

Bastrop, TX City Council Meeting Agenda
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



March 10, 2020 at 6:30 P.M.

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.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

PLEASE NOTE: ANYONE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE – Kinsley Bond and Joel Lucio, CCIS PALS

TEXAS PLEDGE OF ALLEGIANCE

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

3. INVOCATION – Robert Oliver, Police Chaplain.

4. PRESENTATIONS

4A. Mayor's Report

4B. Councilmembers' Report

4C. City Manager's Report

5. WORK SESSION/BRIEFINGS

- 5A. Receive presentation and hold discussion with NewGen Strategies and Solutions regarding the City's Water and Wastewater Rate Ordinance update and established rates.

6. STAFF AND BOARD REPORTS

- 6A. Receive the Comprehensive Annual Financial Report for the period ending September 30, 2019, which includes the independent auditor's report presented by the independent audit firm of Belt Harris Pechacek, LLLP.
- 6B. Update of a funding opportunity from a Partner Organization for Main Street Program's 2020 Table on Main.

7. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Council meeting. 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.

To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the start of the meeting.

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.

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 February 25, 2020 Regular meeting.
- 8B. Consider action to approve the second reading of Ordinance No. 2020-04 of the City Council of the City of Bastrop, Texas, cancelling the May 2, 2020 General Election and declaring each unopposed candidate elected to office; providing a severability clause; and providing an effective date.

9. ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider action to approve Resolution No. R-2020-27 of the City Council of the City of Bastrop, Texas, awarding a contract for the City of Bastrop Pine Street drainage improvements to 304 Construction, LLC in the amount of three hundred seventy-three thousand eight hundred seventy-five dollars (\$373,875.00), as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9B. Consider action to approve Resolution No. R-2020-29 approving a Master Sign Plan of allowing an entry monument sign and a "way-finding" kiosk sign program for the Piney Creek Bend Subdivision attached in Exhibit A; 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-2020-26 of the City Council of the City of Bastrop, Texas awarding a contract to perform the design and coordination with the City of Bastrop's Consultant Landscape Architect and construct the Fisherman's Park Wheeled Sports Plaza, Phase I to Artisan Concrete Services, Inc, in the amount of two hundred forty-six thousand dollars (\$246,000.00), as attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9D. Consider action to approve the first reading of Ordinance No. 2020-05 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Article 13.02 "Water and Wastewater Rates and Charges", Sections 13.02.002 Wastewater Service Charge, 13.02.004 Water Service Charges, and 13.02.008 Billing, Discontinuance of Service; Amending Appendix A, Fee Schedule, Article A13.02 "Water and Wastewater Rates and Charges", Sections A13.02.002 Wastewater Service Charge, and A13.02.004 Water Service Charge, as attached in Exhibit A; providing for: findings of fact, enactment, repealer, severability, providing for an effective date, codification, proper notice and meeting, and move to include on the March 24, 2020 consent agenda for a second reading.
- 9E. Consider action to approve Resolution No. R-2020-28 of the City Council of the City of Bastrop, Texas approving additional funding to Visit Bastrop in the amount of Fifty Thousand Dollars (\$50,000) to be used for Special Event Funding; and providing an effective date.
- 9F. Consider action to approve the first reading of Ordinance No. 2020-06 of the City Council of the City of Bastrop, Texas, amending the 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 March 24, 2020 City Council consent agenda for a second reading.

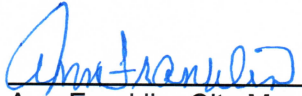
10. EXECUTIVE SESSION

- 10A. 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 and said Notice was posted on the following date and time: Thursday, March 5, 2020 at 12:00 p.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Manager





STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 4A

TITLE:

Mayor's Report

STAFF REPRESENTATIVE:

Trey Job, Acting 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

Mayor's Report
March 10, 2020





BCHS
Claudia
Wilbarger
Norvell &
Grandsons
"Lip", Harvey
Doug & Sam

Latest Activities

February 14 – 26

Events in 2020: 57



BHS 2020 Senior Serve



CAC "Bingo" Event



**Charlie & Kelly Jo
20th Anniversary**



**Speak Up Speak Out
State Civics Day**



BISD Board Meeting



**Main Street
Groundbreaking**



**Early Voting
Primary Election**



Planned Events

February 27 – March 10

- February 28 – TML Board Meeting
- February 29 – Bastrop County Emergency Food Pantry Empty Bowl Event
- March 3 – Mayor’s Prayer Luncheon (Guest Speaker: Cecilia Abbott)
- March 4 to 6 – TML Elected Officials Conference
- March 6 – “Fools” (Bastrop Opera House Opening Night)
- March 9 – Library Board Meeting
- March 10 –
 - Community Support Quarterly Meeting
 - Council Meeting



Upcoming Events & City Meetings

- March 12 –
 - CRCA Award Ceremony for Speak Up Speak Out
 - Alive After Five
- March 13 - 2020 SXSW “Film Bastrop” Promotion
- March 16-20 – BISD Spring Break
- March 23 –
 - “On-Line” Census available
 - BEDC Board Meeting
- March 24 – City Council Meeting





STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 4B

TITLE:

Councilmembers' Report

STAFF REPRESENTATIVE:

Trey Job, Acting 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:

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- (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: March 10, 2020

AGENDA ITEM: 4C

TITLE:

City Manager's Report

STAFF REPRESENTATIVE:

Trey Job, Acting 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.

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- (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: March 10, 2020

AGENDA ITEM: 5A

TITLE:

Receive presentation and hold discussion with NewGen Strategies and Solutions regarding the City's Water and Wastewater Rate Ordinance update and established rates.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Manager engaged NewGen Strategies and Solutions in May 2018 to perform a Water and Wastewater Rate Study. This study was to evaluate revenue requirements forecasted out over five (5) years and review current water and wastewater rate ordinance along with billing methodology. The consultant provided city staff with a rate model tool to be used to forecast rate scenarios based on actual and projected revenue and expense assumptions.

The City Council held a special meeting on November 15, 2018 to receive a presentation from NewGen Strategies and Solutions regarding the Water and Wastewater Rate Study. Some of the recommendations that were made through this study were as follows:

- Reducing the amount of rate tiers from five to three for water and wastewater rates.
- Standardize outside city limits rates (1.5 times the inside city limits rate).
- Phase-in plan for the demand charge by meter size for water meters that will reflect the American Waterworks Associations industry standards.
- Change the water method of billing for Multi-Family and Multi-Unit to include a minimum charge times the number of units. (this was already being done for wastewater)
- Change in Multi-Family method of billing to include a minimum usage for each unit in the first volumetric rate tier.
- Eliminate winter average for Commercial customers.

The recommendation for elimination of winter average for commercial customers, was adopted by council on March 26, 2019.

NewGen Strategies returned to Council at the November 12, 2019 meeting. At this meeting the above recommendations were discussed again. There was concerns raised regarding the impact to some of our low-income multi-family properties.

Staff has reviewed the recommendations with NewGen as it relates to the revenue required for the five-year forecast and are bringing back the recommendations that would be required to meet these revenue requirements and align current practice with policy. The following are the recommendations being discussed for consideration and possible action in an Ordinance that is posted later in the agenda:

- ~~Reducing the amount of rate tiers from five to three for water and wastewater rates.~~
- Standardize outside city limits rates (1.5 times the inside city limits rate).

- Phase-in plan for the demand charge by meter size for water meters that will reflect the American Waterworks Associations industry standards.
- Adopt the wastewater method of billing for Residential Multi-Family and Commercial Multi-Unit to include a minimum charge times the number of units.
- ~~Change in Multi-Family method of billing to include a minimum usage for each unit in the first volumetric rate tier.~~
- Include a paragraph under billing section that states all Commercial Multi-Unit property owners are responsible for the water and sewer service to all units within the property.

This presentation is to review these recommendations with council and address any questions or concerns prior to the first reading of the ordinance.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

NA

ATTACHMENTS:

- Presentation





March 10, 2020

CITY OF BASTROP, TEXAS WATER AND WASTEWATER STUDY

NewGen
Strategies & Solutions



WATER RATE STRUCTURE CHANGES

INITIAL WATER RATE STRUCTURE ADJUSTMENT RECOMMENDATIONS

1. Standardize Outside City Rates (1.5x Inside City Rates)
2. Phase-in plan for water meter charges to meet AWWA meter equivalency standards by FY 2024

OUTSIDE CITY CUSTOMER RATES

WHAT

- Begin charging Outside City customers 1.5x Inside City rates.

WHY

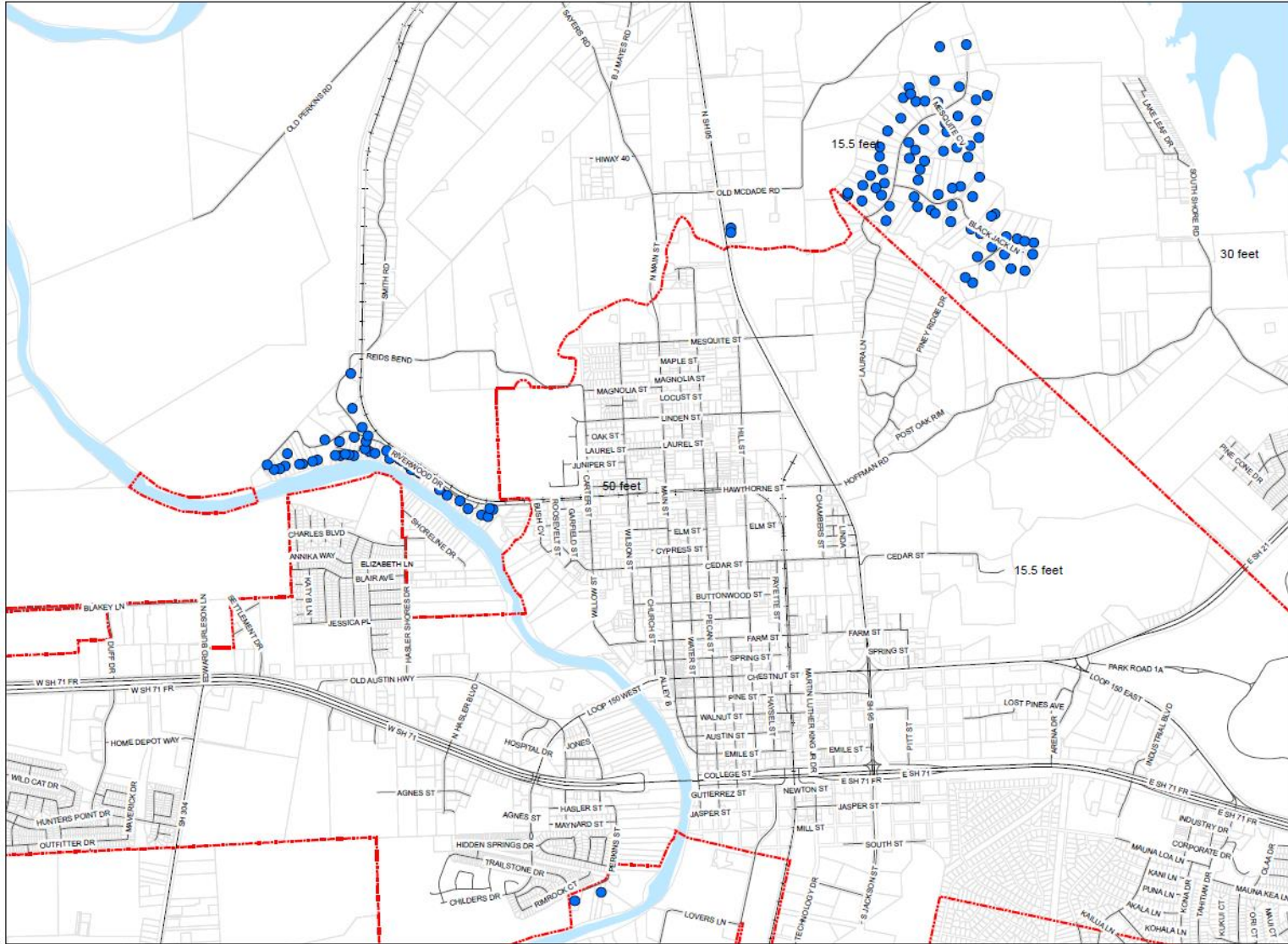
- Captures increased cost of serving customers outside the City limits and better aligns with overall industry practice.

ESTIMATED FINANCIAL IMPACT

- \$1,200

CUSTOMER IMPACT

- Outside City Residential customer bills will likely increase due to an increase in volumetric rates.
- As Outside City minimum charge is already 1.5x Inside City rates for $\frac{3}{4}$ " meters, there will be no increase to the fixed charge component of the rates for these meters.



Utility Services Outside City Limits

Legend

- Service Locations
- City Limit
- Parcels

MAP OF OUTSIDE CITY CUSTOMERS

Date: 11/8/2018

The accuracy and precision of this cartographic data is known and should be used for information gathering purposes only. This data does not replace surveys conducted by registered, licensed surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification as both in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use would not infringe upon privately owned rights.

DEMAND CHARGE BY METER SIZE

WHAT

- Increase the demand charge based on meter size for all water customers.
- Phase-in through FY 2024

WHY

- The City must make capital investments in the system to meet the instantaneous demand of a meter. The larger the meter, the greater the instantaneous demand.
- Charging by meter size reflects industry standards published by the American Waterworks Association (AWWA) and is a reflection of the capital needed to stand ready to serve customers.

ESTIMATED FINANCIAL IMPACT

- \$14,000 increase in revenue
- Current demand charges for each meter size were increased annually by an equal amount to meet AWWA meter equivalency standards by FY 2024.

CUSTOMER IMPACT

- Customer bills will increase for all water meters greater than $\frac{3}{4}$ ".

PROPOSED DEMAND CHARGE BY METER SIZE^{1,2}

Meter Size	# of Units	% of Units	Current Rates	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
3/4" or less	3,518	91.2%	\$ 27.72	\$ 27.72	\$ 27.72	\$ 27.72	\$ 27.72	\$ 27.72
1"	149	3.9%	47.13	47.13	47.13	47.13	47.13	47.13
1.5"	73	1.9%	79.47	82.06	84.65	87.24	89.83	92.42
2"	97	2.5%	118.28	124.19	130.10	136.01	141.92	147.83
3"	14	0.4%	221.78	232.86	243.94	255.02	266.10	277.18
4"	4	0.1%	255.07	296.46	337.85	379.24	420.63	462.02
6"	2	0.1%	661.68	714.14	766.60	819.06	871.52	923.98
Total	3,857	100.0%						

Notes:

¹ Rates reflected in the table are for customers Inside the City.

² Rates are increased annually by an equal amount so by FY 2024 rates are meeting AWWA meter equivalency standards. 1" meter rates are held constant as they are currently greater than AWWA meter equivalency standards.

Example Calculation	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
6" Meter Rate	\$661.68	\$714.14	\$766.60	\$819.06	\$871.52	\$923.98
Year over Year Change (\$)		52.46	52.46	52.46	52.46	52.46



SEWER RATE STRUCTURE CHANGES

INITIAL WASTEWATER RATE STRUCTURE ADJUSTMENT RECOMMENDATIONS

1. Charge Commercial class for all water usage beginning January 2019
(Recommendation Adopted March 26, 2019)
2. Formally codify billing each multi-unit property a minimum charge per unit for wastewater service
(No change to existing billing practice)



BILLING POLICY CHANGES

BILLING POLICY CHANGES

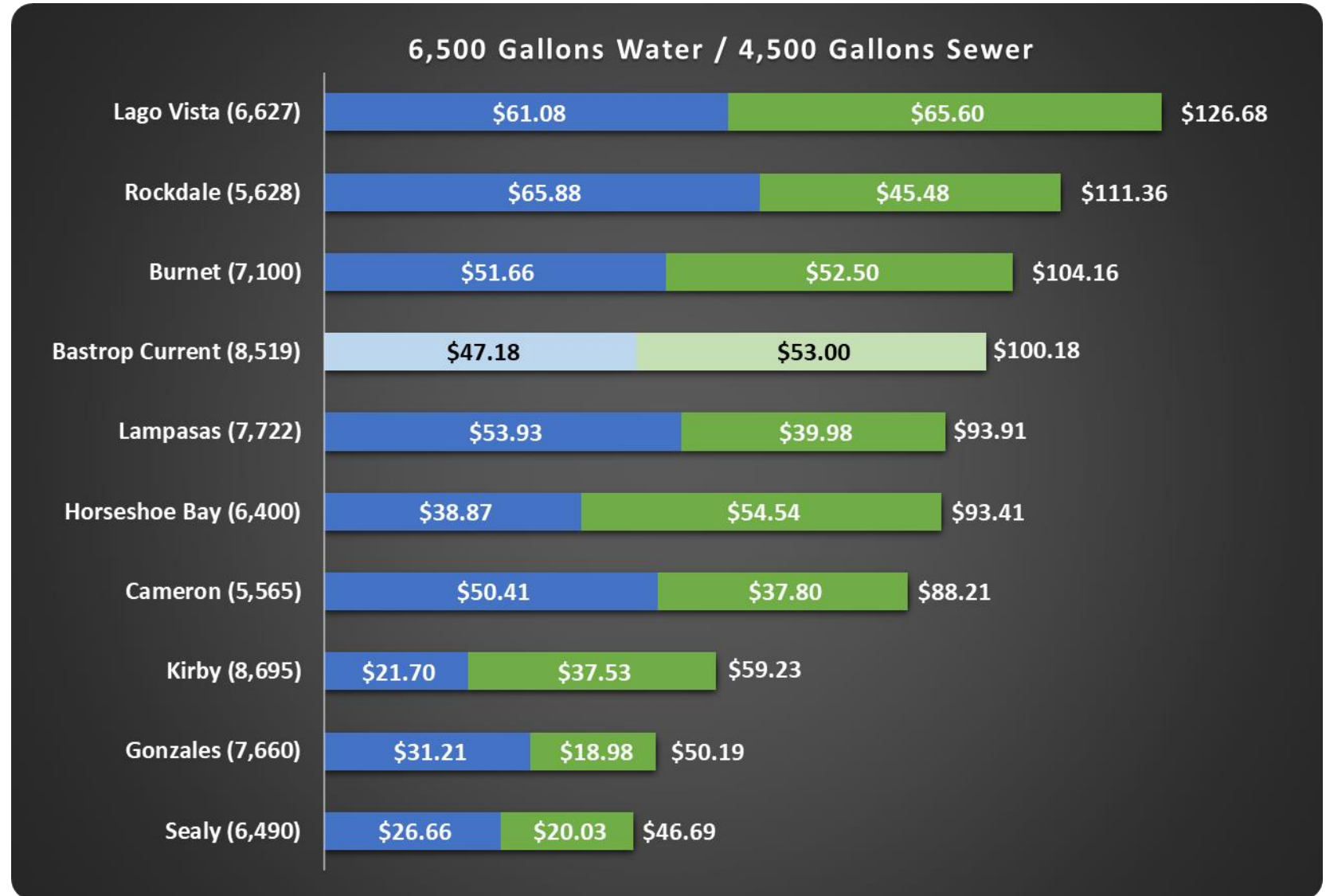
1. Specific to Commercial Multi-Unit Properties, property owner will be responsible for the water and sewer service and billing to tenants
 - a) City is a third-party to the transaction and should not be involved in billing between property owner and tenant
 - b) Will reduce issues to be addressed by City's Utility Billing Staff
 - c) Multi-family billing covered by PUC Rules, Chapter 24, Subchapter I



REGIONAL BILL COMPARISONS

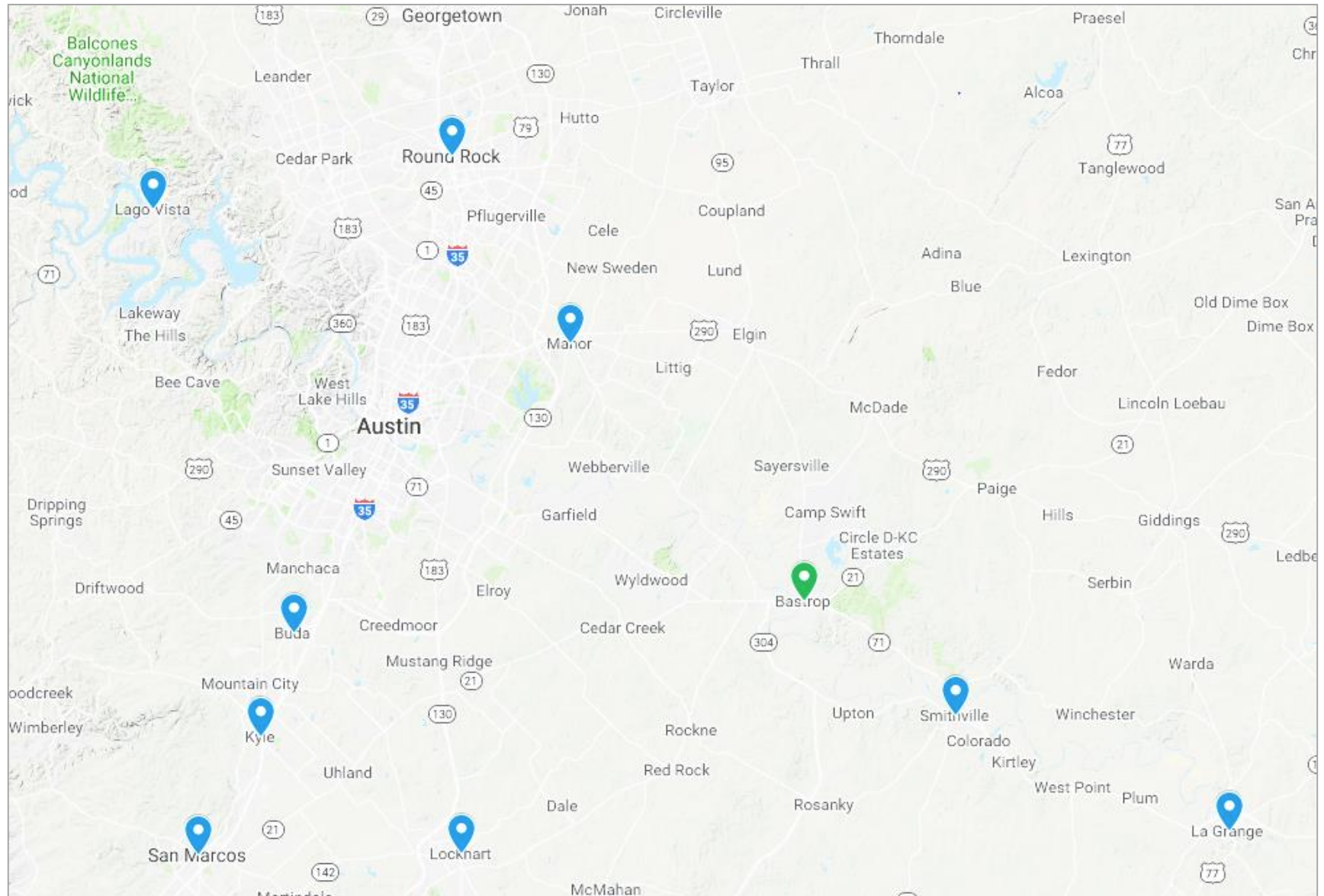
REGIONAL COMPARISON BY SIZE

Average Residential ¾" Customer Bill



REGIONAL COMPARISON BY GEOGRAPHY

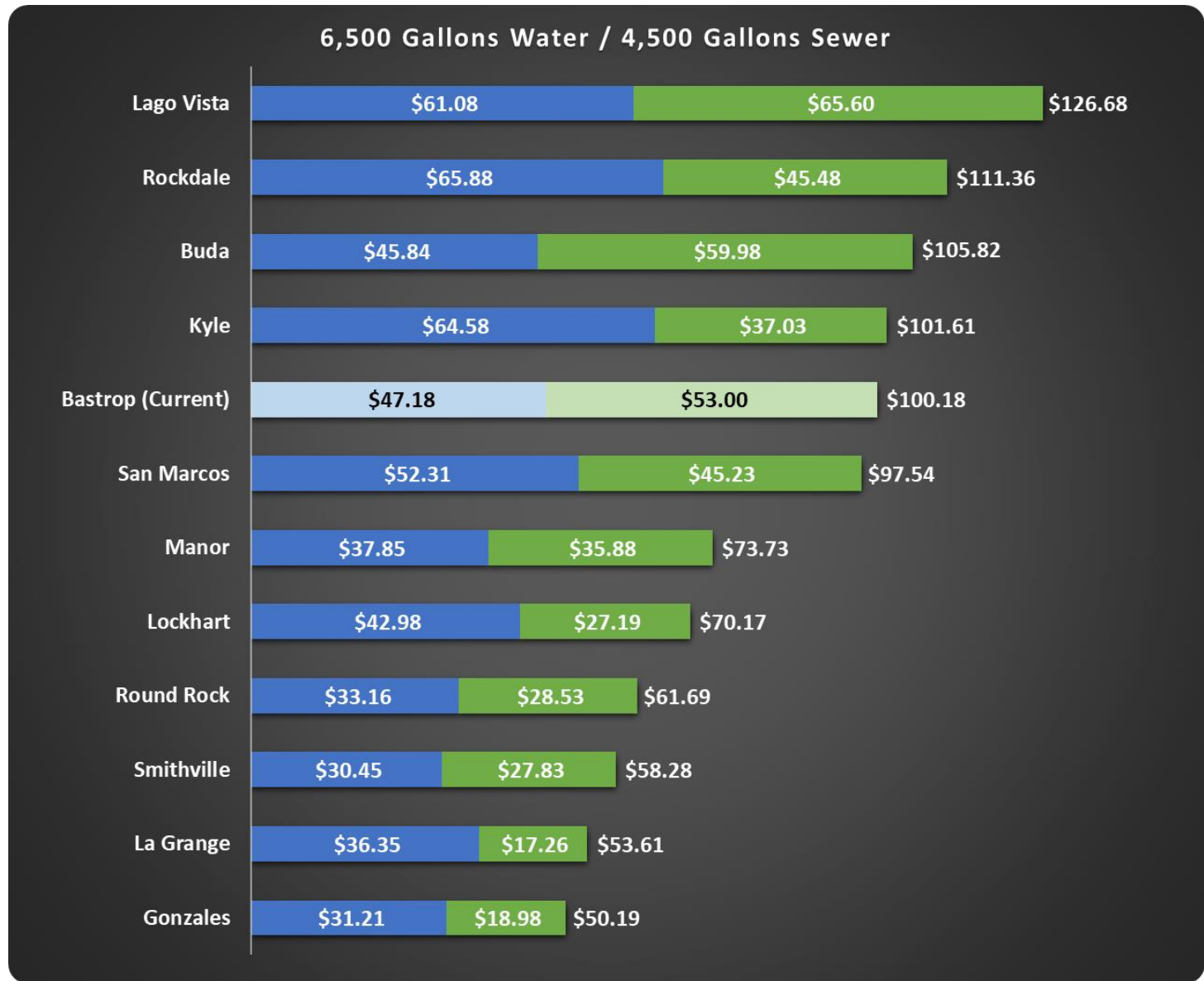
Map of Comparison Cities



REGIONAL COMPARISON BY GEOGRAPHY

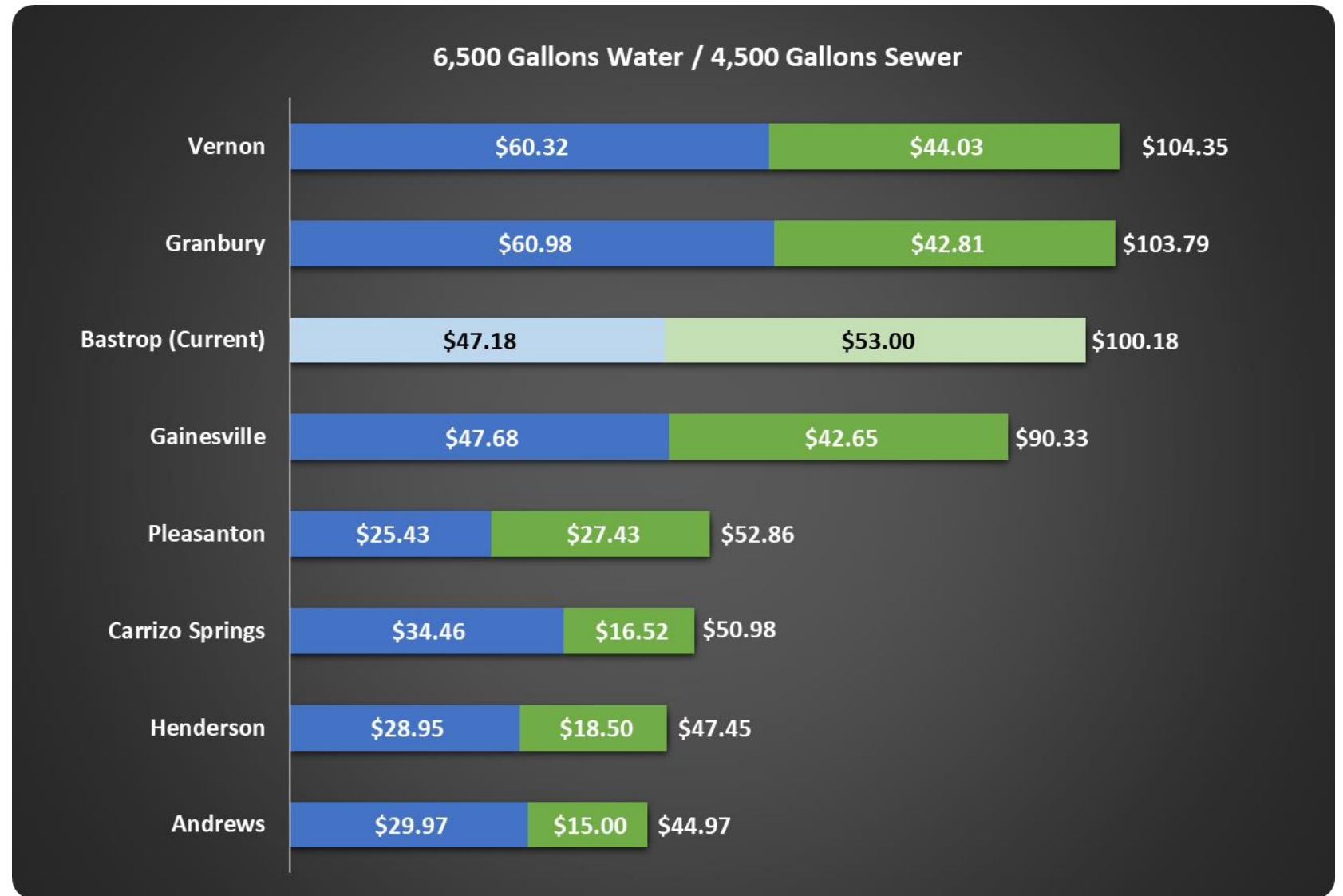
Average Residential ¾" Customer Bill

6,500 Gallons Water / 4,500 Gallons Sewer



REGIONAL COMPARISON BY SERVICE

Average Residential ¾" Customer Bill





QUESTIONS AND DISCUSSION

NEWGEN STRATEGIES AND SOLUTIONS
275 W. CAMPBELL ROAD, SUITE 440
RICHARDSON, TEXAS 75080

CHRIS EKRUT, DIRECTOR
972-232-2234
CEKRUT@NEWGENSTRATEGIES.NET



STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 6A

TITLE:

Receive the Comprehensive Annual Financial Report for the period ending September 30, 2019, which includes the independent auditor's report presented by the independent audit firm of Belt Harris Pechacek, LLLP.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City financial statements have been audited by Belt Harris Pechacek, LLLP, Certified Public Accountants and this Comprehensive Annual Financial Report has been prepared based upon those audited statements.

The goal of the independent audit was to provide reasonable assurance, in conformity with generally accepted accounting principles, that the financial statements of the City for the fiscal year ended September 30, 2019 are free of material misstatement. This independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used, significant estimates made by management and evaluating the overall financial statement presentation.

Belt Harris Pechacek, LLLP stated that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Bastrop, Texas, for the fiscal year ended September 30, 2019.

The auditors have issued an unmodified audit opinion which is the best opinion that can be obtained. They have noted no recommendations for improvement over internal controls.

A copy of this report will be available to review at the Library and in the City Secretary's office. It will also be available on the City's website.

POLICY EXPLANATION:

State law requires that every general-purpose local government publish, within six months of the close of each fiscal year, a complete set of audited financial statements. The six-month window ends March 30, 2020.

This independent audit to be made of all the accounts is also required by the City Charter and Financial Management Policies adopted by City Council.

FUNDING SOURCE:

N/A

RECOMMENDATION:

There is no action required as this is presented for informational purposes.

ATTACHMENTS:

- Comprehensive Annual Financial Report for period ending September 30, 2019





Comprehensive Annual Financial Report For Fiscal Year Ending September 30, 2019

CITY OF BASTROP, TEXAS



Official Issuing Report:
Tracy Waldron, CGFO, Chief Financial Officer

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CITY OF BASTROP, TEXAS

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CITY OF BASTROP, TEXAS

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INTRODUCTORY SECTION

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City of Bastrop
1311 Chestnut Street
PO Box 427
Bastrop, Texas 78602



February 24, 2020

Honorable Mayor, and City Council,
and the Citizens of the City of Bastrop, Texas

The City of Bastrop, Texas (the “City”) Finance Department respectfully submits the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2019. Provided herein is a complete set of financial statements in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

The purpose of this report is to provide council, management, staff, the public, and other interested parties with detailed information regarding the City’s financial condition. State law requires that every general-purpose local government publish, within six months of the close of each fiscal year, a complete set of audited financial statements. This report is published to fulfill that requirement for the fiscal year ended September 30, 2019.

This report consists of management’s representations concerning the finances of the City. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and reports in a manner designed to present fairly the financial position and results of operations of the various funds of the City. All disclosures necessary to enable the reader to gain an understanding of the City’s financial activities have been included.

To provide a reasonable basis for making the representations, management of the City has established a comprehensive internal control framework that is designed both to protect the City assets from loss, theft, or misuse and to compile sufficient, reliable information for the preparation of the City financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City’s comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that to the best of our knowledge and belief this financial report is complete and reliable in all material respects.

The City’s financial records have been audited by Belt Harris Pechacek, LLLP Certified Public Accountants as required by the City Charter and Financial Management Policies adopted by City Council. This CAFR has been prepared based upon those audited records. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City for the fiscal year ended September 30, 2019 are free of material misstatement. This independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation.

Belt Harris Pechacek, LLLP Certified Public Accountants have stated that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Bastrop, Texas, for the fiscal year ended September 30, 2019. The independent auditors' report is located at the front of the financial section. Management's discussion and analysis (MD&A) immediately follows the independent auditors' report and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF BASTROP

The City of Bastrop is nestled on the Colorado River and located at the junction of Texas Highways 71, 21 and 95, just 30 minutes from Austin; 90 minutes from San Antonio; and less than 2 hours from Houston. It currently occupies 11 square miles and serves a population of approximately 9,420. The City of Bastrop serves as the county seat of Bastrop County. The City has developed into a commercial center which daily serves up to an estimated 25,000 businesspersons, shoppers, and visitors.

Bastrop, Texas is known as the most historic small town in Texas. This frontier settlement was founded by Stephen F. Austin in 1832 and incorporated in 1837. The City is the second-oldest incorporated town in Texas and was considered an alternate capital of the Republic. The City is situated along El Camino Real National Historic Trail and boasts more than 130 renovated historic homes and sites designated on the *National Register of Historic Places* by the Texas Historical Commission.

The City operates under a council-manager form of government. The City Council is comprised of a Mayor and five council members. All members are elected at large on a staggered and non-partisan basis. They are responsible to enact local legislation, provide policy, and annually adopt the operating budget. They appoint the City Manager, City Attorney, Judge of the Municipal Court, and members of various boards and commissions. The City Manager, under the oversight of the City Council, is responsible for the proper administration of the operations of the City.

