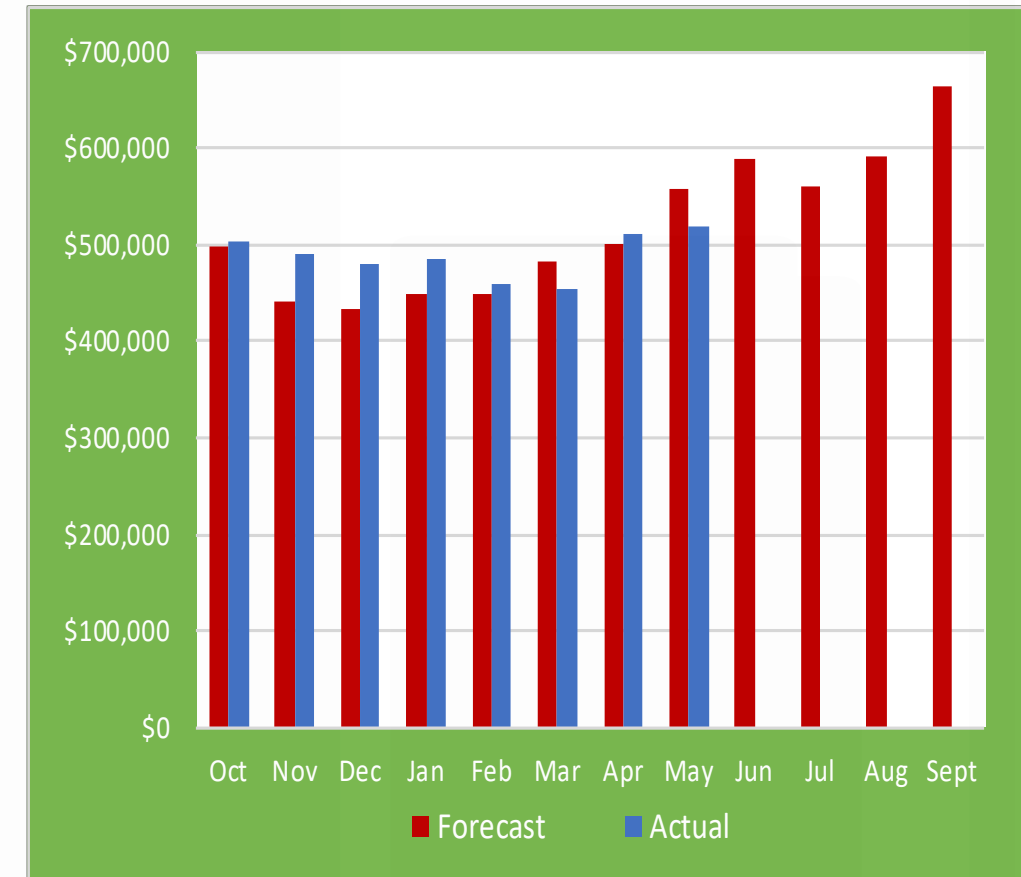
Water and wastewater fund is almost 10.5% net positive. There are several vacant positions in this fund and revenue is coming in higher than forecasted.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

### REVENUE ANALYSIS

### WATER/WASTEWATER REVENUE

|                     | <u>Month</u> | <u>FY2020</u><br><u>Forecast</u> | <u>FY2020</u><br><u>Actual</u> | <u>Monthly</u><br><u>Variance</u> |
|---------------------|--------------|----------------------------------|--------------------------------|-----------------------------------|
|                     | Oct          | \$ 497,087                       | \$ 501,916                     | \$ 4,829                          |
|                     | Nov          | 439,890                          | 490,855                        | \$ 50,965                         |
|                     | Dec          | 433,509                          | 478,735                        | \$ 45,226                         |
|                     | Jan          | 447,943                          | 485,721                        | \$ 37,778                         |
|                     | Feb          | 449,890                          | 458,214                        | \$ 8,324                          |
|                     | Mar          | 482,653                          | 452,776                        | \$ (29,877)                       |
|                     | Apr          | 500,346                          | 511,706                        | \$ 11,360                         |
|                     | May          | 558,717                          | 518,149                        | \$ (40,568)                       |
|                     | Jun          | 589,533                          |                                |                                   |
|                     | Jul          | 560,665                          |                                |                                   |
|                     | Aug          | 591,480                          |                                |                                   |
|                     | Sept         | 663,111                          |                                |                                   |
| Total               |              | <b>\$ 6,214,824</b>              | <b>\$ 3,898,072</b>            | <b>\$ 88,037</b>                  |
| Cumulative Forecast |              | \$ 3,810,035                     |                                |                                   |
| Actual to Forecast  |              | \$ 88,037                        | 2.31%                          |                                   |



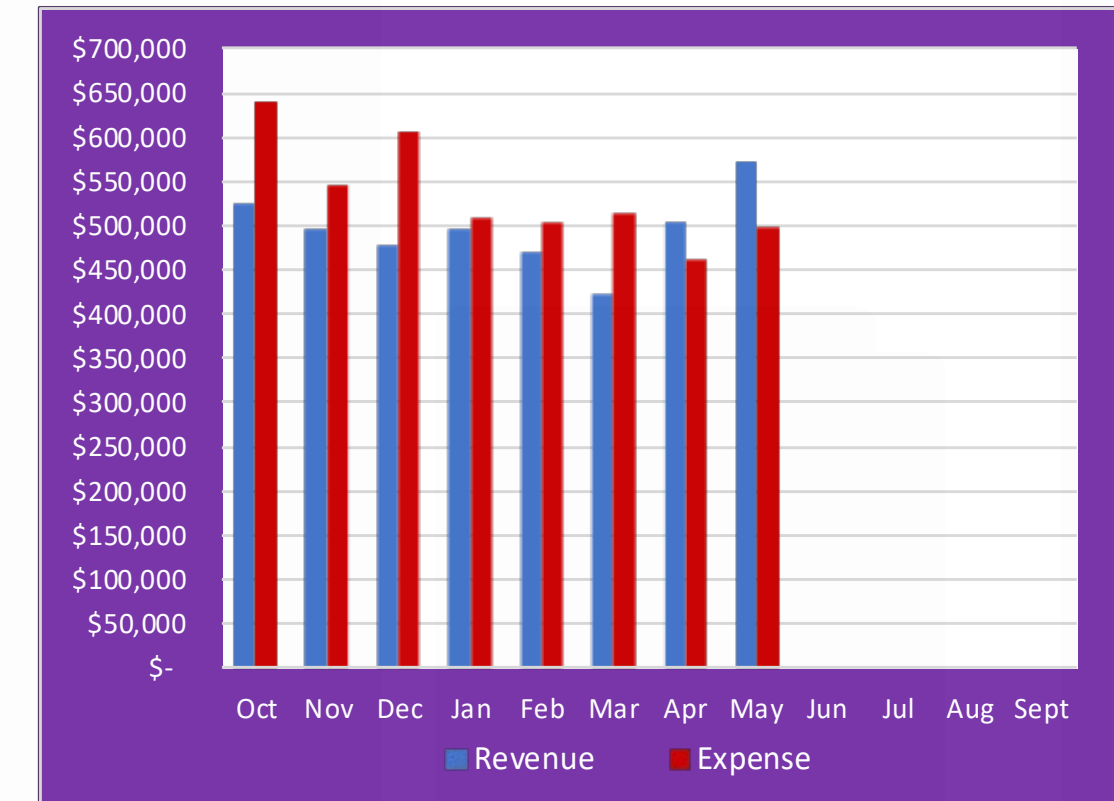
POSITIVE

The water and wastewater actual revenue is higher than forecast by over 2%. There were 6 new meters set this month 5 residential and 1 commercial.

## OVERALL FUND PERFORMANCE

### ELECTRIC FUND REVENUES VS EXPENSES

| <u>Month</u>          | <u>FY2020<br/>Revenue</u> | <u>FY2020<br/>Expense</u> | <u>Monthly<br/>Variance</u> |
|-----------------------|---------------------------|---------------------------|-----------------------------|
| Oct                   | \$ 520,687                | \$ 637,713                | \$ (117,026)                |
| Nov                   | 493,894                   | 541,649                   | \$ (47,755)                 |
| Dec                   | 475,356                   | 604,251                   | \$ (128,895)                |
| Jan                   | 493,218                   | 507,590                   | \$ (14,372)                 |
| Feb                   | 467,516                   | 501,834                   | \$ (34,318)                 |
| Mar                   | 419,164                   | 510,512                   | \$ (91,348)                 |
| Apr                   | 501,106                   | 458,575                   | \$ 42,531                   |
| May                   | 569,284                   | 496,419                   | \$ 72,865                   |
| Jun                   |                           |                           | \$ -                        |
| Jul                   |                           |                           | \$ -                        |
| Aug                   |                           |                           | \$ -                        |
| Sept                  |                           |                           | \$ -                        |
| <b>Total</b>          | <b>\$ 3,940,225</b>       | <b>\$ 4,258,543</b>       | <b>\$ (318,318)</b>         |
| Cumulative Forecast   | \$ 4,049,084              | \$ 4,563,824              | \$ (514,740)                |
| Actual to Forecast \$ | \$ (108,859)              | \$ 305,281                | \$ 196,422                  |
| Actual to Forecast %  | -2.69%                    | 6.69%                     | 4.00%                       |



**POSITIVE**

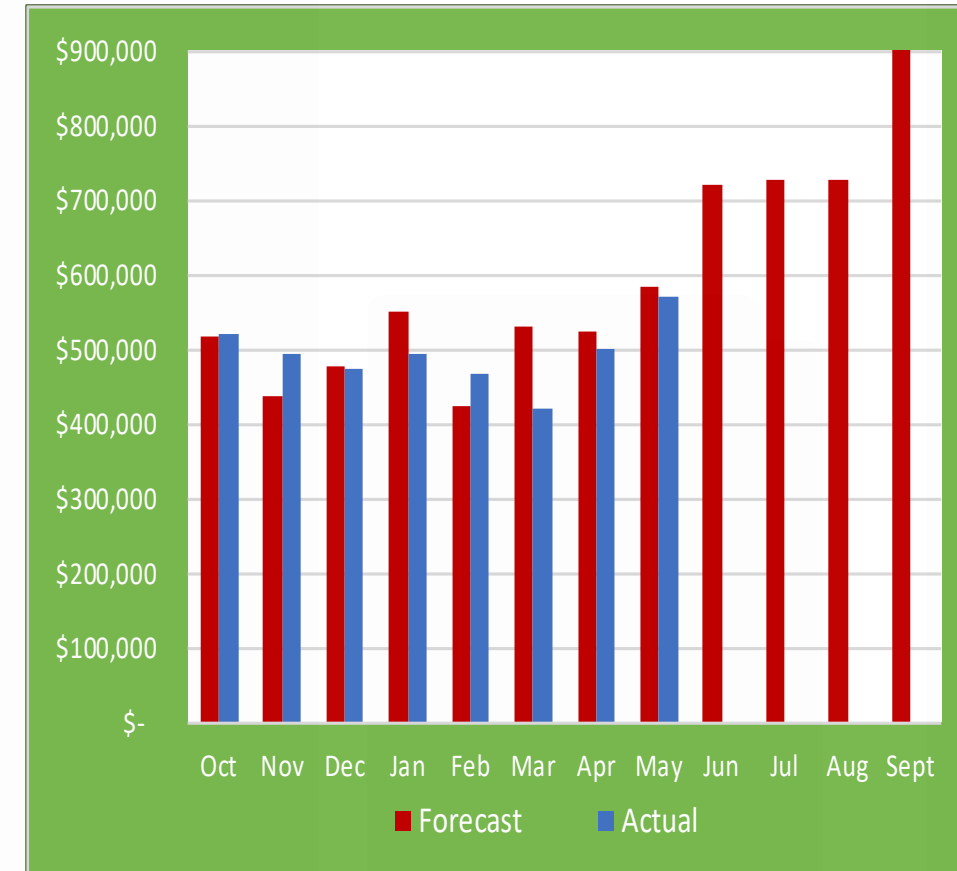
The Electric utility fund is over 4% net positive actual to forecast. The expense is higher in October due to budgeted annual transfers that were processed during this month. This budget was approved with expenditures exceeding revenues to utilize available fund balance for capital projects and special projects. Most of these projects have been put on hold due to COVID-19.

# COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

## REVENUE ANALYSIS

### ELECTRIC FUND REVENUE

| <u>Month</u>        | <u>FY2020<br/>Forecast</u> | <u>FY2020<br/>Actual</u> | <u>Monthly<br/>Variance</u> |
|---------------------|----------------------------|--------------------------|-----------------------------|
| Oct                 | \$ 517,966                 | \$ 520,687               | \$ 2,721                    |
| Nov                 | 435,450                    | 493,894                  | \$ 58,444                   |
| Dec                 | 477,708                    | 475,356                  | \$ (2,352)                  |
| Jan                 | 551,515                    | 493,218                  | \$ (58,297)                 |
| Feb                 | 425,321                    | 467,516                  | \$ 42,195                   |
| Mar                 | 531,386                    | 419,164                  | \$ (112,222)                |
| Apr                 | 524,676                    | 501,106                  | \$ (23,570)                 |
| May                 | 585,063                    | 569,284                  | \$ (15,779)                 |
| Jun                 | 719,257                    |                          |                             |
| Jul                 | 725,966                    |                          |                             |
| Aug                 | 725,966                    |                          |                             |
| Sept                | 906,288                    |                          |                             |
| Total               | <b>\$ 7,126,562</b>        | <b>\$ 3,940,225</b>      | <b>\$ (108,860)</b>         |
| Cumulative Forecast | \$ 4,049,085               |                          |                             |
| Actual to Forecast  | \$ (108,860)               | -2.69%                   |                             |



#### WARNING

The Electric utility revenue is short of forecast by over 2.5%. There were 2 new residential meter sets this month and 1 commercial. There are several factors for this shortfall. LCRA applied a credit to the power bill that is now being passed through to the customers, creating a lower billed amount than previously forecasted. Also, extension fee revenue is well below forecasted amount.

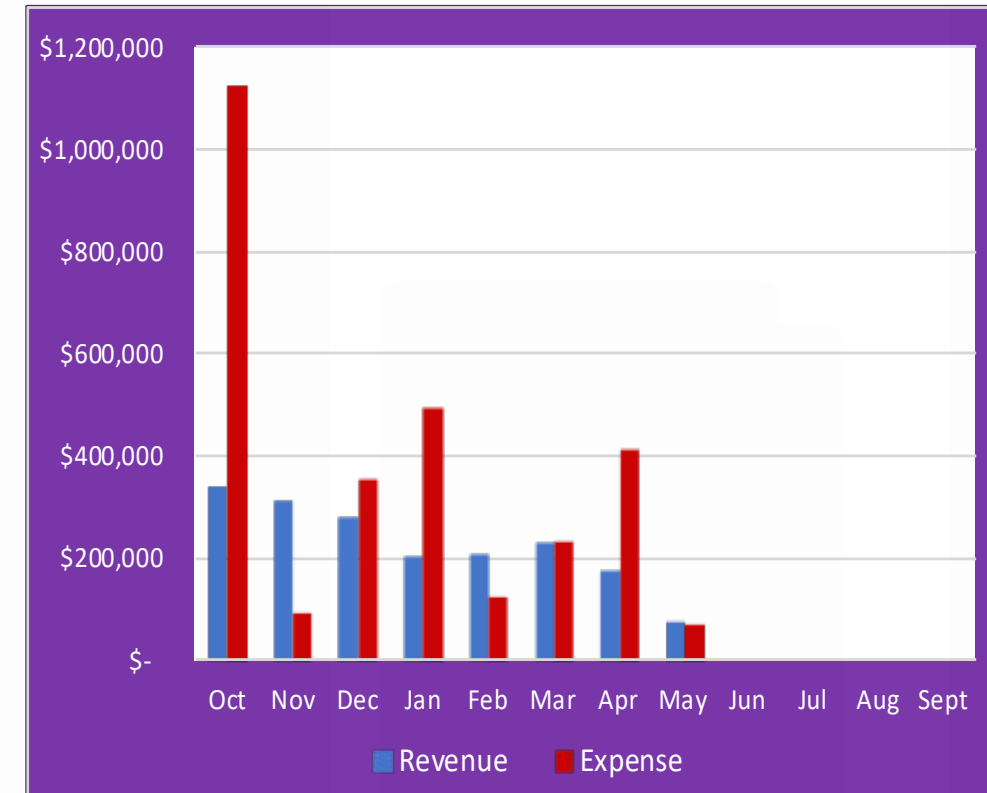


# COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

## OVERALL FUND PERFORMANCE

### HOT TAX FUND REVENUES VS EXPENSES

| <u>Month</u>          | <u>FY2020<br/>Revenue</u> | <u>FY2020<br/>Expense</u> | <u>Monthly<br/>Variance</u> |
|-----------------------|---------------------------|---------------------------|-----------------------------|
| Oct                   | \$ 332,664                | \$ 1,120,211              | \$ (787,548)                |
| Nov                   | 310,199                   | 92,618                    | \$ 217,581                  |
| Dec                   | 276,054                   | 354,093                   | \$ (78,039)                 |
| Jan                   | 199,844                   | 489,461                   | \$ (289,617)                |
| Feb                   | 203,616                   | 125,811                   | \$ 77,805                   |
| Mar                   | 228,663                   | 230,499                   | \$ (1,836)                  |
| Apr                   | 174,091                   | 412,556                   | \$ (238,465)                |
| May                   | 76,187                    | 70,283                    | \$ 5,904                    |
| Jun                   |                           |                           |                             |
| Jul                   |                           |                           |                             |
| Aug                   |                           |                           |                             |
| Sept                  |                           |                           |                             |
| Total                 | <b>\$ 1,801,318</b>       | <b>\$ 2,895,532</b>       | <b>\$ (1,094,215)</b>       |
| Cumulative Forecast   | \$ 2,309,554              | \$ 3,073,305              | \$ (763,751)                |
| Actual to Forecast \$ | \$ (508,237)              | \$ 177,773                | \$ (330,464)                |
| Actual to Forecast %  | -22.01%                   | 5.78%                     | -16.22%                     |



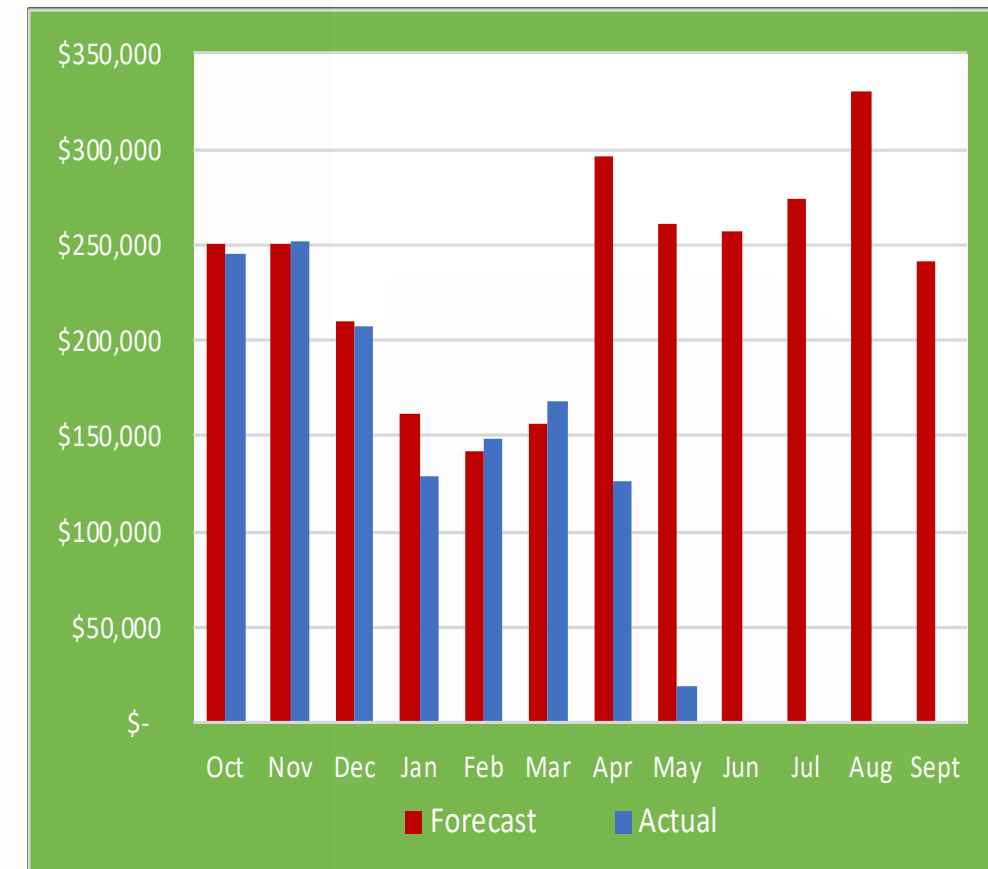
**NEGATIVE**

The HOT Tax fund is over 16% net negative to forecasted. This shortage should level off over the next several months as expenses stay down and revenue increases. The 4th quarter payment to Visit Bastrop will not be paid in July.

## REVENUE ANALYSIS

### HOTEL OCCUPANCY TAX REVENUE

|                      | <u>Month</u> | FY2020<br><u>Forecast</u> | FY2020<br><u>Actual</u> | Monthly<br><u>Variance</u> |
|----------------------|--------------|---------------------------|-------------------------|----------------------------|
| Oct                  |              | \$ 250,522                | \$ 245,000              | \$ (5,522)                 |
| Nov                  |              | 250,672                   | 251,784                 | \$ 1,112                   |
| Dec                  |              | 209,500                   | 207,571                 | \$ (1,929)                 |
| Jan                  |              | 161,857                   | 128,943                 | \$ (32,914)                |
| Feb                  |              | 142,211                   | 148,161                 | \$ 5,950                   |
| Mar                  |              | 155,935                   | 168,239                 | \$ 12,304                  |
| Apr                  |              | 296,690                   | 126,123                 | \$ (170,567)               |
| May                  |              | 260,463                   | 19,933                  | \$ (240,530)               |
| Jun                  |              | 256,424                   |                         |                            |
| Jul                  |              | 274,446                   |                         |                            |
| Aug                  |              | 330,326                   |                         |                            |
| Sept                 |              | 241,454                   |                         |                            |
| Total                |              | <b>\$ 2,830,500</b>       | <b>\$ 1,295,754</b>     | <b>\$ (432,096)</b>        |
| Cumulative Forecast  |              | \$ 1,727,850              |                         |                            |
| Actual to Forecast % |              | \$ (432,096)              | -25.0%                  |                            |



**NEGATIVE**

So far YTD we are over 25% negative actual to forecast. **The Hotel Tax revenue YTD is \$433,255 less than same time last year.** This shortage can be attributed to the Hyatt Lost Pines closure and lower than normal occupancy due to COVID-19.

# Legal fees by Attorney/Category

COMPREHENSIVE MONTHLY FINANCIAL REPORT – May 2020

| FIRM                                                 | CASE                   | FY17-18    | FY18-19    | FY19-20    |
|------------------------------------------------------|------------------------|------------|------------|------------|
| <b>BUNDREN</b>                                       |                        |            |            |            |
|                                                      | Pine Forest Interlocal | \$ 26,612  | \$ 6,195   | \$ 1,298   |
| <b>TERRELL LAW FIRM</b>                              |                        |            |            |            |
|                                                      | Water permit           | \$ 135     | \$ -       | \$ -       |
| <b>BOJORQUEZ LAW FIRM</b>                            |                        |            |            |            |
|                                                      | General legal          | \$ 245,168 | \$ 432,931 | \$ 124,499 |
|                                                      | Vandiver               | \$ 5,079   | \$ 1,857   | \$ -       |
|                                                      | Pine Forest Interlocal | \$ 10,116  | \$ -       | \$ 1,275   |
|                                                      | Prosecutor             | \$ 19,633  | \$ 23,358  | \$ 10,332  |
|                                                      | Water/Wastewater       | \$ 18,425  | \$ 46,721  | \$ 10,047  |
| <b>MULTIPLE FIRMS</b>                                |                        |            |            |            |
|                                                      | Hunters Crossing PID   | \$ -       | \$ -       | \$ 7,378   |
|                                                      | XS Ranch Bankruptcy    | \$ 11,770  | \$ -       | \$ -       |
| <b>RUSSEL RODRIGUEZ HYDE</b>                         |                        |            |            |            |
|                                                      | XS Ranch Water Rights  | \$ 27,965  | \$ 6,204   | \$ 1,742   |
|                                                      | Hunters Crossing PID   | \$ 83,524  | \$ 89,899  | \$ 7,406   |
|                                                      | Water/Wastewater       | \$ 910     | \$ -       | \$ -       |
| <b>TAYLOR, OLSON, ADKINS, SRALLA &amp; ELAM, LLP</b> |                        |            |            |            |
|                                                      | Red Light Camera Suit  | \$ 2,124   | \$ 717     | \$ 64      |
|                                                      | <b>Total Legal</b>     | \$ 451,460 | \$ 607,881 | \$ 164,040 |

## Summary by Case/Type

| Row Labels             | Sum of FY17-18    | Sum of FY18-19    | Sum of FY19-20    |
|------------------------|-------------------|-------------------|-------------------|
| General legal          | \$ 245,168        | \$ 432,931        | \$ 124,499        |
| Hunters Crossing PID   | \$ 83,524         | \$ 89,899         | \$ 14,784         |
| Pine Forest Interlocal | \$ 36,728         | \$ 6,195          | \$ 2,573          |
| Prosecutor             | \$ 19,633         | \$ 23,358         | \$ 10,332         |
| Red Light Camera Suit  | \$ 2,124          | \$ 717            | \$ 64             |
| Vandiver               | \$ 5,079          | \$ 1,857          | \$ -              |
| Water permit           | \$ 135            | \$ -              | \$ -              |
| Water/Wastewater       | \$ 19,335         | \$ 46,721         | \$ 10,047         |
| XS Ranch Bankruptcy    | \$ 11,770         | \$ -              | \$ -              |
| XS Ranch Water Rights  | \$ 27,965         | \$ 6,204          | \$ 1,742          |
| <b>Grand Total</b>     | <b>\$ 451,460</b> | <b>\$ 607,881</b> | <b>\$ 164,040</b> |



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 6B

**TITLE:**

Receive an update from City of Bastrop Chief Financial Officer on the forecast of FY2020 General Fund budget due to COVID-19.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

Considering the restrictions put in place by the Government leaders and the businesses that are having to close due to COVID-19, staff has reviewed the General Fund budgeted revenues and expenditures. Because the General Funds highest revenue category is sales tax, we have calculated what we think are conservative estimates of how much shortfall we will experience. This initial forecasted shortfall of \$761,000 and the following actions were reported to City Council at the April 14, 2020 meeting.

