

NOTICE OF MEETING OF THE GOVERNING BODY OF THE CITY OF BURNET

Notice is hereby given that a **Regular Council Meeting** will be held by the governing body of the above named City on the **10th day of July, 2018** at **6:00** p.m. in the Council Chambers, Burnet Municipal Airport, 2402 S. Water, Burnet, at which time the following subjects will be discussed, to-wit:

This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.

CALL TO ORDER: INVOCATION: PLEDGE OF ALLEGIANCE: PLEDGE TO TEXAS FLAG:

1. PUBLIC RECOGNITION/SPECIAL REPORTS: None.

2. CONSENT AGENDA ITEMS:

(All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member, staff member or citizen requests removal of the item from the consent agenda for the purpose of discussion. For removal of an item, a request must be made to the Council when the Consent Agenda is opened for Council Action.)

- 2.1) Approval of the June 26, 2018 Council Workshop Meeting minutes
- 2.2) Approval of the June 26, 2018 Regular City Council Meeting minutes

3. PUBLIC HEARING:

3.1) Public Hearing: The City Council of the City of Burnet, Texas will hold a public hearing for the purpose of considering abandonment of that portion of S. Silver Street bounded to the north by the E. Pecan Street right-of-way and to the south, by the Willow Street right-of-Way, and that portion of Elm Street bounded to the east by the S. Silver Street. right-of-way and to the west by the City of Austin Railroad right-of-way; said Elm Street abandonment to be subject to retention of a 25-foot public utility easement: M. Lewis

4. ACTION ITEMS:

- 4.1) Discuss and consider action: FIRST READING OF AN ORDINANCE ABANDONING THAT PORTION OF SOUTH SILVER STREET BOUNDED TO THE NORTH BY THE EAST PECAN STREET RIGHT-OF-WAY AND TO THE SOUTH, BY THE WILLOW STREET RIGHT-OF-WAY, AND THAT PORTION OF ELM STREET BOUNDED TO THE EAST BY THE SOUTH SILVER STREET RIGHT-OF-WAY AND TO THE WEST BY RAILROAD RIGHT-OF-WAY; SAID ELM STREET ABANDONMENT TO BE SUBJECT TO RETENTION OF A 25-FOOT PUBLIC UTILITY EASEMENT; DIRECTING THE CITY SECRETARY TO CAUSE THIS ORDINANCE TO BE RECORDED IN THE DEED RECORDS OF BURNET COUNTY; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE: M. Lewis
- 4.2) Discuss and consider action: Approval of engineering for the Manhole Rehabilitation Project: A. Burdell
- 4.3) Discuss and consider action: Purchase of property located at 1005 S. Main from the Burnet County Appraisal District: D. Vaughn
- 4.4) Discuss and consider action: Request for additional funding and additional staff representation on the board overseeing operations at Christ Yoder Animal Shelter: D. Vaughn
- 4.5) Accept the donation of 0.18 acre tract of land in the John Hamilton Survey No. 1, Abstract No. 405, Burnet County, Texas, further being a portion of outlot No. 1 Hamilton Creek Addition more generally located in the 400 Block of Buchanan Drive. E. Milliorn

5. REPORTS:

- 5.1) Addendum to the City Council Agenda: Department and Committee Reports/Briefings: The City Council may or may not receive a briefing dependent upon activity or change in status regarding the matter. The listing is provided to give notice to the public that a briefing to the Council on any or all subjects may occur.
 - 5.1(J.1) Code Enforcement Update Report: M. Lewis
- 6. REQUESTS FROM COUNCIL FOR FUTURE REPORTS:
- 7. ADJOURN:

Dated this 6th, day, of July, 2018

CITY OF BURNET

CRISTA GOBLE BROMLEY, MAYOR

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the governing body of the above named City, BURNET, is a true and correct copy of said NOTICE and that I posted a true and correct copy of said NOTICE on the bulletin board, in the City Hall of said City, BURNET, TEXAS, a place convenient and readily accessible to the general public at all times, and said NOTICE was posted on July 6, 2018, at or before 5 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

Kelly Dix, City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:

The City Council Chamber is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's office (512.756.6093) at least two working days prior to the meeting. Requests for information may be faxed to the City Secretary at 512.756.8560.

RIGHT TO ENTER INTO EXECUTIVE SESSION:

The City Council for the City of Burnet reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, 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 551.087 (Economic Development).