The City provides a full range of municipal services including general government, public safety, public works, parks and recreation, planning and development, code enforcement, animal services, and water, sewer and electric utilities. Sanitation services are provided by the City but are privately contracted.

The Bastrop Economic Development Corporation (BEDC) is included in the financial statements as a discrete component unit. Its purpose is to aid, promote, and further economic development within the City. The BEDC is funded with sales tax revenues and is discussed more fully in the notes to the financial statements.

The annual budget of the City serves as the foundation for its financial plan and control. The budget is proposed by the City Manager and adopted by the City Council in accordance with policies and procedures established by the City Charter, ordinances, and state law. The budget process begins each year with the development of priority issues established by City Council at their City Council Retreat. Departments submit their annual departmental budget requests to the

City Manager for review. A proposed budget is prepared for presentation to the City Council. The City Council reviews the budget in subsequent work sessions and a formal budget is prepared and made available to the public for review. Prior to official adoption of the budget by Council, any required public hearings on the proposed budget are held to allow for public input and any required notices are published in the City's newspaper.

FACTORS AFFECTING FINANCIAL CONDITION

Local Economy

The City of Bastrop is identified as the county seat for Bastrop County. With this designation comes commercial growth not typically seen for a population of approximately 9,420 residents. Major industries located within the government's boundaries, or close proximity, include small industries, retail stores, several financial institutions, restaurants, and insurance companies. The school district has significant economic presence, employing in total more than 1,400 teachers, professionals, and support staff.

Although unemployment rates have reduced nationwide over the last two years, the City of Bastrop continues to experience unemployment rates consistently lower than national averages. The unemployment rate in Bastrop was 2.9% for September 2019.

Due to its healthy local economy, the City of Bastrop has a general obligation credit rating of AA from Standard and Poor's as of August 2018 and AA- for Utility System Revenue Bonds. Over the past ten years, the City has experienced significant economic growth and investment. Commercial development was active in 2014 as evidenced by the addition of Academy Sports store, Chick-fil-a, Southside BBQ restaurant, renovation and expansion of the HEB grocery store, and an additional retail strip center. This growth continued in 2015 with a new strip center added in Burleson Crossing including three additional retail stores (Hobby Lobby, Five Below, Ulta) and the new strip center by Walmart (Fred Loya Insurance, The UPS store, Papa John's). In 2016, another strip center in Burleson Crossing was completed (Garcia's Restaurant, Wing Stop, etc.) and another strip center by Walmart (Mama Fu's, Sally's Beauty Supply, etc.). In 2016, the City approved final plats for Pecan Park to start residential construction, adding much needed homes. The City issued 77 building permits with a permit value of \$16,142,863 in FY16. In 2017, Pecan Park continued to expand with several additional residential sections opening Spring Street Dental, Lost Pines Art Center, and Pacific Dental all opened for business. The City issued 117 building permits with a permit value of \$17,782,113. This increased even more in 2018, with 164 permits being issued at a permit value of \$17,531,410. These permits included two new apartment complexes with approximately 325 units. In 2019, 212 building permits were issued at a permit value of \$27,086,375. Residential continued to grow with the opening of the Hunter's Crossing apartment complex, offering 182 new living units. Piney Creek Bend and Pecan Park continued to construct additional single-family housing. The City welcomed the following commercial businesses: Rapid Express Car Wash, Bastrop Premier Emergency Room, Burger King, and Denny's.

Our sound financial position is apparent even with the growth pressures because of our conservative budgeting practices, as evidenced by healthy fund balance numbers. The City experienced growth in assessed valuation of property taxes and collection of sales taxes from fiscal year 2011 through 2019 as identified in the following chart. Existing assessed valuations have continued to represent a slight increase. This increase could be attributable to the build out

of Hunter’s Crossing subdivision and an increase in assessed values of current properties including new commercial growth over the past several years. The sales tax revenue for FY 2017 was slightly below budget and did not reflect the higher % increase the City had been experiencing in previous years. The City consistently shows an increase in sales tax revenue even when other areas of the state do not.

Fiscal Year	Ad Valorem Taxes	%	General Fund	%
	Certified Assessed Valuation	Change	Sales Tax Receipts	Change
2011	\$ 607,077,994	7.00%	\$ 2,722,333	4.26%
2012	\$ 627,256,816	3.32%	\$ 3,194,452	17.34%
2013	\$ 635,808,461	1.36%	\$ 3,322,116	3.99%
2014	\$ 670,721,248	5.49%	\$ 3,544,649	6.70%
2015	\$ 737,922,965	10.02%	\$ 4,016,828	13.3%
2016	\$ 782,928,050	6.09%	\$ 4,313,718	7.39%
2017	\$ 825,822,058	5.47%	\$ 4,437,843	2.87%
2018	\$ 863,072,067	4.51%	\$ 4,828,513	8.80%
2019	\$ 897,823,408	4.03%	\$ 5,087,945	5.37%

Long-term Financial Planning

The City Council approved a budget that held fund balance at 25% for Fiscal Year 2019. This is right at our 25% reserve required by the Financial Management Policy.

The overriding goal of the Financial Management Policy and Comprehensive Fund Balance Policy are to enable the City to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control, and debt management.

Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases. Debt payments are structured to provide that capital assets funded by debt have a longer life than the debt associated with those assets. Regarding general obligation debt, the City has followed a policy of structuring new debt issue payment schedules to maintain declining debt payment structures to keep tax increases at a minimum.

Relevant Financial Policies

The City has adopted a comprehensive set of financial policies. Annually or as needed, the City Council approves their financial policies and extensive review and revisions are provided to City Council and the City Manager from the Finance Department. Each year the City Council approves the Investment Policy, which is intended to protect City assets by identifying investment objectives, addressing the issues of investment risks versus rewards, and providing the framework for the establishment of controls, limitations, and responsibilities of City employees in the performance of their fiduciary responsibilities. In FY 2019, the City approved a revised Purchasing Policy with the intent to maintain a cost-effective purchasing system

conforming to good management practices. The establishment and maintenance of a good purchasing system is possible only through cooperative effort. This policy reaffirms the City of Bastrop's commitment to strengthen purchasing and property controls to reasonably assure that assets are received and retained in the custody of the City of Bastrop.

Major Initiatives

There was one issuance of debt in FY2019. The Limited Tax Note 2019 in the amount of \$465,000 was issued on September 26, 2019. The proceeds from the sale of the Bonds will be used for the purpose of funding the Gills Branch drainage study and phase I design.

Awards and Acknowledgements

The Governmental Finance Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its CAFR for the fiscal year ended September 30, 2018. This was the seventh consecutive year that the City achieved this prestigious award. In order to be awarded a Certificate of Achievement, the government had to publish an easily readable and efficiently organized CAFR that satisfied both generally accepted accounting principles and applicable program requirements.

A certificate of achievement is valid for a period of one year only. We believe our current report continues to conform to the Certificate of Achievement program requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

The Government Treasurers' Organization of Texas awarded the City with a Certification of Investment Policy for developing an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the Government Treasurers' Organization of Texas. This certificate is for a two-year period ending March 31, 2021.

The State Comptroller of Public Accounts awarded the City the Debt Obligations Star for transparency on the City's website. This certificate is valid for a period of one year.

The preparation of this report would not have been possible without the skill, effort, and dedication of the entire staff of the Finance Department. We wish to thank all government departments for their assistance in providing the data necessary to prepare this report. Credit also is due to the City Manager, Mayor, and the Council for their unfailing support for maintaining the highest standards of professionalism in the management of the City's finances.

Respectfully submitted,

Tracy Waldron

Tracy Waldron
Chief Financial Officer

CITY OF BASTROP, TEXAS

ORGANIZATIONAL CHART

September 30, 2019



Chart Legend

Functional Responsibility

CITY OF BASTROP, TEXAS
*CERTIFICATE OF ACHIEVEMENT FOR
EXCELLENCE IN FINANCIAL REPORTING*



Government Finance Officers Association

**Certificate of
Achievement for
Excellence in
Financial
Reporting**

Presented to

**City of Bastrop
Texas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2018

Christopher P. Merrill

Executive Director/CEO

CITY OF BASTROP, TEXAS

PRINCIPAL OFFICIALS

September 30, 2019

City Officials	Elective Position
Connie Schroder	Mayor
Lyle Nelson	Mayor Pro-Tem, Council Member , Place 3
Wille Lewis "Bill" Peterson	Council Member, Place 1
Drusilla Rogers	Council Member, Place 2
Bill Ennis	Council Member, Place 4
Dock Jackson	Council Member, Place 5

Key Staff	Position
Lynda Humble	City Manager (through January 2020)
Trey Job	Acting City Manager (January 2020)/Director Public Works
James Altgelt	Assistant City Manager/Police Chief
Trey Job	Assistant City Manager/Director Public Works
Ann Franklin	City Secretary
Kim Walters	Court Administrator
Tracy Waldron	Chief Financial Officer

FINANCIAL SECTION

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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and
City Council Members of the
City of Bastrop, Texas:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Bastrop, Texas (the "City") as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of September 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, budgetary comparison information, schedules of changes in net pension and total other postemployment benefits liability and related ratios, and schedule of contributions, identified as Required Supplementary Information on the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining statements and schedules, and statistical section are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The combining statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

BELT HARRIS PECHACEK, LLLP

Belt Harris Pechacek, LLLP
Certified Public Accountants
Houston, Texas
February 24, 2020

***MANAGEMENT'S DISCUSSION
AND ANALYSIS***

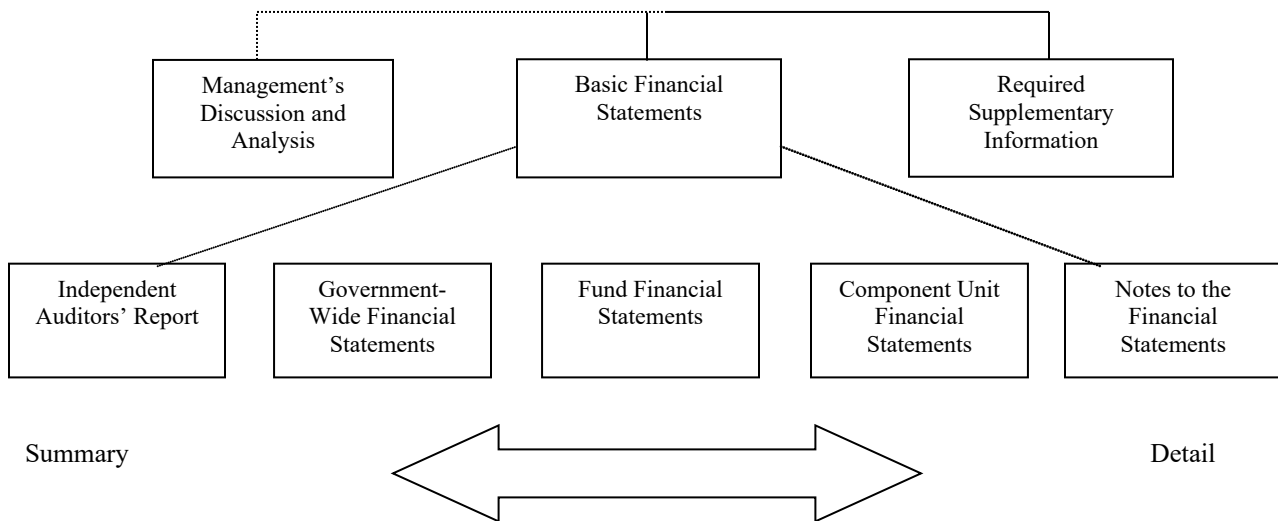
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CITY OF BASTROP, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019

The purpose of the Management's Discussion and Analysis (MD&A) is to give the readers an objective and easily readable analysis of the financial activities of the City of Bastrop, Texas (the "City") for the year ending September 30, 2019. The analysis is based on currently known facts, decisions, or economic conditions. It presents short and long-term analysis of the City's activities, compares current year results with those of the prior year, and discusses the positive and negative aspects of that comparison. Please read the MD&A in conjunction with the transmittal letter at the front of this report and the City's financial statements, which follow this section.

THE STRUCTURE OF OUR ANNUAL REPORT

Components of the Financial Section



The City's basic financial statements include (1) government-wide financial statements, (2) individual fund financial statements, and (3) notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-Wide Statements

The government-wide statements report information for the City as a whole. These statements include transactions and balances relating to all assets, including infrastructure capital assets. These statements are designed to provide information about cost of services, operating results, and financial position of the City as an economic entity. The Statement of Net Position and the Statement of Activities, which appear first in the City's financial statements, report information on the City's activities that enable the reader to understand the financial condition of the City. These statements are prepared using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account even if cash has not yet changed hands.

The Statement of Net Position presents information on all of the City's assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. Other nonfinancial factors, such as the City's property tax base and the condition of the City's infrastructure, need to be considered in order to assess the overall health of the City.

CITY OF BASTROP, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019

The Statement of Activities presents information showing how the City's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows – the accrual method rather than modified accrual that is used in the fund level statements.

The Statement of Net Position and the Statement of Activities divide the City's financials into two classes of activities:

1. *Governmental Activities* – Most of the City's basic services are reported here including general government, public safety (police and fire protection), community services, and economic development. Interest payments on the City's debt are also reported here. Property tax, sales tax, hotel/motel tax, and franchise fees, finance most of these activities.
2. *Business-Type Activities* – Services involving a fee for those services are reported here. These services include the City's water and wastewater services, and electrical utility.

The government-wide financial statements include not only the City itself (known as the primary government), but also a legally separate the Bastrop Economic Development Corporation (BEDC) which the City is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government itself. The public improvement districts (PID), although also legally separate, function for all practical purposes as departments of the City and, therefore, have been included as an integral part of the primary government.

The government-wide statements include not only the City but also a discrete component unit, the Bastrop Economic Development Corporation (BEDC). Although legally separate, BEDC is financially accountable to the City

The government-wide financial statements can be found after the MD&A.

FUND FINANCIAL STATEMENTS

Funds may be considered as operating companies of the parent corporation, which is the City. They are usually segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance related legal reporting requirements. The three categories of City funds are governmental, proprietary and fiduciary.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as *on balances of spendable resources* available at the end of the year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

The City maintains 14 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund, and the hotel/motel tax fund, which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report

The City adopts an annual appropriated budget for its general fund, debt service fund, and the Hotel/motel tax fund. Budgetary comparison schedules have been provided for these funds to demonstrate compliance with these budgets.

Proprietary Funds

The City maintains two types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water and wastewater system, electrical utility, and community impact fees. The proprietary fund financial statements provide separate information for the water and wastewater, and electrical utility. The basic proprietary fund financial statements can be found in the basic financial statements of this report.

The City also uses an internal service fund to account for its vehicle and equipment replacement. The internal service fund had been included within governmental activities in the government-wide financial statements.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes are the last section of the basic financial statements.

Other Information

In addition to the basic financial statements, MD&A, and accompanying notes, this report also presents certain Required Supplementary Information (RSI). The RSI includes a budgetary comparison schedule for the general fund, schedules of changes in net pension and total other postemployment benefits liability and related ratios and schedules of contributions. RSI can be found after the notes to the basic financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the City's financial position. Assets and deferred outflows of resources exceed liabilities and deferred inflows by \$61,967,475 as of September 30, 2019. The largest portion of the City's net position, 63 percent, reflects its investment in capital assets (e.g., land, building, equipment, improvements, construction in progress, and infrastructure), less any debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the assets themselves cannot be used to liquidate these liabilities.

The following table provides a summary Statement of Net Position is as follows:

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2019	2018	2019	2018	2019	2018
Current and other assets	\$ 18,651,042	\$ 18,337,445	\$ 14,145,293	\$ 14,378,086	\$ 32,796,335	\$ 32,715,531
Note receivable	3,257,645	3,438,987	300,000	360,000	3,557,645	3,798,987
Capital assets, net	36,660,119	35,154,317	38,196,577	33,172,359	74,856,696	68,326,676
Total Assets	58,568,806	56,930,749	52,641,870	47,910,445	111,210,676	104,841,194
Deferred outflows	2,061,685	1,481,099	329,760	176,927	2,391,445	1,658,026
Liabilities due within one year	3,080,617	1,090,919	2,990,381	1,221,121	6,070,998	2,312,040
Long-term liabilities	26,438,016	28,459,382	19,071,152	18,578,900	45,509,168	47,038,282
Total Liabilities	29,518,633	29,550,301	22,061,533	19,800,021	51,580,166	49,350,322
Deferred outflows	-	359,126	54,480	155,696	54,480	514,822
Net Position:						
Net investment in capital assets	19,816,206	19,769,501	18,773,085	16,812,087	38,589,291	36,581,588
Restricted	4,626,827	4,343,291	1,572,344	2,732,351	6,199,171	7,075,642
Unrestricted	6,668,824	4,389,629	10,510,188	8,587,217	17,179,012	12,976,846
Total Net Position	\$ 31,111,857	\$ 28,502,421	\$ 30,855,617	\$ 28,131,655	\$ 61,967,474	\$ 56,634,076

A portion of the City's net position, \$6,199,177, represents resources that are subject to external restriction on how they may be used. The remaining balance of unrestricted net position, \$17,179,012, or 28 percent may be used to meet the City's ongoing obligation to citizens and creditors.

Net capital assets compared to the prior year increased due to the construction and acquisition of new capital assets in excess of current year depreciation expense. Liabilities due within one year increased \$3,613,650 due to normal operating fluctuations related to the timing of payments. Long-term liabilities decreased by \$1,500,917.

CITY OF BASTROP, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019

Statement of Activities

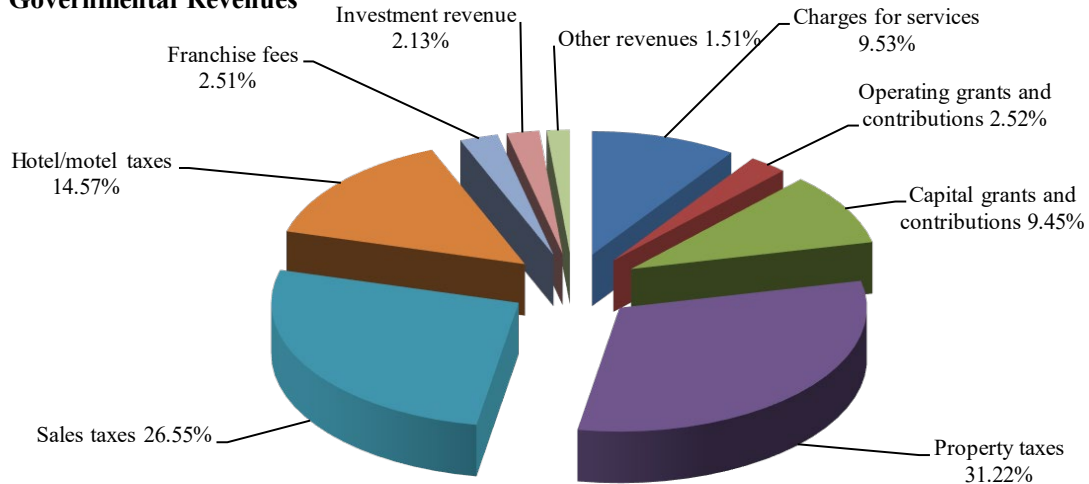
The following table provides a summary of the City's changes in net position:

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2019	2018	2019	2018	2019	2018
Revenues						
Program revenues:						
Charges for services	\$ 1,850,398	\$ 2,064,461	\$ 13,423,160	\$ 13,024,175	\$ 15,273,558	\$ 15,088,636
Operating grants and contributions	490,013	150,396	-	-	490,013	150,396
Capital grants and contributions	1,835,482	1,306,839	1,779,620	90,214	3,615,102	1,397,053
General revenues:						
Property taxes	6,061,380	5,758,745	-	-	6,061,380	5,758,745
Sales taxes	5,155,893	4,815,099	-	-	5,155,893	4,815,099
Hotel/motel taxes	2,829,049	2,844,403	-	-	2,829,049	2,844,403
Franchise fees	486,716	462,968	-	-	486,716	462,968
Investment revenue	414,108	190,986	291,046	204,426	705,154	395,412
Other revenues	293,716	208,906	-	335,789	293,716	544,695
Total Revenues	19,416,755	17,802,803	15,493,826	13,654,604	34,910,581	31,457,407
Expenses						
General government	6,020,455	5,042,504	-	-	6,020,455	5,042,504
Public safety	4,706,904	3,995,531	-	-	4,706,904	3,995,531
Development services	1,360,305	919,670	-	-	1,360,305	919,670
Community services	1,852,431	2,015,727	-	-	1,852,431	2,015,727
Economic development	3,212,115	3,910,783	-	-	3,212,115	3,910,783
Interest and fiscal agent fees	911,431	853,401	-	-	911,431	853,401
Water and wastewater	-	-	5,356,350	4,747,676	5,356,350	4,747,676
Bastrop power and light	-	-	6,138,706	6,351,799	6,138,706	6,351,799
Community impact fee	-	-	18,484	-	18,484	-
Total Expenses	18,063,642	16,737,616	11,513,540	11,099,475	29,577,182	27,837,091
Increase in Net Position						
Before Transfers	1,353,113	1,065,187	3,980,286	2,555,129	5,333,399	3,620,316
Transfers in (out)	1,256,323	1,042,299	(1,256,323)	(1,042,299)	-	-
Change in Net Position	2,609,436	2,107,486	2,723,963	1,512,830	5,333,399	3,620,316
Beginning net position	28,502,421	26,394,935	28,131,655	26,618,825	56,634,076	53,013,760
Ending Net Position	\$ 31,111,857	\$ 28,502,421	\$ 30,855,618	\$ 28,131,655	\$ 61,967,475	\$ 56,634,076

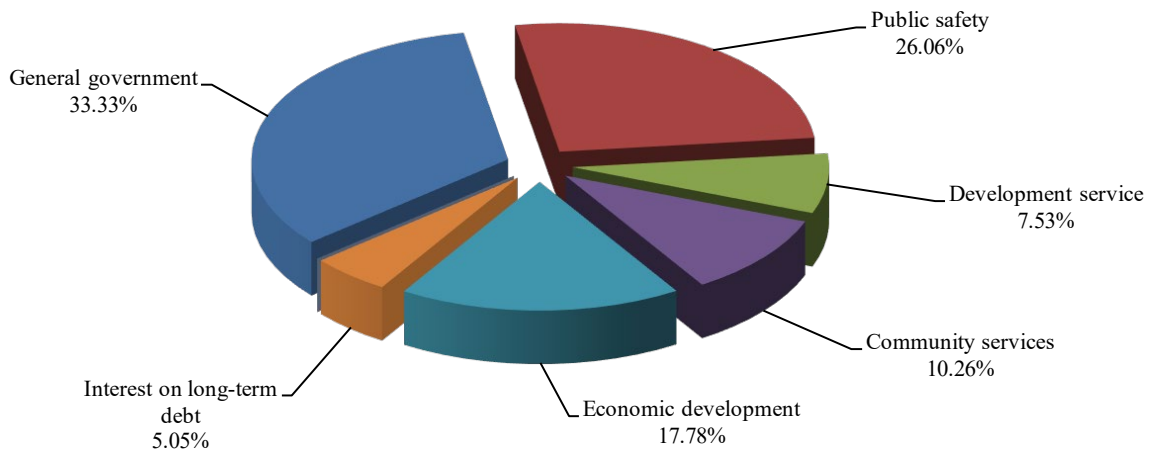
CITY OF BASTROP, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2019

Graphic presentations of selected data from the summary tables follow to assist in the analysis of the City's activities.

Governmental Revenues



Governmental Expenses



For the year ended September 30, 2019, revenues from governmental activities totaled \$19,416,754, which is an increase of \$1,613,951 from last year. This is primarily due to additional grants and contributions, as well as an increase in property tax revenues from an increase in the appraised values of properties within the City and an increase in sales tax revenues from improved sales within the City.

For the year ended September 30, 2019, expenses for governmental activities totaled \$18,063,642. Overall governmental expenses increased by \$1,326,026 due largely to increase in the pension and postemployment retirement liabilities and related changes in deferred items.

Business-type activities' change in net position was \$3,980,286 before transfers out of \$1,256,323. Revenues increased \$1,839,222 compared to the prior year due to a increase in capital grants and contributions. In comparison, expenses increased by only \$414,065.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As noted earlier, fund accounting is used to demonstrate and ensure compliance with finance-related legal requirements.

Governmental Funds – The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the City's net resources available for spending at the end of the year.

The City's governmental funds reflect a combined fund balance of \$15,110,295. Of this, \$492,693 is nonspendable, \$11,501,339 is restricted for various purposes, and \$44,617 is assigned for various projects. The remaining balance of \$3,071,646 is unassigned in the general fund.

There was a net increase in the combined fund balance of \$43,330 compared to the prior year, due mainly to increases in property tax revenues and sales tax revenues. Expenditures increased compared to prior year mainly due to an increase in personnel costs, economic development projects, and capital expenditures.

The general fund is the chief operating fund of the City. At the end of the current year, unassigned fund balance of the general fund was \$3,071,646, while total fund balance reached \$3,180,690. As a measure of the general fund's liquidity, it may be useful to compare both the unassigned fund balance and total fund balance to total fund expenditures. Fund balance represents 26 percent of total general fund expenditures. The general fund demonstrated an overall decrease of \$709,052.

The debt service fund has a total fund balance of \$258,520, all of which is restricted for the payment of debt service. The net decrease in fund balance during the year was \$56,878. The hotel/motel tax fund's fund balance increased \$243,011 to \$3,849,730.

Proprietary Funds – The City's proprietary fund financial statements provide the same type of information found in the government-wide financial statements, but in more detail.

GENERAL FUND BUDGETARY HIGHLIGHTS

There had been a planned decrease in budgeted fund balance in the amount of \$1,456,664 in the general fund. However, the net change in fund balance decreased by \$709,052 resulting in a positive variance of \$747,612 from budgeted as amended over actual. Actual general fund revenues were more than amended budgeted revenues by \$258,438 during 2019. The City realized more revenues than anticipated mostly from sales taxes, while licenses and permits lagged behind expectations. Actual expenditures were less than budgeted amounts by \$1,207,610 for the fiscal year.

CAPITAL ASSETS

At the end of the current fiscal year, the City's governmental and business-type activities had invested \$74,856,696 in a variety of capital assets and infrastructure (net of accumulated depreciation). This represents a net increase of \$1,494,498. More detailed information about the City's capital assets is presented in note III. C. to the financial statements.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

LONG-TERM DEBT

At the end of the current fiscal year, the City had total notes, bonds, and certificates of obligation outstanding related to its governmental activities of \$23,232,117 and business-type activities of \$18,840,106. More detailed information about the City’s long-term liabilities is presented in note III. D. to the financial statements.

Current underlying ratings on debt issues are as follows:

<u>Fitch</u>	
Long-term Issuer Default Rating	AA-
Combination Tax and Revenue CO	AA-
General Obligation	AA-
Limited Tax Refunding	AA-
<u>Standard and Poor’s</u>	
Revenue Bonds	AA-
General Obligation	AA

ECONOMIC FACTORS AND NEXT YEAR’S BUDGET

The City experiences steady commercial growth as it is identified within Bastrop County as the county seat and its desirable location between Houston and Austin. The City’s population is about 9,159 within the City limits; however, it is estimated the City’s retail market services in excess of 198,000 visitors. Due to its healthy local economy, the City has maintained a credit rating of AA from S&P Global Ratings at our last bond issue in August 2018. The annual operating budget for fiscal year 2020 reflects a variety of community issues, planning initiatives, economic development opportunities, and street and drainage projects. The Council held budget and planning sessions to provide an opportunity for the City Council to pass along their input and guidance in developing the FY 2020 budget. The City adopted a fiscally responsible balance budget on September 24, 2019.

Total General Fund revenue for fiscal year 2020 is \$11,459,620. The fiscal year 2020 General Fund’s major revenue source for the City is sales tax at a budgeted \$5,084,400. Ad valorem tax revenue (property taxes) is a close second with an annual budget of \$3,850,795. The sales tax and ad valorem taxes comprise 73% of the revenues received by the General Fund for operations. The General Fund (M&O) tax rate of \$0.3691/\$100 and the Debt Service Fund (I&S) tax rate of \$0.1949/\$100 combine to establish the City’s overall property tax rate of \$0.564 per \$100. The City has maintained this constant tax rate for the fifth year in a row. The debt service payments for FY 2020 are \$2,095,838 or 34.56 percent of the overall tax rate necessary to generate funds to service the bonded indebtedness of the City of Bastrop. Property taxes of \$3,850,795 support the General Fund operations of the City, which represents 65.44 percent of the revenue collection. The FY 2020 budget will provide for the 25% required fund balance at year-end as required by the Financial Management policy adopted by City Council.

Water and Wastewater Fund operations for FY 2020 has budgeted revenue of \$6,211,564, which expenses are budgeted at \$5,267,239. This budget is transferring \$900,000 in excess fund balance to the Capital Fund leaving the fund balance at 35% required by the Financial Management policy adopted by City Council.

Electric Fund revenues consist of the sale of electricity to the City’s customers within its service area, fees assessed for extension services, and pole attachment fee. Total budgeted expenses for the Electric Fund for the purchase of electricity and operations of the department is \$7,702,248.

The Comprehensive Plan that was adopted by City Council in FY 2017 was used to set budgetary priorities. The plan gives the City Council long range goals that will ensure progress towards improving the community and

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

maintaining the quality of life Bastrop residents have come to expect. The City is committed to the delivery of excellent service today and we are prepared to effectively deliver the same service tomorrow.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Tracy Waldron, CGFO, Chief Financial Officer, P.O. Box 427, Bastrop, Texas 78602.

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CITY OF BASTROP, TEXAS

STATEMENT OF NET POSITION

September 30, 2019

	Primary Government			Component Unit
	Governmental Activities	Business-Type Activities	Total	BEDC
Assets				
Cash and equity in pooled cash and invest.	\$ 16,256,494	\$ 8,667,979	\$ 24,924,473	\$ 5,385,896
Receivables, net of allowances	2,009,803	1,188,513	3,198,316	432,831
Internal balances	(567,912)	567,912	-	-
Due from BEDC	99,059	-	99,059	-
Due from other governments	744,554	-	744,554	-
Prepays and other assets	96,976	-	96,976	15,794
Inventory	12,068	347,112	359,180	-
Restricted assets:				
Temporarily restricted cash and cash equiv.	-	3,373,777	3,373,777	-
	18,651,042	14,145,293	32,796,335	5,834,521
Note receivable	3,257,645	300,000	3,557,645	-
Capital assets:				
Nondepreciable capital assets	5,757,164	8,441,116	14,198,280	2,856,790
Depreciable capital assets, net	30,902,955	29,755,461	60,658,416	505,506
	36,660,119	38,196,577	74,856,696	3,362,296
Total Assets	58,568,806	52,641,870	111,210,676	9,196,817
Deferred Outflows of Resources				
Deferred outflows - pension	1,305,529	329,667	1,635,196	54,321
Deferred outflows - OPEB health/supplemental	357	93	450	202
Deferred loss on refunding	755,799	-	755,799	-
Total Deferred Outflows of Resources	2,061,685	329,760	2,391,445	54,336
Liabilities				
Accounts payable and accrued liabilities	956,919	1,572,881	2,529,800	204,030
Unearned revenue	-	-	-	13,800
Accrued bond interest	103,962	-	103,962	-
Due to primary government	-	-	-	99,059
Noncurrent liabilities:				
Portion due within one year:				
Compensated absences	126,671	28,197	154,868	6,687
Bonds and notes payable	1,893,065	1,389,303	3,282,368	313,968
Portion due in more than one year:				
Compensated absences	126,671	28,196	154,867	5,340
Bonds and notes payable (net)	22,316,512	18,034,189	40,350,701	4,231,450
Net pension liability	3,224,585	814,267	4,038,852	134,170
OPEB liability - health	551,354	139,226	690,580	22,941
OPEB liability - supplemental death	218,894	55,274	274,168	9,107
Total Liabilities	29,518,633	22,061,533	51,580,166	5,040,552
Deferred Inflows of Resources				
Deferred gain on refunding	-	54,480	54,480	-
Total Deferred Inflows of Resources	-	54,480	54,480	-
Net Position				
Net investment in capital assets	19,816,206	18,773,085	38,589,291	1,817,296
Restricted for:				
Nonexpendable Perpetual care Cemetery	383,649	-	383,649	-
Expendable:				
Cemetery	102,111	-	102,111	-
Debt service	258,520	1,572,344	1,830,864	108,127
Economic development	3,849,730	-	3,849,730	9,332
PEG fees	32,817	-	32,817	-
Capital projects	-	-	-	-
Unrestricted	6,668,824	10,510,188	17,179,012	2,275,846
Total Net Position	\$ 31,111,857	\$ 30,855,617	\$ 61,967,474	\$ 4,210,601

See Notes to Financial Statements.

CITY OF BASTROP, TEXAS

STATEMENT OF ACTIVITIES

For the Year Ended September 30, 2019

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government				
Governmental Activities				
General government	\$ 6,020,455	\$ 571,920	\$ -	\$ 1,835,482
Public safety	4,706,904	332,825	490,013	-
Development services	1,360,305	565,692	-	-
Community services	1,852,431	94,444	-	-
Economic development	3,212,115	285,517	-	-
Interest and fiscal agent fees	911,431	-	-	-
Total Governmental Activities	18,063,642	1,850,398	490,013	1,835,482
Business-Type Activities				
Water and wastewater	5,356,350	5,578,457	-	1,779,620
Bastrop power and light	6,138,706	7,448,104	-	-
Community impact fee	18,484	396,599	-	-
Total Business-Type Activities	11,513,540	13,423,160	-	1,779,620
Total Primary Government	\$ 29,577,182	\$ 15,273,558	\$ 490,013	\$ 3,615,102
Component Unit				
BEDC	\$ 1,767,570	\$ -	\$ -	\$ -

General Revenues:

- Property taxes
- Sales taxes
- Hotel/motel taxes
- Franchise fees
- Investment revenue
- Other revenues
- Transfers

Total General Revenues and Transfers

Change in Net Position

Beginning net position

Ending Net Position

See Notes to Financial Statements.