*This shortfall in revenue can be offset by the following savings:*

- *Freeze 12 currently vacant positions through the end of this fiscal year.*
- *Reduce available Travel & Training budgets – allow only training that is required for current certifications.*
- *Defer lease payments from General Fund into the City's Vehicle & Equipment Replacement Fund (VERF) for FY2020.*
- *Defer loan payments to BP&L from Innovation Fund.*
- *Hold off on upgrading the Website making these funds available.*
- *Transfer available funds from the Innovation Fund into the General Fund.*
- *Identify line item savings throughout the General Fund.*

Since this initial forecast, the city has received two months' worth of sales tax receipts from the state. The April sales tax deposit was received on June 12, 2020. The actual sales tax received for April was significantly higher than initially forecasted even though it was 9.8% less than current taxes collected for April 2019.

Staff has adjusted the estimated sales tax receipts for the rest of the FY2020 budget year based on the March and April actual receipts and the calculated shortfall has been reduced by approximately \$605,500.

With this updated information and the savings that has already been realized from the unfilled open positions, staff would like to move forward with posting and filling the budgeted vacant positions. The internal transfers that had been put on hold can also be released. The travel and training budgets have already been significantly reduced due to cancelations from this pandemic.

With the receipt of the initial CARES funding, any costs associated with the COVID-19 incident will be covered outside of the FY2020 budget.

**POLICY EXPLANATION:**

Update only

**FUNDING SOURCE:**

General Fund

**ATTACHMENTS:**

N/A





# STAFF REPORT

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**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 6C

**TITLE:**

Receive Monthly Development Update.

**STAFF REPRESENTATIVE:**

Trey Job, Assistant City Manager

**BACKGROUND/HISTORY:**

The Planning and Development Department's mission is preserving the past, while facilitating growth and quality of life in harmony with the vision for the City of Bastrop's future. The purpose of the department is to maximize community strengths and minimize weaknesses; protect property rights and enhance property values; anticipate growth and provide adequate public facilities and services; balance economic growth with quality of life issues; and avoid unmanageable concentrations or dispersal of population.

**POLICY EXPLANATION:**

Regular update for City Council and community regarding planning and development related items.

**ATTACHMENT:**

- PowerPoint presentation





# PLANNING & DEVELOPMENT



## Monthly Development Update



# Planning and Development

## Mission and Purpose

### **Mission:**

Preserving the past while facilitating growth and quality of life in harmony with the vision for the City of Bastrop's future.

### **Purpose:**

To maximize community strengths and minimize weaknesses; protect property rights and enhance property values; anticipate growth and provide adequate public facilities and services; balance economic growth with quality of life issues; and avoid unmanageable concentrations or dispersal of population.



# March - May

## Activity Matrix

|                          | March - May | FYTD |
|--------------------------|-------------|------|
| Permits Issued           | 328         | 640  |
| Pre-Application Meetings | 20          | 54   |
| Pre-Development Meetings | 21          | 69   |

# New Certificate of Occupancy

March – May 2020

- 918 Main – Daniela Vlad Design Studio
- 704 Main, Ste. 101 – Stine Equipment LLC
- 73 Loop 150 – Super Donut (reopen after remodel)
- 489 Agnes, Ste. 104 – Sylvan Learning Center
- 1110 Main St, Ste. A – YMCA
- 210 Hunters Crossing, Bldgs. 3, 4, 5, 7, 11, 12, 13, 14
- 1104 HWY 95 – Family Dollar
- 711 Old Austin HWY, Ste. 101 & 102 – Lost Pine Professional Building
- 705-C Pine St – Natures Divine





# Ongoing Commercial Projects

- **365 Self Storage - 510 W SH 71**



# Ongoing Commercial Projects

- **921 Main Street**





# Ongoing Commercial Projects

- **Austin Regional Clinic (Medtail)–State Highway 71**



# Starting Soon - Commercial Projects

- **QuikTrip – 305 Jackson**



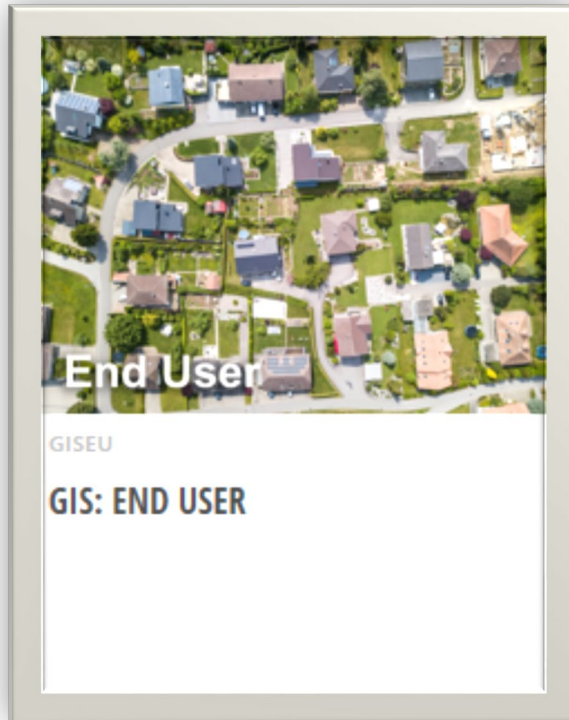
# Residential Projects

- Pecan Park
  - 282 lots
- Piney Creek Bend
  - 77 lots
- Riverwood Commons II
  - 36 Units
- The Preserve at Hunter's Crossing
  - 140 units - **Complete**





# Upcoming & New



# Upcoming & New

June 2020

| MON                       | TUE | WED | THU | FRI | SAT | SUN |
|---------------------------|-----|-----|-----|-----|-----|-----|
| 1                         | 2   | 3   | 4   | 5   | 6   | 7   |
|                           |     |     |     |     |     |     |
| 8                         | 9   | 10  | 11  | 12  | 13  | 14  |
|                           |     |     |     |     |     |     |
| 15                        | 16  | 17  | 18  | 19  | 20  | 21  |
|                           |     |     |     |     |     |     |
| 22                        | 23  | 24  | 25  | 26  | 27  | 28  |
|                           |     |     |     |     |     |     |
| 29                        | 30  |     |     |     |     |     |
| Launch BETA Testing Group |     |     |     |     |     |     |
|                           |     |     |     |     |     |     |





# Upcoming & New

|                                                                    | July 2020 |     |                                     |     |     |     |
|--------------------------------------------------------------------|-----------|-----|-------------------------------------|-----|-----|-----|
|                                                                    |           |     |                                     |     |     |     |
|                                                                    |           |     |                                     |     |     |     |
| MON                                                                | TUE       | WED | THU                                 | FRI | SAT | SUN |
|                                                                    | 1         | 2   | 3                                   | 4   | 5   |     |
|                                                                    |           |     | Begin Phase 1 Campaign              |     |     |     |
| 6                                                                  | 7         | 8   | 9                                   | 10  | 11  | 12  |
|                                                                    |           |     |                                     |     |     |     |
| 13                                                                 | 14        | 15  | 16                                  | 17  | 18  | 19  |
| End BETA Testing Group<br>Send BETA Survey                         |           |     | Open platform for contractor signup |     |     |     |
| 20                                                                 | 21        | 22  | 23                                  | 24  | 25  | 26  |
| PHASE 1 GO LIVE<br>- Permits<br>Request Manager<br>Pre-dev Meeting |           |     |                                     |     |     |     |
| 27                                                                 | 28        | 29  | 30                                  | 31  |     |     |
|                                                                    |           |     |                                     |     |     |     |
|                                                                    |           |     |                                     |     |     |     |
|                                                                    |           |     |                                     |     |     |     |

# Upcoming & New



Module Administrator

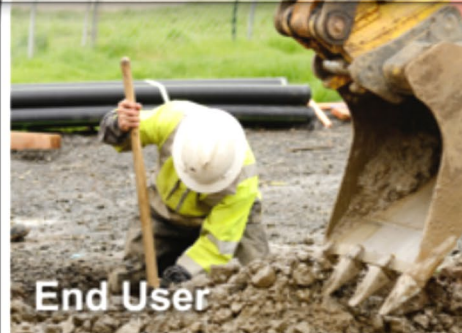
WOMA

**WORK ORDERS: MODULE  
ADMINISTRATOR**



RC

**REPORTS CREATION**



End User

WOEU

**WORK ORDERS: END USER**



End User

RMEU

**REQUEST MANAGER: END USER**

# Upcoming & New

August 2020

Highlights for August

| MON                                                                                             | TUE | WED | THU | FRI                         | SAT | SUN |
|-------------------------------------------------------------------------------------------------|-----|-----|-----|-----------------------------|-----|-----|
|                                                                                                 |     |     |     |                             | 1   | 2   |
|                                                                                                 |     |     |     |                             |     |     |
| 3                                                                                               | 4   | 5   | 6   | 7<br>Begin Phase 2 Campaign | 8   | 9   |
|                                                                                                 |     |     |     |                             |     |     |
| 10<br>PHASE 2 GO LIVE<br>Request Manager<br>- Open Records<br>- Work Order<br>- Code Compliance | 11  | 12  | 13  | 14                          | 15  | 16  |
|                                                                                                 |     |     |     |                             |     |     |
| 17                                                                                              | 18  | 19  | 20  | 21                          | 22  | 23  |
|                                                                                                 |     |     |     |                             |     |     |
| 24                                                                                              | 25  | 26  | 27  | 28                          | 29  | 30  |
|                                                                                                 |     |     |     |                             |     |     |
| 31                                                                                              |     |     |     |                             |     |     |
|                                                                                                 |     |     |     |                             |     |     |





**BUILDING BASTROP**

HONORING OUR AUTHENTIC PAST.  
PLANNING FOR OUR SUSTAINABLE FUTURE.

# Questions or Comments?





# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 7

**TITLE:**

## **CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone wishing to address the Council, must complete a citizen comment form with comments at [www.cityofbastrop.org/citizencommentform](http://www.cityofbastrop.org/citizencommentform) before 5:00 p.m. on June 23, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.*





# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 8A

**TITLE:**

Consider action to approve City Council minutes from the June 9, 2020 Regular meeting; June 12, 2020 Special Called meeting; and June 13, 2020 Special Called meeting.

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager  
Ann Franklin, City Secretary

**BACKGROUND/HISTORY:**

N/A

**POLICY EXPLANATION:**

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
  1. State the subject of each deliberation; and
  2. Indicate the vote, order, decision, or other action taken.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve City Council minutes from the June 9, 2020 Regular meeting; June 12, 2020 Special Called meeting; and June 13, 2020 Special Called meeting.

**ATTACHMENTS:**

- June 9, 2020, DRAFT Regular Meeting Minutes.
- June 12, 2020, DRAFT Special Called Meeting Minutes.
- June 13, 2020, DRAFT Special Called Meeting Minutes.

**June 9, 2020**

The Bastrop City Council met in a Regular Meeting on Tuesday, June 9, 2020, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members physically present were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Ennis, Peterson and Rogers. Council Member Jackson was present via video. Officers physically present were Interim City Manager, Robert Wood; City Secretary, Ann Franklin; and City Attorney, Alan Bojorquez.

**CALL TO ORDER****CALL TO ORDER**

**At 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present.**

**PLEDGE OF ALLEGIANCE****INVOCATION**

Mayor Pro Tem Nelson, gave the invocation.

**PRESENTATIONS**

- 4A. Mayor's Report
- 4B. Councilmembers' Report
- 4C. City Manager's Report

**WORK SESSION/BRIEFINGS - NONE****ITEMS FOR INDIVIDUAL CONSIDERATION**

- 9E. Consider action to approve the first reading of Ordinance No. 2020-16 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Corporation budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; establishing an effective date, and move to include on the June 23, 2020, City Council Consent agenda for a second reading.  
**Presentation was made by Chief Executive Officer of Bastrop Economic Development Corporation, Cameron Cox.**

**A motion was made by Mayor Pro Tem Nelson to approve the first reading of Ordinance No. 2020-16, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 9F. Consider action to approve the first reading of Resolution No. R-2020-49 of the City Council of the City of Bastrop, Texas, supporting the Bastrop Economic Development Corporation's application for an Economic Development Administration (EDA) Grant in the amount of one million, three hundred fifty thousand dollars (\$1,350,000.00) to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications; authorizing the BEDC's expenditure of two

hundred seventy thousand dollars (\$270,000.00) for the required twenty percent (20%) local match; authorizing the BEDC's Chief Executive Officer to execute all necessary documentation; and establishing an effective date.

**Presentation was made by Chief Executive Officer of Bastrop Economic Development Corporation, Cameron Cox.**

**A motion was made by Council Member Ennis to approve the first reading of Resolution No. R-2020-49, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9B. Consider action to approve Ordinance No. 2020-15 of the City Council of the City of Bastrop, Texas, authorizing the Second Supplemental Ordinance to the Master Ordinance establishing the City of Bastrop, Texas Water and Wastewater Utility System Revenue Financing Program; authorizing the issuance of the City of Bastrop, Texas Water and Wastewater Utility System Revenue Bonds, Series 2020; approving an official statement, a paying agent/registrar agreement and other agreements relating to the sale and issuance of the bonds; and ordaining other matters relating to the issuance of the bonds; and providing for the following: findings of fact; enactment; severability; effective date; and proper notice and hearing.

**Presentation was made by Dan Wegmiller, Specialized Public Finance.**

**A motion was made by Council Member Rogers to approve Ordinance No. R-2020-15, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

#### **STAFF AND BOARD REPORTS**

- 6A. Update on Main Street Rehabilitation Project.

**Presentation was made by Assistant City Manager, Trey Job and City Engineer, Tony Buonodono.**

**Mayor Schroeder recessed the Council Meeting at 7:55 p.m.**

**Mayor Schroeder called the Council Meeting back to order at 8:00 p.m.**

#### **CITIZEN COMMENTS (Statements were read into record by Mayor Connie Schroeder)**

**Jennifer Ross  
Bastrop, Texas 78602  
903-812-2020**

**Paula Prater  
3950 HWY 71 E  
Apt 328  
Bastrop, Texas  
512-736-4804**

**Judy Pederson  
1504 Water St.  
Bastrop, Texas 78602  
512-303-0688**

**Jennifer Franks  
1242 HWY 71 W  
903-574-4566**

**Travis Shepherd  
Bastrop, Tx 78602  
512-629-2408**

**Mikayla  
Bastrop**

**A motion was made by Council Member Peterson to approve Item 8A as listed on the Consent Agenda after being read into the record by Mayor, Connie Schroeder. Seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 8A. Consider action to approve City Council minutes from May 26, 2020, Regular Meeting and May 29, 2020, Special Called Meeting.

**ITEMS FOR INDIVIDUAL CONSIDERATION CONTINUED**

- 9A. Consider and adopt on first and final reading Ordinance No. 2020-14 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regard to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.  
**Mayor Schroeder did not approve any Emergency Order Numbers since the last Council Meeting.**

**A motion was made by Council Member Rogers to approve the Phased Reopening Plan in lieu of Exhibit A, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9C. Consider action to approve Resolution No. R-2020-47 of the city council of the city of Bastrop, Texas to approve a grant administration service provider(s) to complete application and project implementation for City grant projects, including but not limited to, the GLO CDBGMIT, to include 2015, 2016, hurricane Harvey state mitigation competition and method of distribution and; authorizing the city manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**Presentation was made by Assistant City Manager, Trey Job.**

**A motion was made by Council Member Jackson to approve Resolution No. R-2020-47, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 9D Consider action to approve Resolution No. R-2020-48 of the City Council of the City of Bastrop, Texas approving a Public Improvement Plan Agreement with KB Home Lone Star, Inc. for phase two of Piney Creek Bend as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**Presentation was made by Assistant City Manager, Trey Job.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2020-48, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.**

### **EXECUTIVE SESSION**

**The City Council met at 8:43 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 10A. Pursuant to Texas Government Code Section 551.071 to deliberate upon, seek the legal advice of, and direct its Litigation Counsel regarding the Main Street Rehabilitation Project.
- 10B. City Council shall convene into closed executive session pursuant to Sections 551.071 and 551.072 of the Texas Government Code to confer with legal counsel and deliberate acquisition of real property and easements associated with the construction of Wastewater Treatment Plant #3 and the Westside Collection System, including approval of resolutions supporting continued negotiations and initiating the condemnation process (i.e., eminent domain).

**The Bastrop City Council reconvened at 9:58 p.m. into open (public) session.**

### **TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**

- 10B. City Council shall convene into closed executive session pursuant to Sections 551.071 and 551.072 of the Texas Government Code to confer with legal counsel and deliberate acquisition of real property and easements associated with the construction of Wastewater Treatment Plant #3 and the Westside Collection System, including approval of resolutions supporting continued negotiations and initiating the condemnation process (i.e., eminent domain).  
**A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2020-50, Resolution No. R-2020-51, Resolution No. R-2020-52 and Resolution No. R-2020-53 determining a public need and necessity to acquire interests in real property for Wastewater Treatment Plant #3, and authorizing the City Attorney to engage in continued negotiations and initiate eminent domain proceedings as necessary, seconded by Council Member Rogers, motion was approved on a 5-0 vote.**

### **ADJOURNMENT**

**Adjourned at 9:59 p.m. without objection.**

APPROVED:

ATTEST:

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Mayor Connie B. Schroeder

---

City Secretary Ann Franklin

**The Minutes were approved on June 23, 2020, by Council Member motion, Council Member second. The motion was approved on a vote.**



**MINUTES OF SPECIAL CALLED BASTROP CITY COUNCIL**

**June 12, 2020**

The Bastrop City Council met on Friday, June 12, 2020, at 8:30 a.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Jackson, Ennis, Rogers and Peterson. Officers present were: City Secretary, Ann Franklin and City Attorney, Alan Bojorquez.

**CALL TO ORDER**

Mayor Schroeder called the meeting to order with a quorum being present at 8:02 a.m.

**EXECUTIVE SESSION**

**The City Council met at 8:02 a.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 2A. City Council shall convene into closed executive session regarding a personnel matter, that being the city manager search update, consideration of options, and direction to Chris Hartung Consulting, LLC pursuant to Texas Government Code Sections 551.071, and .074.

**The Bastrop City Council reconvened at 3:45 p.m. into open (public) session.**

**TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**

No action taken.

**ADJOURNMENT**

**Adjourned at 3:45 p.m. without objection.**

APPROVED:

ATTEST:

---

Mayor Connie B. Schroeder

---

City Secretary Ann Franklin

**MINUTES OF SPECIAL CALLED BASTROP CITY COUNCIL**

**June 13, 2020**

The Bastrop City Council met on Saturday, June 13, 2020, at 9:00 a.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Ennis, and Rogers. Council Member Peterson was present via video. City Secretary, Ann Franklin was present via video. City Attorney, Alan Bojorquez was present in person.

**CALL TO ORDER**

Mayor Schroeder called the meeting to order with a quorum being present at 9:00 a.m. Council Member Jackson arrived at 9:06 a.m.

**EXECUTIVE SESSION**

**The City Council met at 9:01 a.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 2A. City Council shall convene into closed executive session regarding a personnel matter, that being the city manager search update, consideration of options, and direction to Chris Hartung Consulting, LLC pursuant to Texas Government Code Sections 551.071, and .074.

**The Bastrop City Council reconvened at 12:35 p.m. into open (public) session.**

**TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**

No action taken.

**ADJOURNMENT**

**Adjourned at 12:35 p.m. without objection.**

APPROVED:

ATTEST:

---

Mayor Connie B. Schroeder

---

City Secretary Ann Franklin



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 8B

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2020-16 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Corporation budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The FY2020 budget was approved by City Council on September 24, 2019. Since that approval, the Economic Development Corporation (EDC) made the following amendment:

Budget Amendment #1: Economic Development Corporation-Expenditures

The EDC passed Resolution R-2020-0015 on June 1, 2020 to amend their FY2020 budget to allocate \$270,000 from reserve funds for a 20% match on an Economic Development Administration Assistance Grant to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications.

Council approved this ordinance on first reading at the June 9, 2020 meeting.

**POLICY EXPLANATION:**

The Texas Local Government Code Sec. 501.073 states the corporation's authorizing unit (the city) will approve all programs and expenditures of a corporation.

The City Charter requires that when the budget is amended, that the amendment be made by Ordinance.

**FUNDING SOURCE:**

EDC

**RECOMMENDATION:**

Consider action to approve the second reading of Ordinance No. 2020-16 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Corporation budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

**ATTACHMENTS:**

- Ordinance 2020-16
- Exhibit A
- EDC Resolution R-2020-0015



**ORDINANCE NO. 2020-16**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP ECONOMIC DEVELOPMENT CORPORATION BUDGET FOR THE FISCAL YEAR 2020 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN, AS ATTACHED IN EXHIBIT A; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND ESTABLISHING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Bastrop, Texas has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2020; and

**WHEREAS**, the Mayor and City Council have now provided for and conducted a public hearing on the budget as provided by law.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS THAT:**

**Section 1:** That the proposed budget amendment(s) for the Fiscal Year 2020, as submitted to the City Council by the City Manager and which budget amendment(s) are attached hereto as Exhibit A, are hereby adopted and approved as the amended budget of said city for Fiscal Year 2020.

**Section 2:** If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

**Section 3:** This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.



**READ and APPROVED** on First Reading on the 9<sup>th</sup> day of June 2020.

**READ and ADOPTED** on Second Reading on the 23<sup>rd</sup> day of June 2020.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney

EXHIBIT A

**Budget Amendment #1: Economic Development Corporation-Expenditures**

**FY 2020 Budget Book (Page 314)**

|                                |                    |
|--------------------------------|--------------------|
| Original Budget                | \$ 5,243,898       |
| Real Property (601-70-00-6060) | <u>\$ 270,000</u>  |
| New Total Expenditure          | <b>\$5,513,898</b> |

This amendment is using available reserve funds to set aside the 20% match for an Economic Development Administration Assistance Grant to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications. The Economic Development Corporation is requesting these grant funds to secure a facility to be used for this purpose.

**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION  
AUTHORIZING THE CORPORATION'S APPLICATION FOR AN ECONOMIC  
DEVELOPMENT ADMINISTRATION GRANT AND APPROVING AN AMENDMENT TO THE  
BASTROP ECONOMIC DEVELOPMENT CORPORATION'S FY 2019/2020 ANNUAL  
BUDGET TO ALLOCATE \$270,000.00 FROM RESERVE FUNDS FOR A TWENTY  
PERCENT (20%) MATCH ON AN ECONOMIC DEVELOPMENT ADMINISTRATION  
ASSISTANCE GRANT IN THE AMOUNT OF \$1,350,000.00 TO FACILITATE THE CAPITAL  
AND FACILITIES TO PROVIDE IMMEDIATE WORKFORCE TRAINING AND  
DEVELOPMENT COURSES AND CERTIFICATIONS; AUTHORIZING THE CHIEF  
EXECUTIVE OFFICER TO EXECUTE ALL NECESSARY PAPERWORK; AND  
ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Bastrop Economic Development Corporation ("BEDC") is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the "Act"), and is acting with the approval of the governing body of the City of Bastrop, Texas (the "City"); and

**WHEREAS**, on May 7, 2020, the Economic Development Administration ("EDA") announced the FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity; and

**WHEREAS**, eligible applicants include "State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions"; and

**WHEREAS**, authorized uses of the grant funds include construction of business incubators; co-work spaces; training centers, and workforce development/expansion; and

**WHEREAS**, in 2019 the BEDC Board approved engaging Garner Economics LLC to perform a Strategic Plan for the BEDC and to make recommendations regarding an economic development action plan to attract talent and investment to the City of Bastrop, Texas; and

**WHEREAS**, Garner Economics made a presentation at a joint meeting of the Bastrop City Council and the BEDC Board of Directors on January 15, 2020; and

**WHEREAS**, one of the recommendations was to develop training and higher education opportunities for Bastrop residents; and

**WHEREAS**, a second recommendation was to create an entrepreneurial center that could include a small business incubator and a makerspace; and

**WHEREAS**, a third recommendation was to attract an institute of higher learning to the City of Bastrop for technical training skills and certification; and

## RESOLUTION NO. R-2020-0015

**WHEREAS**, Texas Local Government Code Section 501.101(1)-(2)(K) authorizes BEDC to purchase “land, buildings, equipment, facilities, and improvements” for projects that are for the creation of primary jobs and found by the BEDC Board of Directors to be required or suitable for the development, retention, or expansion of “primary job training facilities for use by institutions of higher learning”; and

**WHEREAS**, the 11,594-square-foot building and four (4) acres of land located at 402 Technology Drive in the Bastrop Business and Industrial Park (“Training Center”) are currently available for purchase at a purchase price of \$1,300,000.00; and

**WHEREAS**, after careful evaluation and consideration by the Board, it is determined that the BEDC purchasing the Property would be a viable solution to addressing one, two and/or all three of the above three recommendations in the 2020 Strategic Plan, and would allow for the development, retention, and/or expansion of primary job training facilities for use by institutions of higher learning; and

**WHEREAS**, the Training Center needs very little work and retrofitting and is currently the only property available for purchase in the City limits that meets all criteria, and possesses the required classroom space, square footage, infrastructure, building design, and parking availability for a workforce development and higher education training center; and

**WHEREAS**, the BEDC authorizes the purchase of the real property and all improvements located at 402 Technology Drive, Bastrop, Texas 78602 for the strict purpose of developing the workforce in the Bastrop area by creating a training and learning certification center through partnerships with Bastrop Independent School District, Austin Community College, Texas Workforce Solutions, area businesses and business leaders, and additional higher learning institutions; and

**WHEREAS**, the Training Center will be able to train students in both a classroom and workshop environment with the approximate eight (8) traditional classrooms with high speed internet availability, and then the 5,000-square-foot insulated metal building workshop attached to the Training Center provides students the ability to earn their HVAC, welding, and plumbing certifications through Austin Community College’s curriculum and job placement through Texas Workforce Solutions, the BEDC and local businesses and apprenticeships; and

**WHEREAS**, the BEDC wishes to apply for these grant funds, which application requires a commitment of \$270,000, which is a twenty percent (20%) local match of the total project cost of \$1,350,000 for both the purchase of and improvements to the Training Center; and

**WHEREAS**, the BEDC adopted its FY 2019/2020 Annual Budget on August 19, 2019, which was subsequently adopted and authorized by the City of Bastrop City Council in September 2019; and

**WHEREAS**, the FY 2019/2020 Annual Budget did not include funding for the Training Center and the twenty percent (20%) match of \$270,000, so the FY 2019/2020 Annual Budget must be

## RESOLUTION NO. R-2020-0015

amended to allocate this \$270,000.00 in reserve funds to provide the twenty percent (20%) match; and

**WHEREAS**, the FY 2019/2020 Annual Budget must be amended to allocate this \$270,000.00 in reserve funds to provide the twenty percent (20%) match for the purchase, repair and improvements of real property and capital to be used exclusively for workforce training, education, development and certifications at the Training Center at 402 Technology Drive, Bastrop, Texas 78602; and

**WHEREAS**, the BEDC approves of any restrictions to be placed upon the grant EDA and/or the Training Center as a condition of receiving the EDA grant; and

**WHEREAS**, the BEDC approves of the EDA grant application and approves of using the funds from the EDA grant in strict accordance with the terms required by the EDA, should it be approved and funded by the EDA, for the purchase and improvement of the Training Center in an amount not to exceed \$1,350,000.00, with the BEDC approving twenty (20%) percent of this sum to be broken down as follows: \$260,000 to be allocated from reserve funds for purchase of the Training Center and \$10,000 to be allocated from reserve funds as the twenty percent (20%) match for the total cost of repairs and improvements in the amount of \$50,000 for the Training Center; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:**

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The BEDC Board agrees to apply for the EDA grant herein and approves the request to fund a twenty percent (20%) match to the EDA funds.