STATE OF TEXAS COUNTY OF BURNET CITY OF BURNET	<pre>{} {} {} {}</pre>
Session, at 5:00 p.m. at the Burnet, TX thereof with the Mayor Council Members Absent City Manager City Secretary Guests: James B. Wilson, Langford, Paul Nelson, Colling Lindholm, Deborah Parker, I Savanna Gregg Call to Order: Mayor Bromle Proposed right-of-way dedice D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle Proposed right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Mayor Bromle D. Vaughn: City Manager acquisition of the Right-of-Mayor Bromle D. Vaughn: City Mayor Bromle D. Vaughn:	e, 2018, the City Council of the City of Burnet convened in Workshop a Council Chambers, Burnet Municipal Airport, 2402 S. Water Street following members present, to-wit: Crista Goble Bromley Paul Farmer, Tres Clinton, Mary Jane Shanes, Danny Lester, Cindia Talamantez Joyce Laudenschlager David Vaughn Kelly Dix Mark Lewis, Evan Milliron, Gene Courtney, Mark Ingram, Patricia onnie Maxwell, Alan Burdell, Leslie Baugh, Jonny Simons, Craig Ron Champion, Doug Fipps, Adrienne Field, Carlos Pena, John Erskine ey called the meeting to order at 5:00 p.m. Patriot by Stehling Development L.L.C. and related development issues David Vaughn reviewed with Council the importance of the proposed Ways for public safety for the City. Mr. Gary Dillard, the developer in the of Hills of Shady Grove property from Herb Stehling was introduced to sented a power point to Council explaining his phased development plar per of homes expected to be built. The there business the workshop was adjourned at 5:42 p.m.
	Crista Goble Bromley, Mayor
ATTEST:	

Kelly Dix , City Secretary

STATE OF TEXAS {}
COUNTY OF BURNET {}
CITY OF BURNET {}

On this the 26th day of June, 2018, the City Council of the City of Burnet convened in Regular Session, at 6:00 p.m., at the regular meeting place thereof with the following members present, towit:

Council Members Paul Farmer, Tres Clinton, Cindia Talamantez, Mary Jane

Shanes, Danny Lester

Absent Joyce Laudenschlager

City Manager David Vaughn
City Secretary Kelly Dix

<u>Guests</u>: James B. Wilson, Mark Lewis, Evan Milliorn, Gene Courtney, Mark Ingram, Patricia Langford, Paul Nelson, Connie Maxwell, Alan Burdell, Leslie Baugh, Jonny Simons, Craig Lindholm, Deborah Parker, Ron Champion, Doug Fipps, Adrienne Feild, Wade Langley, Ricky Langley, Carlos Pena, John Erskine, Savanna Gregg

<u>CALL TO ORDER</u>: The meeting was called to order by Mayor Bromley, at 6:00 p.m.

INVOCATION: Council Member Mary Jane Shanes

<u>PLEDGE OF ALLEGIANCE</u>: Council Member Paul Farmer <u>PLEDGE TO TEXAS FLAG</u>: Council Member Paul Farmer

PUBLIC RECOGNITION/SPECIAL REPORTS:

<u>Chamber of Commerce Report:</u> Wade Langley reviewed the Chamber of Commerce quarterly report that was given to Council. Mr. Langley stated that the Chamber was working on the New Teacher Orientation project.

CONSENT AGENDA ITEMS:

(All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member, staff member or citizen requests removal of the item from the consent agenda for the purpose of discussion. For removal of an item, a request must be made to the Council when the Consent Agenda is opened for Council Action.)

Approval of the June 12, 2018 Regular City Council Meeting minutes

Council Member Danny Lester moved to approve the consent agenda as presented. Council Member Tres Clinton seconded, the motion carried unanimously.

PUBLIC HEARING: None.

ACTION ITEMS:

Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AUTHORIZING THE CITY MANAGER TO ACCEPT A DEED FOR PUBLIC RIGHT-OF-WAY ACQUISITION FROM STEHLING DEVELOPMENTS L.L.C., SAID DEDICATION TO CONSIST OF A 0.90 ACRE TRACT OF LAND OUT OF THE JOHN HAMILTON SURVEY NO.1, ABSTRACT NO. 405; AND FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW: D. Vaughn: Council Member Mary Jane Shanes made a motion to approve and adopt Resolution No. R2018-15 and authorizing the Mayor to execute the documents as presented. Council Member Paul Farmer seconded, the motion carried unanimously.

<u>Discuss and consider action:</u> A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AUTHORIZING THE CITY MANAGER TO ACCEPT A DEED FOR

PUBLIC RIGHT-OF-WAY ACQUISITION FROM STEHLING DEVELOPMENTS L.L.C., SAID DEDICATION TO CONSIST OF A 0.97 ACRE TRACT OF LAND OUT OF THE JOHN HAMILTON SURVEY NO.1, ABSTRACT NO. 405; AND FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW: D. Vaughn: Council Member Tres Clinton made a motion to approve and adopt Resolution No. R2018-16 and authorizing the Mayor to execute the documents as presented. Council Member Paul Farmer seconded, the motion carried unanimously.