Net Revenue (Expense) and Changes in Net Position			Component
Primary Government			Unit
Governmental	Business-Type	Total	BEDC
Activities	Activities		
\$ (3,613,053)	\$ -	\$ (3,613,053)	\$ -
(3,884,066)	-	(3,884,066)	-
(794,613)	-	(794,613)	-
(1,757,987)	-	(1,757,987)	-
(2,926,598)	-	(2,926,598)	-
(911,431)	-	(911,431)	-
<u>(13,887,749)</u>	<u>-</u>	<u>(13,887,749)</u>	<u>-</u>
-	2,001,727	2,001,727	-
-	1,309,398	1,309,398	-
-	378,115	378,115	-
<u>-</u>	<u>3,689,240</u>	<u>3,689,240</u>	<u>-</u>
<u>(13,887,749)</u>	<u>3,689,240</u>	<u>(10,198,509)</u>	<u>-</u>
-	-	-	(1,767,570)
6,061,380	-	6,061,380	-
5,155,893	-	5,155,893	2,543,591
2,829,049	-	2,829,049	-
486,716	-	486,716	-
414,108	291,045	705,153	134,914
293,716	-	293,716	244,212
1,256,323	(1,256,323)	-	-
<u>16,497,185</u>	<u>(965,278)</u>	<u>15,531,907</u>	<u>2,922,717</u>
2,609,436	2,723,962	5,333,398	1,155,147
<u>28,502,421</u>	<u>28,131,655</u>	<u>56,634,076</u>	<u>3,055,454</u>
<u>\$ 31,111,857</u>	<u>\$ 30,855,617</u>	<u>\$ 61,967,474</u>	<u>\$ 4,210,601</u>

CITY OF BASTROP, TEXAS

BALANCE SHEET

GOVERNMENTAL FUNDS

September 30, 2019

	General	Debt Service	Hotel/Motel Tax	Nonmajor Governmental
<u>Assets</u>				
Cash and equity in pooled cash and investments	\$ 3,034,999	\$ 268,465	\$ 3,751,717	\$ 7,825,870
Receivables, net	1,379,347	128,858	248,495	253,103
Due from other funds	92,275	-	-	-
Due from component unit	99,059	-	-	-
Due from other governments	744,554	-	-	-
Prepaid items	96,976	-	-	-
Inventory	12,068	-	-	-
Total Assets	\$ 5,459,278	\$ 397,323	\$ 4,000,212	\$ 8,078,973
<u>Liabilities</u>				
Accounts payable and accrued liabilities	\$ 737,735	\$ 9,945	\$ 90,489	\$ 81,178
Due to other funds	-	-	-	92,275
Due to others	-	-	37,573	-
Advances from other funds	567,912	-	-	-
Total Liabilities	1,305,647	9,945	128,062	173,453
<u>Deferred Inflows of Resources</u>				
Unavailable revenue	972,941	128,858	22,420	84,165
	972,941	128,858	22,420	84,165
<u>Fund Balances</u>				
Nonspendable:				
Inventories	12,068	-	-	-
Prepaid items	96,976	-	-	-
Perpetual care	-	-	-	383,649
Restricted for:				
Debt service	-	258,520	-	-
Cemetery	-	-	-	102,111
Traffic safety	-	-	-	648,296
PEG fees	-	-	-	32,817
Economic development	-	-	3,849,730	-
Capital projects	-	-	-	6,609,865
Assigned to:				
Special projects	-	-	-	44,617
Unassigned	3,071,646	-	-	-
Total Fund Balances	3,180,690	258,520	3,849,730	7,821,355
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 5,459,278	\$ 397,323	\$ 4,000,212	\$ 8,078,973

See Notes to Financial Statements.

Total

\$ 14,881,051
2,009,803
92,275
99,059
744,554
96,976
12,068
\$ 17,935,786

\$ 919,347
92,275
37,573
567,912
1,617,107

1,208,384
1,208,384

12,068
96,976
383,649

258,520
102,111
648,296
32,817
3,849,730
6,609,865

44,617
3,071,646
15,110,295

\$ 17,935,786

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CITY OF BASTROP, TEXAS
RECONCILIATION OF THE GOVERNMENTAL
FUNDS BALANCE SHEET TO THE
STATEMENT OF NET POSITION
September 30, 2019

Total fund balances - total governmental funds	\$ 15,110,295
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, not reported in the governmental funds.	
Capital assets, nondepreciable	5,757,164
Capital assets, net depreciable	30,902,955
Less capital assets in internal service fund	(1,176,600)
Long-term receivables related to economic development are not available to pay for current period expenditures and, therefore, are not reported in the funds.	
	3,257,645
Long-term liabilities and deferred outflows and deferred inflows related to the net pension and other postemployment benefits (OPEB) liability are not recognized in the governmental funds.	
Net pension liability	(3,224,585)
OPEB liability - health	(551,354)
OPEB liability - supplemental death	(218,894)
Deferred outflows - Pension	1,305,529
Deferred outflows - OPEB health	357
Deferred outflows - OPEB supplemental death	-
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the governmental funds.	
	1,208,384
Internal service funds are used by management to charge the costs of certain capital assets and maintenance to individual funds. The assets and liabilities of the internal service funds are included in the governmental activities in the Statement of Net Position.	
	2,552,043
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	
Accrued interest payable	(103,962)
Compensated absences	(253,342)
Bonds payable (net of deferred charges)	(24,209,577)
Deferred loss on refunding	755,799
Net Position of Governmental Activities	\$ 31,111,857

See Notes to Financial Statements.

CITY OF BASTROP, TEXAS
STATEMENT OF NET POSITION (Page 1 of 2)
PROPRIETARY FUNDS
September 30, 2019

	Business-Type Activities			Total
	Water and Wastewater	Bastrop Power & Light	Nonmajor Community Impact Fee	
Assets				
Current assets				
Cash and equity in pooled cash and investments	\$ 3,976,198	\$ 3,569,922	\$ 1,121,859	\$ 8,667,979
Accounts receivable (net of allowance for uncollectibles)	553,442	635,071	-	1,188,513
Advances to other funds	-	567,912	-	567,912
Inventory	181,801	165,311	-	347,112
Restricted cash and equity in pooled cash and investments	3,373,777	-	-	3,373,777
Total Current Assets	8,085,218	4,938,216	1,121,859	14,145,293
Noncurrent assets				
Note receivable	300,000	-	-	300,000
Capital assets:				
Nondepreciable	8,387,044	54,072	-	8,441,116
Depreciable	25,088,239	4,667,222	-	29,755,461
Total Capital Assets (Net)	33,475,283	4,721,294	-	38,196,577
Total Noncurrent Assets	33,775,283	4,721,294	-	38,496,577
Total Assets	41,860,501	9,659,510	1,121,859	52,641,870
Deferred Outflows of Resources				
Deferred outflows - pensions	198,822	130,845	-	329,667
Deferred outflows - OPEB health/supplemental	56	37	-	93
Total Deferred Outflows of Resources	198,878	130,882	-	329,760

**Governmental
Activities**

**Internal
Service**

\$ 1,375,443

-

-

-

-

1,375,443

-

-

1,176,600

1,176,600

1,176,600

2,552,043

-

-

-

CITY OF BASTROP, TEXAS
STATEMENT OF NET POSITION (Page 2 of 2)
PROPRIETARY FUNDS
September 30, 2019

	Business-Type Activities			Total
	Water and Wastewater	Bastrop Power & Light	Nonmajor Community Impact Fee	
Liabilities and Net Position				
Current Liabilities				
Accounts payable and accrued liabilities	\$ 1,062,640	\$ 508,041	\$ 2,200	\$ 1,572,881
Bonds payable - current	1,284,963	104,340	-	1,389,303
Total Current Liabilities	2,347,603	612,381	2,200	2,962,184
Noncurrent liabilities				
Compensated absences	24,138	32,255	-	56,393
Bonds payable, net of deferred charges	16,424,564	1,609,625	-	18,034,189
Net pension liability	491,083	323,184	-	814,267
OPEB liability health	83,967	55,259	-	139,226
OPEB liability life TMRS	33,336	21,938	-	55,274
Total Noncurrent Liabilities	17,057,088	2,042,261	-	19,099,349
Total Liabilities	19,404,691	2,654,642	2,200	22,061,533
Deferred Inflows of Resources				
Deferred gain on refunding	54,480	-	-	54,480
Total Deferred Inflows of Resources	54,480	-	-	54,480
Net Position				
Net investment in capital assets	15,765,756	3,007,329	-	18,773,085
Restricted for:				
Capital improvements	1,572,344	-	-	1,572,344
Unrestricted	5,262,108	4,128,421	1,119,659	10,510,188
Total Net Position	\$ 22,600,208	\$ 7,135,750	\$ 1,119,659	\$ 30,855,617

See Notes to Financial Statements.

**Governmental
Activities**

**Internal
Service**

\$ -

-

-

-

-

-

-

-

-

-

-

-

-

-

2,552,043

\$ 2,552,043

CITY OF BASTROP, TEXAS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
For the Year Ended September 30, 2019

	Business-Type Activities			Total
	Water and Wastewater	Bastrop Power & Light	Nonmajor Community Impact Fee	
<u>Operating Revenues</u>				
Charges for services	\$ 5,567,023	\$ 6,966,218	\$ 396,599	\$ 12,929,840
Other revenue	11,434	481,886	-	493,320
Total Operating Revenues	5,578,457	7,448,104	396,599	13,423,160
<u>Operating Expenses</u>				
Personnel services	1,355,549	682,062	-	2,037,611
Supplies and maintenance	2,222,452	474,200	-	2,696,652
Service and other	306,222	4,729,456	18,484	5,054,162
Depreciation	888,253	202,542	-	1,090,795
Total Operating Expenses	4,772,476	6,088,260	18,484	10,879,220
Operating Income	805,981	1,359,844	378,115	2,543,940
<u>Nonoperating Revenues (Expenses)</u>				
(Loss) on sale of capital assets	-	-	-	-
Investment revenue	160,255	93,389	37,401	291,045
Interest and fiscal agent fees	(583,874)	(50,446)	-	(634,320)
Total Nonoperating Revenues (Expenses)	(423,619)	42,943	37,401	(343,275)
Income Before Transfers	382,362	1,402,787	415,516	2,200,665
<u>Contributions and Transfers</u>				
Capital contribution	1,779,620	-	-	1,779,620
Transfers in	1,023,237	-	-	1,023,237
Transfers (out)	-	(1,535,647)	(743,913)	(2,279,560)
Total Contribution and Transfers	2,802,857	(1,535,647)	(743,913)	523,297
Change in Net Position	3,185,219	(132,860)	(328,397)	2,723,962
Beginning net position	19,414,989	7,268,610	1,448,056	28,131,655
Ending Net Position	\$ 22,600,208	\$ 7,135,750	\$ 1,119,659	\$ 30,855,617

See Notes to Financial Statements.

**Governmental
Activities**

**Internal
Service**

\$ 311,563

-

311,563

-

-

-

168,552

168,552

143,011

2,754

33,438

-

36,192

179,203

-

254,500

-

254,500

433,703

2,118,340

\$ 2,552,043

CITY OF BASTROP, TEXAS

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS (Page 1 of 2)

For the Year Ended September 30, 2019

	Business-Type Activities			Total
	Water and Wastewater	Bastrop Power & Light	Nonmajor Community Impact Fee	
<u>Cash Flows from Operating Activities</u>				
Receipts from customers and users	\$ 5,456,836	\$ 7,387,915	\$ 396,599	\$ 13,241,350
Receipts from interfund services provided	-	-	-	-
Payments to suppliers	(1,929,957)	(5,837,598)	(28,734)	(7,796,289)
Payments to employees	(1,375,346)	(684,997)	-	(2,060,343)
Net Cash Provided (Used) by Operating Activities	2,151,533	865,320	367,865	3,384,718
<u>Cash Flows from Noncapital Financing Activities</u>				
Transfers from other funds	1,023,237	-	-	1,023,237
Transfer to other funds	-	(1,535,647)	(743,913)	(2,279,560)
Net Cash Provided (Used) by Noncapital Financing Activities	1,023,237	(1,535,647)	(743,913)	(1,256,323)
<u>Cash Flows from Capital and Related Financing Activities</u>				
Acquisition and construction of capital assets	(4,035,835)	(299,558)	-	(4,335,393)
Proceeds from issuance of bonds	2,900,000	-	-	2,900,000
Interest and fiscal agent fees paid	(583,874)	(50,446)	-	(634,320)
Principal paid on capital debt	(1,112,006)	(109,559)	-	(1,221,565)
Proceeds from the sale of capital assets	-	-	-	-
Proceeds from note receivable	60,000	-	-	60,000
Net Cash Provided (Used) by Capital and Related Financing Activities	(2,771,715)	(459,563)	-	(3,231,278)
<u>Cash Flows from Investing Activities</u>				
Interest on investments	160,255	93,389	37,401	291,045
Net Cash Provided by Investing Activities	160,255	93,389	37,401	291,045
Net Increase (Decrease) in Cash and Equity in Pooled Cash and Investments	563,310	(1,036,501)	(338,647)	(811,838)
Beginning cash and equity in pooled cash and investments	6,786,665	4,606,423	1,460,506	12,853,594
Ending Cash and Equity in Pooled Cash and Investments	\$ 7,349,975	\$ 3,569,922	\$ 1,121,859	\$ 12,041,756
Ending Cash and Equity in Pooled Cash and Investments:				
Unrestricted cash and equity in pooled cash and investments	\$ 3,976,198	\$ 3,569,922	\$ 1,121,859	\$ 8,667,979
Restricted cash and equity in pooled cash and investments	3,373,777	-	-	3,373,777
	\$ 7,349,975	\$ 3,569,922	\$ 1,121,859	\$ 12,041,756

See Notes to Financial Statements.

**Governmental
Activities**

**Internal
Service**

\$ -
311,563
-
-

311,563

254,500
-

254,500

(323,970)
-
-
-
2,754
-

(321,216)

33,438

33,438

278,285

1,097,158

\$ 1,375,443

\$ 1,375,443

-

\$ 1,375,443

CITY OF BASTROP, TEXAS

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS (Page 2 of 2)

For the Year Ended September 30, 2019

	Business-Type Activities			
	Water and Wastewater	Bastrop Power & Light	Nonmajor	Total
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities				
Operating income (loss)	\$ 805,981	\$ 1,359,844	\$ 378,115	\$ 2,543,940
Adjustments to reconcile operating income to net cash provided (used) by operating activities:				
Depreciation	888,253	202,542	-	1,090,795
Changes in Operating Assets and Liabilities:				
(Increase) Decrease in Assets:				
Accounts receivable	(121,621)	(60,189)	-	(181,810)
Advances from funds	-	(422,998)	-	(422,998)
Inventories	8,136	17,627	-	25,763
Deferred outflows of resources	(91,960)	(60,873)	-	(152,833)
Increase (Decrease) in Liabilities:				
Accounts payable and accrued liabilities	590,581	(228,571)	(10,250)	351,760
Compensated absences	(2,066)	415	-	(1,651)
Deferred inflows of resources	(61,410)	(39,806)	-	(101,216)
Net pension liability	182,995	120,382	-	303,377
OPEB liability health	49,087	32,299	-	81,386
OPEB liability supplemental death	(96,443)	(55,352)	-	(151,795)
	Net Cash Provided by Operating Activities	\$ 865,320	\$ 367,865	\$ 3,384,718
	\$ 2,151,533	\$ 865,320	\$ 367,865	\$ 3,384,718
Noncash Investing, Capital, and Financing Activities:				
Capital contribution	\$ 1,779,620	\$ -	\$ -	\$ -
	\$ 1,779,620	\$ -	\$ -	\$ -

See Notes to Financial Statements.

**Governmental
Activities**

**Internal
Service**

\$ 143,011

168,552

-
-
-
-
-
-
-
-
-
-

\$ 311,563

\$ -

CITY OF BASTROP, TEXAS
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
September 30, 2019

	<u>Agency</u>
<u>Assets</u>	
Current assets	
Cash and equity in pooled cash and investments	\$ 340,625
Total Assets	<u>340,625</u>
<u>Liabilities</u>	
Due to others	\$ 340,625
Total Liability	<u><u>\$ 340,625</u></u>

See Notes to Financial Statements.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of Bastrop, Texas (the “City”) was incorporated on December 18, 1837 and adopted the “Home Rule Charter” on May 7, 2002, pursuant to the laws of the State of Texas, which provide for a Council-Manager form of government.

The City Council is the principal legislative body of the City. With few exceptions, all powers of the City are vested in an elective Council, which enacts legislation, adopts budgets, determines policies, and appoints the City Attorney and the Municipal Court Judge. The Council also appoints the City Manager, who executes the laws and administers the government of the City. The City Manager is responsible for the appointment and removal of department directors and employees, supervision and control of all City departments, and preparation of the annual budget.

The City provides the following services: public safety, street maintenance, sanitation services, recreation programs, municipal court, community development, public improvements, water, sewer and electrical services, and general administrative services.

The City is an independent political subdivision of the State of Texas governed by an elected council and a mayor and is considered a primary government. As required by generally accepted accounting principles, these basic financial statements have been prepared based on considerations regarding the potential for inclusion of other entities, organizations, or functions as part of the City’s financial reporting entity.

The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. Blended component units are, in substance, part of the primary government’s operations, even though they are legally separate entities. Thus, blended component units are appropriately presented as funds of the primary government. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government.

Blended Component Unit

The Hunters Crossing Local Government Corporation (the “corporation”) was established to administer the service plan of the Hunters Crossing Public Improvement District (“PID”). The PID was established on September 11, 2001 by resolution of the Bastrop City Council. That resolution was later amended on November 11, 2003. The purpose for creation of the PID was to provide for the construction of certain public improvements and a mechanism for the payment of the costs of such construction and the costs of such improvements through the levy of assessments against owners of respective parcels in the PID. The assessment and bond issuance authorizations are approved by the City’s Council and the City is legally obligated to provide resources in case there are deficiencies in debt service payments and resources are not available from any other remedies. The entity is reported as a blended component unit of the City. Separate financial statements for Hunter’s Crossing Local Government Corporation can be obtained from the City of Bastrop Finance Department.

Discretely Presented Component Unit

The Bastrop Economic Development Corporation (“BEDC”) was established in 1995, after the citizens of the City voted to pass a one-half cent sales tax dedicated to economic development.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

BEDC's primary purpose is to assist in bringing meaningful and rewarding employment opportunities to citizens in the area through funding assistance provided to businesses to relocate or expand in Bastrop. A separate governing board oversees BEDC, which is appointed by the Bastrop City Council, and consists of individuals from the community and related governmental entities in the area. City of Bastrop employees also manage the operations of BEDC. BEDC has been reported as a discretely presented component unit because the governing board is not identical to the governing body of the City, BEDC does not solely serve the City, and the City has the ability to impose its will on BEDC. Separate financial statements for BEDC can be obtained from the City's Finance Department.

No other entities, organizations, or functions have been included as part of the City's reporting entity. Additionally, as the City is considered a primary government for financial reporting purposes, its activities are not considered a part of any other governmental or other type of reporting entity.

Considerations regarding the potential for inclusion of other entities, organizations, or functions in the City's financial reporting entity are based on criteria prescribed by generally accepted accounting principles. These same criteria are evaluated in considering whether the City is a part of any other governmental or other type of reporting entity. The overriding elements associated with prescribed criteria considered in determining that the City's financial reporting entity status is that of a primary government are that it has a separately elected governing body, it is legally separate, and it is fiscally independent of other state and local governments. Additionally, prescribed criteria under generally accepted accounting principles include considerations pertaining to organizations for which the primary government is financially accountable and considerations pertaining to organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

B. Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the activities of the primary government. *Governmental activities*, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support.

C. Basis of Presentation – Government-Wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds and internal service fund, while business-type activities incorporate data from the City's enterprise funds. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary fund.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the City's water and wastewater functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

D. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the City's funds, including its blended component units. Separate statements for each fund category – governmental and proprietary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

The City reports the following governmental funds:

The *general fund* is used to account for all financial transactions not properly includable in other funds. The principal sources of revenues include local property taxes, sales taxes, hotel/motel tax and franchise fees. Expenditures include general government; public safety; community services; development services, and economic development. The general fund is always considered a major fund for reporting purposes.

The *debt service fund* is used to account for the payment of interest and principal on all general obligation bonds and other long-term debt of the City. The primary source of revenue for debt service is local property taxes. The debt service fund is considered a major fund for reporting purposes.

The *special revenue funds* are used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. All of the special revenue funds are considered nonmajor funds for reporting purposes, with the exception of the hotel/motel tax fund, which is considered a major fund.

The *capital projects funds* are used to account for the expenditures of resources accumulated from grants, sale of bonds, and related interest earnings for capital improvement projects. All of the capital projects funds are considered a nonmajor fund for reporting purposes.

Permanent funds are governmental funds that are used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. The Fairview Cemetery fund is considered a nonmajor fund for reporting purposes. The City is permanent trustee for the perpetual care trust fund that is used to support the maintenance, repair, and care of all places in the cemetery. Net appreciation on investments can be spent for this purpose as authorized by the Council. The City classifies the amount that can be authorized for expenditure by the Council as restricted expendable net position, and the policy for authorizing and spending investment income is the total-return policy.

The City reports the following enterprise funds:

The *enterprise funds* are used to account for the operations that provide water and wastewater services and electrical utility services. The services are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis will be financed or recovered primarily through user charges.

The *water/wastewater fund* is utilized to account for the financial activities related to the provision of water and wastewater services to residents of the government.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

The *Bastrop power & light fund* is utilized to account for the financial activities related to the provision of electricity services to residents of the government.

Additionally, the City reports the following fund type:

Internal service funds account for services provided to other departments or agencies of the government, or to other governments, on a cost reimbursement basis. The vehicle and equipment replacement fund is used for the replacement of vehicles and equipment.

The *Fiduciary fund* accounts for the receipt, temporary investment, and remittance of funds held in a fiduciary capacity for others.

During the course of operations, the City has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the fund included in governmental activities (i.e., the governmental and internal service funds) are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities (i.e., the enterprise funds) are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as internal balances in the business-type activities column.

E. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide, proprietary and fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred,

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, sales taxes, franchise fees, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received by the City.

F. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

1. Cash and Cash Equivalents

The City maintains pooled cash and investment accounts. Each fund whose monies are deposited in the pooled cash and investment accounts has equity therein, and interest earned on the investment of these monies is allocated based upon relative equity at the previous month end. Amounts on deposit in interest bearing accounts and other investments are displayed on the combined balance sheet as “cash and equity in pooled cash and investments.”

2. Investments

Investments, except for certain investment pools, commercial paper, money market funds, and investment contracts, are reported at fair value. The investment pools operate in accordance with appropriate state laws and regulations and are reported at amortized cost. Money market funds, which are short-term highly liquid debt instruments that may include U.S. Treasury and agency obligations and commercial paper that have a remaining maturity of one year or less upon acquisition, are reported at amortized cost. Investments in nonparticipating interest earning contracts, such as certificates of deposit, are reported at cost.

The City has adopted a written investment policy regarding the investment of its funds as defined in the Public Funds Investment Act, Chapter 2256, Texas Government Code. In summary, the City is authorized to invest in the following:

- Obligations of the U.S. or State of Texas or their agencies and instruments.
- Money market mutual funds that meet certain criteria
- Statewide investment pools
- Certificates of deposit that meet certain criteria

3. Inventories and Prepaid Items

Inventories are recorded in the general and enterprise funds, and are stated at cost using the first-in, first-out method. Inventories consist of expendable supplies held for consumption. The consumption method is used to recognize expenditures.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Restricted Assets

Certain proceeds of bonds, as well as other resources set aside for specific purposes, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants or contractual agreements. Restricted assets of the enterprise fund are restricted by bond covenants for repayment of debt and to finance construction projects.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. In accordance with GASB Statement No. 34, infrastructure has been capitalized retroactively. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of four years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest costs incurred in connection with construction of enterprise fund capital assets are capitalized when the effects of capitalization materially impact the financial statements.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property, plant, and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful years:

<u>Asset Description</u>	<u>Estimated Useful Life</u>
Buildings	20 to 50 years
Improvements	4 to 50 years
Equipment	4 to 10 years
Water and sewer system	20 to 30 years
Infrastructure	40 to 50 years

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

Deferred outflows/inflows of resources are amortized as follows:

- Deferred outflows/inflows from pension/other postemployment benefits (OPEB) activities are amortized over the average of the expected service lives of pension/OPEB plan members, except for the net differences between the projected and actual investment earnings on the pension/OPEB plan assets, which are amortized over a period of five years.
- For employer pension/OPEB plan contributions that were made subsequent to the measurement date through the end of the City's fiscal year, the amount is deferred and recognized as a reduction to the net pension/OPEB liability during the measurement period in which the contributions were made.
- A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

At the fund level, the City has only one type of item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

7. Compensated Employee Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and compensatory time. The estimated amount of compensation for services provided that is expected to be liquidated with expendable, available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it when it matures or becomes due. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable, available financial resources are maintained separately and represent a reconciling item between the fund and government-wide presentations. Accumulated sick leave lapses when employees leave the employment of the government and, upon separation from service, no obligation exists.

8. Long-Term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method, if material. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

The property tax rate is allocated each year between the general and debt service funds. The full amount estimated to be required for debt service on general obligation debt is provided by the tax along with the interest earned in the debt service fund.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

9. Pensions

For purposes of measuring the net pension liability, pension related deferred outflows and inflows of resources, and pension expense, City specific information about its Fiduciary Net Position in the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

10. Other Postemployment Benefits

Supplemental Death Benefit. The City participates in a single-employer, unfunded, defined benefit group-term life insurance plan operated by TMRS known as the Supplemental Death Benefits Fund (SDFB). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. Benefit payments are treated as being equal to the employer's yearly contributions for retirees. Benefit payments and refunds are due and payable in accordance with the benefit terms. Information about the City's total OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense is provided by TMRS from reports prepared by their consulting actuary.

Retiree Health Insurance. For purposes of measuring the total OPEB liability, OPEB related deferred outflows and inflows of resources, and OPEB expense, benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Contributions are not required but are measured as payments by the City for benefits due and payable that are not reimbursed by plan assets. Information regarding the City's total OPEB liability is obtained from a report prepared by a consulting actuary.

11. Net Position Flow Assumption

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

12. Fund Balance Flow Assumptions

Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

13. Fund Balance Policies

Fund balances of governmental funds are reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The City itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

Amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact are classified as nonspendable fund balance. Amounts that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions are classified as restricted.

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the City's highest level of decision-making authority. The City Council is the highest level of decision-making authority for the City that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as committed. The City Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

By resolution, the Council has also authorized the City Manager and/or Finance Director as the officials authorized to assign fund balance to a specific purpose as approved by the City's fund balance policy. Assignments of fund balance by the City Manager and Finance Director do not require formal action by the City Council.

The City strives to maintain an unassigned fund balance of not less than 25 percent of the budgeted operational expenditures in all City funds, with the exception of proprietary funds, which the target is 35 percent. The purpose of the unassigned balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provisions of services to citizens. Should unassigned fund balance fall below the goal or have a deficiency, the City will seek to reduce expenditures prior to increasing revenues to replenish fund balance within a reasonable timeframe.

14. Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

G. Revenues and Expenditures/Expenses

1. Program Revenues

Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

2. Property Taxes

The City levies its taxes on October 1 in conformity with Subtitle E, Texas Property Tax Code. Taxes are due upon receipt of the tax bill and are past due and subject to interest if not paid by February 1 of the year following the October 1 levy date. Taxes are delinquent if not paid by February 1st of the following calendar year. Delinquent taxes are subject to both penalty and interest charges plus 15% delinquent collection fees for attorney costs.

3. Proprietary Funds Operating and Nonoperating Revenues and Expenses

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds and internal service fund are charges to customers for sales and services. The enterprise funds also recognize as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for the enterprise funds and internal service fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Annual budgets are adopted on a basis consistent with generally accepted accounting principles except the capital projects funds, which adopt project length budgets. The original budget is adopted by the City Council prior to the beginning of the year. The legal level of control as defined by the charter in the approved budget is the department level. The City Manager may transfer appropriations within a department without seeking the approval of City Council. Appropriations lapse at the end of the year, excluding capital project budgets. Supplemental budget appropriations were made for the year ended September 30, 2019.

Encumbrances represent the estimated amount of expenditures ultimately to result when unperformed contracts (in progress at year end) are completed. Such encumbrances do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

Chapter 2256 of the Texas Government Code (the Public Funds Investment Act) authorizes the City to invest its funds under a written investment policy (the “Investment Policy”) that primarily emphasizes safety of principal, availability of liquidity to meet the City’s obligations and market rate of return. The Investment Policy defines what constitutes the legal list of investments allowed under the policy, which excludes certain investment instruments allowed under Chapter 2256 of the Texas Government Code. The City’s deposits and investments are invested pursuant to the Investment Policy. The Investment Policy includes a list of authorized investment instruments and a maximum allowable stated maturity of any individual investment. In addition, it includes an “Investment Strategy” that specifically addresses limitations on instruments, diversification, and maturity scheduling. In compliance with the Public Funds Investments Act, the City has adopted a deposit and investment policy. That policy addresses the following risks:

Interest rate risk. In accordance with its investment policy, the City manages its exposure to declines in fair values by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations and invest operating funds primarily in short-term securities.

Credit risk. The City’s policy requires that investment pools must be rated no lower than ‘AAA’ or ‘AAA-m’. Bankers’ acceptances must be issued in the United States and carry a rating of ‘A1’/‘P1’ as provided by two of the top nationally recognized rating agencies. As of September 30, 2019, the City’s investments in TexPool and TexSTAR were rated ‘AAAm’ by Standard & Poor’s. All other investments are guaranteed (either express or implied) by the full faith and credit of the United States Government or the issuing U.S. agency. More specifically, the U.S. agency securities held by the City as of September 30, 2019, consist of a variety of bonds and discount notes issued by the Federal Home Loan Bank, the Federal National Mortgage Association, and the Federal Home Loan Mortgage Corporation. These investments were rated not less than ‘AAA’ by both Moody’s and Standard & Poor’s.

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the City’s deposits may not be returned to it. The City’s investment policy requires funds on deposit at the depository bank to be collateralized by securities. As of September 30, 2019, bank balances were entirely secured by FDIC insurance and pledged securities.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City’s investment policy requires that it will seek to safekeeping securities at financial institutions, avoiding physical possession. Further, all trades, where applicable, are executed by delivery versus payment to ensure that securities are deposited in the City’s safekeeping account prior to the release of funds.

TexPool

TexPool was established as a trust company with the Treasurer of the State of Texas as trustee, segregated from all other trustees, investments, and activities of the trust company. The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both participants in TexPool and other persons who do not have a business relationship with

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

TexPool. The advisory board members review the investment policy and management fee structure. Standard & Poor's rated TexPool "AAAm". As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard & Poor's, as well as to the office of the Comptroller of Public Accounts for review.

TexPool is an external investment pool measured at amortized cost. In order to meet the criteria to be recorded at amortized cost, TexPool must transact at a stable net asset value per share and maintain certain maturity, quality, liquidity, and diversification requirements within TexPool. TexPool transacts at a net asset value of \$1.00 per share, has weighted average maturities of 60 days or less, and weighted average lives of 120 days or less. Investments held are highly rated by nationally recognized statistical rating organizations, have no more than five percent of portfolio with one issuer (excluding U.S. government securities), and can meet reasonably foreseeable redemptions. TexPool has a redemption notice period of one day and may redeem daily. TexPool's authority may only impose restrictions on redemptions in the event of a general suspension of trading on major securities markets, general banking moratorium, or national state of emergency that affects TexPool's liquidity.

TexasTerm

The Texas Term Local Government Investment ("TexasTerm") is a local government investment pool organized under the authority of the Interlocal Cooperation Act, Chapter 791, Texas Government Code, and the Public Funds Investment Act, Chapter 2256, Texas Government Code. TexasTerm was created in 1981 by contract among its participating governmental units and is governed by a board of directors. PFM Fund Distributors and PFM Asset Management (PFM) act as co-administrators, providing investment management services, participant services, and marketing, respectively. PFM provides custodial, transfer agency, fund accounting, and depository services.

Texas CLASS

The Texas Cooperative Liquid Assets Securities System Trust – Texas (CLASS) is a public funds investment pool under Section 2256.016 of the Public Funds Investment Act, Texas Government Code, as amended. CLASS is created under an amended and restated trust agreement, dated as of December 14, 2011 (the "Agreement"), among certain Texas governmental entities investing in CLASS (the "Participants"), with Cutwater Investor Services Corporation as program administrator and Wells Fargo Bank Texas, NA as custodian. CLASS is not SEC registered and is not subject to regulation by the State of Texas. Under the Agreement, however, CLASS is administered and supervised by a seven-member board of trustees (the "Board"), whose members are investment officers of the Participants, elected by the Participants for overlapping two-year terms. In the Agreement and by resolution of the Board, CLASS has contracted with Cutwater Investors Service Corporation to provide for the investment and management of the public funds of CLASS. Separate financial statements for CLASS may be obtained from CLASS' website at www.texasclass.com.

The City categorizes its fair value measurements within a three-level fair value hierarchy that describes the inputs that are used to measure assets and liabilities.

Level 1 inputs are quoted prices (unadjusted) for identical assets or liabilities in active markets that a government can access at the measurement date.

Level 2 inputs are inputs—other than quoted prices included within Level 1—that are observable for an asset or liability, either directly or indirectly.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

Level 3 inputs are unobservable inputs for an asset or liability. 40

The fair value hierarchy gives the highest priority to Level 1 inputs and the lowest priority to Level 3 inputs. If a price for an identical asset or liability is not observable, a government should measure fair value using another valuation technique that maximizes the use of relevant observable inputs and minimizes the use of unobservable inputs. If the fair value of an asset or a liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

Details regarding investment by type are as follows:

<u>Investment Type</u>	<u>Reported Value</u>	<u>Weighted Average Maturity Years</u>	<u>Fair Value Measurement Using</u>	<u>% of Total</u>	<u>Rating</u>
CITY					
Certificates of Deposit	\$ 11,499,066	1.06	n/a	41%	AA+
Money Market	1,465,062	0.00	n/a	5%	AA+
U.S. Bonds	2,275,917	1.14	Level 2	8%	AA+
TexPool	560,801	0.09	n/a	2%	AAAm
Texas CLASS	5,939,195	0.14	n/a	21%	AAAm
TexasTerm	6,149,778	0.16	n/a	22%	AAAm
	<u>\$ 27,889,819</u>	0.56		<u>100%</u>	
BEDC					
Money Market	\$ 140,411	0.00	n/a	21%	AA+
TexPool	255,605	0.09	n/a	38%	AAAm
Texas CLASS	281,952	0.14	n/a	42%	AAAm
	<u>\$ 677,968</u>	0.23		<u>100%</u>	

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

B. Receivables

The following comprise receivable balances at year end:

Governmental Funds - receivables

	<u>General</u>	<u>Debt Service</u>	<u>Hotel/Motel Tax</u>	<u>Nonmajor</u>	<u>Total</u>
Property taxes	\$ 170,880	\$ 135,640	\$ -	\$ -	\$ 306,520
Sales taxes	832,874	-	-	-	832,874
Hotel/motel tax	-	-	248,495	-	248,495
Other receivables	318,082	-	-	253,103	571,185
Court fines and fees	660,535	-	-	-	660,535
Less allowance	(603,024)	(6,782)	-	-	(609,806)
	<u>\$ 1,379,347</u>	<u>\$ 128,858</u>	<u>\$ 248,495</u>	<u>\$ 253,103</u>	<u>\$ 2,009,803</u>

Proprietary Funds - receivables

	<u>Water and Sewer</u>	<u>Power & Light</u>	<u>Total Enterprise Funds</u>
Accounts receivable	\$ 558,507	\$ 654,992	\$ 1,213,499
Less allowance	(5,065)	(19,921)	(24,986)
	<u>\$ 553,442</u>	<u>\$ 635,071</u>	<u>\$ 1,188,513</u>

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

C. Capital Assets

A summary of changes in capital assets for the year end is as follows:

	Primary Government			Ending Balance
	Beginning Balance	Increases	(Decreases)/ Reclassifications	
Governmental Activities:				
Capital assets not being depreciated:				
Land	\$ 4,865,264	\$ 375,619	\$ (26,100)	\$ 5,214,783
Construction in progress	24,875	542,382	(24,876)	542,381
Total capital assets not being depreciated	4,890,139	918,001	(50,976)	5,757,164
Other capital assets:				
Buildings	15,332,127	-	-	15,332,127
Improvements other than buildings	22,021,616	1,734,324	-	23,755,940
Machinery and equipment	7,678,471	522,780	(66,163)	8,135,088
Total other capital assets	45,032,214	2,257,104	(66,163)	47,223,155
Less accumulated depreciation for:				
Buildings	(4,136,291)	(350,163)	-	(4,486,454)
Improvements other than buildings	(5,915,984)	(678,840)	-	(6,594,824)
Machinery and equipment	(4,704,457)	(600,157)	65,692	(5,238,922)
Total accumulated depreciation	(14,756,732)	(1,629,160)	65,692	(16,320,200)
Other capital assets, net	30,275,482	627,944	(471)	30,902,955
Governmental Activities Capital Assets, Net	\$ 35,165,621	\$ 1,545,945	\$ (51,447)	36,660,119
			Plus unspent bond proceeds	6,609,865
			Less net deferred charge on refunding	755,799
			Less associated debt	(24,209,577)
			Net Investment in Capital Assets	\$ 19,816,206

Depreciation was charged to governmental functions as follows:

General government	\$ 518,342
Public safety	398,260
Development services	106,729
Community services	156,574
Economic development	280,702
Internal service fund	168,553
Total Governmental Activities Depreciation Expense	\$ 1,629,160

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

The following is a summary of changes in capital assets for business-type activities for the year end:

	Beginning Balance	Increases	(Decreases)/ Reclassifications	Ending Balance
Business-Type Activities:				
Capital assets not being depreciated:				
Land	\$ 1,541,614	\$ 350	\$ -	\$ 1,541,964
Water rights	2,933,620	1,000,000	-	3,933,620
Construction in progress	2,423,448	2,576,125	(2,034,041)	2,965,532
Total capital assets not being depreciated	6,898,682	3,576,475	(2,034,041)	8,441,116
Other capital assets:				
Machinery and equipment	2,721,642	248,605	-	2,970,247
Buildings	498,366	-	-	498,366
Infrastructure	36,690,160	4,323,973	-	41,014,133
Total other capital assets	39,910,168	4,572,578	-	44,482,746
Less accumulated depreciation for:				
Machinery and equipment	(1,868,964)	(195,192)	-	(2,064,156)
Buildings	(208,175)	(21,249)	-	(229,424)
Infrastructure	(11,559,354)	(874,354)	3	(12,433,705)
Total accumulated depreciation	(13,636,493)	(1,090,795)	3	(14,727,285)
Other capital assets, net	26,273,675	3,481,783	3	29,755,461
Business-Type Activities Capital Assets, Net	\$ 33,172,357	\$ 7,058,258	\$ (2,034,038)	38,196,577
			Less associated debt	(19,423,492)
			Net Investment in Capital Assets	\$ 18,773,085

Depreciation was charged to business-type functions as follows:

Water and wastewater	\$ 888,253
Power and light	202,542
Total Business-Type Activities Depreciation Expense	\$ 1,090,795

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

The following is a summary of changes in capital assets for BEDC activities for the year end:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>(Decreases)/ Reclassifications</u>	<u>Ending Balance</u>
BEDC:				
Capital assets not being depreciated:				
Land	\$ 844,672	\$ -	\$ -	\$ 844,672
Construction in progress	591,906	1,420,212	-	2,012,118
Total capital assets not being depreciated	1,436,578	1,420,212	-	2,856,790
Other capital assets:				
Machinery and equipment	8,300	-	-	8,300
Buildings	845,595	-	-	845,595
Total other capital assets	853,895	-	-	853,895
Less accumulated depreciation for:				
Machinery and equipment	(5,257)	(1,660)	-	(6,917)
Buildings	(325,340)	(16,132)	-	(341,472)
Total accumulated depreciation	(330,597)	(17,792)	-	(348,389)
Other capital assets, net	523,298	(17,792)	-	505,506
BEDC Capital Assets, Net	<u>\$ 1,959,876</u>	<u>\$ 1,402,420</u>	<u>\$ -</u>	<u>3,362,296</u>
			Less associated debt	(1,545,000)
			Net Investment in Capital Assets	<u>\$ 1,817,296</u>

D. Long-Term Debt

The City issues general obligation bonds, certificates of obligation, and tax and revenue bonds to provide funds for the acquisition and construction of major capital facilities and improvement projects. Long-term debt of this nature has been issued for both governmental and business-type activities. These debt instruments are direct obligations and pledge the full faith and credit of the City. General obligation bonds and certificates of obligation generally are issued with repayment scheduled to occur as equal amounts of principal maturing each year with maturities that range from 3 to 30 years.