**SECTION 3.** The Board approves an amendment to the FY 2019/2020 Annual Budget to allocate funds from the BEDC Reserve Fund Balance Account in the amount of \$270,000.00 to the appropriate BEDC account, to be determined by the City of Bastrop's Chief Financial Officer (the "Budget Amendment").

**SECTION 4.** The Board recommends and requests that the Budget Amendment approved hereby by the BEDC be considered and approved by the City of Bastrop City Council for the purposes stated herein.

**SECTION 5.** The Chief Executive Officer is hereby authorized and directed to prepare any instruments and execute all documents needed and reasonably necessary to fulfill the EDA grant paperwork and/or the intent expressed in the recitals herein.

**RESOLUTION NO. R-2020-0015**

**SECTION 6.** This Resolution is effective upon passage.

**DULY RESOLVED AND ADOPTED** on this \_\_\_\_\_ day of \_\_\_\_\_ 2020 by the Board of Directors of the Bastrop Economic Development Corporation.

BASTROP ECONOMIC  
DEVELOPMENT CORPORATION

\_\_\_\_\_  
Kathryn Nash, Board Chair

ATTEST:

\_\_\_\_\_  
Sam Kier, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Denton, Navarro, Rocha, Bernal & Zech, P.C





# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 8C

**TITLE:**

Consider action to approve the second reading of Resolution No. R-2020-49 of the City Council of the City of Bastrop, Texas, supporting the Bastrop Economic Development Corporation's application for an Economic Development Administration (EDA) Grant in the amount of one million, three hundred fifty thousand dollars (\$1,350,000.00) to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications; authorizing the BEDC's expenditure of two hundred seventy thousand dollars (\$270,000.00) for the required twenty percent (20%) local match; authorizing the BEDC's Chief Executive Officer to execute all necessary documentation; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Cameron Cox, Bastrop EDC Chief Executive Officer

**BACKGROUND/HISTORY:**

Pursuant to Section 505.158(b) of the Local Government Code, prior to the BEDC funding a project involving an expenditure of more than \$10,000, the City Council shall adopt a Resolution authorizing the project, which Resolution shall be read by the City Council on two separate occasions.

Garner Economics conducted a Strategic Plan for the BEDC and made a presentation at a joint meeting of the Bastrop City Council and the BEDC Board of Directors on January 15, 2020. There were three recommendations with regards to workforce training and development. One of the recommendations was to develop training and higher education opportunities for Bastrop residents. A second recommendation was to create an entrepreneurial center that could include a small business incubator and a makerspace. A third recommendation was to attract an institute of higher learning to the City of Bastrop for technical training skills and certification.

The purchase of the DigTech building and partnering with Austin Community College, Bastrop I.S.D. and Texas Workforce Solutions to train and provide classroom certifications to our local workforce accomplishes these three goals. The availability and use of Economic Development Administration (EDA) grant money to fund 80% of the cost would be a true gift to the City of Bastrop during these trying times. For these reasons, we are requesting the City Council approve the application of the grant and the reserve fund match of 20% of the total project cost.

The Training Center would require very little work and retrofitting. It is currently the only property available for purchase in the city limits that meets all criteria. It possesses the required classroom space, square footage, infrastructure, building design, and parking availability for a workforce development and higher education training center.

Texas Local Government Code Section 501.101(1)-(2)(K) authorizes the BEDC to purchase "land, buildings, equipment, facilities, and improvements" for projects that are for the creation of

primary jobs and found by the BEDC Board of Directors to be required or suitable for the development, retention, or expansion of “primary job training facilities for use by institutions of higher learning.”

The total purchase includes the 11,594-square-foot building and four acres of land located at 402 Technology Drive in the Bastrop Business and Industrial Park (“Training Center”). It is currently available at a purchase price of \$1,300,000. The estimated cost for repairs and improvements to the property is an amount not to exceed an additional \$50,000.

Purchasing this Training Center is the best solution to address all three of the above recommendations in the 2020 Strategic Plan, and would allow for the development, retention, and/or expansion of primary job training facilities for use by institutions of higher learning now in this time of high unemployment due to the COVID-19 crisis.

On June 1<sup>st</sup>, the BEDC Board approved a budget amendment in the amount of \$270,000 for the 20% match. This budget amendment will also require approval by the Bastrop City Council. This documentation is required in order to the BEDC to apply for the grant.

**FUNDING SOURCE:** The BEDC is requesting a budget amendment to its FY 2019/2020 budget in order to have the 20% match of \$270,000 readily available.

**RECOMMENDATION:**

Consider action to approve the second reading of Resolution No. R-2020-49 of the City Council of the City of Bastrop, Texas, supporting the Bastrop Economic Development Corporation’s application for an Economic Development Administration (EDA) Grant in the amount of one million, three hundred fifty thousand dollars (\$1,350,000.00) to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications; authorizing the BEDC’s expenditure of two hundred seventy thousand dollars (\$270,000.00) for the required twenty percent (20%) local match; authorizing the BEDC’s Chief Executive Officer to execute all necessary documentation; and establishing an effective date.

**Attachments:**

Draft Resolution R-2020-49

BEDC Resolution R-2020-15 approving the application and match amount

## **RESOLUTION NO. R-2020-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, SUPPORTING THE BASTROP ECONOMIC DEVELOPMENT CORPORATION'S APPLICATION FOR AN ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) GRANT IN THE AMOUNT OF ONE MILLION, THREE HUNDRED FIFTY THOUSAND DOLLARS (\$1,350,000.00) TO FACILITATE THE CAPITAL AND FACILITIES TO PROVIDE IMMEDIATE WORKFORCE TRAINING AND DEVELOPMENT COURSES AND CERTIFICATIONS; AUTHORIZING THE BEDC'S EXPENDITURE OF TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$270,000.00) FOR THE REQUIRED TWENTY PERCENT (20%) LOCAL MATCH; AUTHORIZING THE BEDC'S CHIEF EXECUTIVE OFFICER TO EXECUTE ALL NECESSARY DOCUMENTATION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, in recognition of the positive economic benefits which will accrue, and pursuant to the terms of Texas Local Government Code Section 501.101(1)-(2)(K), the Board of Directors of the Bastrop Economic Development Corporation ("BEDC") has authorized the application for an Economic Development Administration (EDA) Grant in the amount of \$1,350,000.00 to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications, in the City of Bastrop, Bastrop County, Texas, through the BEDC's funding of the required twenty percent (20%) local match of \$270,000.00; and

**WHEREAS**, on May 7, 2020, the Economic Development Administration ("EDA") announced the FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity; and

**WHEREAS**, eligible applicants include "State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions"; and

**WHEREAS**, authorized uses of the grant funds include construction of business incubators; co-work spaces; training centers, and workforce development/expansion; and

**WHEREAS**, in 2019 the BEDC Board approved engaging Garner Economics LLC to perform a Strategic Plan for the BEDC and to make recommendations regarding an economic development action plan to attract talent and investment to the City of Bastrop, Texas; and

**WHEREAS**, Garner Economics made a presentation at a joint meeting of the Bastrop City Council and the BEDC Board of Directors on January 15, 2020; and

**WHEREAS**, one of the recommendations was to develop training and higher education opportunities for Bastrop residents; and

**WHEREAS**, a second recommendation was to create an entrepreneurial center that could include a small business incubator and a makerspace; and

**WHEREAS**, a third recommendation was to attract an institute of higher learning to the City of Bastrop for technical training skills and certification; and

**WHEREAS**, Texas Local Government Code Section 501.101(1)-(2)(K) authorizes BEDC to purchase “land, buildings, equipment, facilities, and improvements” for projects that are for the creation of primary jobs and found by the BEDC Board of Directors to be required or suitable for the development, retention, or expansion of “primary job training facilities for use by institutions of higher learning”; and

**WHEREAS**, the 11,594-square-foot building and four (4) acres of land located at 402 Technology Drive in the Bastrop Business and Industrial Park (“Training Center”) are currently available for purchase at a purchase price of \$1,300,000.00; and

**WHEREAS**, after careful evaluation and consideration by the Board, it is determined that the BEDC purchasing the Property would be a viable solution to addressing all three of the above recommendations in the 2020 Strategic Plan, and would allow for the development, retention, and/or expansion of primary job training facilities for use by institutions of higher learning through Austin Community College’s curriculum and job placement through Texas Workforce Solutions, the BEDC and local businesses and apprenticeships; and

**WHEREAS**, at a meeting of the BEDC Board of Directors on June 1, 2020, the BEDC approved of the EDA grant application to purchase the building with EDA grant funds, which requires a commitment of \$270,000, or a twenty percent (20%) local match of the total project cost of \$1,350,000 for both the purchase of and improvements to the Training Center; and

**WHEREAS**, pursuant to Texas Local Government Code Section 505.158 the BEDC is required to obtain approval from the Bastrop City Council for this project and expenditure of these funds, and the BEDC and City Council by separate resolutions shall authorize the application for the grant as well as approval of the funding.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:**

**SECTION 1.** The City Council of the City of Bastrop approves of BEDC Resolution 2020-15 authorizing the Bastrop Economic Development Corporation’s application for an Economic Development Administration Grant requesting funding to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications.

**SECTION 2. Open Meeting.** The City Council hereby finds and determines that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**SECTION 3.** Any prior resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

**SECTION 4.** Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 5. Two Readings Required.** This Resolution shall take effect immediately from and after its passage upon a subsequent second reading and passage, and it is duly resolved.

This resolution shall be in full force and effect from and after its final adoption.

**READ and ACKNOWLEDGED** on First Reading on the 9th day of June 2020.

**READ and APPROVED** on the Second Reading on the 23rd day of June 2020.

**[SIGNATURE PAGE FOLLOWS]**

**CITY OF BASTROP, TEXAS**

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney



**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION  
AUTHORIZING THE CORPORATION'S APPLICATION FOR AN ECONOMIC  
DEVELOPMENT ADMINISTRATION GRANT AND APPROVING AN AMENDMENT TO THE  
BASTROP ECONOMIC DEVELOPMENT CORPORATION'S FY 2019/2020 ANNUAL  
BUDGET TO ALLOCATE \$270,000.00 FROM RESERVE FUNDS FOR A TWENTY  
PERCENT (20%) MATCH ON AN ECONOMIC DEVELOPMENT ADMINISTRATION  
ASSISTANCE GRANT IN THE AMOUNT OF \$1,350,000.00 TO FACILITATE THE CAPITAL  
AND FACILITIES TO PROVIDE IMMEDIATE WORKFORCE TRAINING AND  
DEVELOPMENT COURSES AND CERTIFICATIONS; AUTHORIZING THE CHIEF  
EXECUTIVE OFFICER TO EXECUTE ALL NECESSARY PAPERWORK; AND  
ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Bastrop Economic Development Corporation ("BEDC") is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the "Act"), and is acting with the approval of the governing body of the City of Bastrop, Texas (the "City"); and

**WHEREAS**, on May 7, 2020, the Economic Development Administration ("EDA") announced the FY 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity; and

**WHEREAS**, eligible applicants include "State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions"; and

**WHEREAS**, authorized uses of the grant funds include construction of business incubators; co-work spaces; training centers, and workforce development/expansion; and

**WHEREAS**, in 2019 the BEDC Board approved engaging Garner Economics LLC to perform a Strategic Plan for the BEDC and to make recommendations regarding an economic development action plan to attract talent and investment to the City of Bastrop, Texas; and

**WHEREAS**, Garner Economics made a presentation at a joint meeting of the Bastrop City Council and the BEDC Board of Directors on January 15, 2020; and

**WHEREAS**, one of the recommendations was to develop training and higher education opportunities for Bastrop residents; and

**WHEREAS**, a second recommendation was to create an entrepreneurial center that could include a small business incubator and a makerspace; and

**WHEREAS**, a third recommendation was to attract an institute of higher learning to the City of Bastrop for technical training skills and certification; and

## RESOLUTION NO. R-2020-0015

**WHEREAS**, Texas Local Government Code Section 501.101(1)-(2)(K) authorizes BEDC to purchase “land, buildings, equipment, facilities, and improvements” for projects that are for the creation of primary jobs and found by the BEDC Board of Directors to be required or suitable for the development, retention, or expansion of “primary job training facilities for use by institutions of higher learning”; and

**WHEREAS**, the 11,594-square-foot building and four (4) acres of land located at 402 Technology Drive in the Bastrop Business and Industrial Park (“Training Center”) are currently available for purchase at a purchase price of \$1,300,000.00; and

**WHEREAS**, after careful evaluation and consideration by the Board, it is determined that the BEDC purchasing the Property would be a viable solution to addressing one, two and/or all three of the above three recommendations in the 2020 Strategic Plan, and would allow for the development, retention, and/or expansion of primary job training facilities for use by institutions of higher learning; and

**WHEREAS**, the Training Center needs very little work and retrofitting and is currently the only property available for purchase in the City limits that meets all criteria, and possesses the required classroom space, square footage, infrastructure, building design, and parking availability for a workforce development and higher education training center; and

**WHEREAS**, the BEDC authorizes the purchase of the real property and all improvements located at 402 Technology Drive, Bastrop, Texas 78602 for the strict purpose of developing the workforce in the Bastrop area by creating a training and learning certification center through partnerships with Bastrop Independent School District, Austin Community College, Texas Workforce Solutions, area businesses and business leaders, and additional higher learning institutions; and

**WHEREAS**, the Training Center will be able to train students in both a classroom and workshop environment with the approximate eight (8) traditional classrooms with high speed internet availability, and then the 5,000-square-foot insulated metal building workshop attached to the Training Center provides students the ability to earn their HVAC, welding, and plumbing certifications through Austin Community College’s curriculum and job placement through Texas Workforce Solutions, the BEDC and local businesses and apprenticeships; and

**WHEREAS**, the BEDC wishes to apply for these grant funds, which application requires a commitment of \$270,000, which is a twenty percent (20%) local match of the total project cost of \$1,350,000 for both the purchase of and improvements to the Training Center; and

**WHEREAS**, the BEDC adopted its FY 2019/2020 Annual Budget on August 19, 2019, which was subsequently adopted and authorized by the City of Bastrop City Council in September 2019; and

**WHEREAS**, the FY 2019/2020 Annual Budget did not include funding for the Training Center and the twenty percent (20%) match of \$270,000, so the FY 2019/2020 Annual Budget must be

## RESOLUTION NO. R-2020-0015

amended to allocate this \$270,000.00 in reserve funds to provide the twenty percent (20%) match; and

**WHEREAS**, the FY 2019/2020 Annual Budget must be amended to allocate this \$270,000.00 in reserve funds to provide the twenty percent (20%) match for the purchase, repair and improvements of real property and capital to be used exclusively for workforce training, education, development and certifications at the Training Center at 402 Technology Drive, Bastrop, Texas 78602; and

**WHEREAS**, the BEDC approves of any restrictions to be placed upon the grant EDA and/or the Training Center as a condition of receiving the EDA grant; and

**WHEREAS**, the BEDC approves of the EDA grant application and approves of using the funds from the EDA grant in strict accordance with the terms required by the EDA, should it be approved and funded by the EDA, for the purchase and improvement of the Training Center in an amount not to exceed \$1,350,000.00, with the BEDC approving twenty (20%) percent of this sum to be broken down as follows: \$260,000 to be allocated from reserve funds for purchase of the Training Center and \$10,000 to be allocated from reserve funds as the twenty percent (20%) match for the total cost of repairs and improvements in the amount of \$50,000 for the Training Center; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:**

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The BEDC Board agrees to apply for the EDA grant herein and approves the request to fund a twenty percent (20%) match to the EDA funds.

**SECTION 3.** The Board approves an amendment to the FY 2019/2020 Annual Budget to allocate funds from the BEDC Reserve Fund Balance Account in the amount of \$270,000.00 to the appropriate BEDC account, to be determined by the City of Bastrop's Chief Financial Officer (the "Budget Amendment").

**SECTION 4.** The Board recommends and requests that the Budget Amendment approved hereby by the BEDC be considered and approved by the City of Bastrop City Council for the purposes stated herein.

**SECTION 5.** The Chief Executive Officer is hereby authorized and directed to prepare any instruments and execute all documents needed and reasonably necessary to fulfill the EDA grant paperwork and/or the intent expressed in the recitals herein.

RESOLUTION NO. R-2020-0015

**SECTION 6.** This Resolution is effective upon passage.

**DULY RESOLVED AND ADOPTED** on this 3rd day of June 2020 by the Board of Directors of the Bastrop Economic Development Corporation.

BASTROP ECONOMIC  
DEVELOPMENT CORPORATION

*Kathryn Nash*

Kathryn Nash, Board Chair

ATTEST:

*Sam Kier*

Sam Kier, Board Secretary

APPROVED AS TO FORM:

*Robyn Katz*

Denton, Navarro, Rocha, Bernal & Zech, P.C



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 9A

**TITLE:**

Consider and adopt on first and final reading Ordinance No. 2020-17 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager

**BACKGROUND/HISTORY**

A declaration of local disaster and public health emergency includes the ability to take measures to reduce the possibility of exposure to disease, control the risk, prevent the spread of the disease, and promote the health and safety of individuals in the City of Bastrop; and

**POLICY EXPLANATION:**

On March 16, 2020 the City Council Confirmed a Declaration of Disaster due to the novel coronavirus (COVID-19). Within that declaration the mayor is granted the authority to take extraordinary measures to protect the health and safety of the citizens of Bastrop.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider and adopt on first and final reading Ordinance No. 2020-17 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

**ATTACHMENTS:**

- Ordinance No. 2020-17
- Emergency order of the Mayor

## **EMERGENCY ORDINANCE 2020-17**

**AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, CONFIRMING AND RATIFYING THE EMERGENCY ORDERS ISSUED BY THE MAYOR AS THE EMERGENCY MANAGEMENT DIRECTOR, AS DESCRIBED IN EXHIBIT A; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, ENFORCEMENT, AND PENALTY; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus; and

**WHEREAS**, on March 13, 2020, Texas Governor Greg Abbott declared a State of Disaster for all counties in Texas, and the President of the United States of America declared a national emergency in relation to COVID-19; and

**WHEREAS**, on March 16, 2020, the Mayor issued a Declaration of Local Disaster to allow the City of Bastrop to take measures to reduce the possibility of exposure to COVID-19 and promote the health and safety of Bastrop residents; and

**WHEREAS**, Section 418.108 of the Texas Government Code provides that a declaration of local disaster activates the City's Emergency Management Plan; and

**WHEREAS**, in furtherance of the declaration of local disaster, the Mayor issued certain orders pursuant to Chapter 418 of the Texas Government Code; and

**WHEREAS**, Section 3.15(b) of the Bastrop City Charter allows the City Council to adopt an emergency ordinance relating to the immediate preservation of the public peace, health or safety, and such emergency ordinances shall take effect immediately upon adoption and execution without a second consideration; and

**WHEREAS**, Section 54.001 of the Texas Local Government Code generally provides the maximum penalties for violations of municipal ordinances, rules, or police regulations; and

**WHEREAS**, Section 418.173 of the Texas Government Code provides that a local emergency management plan may provide that failure to comply with the plan or with a rule, order, or ordinance adopted under the plan is an offense punishable by a fine not to exceed \$1,000 or confinement in jail for a term not to exceed 180 days; and

**WHEREAS**, the City Council of the City of Bastrop, Texas, finds it reasonable and necessary for the protection of the health and safety of the residents of the City of Bastrop to confirm and ratify the orders issued by the Mayor pursuant to Chapter 418 of the Texas Government Code, as described in **Exhibit A**; and



**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS THAT:**

**SECTION 1. FINDINGS OF FACT:** The foregoing recitals are incorporated into this Emergency Ordinance by reference as findings of fact as if expressly set forth herein.

**SECTION 2. CONFIRMATION & RATIFICATION:** The City Council of the City of Bastrop, Texas, in accordance with the authority vested in the governing body of the City of Bastrop, Texas, by Section 418.108 of the Texas Government Code, hereby confirms and ratifies the emergency orders issued by the Mayor in furtherance of the declaration of local disaster, as described in **Exhibit A**.

**SECTION 3. PUBLIC NOTICE:** The City Secretary is hereby directed to give prompt and general publicity to this Emergency Ordinance.

**SECTION 4. CONFLICTS:** In the case of any conflict between other provisions of this Emergency Ordinance and any existing Ordinance of the City, the provisions of this Emergency Ordinance will control.

**SECTION 5. SEVERABILITY:** If any provision of this Emergency Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Emergency Ordinance that can be given effect without the invalid provision.

**SECTION 6. ENFORCEMENT:** The City shall have the power to administer and enforce the provisions of this Emergency Ordinance as may be required by governing law. Any person violating any provision of this Emergency Ordinance violates Section 1.08.011 of the Bastrop City Code. In accordance with Section 418.173 of the Texas Government Code, a violation is a misdemeanor punishable by a fine not to exceed \$1,000 or confinement in jail for a term not to exceed 180 days. Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and/or equity.

**SECTION 7. EFFECTIVE DATE:** In accordance with Section 3.15(b) of the Bastrop City Charter, this Emergency Ordinance shall be *effective immediately* upon passage.

**SECTION 8. OPEN MEETING:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**READ, ACKNOWLEDGED & APPROVED** on the First & Final Reading on this, the 23<sup>rd</sup> day of June 2020.

**APPROVED:**

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Connie B. Schroeder, Mayor

**ATTEST:**

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Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

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Alan Bojorquez, City Attorney

## Exhibit A



# STAFF REPORT

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**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 9B

**TITLE:**

Consider action to approve Resolution No. R-2020-54 of the City Council of the City of Bastrop, Texas endorsing the Bird City Mural Project for Fisherman's Park; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Assistant City Manager

**BACKGROUND/HISTORY:**

In February 2020, the City of Bastrop was certified as one of four Texas cities to be named as an inaugural Bird City Texas location by the Audubon Texas and Texas Parks & Wildlife Department. One of the requirements of accreditation is publicizing the wealth of birds in the Bastrop community.

The Bastrop Bird City Coalition presented a proposal for a mural to be painted on the side of the existing restroom in Fisherman's Park. The Bastrop County Audubon Society has committed a firm \$500.00 and an additional \$2,000.00 (as needed) to cover materials for the project. The group intends to seek monetary or in-kind donations to meet the mural's estimated total cost of \$2834.00.

The Bastrop Art in Public Places Board met on June 3<sup>rd</sup> and the Bastrop Parks and Public Tree Advisory Board met on June 4<sup>th</sup> and both Boards voted unanimously in support of the mural.

**POLICY EXPLANATION:**

The restrooms in Fisherman's Park are a capital asset and improvements to the facilities are at the discretion of the City.