<u>Discuss and consider action: Proposed contract with Burnet County for 2018/2019 Election Services: K. Dix:</u> Council Member Paul Farmer made a motion to approve the 2018/2019 Election Services contract with Burnet County. Council Member Mary Jane Shanes seconded, the motion carried unanimously.

Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, ACCEPTING PUBLIC STREET, WATER, WASTEWATER, AND ELECTRICAL IMPROVEMENTS CONSTRUCTED WITHIN THE COTTAGES AT WESTFALL SUBDIVISION AND; FINDINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW: M. Lewis: Council Member Danny Lester made a motion to approve and adopt Resolution No. R2018-17 as presented. Council Member Tres Clinton seconded, the motion carried unanimously.

Discuss and consider action: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET AUTHORIZING THE EXECUTION OF A PURCHASE AND SALE AGREEMENT BETWEEN THE BURNET ECONOMIC DEVELOPMENT CORPORATION ("BEDC") AND BAYLOR SCOTT & WHITE HEALTH FOR THE SALE OF LAND LOCATED AT 1500 POLK STREET; AND OTHER RELATED MATTERS: D. Vaughn: Council Member Danny Lester made a motion to approve and adopt Resolution No. R2018-18 as presented. Council Member Mary Jane Shanes seconded, the motion carried unanimously.

<u>Discuss and consider action:</u> Approval to make the part-time Animal Control Officer position into a full-time position: P. Nelson: Council Member Cindia Talamantez made a motion to approve the Animal Control Officer part-time position to be made a full-time position. Council Member Tres Clinton seconded, the motion carried unanimously.

REPORTS:

Addendum to the City Council Agenda: Department and Committee Reports/Briefings: The City Council may or may not receive a briefing dependent upon activity or change in status regarding the matter. The listing is provided to give notice to the public that a briefing to the Council on any or all subjects may occur.

May 2018 Financial Update Report: P. Langford: Patricia Langford Finance Director, briefed the Council on the end of month May financials. All departments are on target with the budget 2017/2018 Fiscal Year Budget projections. Ms. Langford reviewed the revenues, expenses, and fund balances for each fund.

<u>REQUESTS FROM COUNCIL FOR FUTURE REPORTS:</u> Council Member Shanes and Mayor Bromley requested a report on Animal Control statistics to include a prior year comparisons. Council Member Tres Clinton request an update report on Code Enforcement.

<u>ADJOURN:</u> There being no further business a motion to adjourn was made by Council Member Mary Jane Shanes at 6:36 p.m., seconded by Council Member Paul Farmer. The motion carried unanimously.



Development Services

ITEM 3.1 Mark S. Lewis Development Services Director (512)-715-3215 mlewis@cityofburnet.com

Agenda Item Brief

Meeting Date: July 10, 2018

Agenda Item: Public Hearing: The City Council of the City of Burnet, Texas

will hold a public hearing for the purpose of considering abandonment of that portion of S. Silver Street bounded to the north by the E. Pecan Street right-of-way and to the south, by the Willow Street right-of-Way, and that portion of Elm Street bounded to the east by the S. Silver Street. right-of-way and to the west by the City of Austin Railroad right-of-way; said Elm Street abandonment to be subject to retention

of a 25-foot public utility easement: M. Lewis

Background: The Planning and Zoning Commission conducted a public hearing on July 2, 2018 and by unanimous vote of members

present, approved the abandonment of the rights-of-way.

The rights-of-way in question are contained in a four block area bounded to the north and south by E. Pecan Street and the Burnet Cemetery, and to the east and west by S. Rhomberg and the railroad right-of-way (See Exhibit "A"). All of the rights-of-way in question are unpaved. Sections of S Silver and Elm are used as driveways.

Properties abutting the rights-of-way are under multiple ownerships including the Burnet Economic Development Corporation and private owners.

The City is proposing abandonment of the rights-of-way in order to facilitate consolidation of properties as a means of spurring property development.

Abandonment of Elm Street will be subject to retention of Public Utility Easement. This easement is needed to accommodate an existing sanitary sewer main. The sanitary sewer line located in Elm Street also crosses the Silver

Street right-of-way. An easement is also required for this section of the sewer line (See Exhibit "B").