The City issues maintenance tax notes or obtains regular notes payable financing arrangements from banks to provide funds for the acquisition of equipment or minor capital projects. Tax notes and regular notes payable are direct obligations and pledge the full faith and credit of the government. These debt instructions are generally repaid in equal installments of principal and interest over a period of 3 to 10 years.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2019

The following is a summary of changes in the City's governmental activities and business type activities and BEDC's total long-term liabilities for the year end:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental Activities:					
Bonds, notes and other payables:					
General obligation bonds	\$ 11,480,719	\$ -	\$ (1,172,000)	\$ 10,308,719	* \$ 1,556,691
Certificates of obligation	12,832,674	465,000	(631,503)	12,666,171	* 314,006
Notes Payable	294,179	-	(36,952)	257,227	* 22,368
	<u>24,607,572</u>	<u>465,000</u>	<u>(1,840,455)</u>	<u>23,232,117</u>	<u>1,893,065</u>
Deferred amounts:					
For issuance discounts/premiums	1,081,865	-	(104,405)	977,460	*
Other liabilities:					
Compensated absences	219,587	346,558	(312,803)	253,342	126,671
Total Governmental Activities	<u>\$ 25,909,024</u>	<u>\$ 811,558</u>	<u>\$ (2,257,663)</u>	<u>\$ 24,462,919</u>	<u>\$ 2,019,736</u>
			Long-term debt due in more than one year	<u>\$ 22,443,183</u>	
			*Debt associated with governmental activities capital assets	<u>\$ 24,209,577</u>	
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Business-Type Activities:					
General obligation bonds	\$ 2,734,277	\$ -	\$ (252,197)	\$ 2,482,080	* \$ 266,729
Certificates of obligation	14,127,326	-	(769,300)	13,358,026	* 797,574
Revenue bonds	-	1,900,000	-	1,900,000	* 65,000
Note payable	360,000	1,000,000	(260,000)	1,100,000	* 260,000
	<u>17,221,603</u>	<u>2,900,000</u>	<u>(1,281,497)</u>	<u>18,840,106</u>	<u>1,389,303</u>
Deferred amounts:					
For issuance discounts/premiums	523,454	100,522	(40,590)	583,386	*
	<u>16,698,149</u>	<u>2,799,478</u>	<u>(1,240,907)</u>	<u>18,256,720</u>	<u>1,389,303</u>
Other liabilities:					
Compensated absences	58,044	62,338	(63,989)	56,393	28,197
Total Business-Type Activities	<u>\$ 16,756,193</u>	<u>\$ 2,861,816</u>	<u>\$ (1,304,896)</u>	<u>\$ 18,313,113</u>	<u>\$ 1,417,500</u>
			Bonds and notes, net, due in more than one year	<u>\$ 16,867,417</u>	
			*Debt associated with business-type activities capital assets	<u>\$ 18,256,720</u>	
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
BEDC					
General obligation bonds	\$ 1,360,000	\$ -	\$ (115,000)	\$ 1,245,000	* \$ 125,000
Note payable	372,500	-	(72,500)	300,000	* 60,000
Note to City	3,125,692	-	(125,274)	3,000,418	128,968
	<u>4,858,192</u>	<u>-</u>	<u>(312,774)</u>	<u>4,545,418</u>	<u>313,968</u>
Other liabilities:					
Compensated absences	16,321	16,471	(20,765)	12,027	6,687
BEDC Activities	<u>\$ 4,874,513</u>	<u>\$ 16,471</u>	<u>\$ (333,539)</u>	<u>\$ 4,557,445</u>	<u>\$ 320,655</u>
			Bonds and notes due in more than one year	<u>\$ 4,231,450</u>	
			*Debt associated with business-type activities capital assets	<u>\$ 1,545,000</u>	

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

Long-term debt at year end was comprised of the following debt issues:

Description	Interest Rate Payable	Amount Original Issue	Balance
<u>Governmental Activities:</u>			
BONDS PAYABLE			
Gen. Oblig. Bonds, Series 2005	3.67%	\$ 2,445,000	\$ 960,000
Gen. Oblig. Bonds, Series 2006	4.24%	345,000	160,000
Certificates of Oblig., Series 2006 (31.4%)	4.19%	227,650	72,220
Gen. Oblig. Bonds, Series 2007	4.08%	1,220,000	630,000
Certificates of Obligation, Series 2007 (11.42%)	4.04%	264,944	136,469
Combination Tax & Rev., Cert. of Oblig, Series 2010 (83.1%)	3.50-4.25%	6,149,400	1,026,285
Limited Tax Refunding Bonds (GO), Series 2010 (9.37%)	2.0-4.0%	239,872	97,916
Gen. Oblig. Refunding Bonds, Series 2011	2.0-4.0%	4,260,000	990,000
Gen. Oblig. Ref. & Improvement Bonds, Series 2012	2.0 - 3.0%	2,015,000	1,140,000
Combination Tax & Rev., Cert. of Oblig., Series 2013 (67.2%)	3.0 - 4.25%	7,392,000	6,462,000
GO Refunding., Series 2014 (74.53%)	2.0 - 4.0%	1,695,558	2,115,000
GO Refunding., Series 2016 (58%)	2.0 - 4.0%	1,440,000	1,215,000
GO Refunding., Series 2017 (83%)	2.0 - 4.0%	3,745,000	3,085,000
Combination Tax & Rev., Cert. of Oblig., Series 2018	3.75 - 4.0%	4,605,000	4,420,000
Limited Tax Note, Series 2019		465,000	465,000
TOTAL BONDS PAYABLE			22,974,890
NOTES PAYABLE			
Note Payable - Texas Capital Fund - Art Foundry	0.00%	447,351	257,227
TOTAL GOVERNMENTAL ACTIVITIES			\$ 23,232,117
<u>Business-Type Activities:</u>			
BONDS PAYABLE			
Certificates of Oblig., Series 2006 (68.6%)	4.19%	497,350	\$ 157,780
Certificates of Oblig., Series 2007 (88.58%)	4.04%	2,055,056	1,058,531
Limited Tax Refunding Bonds, Series 2010 (90.63%)	2.0-4.0%	2,320,128	947,081
Combination Tax & Rev., Cert. of Oblig., Series 2012	2.0 - 4.0%	4,200,000	3,155,000
Combination Tax & Rev., Cert. of Oblig., Series 2013 (32.8%)	3.0 - 4.25%	3,608,000	3,153,000
Combination Tax & Rev., Cert. of Oblig., Series 2014 (85.5%)	2.0 - 3.5%	5,985,000	4,809,375
GO Refunding., Series 2016 (42%)	2.0-4.0%	1,085,000	925,000
Utility System Revenue Bond, Series 2019	2.0-4.0%	1,900,000	1,900,000
Combination Tax & Rev., Cert. of Oblig, Series 2010 (16.9%)	3.50-4.25%	1,250,600	208,715
Combination Tax & Rev., Cert. of Oblig., Series 2014 (14.5%)	2.0 - 3.5%	1,015,000	815,624
GO Refunding., Series 2017 (12.7%)	2.0 - 3.5%	610,000	610,000
TOTAL BONDS PAYABLE			17,740,106
NOTES PAYABLE			
Notes Payable - Ingram Note	0.00%	600,000	300,000
Notes Payable-XS Ranch Water Co.	0.00%	1,000,000	800,000
TOTAL NOTES PAYABLE			1,100,000
TOTAL BUSINESS-TYPE ACTIVITIES			\$ 18,840,106
<u>BEDC:</u>			
BONDS PAYABLE			
Sales Tax and Revenue Ref. Bonds, Series 2006	4.61%	\$ 2,005,000	\$ 55,000
Sales Tax and Revenue Bonds, Series 2018	3.39%	1,250,000	1,190,000
TOTAL BONDS PAYABLE			1,245,000
NOTES PAYABLE			
Notes Payable - City of Bastrop	0.00%	600,000	300,000
OTHER NOTE TO CITY			
Due to City of Bastrop - 13.88% Cert. of Oblig., Series 2010	0.00%		171,418
Due to City of Bastrop - 24.2% Cert. of Oblig., Series 2013	0.00%		2,329,000
Due to City of Bastrop - 13.4% GO Refunding., Series 2017	0.00%		500,000
TOTAL BONDS PAYABLE			3,000,418
TOTAL BEDC			\$ 4,545,418

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

The annual requirements to amortize bond and notes outstanding at year end were as follows:

Governmental Activities:

Fiscal year	Bonds			Notes			Total		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2020	\$ 1,870,697	\$ 856,036	\$ 2,726,733	\$ 22,368	\$ -	\$ 22,368	\$ 1,893,065	\$ 856,036	\$ 2,683,187
2021	1,979,752	790,122	2,769,874	22,368	-	22,368	2,002,120	790,122	2,718,303
2022	2,112,035	716,183	2,828,218	22,368	-	22,368	2,134,403	716,183	2,850,586
2023	1,972,694	637,363	2,610,057	22,368	-	22,368	1,995,062	637,363	2,632,425
2024	1,862,203	566,101	2,428,304	22,368	-	22,368	1,884,571	566,101	2,450,672
2025-2029	7,625,509	1,900,121	9,525,630	111,838	-	111,838	7,737,347	1,900,121	9,637,468
2030-2034	4,502,000	616,499	5,118,499	33,551	-	33,551	4,535,551	616,499	5,152,050
2035-2039	1,050,000	98,013	1,148,013	-	-	-	1,050,000	98,013	1,148,013
	\$ 22,974,890	\$ 6,180,439	\$ 29,155,329	\$ 257,227	\$ -	\$ 257,227	\$ 23,232,117	\$ 6,180,439	\$ 29,272,703

Business-type Activities:

Fiscal year	Bonds			Notes			Total		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2020	\$ 1,129,302	\$ 598,174	\$ 1,727,476	\$ 260,000	\$ -	\$ 260,000	\$ 1,389,302	\$ 598,174	\$ 1,953,058
2021	1,165,248	563,756	1,729,004	260,000	-	260,000	1,425,248	563,756	1,952,081
2022	1,267,965	526,833	1,794,798	260,000	-	260,000	1,527,965	526,833	2,054,798
2023	1,312,305	486,062	1,798,367	260,000	-	260,000	1,572,305	486,062	2,058,367
2024	1,352,795	443,842	1,796,637	60,000	-	60,000	1,412,795	443,842	1,856,637
2025-2029	6,094,491	1,579,050	7,673,541	-	-	-	6,094,491	1,579,050	7,673,541
2030-2034	4,793,000	574,305	5,367,305	-	-	-	4,793,000	574,305	5,367,305
2035-2039	625,000	57,750	682,750	-	-	-	625,000	57,750	682,750
	\$ 17,740,106	\$ 4,829,771	\$ 22,569,877	\$ 1,100,000	\$ -	\$ 1,100,000	\$ 18,840,106	\$ 4,829,771	\$ 23,598,536

EDC:

Fiscal year	Bonds			Notes			Total		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2020	\$ 125,000	\$ 598,174	\$ 723,174	\$ 188,968	\$ 117,580	\$ 306,548	\$ 313,968	\$ 715,754	\$ 990,395
2021	70,000	563,756	633,756	197,990	112,671	310,661	267,990	676,427	902,196
2022	70,000	526,833	596,833	246,460	107,373	353,833	316,460	634,206	950,666
2023	75,000	486,062	561,062	250,000	100,149	350,149	325,000	586,211	911,211
2024	75,000	443,842	518,842	259,000	93,849	352,849	334,000	537,690	871,690
2025-2029	430,000	112,379	542,379	1,237,000	344,504	1,581,504	1,667,000	456,883	2,123,883
2030-2034	400,000	34,409	434,409	921,000	97,501	1,018,501	1,321,000	131,910	1,452,910
	\$ 1,245,000	\$ 2,765,454	\$ 4,010,454	\$ 3,300,418	\$ 973,627	\$ 4,274,045	\$ 4,545,418	\$ 3,739,081	\$ 8,202,951

Federal Arbitrage

The Tax Reform Act of 1986 instituted certain arbitrage restrictions consisting of complex regulations with respect to issuance of tax-exempt bonds after August 31, 1986. Arbitrage regulations deal with the investment of tax-exempt bond proceeds at an interest yield greater than the interest yield paid to bondholders. Generally, all interest paid to bondholders can be retroactively rendered taxable if applicable rebates are not reported and paid to the Internal Revenue Service (IRS) at least every five years for applicable bond issues. Accordingly, there is the risk that if such calculations are not performed, or are not performed correctly, a substantial liability to the City could result. The City periodically engages an arbitrage consultant to perform the calculations in accordance with the rules and regulations of the IRS.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

E. Interfund Transactions

Amounts recorded as due to/from are considered to be temporary loans and will generally be repaid in more than one year.

Transfers between the primary government funds during the year were as follows:

<u>Transfer In</u>	<u>Transfer Out</u>	<u>In</u>	<u>Out</u>
General	Special project	\$ 349,000	\$ -
Special project	General	-	339,000
General	Power and light	453,825	-
Hotel and motel tax	Power and light	220,000	-
Special project	Power and light	-	683,825
Hotel and motel tax	General	206,554	206,554
Equipment replacement	General	37,500	37,500
Debt service	Hotel and motel tax	516,186	516,186
Street maintenance	Tax bond 2018	1,100,000	1,100,000
General	Library board	3,000	3,000
Fairview cemetery	Cemetery permanent	6,106	6,106
General	Power and light	557,750	557,750
Vehicle replacement	Power and light	100,000	100,000
Vehicle replacement	Water and wastewater	117,000	117,000
Revenue bond	Water and wastewater	1,911,207	1,911,207
Water and wastewater	Revenue bond	-	1,045,802
Water and wastewater	Grant	1,248,053	-
Water and wastewater	Grant	-	202,252
Water and wastewater	Community impact fee	-	95,081
Water and wastewater	Community impact fee	-	81,139
Debt service	Community impact fee	-	227,419
Debt service	Community impact fee	-	340,273
Water and wastewater	Impact	104,074	-
Water and wastewater	Impact	639,839	-
Water and wastewater	Power and light	194,072	194,072
		<u>\$ 7,764,166</u>	<u>\$ 7,764,166</u>

IV. OTHER INFORMATION

A. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City participates along with 2,617 other entities in the Texas Municipal League’s Intergovernmental Risk Pools (the “Pool”). The Pool purchases commercial insurance at group rates for participants in the Pool. The City has no additional risk or responsibility to the Pool, outside of the payment of insurance premiums. The City has not significantly reduced insurance coverage or had settlements which exceeded coverage amounts for the past three years.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

B. Contingent Liabilities

Amounts received or receivable from granting agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amounts of expenditures that may be disallowed by the grantor cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends, including frequency and amount of payouts, and other economic and social factors. No claim liabilities are reported at year end.

C. Construction and Other Significant Commitments

Commitments

Construction in progress and remaining commitments under related construction contracts for governmental activities projects at year end are as follows:

	Spent to Date	Remaining Commitment
<u>General Governmental activities:</u>		
City Hall Remodel-Construction	\$ 142,129	\$ 198,871
Elevated Storage Tank HWY 20	312,103	1,178,697
Ground Storage Tank HWY 20	59,518	1,082,583
Electric System Study Project #5	11,651	40,837
Electric System Study Project #11	10,350	19,972
WWTP#3 and Collector Lines - Engineering	1,560,861	4,498,468
XS Water Line & Water Plant-Engineering	526,077	303,923
	\$ 2,622,689	\$ 7,323,351
<u>BEDC</u>		
Downtown Loop Sidewalk	\$ 32,876	\$ 15,858
921 Main St. Building	188,220	1,611,780
	\$ 221,096	\$ 1,627,638

D. Pension Plan

Texas Municipal Retirement System

Plan Description

The City participates as one of 887 plans in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by TMRS. TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the "TMRS Act") as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of TMRS with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

tax-qualified plan under Section 401(a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report that can be obtained at www.tmr.com.

All eligible employees of the City are required to participate in TMRS.

Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the City-financed monetary credits with interest were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payment options. Members may also choose to receive a portion of their benefit as a partial lump sum distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75 percent of the member's deposits and interest.

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City were as follows:

	2019	2018
Employee deposit rate	6.00%	6.00%
Matching ratio (City to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service requirement eligibility (expressed as age/yrs of service)	60/5, 0/25	60/5, 0/25
Updated service credit	100% Repeating, Transfers	100% Repeating, Transfers
Annuity increase (to retirees)	70% of CPI	70% of CPI

Employees Covered by Benefit Terms

At the December 31, 2018 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	55
Inactive employees entitled to but not yet receiving benefits	58
Active employees	131
Total	244

Contributions

The contribution rates for employees in TMRS are either five percent, six percent, or seven percent of employee gross earnings, and the City-matching percentages are either 100 percent, 150 percent, or 200 percent, both as adopted by the governing body of the City. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the City were required to contribute seven percent of their annual gross earnings during the fiscal year. The required contribution rates for the City were 11.43 percent and 11.37 percent in

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

calendar years 2018 and 2019, respectively. The City's contributions to TMRS for the fiscal year ended September 30, 2019 were \$895,993, which were equal to than the required contributions

Net Pension Liability

The City's Net Pension Liability (NPL) was measured as of December 31, 2018 and the Total Pension Liability (TPL) used to calculate the NPL was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The TPL in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	3.00% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members, retirees, and beneficiaries were based on the gender-distinct RP2000 Combined Healthy Mortality Tables with Blue Collar Adjustment, with male rates multiplied by 109 percent and female rates multiplied by 103 percent. The rates are projected on a fully generational basis by scale BB to account for future mortality improvements. For disabled annuitants, the gender-distinct RP2000 Disabled Retiree Mortality Tables with Blue Collar Adjustment are used with male rates multiplied by 109 percent and female rates multiplied by 103 percent with a 3-year set-forward for both males and females. In addition, a 3 percent minimum mortality rated is applied to reflect the impairment for younger members who become disabled. The rates are projects on a fully generational basis by scale BB to account for future mortality improvements subject to the 3 percent floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2010 to December 31, 2014. They were adopted in 2015 and first used in the December 31, 2015 actuarial valuation. The post-retirement mortality assumption for healthy annuitants and annuity purchase rate are based on the mortality experience investigation study covering 2009 through 2011 and dated December 31, 2013. In conjunction with these changes first used in the December 31, 2013 valuation, TMRS adopted the EAN actuarial cost method and a one-time change to the amortization policy. Plan assets are managed on a total return basis with an emphasis on both capital appreciation, as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, the actuary focused on the area between (1) arithmetic mean (aggressive without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive). The target allocation and best estimates of real rates of return for each major asset class are summarized in the following table:

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

Asset Class	Target Allocation	Long-Term Expected Net Real Rate of Return
Equities		
Large cap domestic	32%	5.72%
Small cap domestic	10%	5.96%
Developed international	21%	6.21%
Emerging markets	6%	7.18%
Master limited partnership	5%	7.61%
Fixed income		
Domestic	21%	1.61%
International	5%	1.81%
Cash	- %	- %
Total	100%	
Weighted average		4.97%

Discount Rate

The discount rate used to measure the TPL was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL.

Changes in the NPL

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
	(A)	(B)	(A) - (B)
Changes for the year:			
Service cost	\$ 1,049,555	\$ -	\$ 1,049,555
Interest	1,278,572	-	1,278,572
Change of benefit terms	-	-	-
Difference between expected and actual experience	95,980	-	95,980
Changes of assumptions	-	-	-
Contributions - employer	-	819,985	(819,985)
Contributions - employee	-	433,104	(433,104)
Net investment income	-	(485,318)	485,318
Benefit payments, including refunds of employee contributions	(567,072)	(567,072)	-
Administrative expense	-	(9,374)	9,374
Other changes	-	(490)	490
Net Changes	1,857,035	190,835	1,666,200
Balance at December 31, 2017	18,700,567	16,193,745	2,506,822
Balance at December 31, 2018	\$ 20,557,602	\$ 16,384,580	\$ 4,173,022

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

Sensitivity of the NPL to Changes in the Discount Rate

The following presents the NPL of the City, calculated using the discount rate of 6.75 percent, as well as what the City's NPL would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	1% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1% Increase in Discount Rate (7.75%)
City's Net Pension Liability	\$ 7,181,886	\$ 4,038,852	\$ 1,494,985
BEDC's Net Pension Liability	238,581	134,170	49,663
Total Net Pension Liability	\$ 7,420,467	\$ 4,173,022	\$ 1,544,648

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at www.tmr.com.

Pension Expense and Deferred Outflows/Deferred Inflows of Resources Related to Pensions

For the fiscal year ended September 30, 2019, the City recognized pension expense of \$1,385,475.

At September 30, 2019, the City reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources
Differences between expected and actual economic experience	\$ 151,366
Changes in actuarial assumptions	5,485
Net difference between projected and actual investment earnings	838,040
Pension expense to be recognized	994,891
Contributions subsequent to the measurement date	694,625
Total	\$ 1,689,516

\$694,625 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the NPL for the fiscal year ending September 30, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended September 30	Pension expense to be recongized
2020	\$ 343,546
2021	175,408
2022	151,927
2023	324,010
Total	\$ 994,891

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

E. Other Postemployment Benefits

1. TMRS – Supplemental Death Benefit

Plan Description

The City participates in a defined benefit OPEB plan administered by TMRS. TMRS administers the defined benefit group-term life insurance plan known as the SDBF. This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. Employers may terminate coverage under, and discontinue participation in, the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The member city contributes to the SDBF at a contractually required rate (based on the covered payroll of employee members) as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employees' entire careers. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. As such, the SDBF is considered to be a single-employer unfunded OPEB defined benefit plan with benefit payments treated as being equal to the employer's yearly contributions for retirees.

The contributions to the SDBF are pooled for investment purposes with those of the Pension Trust Fund (PTF). The TMRS Act requires the PTF to allocate a five percent interest credit from investment income to the SDBF on an annual basis each December 31 based on the mean balance in the SDBF during the year.

Benefits

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death). The death benefit for retirees is considered an OPEB and is a fixed amount of \$7,500. As the SDBF covers both active and retiree participants with no segregation of assets, the SDBF is considered to be an unfunded OPEB plan (i.e., no assets are accumulated). Participation in the SDBF as of December 31, 2018 is summarized below:

Inactive employees or beneficiaries currently receiving benefits	41
Inactive employees entitled to, but not yet receiving, benefits	17
Active employees	<u>131</u>
Total	<u><u>189</u></u>

Total OPEB Liability

The City's total OPEB liability of \$501,662 was measured as of December 31, 2018 and was determined by an actuarial valuation as of that date.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

Actuarial Assumptions and Other Inputs

The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Discount rate	3.71%*
Retirees' share of benefit-related costs	Zero
Administrative expenses	All administrative expenses are paid through the Pension Trust Fund and accounted for under reporting requirements under GASB Statement No. 68.
Mortality rates-service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projects on a fully generational basis with scale BB.
Mortality rates-disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rate are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

* The discount rate is based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2018.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of an actuarial experience study for the period December 31, 2010 to December 31, 2014.

Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Changes for the year:	
Service cost	\$ 19,490
Interest	9,693
Difference between expected and actual experience	(6,885)
Changes of assumptions	(21,387)
Benefit payments*	(1,444)
	<u>Net Changes</u> (533)
Beginning balance	283,810
	<u>Ending Balance</u> \$ 283,277

* Membership counts for inactive employees currently receiving or entitled to but not yet receiving benefits will differ from GASB 68 as they include only those eligible for a SDBF benefit (i.e. excludes beneficiaries, non-

** Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

There were no changes of assumptions or other inputs that affected measurement of the total OPEB liability during the measurement period.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

There were no changes of benefit terms that affected measurement of the total OPEB liability during the measurement period.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease in Discount Rate (2.71%)	Discount Rate (3.71%)	1% Increase in Discount Rate (4.71%)
City's portion	\$ 330,143	\$ 274,168	\$ 230,507
BEDC's portion	10,969	9,109	7,658
Total	\$ 341,112	\$ 283,277	\$ 238,165

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended September 30, 2019, the City recognized OPEB expense of \$41,406. The City reported deferred outflows/inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in actuarial assumptions	\$ -	\$ 2,599
Difference in expected and actual economic experience	-	5,653
Contributions subsequent to the measurement date	2,444	-
Total	\$ 2,444	\$ 8,252

\$2,444 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the of total OPEB liability for the fiscal year ending September 30, 2020.

Amounts reported as deferred outflows/inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended September 30	OPEB expense to be recognized
2020	\$ (890)
2021	(890)
2022	(890)
2023	(2,600)
2024	(2,982)
Thereafter	-
Total	\$ (8,252)

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

2. Postemployment Healthcare Plan

Plan Description

The City offers its retired employees health insurance benefits through a single-employer defined benefit OPEB plan (the “Program”), under City policy. This plan is administered by the City and it has the authority to establish and amend the benefit terms and financing arrangements. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75.

Benefits and Contributions

Effective June 1, 2016, retirees who are at least 58 years old at retirement and have at least 25 or more years of service with the City are eligible for City paid health coverage until they reach 65 or become eligible for Medicare. The City pays the premium for the eligible retired members, otherwise the retired employee pays a premium. Dependents of the retired employee are not eligible for any City contribution but may be eligible to continue coverage under the City’s group health insurance plan in accordance with COBRA. Additionally, eligible retirees receive \$2,000 life insurance fully paid by the City. The City’s contributions to the Program for the year ended September 30, 2019 were \$16,887, which equal benefit payments for retirees. A separate, audited GAAP basis OPEB plan report is not available for this Program.

Participation in the Program as of December 31, 2018 is summarized below:

Inactive employees or beneficiaries currently receiving benefits	3
Inactive employees entitled to, but not yet receiving, benefits	-
Active employees	120
Total	<u>123</u>

Actuarial Assumptions and Other Inputs

Significant methods and assumptions were as follows:

Inflation	2.50%
Salary increases	2.75% which includes inflation
Discount rate	3.58% per annum, which includes inflation
Healthcare cost trend rates	5.21% initial 2019 medical trend rate for pre-65 retirees decreasing to an ultimate rate of 3.81% in the year 2073
	Mortality rates were updated and are based upon the RP-2014h sex distinct mortality improvement table with generational mortality improvement scale MP-2018.

Projections of health benefits are based on the Program as understood by the City and include the types of benefits in force at the valuation date and the pattern of sharing benefit costs between the City and its employees to that point. Actuarial calculations reflect a long-term perspective and employ methods and assumptions that are designed to reduce short-term volatility in actuarial accrued liabilities.

A single discount rate of 3.58% was used to measure the total OPEB liability. This single discount rate was based on the municipal bond rates as of the measurement date. The source of the municipal bond rate was Fixed-income municipal bonds with 20 years to maturity that include only federally tax-

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of September 30, 2019.

Changes in the Total OPEB Liability

The City's and BEDC's total OPEB liability was measured as of September 30, 2018 and was determined by an actuarial valuation as of September 30, 2019.

		<u>Total OPEB Liability</u>
Changes for the year:		
Service cost	\$	26,899
Interest		25,690
Difference between expected and actual experience		-
Changes of assumptions		11,200
Benefit payments*		(16,887)
	Net Changes	<u>46,902</u>
Beginning balance		666,620
	Ending Balance	<u><u>\$ 713,522</u></u>

* Membership counts for inactive employees currently receiving or entitled to but not yet receiving benefits will differ from GASB 68 as they include only those eligible for a SDBF benefit (i.e. excludes beneficiaries, non-vested terminations due to refund, etc.).

** Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

Sensitivity of Total OPEB Liability to the Discount Rate

Regarding the sensitivity of the total OPEB liability to changes in the discount rate, the following presents the Program's total OPEB liability, calculated using a discount rate of 3.58%, as well as what the Program's total OPEB liability would be if it were calculated using a discount rate that is one percent lower or one percent higher:

	<u>Discount Rate Sensitivity</u>		
	<u>1% Decrease in Discount Rate (2.58%)</u>	<u>Discount Rate (3.58%)</u>	<u>1% Increase in Discount Rate (4.58%)</u>
City's portion	\$ 766,743	\$ 690,580	\$ 623,770
BEDC's portion	25,472	22,942	20,722
Total	<u>\$ 792,215</u>	<u>\$ 713,522</u>	<u>\$ 644,492</u>

Sensitivity of Total OPEB Liability to the Healthcare Costs Trend Rate Assumption

Regarding the sensitivity of the total OPEB liability to changes in the healthcare cost trend rates, the following presents the Program's total OPEB liability, calculated using the assumed trend rates as well as what the Program's total OPEB liability would be if it were calculated using a trend rate that is one percent lower or one percent higher.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

Healthcare Cost Trend Table

	1% Decrease in Discount Rate (4.21%)	Discount Rate (5.21%)	1% Increase in Discount Rate (6.21%)
City's portion	\$ 616,841	\$ 690,580	\$ 778,882
BEDC's portion	20,492	22,942	25,876
Total	\$ 637,333	\$ 713,522	\$ 804,758

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended September 30, 2019, the City and BEDC recognized OPEB expense of \$37,429. The City and BEDC reported deferred outflows/inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in actuarial assumptions	\$ 34,928	\$ -
Difference in expected and actual economic experience	-	28,657
Total	\$ 34,928	\$ 28,657

Amounts reported as deferred outflows/inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended September 30	OPEB expense to be recognized
2020	\$ 935
2021	935
2022	935
2023	935
2024	931
2025	1,599
Total	\$ 6,270

F. Deferred Compensation Plan

The City offers its employees a deferred compensation plan (the "Plan") created in accordance with Internal Revenue Code Section 457. The Plan, available to all City employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Plan's trust arrangements are established to protect deferred compensation amounts of employees under the Plan from any other use than intended under the Plan (eventual payment to employees deferring the compensation) in accordance with federal tax laws. Amounts of compensation deferred by employees under Plan provisions are disbursed monthly by the City to Nationwide, a third-party administrator. The third-party administrator handles all funds in the Plan and makes investment decisions and disburses funds to employees in accordance with Plan provisions.

CITY OF BASTROP, TEXAS
NOTES TO FINANCIAL STATEMENTS (Continued)
For the Year Ended September 30, 2019

G. Tax Abatement - Economic Development Agreement

The City and BEDC enter into economic development agreements designed to promote development and redevelopment within the City, stimulate commercial activity, generate additional sales tax, and enhance the property tax base and economic vitality of the City. This program refunds property and sales taxes as authorized under Chapter 380 and 501 of the Texas Local Government Code.

In January 2012, BEDC entered into an agreement with a developer to rebate ½ cent of sales tax. Commitments made by the developer include providing a community kiosk, complying with building codes, and maintaining the property in good order and condition. The maximum amount to be rebated is \$700,000 over ten years. As of yearend, \$503,267 was rebated, including \$94,593 in the current fiscal year.

The City and BEDC entered into an agreement with a developer in August 2007 to rebate 1 ½ cents of sales tax. The City also agreed to rebate 50% of the incremental increase in property taxes since 2007. Commitments made by the developer include building a project based on guidelines in the agreement, complying with building codes, and maintaining the property in good order and condition. The maximum amount to be rebated by the City and BEDC is \$7,370,694 over fifteen years. As of yearend \$5,659,212 was rebated, including \$960,301 in the current fiscal year.

In April 2012, the City entered into an agreement with a developer to rebate 75% of sales tax and 75% of the incremental increase in property taxes since 2012. Commitments made by the developer include complying with building codes and maintaining the property in good order and condition. The maximum amount to be rebated by the City is \$250,000 over seven years. As of yearend, \$250,000 was rebated. The \$250,000 included a \$50,000 water line relocation cost provided by the City.