**FUNDING SOURCE:**

NA

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2020-54 of the City Council of the City of Bastrop, Texas endorsing the Bird City Mural Project for Fisherman's Park; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution R-2020-54
- Letter from Bastrop County Audubon Society
- Bird City Texas proposal and sample artwork

**RESOLUTION NO. R-2020-54**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS  
ENDORING THE BIRD CITY MURAL PROJECT FOR FISHERMAN'S PARK;  
AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY  
DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING  
AN EFFECTIVE DATE.**

**WHEREAS**, the City Council has appointed the City Manager as the Chief Administrative Officer of the City; and

**WHEREAS**, the City Manager is responsible for the proper administration of all affairs of the City; and

**WHEREAS**, the City of Bastrop has an interest in improving native bird habitats; and

**WHEREAS**, the City of Bastrop was one of four cities certified by Audubon Texas and Texas Parks & Wildlife Department during the inaugural application cycle; and

**WHEREAS**, the Bird City Texas Program accreditation requires participant cities to publicize the wealth of birds in the community, to residents and visitors; and

**WHEREAS**, the Bastrop Bird City Coalition has prepared a proposal for a professional mural, designed to call attention to the recent Texas Bird City designation, to be created in Fisherman's Park on the side of the existing restroom facility, and

**WHEREAS**, the Bastrop County Audubon Society has authorized a firm \$500 donation and an additional \$2,000, as needed to cover materials for the project, and

**WHEREAS**, monetary and/or in-kind donations will be solicited to assist in meeting the mural's total proposed cost of \$2,834.00, and

**WHEREAS**, the Bastrop Art in Public Places and Bastrop Parks and Public Tree Advisory Boards both voted unanimously in support of the proposed project at their June 2020 meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:**

**Section 1:** That the City Manager is hereby authorized to execute all necessary documents, authorizing the creation of the mural in Fisherman's Park.

**Section 2:** All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 3:** That this Resolution shall take effect immediately upon its passage, and it is so resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 23<sup>rd</sup> day of June 2020.

**APPROVED:**

\_\_\_\_\_  
Connie B. Schroeder, Mayor

**ATTEST:**

\_\_\_\_\_  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

May 26, 2020

To the Bastrop City Council:

For newcomers, a quick introduction to our organization: Bastrop County Audubon Society (BCAS) has been active in Bastrop County continuously since 1980 and became a 501(c)(3) organization in 1981. Our mission is to promote joy in wildlife, especially birds, through education, conservation and preservation regarding native habitat. We are affiliated with the National Audubon Society, Audubon Texas, and the Audubon Foundation of Texas. We have been active in the Bastrop Bird City Coalition since the initial application process.

One of the requirements for Bird City accreditation is to publicize the wealth of birds found here in Bastrop, to our residents as well as visitors. The Coalition has prepared a proposal for the initial mural, and depending on site preparation, the cost may range up to \$2,500.00.

The BCAS Board has authorized a firm donation of \$500.00 towards this cost.

In order for this project to go forward immediately, at a time when the artist(s) cannot carry out other projects due to Covid-19 constraints, the Board has also authorized up to \$2,000.00 more, as needed, to cover materials costs. We recognize that other Coalition partners have not been able to authorize contributions yet due to meeting constraints. Their contributions can offset the BCAS provisional amount, with any excess going towards the next mural. The Board believes this is the quickest way to launch the mural while maintaining fiscal integrity, and while spreading the expense equitably across the Coalition.

Sincerely,  
Susan Leslie  
President, BCAS



This proposal is for an exterior mural on the side of the restroom wall at Fisherman's Park. This building is located in a city park, thus neighborhood approval isn't necessary. In addition, the building has no historical significance to be considered in the design process. There are no technical issues to address. Building surface, drainage, etc... are all satisfactory for a quality long lasting mural.

**Dimensions of Mural:** The proposed project is approximately 212 sq. feet. There are several vents dropping down 8 inches from the top. Two wires run the from top to bottom on the left side of the wall. No other objects are on the wall. The wall is in good condition, requiring only priming before beginning the mural process. See image.

**Proposed Mural Description:** The design is intended to call attention to the recent Bird City designation. The imagery utilized in this proposal is meant to convey a general sense of scale and complexity and may not be exactly as the final design. The image is an original design by Maria Montoya Hohenstein of an interactive hummingbird mural. The mural will display the Bird City Bastrop logo. See image.

The building face will be properly primed and prepped before painting. The artists will use professional grade acrylic paint. A high quality varnish will be applied and will secure the longevity of the mural. This mural will be executed by three experienced artists: Maria Montoya Hohenstein, Jeffrey Stayton, and Theresa Dawson. All three artists have been trained in mural-making by a well-renown muralist. All three artists have also worked on chalk murals and on different substrates of indoor and outdoor murals.

**Mural Process:** The lead artist has been meeting with the Bird City Bastrop Coalition Chair and members in defining the theme and finding a proper location for the mural. After many hours of sketching and planning, the artists will weave the best ideas for the final design.

The location will not require scaffolding or a lift. The artists will require and will provide a ladder and a 10 x 10 tent for shade. In the time of social distancing, we are asking for traffic cones and tape to mark off a 10 foot space from the wall while the work is in progress.

We anticipate that the work will be completed within a week, provided the weather cooperates.

**BIRD MURAL #1 PROPOSAL****Fisherman's Park Bird Mural****Budget**

| Item                                       | Cost                                                          | Subtotal | Vendor           |
|--------------------------------------------|---------------------------------------------------------------|----------|------------------|
| Exterior Masonry Primer                    | 2 gallons @50/gallon (2 coats)                                | \$100    | Sherwin Williams |
| Professional Grade Exterior Fluid Acrylics | 32 oz for 5 colors: Yellow, Red, Blue, White, Black \$100 ea. | \$500    | Golden Paints    |
| Golden GAC 500 Acrylic Polymer medium      | \$75/gallon                                                   | \$75     | Jerry's Artarama |
| Paint Rollers & Frames                     |                                                               | \$45     | Lowe's           |
| Paint Brushes                              | Golden Taklon Mural paint brushes (6 ct.)                     | \$120    | Jerry's Artarama |
| Golden Acrylic Isolation Coat              | 4 32 oz isolation coat S \$25 each (one coat)                 | \$100    | Dick Blick Art   |
| Varnish: MSA Varnish with UVLS (satin)     | 2 gallons (ea \$130)                                          | \$260    | Dick Blick Art   |
| Solvent                                    | 32 oz/\$22 x 4=\$88/gal                                       | \$88     | Dick Blick Art   |
| Drop Cloth(s)                              | Canvas drop cloth (2)                                         | \$46     | Lowe's           |
| SUBTOTAL MATERIALS                         |                                                               | \$1334   |                  |
| Artists Fee                                | Three artists \$500 ea.                                       | \$1500   |                  |
| TOTAL                                      |                                                               | \$2834   |                  |



## Fisherman's Park Restroom Wall

Fisherman's faces the volleyball court. The wall is about 212 square feet. There are several vents dropping down 8 inches from the top. Two wires run the from top to bottom on the left side of the wall. There is high visibility from the large play area, for families barbecuing and for walkers on the trail. The wall is in good condition, requiring only priming before beginning the mural process.





# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 9C

**TITLE:**

Consider action to approve Resolution No. R-2020-55 of the City Council of the City of Bastrop, Texas, amending the contract amount for the Pine Street Drainage Improvements sewer relocation to 304 Construction, LLC in the amount of seventy-three thousand two hundred dollars (\$73,200.00) as attached as Exhibit A; authorizing the City Manager to execute all necessary documents for the Change Order; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Assistant City Manager

**BACKGROUND/HISTORY:**

The City of Bastrop, in connection with carrying out the duties of its various ordinances and duties to provide maintenance on the current and future infrastructure, has made drainage improvements a priority. One of the projects focuses on drainage improvements in the area of Pine Street. The construction of the Pine Street channel improvements was identified as a need in the FY2020 workplan as a CIP project and in the Comprehensive Plan (2.6) as a focus area for "Community Safety".

The City began Pine Street drainage improvements in FY20 with the contract being awarded to 304 Construction, LLC on March 10, 2020 in the amount of \$373,875.00. The proposed Resolution provides for a contract modification upon execution of the Change Order for sewer relocation. During the Pine Street project, existing 6-inch (6") sanitary sewer line was discovered upon removal of existing concrete pavement and beginning of excavation activities within the channel. Based on location/depth, existing line would be exposed upon completion of improvements and potentially catch trash/debris and block stormwater flows if left in place. This change order would relocate the existing 6-inch (6") sewer line to the north side of the drainage improvements and allow for the existing line that is crossing the channel to be removed.

The contract is approximately \$70,235 under the construction amount estimated in the HMGP Application. The City can ask FEMA/TDEM for approval of a scope of work change to use the remaining dollars for sewer relocation. If approved, the \$70,235 would be split 75/25, and the City would be responsible for the amount above the \$70,235. However, in order to get funded, the change must be approved before the work is done. The proposed Change Order Proposal 1029-20-CO1 has been submitted by 304 Construction related to this sewer relocation.

**POLICY EXPLANATION:**

The City is required to maintain its infrastructure and is given authority to do so in the Local Government Code.

The City's Purchasing Policy "I. Change Orders" provides that, under purchasing law, that the City may make changes to plans, specifications or quantities after awarding a contract, if necessary. However, no change may exceed 25% of the original contract amount and any decrease of 25% or more must have the consent of the contractor.

**FUNDING SOURCE:**

The funds were allocated in the FY20 budget year. This change order does not increase or decrease the total contract price by more than 25%.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2020-55 of the City Council of the City of Bastrop, Texas, amending the contract amount for the Pine Street Drainage Improvements sewer relocation to 304 Construction, LLC in the amount of seventy-three thousand two hundred dollars (\$73,200.00) as attached as Exhibit A; authorizing the City Manager to execute all necessary documents for the Change Order; and establishing an effective date.

**ATTACHMENTS:**

- Resolution No. R-2020-55
- Exhibit A – BEFCO Engineering, Inc. Change Order No. 1 to Project 16-6782 (Pine Street Drainage Improvements FEMA HMGP DR-4272-0028-TX) and attachments





**RESOLUTION NO. R-2020-55**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING THE CONTRACT AMOUNT FOR THE PINE STREET DRAINAGE IMPROVEMENTS SEWER RELOCATION TO 304 CONSTRUCTION, LLC, IN THE AMOUNT OF SEVENTY-THREE THOUSAND TWO HUNDRED DOLLARS (\$73,200.00) AS ATTACHED AS EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS FOR THE CHANGE ORDER; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS,** The City Council has appointed the City Manager as the Chief Administrative Officer of the City; and

**WHEREAS,** The City Manager is responsible for the proper administration of all affairs of the City; and

**WHEREAS,** The City Council has the steadfastness to ensure maintenance on the current and future infrastructure and has made drainage improvements a priority; and

**WHEREAS,** The City Council approved the contract for the Pine Street Drainage Improvements project on March 10, 2020; and

**WHEREAS,** The City Council recognizes the importance of sewer relocation in this area; and

**WHEREAS,** The City of Bastrop is required to maintain its infrastructure and is given authority to do so in the Local Government Code; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:**

**Section 1:** That the City Manager is hereby authorized to execute a change order for sewer relocation to the original contract for the Pine Street drainage improvements in the amount of \$73,200. (Exhibit A)

**Section 2:** That the City Council of the City of Bastrop has found 304 Construction, LLC to be a subject matter expert in the field of concrete construction and improvements.

**Section 3:** 304 Construction, LLC. is requesting the change order due to sewer relocation related to the Pine Street drainage improvements project.

**Section 4:** All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 5:** That this Resolution shall take effect immediately upon its passage, and it is so resolved.



**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 23<sup>rd</sup> day of June, 2020.

**CITY OF BASTROP, TEXAS**

\_\_\_\_\_  
Connie B. Schroeder, Mayor

**ATTEST:**

\_\_\_\_\_  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

**Change Order No.** 1

**Date of Issuance:**

**Effective Date:**

**Owner:** City of Bastrop

**Owner's Contract No.:**

**Contractor:** 304 Construction LLC

**Contractor's Project No.:**

**Engineer:** BEFCO Engineering, Inc.

**Engineer's Project No.:** 16-6782

**Project:** Pine Street Drainage Improvements  
FEMA HMGP DR-4272-0028-TX

**Contract Name:** Pine Street Drainage  
Improvements FEMA HMGP DR-  
4272-0028-TX

The Contract is modified as follows upon execution of this Change Order:

**Description:** Existing 6-inch (6") sanitary sewer line was discovered upon removal of existing concrete pavement and beginning of excavation activities within channel. Based on location / depth, existing line would be exposed upon completion of improvements and potentially catch trash / debris and block storm water flows if left in place. This change order would re-locate the existing 6-inch (6") sewer line to the north side of the drainage improvements and allow for the existing line that is crossing the channel to be removed.

**Attachments:** Revised Plans, Details, Contractor Pricing, and 05/29/20 e-mail to contractor.

| <b>CHANGE IN CONTRACT PRICE</b>                                                              | <b>CHANGE IN CONTRACT TIMES</b>                                                                                                                                           |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Original Contract Price:<br><br>\$ <u>373,875.00</u>                                         | Original Contract Times:<br>Substantial Completion: <u>May 18, 2020</u><br>Ready for Final Payment: <u>November 13, 2020</u>                                              |
| Increase from previously approved Change Orders No. to No. <u>N/A</u> :<br><br>\$ <u>N/A</u> | Increase from previously approved Change Orders No. to No. <u>N/A</u> :<br>Substantial Completion: <u>0 days</u><br>Ready for Final Payment: <u>0 days</u>                |
| Contract Price prior to this Change Order:<br><br>\$ <u>373,875.00</u>                       | Contract Times prior to this Change Order:<br>Substantial Completion: <u>November 13, 2020</u><br>Ready for Final Payment: <u>November 13, 2020</u>                       |
| Increase of this Change Order:<br><br>\$ <u>73,200.00</u>                                    | Increase of this Change Order:<br>Substantial Completion: <u>14 days</u><br>Ready for Final Payment: <u>14 days</u>                                                       |
| Contract Price incorporating this Change Order:<br><br>\$ <u>447,075.00</u>                  | Contract Times with all approved Change Orders:<br>Substantial Completion: <u>November 27, 2020</u><br>Ready for Final Payment: <u>November 27, 2020</u><br>days or dates |

**RECOMMENDED:**

**ACCEPTED:**

**ACCEPTED:**

By: \_\_\_\_\_  
Engineer (if required)

By: \_\_\_\_\_  
Owner (Authorized Signature)

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

# 304 Construction

# PROPOSAL

1083 FM 812 Suite i-9  
Cedar Creek, Texas 78612  
Ph: 512-581-7997 Fax: 512-581-7998

Change Order 1029-20-CO1

Date: 6/10/20

|        |                   |          |                    |
|--------|-------------------|----------|--------------------|
| TO:    | City of Bastrop   | PROJECT: | Piner St. Drainage |
|        | 1209 Lindon St    |          |                    |
|        | Bastrop, TX 78602 |          |                    |
|        |                   |          |                    |
|        |                   |          |                    |
| Phone: | 512-332-8934      |          |                    |
| Fax:   |                   |          |                    |

| Description                        | Qty | Total        |
|------------------------------------|-----|--------------|
| 6" DR-26 (3-6')                    | 600 | \$ 37,440.00 |
| Manholes (406') Coated             | 3   | \$ 17,640.00 |
| Cap off Existing 6" Sewer Line     | 1   | \$ 3,240.00  |
| Tie-in to Existing Sewer           | 2   | \$ 8,400.00  |
| Cement Stabilization on 3 Manholes | 3   | \$ 6,480.00  |

Proposal good for 30 days

Total

\$ 73,200.00

ACCEPTANCE OF PROPOSAL the above prices, specification and conditions

are satisfactory and are hereby accepted. You are authorized to do the work as  
specified. Payment will be made for the above amount.

Date of acceptance: \_\_\_\_\_ Signature \_\_\_\_\_

## Tim Sanders

---

**From:** Tim Sanders <tim@befcoengineering.com>  
**Sent:** Friday, May 29, 2020 10:17 AM  
**To:** adam\_amcc@yahoo.com  
**Cc:** 'Jerry Palady'; 'Curtis Hancock'; 'Suellen Jordan'  
**Subject:** Pine Street Sanitary Sewer  
**Attachments:** 052820 Sewer Revision.pdf; 052820 Sewer Revision Details.pdf

Adam,

Please provide us pricing for re-routing the sanitary sewer along the north side of the channel improvements (see attached). The following are a few notes:

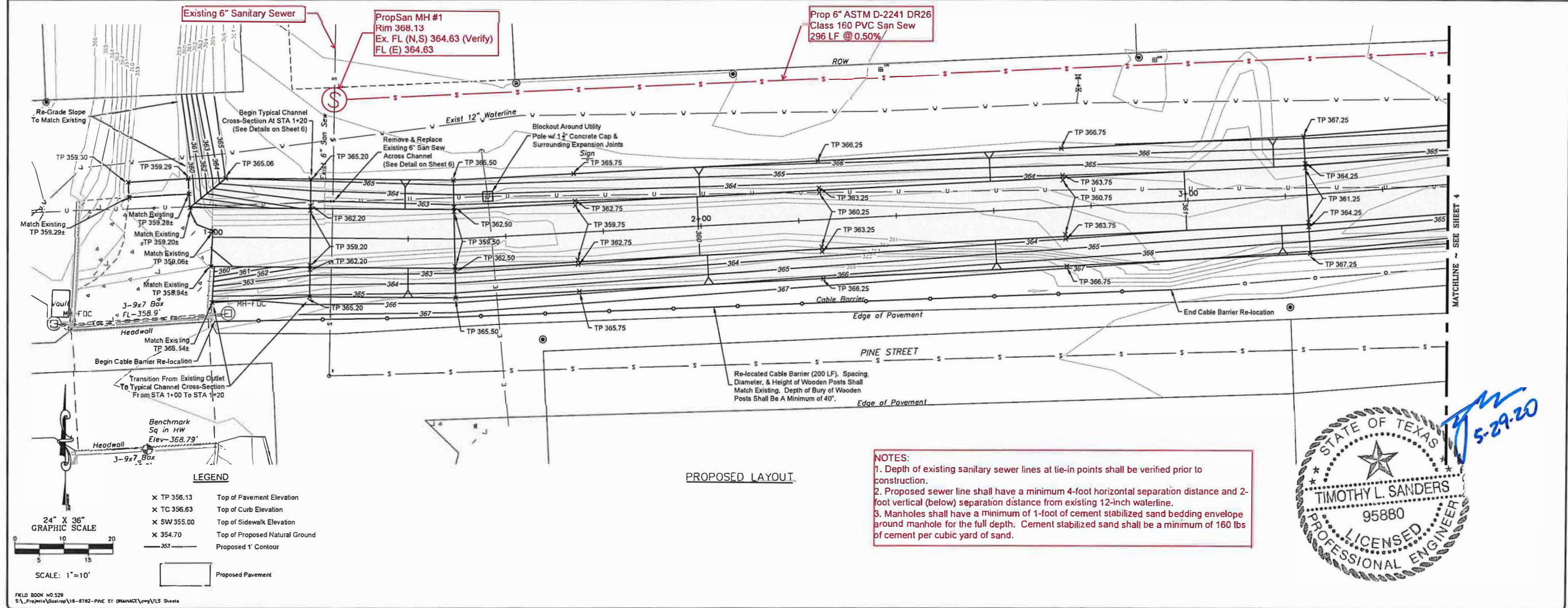
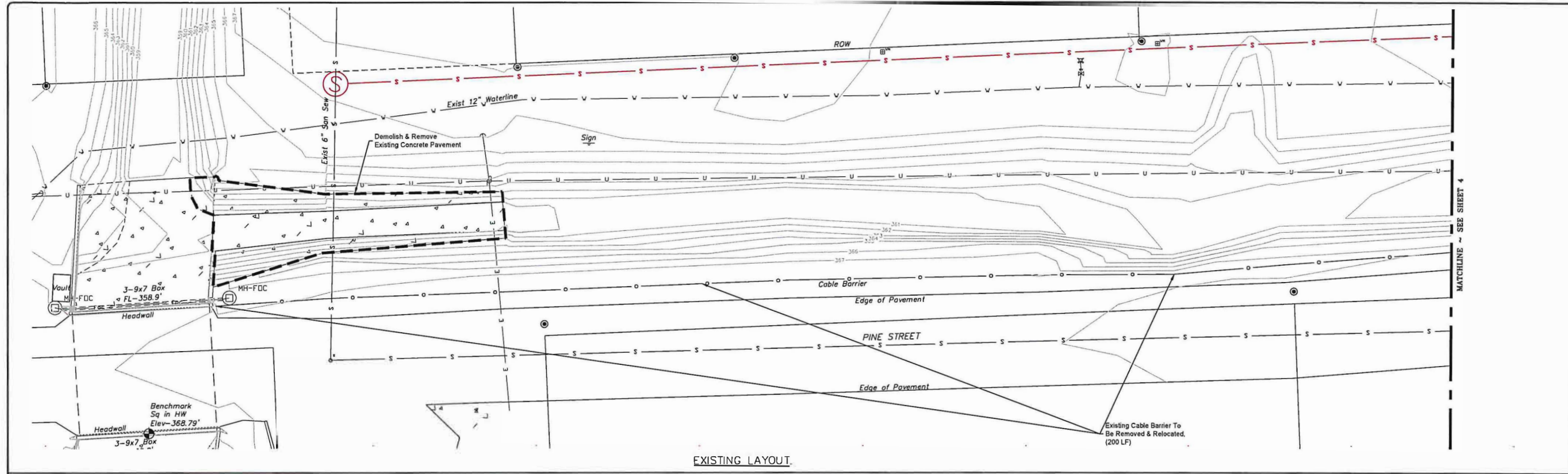
1. Given the close proximity to the existing waterline, the proposed sewer pipe should be pressure-rated as denoted on the .pdf.
2. Manholes should have a cover with gasket and bolted to the ring.
3. Manholes should have a minimum 1-foot cement stabilized sand bedding envelope around the manhole for the full depth. Cement shall be a minimum of 160 lbs per cubic yard of sand.
4. Unless shown otherwise, all work will be per City of Bastrop Standards and Specifications.

Upon receipt of the pricing, we will review and submit a change order / scope of work change to FEMA for approval / funding. If you have any questions, let me know. Thanks.

Tim

Tim Sanders, P.E.  
BEFCO Engineering, Inc.  
Consulting Engineering and Land Surveying  
485 N. Jefferson  
P.O. Box 615  
La Grange, TX 78945  
(979) 968-6474  
(979) 968-3056 (fax)  
[www.befcoengineering.com](http://www.befcoengineering.com)





**LEGEND**

- × TP 356.13 Top of Pavement Elevation
- × TC 356.63 Top of Curb Elevation
- × SW 355.00 Top of Sidewalk Elevation
- × 354.70 Top of Proposed Natural Ground
- 357 — Proposed 1' Contour
- ▭ Proposed Pavement

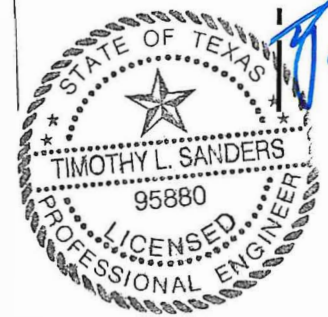
24" X 36" GRAPHIC SCALE

SCALE: 1"=10'

FIELD BOOK NO. 529  
S:\\_Projects\Bastrop\16-6782-PINE ST DRAINAGE\eng\TJS Sheets

**NOTES:**

1. Depth of existing sanitary sewer lines at tie-in points shall be verified prior to construction.
2. Proposed sewer line shall have a minimum 4-foot horizontal separation distance and 2-foot vertical (below) separation distance from existing 12-inch waterline.
3. Manholes shall have a minimum of 1-foot of cement stabilized sand bedding envelope around manhole for the full depth. Cement stabilized sand shall be a minimum of 160 lbs of cement per cubic yard of sand.