Information:

Right-of-way abandonment procedures are established by City Charter Section 10.11. Key elements of the abandonment procedure are as follows:

General Requirements

- The request must be considered in a Planning and Zoning Commission public hearing.
- The City must provide 30-day advance notice of the hearing.
- City Council will act on the Planning and Zoning Commission's recommendation.
- If the Council determines that the right-of-way in question is not required for public use, it may offer to sell the r-o-w to an abutting property owner for fair value.

Specific Considerations

- Charter required notice of both the P&Z and City Council public hearings has been provided.
- Notices have not generated any responses.
- The rights-of-way, except as already noted, are not necessary for traffic circulation.
- Based on location and lack of connectivity, the street rights-of-way under consideration are impediments to the orderly development and use of the property they cross.
- If the rights-of-way are abandoned, they will be absorbed into the private properties that abut them.

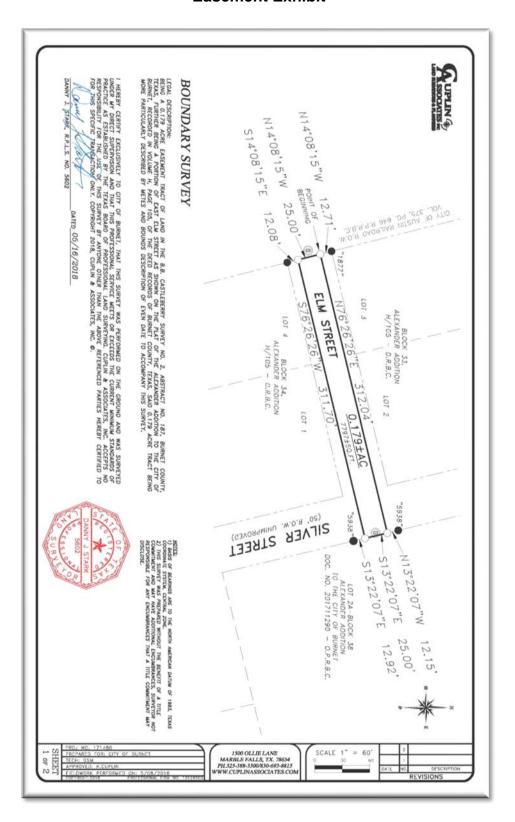
Recommendation: Conduct a public hearing.

EXHIBIT A Property Location



EXHIBIT B

Easement Exhibit





Development Services

ITEM 4.1

Mark S. Lewis Development Services Director (512)-715-3215 mlewis@cityofburnet.com

Agenda Item Brief

Meeting Date: July 10, 2018

Agenda Item: Discuss and consider action: FIRST READING OF AN

ORDINANCE ABANDONING THAT PORTION OF SOUTH SILVER STREET BOUNDED TO THE NORTH BY THE EAST PECAN STREET RIGHT-OF-WAY AND TO THE SOUTH, BY THE WILLOW STREET RIGHT-OF-WAY, AND THAT PORTION OF ELM STREET BOUNDED TO THE EAST BY THE SOUTH SILVER STREET RIGHT-OF-WAY AND TO THE WEST BY RAILROAD RIGHT-OF-WAY; SAID ELM STREET ABANDONMENT TO BE SUBJECT TO RETENTION OF A 25-FOOT PUBLIC UTILITY EASEMENT; DIRECTING THE CITY SECRETARY TO CAUSE THIS ORDINANCE TO BE RECORDED IN THE **DEED** RECORDS OF BURNET COUNTY; PROVIDING A REPEALER CLAUSE: PROVIDING A SEVERABILITY

CLAUSE: AND PROVIDING AN EFFECTIVE DATE.

Background: The request for abandonment of the rights-of-way described

above have been brought forward to City Council with a unanimous Planning and Zoning Commission recommendation for approval. Staff concurs with the

Commission's recommendation.

Information: City Charter Section 10.11 establishes requirements and

procedures for alley abandonment. This request satisfies

those requirements and processes.

Recommendation: Approve the first reading of Ordinance No. 2018-11 as

presented.

ORDINANCE NO. 2018-11

AN ORDINANCE ABANDONING THAT PORTION OF SOUTH SILVER STREET BOUNDED TO THE NORTH BY THE EAST PECAN STREET RIGHT-OF-WAY AND TO THE SOUTH, BY THE WILLOW STREET RIGHT-OF-WAY, AND THAT PORTION OF ELM STREET BOUNDED TO THE EAST BY THE SOUTH SILVER STEET RIGHT-OF-WAY AND TO THE WEST BY RAILROAD RIGHT-OF-WAY; SAID ELM STREET ABANDONMENT TO BE SUBJECT TO RETENTION OF A 25-FOOT PUBLIC UTILITY EASEMENT; DIRECTING THE CITY SECRETARY TO CAUSE THIS ORDINANCE TO BE RECORDED IN THE DEED RECORDS OF BURNET COUNTY; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 10.11 of the City Charter establishes requirements and procedures for abandonment of rights-of-way; and