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REQUIRED SUPPLEMENTARY INFORMATION

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CITY OF BASTROP, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended September 30, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues				
Property taxes	\$ 3,533,514	\$ 3,533,514	\$ 3,589,932	\$ 56,418
Sales taxes	4,927,356	4,927,356	5,155,893	228,537
Franchise fees	447,000	447,000	464,316	17,316
Licenses and permits	707,500	707,500	562,612	(144,888)
Fines and forfeitures	333,000	333,000	316,781	(16,219)
Charges for services	544,936	544,936	571,920	26,984
Intergovernmental	72,878	72,878	136,947	64,069
Investment revenue	60,000	60,000	103,728	43,728
Other revenue	82,000	84,768	67,261	(17,507)
Total Revenues	10,708,184	10,710,952	10,969,390	258,438
Expenditures				
General government:				
Legislative	40,357	40,357	37,663	2,694
Organizational	110,748	677,603	658,093	19,510
City Manager	453,157	392,532	387,752	4,780
City Secretary	143,831	163,831	158,665	5,166
Finance	1,370,743	1,301,343	1,301,315	28
Human resources	192,030	208,030	201,508	6,522
Information technology	508,010	408,525	305,072	103,453
Public works	2,416,039	2,379,179	2,377,801	1,378
Total general government expenditures	5,234,915	5,571,400	5,427,869	143,531
Public safety:				
Police	3,376,471	3,270,721	3,153,413	117,308
Fire	614,114	631,732	631,529	203
Municipal court	343,248	343,248	342,883	365
Total public safety expenditures	4,333,833	4,245,701	4,127,825	117,876
Community services				
Library	764,955	671,955	660,534	11,421
Community services	1,003,604	1,018,851	836,112	182,739
Total community services expenditures	1,768,559	1,690,806	1,496,646	194,160
Development services				
Capital outlay	1,035,373	1,033,873	1,017,859	16,014
Total development services expenditures	771,407	929,355	388,764	540,591
Total Expenditures	13,144,087	13,471,135	12,458,963	1,012,172
(Deficiency) of Revenues				
(Under) Expenditures				
	(2,435,903)	(2,760,183)	(1,489,573)	1,270,610
Other Financing Sources (Uses)				
Transfers in	1,324,575	1,589,575	1,024,575	(565,000)
Transfers (out)	(345,586)	(286,056)	(244,054)	42,002
Total Other Financing Sources	978,989	1,303,519	780,521	(522,998)
Net Change in Fund Balance	\$ (1,456,914)	\$ (1,456,664)	(709,052)	\$ 747,612
Beginning fund balance			3,889,742	
Ending Fund Balance			\$ 3,180,690	

Notes to Required Supplementary Information:

1. Annual budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

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CITY OF BASTROP, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - BUDGET AND ACTUAL
HOTEL/MOTEL TAX FUND
For the Year Ended September 30, 2019

	Original Budget Amounts	Final Budget Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues				
Hotel/motel taxes	\$ 2,736,000	\$ 2,736,000	\$ 2,829,049	\$ 93,049
Licenses and permits	2,000	2,000	3,080	1,080
Intergovernmental	62,312	62,312	66,554	4,242
Charges for services	240,350	283,350	285,517	2,167
Investment revenue	44,500	44,500	80,250	35,750
Miscellaneous revenue	-	-	1,642	1,642
Total Revenues	<u>3,085,162</u>	<u>3,128,162</u>	<u>3,266,092</u>	<u>137,930</u>
Expenditures				
Current:				
Hotel tax expense	1,729,083	1,728,440	1,486,615	241,825
Multi-media	179,906	179,906	127,785	52,121
Special events	167,087	167,087	134,608	32,479
Hospitality and downtown	1,191,274	1,234,274	1,123,270	111,004
Art in Public Places	146,152	146,152	57,986	88,166
Rodeo arena	-	-	3,185	(3,185)
Total Expenditures	<u>3,413,502</u>	<u>3,455,859</u>	<u>2,933,449</u>	<u>522,410</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(328,340)</u>	<u>(327,697)</u>	<u>332,643</u>	<u>(384,480)</u>
Other Financing Sources (Uses)				
Transfers in	486,084	486,084	426,554	(59,530)
Transfers (out)	(516,186)	(516,186)	(516,186)	-
Total Other Financing (Uses)	<u>(30,102)</u>	<u>(30,102)</u>	<u>(89,632)</u>	<u>(59,530)</u>
Net Change in Fund Balance	<u>\$ (358,442)</u>	<u>\$ (357,799)</u>	<u>243,011</u>	<u>\$ 600,810</u>
Beginning fund balance			<u>3,606,719</u>	
Ending Fund Balance			<u>\$ 3,849,730</u>	

CITY OF BASTROP, TEXAS
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS)
For the Year Ended September 30, 2019

	Measurement Year*			
	2014	2015	2016	2017
Total Pension Liability				
Service cost	\$ 647,254	\$ 765,716	\$ 877,585	\$ 949,690
Interest (on the total pension liability)	906,043	992,085	1,065,490	1,162,037
Difference between expected and actual experience	19,757	93,002	(22,910)	151,268
Change of assumptions	-	134,544	-	-
Benefit payments, including refunds of employee contributions	(394,341)	(411,888)	(445,883)	(605,903)
Net Change in Total Pension Liability	<u>1,178,713</u>	<u>1,573,459</u>	<u>1,474,282</u>	<u>1,657,092</u>
Beginning total pension liability	<u>12,817,021</u>	<u>13,995,734</u>	<u>15,569,193</u>	<u>17,043,475</u>
Ending Total Pension Liability	<u>\$ 13,995,734</u>	<u>\$ 15,569,193</u>	<u>\$ 17,043,475</u>	<u>\$ 18,700,567</u>
Plan Fiduciary Net Position				
Contributions - employer	\$ 497,753	\$ 584,017	\$ 656,980	\$ 759,882
Contributions - employee	313,054	327,229	362,639	394,062
Net investment income	618,954	17,476	834,607	1,905,936
Benefit payments, including refunds of employee contributions	(394,341)	(411,888)	(445,883)	(605,903)
Administrative expense	(6,461)	(10,647)	(9,427)	(9,876)
Other	(531)	(526)	(508)	(501)
Net Change in Plan Fiduciary Net Position	<u>1,028,428</u>	<u>505,661</u>	<u>1,398,408</u>	<u>2,443,600</u>
Beginning plan fiduciary net position	<u>10,817,648</u>	<u>11,846,076</u>	<u>12,351,737</u>	<u>13,750,145</u>
Ending Plan Fiduciary Net Position	<u>\$ 11,846,076</u>	<u>\$ 12,351,737</u>	<u>\$ 13,750,145</u>	<u>\$ 16,193,745</u>
Net Pension Liability	<u>\$ 2,149,658</u>	<u>\$ 3,217,456</u>	<u>\$ 3,293,330</u>	<u>\$ 2,506,822</u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	84.64%	79.33%	80.68%	86.59%
Covered Payroll	\$ 5,217,564	\$ 5,453,817	\$ 6,043,976	\$ 6,567,702
Net Pension Liability as a Percentage of Covered Payroll	41.20%	58.99%	54.49%	38.17%

*Only five years of information is currently available. The City will build this schedule over the next five-year period.

Measurement	
Year*	
2018	
\$	1,049,555
	1,278,572
	95,980
	-
	(567,072)
	<u>1,857,035</u>
	<u>18,700,567</u>
\$	<u><u>20,557,602</u></u>
\$	819,985
	433,104
	(485,318)
	(567,072)
	(9,375)
	(490)
	<u>190,834</u>
	<u>16,193,745</u>
\$	<u><u>16,384,579</u></u>
\$	<u><u>4,173,023</u></u>
	79.70%
\$	7,218,398
	57.81%

CITY OF BASTROP, TEXAS
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
POSTEMPLOYMENT HEALTH CARE PLAN
For the Year Ended September 30, 2019

	Measurement Year*	
	2018	2019
Total OPEB Liability		
Service cost	\$ 26,393	\$ 26,899
Interest (on the total OPEB liability)	24,601	25,690
Difference in expected and actual experience	(40,119)	-
Change of assumptions	35,460	11,200
Contributions - employer**	(16,887)	(16,887)
Net Change in Total OPEB Liability	29,448	46,902
Beginning total OPEB liability	637,172	666,620
Ending Total OPEB Liability	\$ 666,620	\$ 713,522
Covered Payroll	\$ 7,098,873	\$ 7,218,398
Total OPEB Liability as a Percentage of Covered Payroll	9.39%	9.88%

*Only two year of information is currently available. The City will build this schedule over the next eight-year period.

**Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

Notes to Required Supplementary Information:

Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Discount rate	3.31%
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB Statement No. 68.
Mortality - service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustments with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality - disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

Other Information:

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2018.

Change in assumptions is the annual change in the municipal bond index rate.

There were no benefit changes during the year.

CITY OF BASTROP, TEXAS
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
TMRS - SUPPLEMENTAL DEATH
For the Year Ended September 30, 2019

	Measurement Year*	
	2017	2018
Total OPEB Liability		
Service cost	\$ 15,762	\$ 20,668
Interest (on the total OPEB liability)	9,226	18,568
Change of assumptions	23,298	47,344
Benefit payments	(1,314)	(4,351)
Net Change in Total OPEB Liability	<u>46,972</u>	<u>82,229</u>
Beginning total OPEB liability	<u>236,838</u>	<u>483,051</u>
Ending Total OPEB Liability	<u>\$ 283,810</u>	<u>\$ 565,280</u>
Covered Payroll	\$ 6,567,702	\$ 7,218,398
Total OPEB Liability as a Percentage of Covered Payroll	4.32%	7.83%

*Only two year of information is currently available. The City will build this schedule over the next eight-year period.

**Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

Notes to Required Supplementary Information:

Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Discount rate	3.31%
Administrative expenses	All administrative expenses are paid through the PTF and accounted for under reporting requirements under GASB Statement No. 68.
Mortality - service retirees	RP2000 Combined Mortality Table with Blue Collar Adjustments with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality - disabled retirees	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3-year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.

Other Information:

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2017.

Change in assumptions is the annual change in the municipal bond index rate.

There were no benefit changes during the year.

CITY OF BASTROP, TEXAS
SCHEDULE OF CONTRIBUTIONS
PENSION - TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS)
For the Year Ended September 30, 2019

	Fiscal Year*			
	2014	2015	2016	2017
Actuarially determined contribution	\$ 494,007	\$ 551,472	\$ 668,216	\$ 723,434
Contributions in relation to the actuarially determined contribution	494,007	551,472	668,216	723,434
Contribution deficiency**	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 5,140,859	\$ 5,317,314	\$ 6,170,226	\$ 6,340,147
Contributions as a percentage of covered payroll	9.61%	10.37%	10.83%	11.41%

*Only six years of information is currently available. The City will build this schedule over the next four-year period.

**Contribution deficiencies are the result of the City contributing at the TMRS allowed phase-in rate.

Notes to Required Supplementary Information:

1. Valuation Date:

Actuarially determined contribution rates are calculated as of December 31 and become effective in January, 13 months later.

2. Methods and Assumptions Used to Determine Contribution Rates:

Actuarial cost method	Entry age normal
Amortization method	Level percentage of payroll, closed
Remaining amortization period	28 years
Asset valuation method	10 year smoothed market; 15% soft corridor
Inflation	2.5%
Salary increases	3.50% to 10.50% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010-2014.
Mortality	RP2000 Combined Mortality Table with Blue Collar Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.

3. Other Information:

There were no benefit changes during the year.

Fiscal Year	
2018	2019
\$ 811,103	\$ 895,993
811,103	895,993
<u>\$ -</u>	<u>\$ -</u>
<u>\$ 7,098,873</u>	<u>\$ 6,567,702</u>
11.43%	13.64%

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***COMBINING STATEMENTS
AND SCHEDULES***

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CITY OF BASTROP, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
DEBT SERVICE FUND
For the Year Ended September 30, 2019

	<u>Original Budget Amounts</u>	<u>Final Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues				
Property taxes	\$ 1,863,009	\$ 1,863,009	\$ 1,873,267	\$ 10,258
Investment revenue	10,850	10,850	22,725	11,875
Other revenue	247,619	247,619	247,619	-
Total Revenues	<u>2,121,478</u>	<u>2,121,478</u>	<u>2,143,611</u>	<u>22,133</u>
Expenditures				
Debt service:				
Principal	1,618,503	1,803,503	1,803,503	-
Interest and fiscal agent fees	769,700	913,138	913,172	(34)
Total Expenditures	<u>2,388,203</u>	<u>2,716,641</u>	<u>2,716,675</u>	<u>(34)</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(266,725)</u>	<u>(595,163)</u>	<u>(573,064)</u>	<u>22,099</u>
Other Financing Sources (Uses)				
Transfers in	516,186	516,186	516,186	-
Total Other Financing Sources	<u>516,186</u>	<u>516,186</u>	<u>516,186</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ 249,461</u>	<u>\$ (78,977)</u>	<u>(56,878)</u>	<u>\$ 22,099</u>
Beginning fund balance			<u>315,398</u>	
Ending Fund Balance			<u>\$ 258,520</u>	

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CITY OF BASTROP, TEXAS

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenues that are legally restricted, committed, or assigned to expenditures for particular purposes.

Designated

This fund is used to account for the receipt and expenditure of funds restricted for a particular purpose by an outside entity.

Library Board

This fund is used to account for the application of any gifts and donations received for the benefit of the library.

Fairview Cemetery

This fund was established for the receipt and reimbursement of funds received for the benefit of City cemeteries.

Hunters Crossing PID

This fund is used to account for the general operating activities of the Hunters Crossing Public Improvement District, a blended component unit of the City.

CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for specific revenues that are legally restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Park Dedication

This fund is used to account for the receipt and disbursement of funds received for special improvement projects related to city parks and trails.

2019 Limited Tax Note

This fund is used to account for the receipt of bond funds received in relation to this specific bond issue and application of the funds in accordance with stated requirements.

Combination Revenue Bond Series 2018

This fund is used to account for the receipt of bond funds received in relation to this specific bond issue and application of the funds in accordance with stated requirements.

Combination Revenue Bond Series 2013

This fund is used to account for the receipt of bond funds received in relation to this specific bond issue and application of the funds in accordance with stated requirements.

Street Maintenance

This fund is used to account for the receipt of monies designated for street maintenance

Grant

This fund is used to account for grants received related to capital projects and the application of the funds in accordance with stated requirements.

PERMANENT FUNDS

Permanent Funds are used to account for resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's programs.

Fairview Cemetery

This fund is used to account for an endowment whose earnings are restricted to expenditures for the benefit of Fairview

CITY OF BASTROP, TEXAS
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS (Page 1 of 2)
September 30, 2019

Special Revenue Funds

	<u>Designated</u>	<u>Library Board</u>	<u>Fairview Cemetery</u>	<u>Hunters Crossing PID</u>
<u>Assets</u>				
Cash and equity in pooled cash and investments	\$ 677,368	\$ 45,296	\$ 105,250	\$ 276,997
Receivables, net	4,887	-	-	154,318
Total Assets	\$ 682,255	\$ 45,296	\$ 105,250	\$ 431,315
<u>Liabilities</u>				
Liabilities:				
Accounts payable and accrued liabilities	\$ 1,142	\$ 679	\$ 3,139	\$ 39,718
Due to other funds	-	-	-	-
Total Liabilities	1,142	679	3,139	39,718
<u>Deferred Inflows of Resources</u>				
Unavailable revenue	-	-	-	2,272
<u>Fund balance</u>				
Fund balances:				
Nonspendable:				
Cemetery perpetual care	-	-	-	-
Restricted:				
Cemetery	-	-	102,111	-
Traffic safety	648,296	-	-	-
PEG channels	32,817	-	-	-
Capital projects	-	-	-	389,325
Assigned to:				
Library	-	44,617	-	-
Total Fund Balances	681,113	44,617	102,111	389,325
Total Liabilities, Deferred inflows and Fund Balances	\$ 682,255	\$ 45,296	\$ 105,250	\$ 431,315

Capital Projects Funds

<u>Park Dedication</u>	<u>2019 Limited Tax Note</u>	<u>Combination Revenue Bond Series 2018</u>	<u>Combination Revenue Bond Series 2013</u>	<u>Street Maintenance</u>	<u>Grant</u>
\$ 110,632	\$ 441,670	\$ 3,496,583	\$ 1,249,915	\$ 1,038,510	\$ -
-	-	-	-	-	93,898
<u>\$ 110,632</u>	<u>\$ 441,670</u>	<u>\$ 3,496,583</u>	<u>\$ 1,249,915</u>	<u>\$ 1,038,510</u>	<u>\$ 93,898</u>
\$ 9	\$ -	\$ 6,100	\$ 27,615	\$ 1,153	\$ 1,623
-	-	-	-	-	92,275
<u>9</u>	<u>-</u>	<u>6,100</u>	<u>27,615</u>	<u>1,153</u>	<u>93,898</u>
81,893	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
28,730	441,670	3,490,483	1,222,300	1,037,357	-
-	-	-	-	-	-
<u>28,730</u>	<u>441,670</u>	<u>3,490,483</u>	<u>1,222,300</u>	<u>1,037,357</u>	<u>-</u>
<u>\$ 110,632</u>	<u>\$ 441,670</u>	<u>\$ 3,496,583</u>	<u>\$ 1,249,915</u>	<u>\$ 1,038,510</u>	<u>\$ 93,898</u>

CITY OF BASTROP, TEXAS
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS (Page 2 of 2)
September 30, 2019

	Permanent Fund	Total Nonmajor Governmental Funds
	Fairview Cemetery	
<u>Assets</u>		
Cash and equity in pooled cash and investments	\$ 383,649	\$ 7,825,870
Receivables, net	-	253,103
Total Assets	\$ 383,649	\$ 8,078,973
<u>Liabilities</u>		
Liabilities:		
Accounts payable and accrued liabilities	\$ -	\$ 81,178
Due to other funds	-	92,275
Total Liabilities	-	173,453
<u>Deferred inflows</u>		
Unavailable revenue	-	84,165
<u>Fund balance</u>		
Fund balances:		
Nonspendable:		
Cemetery Perpetual care	383,649	383,649
Restricted:		
Cemetery	-	102,111
Traffic safety	-	648,296
PEG Channels	-	32,817
Capital projects	-	6,609,865
Assigned to:		
Library	-	44,617
Total Fund Balances	383,649	7,821,355
Total Liabilities, Deferred inflows and Fund Balances	\$ 383,649	\$ 8,078,973

CITY OF BASTROP, TEXAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS (Page 1 of 2)
For the Year Ended September 30, 2019

Special Revenue Funds

	<u>Designated</u>	<u>Library Board</u>	<u>Fairview Cemetery</u>	<u>Hunters Crossing PID</u>
Revenues				
Property taxes	\$ -	\$ -	\$ -	\$ 576,162
Franchise fees	22,400	-	-	-
Fines and forfeitures	16,044	-	-	-
Charges for services	-	-	73,971	-
Intergovernmental	1,881	-	-	-
Investment revenue	15,358	909	4,642	5,888
Other revenue	12,315	29,519	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	67,998	30,428	78,613	582,050
	<hr/>	<hr/>	<hr/>	<hr/>
Expenditures				
Current:				
Public safety	23,149	-	-	-
Community services	1,756	13,436	76,871	-
Economic development	-	-	-	97,504
Capital outlay	53,448	-	117,901	-
Debt service:				
Bond issuance costs	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	78,353	13,436	194,772	97,504
Excess (Deficiency) of Revenues Over (Under) Expenditures	<hr/>	<hr/>	<hr/>	<hr/>
	(10,355)	16,992	(116,159)	484,546
	<hr/>	<hr/>	<hr/>	<hr/>
Other Financing Sources (Uses)				
Debt issued	-	-	-	-
Transfer in	-	-	6,107	-
Transfers (out)	-	(3,000)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	-	(3,000)	6,107	-
	<hr/>	<hr/>	<hr/>	<hr/>
Net Change in Fund Balances	(10,355)	13,992	(110,052)	484,546
	<hr/>	<hr/>	<hr/>	<hr/>
Beginning fund balances	691,468	30,625	212,163	(95,221)
	<hr/>	<hr/>	<hr/>	<hr/>
Ending Fund Balances	<u>\$ 681,113</u>	<u>\$ 44,617</u>	<u>\$ 102,111</u>	<u>\$ 389,325</u>

Capital Projects Funds

Park Dedication	2019 Limited Tax Note	Combination Revenue Bond Series 2018	Combination Revenue Bond Series 2013	Street Maintenance	Grant
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-
-	-	-	-	-	-
20,473	-	-	-	-	-
-	-	-	-	-	284,631
2,517	-	85,487	30,154	24,827	-
-	-	-	-	-	-
<u>22,990</u>	<u>-</u>	<u>85,487</u>	<u>30,154</u>	<u>24,827</u>	<u>284,631</u>
-	-	-	-	-	-
-	-	-	15,105	23,065	9,376
-	-	-	111,522	-	-
-	-	200,992	-	64,405	73,003
-	23,330	-	-	-	-
<u>-</u>	<u>23,330</u>	<u>200,992</u>	<u>126,627</u>	<u>87,470</u>	<u>82,379</u>
<u>22,990</u>	<u>(23,330)</u>	<u>(115,505)</u>	<u>(96,473)</u>	<u>(62,643)</u>	<u>202,252</u>
-	465,000	-	-	-	-
-	-	-	-	1,100,000	-
-	-	(1,100,000)	-	-	(202,252)
<u>-</u>	<u>465,000</u>	<u>(1,100,000)</u>	<u>-</u>	<u>1,100,000</u>	<u>(202,252)</u>
22,990	441,670	(1,215,505)	(96,473)	1,037,357	-
5,740	-	4,705,988	1,318,773	-	-
<u>\$ 28,730</u>	<u>\$ 441,670</u>	<u>\$ 3,490,483</u>	<u>\$ 1,222,300</u>	<u>\$ 1,037,357</u>	<u>\$ -</u>

CITY OF BASTROP, TEXAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS (Page 2 of 2)
For the Year Ended September 30, 2019

	Permanent Fund	Total Nonmajor Governmental Funds
	Cemetery	
Revenues		
Property taxes	\$ -	\$ 576,162
Franchise fees	-	22,400
Fines and forfeitures	-	16,044
Charges for services	-	94,444
Intergovernmental	-	286,512
Investment revenue	4,185	173,967
Other revenue	-	41,834
	4,185	1,211,363
Total Revenues		
Expenditures		
Current:		
Public safety	-	23,149
Community services	-	139,609
Economic development	-	209,026
Capital outlay	-	509,749
Debt service:		
Bond issuance costs	-	23,330
	-	904,863
Total Expenditures	-	904,863
Excess (Deficiency) of Revenues		
Over (Under) Expenditures	4,185	306,500
Other Financing Sources (Uses)		
Debt issued	-	465,000
Transfer in	-	1,106,107
Transfers (out)	(6,106)	(1,311,358)
	(6,106)	259,749
Total Other Financing Sources (Uses)	(6,106)	259,749
Net Change in Fund Balances	(1,921)	566,249
Beginning fund balances	385,570	7,255,106
Ending Fund Balances	\$ 383,649	\$ 7,821,355

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STATISTICAL SECTION

This part of the City's Comprehensive Annual Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and Required Supplementary Information says about the government's overall financial health.

Contents	Table #'s
Financial Trends	1-5
<i>These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.</i>	
Revenue Capacity	6-12
<i>These schedules contain information to help the reader assess the government's two most significant local revenue sources, property and sales taxes.</i>	
Debt Capacity	13-16
<i>These schedules present information to help the reader assess the affordability of the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.</i>	
Demographic and Economic Information	17-18
<i>These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.</i>	
Operating Information	19-21
Water and Wastewater Operating Information	22 - 27
<i>These schedules contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.</i>	

Sources: Unless otherwise noted, the information in these schedules is derived from the Comprehensive Annual Financial Reports from the relevant year.

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CITY OF BASTROP, TEXAS

NET POSITION BY COMPONENT

Last Ten Years

(Accrual Basis of Accounting)

	Fiscal Year			
	2010	2011	2012	2013
Governmental Activities				
Net investment in capital assets	\$ (4,960,857)	\$ 5,875,370	\$ 10,566,114	\$ 11,429,156
Restricted	9,380,765	6,046,673	7,373,576	4,910,969
Unrestricted	(236,597)	(2,389,362)	(854,428)	2,499,071
Total Governmental Activities Net Position	\$ 4,183,311	\$ 9,532,681	\$ 17,085,262	\$ 18,839,196
Business-Type Activities				
Net investment in capital assets	\$ 19,320,722	\$ 16,135,372	\$ 13,211,924	\$ 11,738,002
Restricted	-	-	-	2,660,151
Unrestricted	6,658,219	5,594,939	7,391,011	5,210,587
Total Business-Type Activities Net Position	\$ 25,978,941	\$ 21,730,311	\$ 20,602,935	\$ 19,608,740
Primary Government				
Net investment in capital assets	\$ 14,359,865	\$ 22,010,742	\$ 23,778,038	\$ 23,167,158
Restricted	9,380,765	6,046,673	7,373,576	7,571,120
Unrestricted	6,421,622	3,205,577	6,536,583	7,709,658
Total Primary Government Net Position	\$ 30,162,252	\$ 31,262,992	\$ 37,688,197	\$ 38,447,936

TABLE 1

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 9,963,117	\$ 11,651,156	\$ 11,918,463	\$ 14,539,682	\$ 19,769,501	\$ 19,816,206
9,159,680	8,756,852	8,066,547	7,742,134	4,343,291	4,626,827
2,209,515	5,446,370	5,326,377	4,292,982	4,389,629	6,668,824
<u>\$ 21,332,312</u>	<u>\$ 25,854,378</u>	<u>\$ 25,311,387</u>	<u>\$ 26,574,798</u>	<u>\$ 28,502,421</u>	<u>\$ 31,111,857</u>
\$ 12,316,742	\$ 13,333,175	\$ 15,553,195	\$ 16,164,723	\$ 16,812,087	\$ 18,773,085
669,651	838,596	931,191	2,016,705	2,732,351	1,572,344
8,546,144	8,571,980	8,127,577	8,485,463	8,587,217	10,510,188
<u>\$ 21,532,537</u>	<u>\$ 22,743,751</u>	<u>\$ 24,611,963</u>	<u>\$ 26,666,891</u>	<u>\$ 28,131,655</u>	<u>\$ 30,855,617</u>
\$ 22,279,859	\$ 24,984,331	\$ 27,471,658	\$ 30,704,405	\$ 36,581,588	\$ 38,589,291
9,829,331	9,595,448	8,997,738	9,758,839	7,075,642	6,199,171
10,755,659	14,018,350	13,453,954	12,778,445	12,976,846	17,179,012
<u>\$ 42,864,849</u>	<u>\$ 48,598,129</u>	<u>\$ 49,923,350</u>	<u>\$ 53,241,689</u>	<u>\$ 56,634,076</u>	<u>\$ 61,967,474</u>

CITY OF BASTROP, TEXAS

CHANGES IN NET POSITION

Last Ten Years

(Accrual Basis of Accounting)

	Fiscal Year			
	2010	2011	2012	2013
Expenses				
Governmental Activities				
General government	\$ 6,394,947	\$ 6,295,882	\$ 8,045,054	\$ 3,714,276
Public safety	2,464,313	2,648,635	2,792,144	3,784,611
Developmental services	-	-	-	-
Community development	1,773,439	1,997,802	1,983,502	3,071,077
Health	76,812	75,991	78,982	-
Economic development	-	-	-	2,865,227
Interest on long-term debt	986,607	1,403,348	1,065,553	680,369
Total Governmental Activities Expenses	11,696,118	12,421,658	13,965,235	14,115,560
Business-Type Activities				
Water and wastewater utilities	2,790,906	3,061,719	3,174,942	3,748,334
Electric utility	5,727,753	5,871,322	6,198,430	6,188,383
Other nonmajor	67,305	19,207	129,198	620,614
Total Business-Type Activities Expenses	8,585,964	8,952,248	9,502,570	10,557,331
Total Primary Government Expenses	\$ 20,282,082	\$ 21,373,906	\$ 23,467,805	\$ 24,672,891
Program Revenues				
Governmental Activities				
Charges for services				
General government	\$ 1,255,484	\$ 1,318,457	\$ 1,351,258	\$ 1,437,935
Public safety	256,551	275,307	230,014	1,067,556
Development services	-	-	-	-
Community services	-	65,615	69,011	293,186
Economic development	-	-	-	133,686
Operating grants and contributions	249,725	393,095	200,007	130,520
Capital grants and contributions	-	173,903	3,404,918	408,312
Total Governmental Activities Program Revenues	1,761,760	2,226,377	5,255,208	3,471,195
Business-Type Activities				
Charges for services				
Water and wastewater utilities	3,071,126	3,445,382	3,610,941	3,851,172
Electric utility	6,771,854	6,966,650	7,395,021	6,854,109
Other nonmajor	195,354	96,354	893,389	789,918
Capital grants and contributions	-	-	-	-
Total Business-Type Activities Program Revenues	10,038,334	10,508,386	11,899,351	11,495,199
Total Primary Government Program Revenues	\$ 11,800,094	\$ 12,734,763	\$ 17,154,559	\$ 14,966,394
Net Revenue/(Expense)				
Governmental activities	\$ (9,934,358)	\$ (10,195,281)	\$ (8,710,027)	\$ (10,644,365)
Business-type activities	1,452,370	1,556,138	2,396,781	937,868
Total Primary Government Net (Expense)	\$ (8,481,988)	\$ (8,639,143)	\$ (6,313,246)	\$ (9,706,497)

TABLE 2

		Fiscal Year									
		2014	2015	2016	2017	2018	2019				
\$	2,823,226	\$	3,000,666	\$	4,461,447	\$	4,790,876	\$	5,042,504	\$	6,020,455
	3,744,040		3,589,294		4,342,768		4,169,672		3,995,531		4,706,904
	-		711,905		923,089		692,326		919,670		1,360,305
	3,214,589		3,207,923		2,914,278		1,880,293		2,015,727		1,852,431
	-		-		-		-		-		-
	4,067,024		2,976,087		2,497,292		3,350,167		3,910,783		3,212,115
	1,008,265		1,030,527		926,159		807,460		853,401		911,431
	<u>14,857,144</u>		<u>14,516,402</u>		<u>16,065,033</u>		<u>15,690,794</u>		<u>16,737,616</u>		<u>18,063,641</u>
	3,694,129		3,882,671		3,960,331		4,487,471		4,747,676		5,356,350
	6,673,346		6,861,785		6,184,527		6,104,456		6,351,799		6,138,706
	683,574		47,028		36,186		5,324		-		18,484
	<u>11,051,049</u>		<u>10,791,484</u>		<u>10,181,044</u>		<u>10,597,251</u>		<u>11,099,475</u>		<u>11,513,540</u>
\$	<u>\$ 25,908,193</u>	\$	<u>\$ 25,307,886</u>	\$	<u>\$ 26,246,077</u>	\$	<u>\$ 26,288,045</u>	\$	<u>\$ 27,837,091</u>	\$	<u>\$ 29,577,181</u>
\$	413,374	\$	1,035,377	\$	1,061,694	\$	1,371,930	\$	1,676,873	\$	571,920
	925,131		932,848		266,292		31,697		95,706		332,825
	-		-		-		-		-		565,692
	86,472		36,480		66,705		87,616		125,125		94,444
	130,920		137,891		153,125		144,912		166,757		285,517
	390,712		428,497		278,349		237,019		150,396		490,013
	2,988,454		1,878,711		629,416		1,063,268		1,306,839		1,835,482
	<u>4,935,063</u>		<u>4,449,804</u>		<u>2,455,581</u>		<u>2,936,442</u>		<u>3,521,696</u>		<u>4,175,893</u>
	3,960,434		4,288,849		4,654,955		4,983,380		5,100,581		5,578,457
	7,304,225		7,415,588		6,446,305		6,903,151		7,171,253		7,448,104
	893,112		261,102		336,791		1,046,108		752,341		396,599
	600,000		47,889		-		12,032		90,214		1,779,620
	<u>12,757,771</u>		<u>12,013,428</u>		<u>11,438,051</u>		<u>12,944,671</u>		<u>13,114,389</u>		<u>15,202,780</u>
\$	<u>\$ 17,692,834</u>	\$	<u>\$ 16,463,232</u>	\$	<u>\$ 13,893,632</u>	\$	<u>\$ 15,881,113</u>	\$	<u>\$ 16,636,085</u>	\$	<u>\$ 19,378,673</u>
\$	(9,922,081)	\$	(10,066,598)	\$	(13,609,452)	\$	(12,754,352)	\$	(13,215,920)	\$	(13,887,748)
	1,706,722		1,221,944		1,257,007		2,347,420		2,014,914		3,689,240
\$	<u>\$ (8,215,359)</u>	\$	<u>\$ (8,844,654)</u>	\$	<u>\$ (12,352,445)</u>	\$	<u>\$ (10,406,932)</u>	\$	<u>\$ (11,201,006)</u>	\$	<u>\$ (10,198,508)</u>

CITY OF BASTROP, TEXAS
GENERAL REVENUES AND TOTAL CHANGE IN NET POSITION
Last Ten Years
(Accrual Basis of Accounting)

	Fiscal Year			
	2010	2011	2012	2013
General Revenues and Other Changes in Net Position				
Governmental Activities				
Taxes				
Property taxes	\$ 3,362,419	\$ 3,557,551	\$ 3,947,319	\$ 4,294,978
Sales taxes	2,606,584	2,722,333	3,194,452	3,352,264
Hotel taxes	2,172,473	2,512,219	2,568,635	2,501,546
Franchise fees	375,077	404,582	431,129	412,730
Investment earnings	76,892	31,639	86,562	20,427
Other revenue	707,979	453,537	964,919	331,954
Special item- resource	37,782	40,431	44,774	-
Special item (use)	4,065	3,179	7,344	(9,537)
Transfers in (out)	(2,401,089)	928,594	(1,201,295)	(2,469,672)
Total Governmental Activities	<u>6,942,182</u>	<u>10,654,065</u>	<u>10,043,839</u>	<u>8,434,690</u>
Business-Type Activities				
Miscellaneous revenue	-	-	3,353	98,600
Investment earnings	21,968	14,412	14,066	11,910
Special item- resource	-	-	-	-
Transfers in (out)	2,401,088	(928,594)	1,201,295	2,469,672
Total Business-Type Activities	<u>2,423,056</u>	<u>(914,182)</u>	<u>1,218,714</u>	<u>2,580,182</u>
Total Primary Government	<u>\$ 9,365,238</u>	<u>\$ 9,739,883</u>	<u>\$ 11,262,553</u>	<u>\$ 11,014,872</u>
Change in Net Position				
Governmental activities	\$ (2,992,176)	\$ 458,784	\$ 1,333,812	\$ (2,209,675)
Business-type activities	3,875,426	641,956	3,615,495	3,518,050
Total Primary Government	<u>\$ 883,250</u>	<u>\$ 1,100,740</u>	<u>\$ 4,949,307</u>	<u>\$ 1,308,375</u>

TABLE 3

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 4,619,684	\$ 4,806,931	\$ 5,671,902	\$ 5,374,085	\$ 5,758,745	\$ 6,061,380
3,538,097	4,021,662	4,325,273	4,430,848	4,815,099	5,155,893
2,737,816	2,850,062	2,777,935	2,686,099	2,844,403	2,829,049
454,377	486,694	495,709	464,908	462,968	486,716
18,787	19,380	74,232	131,122	190,986	414,108
64,532	46,176	79,626	99,754	208,906	293,716
-	3,330,054	-	-	-	-
-	-	-	-	-	-
439,179	500,248	(358,216)	748,152	1,042,299	1,256,323
<u>11,872,472</u>	<u>16,061,207</u>	<u>13,066,461</u>	<u>13,934,968</u>	<u>15,323,406</u>	<u>16,497,185</u>
52,672	150,808	181,324	153,534	335,789	
9,064	14,490	65,264	130,344	204,426	291,045
-	627,566	-	-	-	
(439,179)	(500,248)	358,216	(748,152)	(1,042,299)	(1,256,323)
<u>(377,443)</u>	<u>292,616</u>	<u>604,804</u>	<u>(464,274)</u>	<u>(502,084)</u>	<u>(965,278)</u>
<u>\$ 11,495,029</u>	<u>\$ 16,353,823</u>	<u>\$ 13,671,265</u>	<u>\$ 13,470,694</u>	<u>\$ 14,821,322</u>	<u>\$ 15,531,907</u>
\$ 1,950,391	\$ 5,994,609	\$ (542,991)	\$ 1,180,616	\$ 2,107,486	\$ 2,609,437
1,329,279	1,514,560	1,861,811	1,883,146	1,512,830	2,723,962
<u>\$ 3,279,670</u>	<u>\$ 7,509,169</u>	<u>\$ 1,318,820</u>	<u>\$ 3,063,762</u>	<u>\$ 3,620,316</u>	<u>\$ 5,333,399</u>