**BEFCO**  
BEFCO ENGINEERING, INC.  
P. O. Box 615  
Lubbock, Texas 79405  
(807) 985-6474

CITY OF BASTROP  
**PINE STREET DRAINAGE IMPROVEMENTS**  
FEMA HMGP DR-4272-0028-TX

**REVISION:**

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

DRAWN BY: TJS  
CHECKED BY: TJS  
BEFCO JOB NO: 16-6782  
PLOT SCALE 1" = 20'

**SHEET TITLE**  
EXISTING  
TOPO SURVEY  
SITE LAYOUT,  
& GRADING  
PLAN

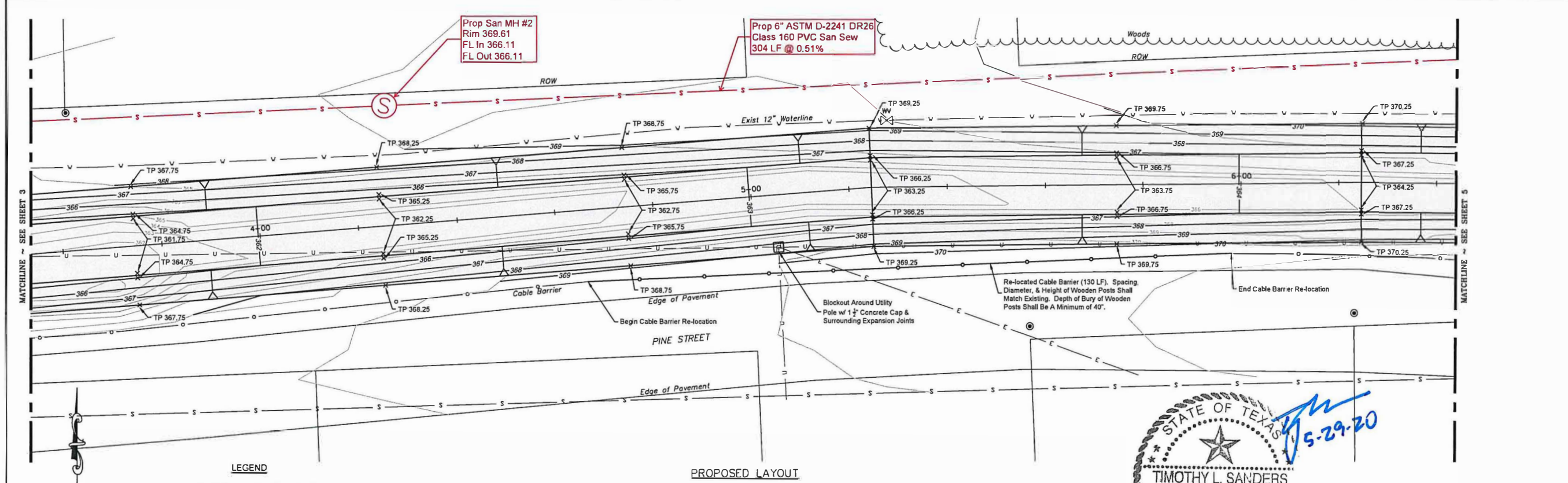
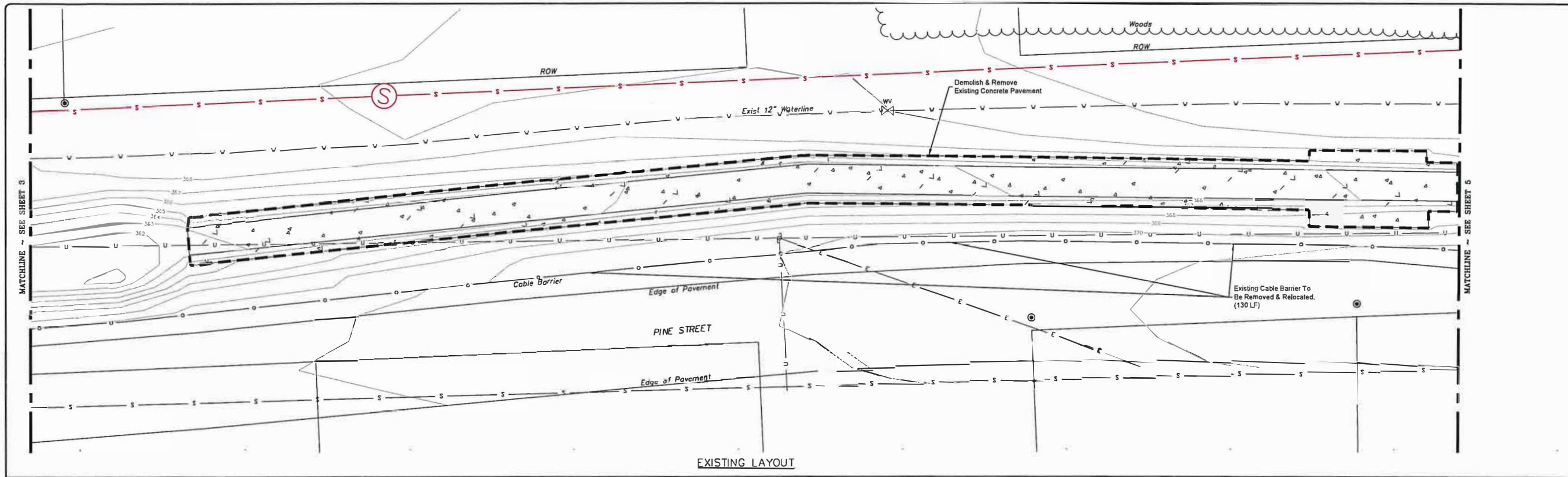
DATE ISSUED: 12/06/19

SHEET

**3**

OF 11





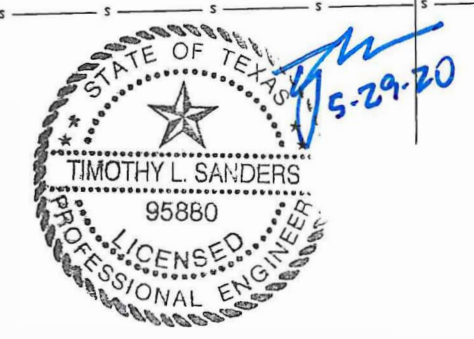
**LEGEND**

- x TP 356.13 Top of Pavement Elevation
- x TC 356.63 Top of Curb Elevation
- x SW 355.00 Top of Sidewalk Elevation
- x 354.70 Top of Proposed Natural Ground
- 353 Proposed 1' Contour
- Proposed Pavement

24" X 36" GRAPHIC SCALE

SCALE: 1"=10'

FIELD BOOK NO. 529  
S:\Projects\Bastrop\16-6782-PINE ST DRAINAGE\dwg\TLS Sheets



**BEFCO ENGINEERING, INC.**  
P. O. Box 615  
Logansport, IN 46750  
(979) 988-6471

**CITY OF BASTROP**

**PINE STREET DRAINAGE IMPROVEMENTS**

FEMA HMGP DR-4272-0028-TX

**REVISION:**

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

**DRAWN BY:** TLS  
**CHECKED BY:** TLS  
**BEFCO JOB NO:** 16-6782  
**PLOT SCALE:** 1" = 20'

**SHEET TITLE**

EXISTING  
TOPO SURVEY,  
SITE LAYOUT,  
& GRADING  
PLAN

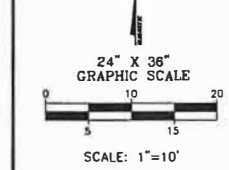
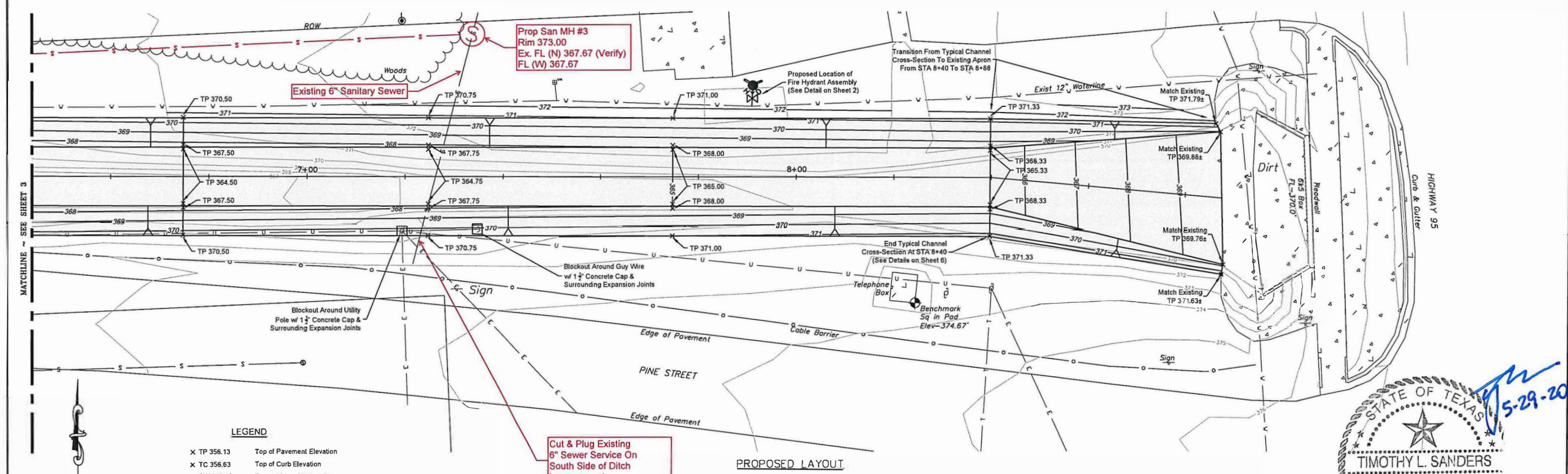
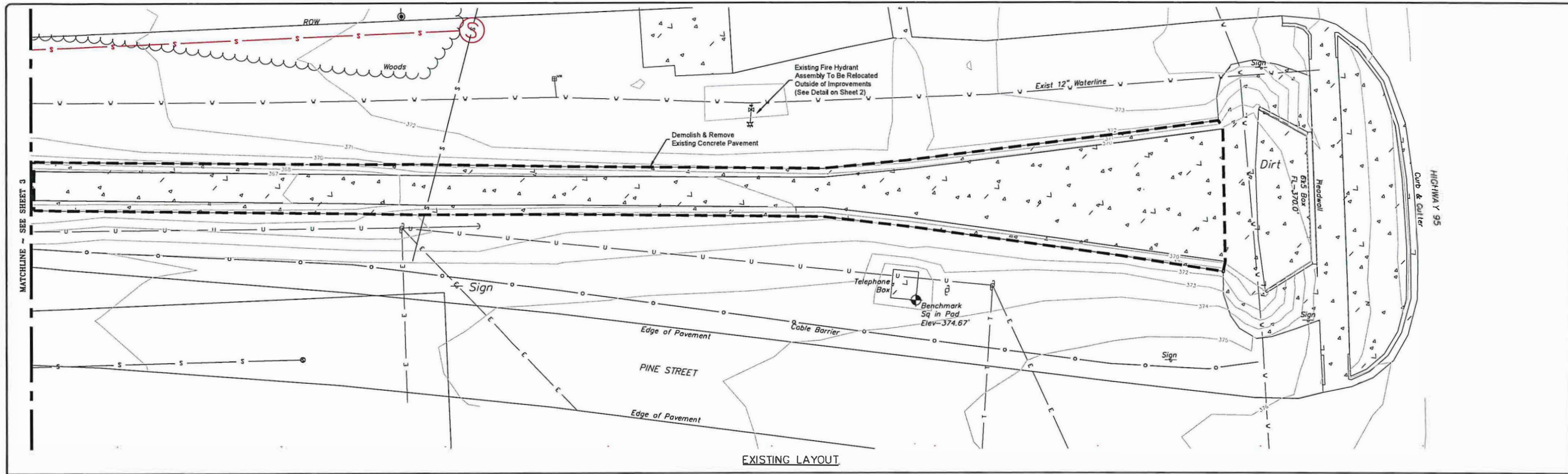
**DATE ISSUED:** 12/06/19

**SHEET**

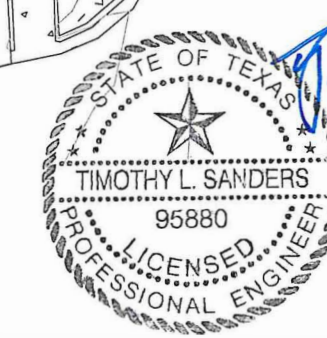
**4**

OF 11





- LEGEND**
- x TP 356.13 Top of Pavement Elevation
  - x TC 356.63 Top of Curb Elevation
  - x SW 355.00 Top of Sidewalk Elevation
  - x 354.70 Top of Proposed Natural Ground
  - 353- Proposed 1' Contour
  - Proposed Pavement





BEFCO ENGINEERING, INC.  
P.O. Box 615  
Logansport, Texas 79445  
(936) 966-8774

**CITY OF BASTROP**

**PINE STREET DRAINAGE IMPROVEMENTS**

FEMA HMGP DR-4272-0028-TX

REVISION:

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

DRAWN BY: TLS  
CHECKED BY: TLS  
BEFCO JOB NO: 16-6782  
PLOT SCALE: 1" = 20'

SHEET TITLE  
EXISTING  
TOPO SURVEY  
SITE LAYOUT,  
& GRADING  
PLAN  
DATE ISSUED: 12/06/19  
SHEET  
**5**  
OF 11

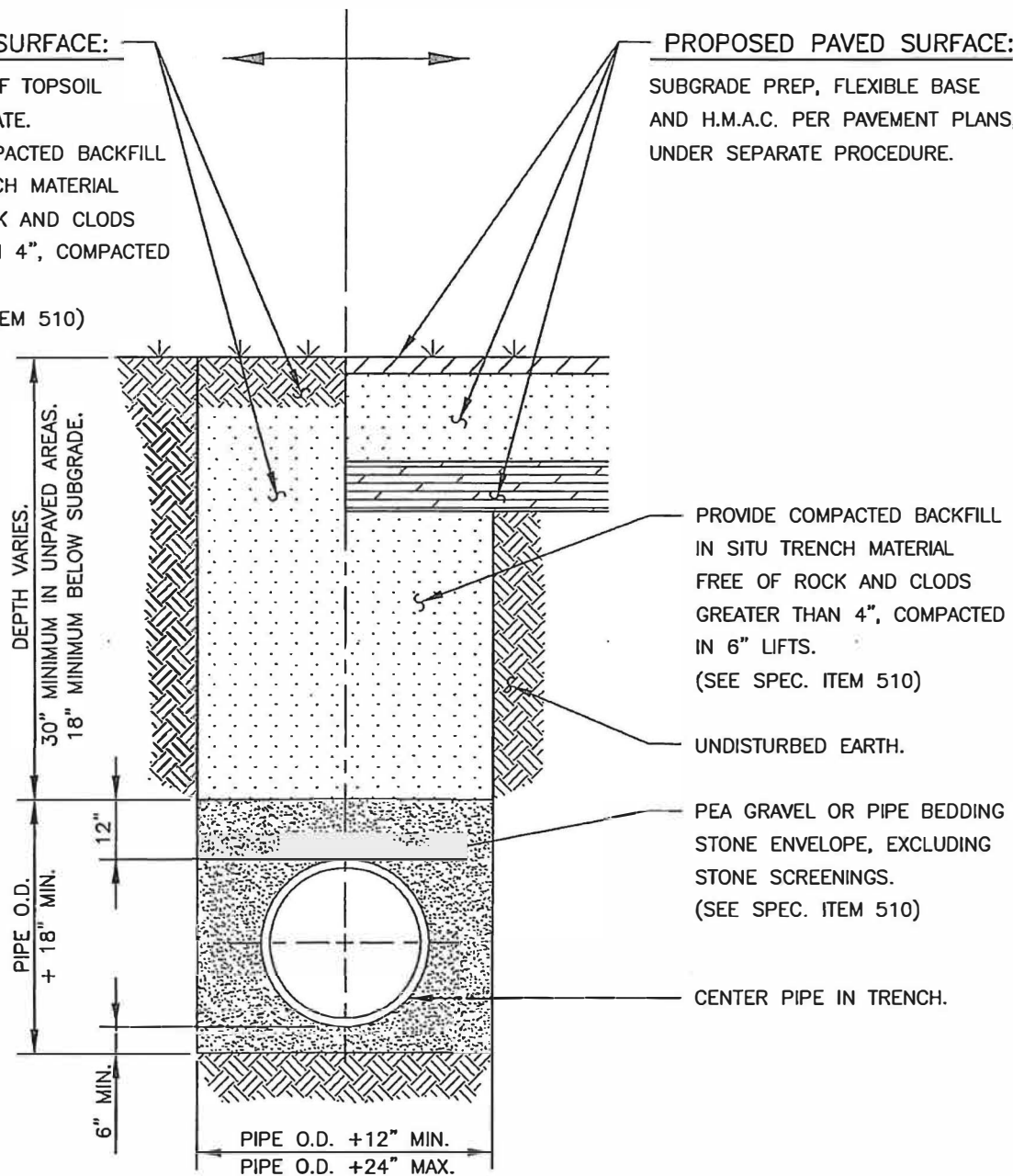


(A) PROVIDE 4" OF TOPSOIL  
AND REVEGETATE.

(B) PROVIDE COMPACTED BACKFILL  
IN SITU TRENCH MATERIAL  
FREE OF ROCK AND CLODS  
GREATER THAN 4", COMPACTED  
IN 6" LIFTS.

(SEE SPEC. ITEM 510)

SUBGRADE PREP, FLEXIBLE BASE  
AND H.M.A.C. PER PAVEMENT PLANS,  
UNDER SEPARATE PROCEDURE.



**NOTE:**

ALL TRENCHING AND TRENCH SAFETY SHALL COMPLY WITH APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS.

RECORD SIGNED COPY  
ON FILE AT PUBLIC WORKS  
APPROVED

MAY 24, 2011  
DATE

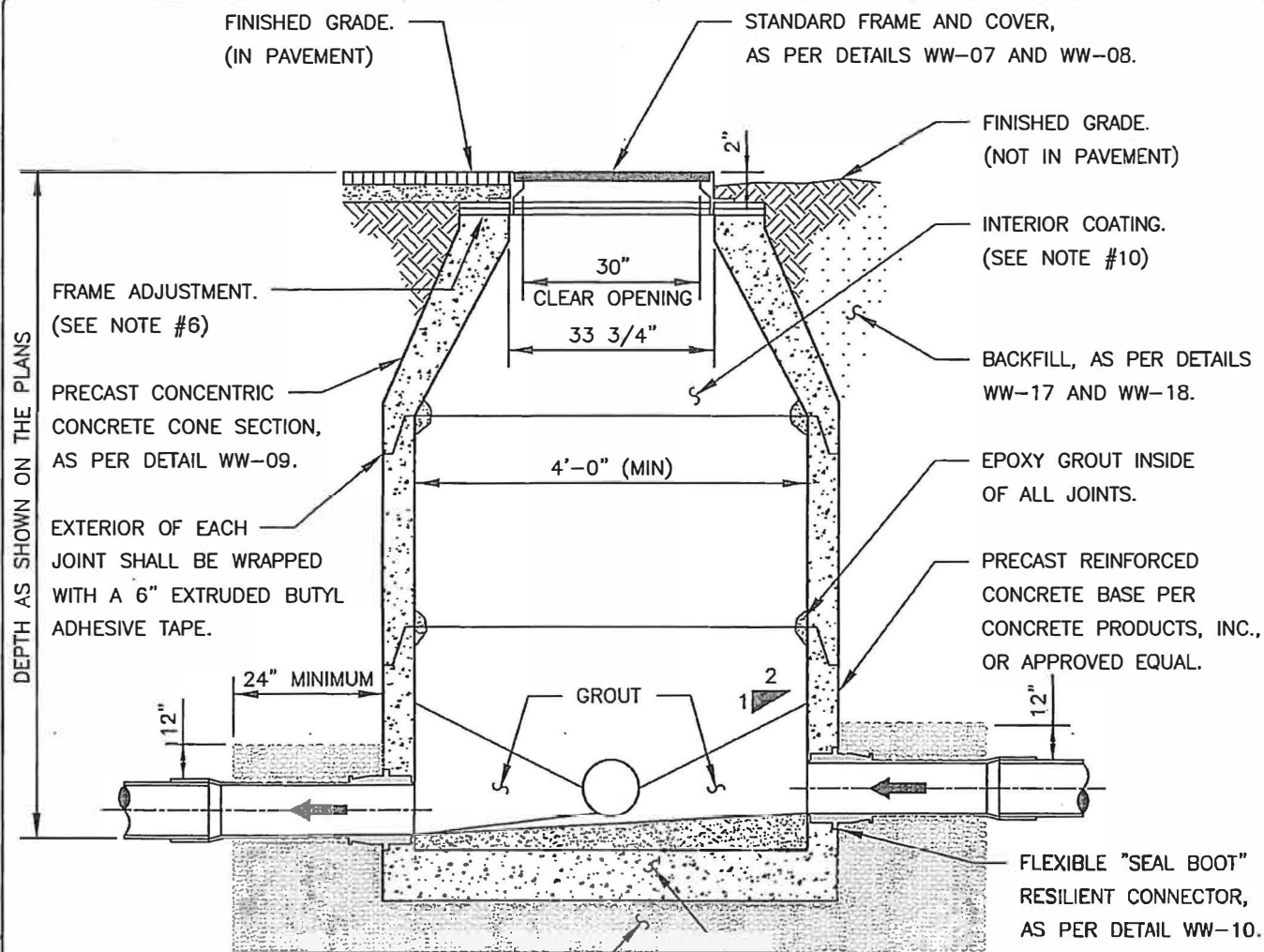
THE ARCHITECT/ENGINEER ASSUMES  
RESPONSIBILITY FOR THE APPROPRIATE  
USE OF THIS DETAIL.

## CITY OF BASTROP

WASTEWATER LINE BEDDING  
AND SURFACE REPAIR DETAIL  
(NON-PAVED & PROPOSED PAVED SURFACES)

DRAWING NO:  
WW-18





BED MANHOLE AND PIPE WITH MINIMUM 8" THICK  
3/4" WASHED ROCK GRAVEL OR OTHER CRUSHED  
STONE ACCEPTABLE TO THE CITY OF BASTROP.

6" CONCRETE SLAB (4000 TO 4500 P.S.I.)  
WITH #4 @12" O.C. STEEL REINFORCEMENT.

#### NOTES:

1. IF DROP IS SIX INCHES (6") TO TWO FEET (2'-0"), CONSTRUCTION OF DROP SHALL PROVIDE AN OVERSIZED INVERT TO EXTEND UNDER THE DROP CONNECTION.
2. SEE CONSTRUCTION PLANS FOR MANHOLE SIZE, LOCATION, CONFIGURATION, TYPE OF TOP SECTION, VENTING REQUIREMENTS, PIPE SIZES AND TYPES.
3. MANHOLES SHALL BE PRECAST ASTM C478 BELL AND SPIGOT WITH "O" RING JOINTS.
4. MANHOLES TO BE DESIGNED TO RESIST LATERAL AND VERTICAL SOIL FORCES RESULTING FROM MANHOLE DEPTH. ADDITIONALLY, MANHOLES LOCATED IN PAVEMENT TO BE DESIGNED FOR H2O TRAFFIC LOADING.
5. ALL MANHOLE COVERS SHALL BE BOLTED AND GASKETED, WHEN MANHOLES ARE LOCATED OUTSIDE OF PAVEMENT.
6. FRAME ADJUSTMENT HEIGHT SHALL CONSIST OF FIVE INCHES (5") MINIMUM TO EIGHTEEN INCHES (18") MAXIMUM. GRADE RINGS SHALL BE WRAPPED WITH A HEAT-SHRINK THERMO-PLASTIC MATERIAL. HDPE GRADE RINGS, AS MANUFACTURED BY LABTECH, INCORPORATED, OR APPROVED EQUAL, MAY BE USED IN PAVEMENT AREAS ONLY.
7. FOR MANHOLES TO BE VENTED, SEE DETAILS WW-05 AND WW-06.
8. A FLOW CHANNEL SHALL BE CONSTRUCTED INSIDE MANHOLE TO DIRECT INFLUENT INTO THE FLOW STREAM.  
ALL P.V.C. PIPE SHALL BE REMOVED FROM INVERT.
9. BASE SECTION SHALL BE DESIGNED FOR H2O LOADING, PLUS EARTH LOAD AT 130 PCF.
10. ENTIRE INTERIOR OF WASTEWATER MANHOLES TO BE COATED WITH RAVEN 405, OR APPROVED EQUAL, WITH A UNIFORM THICKNESS OF 124 MILS AND A MINIMUM THICKNESS OF 100 MILS, APPLIED AFTER MANHOLE HAS PASSED THE VACUUM TEST.

RECORD SIGNED COPY  
ON FILE AT PUBLIC WORKS  
APPROVED

MAY 24, 2011  
DATE

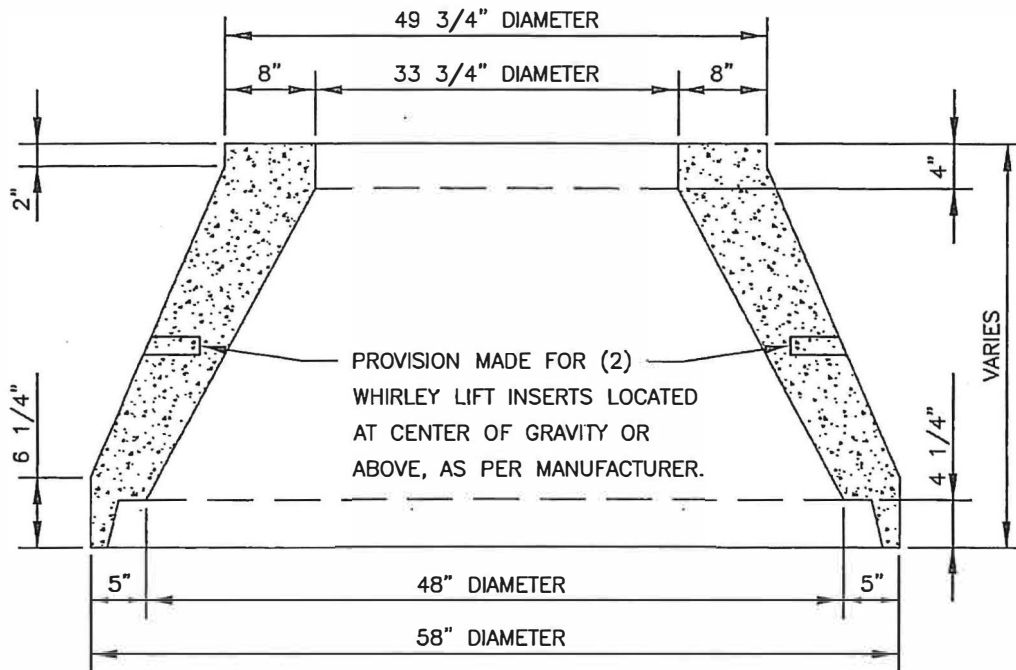
THE ARCHITECT/ENGINEER ASSUMES  
RESPONSIBILITY FOR THE APPROPRIATE  
USE OF THIS DETAIL.

## CITY OF BASTROP

### PRECAST CONCRETE WASTEWATER MANHOLE DETAIL

DRAWING NO:  
WW-01





**NOTE:**

CONCENTRIC CONCRETE CONE SECTION SHALL BE MANUFACTURED USING 4000 TO 4500 P.S.I. CONCRETE, 28 DAY STRENGTH AND IN ACCORDANCE WITH ASTM C478, AS MANUFACTURED BY CONCRETE PRODUCTS, INCORPORATED, OR APPROVED EQUAL.