WHEREAS, the Planning and Zoning Commission conducted a public hearing on July 2, 2018 and by unanimous vote approved the abandonment of the rights-of-way; and

WHEREAS, the City Council in accordance with the City Charter conducted a public hearing on July 10, 2018; and

WHEREAS, the City Council finds that a 25-foot public utility easement be retained for that portion of Elm Street right-of-way between the eastern Silver Street right-of-way boundary and the City of Austin Railroad Right-of-Way; and

WHEREAS, the City Council of the City of Burnet has determined that abandonment of those street rights-of-way referenced herein to be in the best public interest; and

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

<u>Section 1. Findings.</u> The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

<u>Section 2. Abandonment of Street Rights-of-way.</u> That portion of South Silver Street bounded to the north by the West Pecan Street right-of-way and to the south, by the Willow Street right-of-way, and that portion of Elm Street bounded to the east by the South Silver Street right-of-way and to the west by the City of Austin Railroad right-of-

way and more particularly described on Exhibit "A" attached hereto and incorporated for all purposes herein, are hereby abandoned in favor of the abutting property owners.

- <u>Section 3. Retention of public utility easement.</u> Said Elm Street abandonment is subject to retention of a 25-foot public utility easement and more particularly described on the Cuplin and Associates, Inc. survey identified as project number 171480 and attached hereto as Exhibit "B".
- <u>Section 4. Abandonment Recorded.</u> The City Secretary of the City of Burnet is hereby directed, upon its final passage, to cause this ordinance to be recorded in the Deed Records of Burnet County.
- <u>Section 5. Repealer.</u> That other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent that they are in conflict.
- <u>Section 6. Severability.</u> That should any provisions of this ordinance be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.
- <u>Section 7. Effective Date.</u> That this ordinance is effective upon final passage and approval.
- <u>Section 8. Open Meetings.</u> That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meeting Act, Chapter. 551, Loc. Gov't. Code.

CITY OF BURNET, TEXAS

PASSED AND APPROVED on First Reading this the 10th day of July 2018.

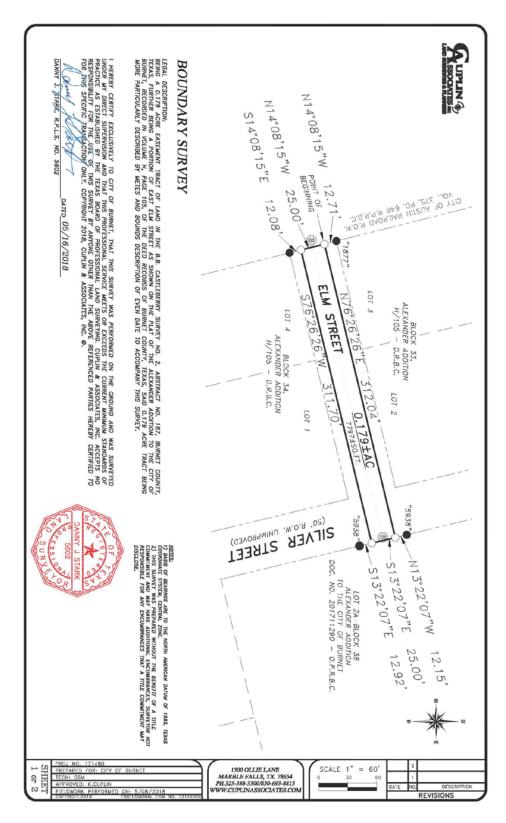
FINALLY PASSED AND APPROVED on this the 24th day of July 2018.

ATTEST:	Crista Goble Bromley, Mayor
Kelly Dix, City Secretary	

Exhibit "A"
Rights-of-Way to be Abandoned



Exhibit "B"
Public Utility Easement to be Retained





Water/Wastewater Department

ITEM 4.2

Alan Burdell W/WW Operations Manager (512)-756-2402 aburdell@cityofburnet.com

Agenda Item Brief

Meeting Date: July 10, 2018

Agenda Item: Discuss and consider action: Approval of engineering for

the Manhole Rehabilitation Project: A. Burdell

Background: Manhole Rehabilitation Phase of TCEQ SSES Agreement.

This Project completes our TCEQ SSES obligations.

Information: Engineering for bid phase, construction phase and

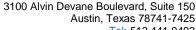
inspection phase for remaining manholes that are not in

Texas Pride Utilities contract scope.