CITY OF BASTROP, TEXAS
FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Years
(Modified Accrual Basis of Accounting)

	Fiscal Year			
	2010	2011	2012	2013
General Fund				
Nonspendable	\$ -	\$ -	\$ -	\$ 45,362
Assigned	-	-	-	-
Unassigned	2,515,443	2,059,480	3,294,416	3,530,544
Total General Fund	\$ 2,515,443	\$ 2,059,480	\$ 3,294,416	\$ 3,575,906
All Other Governmental Funds				
Nonspendable	\$ -	\$ -	\$ -	\$ -
Restricted for:				
Capital projects	-	-	-	755,047
Debt service	-	-	-	707,322
Other restricted	9,380,765	5,926,375	7,269,212	-
Cemetery	-	-	-	607,655
Public improvement district	-	-	-	87,098
Traffic safety	-	-	-	639,090
Culture and recreation	-	-	-	114,949
Economic development	-	-	-	1,905,557
Committed for:				
Economic development	-	-	-	1,038,897
Arena	-	-	-	-
Unassigned	167,536	1,034,177	1,102,144	-
Total All Other Governmental Funds	\$ 9,548,301	\$ 6,960,552	\$ 8,371,356	\$ 5,855,615

TABLE 4

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 56,011	\$ 136,887	\$ 82,553	\$ 28,273	\$ 53,226	\$ 109,044
-	-	89,868	217,328	217,328	-
4,707,026	5,365,120	3,661,166	3,503,042	3,619,188	3,071,646
<u>\$ 4,763,037</u>	<u>\$ 5,502,007</u>	<u>\$ 3,833,587</u>	<u>\$ 3,748,643</u>	<u>\$ 3,889,742</u>	<u>\$ 3,180,690</u>
\$ 512	\$ 83,913	\$ 383,789	\$ 385,956	\$ 385,570	\$ 383,649
5,297,045	4,019,033	2,369,536	1,422,295	6,030,501	6,609,865
736,729	804,205	230,749	62,817	315,398	258,520
57,463	19,959	24,026	39,315	63,132	32,817
648,832	558,234	186,500	196,419	212,163	102,111
161,579	187,892	132,794	44,462	-	-
621,945	631,613	639,377	639,726	628,336	648,296
121,782	46,708	124,559	125,895	170,836	-
2,148,817	2,015,834	2,265,766	2,629,042	2,446,392	3,849,730
1,044,994	1,077,854	1,225,851	827,206	912,785	44,617
-	-	24,167	110,655	107,331	-
-	-	-	(4,564)	(95,221)	-
<u>\$ 10,839,698</u>	<u>\$ 9,445,245</u>	<u>\$ 7,607,114</u>	<u>\$ 6,479,224</u>	<u>\$ 11,177,223</u>	<u>\$ 11,929,605</u>

CITY OF BASTROP, TEXAS
CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS
Last Ten Years
(Modified Accrual Basis of Accounting)

	Fiscal Year			
	2010	2011	2012	2013
Revenues				
Property taxes	\$ 3,668,631	\$ 3,859,531	\$ 4,266,992	\$ 4,243,734
Sales taxes	2,606,584	2,722,333	3,194,452	3,352,264
Hotel/motel taxes	1,970,512	2,247,985	2,276,444	2,501,546
Franchise fees	375,077	404,582	431,129	412,730
Licenses and permits	104,149	97,305	135,408	143,768
Fines and forfeitures	324,465	346,568	366,040	1,080,535
Charges for services	70,418	90,526	278,350	269,570
Intergovernmental	1,231,197	1,691,978	1,625,928	1,960,454
Investment earnings	76,854	31,640	26,315	20,427
Other revenue	667,249	394,975	2,124,631	197,675
Total Revenues	<u>11,095,136</u>	<u>11,887,423</u>	<u>14,725,689</u>	<u>14,182,703</u>
Expenditures				
General government	2,233,336	2,591,833	2,659,338	2,587,881
Public safety	2,196,265	2,433,848	2,776,805	3,218,590
Development services	3,035,287	2,430,328	2,818,297	614,744
Community service	555,892	609,360	650,615	2,456,957
Economic development	1,640,182	2,355,876	1,808,697	2,512,066
Capital outlay	2,155,806	3,470,556	2,577,411	424,088
Debt service:				
Principal	1,457,967	1,519,243	1,520,438	1,422,705
Interest and fees	1,002,209	1,474,101	1,162,345	721,877
Payments refunded				
bond escrow agent	-	-	-	-
Total Expenditures	<u>14,276,944</u>	<u>16,885,145</u>	<u>15,973,946</u>	<u>13,958,908</u>
Excess (Deficiency) of				
Revenues Over (Under) Expenditures	(3,181,808)	(4,997,722)	(1,248,257)	223,795
Other Financing Sources (Uses)				
Transfers in	1,127,753	2,657,927	2,673,323	2,426,820
Transfers out	(3,528,663)	(1,729,333)	(3,874,618)	(4,896,492)
Issuance of long-term debt	7,400,000	4,260,000	6,315,000	-
Premium on long-term debt	-	179,469	460,848	-
Other resources	37,782	40,431	44,774	-
Payments to refunded bond escrow agent	-	(4,300,560)	(1,732,675)	-
Insurance recoveries	-	-	-	-
Sales of capital assets	4,065	3,179	7,344	11,626
Total Other Financing Sources	<u>5,040,937</u>	<u>1,111,113</u>	<u>3,893,996</u>	<u>(2,458,046)</u>
Net Change in Fund Balances	<u>\$ 1,859,129</u>	<u>\$ (3,886,609)</u>	<u>\$ 2,645,739</u>	<u>\$ (2,234,251)</u>
Debt service as a percentage of noncapital expenditures	20.30%	22.31%	20.03%	15.84%

TABLE 5

		Fiscal Year									
		2014	2015	2016	2017	2018	2019				
\$	4,536,737	\$	4,741,831	\$	4,998,616	\$	5,266,699	\$	5,575,700	\$	6,039,361
	3,538,097		4,021,662		4,371,880		4,492,652		4,889,377		5,155,893
	2,737,816		2,850,062		2,777,935		2,686,099		2,844,403		2,829,049
	454,377		486,694		495,709		464,908		462,968		486,716
	153,841		213,904		187,729		247,174		752,653		565,692
	1,144,202		653,730		563,971		362,397		317,579		332,825
	263,304		709,339		745,419		754,803		894,306		951,881
	531,182		728,094		656,385		1,037,098		1,276,879		490,013
	18,788		19,380		70,100		119,133		174,339		380,670
	348,371		443,233		530,322		880,451		604,431		358,356
	<u>13,726,715</u>		<u>14,867,929</u>		<u>15,398,066</u>		<u>16,311,414</u>		<u>17,792,635</u>		<u>17,590,456</u>
	1,498,735		2,695,518		4,195,350		3,764,359		4,353,027		5,416,871
	3,424,029		3,349,118		3,558,802		3,698,141		3,904,198		4,161,972
	670,992		708,518		896,180		666,775		901,494		1,226,915
	2,370,344		2,464,526		2,096,550		1,673,443		1,884,502		1,636,255
	3,846,172		2,743,266		2,266,449		3,145,692		3,455,809		2,933,449
	2,304,424		1,700,223		1,180,847		2,281,828		1,734,806		898,513
	1,326,185		1,439,775		1,815,125		1,872,455		1,550,274		1,803,503
	1,111,724		1,068,183		973,859		947,412		920,471		913,172
	-		-		325,000		-		-		23,330
	<u>16,552,605</u>		<u>16,169,127</u>		<u>17,308,162</u>		<u>18,050,105</u>		<u>18,704,581</u>		<u>19,013,980</u>
	(2,825,890)		(1,301,198)		(1,910,096)		(1,738,691)		(911,946)		(1,423,524)
	2,387,025		2,856,260		2,554,732		1,976,999		2,168,734		3,073,422
	(1,947,846)		(2,356,012)		(4,182,948)		(1,341,347)		(1,263,935)		(2,071,568)
	7,392,000		1,695,558		1,440,000		3,135,000		4,605,000		465,000
	127,985		185,830		116,968		427,340		213,370		-
	475,000		-		-		-		-		-
	-		(1,819,234)		(1,505,285)		(3,692,139)		-		-
	-		-		51,757		20,000		27,499		-
	19,615		-		12,234		4		376		-
	<u>8,453,779</u>		<u>562,402</u>		<u>(1,512,542)</u>		<u>525,857</u>		<u>5,751,044</u>		<u>1,466,854</u>
\$	<u>5,627,889</u>	\$	<u>(738,796)</u>	\$	<u>(3,422,638)</u>	\$	<u>(1,212,834)</u>	\$	<u>4,839,098</u>	\$	<u>43,330</u>
	17.11%		17.33%		17.29%		17.88%		14.56%		15.13%

CITY OF BASTROP, TEXAS
ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
Real Property	\$ 683,627,607	\$ 749,216,172	\$ 779,056,911	\$ 792,557,307
Personal Property	83,978,203	82,203,043	81,672,766	89,185,540
Less: Tax Exempt Property	(117,951,584)	(135,123,943)	(146,849,465)	(147,350,585)
Less: Other (1)	(82,207,662)	(89,217,278)	(86,623,396)	(98,583,801)
Total Taxable Assessed Value (2)	<u>\$ 567,446,564</u>	<u>\$ 607,077,994</u>	<u>\$ 627,256,816</u>	<u>\$ 635,808,461</u>
Taxable Assessed Value as a Percentage of Estimated Actual Value	100.00%	100.00%	100.00%	100.00%
Estimated Actual Taxable Value	\$ 567,446,564	\$ 607,077,994	\$ 627,256,816	\$ 635,808,461
Total Direct Tax Rate	\$ 0.5540	\$ 0.0584	\$ 0.0584	\$ 0.0584

Source: Tax department and inspection records of the City.

(1) Other includes Homestead Cap Adjustment, Productivity Loss, Exemptions, 065 Freeze/Transfer and DP Freeze.

(2) Property is assessed at actual value, therefore, the assessed values are equal to actual value.

Tax rates are per \$100 of assessed value.

TABLE 6

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 816,067,208	\$ 863,574,836	\$ 929,201,260	\$ 976,858,517	\$ 1,026,626,754	\$ 1,102,079,762
101,281,545	110,674,924	121,017,621	127,021,941	133,469,154	130,498,163
(143,609,524)	(150,322,357)	(158,570,133)	(157,738,191)	(169,209,339)	(184,097,781)
(103,017,981)	(86,004,438)	(108,720,698)	(120,320,209)	(127,814,502)	(145,244,415)
<u>\$ 670,721,248</u>	<u>\$ 737,922,965</u>	<u>\$ 782,928,050</u>	<u>\$ 825,822,058</u>	<u>\$ 863,072,067</u>	<u>\$ 903,235,729</u>
100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
\$ 670,721,248	\$ 737,922,965	\$ 782,928,050	\$ 825,822,058	\$ 863,072,067	\$ 903,235,729
\$ 0.0584	\$ 0.5640	\$ 0.5640	\$ 0.5640	\$ 0.5640	\$ 0.5640

CITY OF BASTROP, TEXAS
PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS
 Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
City By Fund:				
Operating	\$ 0.2292	\$ 0.2289	\$ 0.3202	\$ 0.3504
Debt service	0.3248	0.2651	0.2637	0.2336
Total Direct Rates	<u>0.5540</u>	<u>0.4940</u>	<u>0.5839</u>	<u>0.5840</u>
Basdrop Independent School District	1.4810	1.4810	1.4810	1.4810
Basdrop County/County Road	<u>0.6192</u>	<u>0.6192</u>	<u>0.6175</u>	<u>0.4259</u>
Total Direct and Overlapping Rates (1)	<u>\$ 2.6542</u>	<u>\$ 2.5942</u>	<u>\$ 2.6824</u>	<u>\$ 2.4909</u>
Other: Hunter's Crossing PID fixed amount	<u>\$ 238.00</u>	<u>\$ 271.00</u>	<u>\$ 289.52</u>	<u>\$ 308.16</u>

Tax rates per \$100 of assessed valuation
 Source: City of Bastrop Budget and County and BISD websites

(1) Overlapping rates are those of local and county governments that apply within the City of Bastrop.

TABLE 7

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 0.3638	\$ 0.3598	\$ 0.3596	\$ 0.3640	\$ 0.3643	\$ 0.3691
0.2202	0.2042	0.2044	0.2000	0.1997	0.1949
<u>0.5840</u>	<u>0.5640</u>	<u>0.5640</u>	<u>0.5640</u>	<u>0.5640</u>	<u>0.5640</u>
1.4610	1.4410	1.4410	1.4410	1.4410	1.4410
<u>0.6290</u>	<u>0.6290</u>	<u>0.6190</u>	<u>0.5990</u>	<u>0.5897</u>	<u>0.5799</u>
<u>\$ 2.6740</u>	<u>\$ 2.6340</u>	<u>\$ 2.6240</u>	<u>\$ 2.6040</u>	<u>\$ 2.5947</u>	<u>\$ 2.5849</u>
<u>\$ 324.16</u>	<u>\$ 324.16</u>	<u>\$ 324.16</u>	<u>\$ 342.16</u>	<u>\$ 361.16</u>	<u>\$ 381.16</u>

CITY OF BASTROP, TEXAS
PROPERTY TAX LEVIES AND COLLECTIONS
 Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
Tax levy	\$ 3,404,859	\$ 3,609,482	\$ 3,915,501	\$ 3,977,570
Current tax collected	\$ 3,327,953	\$ 3,517,945	\$ 3,863,585	\$ 3,928,876
Percentage of current tax collections	97.74%	97.46%	98.67%	98.78%
Delinquent tax collections	<u>\$ 54,146</u>	<u>\$ 69,650</u>	<u>\$ 34,487</u>	<u>\$ 37,403</u>
Total tax collections	<u>\$ 3,382,099</u>	<u>\$ 3,587,595</u>	<u>\$ 3,898,072</u>	<u>\$ 3,966,279</u>
Total collections as a percentage of current levy	99.33%	99.39%	99.55%	99.72%

Source: Tax-Assessor/Collector Annual Report

TABLE 8

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 4,192,486	\$ 4,356,620	\$ 4,704,126	\$ 5,001,944	\$ 5,271,488	\$ 5,525,922
\$ 4,147,083	\$ 4,321,311	\$ 4,683,239	\$ 4,889,591	\$ 5,221,755	\$ 5,462,580
98.92%	99.19%	99.56%	97.75%	99.06%	98.85%
\$ 3,648	\$ 11,371	\$ 20,270	\$ 32,412	\$ 24,599	\$ 31,956
<u>\$ 4,150,731</u>	<u>\$ 4,332,682</u>	<u>\$ 4,703,509</u>	<u>\$ 4,922,003</u>	<u>\$ 5,246,354</u>	<u>\$ 5,494,536</u>
99.00%	99.45%	99.99%	98.40%	99.52%	99.43%

CITY OF BASTROP, TEXAS
DIRECT AND OVERLAPPING PROPERTY TAX RATES
 Last Ten Years

Fiscal Year	City Direct Rates			Overlapping Rates		Other Hunter's Crossing PID Fixed \$ amount
	Basic Rate	General Obligation Debt Service	Total Direct Rate	Bastrop Independent School District	Bastrop County/County Road	
2010	\$ 0.2292	\$ 0.3248	\$ 0.5540	\$ 1.4810	\$ 0.6192	\$ 238.00
2011	\$ 0.2889	\$ 0.2651	\$ 0.5540	\$ 1.4810	\$ 0.6192	\$ 271.00
2012	\$ 0.3203	\$ 0.2637	\$ 0.5840	\$ 1.4810	\$ 0.6175	\$ 289.52
2013	\$ 0.3504	\$ 0.2336	\$ 0.5840	\$ 1.4810	\$ 0.6314	\$ 308.16
2014	\$ 0.3638	\$ 0.2202	\$ 0.5840	\$ 1.4610	\$ 0.6290	\$ 324.16
2015	\$ 0.3598	\$ 0.2042	\$ 0.5640	\$ 1.4410	\$ 0.6290	\$ 324.16
2016	\$ 0.3596	\$ 0.2044	\$ 0.5640	\$ 1.4410	\$ 0.6190	\$ 324.16
2017	\$ 0.3640	\$ 0.2000	\$ 0.5640	\$ 1.4410	\$ 0.5990	\$ 342.16
2018	\$ 0.3643	\$ 0.1997	\$ 0.5640	\$ 1.4410	\$ 0.5897	\$ 361.16
2019	\$ 0.3691	\$ 0.1949	\$ 0.5640	\$ 1.4410	\$ 0.5799	\$ 381.16

(1) Source: City of Bastrop Budget and County and BISSD websites

(2) Basis for property tax rate is per \$100 of taxable valuation.

CITY OF BASTROP, TEXAS**PRINCIPAL PROPERTY TAXPAYERS**

Current Year and Nine Years Ago

Property Taxpayer	2019			2010		
	Taxable Assessed Value	Rank	% of Taxable Assessed Value	Taxable Assessed Value	Rank	% of Taxable Assessed Value
BCSC, LLC	\$ 32,314,586	1	3.71%	\$ 14,527,631	1	0.00%
Covert Chevrolet	30,511,822	2	1.85%	7,297,794	8	2.13%
The Lodge at Lost Pines LP	13,166,980	3	1.80%	-	-	0.00%
Buc-ee's LTD	12,892,136	4	1.23%	-	-	0.00%
Bastrop Walnut Ridge Apartments	12,477,573	5	1.51%	-	-	0.00%
Time Warner Cable Texas LLC	10,817,905	6	0.95%	-	-	0.00%
Walmart Real Estate Bus Trust	9,380,000	7	1.24%	12,704,175	2	2.66%
H E Butt Grocery Company	8,565,000	8	1.22%	9,460,824	3	1.88%
Lowe's Home Center Inc.	7,300,000	9	0.92%	7,727,382	7	1.73%
Matthews-Barnes Bros. Inv. LP	6,486,716	10	0.87%	-	-	0.00%
Total	143,912,718		15.30%	51,717,806		8.40%

Source: Central Appraisal District of Bastrop County

CITY OF BASTROP, TEXAS
TAXABLE SALES BY CATEGORY
 Last Ten Years

Function/Program	Fiscal Year			
	2010	2011	2012	2013
Agriculture/Forestry/Fishing/Hunting	\$ 38,325	\$ 49,464	\$ 51,436	\$ 49,046
Construction	548,569	2,529,176	612,692	733,996
Manufacturing	502,894	609,479	1,113,311	567,873
Wholesale trade	1,537,429	1,532,664	1,897,020	2,180,790
Retail trade	182,220,911	191,434,598	227,250,051	231,643,120
Transportation/warehousing	-	-	5,480	58,825
Information	1,435,657	1,451,985	1,886,983	2,268,905
Finance/insurance	1,251,733	1,277,053	1,334,575	1,430,714
Professional/scientific/technical	566,407	619,830	688,357	939,161
Real estate/rental/leasing	1,993,012	1,240,362	1,006,683	1,062,877
Admin/support/Waste Mgmt/Remediation Svcs	415,289	377,390	536,628	608,223
Educational Services	6,502	7,479	5,424	11,445
Health Care/Social Assistance	84,316	108,373	265,225	146,756
Arts/Entertainment/Recreation	884,721	868,901	819,934	817,189
Accommodation/Food Services	35,011,335	37,095,419	41,461,897	46,836,570
Other Services (except Public Admin)	4,787,520	5,338,783	5,448,774	5,089,936
Public Administration	-	1,361,039	2,728,196	2,959,497
Total	\$ 231,284,620	\$ 245,901,995	\$ 287,112,666	\$ 297,404,923
City direct sales tax rate	1%	1%	1%	1%

(1) Only three quarters are available.
 Source: Texas Comptroller

TABLE 11

Fiscal Year					
2014	2015	2016	2017	2018	2019 (1)
\$ 52,808	\$ 52,920	\$ 45,195	\$ 26,709	\$ 9,784	\$ -
813,098	761,185	1,086,071	1,276,755	1,434,533	1,109,685
1,038,367	1,205,357	750,211	2,195,084	4,946,984	3,275,466
2,151,794	1,822,898	2,153,299	3,242,142	3,280,963	2,665,064
238,982,499	277,256,866	297,431,573	305,663,642	321,199,539	253,084,764
64,042	42,575	54,272	44,023	17,747	5,130
5,165,014	6,285,357	6,069,450	6,121,756	6,762,369	4,888,333
1,441,582	1,499,365	1,583,797	1,759,048	1,785,962	1,376,465
586,683	600,935	707,937	594,742	537,783	485,994
894,945	1,284,457	1,342,905	1,314,416	1,191,412	966,464
546,942	552,963	603,347	653,077	608,736	466,776
33,522	24,482	92,677	38,465	81,573	102,384
134,592	155,984	180,685	137,808	155,674	110,749
660,179	487,662	748,173	977,423	1,104,683	841,334
51,668,983	60,429,758	65,489,245	66,899,175	71,666,231	59,239,920
5,622,266	6,609,898	7,480,169	7,607,821	7,398,503	5,779,195
2,987,696	3,160,468	2,954,206	2,947,905	3,264,103	2,399,522
<u>\$ 312,845,012</u>	<u>\$ 362,233,130</u>	<u>\$ 388,773,212</u>	<u>\$ 401,499,991</u>	<u>\$ 425,446,579</u>	<u>\$ 336,797,245</u>
1%	1%	1%	1%	1%	1%

CITY OF BASTROP, TEXAS
DIRECT AND OVERLAPPING SALES TAX RATES
Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
City direct rate	1.00%	1.00%	1.00%	1.00%
Bastrop Economic Development Corporation	0.50%	0.50%	0.50%	0.50%
Bastrop County	0.50%	0.50%	0.50%	0.50%
State of Texas	6.25%	6.25%	6.25%	6.25%

Source: Texas Comptroller

TABLE 12

Fiscal Year					
2014	2015	2016	2017	2018	2019
1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
6.25%	6.25%	6.25%	6.25%	6.25%	6.25%

CITY OF BASTROP, TEXAS
GENERAL BONDED DEBT OUTSTANDING
 Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
Primary Government				
Governmental Activities:				
General obligation bonds	\$ 17,797,138	\$ 15,710,244	\$ 14,430,240	\$ 13,197,037
Tax notes	473,072	349,047	218,856	92,754
Notes payable	-	642,839	688,171	570,384
Certificates of obligation	1,848,435	1,939,055	11,435,550	10,723,722
Subtotal	<u>20,118,645</u>	<u>18,641,185</u>	<u>26,772,817</u>	<u>24,583,897</u>
Business-Type Activities:				
General obligation bonds	2,965,593	2,755,453	4,862,938	4,499,232
Notes payable	-	-	-	-
Certificates of obligation	17,887,129	16,998,811	10,321,157	9,768,175
Subtotal	<u>20,852,722</u>	<u>19,754,264</u>	<u>15,184,095</u>	<u>14,267,407</u>
Total Primary Government	<u>\$ 40,971,367</u>	<u>\$ 38,395,449</u>	<u>\$ 41,956,912</u>	<u>\$ 38,851,304</u>
 Personal Income	 \$ 191,471,886	 \$ 208,272,142	 \$ 214,995,338	 \$ 221,930,814
 Debt as a Percentage of Personal Income	 21.40%	 18.44%	 19.52%	 17.51%
 Population	 7,306	 7,306	 7,394	 7,483
 Debt per Capita	 \$ 5,608	 \$ 5,255	 \$ 5,674	 \$ 5,192

TABLE 13

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 12,218,133	\$ 13,495,677	\$ 10,787,319	\$ 13,332,897	\$ 11,480,719	\$ 10,308,719
-	-	-	-	-	465,000
960,513	819,821	388,915	341,547	294,179	257,227
22,663,741	19,327,660	13,010,913	8,888,001	12,832,674	12,201,171
<u>35,842,387</u>	<u>33,643,158</u>	<u>24,187,147</u>	<u>22,562,445</u>	<u>24,607,572</u>	<u>23,232,117</u>
4,132,955	4,599,140	2,621,276	3,141,477	2,734,277	2,482,080
600,000	540,000	480,000	420,000	360,000	1,100,000
24,096,343	22,114,323	16,763,677	15,293,897	14,425,594	13,358,026
<u>28,829,298</u>	<u>27,253,463</u>	<u>19,864,953</u>	<u>18,855,374</u>	<u>17,519,871</u>	<u>16,940,106</u>
<u>\$ 64,671,685</u>	<u>\$ 60,896,621</u>	<u>\$ 44,052,100</u>	<u>\$ 41,417,819</u>	<u>\$ 42,127,443</u>	<u>\$ 40,172,223</u>
\$ 205,628,067	\$ 240,025,700	\$ 266,519,676	\$ 281,676,710	\$ 295,304,478	\$ 344,404,620
31.45%	25.37%	16.53%	14.70%	14.27%	11.66%
7,649	7,900	8,600	8,600	8,911	9,159
\$ 8,455	\$ 7,708	\$ 5,122	\$ 4,816	\$ 4,728	\$ 4,386

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CITY OF BASTROP, TEXAS
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
September 30, 2019

	<u>Net Bonded Debt Outstanding</u>	<u>Estimated Percentage Applicable (1)</u>	<u>Estimated Share of Overlapping Debt</u>
Governmental Unit			
Debt Repaid with Property Taxes			
Bastrop County	\$ 44,580,000	16.17%	\$ 7,208,586
Bastrop Independent School District	\$ 150,082,298	24.40%	36,620,081
Subtotal, overlapping debt			43,828,667
City Direct Debt	\$ 38,350,000	100.00%	38,350,000
Total Direct and Overlapping Debt			\$ 82,178,667
Ratio of Direct and Overlapping Bonded Debt to Taxable Assessed Valuation			7.45%
Per Capita Direct and Overlapping Debt			\$ 8,724

Source: Texas Municipal Reports published by the Municipal Advisory Council of Texas

(1) The percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the overlapping government taxable assessed value that is within the City's boundaries and dividing it by the City's total taxable assessed value.

CITY OF BASTROP, TEXAS
RATIOS OF GENERAL BONDED DEBT OUTSTANDING
 Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
Assessed valuation	\$ 567,446,546	\$ 607,077,994	\$ 627,256,816	\$ 635,808,461
Limit on amount designated for debt service:				
\$1.50 per \$100 assessed valuation	1.5	1.5	1.5	1.5
Legal Annual Maximum Debt Payment	<u>\$ 8,511,698</u>	<u>\$ 9,106,170</u>	<u>\$ 9,408,852</u>	<u>\$ 9,537,127</u>
Actual amount expended for general obligation debt service during the fiscal year	<u>\$ 1,900,868</u>	<u>\$ 1,871,190</u>	<u>\$ 2,508,842</u>	<u>\$ 2,147,495</u>
Legal Debt Margin for Annual Debt Service Requirements	<u>\$ 6,610,830</u>	<u>\$ 7,234,980</u>	<u>\$ 6,900,010</u>	<u>\$ 7,389,632</u>
Total net debt applicable to the limit as a percentage of debt limit	22.33%	20.55%	26.66%	22.52%

Source: Central Appraisal District of Bastrop County
 Audited Financial Statements of the City of Bastrop
 BCAD - Assessment Roll Grand Totals Report

TABLE 15

Fiscal Year					
2014	2015	2016	2017	2018	2019
\$ 670,721,248	# 737,922,965	\$ 782,928,050	\$ 825,822,058	\$ 863,072,067	\$ 903,235,729
1.5	1.5	1.5	1.5	1.5	1.5
<u>\$ 10,060,819</u>	<u>\$ 11,068,844</u>	<u>\$ 11,743,921</u>	<u>\$ 12,387,331</u>	<u>\$ 12,946,081</u>	<u>\$ 13,548,536</u>
<u>\$ 2,437,909</u>	<u>\$ 2,277,309</u>	<u>\$ 2,244,952</u>	<u>\$ 2,700,160</u>	<u>\$ 2,337,664</u>	<u>\$ 2,690,968</u>
<u>\$ 7,622,910</u>	<u>\$ 8,791,535</u>	<u>\$ 9,498,969</u>	<u>\$ 9,687,171</u>	<u>\$ 10,608,417</u>	<u>\$ 10,857,568</u>
24.23%	20.57%	19.12%	21.80%	18.06%	19.86%

CITY OF BASTROP, TEXAS
PLEGDED-REVENUE COVERAGE
Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
Gross Revenues (1)	\$ 3,071,126	\$ 3,445,382	\$ 3,610,941	\$ 3,986,051
Operating Expenses (2)	<u>2,603,978</u>	<u>2,524,850</u>	<u>2,443,648</u>	<u>2,818,231</u>
Net Revenues Available for Debt Service	<u>\$ 467,148</u>	<u>\$ 920,532</u>	<u>\$ 1,167,293</u>	<u>\$ 1,167,820</u>
Debt Service Requirements (3)				
Principal and Interest	<u>\$ 438,917</u>	<u>\$ 563,808</u>	<u>\$ 571,497</u>	<u>\$ 759,350</u>
Coverage	1.064	1.633	2.043	1.538

(1) Water and Wastewater Fund operating and nonoperating revenues.

(2) Water and Wastewater Fund operating expenses, less depreciation expense.

(3) Includes revenue bonds only

* Revenue bonds were issued in fiscal year 2018, however, no principal or interest payments were scheduled.

TABLE 16

Fiscal Year					
<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018*</u>	<u>2019</u>
\$ 3,971,117	\$ 4,353,611	\$ 4,703,546	\$ 5,496,713	\$ 5,277,917	\$ 5,625,296
<u>2,469,599</u>	<u>2,513,833</u>	<u>3,347,215</u>	<u>3,076,631</u>	<u>3,343,534</u>	<u>2,876,846</u>
<u>\$ 1,501,518</u>	<u>\$ 1,839,778</u>	<u>\$ 1,356,331</u>	<u>\$ 2,420,082</u>	<u>\$ 1,934,383</u>	<u>\$ 2,748,450</u>
<u>\$ 928,595</u>	<u>\$ 1,475,046</u>	<u>\$ 1,424,776</u>	<u>\$ 1,425,350</u>	<u>\$ 1,440,212</u>	<u>\$ 1,441,890</u>
1.617	1.247	0.952	1.698	1.343	1.906

CITY OF BASTROP, TEXAS
DEMOGRAPHIC AND ECONOMIC STATISTICS
 Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
Population (1)	7,218	7,306	7,394	7,483
Median Household Income (1)	\$ 48,486	\$ 48,486	\$ 48,486	\$ 48,486
Per Capita Personal Income (4)	\$ 25,839	\$ 25,839	\$ 25,839	\$ 26,356
Median Age (1)	33.40	33.40	33.60	36.90
Education Level (18 and over) (2)				
Less than high school graduate	670	670	670	800
High school graduate (or equivalent)	1,291	1,291	1,291	1,285
Some college, no degree	1,626	1,626	1,626	1,570
Associate degree or higher	190	190	190	261
Bachelor's degree or higher	717	717	717	571
Graduate degree or higher	459	459	459	421
School Enrollment (3)	4,825	4,344	3,949	3,764
Unemployment Rate (3)	7.80%	8.60%	7.80%	6.40%

Data sources:

- (1) Information from 2000 census, 2010 census and modified by City staff estimates.
BEDC Community Profile
- (2) US Census Bureau - American Community Survey 2015
BEDC Community Profile
- (3) Bastrop Independent School District - Only Schools located within City limits
not all enrolled live within the City limits
- (4) Unemployment rates from TWC website (www.twc.state.tx.us). Bastrop County rate only one available.