RECORD SIGNED COPY  
ON FILE AT PUBLIC WORKS  
APPROVED

MAY 24, 2011  
DATE

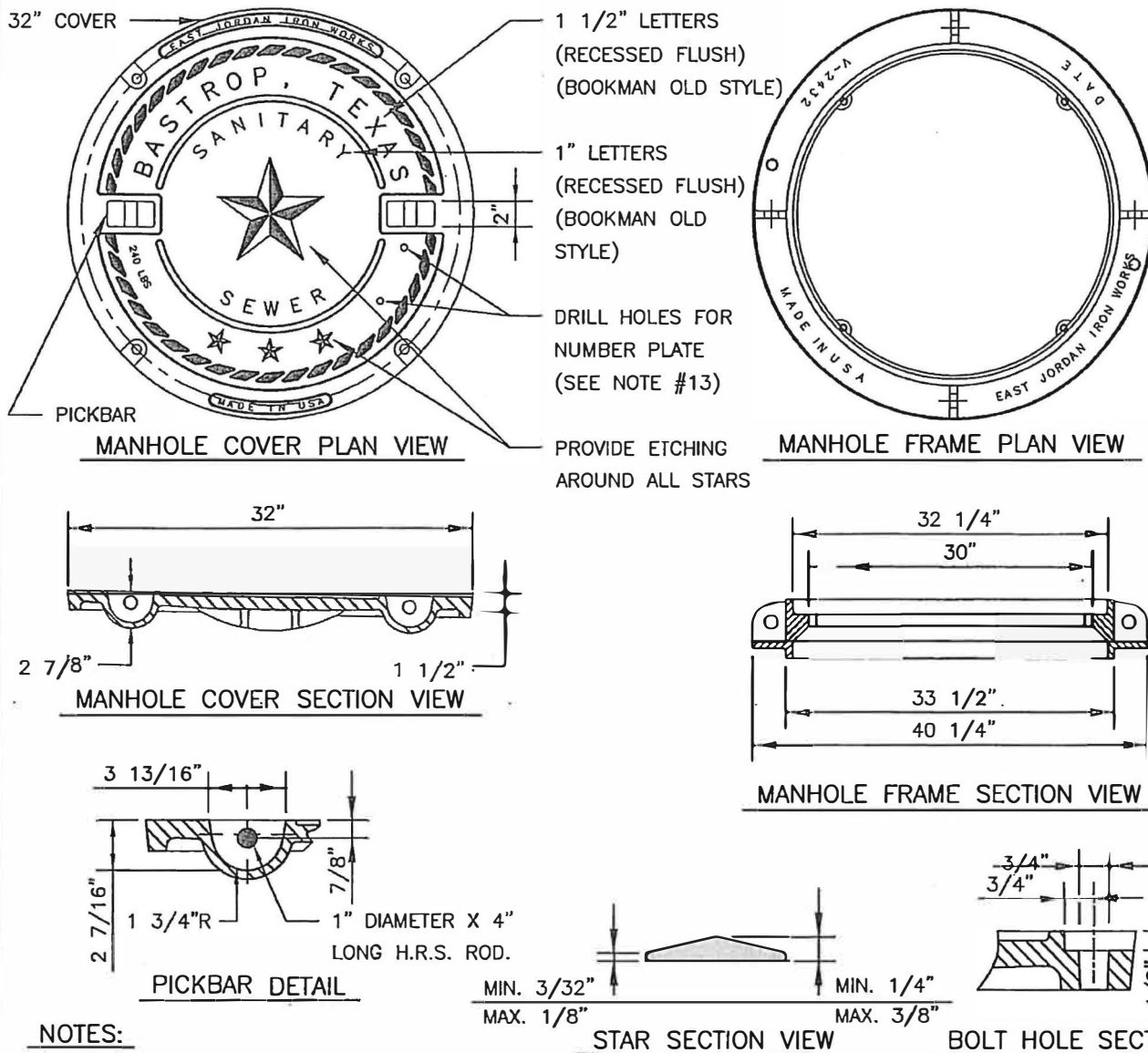
THE ARCHITECT/ENGINEER ASSUMES  
RESPONSIBILITY FOR THE APPROPRIATE  
USE OF THIS DETAIL.

**CITY OF BASTROP**

**PRECAST 48" CONCENTRIC  
CONCRETE CONE SECTION DETAIL**

DRAWING NO:  
WW-09





#### NOTES:

- COVER AND FRAME SHALL COMPLY WITH STANDARD SPECIFICATIONS FOR DRAINAGE, SEWER, UTILITY AND RELATED CASTINGS: AASHTO DESIGNATION M306-04.
- MANHOLE COVER SHALL BE MODEL NUMBER: V-2432-3, AS MANUFACTURED BY EAST JORDAN IRON WORKS, INCORPORATED, OR APPROVED EQUAL.
- MANHOLE FRAME SHALL BE MODEL NUMBER: V-2432, AS MANUFACTURED BY EAST JORDAN IRON WORKS, INCORPORATED, OR APPROVED EQUAL.
- MANHOLE COVER AND FRAME ASSEMBLY, IF ORDERED AS A SET, SHALL BE MODEL NUMBER: V-2432, AS MANUFACTURED BY EAST JORDAN IRON WORKS, INCORPORATED, OR APPROVED EQUAL.
- ALL CORNERS AND EDGES SHALL HAVE A 1/16" MINIMUM AND 1/8" MAXIMUM RADIUS.
- MANHOLE COVERS SHALL BE CAST WITH TWO 1" DIAMETER STEEL PICKBARS.
- MANHOLE COVER WEIGHT SHALL BE 240 LBS. FOR DUCTILE IRON. WEIGHT SHALL BE CAST ON BOTH TOP AND BOTTOM OF COVER.
- MANUFACTURER SHALL CERTIFY THAT EACH MANHOLE COVER MEETS HS-20 LOADING.
- FILLETS SHALL BE 1/4" RADIUS UNLESS OTHERWISE SPECIFIED.
- MANUFACTURER SHALL REMOVE EXCESS IRON AND MACHINE FINISH SEATING SURFACES TO NOTED DIMENSIONS.
- COVER SHALL BE DIPPED IN A WATER-BASED ASPHALTIC COATING, PRIOR TO SHIPMENT FROM FOUNDRY.
- BOLTS SHALL BE 5/8"-11NC X 2" LONG HEX STAINLESS STEEL WITH WASHER.
- MANUFACTURER SHALL DRILL 2-3/16"X1/2" DEEP HOLES FOR A MANHOLE NUMBER PLATE TO BE PROVIDED BY THE CITY OF BASTROP. THE TOP HOLE SHALL BE DRILLED 1" O.C. FROM THE BOTTOM OF THE PICKBAR AND THE BOTTOM HOLE SHALL BE DRILLED 4" O.C. FROM THE TOP HOLE.

RECORD SIGNED COPY  
ON FILE AT PUBLIC WORKS

APPROVED

MAY 24, 2011  
DATE

THE ARCHITECT/ENGINEER ASSUMES  
RESPONSIBILITY FOR THE APPROPRIATE  
USE OF THIS DETAIL.

CITY OF BASTROP

BOLTED WASTEWATER MANHOLE  
COVER AND FRAME DETAIL

DRAWING NO:  
WW-07





# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 9D

**TITLE:**

Consider action to approve Resolution No. R-2020-56 of the City Council of the City of Bastrop, Texas approving Task Order No. 2 to Freese and Nichols, Inc. for engineering services required through design, construction, start-up and warranty period related to the construction of the new water treatment plant in the amount of Four Million Eight hundred forty-five thousand six hundred three dollars and zero cents (4,845,603.00 ) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Assistant City Manager

**BACKGROUND/HISTORY:**

On March 24, 2020 the Bastrop City Council held a workshop to discuss the water and wastewater needs for the City of Bastrop's short-term and long-term water supply goals.

We reviewed the vision, mission, focus areas & Comprehensive Plan Water Goals. Goal (2.2) is to ensure long-term water system capacity and water quality for existing customers, while accommodating incremental growth and development.

It was determined during the meeting the current alluvial well fields are at risk to drought and water quality issues that cannot be treated with the current outdated water plants. The wells while permitted for 5,796,000 gallons a day struggle to produce 2,872,800 gallons per day. The short-term fix was to provide emergency interconnects with AQUA Water Supply Corporation and complete a wholesale agreement. Both of these task have been completed.

The long-term solution was to build a new water treatment plant at the City of Bastrop's well-site located North of Sayers Road within the proposed XS Ranch development. Once staff had policy direction Freese & Nichols Engineers' were hired to provide a Preliminary Design Report for Bastrop Simsboro aquifer water supply facilities. The Report was presented to City Council on February 25, 2020.

Tonight's Task Order No. 2 includes Final Design, Procurement, Construction and Post Construction Phase services for a new well field and production facilities, groundwater treatment facilities, ground storage tank (clearwell), transmission pump station and piping, and a wastewater lift station and force main, and associated services for the City of Bastrop. Final design will be based on recommendations as outlined in the Bastrop WTP Preliminary Design Report (PDR) produced by Freese and Nichols, Inc. (FNI).

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2020-56 of the City Council of the City of Bastrop, Texas approving Task Order No. 2 to Freese and Nichols, Inc. for engineering services required through design, construction, start-up and warranty period related to the construction of the new water treatment plant in the amount of Four Million Eight hundred forty-five thousand six hundred three dollars and zero cents (4,845,603.00 ) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- Cover Memo
- Task Order
- PowerPoint





## **RESOLUTION NO. R-2020-56**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING TASK ORDER NO. 2 TO FREESE AND NICHOLS, INC. FOR ENGINEERING SERVICES REQUIRED THROUGH DESIGN, CONSTRUCTION, START-UP AND WARRANTY PERIOD RELATED TO THE CONSTRUCTION OF THE NEW WATER TREATMENT PLANT IN THE AMOUNT OF FOUR MILLION EIGHT HUNDRED FORTY-FIVE THOUSAND SIX HUNDRED THREE DOLLARS AND ZERO CENTS (4,845,603.00) AS ATTACHED IN EXHIBIT A, AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, The City of Bastrop City Council understands the importance to public safety provided by providing quality drinking water for its citizens; and

**WHEREAS**, The City of Bastrop currently owns 6,000 acre-feet of water rights within the XS Ranch; and

**WHEREAS**, The City of Bastrop has completed a pilot well identified as TS-2 and a production well identified as Well "J" on XS Ranch; and

**WHEREAS**, The City of Bastrop City Council acknowledges the need for a new water treatment plant based on the preliminary engineering report; and

**WHEREAS**, The City of Bastrop City Council understands the importance of consulting on these matters with a licensed engineer; and

**WHEREAS**, The City of Bastrop understands the importance of focusing on infrastructure improvements and the benefits to public health and safety; and

**WHEREAS**, the City of Bastrop has chosen Freese and Nichols from a list of qualified consulting firms identified by City Council on July 10, 2018.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:**

**Section 1.** That the City Council has found Freese and Nichols to be a subject matter expert in the fields of water/wastewater, streets/drainage, hydraulic & hydrology, traffic, construction management, land planning, and architecture.

**Section 2.** The City Manager is hereby authorized to execute Task Order No. 2 Freese and Nichols, Inc. for engineering services required through design, construction, start-up and warranty period in the amount of Four Million Eight hundred forty-five

thousand six hundred three dollars and zero cents (4,845,603.00) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents.

**Section 3.** This resolution shall take effect immediately from and after its passage, and it is duly resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 23<sup>rd</sup> day of June 2020.

**APPROVED:**

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Connie B. Schroeder, Mayor

**ATTEST:**

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Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

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Alan Bojorquez, City Attorney

**EXHIBIT A**  
**TASK AUTHORIZATION NO. 2**  
**CITY OF BASTROP**  
**FINAL DESIGN, BID PHASE, AND CONSTRUCTION PHASE SERVICES FOR**  
**SIMSBORO AQUIFER WATER TREATMENT PLANT, WELL FIELD, AND TRANSMISSION FACILITIES**  
**SCOPE OF SERVICES**

**PROJECT DESCRIPTION:**

This Task Authorization (TA) No. 2 includes Final Design, Procurement, Construction and Post Construction Phase services for a new well field and production facilities, groundwater treatment facilities, ground storage tank (clearwell), transmission pump station and piping, and a wastewater lift station and force main, and associated services for the City of Bastrop. Final design will be based on recommendations as outlined in the Bastrop WTP Preliminary Design Report (PDR) produced by Freese and Nichols, Inc. (FNI).

FNI will also prepare a Water System Master Plan to provide recommendations for storage and pumping facilities improvements at the Willow Plant site and additional improvements to the City's water distribution system to meet current and future demands throughout the planning period.

**PROJECT SCOPE:**

The following facilities will be designed as part of this scope of work:

1. Three new (3) groundwater wells in the Simsboro Aquifer and associated pumps, completion of the City's existing Well J, well collection piping, and access roads
2. Six (6) million gallons per day (MGD) water treatment plant (WTP), with provisions to expand to ten (10) MGD, with the following treatment components:
  - a. Gravity filters and associated backwash components
  - b. Gas chlorine storage, feed, and safety equipment
  - c. Additional chemical storage and feed facilities for sodium permanganate, sodium hydroxide (caustic), hydrofluosilicic acid (fluoride), and phosphoric acid (orthophosphate)
3. Clearwell ground storage - Partially buried 0.5 million-gallon GST to receive flows from the filters and to provide a storage reservoir for the transmission pump station
4. Transmission pump station and transmission main to convey treated water to a delivery point at the City's Willow Plant site
5. Lift station and force main to dispose of filter backwash and sanitary waste from the WTP
6. Filter Building to house gravity filters, office and laboratory space, and electrical equipment
7. Chemical Building to house chemical storage and feed equipment
8. Standby power generation

## **PROJECT ASSUMPTIONS:**

1. Final design for new facilities and/or upgrades to existing facilities at the existing Willow Plant site will be included under a subsequent Task Authorization.
2. FNI Standard Construction Contract Documents and Specifications will be used for this project.
3. A Construction Manager at Risk (CMAR) type project delivery method will be used for construction.
4. The design effort will be coordinated with the CMAR taking into consideration the critical path project schedule which may result in development of “early out” bid packages for elements of the construction that can be performed efficiently by specialty subcontractors under the direction of the CMAR while the design effort continues on other project elements. It is anticipated that the following project elements could be released as “early out” bid packages:
  - a. Early Out Package 1: New wells (3) construction (drilling, testing and completion), and completion of existing Well J. It is assumed that clearing for temporary drilling access will be included in this early out package and that a two-step mobilization process may be required – one for drilling wells and a second for pump installation.
  - b. Early Out Package 2: Grading and drainage at well sites; rough grading of treatment plant and ground storage tank site; grading, drainage and all-weather surfacing of access road(s) to treatment plant site and wells.
5. In addition to two early out packages, it is anticipated that two other major bid packages will be developed:
  - a. Pipelines: Construction of major pipelines outside the battery limits of the Water Treatment Plant (well field gathering, treated water transmission and sanitary wastewater force main).
  - b. Water Treatment Plant, Well Site Facilities and Modifications at Willow Plant Site: Construction of the Water Treatment Facilities (filters and filter building, chemical feed systems and building, electrical and electrical building, ground storage tank, transfer pump station); Well Site Facilities (above grade piping, electrical power and controls); Modifications at Willow Plant (demolition of cartridge filters and related piping modifications, tie-in of water transmission line to existing ground storage).

## **BASIC SERVICES:**

### **1. Project Management, Meetings, and Permitting Coordination:**

- A. Develop a baseline project design schedule and prepare updated project design schedules monthly.
- B. Develop project Quality Assurance/Quality Control (QA/QC) Program.
- C. Provide monthly progress reports and invoices to the City of Bastrop.
- D. Track all action items and decisions made by the City of Bastrop and the Project Team.
- E. Manage project integration, scope, schedule, cost, quality, staff resources, subconsultants, communications, risk, and procurements as necessary.
- F. Provide meeting agenda and record meeting minutes for all project related meetings.
- G. Coordinate and prepare documents for review by local, state, and federal agencies. It is expected that the following permits/review processes will be required:

- 1) TCEQ Plan Review
- 2) TCEQ Exception Request
- 3) Railway pipeline crossing
- 4) Bluebonnet Electric Cooperative (BEC) (primary electric service)
- 5) Bastrop County (road crossing permits, driveway permits)
- 6) Lost Pines Groundwater Conservation District

FNI will support the City with the Lost Pines GWCD permitting process. It is understood that the State Office of Administrative Hearings (SOAH) process has been completed for the 2,000 AFY of groundwater permits associated with Well J. FNI will support the City with preparation and submittal of the permit application for the additional 4,000 AFY for the 3 new wells and will respond to technical questions related to the submittal. If the SOAH process is required for the additional 4,000 AFY, the effort to advise and support City with the SOAH aspect of permitting process will be an Additional Service.

## 2. Develop Design/Contract Documents

FNI will develop construction contract documents for use by the CMAR in soliciting competitive bids for construction of the various project elements. FNI will coordinate with the CMAR based on the critical path schedule and may produce one or more “early out” bid packages for elements of the project that can be constructed by specialty subcontractors under the direction of the CMAR.

The Scope of Work to be designed under this Agreement is anticipated to include the following:

### A. **Well Drilling and Completion:**

- 1) Design of three (3) new groundwater wells, and completion of existing Well J, through the effort of a hydrogeologist subconsultant performing the following tasks as described in the attached GSI Water Solutions, Inc. Scope of Work.
- 2) Site specific final design (following test hole drilling) including specifications for screens and well completion (new wells).
- 3) Surface piping, metering, electrical, controls and SCADA (new wells and Well J).
- 4) Final well pump specification (following test pumping of new wells).
- 5) Develop engineer’s opinion of probable construction cost (OPCC) at 30%, 60% 90% and 100% design levels for comparison to CMAR’s estimate.

### B. **Site Work:**

- 1) Perform design of site work at wells, water treatment plant and access roads. Final design will include the following elements:
  - a. Well Sites Access Road
    - i. Roadway alignment alternative analysis.
    - ii. Grading plan and profiles. Note: Design will include drainage swales along the proposed roads, however evaluation of drainage for pre- and post-project conditions runoff rates or storm water mitigation along the proposed access roads is not included (since area will be part of the future XS Ranch Development).
    - iii. All-weather road surfacing.

- iv. Preparation of Stormwater Management Plan.
  - b. New Wells Site/Civil Design
    - i. Grading plan.
    - ii. Develop site cross sections as needed.
    - iii. Evaluation of site drainage for pre- and post-project conditions runoff rates.
    - iv. Establish finished elevation for well head, electrical equipment pad, driveway/ sidewalks, and other miscellaneous concrete flat work.
    - v. Preparation of design/sizing of onsite drainage improvements to mitigate increases in peak runoff caused by additional impervious cover (if needed).
    - vi. Submittal of Conceptual, Preliminary, and Final Drainage Plans in accordance with the City's Stormwater Drainage Design Manual.
    - vii. All weather surfacing.
    - viii. Prepare security fencing plan and associated details.
    - ix. Preparation of Stormwater Management Plan.
  - c. Treatment Plant Site/Civil and Access Road Design
    - i. Grading plan and details for all weather surfacing.
    - ii. Develop site cross sections as needed.
    - iii. Establish finished floor elevations for tanks, equipment pads, building finished floor elevations, sidewalks, and other miscellaneous concrete flat work.
    - iv. Evaluation of site drainage for pre- and post-project conditions runoff rates.
    - v. Preparation of design/sizing of onsite drainage improvements to mitigate increases in peak runoff caused by additional impervious cover.
    - vi. Submittal of Conceptual, Preliminary, and Final Drainage Plans in accordance with the City's Stormwater Drainage Design Manual.
    - vii. Coordination with Bastrop County for design of driveway.
    - viii. Prepare security fencing plan and associated details.
    - ix. Preparation of Stormwater Management Plan.
  - d. Develop engineer's opinion of probable construction cost (OPCC) at 30%, 60% 90% and 100% design levels for comparison to CMAR's estimate.
- C. **Water Treatment Plant, Transmission Pump Station, Lift Station and Willow Plant Modifications:**
- 1) **Water Treatment Plant Final Design:** Perform final design for the groundwater treatment system. Final design will include the following elements:
    - a. General Process Flow, Hydraulic Profile, Process and Instrumentation Diagrams (P&IDs).
    - b. Yard piping plan (and profiles of critical pipelines if needed).
    - c. Water treatment process structures.
    - d. Mechanical piping plan.
    - e. Chemical systems design (chlorine, sodium permanganate, sodium hydroxide (caustic), hydrofluosilicic acid (fluoride), and phosphoric acid (orthophosphate)).
    - f. Electrical one-line diagrams.
    - g. Switchboard elevations.
    - h. Electrical building grounding plan.
    - i. Instrumentation network architecture diagram.
    - j. Architectural floor and roof plans for electrical/control, chemical and filter buildings.
    - k. Architectural elevations for electrical/control, chemical and filter buildings.
    - l. Structural foundation plans for electrical/control, chemical and filter buildings.
    - m. Structural framing plans for electrical/control, chemical and filter buildings.



- 2) **Transmission Pump Station Final Design:** Perform final design for the treated water transmission pump station. Final design will include the following elements:
  - a. General Process Flow, Process and Instrumentation Diagrams (P&IDs).
  - b. Yard piping plan.
  - c. Mechanical piping plan.
  - d. Electrical one-line diagrams.
  - e. Switchboard elevations.
  - f. Flow metering and pump control instrumentation design.
  - g. Structural foundation plans for pump station.
- 3) **Wastewater Lift Station Final Design:** Perform final design for the wastewater lift station. Final design will include the following elements:
  - a. General Process Flow, Process and Instrumentation Diagrams (P&IDs).
  - b. Yard piping plan.
  - c. Mechanical piping plan.
  - d. Electrical one-line diagrams.
  - e. Switchboard elevations.
  - f. Flow metering and pump control instrumentation design.
  - g. Structural foundation plans for pump station.
  - h. Structural framing plans for pump station.
- 4) **Willow Plant Site Modifications:** Perform final design for the Willow Plant Site Modifications to accept treated water flow from the Water Treatment Plant and decommission the existing cartridge filters. Final design will include the following elements:
  - a. General Process Flow, Process and Instrumentation Diagrams (P&IDs).
  - b. Yard piping plan.
  - c. Mechanical piping plan.
  - d. Demolition plan.
  - e. Piping and/or tank connection details.
- 5) **Ground Storage Tank:** Perform final design for the partially buried, pre-stressed concrete ground storage tank which will serve as the clearwell for the water treatment plant. Final design will include the following elements:
  - f. FNI will coordinate with tank manufacturers to discuss the project and their construction requirements.
  - g. Plan and elevation drawings of tank.
  - h. Hydraulic design of inlet, outlet and overflow based on treatment plant and transfer pump station ultimate capacity.
  - i. General arrangement drawings of inlet, outlet, overflow, personnel safety apparatus and appurtenances.
  - j. Performance based specifications for manufacturer designed pre-stressed concrete tank.
  - k. Electrical power, lighting and instrumentation design.
- 6) Develop engineer's opinion of probable construction cost (OPCC) at 30%, 60% 90% and 100% design levels for comparison to CMAR's estimate.
- D. **Pipelines (Wellfield Gathering, Treated Water Transmission, Wastewater Force Main):** Perform design of wellfield collection piping from battery limits of wells to battery limit of water treatment plant; transmission pipeline from battery limit of water plant to termination point at Willow Plant

Site; wastewater force main from battery limit of lift station site to terminal point. Final design will include the following elements:

- 1) Prepare plan and profile sheets in AutoCad and ArcGIS identifying
    - a. Landowners requiring permanent or temporary construction easements
    - b. Required permits and associated permitting entity
    - c. Required utility conflicts and associated utility companies
    - d. Trenchless construction considerations
    - e. Creek crossings and geomorphological considerations
    - f. Constructability considerations
    - g. Staging/hauling/spoils considerations
    - h. Pipeline testing considerations
    - i. Future access and maintenance considerations
    - j. Surface restoration
    - k. Traffic control and impacts to the public
    - l. Environmentally sensitive or known archeological sites
  - 2) Survey Control sheets.
  - 3) Contractor access sheets (including permanent access driveways, low water crossings, etc.).
  - 4) Erosion Control Sheets.
  - 5) Cathodic Protection sheets.
  - 6) Standard Details.
  - 7) Develop engineer's opinion of probable construction cost (OPCC) at 30%, 60% 90% and 100% design levels for comparison to CMAR's estimate.
- E. **SCADA Integration and Security:** Prepare design and specifications for SCADA integration of all instrumentation and communication equipment provided under the various contracts, and integration with the City's existing SCADA system. Design the electronic security systems and supporting network for the Water Treatment Plant and Well Field and planning for expanding those systems to accommodate future phases. Design will include the following elements:
- 1) SCADA Integration:
    - a. Work with the City to define and coordinate the SCADA requirements and integrate with existing systems, as applicable.
    - b. Prepare SCADA architecture diagram.
    - c. Prepare control narratives for all equipment and processes to be controlled and or monitored by SCADA.
    - d. Prepare specifications for all hardware and software to be furnished by the SCADA integrator.
    - e. Prepare performance specification for SCADA integration services.
  - 2) Communication and Security:
    - a. Work with the City to define and coordinate the communication and security requirements and integrate with existing systems, as applicable.
    - b. Design and specify any required network equipment and cabling to support the security network.
    - c. Work with City to establish access- controlled door and gate locations

- d. Coordinate with City and Fire Marshall on door hardware and access control systems to be consistent with existing systems and local requirements.
    - e. Prepare performance specification for communication and security system installation.
  - 3) Develop engineer's opinion of probable construction cost (OPCC) at 30%, 60% 90% and 100% design levels for comparison to CMAR's estimate.
3. **Design Phase Coordination with CMAR:**
- 1) Provide project management, scheduling, and coordination services.
  - 2) Cost Estimating Review: Provide quantities and interpretation of the drawings for the CMAR to prepare OPCCs. Review, comment and work to resolve differences in OPCCs prepared by the CMAR and FNI for elements of the project. This scope is based upon the CMAR developing OPCCs at 30%, 60% 90% and 100% design levels.
  - 3) Meetings and Workshops: Attend the meetings and workshops listed below. The CMAR shall be responsible for preparing all meeting agenda and minutes.
    - a. Attend up to four (4), half (1/2) day progress/coordination meetings with the City and the CMAR.
    - b. Attend up to one (1), half-day Constructability and Bid Document Review Workshop with the City and the CMAR.
4. **Bid Phase Services:** Bid phase services assume the project is constructed based on a Construction Manager at Risk (CMAR) project delivery method. FNI will assist the CMAR and City with the following activities during the bidding process for a total of four (4) bid packages:
- A. Respond to questions and interpret bid documents. Prepare technical information to be incorporated into addenda by CMAR.
  - B. Attend pre-bid meetings and assist CMAR in describing technical aspects of the project to prospective bidders.
  - C. Generally, the CMAR tabulates and analyzes bids. However, if the CMAR elects to submit a bid in order to potentially self-perform a portion of the work, FNI will tabulate and analyze the bids received. FNI will review the qualification information provided by the apparent low bidder to determine if, based on the information available, they appear to be qualified to construct that portion of the project.
  - D. Recommend award of sub-contracts by CMAR or for CMAR to self-perform work components as appropriate.
  - E. Assist City in the preparation of Conformed (As-Bid) Construction Contract Documents. Conformed plans and specifications shall incorporate any changes from addendum into the final electronic documents and the documents shall be reprinted with the appropriate changes notated and clouded per FNI record drawing standards. Provide three (3) half-size sets of Conformed Construction Contract Documents, which include information from the apparent low bidders bid documents, legal documents, and addenda bound in the documents for execution by the construction sub-contractors and CMAR. Distribute copies of these documents to the CMAR, City and construction sub-contractors for use during construction.