Fiscal Impact: \$18,500.00

Recommendation: Staff recommends approving Jones & Carter to provide

engineering for Manhole Rehabilitation Project



Tel: 512.441.9493 Fax: 512.445.2286 www.jonescarter.com



June 26, 2018

Mr. David Vaughn City Manager City of Burnet, Texas PO Box 1369 Burnet, Texas 78611

Re: Proposal for Engineering Services

2018 Sanitary Sewer Manhole Rehabilitation

City of Burnet, Burnet County, Texas

Dear Mr. Vaughn:

Jones and Carter, Inc. (JC) appreciates the opportunity to present this proposal for professional services in connection with the City of Burnet – 2018 Sanitary Sewer Manhole rehabilitation.

Project Understanding

JC understands that the City of Burnet (the City) desires to rehabilitate sanitary sewer manholes identified in the study completed in 2010. JC will utilize the GIS data provided by the City to prepare exhibits and specifications to publicly bid the rehabilitation work. Based on our understanding of your project, we have prepared the following scope of services for your consideration.

Scope of Work

Preliminary Services

JC will prepare and provide a schedule for the project from design through construction, hold a kick-off meeting which will include City Staff, and gather all data and information to complete the design phase.

Design Phase Services

JC will review all info provided by the City, prepare a set of technical specifications, contract documents, and exhibits for bidding purposes. JC will also obtain all applicable approvals for construction. JC will bid the project publicly and hold a pre-bid conference approximately one week before bids are due. After receiving bids, JC will review and make a Recommendation of Award to present to City Council through the City Manager.

Construction Phase Services

Once the City has awarded the Contract, JC will coordinate contract signatures and schedule a Pre-Construction meeting with the Contractor and City. Throughout the course of construction, JC will review all submittals, requests for information (RFIs), interpret specifications and drawings, coordinate monthly progress calls, and review and recommend payment applications. JC also proposes to set up a Procore job to host all documents, photos, and reports that are accessible online and through downloadable mobile apps.



Mr. David Vaughn June 26, 2018 Page 2

Additional Services

JC will produce and provide GIS files for use as-built drawings on an hourly basis.

Proposed Fee

Compensation for the project will be on provided on a HOURLY NOT TO EXCEED BASIS for each scope in the amounts of:

<u>Scope</u>	Engineering Fee	
Preliminary Services	\$1,000	
Design Phase Services	\$8,000	
Construction Phase Services	\$8,000	

Compensation for ADDITIONAL SERVICES described above will be on an HOURLY BASIS for each scope in the estimated amounts of:

<u>Scope</u>	Engineering Fee
Additional Services	\$1,500

Compensation for these and any other ADDITIONAL SERVICES authorized by the City will be on an hourly basis per the attached current Schedule of Hourly Rates. This schedule is subject to revision on January 1st of each year.

Compensation for REIMBURSIBLE SERVICES will be on a cost plus 10% basis per the attached current Schedule of Expenses. This schedule is subject to revision on January 1st of each year.

Special Conditions

This proposal is based on the following special conditions:

- 1. Hourly Services shall be provided in accordance with the enclosed Schedule of Hourly Rates. These are subject to revision on January 1st of each year.
- 2. This proposal shall be subject to terms and conditions of the City Engineer Services Agreement dated October 14th, 2014.
- 3. The City will provide the following:
 - a. Current GIS data files



Mr. David Vaughn June 26, 2018 Page 3

- b. Previous inspections and reports
- 4. JC will not perform any condition assessment of the City's existing Infrastructure. All work items will be based on existing data
- 5. The proposed fees shall be considered in their entirety for the scope of services. Should you wish to contract with us for only a portion of the work, we reserve the right to negotiate individual scope items on their own merits.
- 6. This proposal shall be valid for sixty (60) days from this date and may be extended upon approval by this office.

We thank you for the opportunity to submit this proposal and look forward to working with you on these projects. An executed copy of this proposal will serve as our notice to proceed. Please return of one (1) copy to our office. Should you have any questions, please call.

Sincerely,

JLB/C. Haeber, PE, CFM
Hydrology & Hydraulics
Department Manager

JLB/dme
V:\Opportunity Documents\OP100-2214-00-City of Burnet 2018 Manhole Rehabilitation-Final-2018-06-26-Proposal.docx
Enclosures

APPROVED BY:

Signature

Name and Title (Printed)