TABLE 17

Fiscal Year					
2014	2015	2016	2017	2018	2019
7,557	7,900	8,600	8,911	9,159	9,420
\$ 49,456	\$ 52,886	\$ 53,889	\$ 48,178	\$ 63,936	\$ 63,936
\$ 26,356	\$ 28,930	\$ 29,509	\$ 31,610	\$ 32,242	\$ 36,561
36.90	38.90	38.70	36.00	40.50	41.00
800	987	881	781	979	979
1,285	1,410	1,479	1,680	1,654	1,654
1,570	1,273	1,462	1,358	1,771	1,771
261	378	387	413	398	398
571	679	679	843	802	802
421	302	325	296	497	497
3,663	3,942	4,123	4,114	4,690	4,809
4.20%	3.80%	3.40%	2.90%	3.10%	3.30%

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TABLE 18

CITY OF BASTROP, TEXAS

PRINCIPAL EMPLOYERS

Current Year and Nine Years Ago

Employer	2019			2010		
	Employees	Rank	Total County Employment (%)	Employees	Rank	Total County Employment (%)
Bastrop ISD	1,427	1	3.93%	1,230	1	3.76%
Hyatt Regency Lost Pines Resort	650	2	1.79%	735	2	2.25%
Bastrop County	464	3	1.28%	483	3	1.48%
MD Anderson Cancer Center	439	4	1.21%	386	5	1.18%
HEB Food Stores	408	5	1.12%	280	7	0.86%
Walmart	311	6	0.86%	400	4	1.22%
Agilent/Stratagene	306	7	0.84%	120	9	0.37%
Bastrop FCI	276	8	0.76%	284	6	0.87%
Buc-ee's	169	9	0.47%	-	-	-
Bluebonnet Electric Co-op	168	10	0.46%	147	8	0.45%
Southside Market & BBQ	146	11	0.40%	-	-	-
City of Bastrop	144	12	0.40%	115	10	0.35%
Lowe's	128	13	0.35%	-	-	-
First National Bank	127	14	0.35%	-	-	-
Total	5,163		14.22%	4,180		12.78%
Total County Employment	36,309			32,713		

Source: Texas Workforce Commission, EDC Website, Chamber newsletter

CITY OF BASTROP, TEXAS

FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION

Last Ten Years

	Fiscal Year			
	2010	2011	2012	2013
General Government				
City Manager's Office	2.00	2.60	2.60	2.63
City Secretary	1.00	1.00	1.00	1.00
Finance	4.00	4.30	4.30	4.30
Utility Billing	7.00	7.00	7.00	7.00
Human Resources	1.10	1.00	1.00	1.00
Information Technology	1.00	1.00	1.00	1.00
Filming/Broadcasting	-	-	-	-
Municipal Court	4.50	5.50	5.50	5.50
Building Maintenance	3.00	4.00	4.00	4.00
Police Department				
Officers	20.00	20.00	20.00	20.00
Civilian	2.50	2.50	2.50	2.50
Code Enforcement	1.00	1.00	1.00	1.00
Animal Control	1.00	1.00	1.00	1.00
Fire Department				
Chief	-	-	-	-
Firefighters-PT	-	-	-	-
Development Services				
Planning	4.00	4.00	4.00	5.00
Building Inspections	1.00	1.00	1.00	1.00
Public Works				
Administration	2.00	2.20	2.20	2.00
Streets	10.00	10.00	10.00	10.00
Other	0.40	-	-	-
Community Services				
Parks Department	9.60	11.00	11.00	11.00
Library	8.80	9.80	9.80	9.80
Proprietary Funds				
Water/Wastewater	12.00	13.00	13.00	13.00
Electric	9.00	9.00	9.00	9.00
Other Funds				
Convention Center	-	4.00	4.20	4.20
Special Events and Reservations	-	-	-	-
Economic Development Corp.	2.00	2.00	2.00	2.00
Fairview Cemetery	-	0.50	0.50	0.50
Main Street	1.00	1.00	1.00	1.00
Total	<u>107.90</u>	<u>118.40</u>	<u>118.60</u>	<u>119.43</u>

TABLE 19

Fiscal Year					
2014	2015	2016	2017	2018	2019
2.63	2.63	2.63	2.63	2.63	4.25
1.00	1.00	1.00	1.00	1.00	1.00
4.45	4.45	4.45	5.00	5.00	5.00
7.00	7.00	5.00	4.00	4.00	4.00
1.10	1.10	1.50	1.63	1.63	1.63
1.00	1.00	2.00	1.50	2.00	2.00
-	-	-	0.50	1.00	2.63
5.50	5.50	4.50	4.50	4.50	4.50
4.00	4.00	4.00	4.00	4.00	4.00
20.00	22.00	22.00	22.00	22.00	24.00
2.50	2.50	2.50	2.50	2.50	3.00
1.00	1.00	0.50	0.50	0.50	0.50
1.00	-	0.50	0.50	0.50	0.50
-	-	1.00	1.00	1.00	1.00
-	-	-	-	4.00	6.30
5.00	5.00	5.00	5.00	5.00	6.00
1.00	1.00	1.00	1.00	1.50	2.50
1.00	1.00	1.00	1.00	2.00	2.00
10.00	10.00	10.00	9.25	10.00	10.00
-	-	-	-	-	-
11.00	11.00	11.00	12.95	12.95	12.95
9.80	9.80	9.80	9.80	9.95	9.95
12.50	12.50	12.50	17.00	18.50	18.75
9.00	9.00	9.00	9.00	9.00	9.00
4.20	5.50	4.50	4.50	4.00	4.83
-	-	-	-	-	0.77
2.00	2.00	3.50	3.50	4.00	4.00
1.50	1.50	1.00	1.00	1.00	1.00
1.00	1.00	1.00	1.00	2.00	2.25
119.18	121.48	120.88	126.26	136.16	148.31

CITY OF BASTROP, TEXAS
OPERATING INDICATORS BY FUNCTION
 Last Ten Years

Function/Program	Fiscal Year			
	2010	2011	2012	2013
General Government				
Building permits issued	128	101	139	141
Building permits value (thousands)	\$ 16,408	\$ 3,429	\$ 3,857	\$ 3,649
Police				
Physical arrests	941	829	834	769
Violations issued	3,955	3,643	3,678	3,606
Accident investigations	253	304	383	316
Fire				
Incident volume	717	980	1,040	1,125
Priority calls answered	336	430	325	398
Court				
Cases filed	2,968	2,375	2,006	1,990
Warrants issued	1,261	1,398	1,097	924
Public Works				
Paved streets (miles)	52	53	53	54
Open drainage ditches (miles)	52	50	50	50
Storm sewer lines (miles)	66	67	67	67
Number of street signs	1,425	1,425	1,425	1,425
Parks and Recreation				
Pavilion rentals	90	95	95	96
New trees planted	120	75	75	50
Special events	22	16	22	24
Library				
Volumes in collection	50,093	50,211	50,504	50,157
Total circulation	205,177	193,529	163,577	165,667
Story time and program attendance	10,446	12,979	12,562	13,161
Water				
Treated water produced (millions of gallons)	495,344	445,269	454,174	476,704
Line leaks and breaks	206	210	69	254
Wastewater				
Millions of gallons treated	210.239	229.610	312.842	319.099
Sewer stops	90	92	45	176

TABLE 20

		Fiscal Year					
		2014	2015	2016	2017	2018	2019
		158	157	100	117	164	83
\$		4,522	5,001	4,647	4,103	5,127	7,325
		816	700	781	547	539	593
		4,125	4,000	4,869	3,116	2,662	3,474
		448	450	552	528	434	426
		1,150	1,140	921	676	759	1,112
		450	530	444	213	260	1,017
		2,012	1,679	3,155	2,336	2,236	2,159
		1,063	802	1,673	2,277	1,044	688
		55	56	56	56	59	59
		50	50	50	50	50	50
		67	67	67	67	67	67
		1,425	1,435	1,435	1,435	1,435	1,435
		96	96	51	60	66	88
		50	50	7	3	20	15
		56	56	57	49	46	31
		50,765	52,132	53,566	54,322	53,459	52,014
		167,324	162,900	152,111	145,827	142,956	145,444
		13,500	12,000	11,748	14,349	13,633	13,603
		486.706	495.797	481.745	515.216	542.252	569.897
		259	118	133	111	142	85
		325.480	325.737	350.635	343.872	352.574	378.132
		180	53	55	54	52	81

CITY OF BASTROP, TEXAS
CAPITAL ASSET STATISTICS BY FUNCTION
 Last Ten Years

Function/Program	Fiscal Year			
	2010	2011	2012	2013
Police Stations	1	1	1	1
Fire Stations	2	2	2	2
Bastrop Public Library	1	1	1	1
Other Public Works				
Paved Streets (miles)	52	53	53	54
Open Drainage Ditches (miles)	52	50	50	50
Storm Sewer Lines (miles)	66	67	67	67
Parks and Recreation				
Acreage (maintained)	120	120	120	120
Right of Ways	54	55	55	55
Playgrounds	4	3	4	3
Basketball Courts	4	3	4	6
Ball Fields	7	7	7	7
Sand Volleyball	1	1	1	1
Water				
Number of service connections	2,770	2,825	2,889	2,960
Wastewater				
Number of service connections	2,502	2,540	2,564	2,625
Number of Lift Stations	18	15	18	18

Source: Various City departments

TABLE 21

Fiscal Year					
2014	2015	2016	2017	2018	2019
1	1	1	1	1	1
2	2	2	2	2	2
1	1	1	1	1	1
55	56	56	56	59	59
50	50	50	50	50	50
67	67	67	67	67	67
120	120	120	123	123	123
55	55	55	55	55	55
4	4	4	4	5	5
6	4	4	4	4	4
7	7	7	7	7	7
1	1	1	1	1	1
3,029	3,091	3,140	3,306	3,393	3,469
2,678	2,754	2,781	2,941	3,006	3,029
18	18	18	18	19	21

CITY OF BASTROP, TEXAS

WATER USAGE (Millions of Gallons)

Last Ten Years

Fiscal Year Ended	Peak Day Usage (MGD)	Average Day Usage (MGD)	Total Usage (Acre Feet)
2010	2.238	1.195	1,338
2011	2.274	1.471	1,647
2012	2.119	1.292	1,448
2013	2.041	1.299	1,455
2014	2.082	1.235	1,383
2015	2.323	1.272	1,426
2016	2.314	1.322	1,482
2017	2.817	1.411	1,581
2018	2.546	1.485	1,664
2019	2.468	1.561	1,748

Source: City of Bastrop

CITY OF BASTROP, TEXAS
TEN LARGEST WATER CUSTOMERS
 September 30, 2019

<u>Customer</u>	<u>Revenue</u>	<u>% of Total Annual Revenue</u>
City of Bastrop	\$ 108,368	3.62%
BISD	59,151	1.98%
Bastrop County	43,216	1.45%
Walnut Ridge Apartments	38,926	1.30%
Buc-ee's	32,148	1.08%
Lodge at Lost Pines Apartments	27,961	0.94%
Silver Pines Nursing and Rehab	25,881	0.87%
Texas Parks & Wildlife	19,148	0.64%
The Arbors	16,241	0.54%
H.E. Butt Grocery Co.	15,035	0.50%
	<u>\$ 386,075</u>	<u>12.91%</u>

% of Total Annual Revenue is based on water utility billing only of \$ 2,989,906

Source: City of Bastrop Utility Customer Service

CITY OF BASTROP, TEXAS
MONTHLY AND VOLUMETRIC WATER RATES
 September 30, 2019

Residential and Commercial - Inside City Limits:

3/4" or smaller	\$	27.72
1" Meter	\$	47.13
1 1/2" Meter	\$	79.47
2" Meter	\$	118.28
3" Meter	\$	221.78
4" Meter	\$	255.07
6" Meter	\$	661.68

Plus charges per 1,000 gallons usage:

1-3,000 gal.	\$	2.85
3,001-5,000 gal.	\$	3.04
5,001-10,000 gal.	\$	3.22
10,001-20,000 gal.	\$	3.42
20,001-50,000 gal.	\$	3.69
over 50,001	\$	3.87

Residential and Commercial - Outside City Limits:

3/4" or smaller	\$	41.59
1" Meter	\$	70.69
1 1/2" Meter	\$	119.22
2" Meter	\$	177.43
3" Meter	\$	332.68
4" Meter	\$	507.34
6" Meter	\$	992.48

Plus charges per 1,000 gallons usage:

1-3,000 gal.	\$	4.13
3,001-5,000 gal.	\$	4.42
5,001-10,000 gal.	\$	4.70
10,001-20,000 gal.	\$	4.98
20,001-50,000 gal.	\$	5.39
over 50,001	\$	5.66

Wholesale Water

Monthly Fixed Charge	
Source Cost	\$45,000 per MGD
(subscribed capacity)	
Transmission Cost	\$4,243.70 per MGD
(subscribed capacity)	
Customer Charge	\$2.23 per wholesale meter

Plus charges per 1,000 gallons usage:

Volumetric Charge	\$	1.97
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Source: City of Bastrop
 Note: Rates effective June 25, 2019

CITY OF BASTROP, TEXAS
WATERWATER FLOW (Millions of Gallons)
Last Ten Years

**Average Daily Wastewater
Flow**

Fiscal Year	Gallons
2010	0.773
2011	0.836
2012	0.854
2013	0.772
2014	0.819
2015	0.936
2016	0.952
2017	0.941
2018	0.965
2019	1.035

Source: City of Bastrop

CITY OF BASTROP, TEXAS
TEN LARGEST WASTEWATER CUSTOMERS
 September 30, 2019

Customer	Revenue	% of Total Annual Revenue
Bastrop County WCID #2	\$ 128,995	5.20%
Walnut Ridge Apartments	106,219	4.28%
Lodge at Lost Pines Apartments	74,133	2.99%
Bastrop County	36,360	1.47%
City of Bastrop	28,686	1.16%
BISD	28,254	1.14%
Bastrop Housing Authority	25,540	1.03%
Buc-ee's	25,315	1.02%
Oak Grove Apts.	24,943	1.01%
Pine Point Apts.	20,277	0.82%
	<u>\$ 498,722</u>	<u>20.10%</u>

% of Total Annual Revenue is based on water utility billing only of \$ 2,481,378

Source: City of Bastrop Utility Customer Service

CITY OF BASTROP, TEXAS
MONTHLY AND VOLUMETRIC WASTEWATER RATES
 September 30, 2019

<u>Residential, Multifamily and Commercial - Inside City Limits:</u>		
Minimum Charge	\$	36.97
Plus charges per 1,000 gallons usage:		
1-5,000 gal.	\$	2.45
5,001-10,000 gal.	\$	2.77
10,001-20,000 gal.	\$	2.95
20,001-50,000 gal.	\$	3.18
over 50,001	\$	3.47
 <u>Wholesale Water</u>		
Monthly Fixed Customer Charge per wholesale meter	\$	2.23
Plus charges per 1,000 gallons usage:		
Volumetric Charge	\$	3.83

Source: City of Bastrop

Note: Rates effective June 25, 2019

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STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 6B

TITLE: Update of a funding opportunity from a Partner Organization for Main Street Program's 2020 Table on Main.

STAFF REPRESENTATIVE:

Rebecca Gleason, Main Street Manager

BACKGROUND/HISTORY:

On October 8th, 2020 the City Council adopted Resolution No. R-2019-90 approving the Financial Management Policy requiring the City Council to be informed of a funding request from a Partner Organization through an agenda item at a public meeting. Partner Organizations were identified as the Bastrop Economic Development Group and Visit Bastrop. On March 1st, 2020 the City of Bastrop Main Street Program released the Sponsorship Packet for the 2020 Table of Main which includes table sales. The Main Street Program reaches out to close to 200 local businesses for sponsorships, table sales, and individual ticket sales with both the BEDC and Visit Bastrop being on that list.

ATTACHMENT:

- None





STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 7

TITLE:

CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. 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.

To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the start of the meeting.

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: March 10, 2020

AGENDA ITEM: 8A

TITLE:

Consider action to approve City Council minutes from February 25, 2020, Regular Meeting.

STAFF REPRESENTATIVE:

Trey Job, Acting 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 February 25, 2020, Regular Meeting.

ATTACHMENTS:

- February 25, 2020, DRAFT Regular Meeting Minutes.

FEBRUARY 25, 2020

The Bastrop City Council met in a Regular Meeting on Tuesday, February 25, 2020, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder and Council Members Jackson, Ennis, Rogers and Peterson. Officers present were Acting City Manager Trey Job, City Secretary Ann Franklin and City Attorney, Alan Bojorquez.

CALL TO ORDER

At 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present. Mayor Pro Tem Nelson was absent.

PLEDGE OF ALLEGIANCE

Rosalie Beltran and Olivia Prokop, Bluebonnet Elementary, Led the Pledges.

INVOCATION

Pastor Bernie Jackson, Trinity Zion Ministries, gave the invocation.

PRESENTATIONS

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

ITEMS FOR INDIVIDUAL CONSIDERATION

- 9C. Consider action to approve Resolution No. R-2020-26 of the City Council of the City of Bastrop, Texas awarding a contract in the amount of two hundred forty-six thousand dollars (\$246,000.00) to Artisan Concrete Services, Inc. to perform the design and coordination with the City of Bastrop's Consultant Landscape Architect and construct the Fisherman's Park Wheeled Sports Plaza, Phase I; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
This item was pulled from the agenda.

WORK SESSION/BRIEFINGS

- 5A. Receive a presentation from Freese and Nichols regarding the Preliminary Design Report for Bastrop Simsboro aquifer water supply facilities.
Presentation was made by Acting City Manager, Trey Job and David Munn, Freese and Nichols.

ITEMS FOR INDIVIDUAL CONSIDERATION CONTINUED

- 9D. Consider action to approve Resolution No. R-2020-19 of the City Council of the City of Bastrop, Texas, awarding a contract for the City of Bastrop Newton and Jasper drainage project to M & C Fonseca Construction Company in the amount of two

hundred twenty-five thousand six hundred dollars (\$225,600.00) as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

Presentation was made by Assistant Director of Public Works, Curtis Hancock and Timothy Sanders, BEFCO Engineering, Inc.

A motion was made by Council Member Rogers to approve Resolution No. R-2020-19, seconded by Council Member Peterson, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

- 9E. Consider action to approve Resolution No. R-2020-22 of the City Council of the City of Bastrop, Texas approving a Public Improvement Plan Agreement with Ranch Road Development LLC for Section two of Pecan Park 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 Acting City Manager, Trey Job.

A motion was made by Council Member Rogers to approve Resolution No. R-2020-22, seconded by Council Member Ennis, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

EXECUTIVE SESSION

The City Council met at 7:31 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 10A. City Council shall convene into closed executive session for a briefing pursuant to Texas Government Code Sections 551.071, .72, and .087 regarding legal, real estate, and economic development aspects of possible vendor space at Fisherman's Park.
- 10B. Pursuant to Texas Government Code Sections 551.071 and 551.074, consultation with attorney regarding personnel matters involving recruitment for Interim City Manager, and for City Manager, including engagement of search firms.

The Bastrop City Council reconvened at 8:12 p.m. into open (public) session.

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

- 10B. Pursuant to Texas Government Code Sections 551.071 and 551.074, consultation with attorney regarding personnel matters involving recruitment for Interim City Manager, and for City Manager, including engagement of search firms.
Motion was made by Council Member Peterson to approve the contract with SGR Executive Recruitment as the search firm for Interim City Manager, seconded by Council Member Ennis, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

Motion was made by Council Member Ennis to approve Chris Hartung Consulting to assist Council in the search for the next City Manager, seconded by Council

Member Rogers, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

ITEMS FOR INDIVIDUAL CONSIDERATION CONTINUED

- 9I. Consider action to approve Resolution No. R-2020-25 of the City Council of the City of Bastrop, Texas approving an agreement between the City of Bastrop and Bastrop river company providing for a five year lease of a .52 acre portion of a 11 Bastrop town tract, acres 5.100 (city park) located in Fisherman's Park for an annual rent of ten thousand two hundred dollars and zero cents (\$10,200.00) with an option to renew for one additional five-year term upon mutual agreement; authorizing the city manager to execute said lease agreement on behalf of the city; and declaring an effective date.

A motion was made by Council Member Jackson to approve Resolution No. R-2020-25 with the following edits to the agreement, seconded by Council Member Ennis, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

The edits to the agreement were as follows: widening the scope of the rental beyond just innertube to include kayaks and other sorts of floatation devices; clarify the hours of operation for the rental are consistent with the hours of operation for the park; clarification of rent being due monthly not annually; and delete the section regarding a lean on the personal property.

EXECUTIVE SESSION CONTINUED

The City Council met at 8:17 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 10B. Pursuant to Texas Government Code Sections 551.071 and 551.074, consultation with attorney regarding personnel matters involving recruitment for Interim City Manager, and for City Manager, including engagement of search firms.

The Bastrop City Council reconvened at 8:47 p.m. into open (public) session.

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

No action taken.

ITEMS FOR INDIVIDUAL CONSIDERATION CONTINUED

- 9A. Consider action to approve Resolution No. R-2020-21 of the City Council of the City of Bastrop, Texas authorizing a License to Encroach Agreement with RGG Investments, LLC to build a residential driveway in a Drainage Easement, on Lot 2A in the Bastrop-Chapa Replat, also known as 808 Magnolia Street, as attached as Exhibit A; authorizing the City Manager to execute necessary documents; providing for a repealing clause; and establishing an effective date.

Presentation was made by Assistant Director of Planning, Jennifer Bills.

A motion was made by Council Member Rogers to approve Resolution No. R-2020-21, seconded by Council Member Jackson, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

- 9B. Consider action to approve Resolution No. R-2020-15 of the City Council of the City of Bastrop, Texas, awarding a best value contract for maintenance of the SCADA system for FY 2019-2020 to Central Texas Water Maintenance, LLC.; 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 Director of Public Works, Curtis Hancock.

A motion was made by Council Member Ennis to approve Resolution No. R-2020-15, seconded by Council Member Peterson, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

- 9F. Consider action to approve the Certification of Unopposed Candidates for the City of Bastrop's May 2, 2020 Election.
Presentation was made by City Secretary, Ann Franklin.

A motion was made by Council Member Rogers to approve the Certification of Unopposed Candidates for the City of Bastrop's May 2, 2020 Election, seconded by Council Member Peterson, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

- 9G. Consider action to approve the first reading of Ordinance No. 2020-04 of the City Council of the City of Bastrop, Texas, cancelling the May 2, 2020 General Election and declaring each unopposed candidate elected to office; providing a severability clause; providing an effective date; and move to include on the Consent Agenda of the March 10, 2020 City Council meeting.
Presentation was made by City Secretary, Ann Franklin.

A motion was made by Council Member Jackson to approve Resolution No. R-2020-04, seconded by Council Member Ennis, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

- 9H. Consider action to approve Resolution No. R-2020-24 of the City Council of the City of Bastrop, Texas, establishing the Cultural Arts Master Plan Ad Hoc Working Group; providing for the working group's duties, composition, initial membership (attached as Exhibit A), quorum, and rules of procedure; providing for findings of fact and providing for an effective date.

A motion was made by Council Member Rogers to approve Resolution No. R-2020-24, seconded by Council Member Peterson, motion was approved on a 4-0 vote. Mayor Pro Tem Nelson was absent.

CONSENT AGENDA

A motion was made by Council Member Jackson to approve Items 8A and 8B 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 4-0 vote. Mayor Pro Tem Nelson was absent.

- 8A. Consider action to approve City Council minutes from February 11, 2020, Regular Meeting.
- 8B. Consider action to approve the second reading of Ordinance No. 2020-03 of the City Council of the City of Bastrop, Texas amending the Development Manual and Article 4.2 Plat Requirements of the Bastrop Building Block (B3) Technical Manual as shown in Exhibit A; establishing findings of fact, adoption and amendment, a repealing clause, severability, and enforcement; and providing an effective date.

CITIZEN COMMENTS - NONE

STAFF AND BOARD REPORTS

- 6B. Receive Monthly Development Update.
Presentation was made by Interim Planning Director, Ken Flynn.
- 6A. Receive presentation on the unaudited monthly Financial Report for the period ending January 31, 2020.
Presentation was made by Chief Financial Officer, Tracy Waldron.

ADJOURNMENT

Adjourned at 9:33 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on March 10, 2020, by Council Member motion, Council Member second. The motion was approved on a vote.



STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 8B

TITLE:

Consider action to approve the second reading of Ordinance No. 2020-04 of the City Council of the City of Bastrop, Texas, cancelling the May 2, 2020 General Election and declaring each unopposed candidate elected to office; providing a severability clause; and providing an effective date.

STAFF REPRESENTATIVE:

Ann Franklin, City Secretary

BACKGROUND/HISTORY:

Council approved the first reading of Ordinance No. 2020-04 at the February 25, 2020 City Council meeting.

POLICY EXPLANATION:

Texas Election Code

Chapter 2. Vote Required for Election to Office

Sec. 2.053. Action on Certification.

- (a) On receipt of the certification, the governing body of the political subdivision by order or ordinance may declare each unopposed candidate elected to the office. If no election is to be held on election day by the political subdivision, a copy of the order or ordinance shall be posted on election day at each polling place used or that would have been used in the election.
- (b) If a declaration is made under Subsection (a), the election is not held.
- (c) The ballots used at a separate election held at the same time as an election that would have been held if the candidates were not declared elected under this section shall include the offices and names of the candidates declared elected under this section listed separately after the measures or contested races in the separate election under the heading "Unopposed Candidates Declared Elected." The candidates shall be grouped in the same relative order prescribed for the ballot generally. No votes are cast in connection with the candidates.
- (d) The secretary of state by rule may prescribe any additional procedures necessary to accommodate a particular voting system or ballot style and to facilitate the efficient and cost-effective implementation of this section.
- (e) A certificate of election shall be issued to each candidate in the same manner and at the same time as provided for a candidate elected at the election. The candidate must qualify for the office in the same manner as provided for a candidate elected at the election.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve the second reading of Ordinance No. 2020-04 of the City Council of the City of Bastrop, Texas, cancelling the May 2, 2020 General Election and declaring each unopposed candidate elected to office; providing a severability clause; and providing an effective date.

ATTACHMENTS:

- Ordinance – English
- Ordinance – Spanish
- Certification of Unopposed Candidates – ENGLISH
- Certification of Unopposed Candidates – SPANISH



ORDINANCE NO. 2020-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, CANCELLING THE MAY 2, 2020 GENERAL ELECTION AND DECLARING EACH UNOPPOSED CANDIDATE ELECTED TO OFFICE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with the laws of the State of Texas and the City of Bastrop, a General Election has been ordered for May 2, 2020 for the purpose of electing the Mayor and Councilmember for Place 3 to serve on the City Council in the City of Bastrop; and

WHEREAS, no proposition is to appear on the ballot in that election; and

WHEREAS, the City Clerk has certified in writing that each candidate on the ballot is unopposed for election to office; and

WHEREAS, the filing deadlines of February 14, 2020 for placement on the ballot and February 18, 2020 for declaration of write-in candidacy have passed; and

WHEREAS, in these circumstances Subchapter C of Chapter 2 of the Election Code authorizes a governing body to declare each unopposed candidate elected to office and cancel the election.

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

Section 1. That the Certification of Unopposed Candidates executed by the City Clerk is hereby accepted as presented in the attached Exhibit "A".

Section 2. That the following candidates, who are unopposed in the May 2, 2020 General Election, are hereby declared elected to the City Council, and shall serve a term of three years to said respective offices:

Mayor	Connie Schroeder
Place 3	Lyle Nelson

Section 3. That each candidate is subject to issuance of Certificates of Election; their signing of the Statement of Elected Officer, and to the taking of their Oath of Office after the May 2nd election date and no earlier than May 5th, the first day of the period for the official canvass.

Section 4. That in accordance with the Election Code, the City Council of the City of Bastrop hereby cancels the General Election scheduled to be held on May 2, 2020.

Section 5. That the City Clerk shall post a copy of this Ordinance on election day at each polling place used or that would have been used in the election.

Section 6. If any provision of this Ordinance is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect.

Section 7. This ordinance shall be effective immediately upon adoption.

READ & APPROVED on First Reading on the 25th day of February 2020.

READ & ADOPTED on the Second Reading on the 10th day of March 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

ORDENANZA NO. 2020-04

UNA ORDENANZA DEL CONSEJO MUNICIPAL DE LA CIUDAD DE BASTROP, TEXAS QUE CANCELA LA ELECCIÓN GENERAL DEL 2 DE MAYO, 2020 Y DECLARA QUE CADA CANDIDATO SIN OPOSICIÓN ES ELECTO AL PUESTO; PROPORCIONANDO UNA CLÁUSULA DE DIVISIBILIDAD; Y PROPORCIONANDO UNA FECHA DE ENTRADA EN VIGENCIA.

POR CUANTO, bajo las leyes del Estado de Texas y de la Ciudad de Bastrop, una Elección General se ha ordenado para el 2 de mayo, 2020 con el propósito de elegir el Alcalde y a un Concejal para el Puesto 3 del Consejo Municipal de la Ciudad de Bastrop; y

POR CUANTO, no hay ninguna proposición que sería incluida en la boleta de dicha elección; y

POR CUANTO, la Secretaria de la Ciudad ha certificado por escrito que cada candidato incluido en la boleta no tiene oposición para ser electo al puesto; y

POR CUANTO, las fechas límite del 14 de febrero, 2020 para ser incluido en la boleta y del 18 de febrero, 2020 para declarar candidaturas por escrito han pasado; y

POR CUANTO, en dichas circunstancias el Subcapítulo C del Capítulo 2 del Código Electoral autoriza que el cuerpo gubernamental declare que cada candidato sin oposición sea electo al puesto y que la elección sea cancelada.

AHORA POR LO TANTO QUE SE ORDENE POR EL CONSEJO MUNICIPAL DE LA CIUDAD DE LA CIUDAD DE BASTROP, TEXAS:

Sección 1. Que la Certificación de Candidatos sin Oposición ejecutada por la Secretaria de la Ciudad es por lo presente aceptada de acuerdo con su presentación en el Adjunto "A".

Sección 2. Que los siguientes candidatos, sin oposición en la Elección General del 2 de mayo, 2020, por lo presente son declarados electos al Consejo de la Ciudad, y que ocuparán sus respectivos puestos por un plazo de tres años:

Alcalde	Connie Schroeder
Puesto 3	Lyle Nelson

Sección 3. Que cada candidato está sujeto a la emisión de Certificados de Elección; a firmar la Declaración de Oficial Electo, y a la toma de juramento del puesto después de la fecha de la elección del 2 de mayo y no antes del 5 de mayo que es el primer día del periodo de revisión oficial de los resultados.

Sección 4. Que, de acuerdo con el Código Electoral, el Consejo de la Ciudad de Bastrop por lo presente cancela la Elección General programada para el 2 de mayo, 2020.

Sección 5. Que la Secretaria de la Ciudad deberá fijar copia de esta Ordenanza el día de la elección en cada sitio de votación usado o que se hubiera usado en dicha elección.

Sección 6. Si cualquier parte de esta Ordenanza se encuentra inválida por una corte de jurisdicción competente, el resto de las provisiones de esta Ordenanza permanecerán en vigencia y en efecto.

Sección 7. Esta ordenanza entrará en vigencia inmediatamente después de ser adoptada.

LEÍDA Y APROBADA en primera lectura el 25th día de febrero, 2020.

LEÍDA Y ADOPTADA en segunda lectura el 10th día de marzo, 2020.

APROBADO:

Connie B. Schroeder, Alcalde

CERTIFICO:

Ann Franklin, Secretaria de la Ciudad

APROBADA LA REDACCIÓN:

Alan Bojorquez, Fiscal de la Ciudad

CERTIFICATION OF UNOPPOSED CANDIDATES FOR
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)

To: Presiding Officer of Governing Body

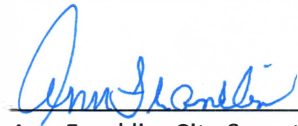
As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2020.

Offices

Mayor Place 3

Candidates

Connie Schroeder
Lyle Nelson



Ann Franklin, City Secretary

February 25, 2020

Date

(Seal)



*CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)*

Al: Presidente de la entidad gobernante

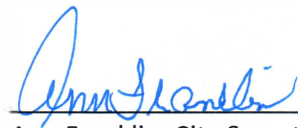
Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 2 de mayo de 2020.

Cargos

Mayor
Place 3

Candidatos

Connie Schroeder
Lyle Nelson



Ann Franklin, City Secretary

February 25, 2020

Date

(Seal)





STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 9A

TITLE:

Consider action to approve Resolution No. R-2020-27 of the City Council of the City of Bastrop, Texas, awarding a contract for the City of Bastrop Pine Street drainage improvements to 304 Construction, LLC in the amount of three hundred seventy-three thousand eight hundred seventy-five dollars (\$373,875.00), 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, Acting 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". Engineering services were provided by BEFCO Engineering, Inc. and BEFCO prepared and solicited the RFP and completed the bid tabulation.

On February 11, 2020, seven (7) bids were received for the City of Bastrop Pine Street Drainage Improvements project. The lowest and most responsive bid was from 304 Construction, LLC. As a result, BEFCO reviewed and ranked the proposals and recommends that the Council award the contract for the project to 304 Construction, LLC in the amount of \$373,875.00.

POLICY EXPLANATION:

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

FUNDING SOURCE:

This project is funded in the FY2019-2020 budget as passed by Council. The project can be found on page 235. The proposed expenditure for FY 19-20 is \$522,500. The bid amount is under budget.

RECOMMENDATION:

Consider action to approve Resolution No. R-2020-27 of the City Council of the City of Bastrop, Texas, awarding a contract for the City of Bastrop Pine Street drainage improvements to 304 Construction, LLC in the amount of three hundred seventy-three thousand eight hundred seventy-five dollars (\$373,875.00), 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 R-2020-27
- Exhibit A BEFCO Pine Street Drainage Improvements Specifications and Contract Documents
- BEFCO Engineering Recommendation Letter & Proposal Tabulation



RESOLUTION NO. R-2020-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AWARDING A CONTRACT FOR THE CITY OF BASTROP PINE STREET DRAINAGE IMPROVEMENTS TO 304 CONSTRUCTION, LLC IN THE AMOUNT OF THREE HUNDRED SEVENTY-THREE THOUSAND EIGHT HUNDRED SEVENTY-FIVE DOLLARS (\$373,875.00), ATTACHED AS 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 of public safety provided by performing infrastructure improvements; and

WHEREAS, the City of Bastrop City Council understands providing maintenance on current City infrastructure should be cost effective; and

WHEREAS, the City of Bastrop understands the importance of focusing on infrastructure improvements in the area of drainage; and

WHEREAS, the City of Bastrop has utilized BEFCO Engineering, Inc. for the provision of engineering services on the Pine Street drainage improvements project; and

WHEREAS, BEFCO Engineering has received all proposals and found the lowest responsible bidder to be qualified.

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 contract for the City of Bastrop Pine Street drainage improvements project with 304 Construction, LLC in the amount of \$373,875.00, attached as Exhibit A.

Section 2. The City Council of the City of Bastrop, Texas has found BEFCO Engineering, Inc. to be a subject matter expert in the field of engineering and accepts BEFCO's recommendation to award the contract for the Pine Street drainage improvements project to 304 Construction, LLC.

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 10th day of March, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

EXHIBIT A

**SPECIFICATIONS
AND
CONTRACT DOCUMENTS**

for

CITY OF BASTROP

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

BEFCO JOB NO. 16-6782

JANUARY 2020

prepared by

BEFCO Engineering, Inc.

Post Office Box 615

485 North Jefferson

La Grange, Texas 78945

(979) 968-6474

FAX - (979) 968-3056

**Texas Registered
Engineering Firm #F-2011**

www.befcoengineering.com

office@befcoengineering.com

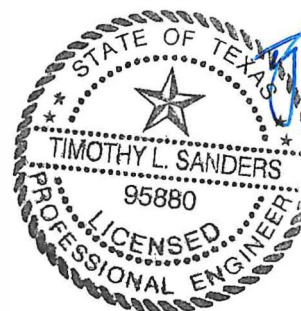


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ADVERTISEMENT AND INVITATION FOR BIDS

Advertisement and Invitation for Bids

The City of Bastrop will receive bids for the Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX) until 10:00 a.m. on Tuesday, February 11, 2020 at City Hall, 1311 Chestnut Street, Bastrop, Texas 78602. The bids will be publicly opened and read aloud at 10:00 a.m. on Tuesday, February 11, 2020 at said office.

Bids are invited for the Pine Street Drainage Improvements (FEMA project) as described in the plans and specifications, include demolition, channel excavation, installation of concrete pavement, cable barrier relocation, miscellaneous utility adjustments, and erosion control.

Bid/Documents, including Drawings and Technical Specifications, are on file at BEFCO Engineering, Inc., 485 N. Jefferson (P. O. Box 615), La Grange, Texas 78945 (979) 968-6474.

Copies of the Bid/Contract Documents may be obtained by contacting BEFCO Engineering, Inc. via email at office@befcoengineering.com. Electronic copies may be obtained at no charge; hard copies may be obtained by payment of a non-refundable deposit of \$50.00 for each set.

A bid bond in the amount of 5% of the bid issued by an acceptable surety shall be submitted with each bid. A certified check or bank draft payable to the City of Bastrop may be submitted in lieu of the Bid Bond.

The successful bidder may not discriminate against its employees or applicants for employment on the basis of race, color, religion, sex, age or national origin.

The City of Bastrop reserves the right to reject any or all bids or to waive any minor informalities in the bid documents. **The Contract will be awarded to the lowest responsible bidder.**

Bids may be held by the City of Bastrop for a period not to exceed 60 days from the date of the bid opening for the purpose of reviewing the bids and investigating the bidders qualifications prior to the contract award.

All qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, or national origin. Bidders will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

The successful Bidder shall furnish Performance and Payment Bonds on the forms furnished with the Proposal, in the amount of 100% of the total Contract price, from a surety company holding a permit from the State of Texas to act as surety. The surety company must have a minimum Best Key Rating of "B", or the surety company must be eligible to participate in the surety bond guarantee program of the Small Business Administration and must be an approved surety listed in the current U.S. Department of Treasury Circular 570, and must meet all of the related rules and regulations of the Treasury Department. The surety company and the agency or agent issuing the Payment and Performance Bonds must be authorized to issue and sign Payment and Performance Bonds in Texas in an amount equal to or greater than the total Contract price.



Trey Job
Assistant City Manager of Development Services
City of Bastrop

Date 01/21/2020

INFORMATION FOR BIDDERS

INFORMATION FOR BIDDERS

1. Receipt and Opening of Bids

The City of Bastrop herein called ("Owner"), invites bids on the bid form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the City of Bastrop at City Hall, 1311 Chestnut Street in Bastrop until 10:00 AM on Tuesday, February 11, 2020 and then at said City Hall publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed to the City of Bastrop and designated as Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX).

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 60 days after the actual date of the opening thereof.

Each bid must be submitted on the prescribed form and the sealed envelope shall bear on the outside the name of the bidder, his address, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope must be enclosed in another envelope and addressed as specified in the bid form.

2. Subcontracts

The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must receive prior approval from the Owner and Engineer.

3. Qualifications of Bidder

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. See items required with bid.

4. Bid Security

Each bid must be accompanied by cash, certified check of the bidder, or a bid bond prepared on the form of bid bond attached hereto, duly executed by the bidder as principal and having as surety company approved by the Owner, in the amount of 5% of the bid. Such cash, checks or bid bonds will be returned to all except the three lowest bidders within three days after the opening of bids, and the remaining cash, checks, or bid bonds will be returned promptly after the Owner and the accepted bidder have executed the contract, or if no award has been made within 90 days after the date of the opening of bids, upon demand of the bidder at any time thereafter, so long as he has not been notified of the acceptance of his bid.

5. Liquidated Damages for Failure to Enter into Contract

The successful bidder, upon his failure or refusal to execute and deliver the contract and bonds required within 10 days after he has received notice of the acceptance of his bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with his bid.

