

TO: Honorable Mayor and Members of the City Council
From: Paul A. Hofmann, City Manager
Date: December 23, 2021
Subject: Weekly Memo, December 20 – December 23, 2021



Personnel Updates

The Water & Wastewater Distribution division of Public Works is funded to have six Systems Technicians, a Foreman, and a Crew Leader. They are charged with ensuring public safety by maintaining 77 miles of water mains, 3,650 water connections, 769 fire hydrants, 1,372 valves, 63 miles of wastewater system mains, 3,200 wastewater connections, and 700 manholes.

Currently there are five System Technician vacant positions that we have been unable to fill. Our current pay schedule has our Systems Technicians starting salary at \$31,512, or \$15.15 per hour. Our review of the area market indicates the actual average market salaries for Systems Technicians are \$37,000 year.

Effective Friday, December 17 we have changed the job posting to reflect the current market, increasing our entry pay from \$15.15 per hour to \$18.03 per hour (\$37,502 annually) in an effort to recruit and remain competitive in the current market.

Texas Highways Article featuring Bastrop

Mayor Schroeder and Council Member Jackson are featured in a Texas Highways article describing Bastrop's ability to grow and maintain our historic charm.

<https://texashighways.com/culture/how-artists-and-ex-austinities-are-changing-bastrop/>

Public Square Article featuring Bastrop

The link below will take you to an article and video featuring Bastrop B3 code. Trey Job is featured in the video, and I appreciate how he presents the foundational benefits of the city's code.

<https://www.cnu.org/publicsquare/2021/12/20/ford-promotes-street-grids?fbclid=IwAR21r8Qn6SLzC8GM7EZlkyPeHJFIqIWTrE-KngZsiBeTR-8UTPr0x68nME>

Engineering Design Services for Industrial Park Development

During the December 14 meeting, City Council authorized a contract with Kimley Horn for the design of the street and utility improvements needed in the Industrial Park, necessary for the development of the property being sold to Moca Industries.

I am placing that design work on hold. Members of the BEDC Board and staff are concerned that the Board has not yet approved of the City providing the project management for these improvements. I was not aware at the time of Council approval, nor am I aware now, that BEDC Board approval of city project management is required. The need, and the funding for, this project has been fully established by both the City Council and the BEDC. However, given questions that have been raised, I've agreed to not

proceed with the authority granted on December 14 until the matter can continue to be discussed. We've let the BEDC staff know of our decision.

The policy direction discussed with Council on December 13, and scheduled for Council approval for January 25, represents an opportunity to provide clarity on the roles of the City and BEDC, including project management.

Professional Services for River Loop Trail Project

Another example of project management confusion was discussed during the December 20 meeting of the BEDC. The project was originally conceived by the BEDC, and prior to the successful receipt of grant funding, the BEDC allocated \$680,000 for the project and awarded a design contract.

In June of this year, we learned that the contract with the design engineer did not include funding for materials testing, construction inspection and included only two months of construction administration, at 15 hours per week for two months. The contract also did not adequately provide field engineering support and development of the record drawings.

The BEDC was notified of missing elements of the contract on June 20. The City of Bastrop received a proposal from the design engineer in mid - July, but it lacked the requested construction inspection and materials testing detail. The City decided at the time to have the contracted City Engineer handle the materials testing. The City is also performing the construction inspection.

A signed and updated proposal from the design engineer in the amount of \$32,395, covering eight months of construction administration, was received by the City on October 22. We subsequently asked the BEDC to consider approving the funding for this change order, and \$15,000 in materials testing and project management at the December 20 BEDC meeting.

The Board took no action, with suggestions from Board members that the City should cover the additional funds.

As Council is aware, this is an active construction project. Contracted funds for construction administration with the design engineer are depleted.

The City has taken steps to get the construction administration, project management and materials testing work done within our existing contract with MWM Engineering, the City Engineer. The current project budget does not include funding for these expenses. I will suggest we pursue funding with Type B sales tax funds, through the BEDC, at a later time, and reimburse the City for our expenses at that time.

Upcoming Training

Below are future training opportunities. If you are interested in attending any of the trainings, please notify the City Secretary and she will take care of the registration for you.

TML-TAMCC Elected Officials' Conference

Date: February 2, 2022 - February 4, 2022

Time: All Day

Location: Sugar Land

Time out of Office

I plan to take a few days off the week after Christmas as I will have family in town.

My wife and I have planned a trip the week of February 14, 2022.

Future Agenda Items

January 11, 2022

- Letter of Intent regarding Emile Multicultural/Recreation Center Complex
- Combination Tax and Revenue Certificates of Obligation
- XS Ranch consent agreement to new owners
- Homeland Security Grant contract
- Emergency Management Performance Grant
- Call May 7, 2022, General Election, potential charter revisions
- Loop 150 Corridor planning
- Service Contract with Texas A&M GIS Database Project
- Construction Management Contract
- Amendment of Task Order KSA Engineers for Transfer Lift Station and Force Main Project
- Pavement Condition Index Contract
- Presentation of the Lost Pines Christmas Parade Winners
- Rezone BEDC Bastrop Business and Industrial Park
- Remodel of Bastrop Central Appraisal District Building
- Central Texas Clean Air Coalition Appointment

January 25, 2022

- Bastrop YAC board appointment by Mayor
- Building Inspection Contracts
- 2021 Racial Profiling Report
- EDC Policy Direction