SCHEDULE OF HOURLY RATES

Effective January 2018 - Subject to Annual Revision in January 2019

ENGINEERING PERSONNEL		Staff Assistant	\$ 90
Engineer I	\$ 88	Assistant Controller/ Chief Accountant	\$100
Engineer II	\$ 94	Corporate/Project Acct. I	\$ 70
Engineer III	\$107	Corporate/Project Acct. II	\$ 85
Engineer IV	\$115		
Engineer V	\$130	SURVEYING PERSONNEL	
Engineer VI	\$145	1-Person Field Crew	\$125
Engineer VII	\$160	2-Person Field Crew	\$160
Sr. Project Engineer	\$175	3-Person Field Crew	\$195
Sr. Project Manager	\$200	4-Person Field Crew	\$225
Division Manager	\$210	Scanner Equipment	\$100
Senior Manager/Regional Manager/Practice Leader	\$225	Survey Technician I	\$ 60
Corporate Manager	\$250	Survey Technician II	\$ 75
		Survey Technician III	\$ 95
ELECTRICAL ENGINEERING PERSONNEL		Project Surveyor I	\$ 67
Electrical Engineer I	\$ 94	Project Surveyor II	\$ 80
Electrical Engineer II	\$105	Project Surveyor III	\$ 95
Electrical Engineer III	\$120	Project Surveyor IV	\$108
Electrical Engineer IV	\$130	Chief of Survey Crews	\$100
Electrical Engineer V	\$140	Registered Prof. Land Surveyor	\$150
Electrical Engineer VI	\$155	Survey Manager	\$175
Electrical Engineer VII	\$170		
Sr. Electrical Project Engineer	\$190	DESIGNERS/DRAFTING PERSONNEL	
Sr. Electrical Project Manager	\$220	CAD Operator I	\$ 44
		CAD Operator II	\$ 52
CONSTRUCTION PERSONNEL (Includes Mileage)		CAD Operator III	\$ 62
Project Representative I	\$ 53	CAD Operator IV	\$ 73
Project Representative II	\$ 60	CAD Operator V	\$ 87
Project Representative III	\$ 70	Designer I	\$ 84
Project Representative IV	\$ 85	Designer II	\$ 94
Project Representative V	\$ 95	Designer III	\$100
Project Representative Coordinator	\$100	Designer IV	\$110
Project Representative I – Treatment Facilities	\$ 75	Designer V	\$120
Project Representative II – Treatment Facilities	\$ 85	Designer VI	\$135
Project Representative III – Treatment Facilities	\$100	GIS Operator I	\$ 65
Project Representative IV – Treatment Facilities	\$110	GIS Operator II	\$ 80
Project Representative V – Treatment Facilities	\$125	GIS Operator III	\$ 90
Project Representative VI – Treatment Facilities	\$135	GIS Operator IV	\$110
Project Representative VII – Treatment Facilities	\$150	GIS Operator V	\$125
Construction Manager I	\$ 88		
Construction Manager II	\$ 94		
Construction Manager III	\$107		
Construction Manager IV	\$115		
Construction Manager V	\$130	PLANNING PERSONNEL	
Construction Manager VI	\$145	Planner I	\$ 75
Construction Manager VII	\$160	Planner II	\$ 90
		Planner III	\$105
OFFICE PERSONNEL		Planner IV	\$120
Office Assistant	\$ 35	Planner V	\$150
Engineer's Assistant I	\$ 45		
Engineer's Assistant II	\$ 60		
Engineer's Assistant III	\$ 75 \$ 86		
Engineer's Assistant IV	\$ 86		
Admin I	\$ 40		
Admin II	\$ 50		
Admin III	\$ 65		
Admin IV	\$ 73		
Admin V	\$ 85		



SCHEDULE OF REIMBURSABLE EXPENSES

Effective January 2018
Subject to Annual Revision in January 2019

1. Reproduction performed in office

Size	Black & White	<u> Color</u> <u>Color</u>	
8½ x 11 (single-sided)	\$0.05/page	\$.50/page	
8½ x 11 (double-sided)	\$0.15/page	\$ 1.00/page	
8½ x 14	\$0.15/page	\$.75/page	
11 x 17	\$0.20/page	\$ 1.00/page	
Large Document Prints/Plots	Black & White	Color	
Translucent Bond	\$0.30/sq ft	\$ 3.00/sq ft	
Color Bond	\$0.35/sq ft	\$ 4.00/sq ft	
Photographic Bond	\$4.00/sq ft	\$ 6.00/sq ft	
Vellum	\$1.00/sq ft	N/A	
Mylar (4 mil)	\$2.00/sq ft	N/A	
Aerial Backgrounds			
All sizes	\$5.00/sheet (plus above sq. ft. cost)		