5. **Construction Phase Services:** The overall construction duration is anticipated to be sixteen (16) months, or 69 weeks. FNI will provide general construction representation services for the duration of construction, as follows:
- A. Interpret drawings and specifications for the City, CMAR, and the construction sub-contractors. Substitutions of materials or equipment or design modifications requested by the City are an additional service.
  - B. Review up to sixteen (16) monthly construction estimates from the CMAR and make recommendations for payment.
  - C. Attend monthly onsite Construction Progress Meetings with CMAR and sub-contractors once construction begins. FNI will attend site visits to observe the progress and the quality of work on the same day as the Construction Progress Meetings. FNI shall be responsible for preparing meeting agenda and minutes. Monthly construction progress meetings in excess of 16 are will be Additional Service.
  - D. Review all CMAR submittals for compliance with the design concepts to include the following:
    - 1) shop drawings;
    - 2) record data;
    - 3) requests for information;
    - 4) schedules;
    - 5) certified test reports;
    - 6) operation and maintenance manuals; and
    - 7) miscellaneous submittals.
  - E. Conduct construction progress site visits not associated with regular construction progress meetings. Prepare site visit reports for each site visit. Site visits are to observe the progress and the quality of work and to attempt to determine in general if the work is proceeding in accordance with the construction contract documents. Site visits in excess of sixteen (16) will be an Additional Service.
  - F. Conduct, in company with City's representative(s), a substantial completion inspection and punch list review for conformance with the design concept and general compliance with the construction contract documents. Provide punch lists of noted deficiencies to City and CMAR. Conduct substantial completion inspections and punch list reports.
  - G. At the completion of the project, in company with City's representative(s), conduct final inspections and prepare final inspection reports.
6. **Post Construction Services:**
- A. Attend up to four (4) facility start-up planning meetings with the CMAR to discuss the facility start-up plan and start-up coordination for individual process units and overall plant process start-up. Meetings in excess of the specified number are an Additional Service.
  - B. Make up to ten (10) full day site visits to observe and assist in performance tests, initial operations and startup of the project. A total of ten (10) site visits for a Professional Engineer and an EIT regularly engaged in design activities are anticipated. FNI will provide testing/observation report for documentation of all observed activities. These services are different, and separate from Commissioning Services Included in Special Services.

- C. WTP Operations and Maintenance (O&M) Manual. Organize and consolidate WTP equipment O&M Manuals received from CMAR and other information about the WTP needed for operation and maintenance activities into a comprehensive PDF O&M manual for the City's use at the conclusion of construction.
- D. Prepare record drawings based on the revised redline construction drawings and information furnished by the construction CMAR reflecting changes in the Project made during construction. One (1) set of record drawings and specifications for all project components will be prepared at the completion of the project. Furnish one (1) electronic copy of plans and specifications in PDF format. Provide a geo-referenced CAD file with features adjusted to the location of GPS points collected in the field by the Contractor.
- E. Conduct, in company with City's representative(s), a warranty inspection and punch list review approximately one year after issuance of Substantial Completion. Provide punch lists of noted deficiencies to City and CMAR. Conduct warranty inspections and punch list reports.

#### **BASIC SERVICES PROJECT DELIVERABLES:**

1. **30% Design Deliverables:** For each bid package, prepare drawings, specifications, Construction Contract Documents, and opinion of probable construction cost (OPCC) to a 30% level for review by City.
  - A. Three (3) hard copies of 11x17 plans
  - B. Three (3) hard copies of specifications
  - C. Three (3) hard copies of OPCC
  - D. One (1) electronic copy of plans, specifications, and OPCC in PDF
2. **60% Design Deliverables:** For each bid package, prepare drawings, specifications, Construction Contract Documents, and opinion of probable construction cost (OPCC) to a 60% level for review by City.
  - E. Three (3) hard copies of 11x17 plans
  - F. Three (3) hard copies of specifications
  - G. Three (3) hard copies of OPCC
  - H. One (1) electronic copy of plans, specifications, and OPCC in PDF
3. **90% Design Deliverables:** For each bid package, prepare drawings, specifications, Construction Contract Documents, and OPCC to a 90% level for review by City. Comments received by City on 60% design deliverable will be included in the 90% design deliverable.
  - A. Three (3) hard copies of 11x17 plans
  - B. Three (3) hard copies of specifications
  - C. Three (3) hard copies of OPCC
  - D. One (1) electronic copy of plans, specifications, and OPCC in PDF
4. **Issued for Bid Deliverables:** For each bid package, prepare signed and sealed drawings, specifications, and Construction Contract Documents for CMAR to issue to prospective bidders for up to six (6) bid packages. Comments received by City on 90% design deliverable will be included in the Issued for Bid deliverable. The following will be provided for each bid package:
  - A. Three (3) hard copies of 11x17 plans.
  - B. Three (3) hard copies of specifications.

- C. Three (3) hard copies of OPCC.
  - D. One (1) electronic copy of plans, specifications, and OPCC in PDF.
5. **Conformed to Bid Deliverables:** Prepare Conformed (As-Bid) Construction Contract Documents as described above.
- A. Three (3) hard copies of 11x17 plans
  - B. Three (3) hard copies of specifications
  - C. One (1) electronic copy of plans and specifications in PDF
6. **Comprehensive WTP O&M Manual:** Prepare a WTP O&M Manual.
- A. One (1) electronic copy of the manual.
7. **Conformed to Construction Deliverables:** Prepare Conformed to Construction (Record Drawings) Contract Documents as described above.
- A. One (1) electronic copy of plans in PDF.

#### **SPECIAL SERVICES:**

1. **Water Master Plan Evaluation.** The intent of the Water Master Plan study is to develop a capital improvements plan for the water system and to evaluate a reuse system. FNI will utilize the land use assumptions and water demand projections previously developed for the water treatment plant evaluation. A hydraulic model of the water distribution system will be developed and calibrated. FNI will evaluate a potential reuse system and make recommendations for future improvements. FNI will develop comprehensive Capital Improvements Plans. The results of the study will be summarized in the Water Master Plan Report.
- A. Water Model Development and Calibration
    - 1) Conduct Temporary Pressure Testing: FNI will identify locations for field testing based on model calibration needs and areas of concern from the City. Up to twelve (12) pressure recorders will be furnished by FNI. Procedures for field testing will be prepared showing proposed location of testing, duration of testing, required SCADA data during testing period, and assistance from water utility department. The City will be responsible for installing and removing the pressure recorders on the designated fire hydrants.
    - 2) Obtain and Evaluate SCADA Data: FNI will obtain water system SCADA records for the temporary field pressure testing period. SCADA data will be used for system operations planning, development of diurnal curves, and to assist in model calibration.
    - 3) Develop Water System Model: FNI will develop a hydraulic model of the City's distribution system using information from GIS and as-built drawings. The model will consist of all water lines and facilities in GIS.
    - 4) Water Model Calibration: FNI will conduct a steady state model calibration by adjusting c-factors, peaking factors, and demand distribution until modeling results match the field pressure measurements and pump/tank operation. FNI will provide comparison mapping to document model calibration results.
    - 5) Progress Meeting #1 - Model Calibration: FNI will meet with the City to discuss the results of the pressure testing and model calibration results. FNI will prepare mapping showing comparison of water pressure results vs. model pressure results for water model calibration.



## B. Reuse System Evaluation

- 1) Review Historical and Projected Wastewater Flows: FNI will review daily flows for 2008 through 2018 and estimate projected wastewater flows to estimate the seasonal reliable effluent from the wastewater treatment plant that will be available for reuse supply.
- 2) Identify Future Reuse Customers: Based on proximity and water usage characteristics, FNI will work with the City to identify future reuse system customers and the projected timing of connection to the reuse system.
- 3) Calculate Reuse Water Demands: FNI will calculate projected seasonal reuse water demands for potential customers for existing, 5-year, 10-year, and 25-year conditions.
- 4) Develop Reuse System Infrastructure Recommendations: FNI will develop recommended reuse system projects. Existing water and wastewater system infrastructure will be evaluated to determine if under-utilized assets can be repurposed and incorporated into the reuse system. FNI will develop cost estimates for the reuse system improvements.
- 5) Progress Meeting #2 - Reuse System Improvements: FNI will meet with the City to discuss the proposed reuse customers and recommended reuse system infrastructure.

## C. Conduct Water Analysis and Develop Improvements

- 1) Develop and Distribute Water Demands: FNI will utilize data from the City's utility billing system database to geocode water meters and allocate existing demands throughout the City. The data will consist of metered consumption fields for each customer account and customer type. Future water demands will be developed using information from the water treatment plant study. FNI will calculate projected average day, maximum day, and peak hour demands for existing, 5-year, 10-year, and 20-year conditions. FNI will distribute projected water demands throughout the water service area by pressure plane.
- 2) Perform Modeling of Existing Water System: FNI will conduct steady state modeling of the existing water system for average day, maximum day, and peak hour demands. FNI will also utilize the water system model to conduct fire flow analysis under existing maximum day demands to identify areas with less than adequate fire flow capacity. Fire flow analysis will be documented using mapping of available fire flows.
- 3) Progress Meeting #3 - Existing System Analysis: FNI will attend a progress meeting with the City to discuss the results of the existing water system analysis and to develop design criteria for future system improvements.
- 4) Perform Future Water System Modeling: FNI will utilize the water model under 25-year demand conditions to develop and analyze alternatives to determine sizing of water system transmission, elevated and ground storage, and pumping facilities needed to serve 25-year demands throughout each pressure zone. FNI will use interim 5-year and 10-year model runs to determine phasing of water system improvements. System

improvements will include production, transmission, storage, pumping, and distribution system related needs.

- 5) Progress Meeting #4 - Water System Improvements: FNI will meet with the City to review the water system improvement alternatives.

D. Water CIP, Master Plan Report

- 1) Develop Draft Capital Improvement Plan (CIP) Costs, Phasing Plan, and Mapping: FNI will develop costs and phasing for each proposed project. Costs will be in Year 2020 dollars and will include engineering and contingencies. Develop draft CIP scheduling of projects based upon water system modeling requirements, future land use, annexation plans, and reliability needs. FNI will develop mapping showing project locations.
- 2) Progress Meeting #5 - Capital Improvement Plans: FNI will meet with the City to discuss future water system improvements for 5-year, 10-year and 25-year planning periods.
- 3) Revise CIP and Prepare Draft Water Master Plan Report: FNI will revise the CIP based upon City's comments and modifications and prepare a master plan report discussing field test results, assumptions, water demand projections, and recommended capital improvement plans including costs of improvements. The report will include colored maps showing proposed system improvements as well as GIS digital copies. FNI will provide a PDF copy of the draft report to the City.
- 4) Revise and Finalize Water Master Plan Report: FNI will revise the report based on City comments and submit five (5) final hard copies and one (1) electronic copy in PDF format of the Final Water Master Plan Report.

E. Summary of Master Plan Evaluation Meetings

- 1) Progress Meeting #1 - Model Calibration
- 2) Progress Meeting #2 - Reuse System Improvements
- 3) Progress Meeting #3 - Existing System Analysis
- 4) Progress Meeting #4 - Water System Improvements
- 5) Progress Meeting #5 - Capital Improvement Plans

2. **Water Quality Sampling Analysis:**

- 1) FNI will collect and test water quality samples in the field from the new wells approximately 36 hours after drilling is complete. Parameters that will be collected and sampled in the field include the following:

| Field Parameters                |
|---------------------------------|
| pH (SU)                         |
| Temperature (°C)                |
| Sulfide (mg/L)                  |
| Iron (mg/L)                     |
| Manganese (mg/L)                |
| Nitrogen, Ammonia (as N) (mg/L) |

|                                              |
|----------------------------------------------|
| Total Dissolved Solids (mg/L)                |
| Total Alkalinity as CaCO <sub>3</sub> (mg/L) |
| Calcium as CaCO <sub>3</sub> (mg/L)          |
| Chloride (mg/L)                              |
| Sulfate (mg/L)                               |

3. **Survey Services:**

- A. FNI will obtain the services of a licensed Land Surveyor to perform topographic survey of the proposed WTP site, well sites (3), and the existing Willow Plant site.
- B. Surveyor will also provide topographic and boundary surveys and prepare easement documents for the potable water transmission main and wastewater force main, individual well sites, well field collection piping, well field access roads, and BEC power line extensions. It is assumed that a maximum of twenty (20) easements, permanent and temporary, will be required. Easement documents in excess of twenty (20) will be an Additional Service.

4. **Right of Way and Property Acquisition Services:**

- A. FNI will obtain services of a specialized land acquisition firm to assist the City in obtaining right of way access and easements required for the project. It is assumed that a maximum of twenty (20) easements will be required. Easements in excess of twenty (20) will be an Additional Service.

5. **Geotechnical Services:**

- A. FNI will coordinate with subconsultants to perform Field Exploration as follows:
  - 1) Select appropriate locations for exploratory borings along the proposed pipeline alignment and for the structures at the proposed Bastrop WTP, per recommendation from the Preliminary Design Report.
  - 2) Coordinate with the City, private landowners, TxDOT, Bastrop County, and Texas 811 regarding underground utilities within the vicinity of the planned boring locations and obtain relevant right-of-way permits prior to commencement of the field exploration activities.
  - 3) Subcontract with a drilling contractor to drill exploratory borings for the proposed improvements according to the following schedule:
    - a. Transmission and Force Main Pipeline: Up to a total of 17 borings along the proposed route. Eleven of the borings will be about 20 feet in depth. The remaining six borings (railroad and creek crossings) will be 35 feet in depth.
    - b. Bastrop WTP Structures: Up to a total of 7 borings at the proposed WTP Facility. Two borings will be drilled at the Filter Building, one boring at the chemical building and one boring at the high service pumps/electrical structure. Each of these borings will be about 40 feet in depth. Three borings, one at 60 feet in depth and two at forty feet in depth, will be drilled for the GST.
    - c. It is possible that 9 of the 17 pipeline borings will be drilled in a street. Traffic control consisting of flagmen, cones, and signs will be provided where necessary. Temporary and partial lane closures may be required during drilling.

- B. Testing shall be performed on samples obtained from the borings to determine soil classification and pertinent engineering properties of the subsurface materials. FNI will coordinate with subconsultants to perform Laboratory Testing as follows:
    - 1) Select samples for laboratory testing, assign tests, and review the test results. Laboratory tests will be appropriately assigned for the specific subsurface materials encountered during exploration, but are expected to include:
      - a. Classification tests (liquid and plastic limits and percent passing the no. 200 sieve or gradation)
      - b. Moisture content
      - c. Unit dry weight
      - d. Unconfined compressive strength of soil and rock
      - e. Pressure Swell tests
  - C. Provide a QC review of the report submitted by geotechnical subconsultant after bores are completed.
  - D. Perform the geotechnical engineering analysis and prepare a technical memorandum summarizing the geotechnical investigation. The technical memorandum will include the following:
    - 1) Appendix with the boring locations, boring logs, laboratory test results, and a key to the symbols used
    - 2) Discussion of subsurface conditions and soil properties indicated by the field and laboratory work and the implications for design
    - 3) Foundation design recommendations for the support of various structures at the WTP, including allowable bearing capacity of soils, suitable bearing material, lateral overturning and resistance, etc. applicable for recommended foundation options
    - 4) General discussion of expected construction-related issues
    - 5) Earthwork-related recommendations for use during development of plans and specifications
6. **Construction Manager at Risk (CMAR) Procurement Services:** Assist City with selecting and engaging a Construction Manager at Risk (CMAR) in accordance with the provisions of Texas Government Code 2269, using the prescribed two-step process. These services are based on the use of standard FNI General Conditions and Procurement Documents. City agrees to include provisions in the construction contract documents that will require the CMAR to include FNI and its subconsultants on this project as additional insured on CMAR's insurance policies. FNI will provide the following services:
- A. Procurement Phase:
    - 1) Assist City in developing the selection criteria and weighting factors to be used in the selection of the CMAR that will provide best value to City.
    - 2) Develop the Request for Qualifications (RFQ) and Request for Proposals (RFP) to be used in the selection of the CMAR. Prepare contract documents for the agreement between the City and CMAR. These documents will consist of the contracts, forms and notices, CMAR's scope of services, general conditions, supplementary conditions, and general requirements.

- 3) Assist City in securing Statements of Qualifications (SOQ) from qualified CMAR candidates. Provide an RFQ for City to issue to prospective CMAR candidates. Documents will not be printed for distribution to potential offerors.
  - 4) Assist City by responding to questions and interpreting the intent of the RFQ. Prepare addenda to the RFQ as necessary.
  - 5) Assist City in conducting an RFQ pre-submittal conference and coordinate responses with City. Response to the pre-offer conference will be in the form of addenda issued after the conference.
  - 6) Assist City in the evaluating the SOQs received. Review the information provided by offerors in their SOQs and advise City regarding the interpretation of the information provided as it relates to the selection criteria. Provide reference checks on key personnel from the information provided by offerors and review the qualifications of key personnel offered. Report findings of the review of SOQs and investigations to the selection committee. Facilitate scoring of offers by the selection committee and assist in determining the list of offerors which appear to provide the best value to the City (short list) on the basis of qualifications presented in the SOQ.
  - 7) Assist City in issuing an RFP from the short list of offerors selected as most qualified on the basis of their SOQ. Assist City with providing a list of short listed offerors, along with the RFP and instructions for submitting a proposal.
  - 8) Assist City in evaluating proposals, which will consist of costs for services, overhead rates, rates for bonds and insurance, proposed contingencies, and costs for general conditions. These costs will be applied to the City's budget for the project to allow a comparison of costs for each offeror. Add the score for proposal cost to the scores developed from the review of the SOQ and adjust scoring to determine the top ranking contenders.
  - 9) Assist the City in coordinating and conducting interviews with the top two or three ranking offerors. Assist in developing pertinent interview questions. Facilitate the interview process and work with the selection committee to determine what, if any, adjustments should be made to the scoring on the basis of information obtained in the interviews.
  - 10) Provide documentation of the selection process, including a tabulation of the scoring assigned to each offeror for each of the selection criteria. Prepare a letter of recommendation for the selected CMAR that outlines the recommendation of the selection committee. Prepare SOQs for public release and provide a copy of the tabulation of scoring for public release as requested.
  - 11) Assist City in the execution of Contract Documents between the City and CMAR. Prepare a Written Amendment to authorize CMAR to begin providing services.
  - 12) Prepare meeting agenda and minutes for all meetings and workshops listed below:
    - a) Attend one (1) RFQ pre-proposal conference.
    - b) Attend up to two (2) workshops for evaluation of CMAR SOQs, RFPs, and final selection of CMAR.
    - c) Attend up to three (3) interviews (during one workday) for CMAR selection.
7. **Construction Management and Inspection Services:** FNI will provide Construction Management and Inspection services to City for its Water Treatment Plant Project. Tasks performed will be in

conjunction with the requirements of the construction contract documents prepared by FNI as the Engineer of Record (EOR) and are outlined below. The scope identified below is based on the following anticipated schedule for construction management and full-time inspection services:

- Full-time on-site representation by resident inspector full time for 50 weeks (10 hrs/day, 5 days/wk) and part-time for 19 weeks (24 hrs/wk) Site visits by construction manager averaging 1 visit per week averaging 4 hours per visit for a period not to exceed 69 weeks
- Overall project management by construction manager averaging 5 hours per week for a period not to exceed 69 weeks

A. Communication:

- 1) Establish communication procedures and protocol with the City, EOR, and Contractor.
- 2) Conduct periodic progress meetings with City, EOR and CMAR to exchange information regarding progress of construction, status of submittals, status of modifications, and to address any project related issues. Prepare agenda and minutes of meetings.
- 3) Submit monthly reports of construction progress to City. Reports will describe construction progress in general terms and summarize project costs, cash flow, construction schedule, pending and approved contract modifications, change order status, and major outstanding issues.
- 4) Meet with any parties to construction as needed and coordinate follow-up actions or other requirements.

B. Quality Assurance:

- 1) Observe the progress and the quality of work to determine in general if the work is proceeding in accordance with the construction contract documents. In this effort FNI will endeavor to protect the City against defects and deficiencies in the work of CMAR and will prepare Daily Construction Reports (DCRs) to be submitted to City documenting observations made including any observed deficiencies.
- 2) Notify the CMAR of non-conforming work observed and verify the work is corrected. Review quality related documents provided by the CMAR such as test reports, equipment installation reports or other documentation required by the construction contract documents.
- 3) Coordinate the work of construction materials testing laboratories and inspection bureaus required for the testing or inspection of materials, witnessed tests, factory testing, etc., for quality control of the project.
- 4) Provide specialty observation for structural, mechanical, electrical, instrumentation and other areas of work as deemed necessary by City or FNI.

C. Document Management:

- 1) Establish and maintain an electronic project management information system (PMIS) utilizing the web based FNI Manager system.
- 2) Manage the processing of construction submittals and provide for filing and retrieval of project documentation. Receive submittals including requests for information, modification requests, shop drawings, schedules, and other submittals. Perform initial/cursory reviews of submittals, and transmit submittals to EOR and/or City for the detailed review and response.
- 3) Monitor the progress of the CMAR in sending and processing submittals and of the EOR in reviewing and responding to submittals, to verify that documentation is being processed in accordance with schedules.
- 4) Produce monthly reports indicating the status of all submittals in the review process.

D. Schedule Management:

- 1) Review baseline, “look ahead”, and monthly construction progress schedules prepared by the Contractor. Monitor progress of actual work completed relative to planned progress and address any identified schedule slippage or other anomalies with Contractor.

E. Cost Management:

- 1) Review proposed schedule of values and payment request format prepared by Contractor. Coordinate with City and CMAR to establish a basis and procedure for review of monthly quantities of work in place and payment requests.
- 2) Verify quantities of work in place, review the payment requests and supporting documentation, and determine amount that FNI recommends CMAR be paid on monthly and final payment requests.

F. Issues Management:

- 1) Provide initial interpretation of the drawings and specifications and coordinate with EOR to develop official interpretation for City and CMAR.
- 2) Track issues and coordinate the resolution of them as promptly as possible.

G. Change Management:

- 1) Establish procedures for administering constructive changes to the construction contract.
- 2) Prepare documentation for contract modifications required to implement modifications to the project. Coordinate with the EOR to get its technical review and approval of any design modifications, and all design modifications will have the EOR valid Texas engineering seal affixed.
- 3) Process contract modifications and negotiate with the CMAR on behalf of the City to determine the cost and time impacts of these changes. Prepare change order documentation for approved changes for execution by the City. Documentation of field orders, where cost to City or time is not impacted, will also be prepared.
- 4) Receive and evaluate notices of CMAR claims and make recommendations to the City on the merit and value of the claim on the basis of information submitted by the CMAR or available in project documentation. Endeavor to negotiate a settlement value with the CMAR on behalf of the City if appropriate.

H. Project Completion:

- 1) When CMAR requests that substantial completion be granted for the project (or applicable portions thereof), FNI will conduct, in company with City’s representative, a review of the Project for conformance with the design concept of the Project and general compliance with the construction contract documents. Coordinate with EOR as appropriate regarding any reviews of the work by it that are deemed necessary. Prepare a list of deficiencies to be corrected by the CMAR before recommendation of substantial completion is granted and/or any partial release or reduction of retainage is made. Prepare certificate of substantial completion with a list of items of work to be completed by CMAR prior to final completion.
- 2) Conduct, in company with City’s representative, a final review of the Project for conformance with the design concept of the Project and general compliance with the construction contract documents. Coordinate with EOR as appropriate regarding any reviews of the work by it that are deemed necessary. Prepare a list of deficiencies to be corrected by the CMAR before recommendation of final payment.



