

TO: Honorable Mayor and Members of the City Council  
From: Paul A. Hofmann, City Manager  
Date: October 8, 2021  
Subject: Weekly Memo, October 4 – October 8, 2021



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### **Personnel Updates**

David Hermiston began his employment as a Maintenance Worker in the Public Works Department on October 4.

Wendy Rosas began her employment as a Building Custodian in the Public Works Department on October 7.

Firefighter Chris Stone received his required Emergency Medical Technicians Certification (EMT).

### **FM 20 Water Main Contract**

I authorized emergency approval of a contract to construct a 16-inch water main that will enable the city to provide fire flow to West Bastrop Village. An explanatory memo from James Wilson, Water and Wastewater Superintendent, is attached. Council will be asked to ratify this contract on October 26.

### **Cemetery Tour**

A cemetery tour conducted by the Bastrop Museum and Visitor Center will take place on Saturday, October 23, 2021, at Fairview Cemetery. Council Members wishing to participate can choose between Tour 1, beginning at 3:00 p.m., or Tour 2, beginning at 4:30 p.m. on October 23. Nicole DeGuzman, Executive Director, is requesting RSVP's. Nicole can be contacted at 512-303-0057 or [nicole@bchs1832.org](mailto:nicole@bchs1832.org).

### **October 28 – 3<sup>rd</sup> Annual Women's Leadership Luncheon**

The Family Crisis Center is hosting a Women's Leadership Luncheon on October 28 at the Convention Center. One of the featured speakers is Assistant Chief Vicky Steffanic. Several staff members plan to attend.

Please let Ann or Victoria know if you would like to attend, and we'll make sure to make the arrangements.

### **Upcoming Training**

Below are future training opportunities through the calendar year. 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 Economic Development Conference**

Date: November 11, 2021 – November 12, 2021

Time: All Day

Location: Bastrop

- **TML-TAMCC Elected Officials' Conference**

Date: February 2, 2022 - February 4, 2022

Time: All Day

Location: Sugar Land

### **Scheduled Time Out of Office**

I have planned vacation time Thursday, October 21 thru Monday, October 25.

### **Upcoming Events**

#### Movies in the Park

October 9 will feature the movie Hocus Pocus, and November 6 will be A Dog's Purpose. There will be oversized games, face painting, community art, light concessions, and plenty of family fun.

### **October 4 Floodplain Management Open House**

Three sessions intended to provide information on the proposed floodplain maps were held, one each focusing on engineering/surveying, real estate, and the general public, were conducted on October 4. The sessions were well-received, with about 20 – 25 persons attending each. Attendees learned how to access the information, what it means for development in the area, and the process for requesting amendments. Thank you to Bastrop County for co-hosting these sessions. Video recordings of these sessions have been added at the Floodplain Management page on the City website: [www.cityofbastrop.org/floodplain](http://www.cityofbastrop.org/floodplain)

### **October 6 Chamber of Commerce 22<sup>nd</sup> Annual First Responder Luncheon**

Thank you to the Chamber of Commerce for hosting the Annual First Responder Luncheon. Congressman Michael Cloud was the featured speaker, and he eloquently described the sacrifices of first responders and their families. He also spoke about the positive influence first responders have on our society.

During the luncheon, Bastrop Police and Bastrop Fire Department awarded Chaplain Jimmie Cottle a plaque recognizing his 25 years as a chaplain to our departments. Chaplain Cottle has been instrumental in the Police Departments' chaplaincy programs, and we will always be grateful for his prayers and support.

### **October 14 Boards and Commissions Banquet**

The Boards and Commissions Appreciation Banquet will be held on Thursday October 14, 2021, at 6:00 p.m. at the Bastrop Convention Center.

### **October 20 Building Bastrop University**

The next session of Building Bastrop University will be held on October 20 and will concentrate on electrical trades.

## **Future Agenda Items**

October 26, 2021

- Visit Bastrop End of Year Report
- Texas Community Development Block Grant requirements
- Art Immersion Agreement
- Authorization to proceed with bond sale
- MUD Policy
- Zoning Concept Scheme 1<sup>st</sup> reading Farm Street Village
- Drainage Master Plan contract
- Broadband feasibility contract
- Zoning Board of Adjustment appointment confirmation
- Ratification of water main contract
- Voting system to be used by Bastrop County for elections

November 9, 2021

- Work session: economic development policy direction
- Presentation of Strategic Planning Calendar
- FY 2021 4<sup>th</sup> Quarterly Report for July-September 2021
- Consider action on DMO agreement with Visit Bastrop
- Zoning Concept scheme 2<sup>nd</sup> reading Farm Street Village
- Construction Management Professional Services agreements

## **Attachments**

- FM 20 Water Main contract memo from James Wilson
- No Legislative Update this week

TO: Curtis Hancock, Director of Public Works  
From: James B. Wilson, W/WW Superintendent  
Date: September 28, 2021  
Subject: FM 20 16" Water Main Funding Request



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The Covid-19 pandemic has resulted in several hardships that the City of Bastrop has had to endure; the Water/Wastewater Division of the Public Works Department is no exception, with a reduced labor force and candidate pool being of an immediate concern as they relate to fulfilling contractual agreements with West Bastrop Village.

Since before I was hired in December 2020, the W/WW Division has not been fully staffed and has experienced difficulties relating to turnover and diminished applicant pools. This situation already presents some issues in the City's ability to conduct daily operations that are both sustainable and fiscally responsible but also makes the City's ability to take on a large construction project such as the FM20 16" water main simply not feasible.

The attempt to construct the proposed 16" water main with our limited staff would dramatically reduce our operations and maintenance capabilities for the existing water and wastewater systems, resulting in health and safety concerns to public water and wastewater system customers.

The City has already acquired all pipe, fittings, and appurtenances for the project. If the City elected to still try and complete this project alone, we can expect an additional expenditure of approximately \$34,000 on rental equipment and bedding materials.

This emergency procurement is being requested outside of the norms and procedures of usual competitive bidding because of a public calamity that requires immediate appropriation to relieve the necessity of the City of Bastrop's residents and preserve the property of the municipality. This procurement is necessary to preserve the public health and safety in Bastrop and prevent unforeseen damage to public equipment and property.

Due to the reasons above I am asking for emergency approval to hire M&C Fonseca Construction Co., Inc. for the sum of \$165,812.00 to help the City meet our contractual agreement of providing fire flow to West Bastrop Village, which was agreed to be completed within 30 days after the completion of our FM20 Tank Yard. The proposed contractor stated that they could expect to mobilize by October 11, 2021, if they were awarded the project. In good faith, a total of five quotes were obtained for the completion of this project, ranging from \$165,812 - \$240,000.

Respectfully,

James Wilson, Water Wastewater Superintendent

A handwritten signature in black ink, appearing to read "James Wilson".

Approved:  
A handwritten signature in black ink, appearing to read "Curtis Hancock".  
10/7/21