- 2. Transportation (mileage): \$0.54/mile
- 3. Subcontracts and all other outside expenses and fees: Actual cost plus 10% service charge
- 4. Surveying Expenses
 - a. Crew Rates: Includes time charged portal to portal and the first 120 miles of transportation and standard survey equipment
 - b. Special Rental Equipment: Actual cost plus 10%
 - c. Stakes: Cost plus 10% service charge where an excessive number of wooden stakes or any special stakes are required
 - d. Iron Rods and Pipes: Cost plus 10%
 - e. All-Terrain Vehicle (ATV): \$150/day
 - f. Overnight Stays: \$190/night
 - g. Overtime Rates: Jobs requiring work on weekends or holidays billed at 1.5 times the standard rate
 - h. Sales Tax: To be paid on boundary-related services.
 - i. Deliveries, abstracting services, outside reproduction costs, and other reimbursable expenses charged at cost plus 10%

Final 2018 Standard



City Manager

ITEM 4.3

David Vaughn City Manager (512)-756-6093 ext. 3208 dvaughn@cityofburnet.com

Agenda Item Brief

Meeting Date: July 10, 2018

Agenda Item: Discuss and consider action: Purchase of property located at

1005 S. Main from the Burnet County Appraisal District: D.

Vaughn

Background:

Information: The tract shown in yellow on the attached exhibit is a small

parcel of land at the end of South Main Street, which is adjacent to other city owned property. This tract was taken by the appraisal district on back taxes and is located almost entirely within the floodway. Due to the floodway issues, the property cannot be built on and while it is essentially useless other than open space, it could be a nice addition to future

development of the park system.

Fiscal Impact: The property can be acquired from the appraisal district for

\$2,450, of which approximately \$900 would be paid to the city for back taxes, resulting in a net cost of approximately

\$1,550.

Recommendation: Staff recommends a motion to approve acquisition of the

property.



Bid for Property Held in Trust (return to BCAD, PO Box 908, Burnet, TX 78611) (512) 756-8291

Name (as it should appear on deed): CITY OF BURNET
Address (mailing address): P. O. BOX 1369
BURNET, TX 78611
BURNET, TX 78611 Phone number: (512) 756-6093
Email address: dvaughn@city of burnet.com
Email address: dvaughn@city of burnet.con Property Account number: 49287
Property Description: ABS AD187 B.B. CASTLEBERRY, TRACT 7 (150× 70× Bid Amount: S 2, 450 ° 5 OF CREEK
Bid Amount: 8 2, 450 00 5 OF CREEK
Other information for entities to consider (optional):
I understand this bid in trust property may be subject to a statutory right of redemption. This redemption period commenced to run from the date the Sheriff's Deed was filed for record in the County Clerk's office. Purchasers have the right of possession during the redemption period. There is a two year right of redemption for homestead property and property appraised as agricultural land. There is a 180 day right of redemption for all other property.
Signature:



City Manager

ITEM 4.4

David Vaughn City Manager (512)-756-6093 ext. 3208 dvaughn@cityofburnet.com

Agenda Item Brief

Meeting Date: July 10, 2018

Agenda Item: Discuss and consider action: Request for additional funding

and additional staff representation on the board overseeing

operations at Christ Yoder Animal Shelter: D. Vaughn

Background:

Information: Last week I was notified of a funding shortfall for the animal

shelter. Staff is in the process of getting more information and will present that information to Council at the meeting.

Fiscal Impact: To be determined.

Recommendation: To be determined.



Administration

ITEM 4.5

Evan Milliorn Administrative Services (512) 715 - 3200 emilliorn@cityofburnet.com

Agenda Item Brief

Meeting Date: July 10, 2018

Agenda Item: Discuss and consider action: Accept the donation of 0.18

acre tract of land in the John Hamilton Survey No. 1, Abstract No. 405, Burnet County, Texas, further being a portion of outlot No. 1 Hamilton Creek Addition more generally located in the 400 Block of Buchanan Drive. E.

Milliorn

Background: Acquiring the land necessary to extend Hamilton Creek Park

and connecting it to Haley Nelson Park and the YMCA at Galloway Hammond is a goal City Council established for

the 2017/18 fiscal year.

Information: Mr. and Mrs. Lary have agreed to donate 0.18 acres along

Hamilton Creek attached hereto as Exhibit "A". A boundary survey was performed to establish the land Mr. and Mrs. Lary wish to donate to the City. Staff has reviewed and concurs with the survey. If approved by Council, staff will

proceed to closing this property transaction.

Fiscal Impact: Cost associated with accepting this donation have been

budgeted and will be funded out of the Capital Project Fund

for park improvements.

Recommendation: Accept the donation of 0.18 acre tract of land in the John

Hamilton Survey No. 1, Abstract No. 405, Burnet County, Texas, further being a portion of outlot No. 1 Hamilton Creek

Addition.

Exhibit "A"