- 3) Assist the City in obtaining legal releases, permits, warranties, spare parts, O&M manuals, as-built drawings, and keys from the CMAR. Review close-out submittals and other related documents, and make recommendation for final payment to the CMAR when appropriate.
- I. Material Transfer
  - 1) Manage and coordinate the transfer of and acceptance by the CMAR of any City furnished equipment or materials.
  - 2) Manage and coordinate the transfer of and acceptance by the City of any CMAR furnished spare parts, materials, keys, etc.
- J. Record Drawings:
  - 1) Receive and review as-built drawings from Contractor. Transmit drawings and other documents as needed to EOR for preparation of "Record Drawings", indicating locations of project elements and final built conditions of project components. As-built drawings will be prepared by incorporating FNI's inspector notes, CMAR field notes, and any City field notes taken at the project during the construction process.
- K. FNI will endeavor to protect City in providing these services however, it is understood that FNI does not guarantee the Contractor's performance, nor is FNI responsible for supervision of the Contractor's operation and employees. FNI will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the CMAR or any subcontractor. FNI will not be responsible for the acts or omissions of any person (except its own employees or agents) at the project site or otherwise performing any of the work of the project.
8. **Startup and Commissioning Services:**
  - A. Startup and Commissioning Plan: Development of a startup and commissioning plan to ensure that all systems and components of the plant and equipment are installed, tested and functioning according to the contract requirements. The commissioning plan will include testing procedures to verify equipment operation and performance at simulated design conditions. Start-up/commissioning is different and separate from the process start-up assistance included in Basic Services:
    - 1) Process Mechanical – Pumps, filter equipment, chemical feed systems, tanks, piping, valves and accessories.
    - 2) Electrical – Switchgear, motor controls, low voltage distribution equipment.
    - 3) Instrumentation and Controls for Process Equipment.
    - 4) HVAC/R – Fans, blowers, ventilation equipment, heating and air conditioning equipment.
  - B. A Startup and Commissioning Professional will be on site after each project component is constructed to execute the Startup and Commissioning Plan.
9. **Special Inspections.** Special inspections, as required by the International Building Code (IBC), will be performed by FNI staff and subconsultants as appropriate.
10. **Archaeological Survey (by Subconsultant AmaTerra).** FNI will send a letter to the Texas Historical Commission (THC) with the finding of the work done during preliminary design. If required by THC,

FNI will contract with a subconsultant to conduct an archaeological survey of the project area. The survey will include:

- A. Archeological Permit Application
- B. Desktop Analysis and Pre-field Preparation
- C. Field Investigations
- D. Report Preparation and Recording

**SUPPLEMENTAL SERVICES:**

1. **Support for Property Condemnation.** The basic services assume that properties requiring easements will not go into the condemnation process and additional effort will be required for property condemnation support.
2. **Supplemental Miscellaneous Design Services.** During the course of the work, the need for additional design services may be identified. A budget amount has been established for these unidentified services. The need for these services shall be determined by the City of Bastrop and FNI as needed. Use of this budget shall be at the sole discretion of the City, who shall negotiate a mutually agreeable budget with FNI at that time.
3. **Supplemental Construction Management/Inspection.**
  - A. Construction materials testing.
  - B. Construction surveying or staking.
  - C. Construction Management services in excess of the estimated hours and/or duration noted in Article III.
  - D. Detailed investigations, analyses, studies and/or design for substitutions of equipment or materials, corrections of defective or deficient work of the contractor, or other deviations from the construction contract documents requested by the CMAR and approved by the Owner.
  - E. Detailed review or evaluation of construction claim(s), or related meetings with arbitrators, mediators or litigation personnel.
  - F. Services not specifically identified in scope.

**COMPENSATION:**

Lump Sum: Compensation to FNI shall be the lump sum amount of four million, eight hundred forty five thousand six hundred three dollars (\$4,845,603.00). If FNI sees the Scope of Services changing so that additional services are needed, FNI will notify City for City's approval before proceeding.

A breakdown of major task items and their associated costs are as follows:

| <b>Fee Summary</b>                    |    |           |
|---------------------------------------|----|-----------|
| <b>Basic Services</b>                 |    |           |
| Design                                | \$ | 2,470,164 |
| Bid Phase                             | \$ | 148,688   |
| Design + Bid Phase Services           | \$ | 2,618,852 |
| Construction Phase Engineering        | \$ | 801,250   |
| Sub-total Basic Services              | \$ | 3,420,102 |
| <b>Special Services</b>               |    |           |
| Water Master Plan                     | \$ | 139,564   |
| Water Quality Sampling and Analysis   | \$ | 20,736    |
| Survey                                | \$ | 175,078   |
| Land/ROW Acquisition Services         | \$ | 215,344   |
| Geotechnical                          | \$ | 87,632    |
| CMAR Procurement Assistance           | \$ | 60,936    |
| Construction Management/Inspection    | \$ | 544,528   |
| Start-up and Commissioning            | \$ | 28,688    |
| Special Inspections                   | \$ | 112,575   |
| Archeological Survey and Services     | \$ | 40,419    |
| Sub-total Special Services            | \$ | 1,425,501 |
| <b>Total Basic + Special Services</b> | \$ | 4,845,603 |

**TIME OF COMPLETION:**

FNI is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the services in accordance with the following schedule:

| <b>Milestone/Deliverable</b> | <b>Calendar Days</b>                            |
|------------------------------|-------------------------------------------------|
| 30% Design Phase Submittal   | 120 days following receipt of Notice to Proceed |
| 60% Design Phase Submittal   | 120 days following receipt of City's comments   |
| 100% Design Phase Submittal  | 90 days following receipt of City's comments    |
| Bid Phase Documents          | 21 days following receipt of City's comments    |
| Bid Phase                    | To Be Determined                                |
| Construction Phase           | To Be Determined                                |

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in City or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc.

# MEMORANDUM



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**TO:** Trey Job, City of Bastrop  
**FROM:** Kendall King, PE  
**SUBJECT:** Draft Agreement for Final Design and Construction Phase Engineering Services  
**DATE:** 5/4/2020  
**PROJECT:** Water Treatment Plant

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Attached for your review and comment is draft Task Authorization #2 for Final Design, Bid, and Construction Phase Services for the proposed Water Treatment Plant. This memorandum presents key points of the agreement and explains our reasoning and assumptions.

This agreement covers all engineering services required through design, construction, start-up and warranty period. It includes effort from several specialized firms working as subconsultants to FNI, including:

- a) Groundwater Hydrogeologist (GSI Water Solutions, Inc.)
- b) Survey (Sherwood Survey and SUE)
- c) ROW and Land Acquisition (7 Arrows Land Services)
- d) Archeological Survey (AmaTerra)
- e) Geotechnical (Austin Geologic, drilling; Beyond Testing, lab tests; Geoscience, logging)

The scope of work assumes that construction will be delivered using a collaborative project delivery method, Construction Manager at Risk or CMAR. FNI recommends CMAR for the following reasons:

- a) The type of construction required for this project is highly varied, consisting of drilling wells, heavy structural/mechanical/electrical construction at the water treatment, and long pipelines. No general contractor will self-perform all the necessary types of construction. General contractors will subcontract the types of work they do not self-perform, and the selection of those subcontractors is based largely on the pricing they receive during the competitive bidding process. CMAR provides the City greater opportunity to direct the work (through the CMAR) to the best qualified subcontractors for each type of work.
- b) The project could be awarded as separate contracts to multiple general contractors, but that approach creates considerable risk for the City. The City, through its engineer/construction manager, would take on responsibility for coordinating the work of the various contractors which creates the opportunity for conflict, especially if there are problems. With CMAR, the Construction Manager at Risk is responsible for coordination and performance of the various subcontractors.
- c) There is opportunity to accelerate construction by starting on the wells and site work early while the rest of the design for the water treatment plant and pipelines is still in progress. This is not possible with traditional Design/Bid/Build which requires the entire design to be complete for bidding purposes.
- d) The CMAR project delivery method provides the opportunity for collaboration between the City, FNI as design engineer, and the CMAR to evaluate and value engineer alternatives which can result in time and cost savings for the City.

There is additional cost for engineering services to support CMAR vs. traditional Design/Bid/Build. There is a cost for preparing the procurement documents required to select the CMAR, and the effort to support the City through the CMAR selection and contracting process. There is also additional cost for preparation of multiple bid packages and attending multiple pre-bid meetings, etc. However, FNI believes the advantages of CMAR to the City for this project will more than offset the additional engineering costs.

FNI anticipates there will be two “early out” bid packages, one for construction of the wells, and one for site work (rough grading the well pads and water treatment plant site and construction of access roads). A third bid package is anticipated for construction of the pipelines (well field gathering, treated water transmission, and sanitary sewer force main). A fourth bid package will be for the construction of the water treatment facility, well site surface facilities and the required modifications at the City’s existing Willow Plant site. These bid packages could change based on input from the CMAR.

The proposed scope of work includes support throughout the construction phase. In addition to the typical support from the design team (i.e. reviewing shop drawings, pay estimates, and general observation of the construction), FNI proposes to provide construction contract administration/management and full-time resident project representation (RPR). The cost for these services depends on the duration of the construction. Our best estimate of the construction duration is 16 months (69 weeks), which is the basis for the fee estimate. The fee estimate for RPR is based on full-time schedule for 50 weeks (10 hours/day, 5 days/week) and part-time for 19 weeks (24 hours/week). After the CMAR is selected, the estimated construction duration will be better defined and adjustments to the fee may be necessary (up or down).

The scope of work includes development of a Water Master Plan. As we explained previously, we determined during preliminary design that within a few years the existing pump stations at the Willow Plant will not be adequate to move treated water received from the new water treatment plant into the City’s distribution system, due in part to limited pumping capacity, and in part to limitations in the capacity of the distribution piping leaving the Willow Site. The upgrades required at Willow to meet the long-term needs of the City are highly dependent on future improvements to distribution piping and storage throughout the system which will be driven by population growth, development patterns and operating strategies. Definition of the system wide improvements is beyond the scope of the Water Treatment Plant project. The purpose of the Master Plan is to define those drivers, develop the long-term capital improvement plan for the water distribution system, and then determine the upgrades required at the Willow Plant. This current scope of work includes only minor modifications at the Willow Plant to tie-in the new water transmission main to the existing storage tanks, remove the existing cartridge filters, and reconnect the chemical feed systems. The long-term upgrades required at the Willow Plant will be defined in the Water Master Plan and implemented in a future project.

The fee estimate spreadsheet is attached which shows our estimated effort for individual tasks. Effort for each of our subconsultants is shown as lump sums in the spreadsheet but are based on quotes from the various subs. We can provide copies of those scopes of work if you would like to see them.

You will notice the role of Senior Advisor – Bob Pence in the fee spreadsheet. We assign Senior Advisors on large, challenging projects. Mr. Pence is FNI’s Chairman of the Board but previously managed our Water/Wastewater Treatment Group. Mr. Pence will participate in many of our meetings with City staff and support our design team with planning efforts, technical support and quality control reviews. His time is billed at a discounted rate to minimize the impact on the project budget, but our Clients have found the value added by Senior Advisors has proven to be well worth it.

**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832



# BASTROP SIMSBORO

AQUIFER WATER SUPPLY FACILITIES

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DESIGN AND CONSTRUCTION PHASE  
ENGINEERING SERVICES AGREEMENT

June 23, 2020



presented by  
Kendall King

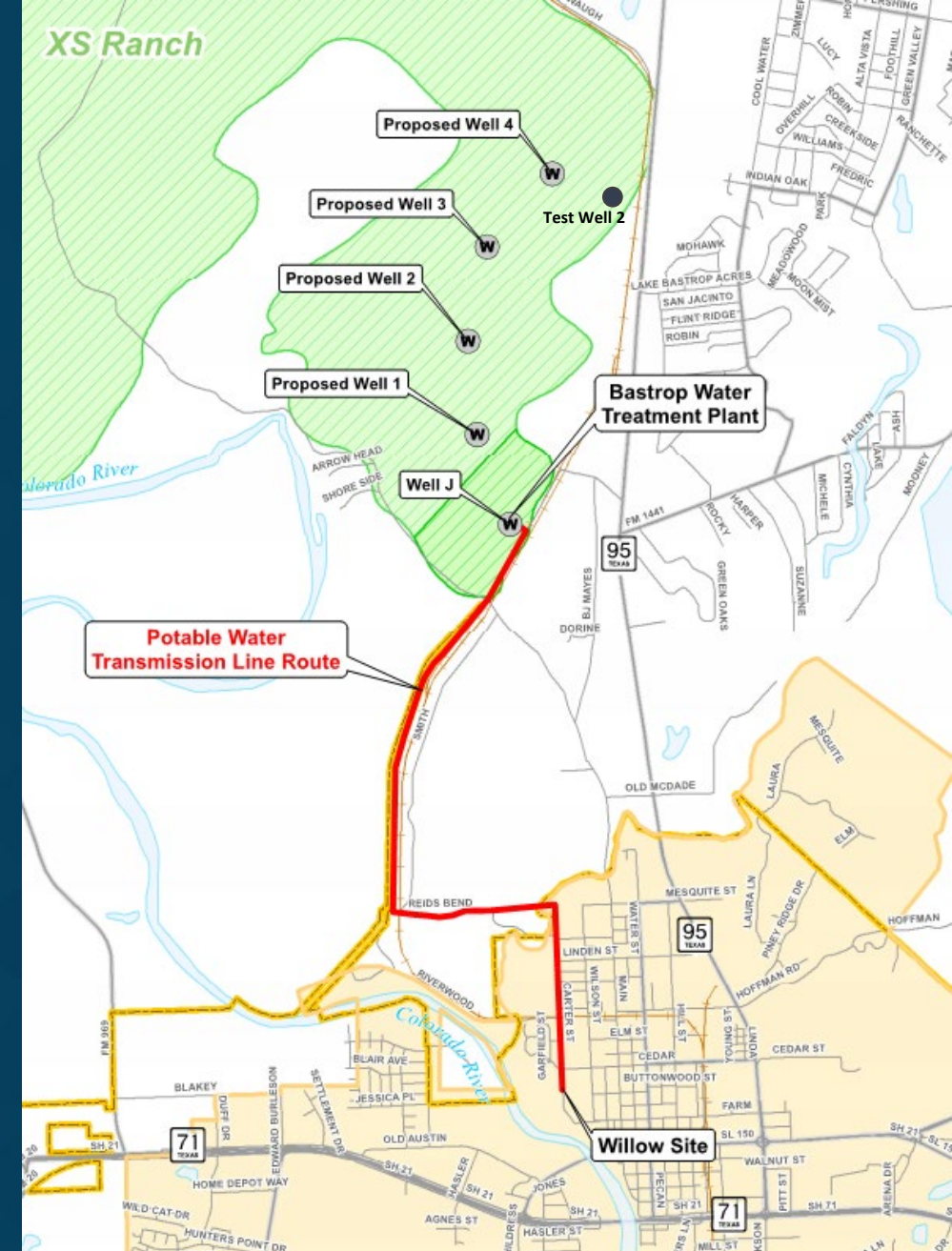
# Project Components

## INITIAL PROJECT COMPONENTS

- 3 new production wells (Phase 1) in the Simsboro Aquifer
- Water treatment plant
- Transmission pump station and pipeline
- Wastewater lift station and pipeline

## FUTURE PROJECT COMPONENTS

- Improvements to Willow Site Pump Station and distribution system





# Work Completed to Date

- Population and Demand Projections
- Raw Water Quality Sampling
- Bench Scale Testing
- Treatment Alternatives Evaluation
- Groundwater Hydrogeology Modeling
- Preliminary Design
  - Well Field, WTP, Potable Water
  - Transmission and Wastewater Facilities
- Conceptual Design: Willow Plant Improvements
- Preliminary Design Report



# Next Steps

- Evaluate Funding Sources (TWDB DWSRF, TWDB FIF, CDBG MIT)
- Procure Construction Manager at Risk
- Final Well Siting, Design and Permitting
- Pipeline Easement Acquisition and Final Design
- Water Treatment Plant Final Design
- Master Planning of Distribution System Improvements

**Note: Many of these activities will occur simultaneously**





# Construction Delivery Methods

- Design-Bid-Build (Traditional Method)
  - Selection based on lowest responsible bidder
- Competitive Sealed Proposals (CSP)
  - Selection based on weighted criteria (price plus other considerations such as qualifications, schedule, etc.)
- Construction Manager at Risk (CMAR)
  - Multiple subcontracts under management of CMAR
  - CMAR involved during design (constructability, value engineering)
  - Cost certainty earlier in the project (~60% design GMP)
  - Potential to start early stages of construction while design is in progress



# Why FNI Recommends CMAR

- Diverse types of construction, GC will sub-contract much of the work
  - Well Drilling and Completion
  - Pipelines (raw water, treated water and wastewater force main)
  - Water Treatment Plant (process equipment, mechanical installation, electrical, instrumentation and controls)
  - Pre-stressed concrete ground storage tank
  - Sitework and roadways
- CMAR gives City more transparency/control over selection of subs, but keeps management/cost control under single entity (CMAR)
- CMAR works with City and Design Engineer to estimate costs, support value engineering, guarantee price earlier in project
- CMAR facilitates early start of construction to shorten schedule



# Freese and Nichols' Team

## FNI Project Team

- Kendall King, PE, Project Manager
- Kira Iles, PE, Assistant Proj. Mgr.
- David Munn, PE, WTP Tech Lead
- Daniel Stoutenburg, PE, Pump Station Tech Lead
- Rosa Valdez, PE, Pipeline Tech Lead
- Michael Robertson, PE, Structural
- John Manning, PE, Electrical/SCADA
- Bent Millar, Construction Management
- Chuck Wolf, PE, CMAR Advisor
- Jessica Vassar, PE, Water Master Planning

## Specialty Sub-Consultants

- GSI Water Solutions (Groundwater Hydrology)
- 7 Arrows Land Services (ROW and Land Acquisition)
- Survey (Sherwood Survey and SUE)
- Geotechnical Drilling/Testing
  - Austin Geologic (Drilling)
  - Beyond Testing (Lab Testing)
  - Geoscience (Logging)
- AmaTerra (Archeological Survey)



# Elements of the Agreement

- **BASIC SERVICES**

- Project Management
- Permitting Assistance (contested well permits not included)
- Design/Preparation of Construction Docs
  - Well Drilling and Completion
  - Site Work (Wells and Water Treatment Plant) and Access Roads
  - Water Treatment Plant, Transmission Pump Station, Lift Station, Ground Storage Tank, Improvements at Willow Plant
  - Ground Storage Tank
  - Pipelines (Wellfield Collection, Treated Water Transmission, Wastewater Force Main)
  - SCADA, Communication and Security
- Bid Phase Services
- General Engineering Representation During Construction
- Post Construction Phase Services (Start-up Assistance, Warranty Inspection, Record Drawings, O&M Manual)



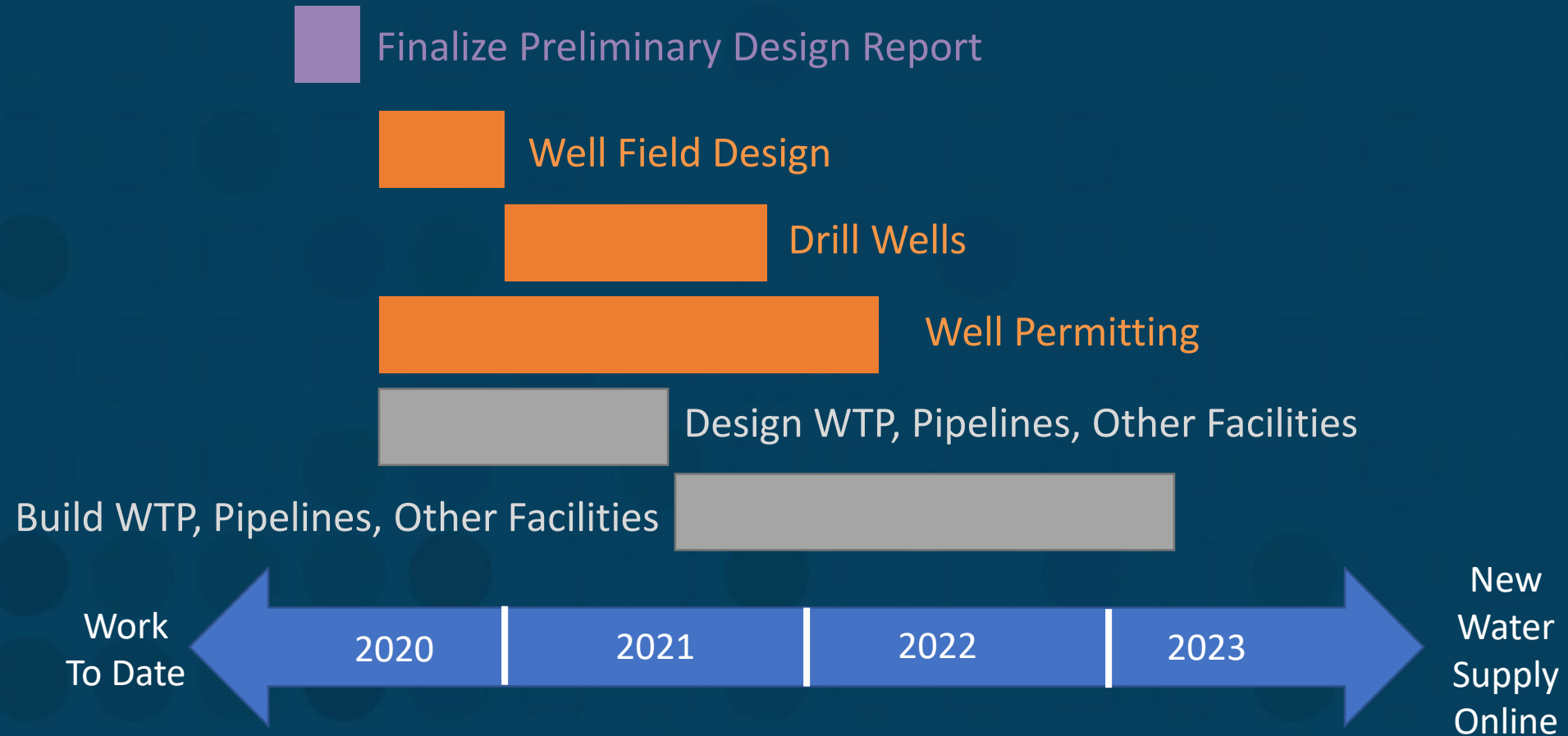




# Fee Summary

|                                       |    |           |
|---------------------------------------|----|-----------|
| <b>Basic Services</b>                 |    |           |
| Design                                | \$ | 2,470,164 |
| Bid Phase                             | \$ | 148,688   |
| Design + Bid Phase Services           | \$ | 2,618,852 |
| Construction Phase Engineering        | \$ | 801,250   |
| Sub-total Basic Services              | \$ | 3,420,102 |
| <b>Special Services</b>               |    |           |
| Water Master Plan                     | \$ | 139,564   |
| Water Quality Sampling and Analysis   | \$ | 20,736    |
| Survey                                | \$ | 175,078   |
| Land/ROW Acquisition Services         | \$ | 215,344   |
| Geotechnical                          | \$ | 87,632    |
| CMAR Procurement Assistance           | \$ | 60,936    |
| Construction Management/Inspection    | \$ | 544,528   |
| Start-up and Commissioning            | \$ | 28,688    |
| Special Inspections                   | \$ | 112,575   |
| Archeological Survey and Services     | \$ | 40,419    |
| Sub-total Special Services            | \$ | 1,425,501 |
| <b>Total Basic + Special Services</b> | \$ | 4,845,603 |

# Project Timeline



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832



# BASTROP SIMSBORO

AQUIFER WATER SUPPLY FACILITIES

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DESIGN AND CONSTRUCTION PHASE  
ENGINEERING SERVICES AGREEMENT

June 23, 2020



presented by  
Kendall King



# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 10A

**TITLE:**

City Council shall convene into closed executive session regarding a personnel matter, including but not limited to an update on the status of the appointment of a long-term city manager, assessment of the city manager position under the Bastrop Home Rule Charter and Bastrop Code of Ordinances, evaluation of employment alternatives, update on recruitment from executive search firm Chris Hartung Consulting, LLC, and briefing on legal issues by the City Attorney in accordance with Texas Government Code Sections 551.071 and 551.074.

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager





# STAFF REPORT

**MEETING DATE:** June 23, 2020

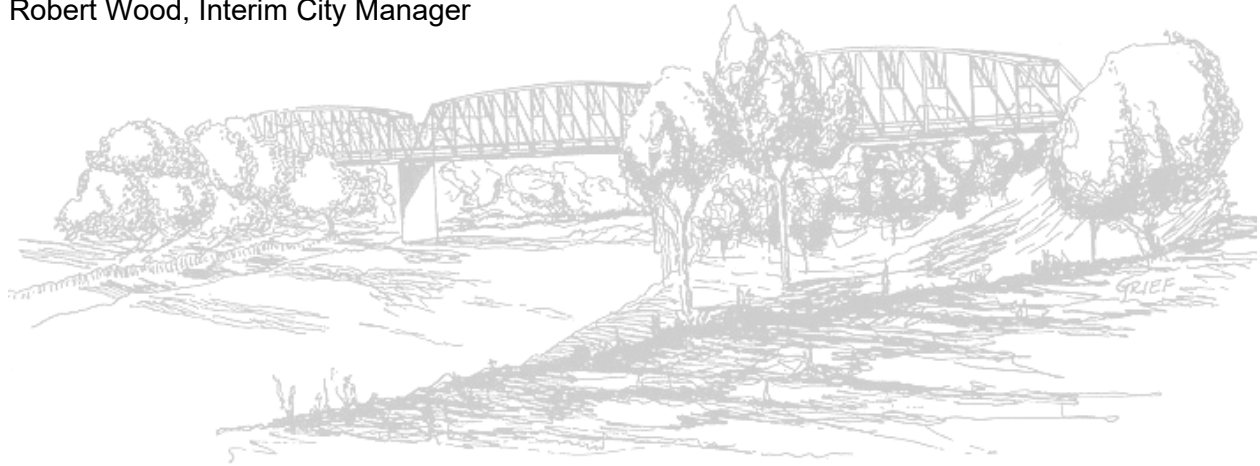
**AGENDA ITEM:** 10B

**TITLE:**

Pursuant to Texas Government Code Sections 551.071 and 551.072, to deliberate upon, seek the legal advice of, and direct its Litigation Counsel regarding the Main Street Rehabilitation Project, including pending legal proceedings for 1113 Main Street (McDonald).

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager





# STAFF REPORT

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 10C

**TITLE:**

City Council shall convene into closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate the acquisition of property and easements associated with the construction of Wastewater Treatment Plant #3.

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager







# STAFF REPORT

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**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** 11

**TITLE:**

Take any necessary or appropriate action on matters posted for consideration in closed/executive session

**STAFF REPRESENTATIVE:**

Robert Wood, Interim City Manager