6. Time of Completion and Liquidated Damages

Bidder must agree to commence work on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project within one hundred eighty (180) calendar days. Bidder must agree also to pay as liquidated damages, the sum of \$210 for each consecutive calendar day thereafter as hereinafter provided in the Special Conditions.

7. Addenda and Interpretations

No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally. Every request for such interpretations should be in writing to BEFCO ENGINEERING INC., P.O. BOX 615, LA GRANGE, TEXAS 78945 and to be given consideration must be received as least five days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed by certified mail with return receipt requested to prospective bidders, not later than three days prior to the date fixed for the opening of bids. Addenda so issued may also be faxed to prospective bidders. Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

8. Security for Faithful Performance

A performance bond or payment bond will not be required if the bid for this contract is less than \$25,000. If the bid is \$25,000 or more then the contractor shall deliver with the executed contract a surety bond or bonds as security for faithful performance of this contract and for the payment of all persons performing labor on the project, as specified in the General Conditions included herein. The surety on such bond or bonds shall be a duly authorized surety company satisfactory to the Owner.

9. Power of Attorney

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

10. Laws and Regulations

The bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

11. Method of Award - Lowest Qualified Bidder

The Owner reserves the right to waive formalities, to reject any and all bids, to accept bids based on alternate items and quantities specified, and to accept the bid most advantageous to the public interest. Owner also retains right to reduce or increase the total proposal amount by up to 25% by reducing or increasing quantities.

12. Obligation of Bidder

At time of the opening of bids, each bidder will be presumed to have inspected the site, and to have read and to be thoroughly familiar with the plans, specifications and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument, plan, specification, or document shall in no way relieve any bidder from any obligation in respect to his bid.

13. The following documents will be attached to the bid and made a condition of this Bid:

- A. Executed Bidder's Proposal
- B. Required Bid Security
- C. List of Subcontractors
- D. List of Suppliers
- E. Contractor's Visit Affidavit
- F. Anti-Collusion Affidavit
- G. List of references and phone numbers of last 5 projects of \$400,000 or more and similar in scope
- H. Form 1295
- I. Statement of Bidder's Qualifications
- J. State Reciprocal Agreement
- K. Safety Record Questionnaire
- L. Conflict of Interest
- M. Chapter 2271 Verification
- N. Chapter 2252 Certification

Bidder must acknowledge addendas; however, Bidder is responsible for all addendas issued, whether received or not.

12/19

BID FORMAT

BIDDER'S PROPOSAL

Date _____

Proposal of _____, a corporation organized and existing under the laws of the State of Texas, a partnership consisting of _____, an individual trading as _____.

TO: Ms. Lynda Humble, City Manager
City of Bastrop
1311 Chestnut St. (PO Box 427)
Bastrop, Texas 78602

Gentlemen:

Pursuant to the foregoing Notice to Bidders, the undersigned bidder hereby proposes to do all the work and furnish all necessary superintendence, labor, machinery, equipment, tools and materials, and whatever else may be necessary to complete all the work upon which he bids, as provided by the attached specifications and shown on the plans, and binds himself on acceptance of his proposal to execute a contract and bond, according to the accompanying forms, for performing and completing the said work within the time stated and maintaining same as required by the detailed specifications for the following prices to wit:

**CITY OF BASTROP
 FEMA HMGP DR-4272-0028-TX
 PINE STREET DRAINAGE IMPROVEMENTS
 BEFCO JOB NO. 16-6782**

**BID SCHEDULE
 February 11, 2020**

<u>Item No.</u>	<u>Est. Qty.</u>	<u>Units</u>	<u>Description in Words</u>	<u>Unit Price</u>	<u>Total Price</u>
1	740	SY	Demolish and remove existing concrete pavement for _____ dollars and _____ cents per square yard.	\$ _____	\$ _____
2	1,609	CY	Excavate channel for installation of concrete paving improvements for _____ dollars and _____ cents per cubic yard.	\$ _____	\$ _____
3	1,183	SY	Furnish and install 5-inch (5") thick reinforced concrete pavement with 8-inch (8") thickened edge for bottom of proposed channel for _____ dollars and _____ cents per square yard.	\$ _____	\$ _____
4	504	SY	Furnish and install 6-inch (6") thick reinforced concrete retaining wall including weep holes and wall drain pipe system for _____ dollars and _____ cents per square yard.	\$ _____	\$ _____
5	1,033	SY	Furnish and install 5-inch (5") thick reinforced concrete slope pavement with toe beam for _____ dollars and _____ cents per square yard.	\$ _____	\$ _____
6	330	LF	Remove and relocate existing cable barrier system outside proposed concrete paving improvements for _____ dollars and _____ cents per linear foot.	\$ _____	\$ _____
7	36	LF	Remove and replace existing 6-inch (6") sanitary sewer line per detail on Sheet 6 including steel encasement, concrete pavement, etc. for _____ dollars and _____ cents per linear foot.	\$ _____	\$ _____

<u>Item No.</u>	<u>Est. Qty.</u>	<u>Units</u>	<u>Description in Words</u>	<u>Unit Price</u>	<u>Total Price</u>
8	1	EA	Remove and relocate existing fire hydrant assembly outside proposed concrete paving improvements for _____ _____dollars and _____cents each.	\$ _____	\$ _____
9	1	EA	Furnish and install rock berm for erosion control and remove after construction for _____ _____dollars and _____cents each.	\$ _____	\$ _____
10	1	LS	Hydromulch seed all disturbed areas for _____ _____dollars and _____cents.	\$ _____	\$ _____
11	6	MO	Furnish and install traffic control measures for safety for the duration of construction for _____ _____dollars and _____cents per month.	\$ _____	\$ _____
TOTAL BASE BID (Item Nos. 1-11)				\$ _____	

The following documents will be attached to the bid and made a condition of this Bid:

- A. Executed Bidder's Proposal
- B. Required Bid Security
- C. Contractor's Site Visit Affidavit
- D. Anti-Collusion Affidavit
- E. Statement of Bidder's Qualifications
- F. Conflict of Interest Questionnaire
- G. Safety Record Questionnaire
- H. State Reciprocal Agreement
- I. Form 1295
- J. Chapter 2271 Verification
- K. Chapter 2252 Certification
- L. List of suppliers, subcontractors
- M. List of at least five (5) references of projects greater than \$400,000 and similar in scope. References shall include phone numbers for Owner and Engineer.

Bidder must acknowledge addendas; however, Bidder is responsible for all addendas issued, whether received or not.

NOTES:

1. Contractor shall furnish and install a traffic control plan as required for construction. Examples of approved traffic control plans are found in this bid package. Any alternate plans shall be approved by both the City and Engineer prior to implementation.
2. Construction time is to start within ten (10) days after receipt of a written "Notice To Proceed." All items shall be substantially complete within one hundred eighty (180) consecutive calendar days. Failure to complete the items by deadline will result in a penalty of liquidated damages in an amount of \$210 per calendar day.
3. Mobilization charges are considered subsidiary to the project and shall be included in the various bid items. No separate payment will be made.
4. Communications concerning this Bid shall be addressed to the e-mail or business address of Bidder indicated herein.
5. Award of contract shall be based upon lowest, most responsible bid. Owner has right to waive any or all bid informalities.
6. In the event of discrepancies in unit prices quoted by written words or by numerical value, the written words will prevail. The total bid amount will be adjusted based on written words.
7. Contract documents will govern over the drawings. The order of importance will be Contract, Bond Documents, Special Conditions, EJCDC Standard General Conditions and Technical Specifications.
8. Failure to fully complete bid form or submit all forms/attachments with bid may result in the dismissal of bid.

I hereby acknowledge the receipt of the following addenda:

- 1. _____
- 2. _____
- 3. _____

The undersigned bidder agrees to commence work within ten (10) days after the date of written notice to commence work.

Enclosed with this proposal is a cashier's check or certified check in the amount of 5% of the greatest amount bid (5% of G.A.B.) for _____ (\$ _____) Dollars, or a proposal bond in the sum of _____ \$ _____) Dollars, which it is agreed shall be collected and retained by the OWNER as liquidated damages in the event this proposal is accepted by the OWNER within ninety (90) days after the date advertised for the receipt of bids and the undersigned fails to execute the contract and the required bond with the OWNER, under the conditions hereof, within five (5) days after the date said proposal is accepted; otherwise, said check or bond shall be returned to the undersigned upon demand.

The undersigned hereby declares that he has visited the site and has carefully examined the contract documents relative to the work covered by the above bid.

Respectfully submitted,

BIDDER: _____ SIGNED: _____

ADDRESS: _____ TITLE: _____

TELEPHONE: _____

Seal - if the bidder is a corporation

STATEMENT OF MATERIALS AND OTHER CHARGES

MATERIALS INCORPORATED INTO THE PROJECT: \$ _____

ALL OTHER CHARGES: \$ _____

*TOTAL: \$ _____

***This total must agree with the contract amount as shown in the bound contract.**

For purposes of complying with the Texas Tax Code, the Contractor agrees that the charges for any material incorporated into the project in excess of the estimated quantity provided for herein will be no less than the invoice price for such material to the Contractor.

BID BOND

BID BOND (DAMAGES FORM)

Bidder Name: _____ Address <i>(principal place of business)</i> : _____	Surety Name: _____ Address <i>(principal place of business)</i> : _____
Owner Name: City of Bastrop Address <i>(principal place of business)</i> : 1311 Chestnut Street Bastrop, TX 78602	Bid Project <i>(name and location)</i> : Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX) Bid Due Date: February 11, 2020
Bond Bond Amount: _____ Date of Bond: _____	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
Bidder	Surety
_____ <i>(Full formal name of Bidder)</i>	_____ <i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature) (Attach Power of Attorney)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Attest: _____ <i>(Signature)</i>	Attest: _____ <i>(Signature)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.	

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder any difference between the total amount of Bidder's Bid and the total amount of the Bid of the next lowest, responsible Bidder that submitted a responsive Bid, as determined by Owner, for the work required by the Contract Documents, provided that:
 - 1.1. If there is no such next Bidder, and Owner does not abandon the Project, then Bidder and Surety shall pay to Owner the bond amount set forth on the face of this Bond, and
 - 1.2. In no event will Bidder's and Surety's obligation hereunder exceed the bond amount set forth on the face of this Bond.
 - 1.3. Recovery under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions will not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond must be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

CONTRACTOR'S VISIT AFFIDAVIT

**City of Bastrop
Pine Street Drainage Improvements
FEMA HMGP DR-4272-0028-TX
BEFCO Job No. 16-6782**

CONTRACTOR'S VISIT AFFIDAVIT

_____, a representative of
(printed name of representative)

(printed name of company) visited the site on this the _____

day of _____, 20____ for the above referenced job.

(signature of representative)

ACKNOWLEDGEMENT

The State of _____
County of _____

IN WITNESS WHEREOF the said Representative has executed this instrument this ____ day of _____, 20____.

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledge to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ day of _____, 20____.

(SEAL)

Notary Public in and for
_____ County,
Commission expires _____

ANTI-COLLUSION AFFIDAVIT

ANTI-COLLUSION AFFIDAVIT

STATE OF TEXAS §
COUNTY OF _____ §

Before me, the undersigned authority, personally appeared,
_____, who, first being duly
sworn, deposed and stated as follows:

My name is _____. I am over the age of
eighteen and am competent to make this affidavit. The facts stated in this affidavit are
within my personal knowledge and are true and correct.

I hereby affirm that that this bid is genuine and not in any manner collusive or a
sham. Further, I affirm that I have not colluded, conspired, connived, or agreed, directly
or indirectly, with any other bidder or any other person to manipulate the bid, to put in a
sham bid, nor have I conspired with another person in order to have another person
refrain from bidding. I have not in any manner, directly or indirectly, colluded,
conspired, connived or agreed with any person to fix the prices proposed and offered by
affiant or any other bidder, or to fix any overhead, profit or cost element of said bid
price.

Name

Company

SWORN TO and SUBSCRIBED before me by _____
on _____, 20__.

Notary Public in and for
the State of Texas

My Commission Expires: _____, 20__

FORM 1295

ADDITIONAL CONDITION OF AWARD —

DISCLOSURE OF INTERESTED PARTY FORM: NEW OBLIGATION OF THE CITY TO RECEIVE INFORMATION FROM WINNING BIDDER

Effective January 1, 2016, pursuant to Texas Government Code, Section 2252.908 (the “Interested Party Disclosure Act”), the City may not award a contract to a bidder unless the bidder submits a Certificate of Interested Parties Form 1295 (the “Disclosure Form”) to the City as prescribed by the Texas Ethics Commission (“TEC”).

PROCESS FOR COMPLETING THE DISCLOSURE FORM

The Disclosure Form can be found at <https://www.ethics.state.tx.us/forms/1295.pdf>, and reference should be made to the following information in order to complete it:

- (a) item 2 – Name of City (“City of Bastrop, Texas”)
- (b) item 3 – the identification number (“FEMA HMGP DR-4272-0028-TX) and
- (c) item 3 – description of the goods or services assigned to this contract by the City (“Pine Street Drainage Improvements”)

You must:

- 1) complete the Disclosure Form electronically at the TEC’s “electronic portal”, and
- 2) print, sign and deliver a copy (scanned and emailed is fine) of the Disclosure Form and Certification of Filing that is generated by the TEC’s “electronic portal.”

The following link will take you to the electronic portal for filing:
<https://www.ethics.state.tx.us/TECCertInt/pages/login/certLogin.jsf>

Also, a detailed instruction video may be found here:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Neither the City nor its consultants have the ability to verify the information included in a Disclosure Form, and neither have an obligation nor undertake responsibility for advising any business entity with respect to the proper completion of the Disclosure Form.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
 (month) (year)

 Signature of authorized agent of contracting business entity (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

STATEMENT OF BIDDER'S QUALIFICATIONS

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. **This statement must be notarized.** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information it desires.

Date: _____
Bidder (Legal Name of Firm): _____
Date Organized: _____
Name of Owner(s): _____
Address : _____

Date Incorporated _____
Federal ID Number: _____
Number of Years in contracting business under present name _____
List all other names under which your business has operated in the last 10 years:

Work Presently Under Contract:

Contract	Amount \$	Completion Date
_____	_____	_____
_____	_____	_____

Type of work performed by your company: _____

Total Staff employed by Firm (Break down by Managers and Trades on separate sheet):

Have you ever failed to complete any work awarded to you? Yes No
(If yes, please attach summary of details on a separate sheet. Include brief explanation of cause and resolution)

Have you ever defaulted on a contract? Yes No
(If yes, please attach summary of details on a separate sheet.)

Has your organization had any disbarments or suspensions that have been imposed in the past five years or that was still in effect during the five year period or is still in effect? Yes No

(If yes, list and explain; such list must include disbarments and suspensions of officers, principals, partners, members, and employees of your organization.)

List the projects most recently completed by your firm (include project of similar importance):

Project	Amount \$	Mo/Yr Completed
_____	_____	_____
_____	_____	_____

Major equipment available for **this** contract: _____

Are you in compliance with all applicable EEO requirements? Yes No
(If no, please attach summary of details on a separate sheet.)

Are you a Section 3 business? (see below) Yes No

Section 3 Business Concerns:

- a) Businesses that are 51 percent or more owned by Section 3 residents;
- b) Businesses whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the firm were Section 3 residents;
- c) Businesses that provide evidence of a commitment to subcontract in excess of 25 percent of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described above; or
- d) Businesses located within the Grant Recipient's jurisdiction that identifies themselves as Section 3 Business Concerns because they provide economic opportunities for low- and very low income persons.

Bank References

Address: _____ Contact Name: _____
City & State: _____ Zip: _____ Phone Number: _____
Credit available: \$ _____

Has the firm or predecessor firm been involved in a bankruptcy or reorganization? Yes No
(If yes, please attach summary of details on a separate sheet.)

List on a sheet attached hereto all judgements, claims, arbitration proceedings, or suits pending or outstanding against bidder over the last five (5) years with amount of claim and brief description.

List on a sheet attached hereto all lawsuits or requested arbitration with regard to construction contracts which bidder has initiated within the last five (5) years and brief explanation of claim and outcome.

Attach resume(s) for the principal member(s) of your organization, including the officers as well as the proposed superintendent for the project.

Signed this _____ day of _____, 20____.

Signature

Printed Name and Title

Company Name

Notary Statement:

_____ being duly sworn, says that he/she is the _____ Position/Title
_____ of _____ (Firm Name), and hereby swears that the answers to the
foregoing questions and all statements therein contained are true and correct. He/she hereby authorizes and
requests any person, firm, or corporation to furnish any information requested City/County of
_____ in verification of the recitals comprising this Statement of Bidder's Qualifications.

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public

Signature

Printed Name

My Commission Expires: _____

STATE RECIPROCAL AGREEMENT

STATE RECIPROCAL AGREEMENT

City of Bastrop as a governmental agency of the state of Texas, may not award a contract for general construction, supplies, materials, or equipment to a non-resident bidder unless the non-resident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder to obtain a comparable contract in the state in which the non-resident's principal place of business is located (article 601G V.T.C.S.). Bidder shall answer all the following questions by encircling the appropriate response or completing the blank provided.

1. Is your principal place of business in the state of Texas? **Yes** **No**

2. If the answer to question 1 is "yes" no further information is necessary; if "no", please indicate:
 - a. In which state your principal place of business is located: _____
 - b. Does that state favor resident bidders (bidders in your state) by some dollar increment or percentage? **Yes** **No**
 - c. If "Yes", state the dollar increment or percentage: _____

**SAFETY RECORD QUESTIONNAIRE &
STATEMENT OF BIDDER'S SAFETY EXPERIENCE**

**SAFETY RECORD QUESTIONNAIRE
& STATEMENT OF BIDDER'S SAFETY EXPERIENCE
(To Be Submitted With Bid)**

Project: City of Bastrop—(FEMA) Pine Street Drainage Improvements

Pursuant to Section 252.0435 of the Local Government Code, City of Bastrop will consider the safety records of potential contractors prior to awarding bids on City of Bastrop contracts. The term "Bidder" includes the firm, corporation, partnership, or other legal entity represented by the Bidder or anyone acting for such firm, corporation, partnership or other entity submitting the bid. The definitions and criteria for determining the safety record of a Bidder are:

"Citations" include notices of violation, notices of enforcement, suspension/revocations of state or federal licenses or registrations, fines assessed pending criminal complaints, indictments, or convictions, administrative orders, draft orders, final orders, and judicial final judgments. Notice of Violations and Notice of Enforcement received from the TCEQ shall include those classified as major violations and moderate violations under the TCEQ'S regulations for documentation of Compliance History, 30 Texas Administrative Code, Chapter 60.2 (c) (1) and (2). "Environmental Protection Agency" includes, but is not limited to the Texas Commission on Environmental Quality (TCEQ), the U.S. Environmental Protection Agency, the U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, the Texas Department of Health, the Texas Parks and Wildlife Department, the Structural Pest Control Service, agencies of local governments responsible for enforcing environmental protection laws or regulations, and similar regulatory agencies of other states of the United States.

City of Bastrop may consider the responses to each question listed below separately when making a discretionary determination of whether to disqualify a Bidder and it may consider the cumulative impact of the information generated by the Bidder's responses in making the determination.

In order to consider the safety records of potential contractors prior to awarding bids on City of Bastrop contracts, City of Bastrop requires that Bidders answer the following questions and submit them upon request:

QUESTION ONE

Has the Bidder received any Citations for violations of OSHA within the past five (5) years? Yes No

QUESTION TWO

Has the Bidder received any Citations for violations of environmental protection laws or regulations within the past five (5) years? Yes No

QUESTION THREE

Has the Bidder ever been convicted, within the past ten (10) years, of a criminal offense or has been subject to a judgment for a negligent act or omission, which resulted in serious bodily injury or death? Yes No

If the Bidder has indicated "Yes" to any question above, the Bidder must provide to City of Bastrop, with its bid submission, the following information:

Date of Citation or offense and location where violation or offense occurred, type of violation or offense, final disposition of violation or offense, if any, and penalty assessed.

In addition, City of Bastrop will utilize the following information and in its discretion, as additional support to make any discretionary determination of whether to disqualify a Bidder. Accordingly, Bidder must answer the following questions and provide evidence that it meets minimum OSHA construction safety standards and has a lost time injury rate that does not exceed the limits established below:

1. Does the Bidder have a written construction safety program? Yes No
2. Does the Bidder conduct regular construction site safety inspections? Yes No
3. Does the Bidder have an active construction safety-training program? Yes No
4. Does the Bidder or affected subcontractors have competent persons in the following areas (as applicable to the scope of the current Project):
 - A. Scaffolding Yes No N/A
 - B. Excavation Yes No N/A
 - C. Cranes & Hoists Yes No N/A
 - D. Electrical Yes No N/A
 - E. Fall Protection Yes No N/A
 - F. Confined Spaces Yes No N/A
 - G. Material Handling Yes No N/A
 - H. Demolition Yes No N/A
 - I. Steel Erection Yes No N/A
 - J. Underground Construction Yes No N/A
5. Does the company have a lost time injury rate and a total recordable injury rate of less than or equal to the national average for North American Industrial Classification System (NAICS) Category 23 for each of the past five (5) years? (Attach the Bidder's OSHA 300 and 300A logs for the past five (5) years)
 Yes No
6. Does the Bidder have an experience modifier rate of 1.0 or less? (Attach the Bidder's NCCI workers compensation experience rating sheets for the past five (5) years)
 Yes No
7. Has the Bidder had any OSHA inspections within the past six (6) months?
 Yes No

(If "YES", provide sufficient documentation to indicate the nature of the inspection, the findings, and magnitude of the issues.)

ACKNOWLEDGEMENT

THE STATE OF TEXAS

COUNTY OF _____

I certify that my responses and the information provided are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Questionnaire, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this questionnaire may be investigated and I hereby give my full permission for any such investigation and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my bid to be rejected.

Bidder's full name and entity status:

Signature, Authorized Representative of Bidder

Title:

Date:

The State of _____
County of _____

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledge to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ day of _____, 20____.

(SEAL)

Notary Public in and for

County,
Commission expires

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CHAPTER 2271 VERIFICATION

Form TGC 2271

VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2271

Contract identifier: _____
Department: _____

By signing below, Company, as defined below, hereby verifies the following:

1. Company does not boycott Israel; and
2. Company will not boycott Israel during the term of the contract.

SIGNED BY: _____

Print Name of Person: _____
Signing, Title, and
Company _____

Date signed: _____

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned Notary Public on this day personally appeared _____(Name), on behalf of _____ (Company) who being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Chapter 2271 and said statements contained therein are true and correct..

SWORN AND SUBSCRIBED TO before me, this _____ day of _____, 20____.

NOTARY OF PUBLIC,
FOR THE STATE OF TEXAS

My Commission Expires:

Government Code § 2271.002. Provision Required in Contract

Effective: May 7, 2019

Sec. 2271.002. PROVISION REQUIRED IN CONTRACT.

(a) This section applies only to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

The following definitions apply:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

(3) "Governmental entity" means a state agency or political subdivision of this state.

State law requires verification from a Company for contracts involving goods or services (regardless of the amount) before the City can enter into the contract.

CHAPTER 2252 CERTIFICATION

Texas Senate Bill 252
CERTIFICATION

Texas Government Code, Chapter 2252
SUBCHAPTER F. PROHIBITION ON CONTRACTS WITH CERTAIN COMPANIES

I, _____, (*Company Representative Name*) the undersigned representative of _____ (*Company or Business Name*), pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is:

1. not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153.
2. does not have contracts with, provide supplies or services to or are doing business with Iran, Sudan, or a foreign terrorist organization.

Pursuant to Section 2252, 0.001, Texas Government Code

- a) *"Foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.*
- b) *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

Name of Company Representative (Print)

Signature of Company Representative

Date

NOTICE OF AWARD

NOTICE OF AWARD

Date of Issuance:

Owner: City of Bastrop Owner's Project No.:
Engineer: BEFCO Engineering, Inc. Engineer's Project No.: 16-6782
Project: Pine Street Drainage Improvements
Contract Name: Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX)
Bidder:
Bidder's Address:

You are notified that Owner has accepted your Bid dated _____ for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX)

The Contract Price of the awarded Contract is _____ Dollars (\$ _____). Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Four (4) unexecuted counterparts of the Agreement accompany this Notice of Award, and **four (4)** copies of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

- 1. Deliver to Owner **four (4)** counterparts of the Agreement, signed by Bidder (as Contractor).
- 2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
- 3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Bastrop**
By (signature): _____
Name (printed): Ms. Lynda Humble
Title: City Manager
Copy: Engineer

STANDARD FORM OF AGREEMENT

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

This Agreement is by and between City of Bastrop (“Owner”) and _____ (“Contractor”).

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1—WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: *Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX)*

ARTICLE 2—THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: *Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX)*

ARTICLE 3—ENGINEER

3.01 The Owner has retained BEFCO Engineering, Inc. (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

3.02 The part of the Project that pertains to the Work has been designed by BEFCO Engineering, Inc.

ARTICLE 4—CONTRACT TIMES

4.01 *Time is of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.03 *Contract Times: Days*

A. The Work will be substantially complete within **one hundred eighty (180)** consecutive days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within **one hundred eighty (180)** consecutive days after the date when the Contract Times commence to run.

4.05 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time.

Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion*: Contractor shall pay Owner **Two Hundred Ten & No/100 (\$210.00)** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
 2. *Completion of Remaining Work*: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **Two Hundred Ten & No/100 (\$210.00)** for each day that expires after such time until the Work is completed and ready for final payment.
 3. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

4.06 *Special Damages*

- A. Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.
- C. The special damages imposed in this paragraph are supplemental to any liquidated damages for delayed completion established in this Agreement.

ARTICLE 5—CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:

- A. For all Work other than Unit Price Work, a lump sum of **(See Bid Schedule)**.

All specific cash allowances are included in the above price in accordance with Paragraph 13.02 of the General Conditions.

- B. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

Unit Price Work					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Price
Total of all Extended Prices for Unit Price Work (subject to final adjustment based on actual quantities)					See Bid Schedule

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

- C. Total of Lump Sum Amount and Unit Price Work (subject to final Unit Price adjustment)
See Bid Schedule
- D. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.
See Bid Schedule

ARTICLE 6—PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about the **twenty-eighth (28th)** day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
 - a. **Ninety (90)** percent of the value of the Work completed (with the balance being retainage).
 - 1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work

remain satisfactory to Owner and Engineer, there will be no additional retainage; and

- b. **Ninety (90)** percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
 - B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to **One Hundred (100)** percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less **Two Hundred (200)** percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.
- 6.03 *Final Payment*
- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.
- 6.04 *Consent of Surety*
- A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.
- 6.05 *Interest*
- A. All amounts not paid when due will bear interest at the rate of **Zero (0.00)** percent per annum.

ARTICLE 7—CONTRACT DOCUMENTS

- 7.01 *Contents*
- A. The Contract Documents consist of all of the following:
 - 1. This Agreement.
 - 2. Bonds:
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
 - c. Maintenance bond
 - 3. General Conditions.
 - 4. Supplementary (**Special**) Conditions.
 - 5. Specifications as listed in the table of contents of the project manual.
 - 6. Drawings and pictures (pages 1 to 7, inclusive).
 - 7. Addenda (numbers 0 to 0, inclusive).
 - 8. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid.

- b. Documentation submitted by Contractor prior to Notice of Award.
 - c. Affidavit of Site Visit.
 - d. Anti-Collusion Affidavit.
 - e. ~~House Bill 89~~Chapter 2271 Verification.
 - f. Chapter 2252 Certification.
 - g. Form 1295
 - h. Special Conditions.
9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
- a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 Contractor’s Representations

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
- 1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
 - 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - 3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - 4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 - 5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Standard General Conditions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.

ARTICLE 9—MISCELLANEOUS

9.01 *Independent Contractor*

Contractor is an independent contractor and is not an employee of Owner. Nothing in this Agreement is intended, or should be construed, to, create a partnership, joint venture or employer-employee relationship between Owner and Contractor.

9.02 *No Third-Party Beneficiary*

Nothing contained in this Agreement creates any duties of Contractor or Owner toward any entity or individual not a party to this Agreement, except as expressly provided in this Agreement or in the Contract Documents.

9.03 *Standard of Care:*

Contractor will perform Services under this Agreement with the degree of skill and diligence normally practiced by contractors performing the same or similar services. Except as otherwise provided in this Agreement or by law, Contractor shall have exclusive control over the manner and means of performing the Services, including the choice of place and time and will use its experience, expertise and analytical skills in performing the Services.

9.04 *No Waiver of Immunities*

Nothing in this Agreement shall be deemed to waive, modify or amend any legal defense available at law or in equity to the Parties hereto, their past, present, or future council members, officials, officers, employees, or other agents, nor to create any legal rights or claim on behalf of any third party. Owner does not waive, modify or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

9.05 *Construction*

This Agreement shall not be construed against either Party on the basis of who drafted the Agreement.

9.06 *Notice*

Any notice required or permitted by this Agreement to be given shall be deemed to have been duly given if in writing when delivered personally or five (5) days after mailing by first-class, registered, or certified U.S. mail, return receipt requested, postage prepaid and addressed as follows:

Owner:	City of Bastrop
Attention:	City Manager Lynda Humble
Address:	Personal Delivery: 1311 Chestnut Street

Bastrop, Texas 78602

Mail:
P.O. Box 427
Bastrop, Texas 78602

Contractor: _____

Attention: _____, *Title*

Mail: _____

Personal delivery: _____

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

Owner:

City of Bastrop

(typed or printed name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: Ms. Lynda Humble

(typed or printed)

Title: City Manager

(typed or printed)

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Address for giving notices:
1311 Chestnut St. (PO Box 427)
Bastrop, Texas 78602

Designated Representative:

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Address: _____

Phone: _____

Email: _____
(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

Contractor:

(typed or printed name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Address for giving notices:

Designated Representative:

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Address: _____

Phone: _____

Email: _____

License No.: _____
(where applicable)

State: _____

CONSTRUCTION PERFORMANCE BOND

PERFORMANCE BOND

Contractor Name: Address <i>(principal place of business)</i> :	Surety Name: Address <i>(principal place of business)</i> :
Owner Name: City of Bastrop Mailing address <i>(principal place of business)</i> : 1311 Chestnut St. (PO Box 427) Bastrop, TX 78602	Contract Description <i>(name and location)</i> : Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX) Contract Price: Effective Date of Contract:
Bond Bond Amount: Date of Bond: <i>(Date of Bond cannot be earlier than Effective Date of Contract)</i> Modifications to this Bond form: <input type="checkbox"/> None <input type="checkbox"/> See Paragraph 16	
Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Performance Bond, do each cause this Performance Bond to be duly executed by an authorized officer, agent, or representative.	
Contractor as Principal	Surety
<i>(Full formal name of Contractor)</i>	<i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature)(Attach Power of Attorney)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Attest: _____ <i>(Signature)</i>	Attest: _____ <i>(Signature)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
<i>Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.</i>	

1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.
2. If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Paragraph 3.
3. If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond will arise after:
 - 3.1. The Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice may indicate whether the Owner is requesting a conference among the Owner, Contractor, and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Paragraph 3.1 will be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor, and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement does not waive the Owner's right, if any, subsequently to declare a Contractor Default;
 - 3.2. The Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
 - 3.3. The Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.
4. Failure on the part of the Owner to comply with the notice requirement in Paragraph 3.1 does not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.
5. When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions:
 - 5.1. Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;
 - 5.2. Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;
 - 5.3. Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owners concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or
 - 5.4. Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and with reasonable promptness under the circumstances:

- 5.4.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
 - 5.4.2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.
- 6. If the Surety does not proceed as provided in Paragraph 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Paragraph 5.4, and the Owner refuses the payment, or the Surety has denied liability, in whole or in part, without further notice, the Owner shall be entitled to enforce any remedy available to the Owner.
- 7. If the Surety elects to act under Paragraph 5.1, 5.2, or 5.3, then the responsibilities of the Surety to the Owner will not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety will not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication for:
 - 7.1. the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
 - 7.2. additional legal, design professional, and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 5; and
 - 7.3. liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.
- 8. If the Surety elects to act under Paragraph 5.1, 5.3, or 5.4, the Surety's liability is limited to the amount of this Bond.
- 9. The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price will not be reduced or set off on account of any such unrelated obligations. No right of action will accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors, and assigns.
- 10. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.
- 11. Any proceeding, legal or equitable, under this Bond must be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and must be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum periods of limitations available to sureties as a defense in the jurisdiction of the suit will be applicable.
- 12. Notice to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears.
- 13. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with

said statutory or legal requirement will be deemed deleted therefrom and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.

14. Definitions

14.1. *Balance of the Contract Price*—The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made including allowance for the Contractor for any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

14.2. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

14.3. *Contractor Default*—Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

14.4. *Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

14.5. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.

15. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.

16. Modifications to this Bond are as follows: **[Describe modification or enter "None"]**

CONSTRUCTION PAYMENT BOND

PAYMENT BOND

Contractor Name: Address <i>(principal place of business)</i> :	Surety Name: Address <i>(principal place of business)</i> :
Owner Name: City of Bastrop Mailing address <i>(principal place of business)</i> : 1311 Chestnut Street (PO Box 427) Bastrop, TX 78602	Contract Description <i>(name and location)</i> : Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX) Contract Price: Effective Date of Contract:
Bond Bond Amount: Date of Bond: <i>(Date of Bond cannot be earlier than Effective Date of Contract)</i> Modifications to this Bond form: <input type="checkbox"/> None <input type="checkbox"/> See Paragraph 18	
Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Payment Bond, do each cause this Payment Bond to be duly executed by an authorized officer, agent, or representative.	
Contractor as Principal	Surety
<i>(Full formal name of Contractor)</i>	<i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature)(Attach Power of Attorney)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Attest: _____ <i>(Signature)</i>	Attest: _____ <i>(Signature)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
<i>Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.</i>	

1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner to pay for labor, materials, and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.
2. If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies, and holds harmless the Owner from claims, demands, liens, or suits by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.
3. If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond will arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 13) of claims, demands, liens, or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, and tendered defense of such claims, demands, liens, or suits to the Contractor and the Surety.
4. When the Owner has satisfied the conditions in Paragraph 3, the Surety shall promptly and at the Surety's expense defend, indemnify, and hold harmless the Owner against a duly tendered claim, demand, lien, or suit.
5. The Surety's obligations to a Claimant under this Bond will arise after the following:
 - 5.1. Claimants who do not have a direct contract with the Contractor
 - 5.1.1. have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
 - 5.1.2. have sent a Claim to the Surety (at the address described in Paragraph 13).
 - 5.2. Claimants who are employed by or have a direct contract with the Contractor have sent a Claim to the Surety (at the address described in Paragraph 13).
6. If a notice of non-payment required by Paragraph 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Paragraph 5.1.1.
7. When a Claimant has satisfied the conditions of Paragraph 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:
 - 7.1. Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and
 - 7.2. Pay or arrange for payment of any undisputed amounts.
 - 7.3. The Surety's failure to discharge its obligations under Paragraph 7.1 or 7.2 will not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Paragraph 7.1 or 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

8. The Surety's total obligation will not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Paragraph 7.3, and the amount of this Bond will be credited for any payments made in good faith by the Surety.
9. Amounts owed by the Owner to the Contractor under the Construction Contract will be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfying obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.
10. The Surety shall not be liable to the Owner, Claimants, or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to or give notice on behalf of Claimants, or otherwise have any obligations to Claimants under this Bond.
11. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.
12. No suit or action will be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Paragraph 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit will be applicable.
13. Notice and Claims to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, will be sufficient compliance as of the date received.
14. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement will be deemed deleted here from and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.
15. Upon requests by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.
16. Definitions
 - 16.1. *Claim*—A written statement by the Claimant including at a minimum:
 - 16.1.1. The name of the Claimant;
 - 16.1.2. The name of the person for whom the labor was done, or materials or equipment furnished;
 - 16.1.3. A copy of the agreement or purchase order pursuant to which labor, materials, or equipment was furnished for use in the performance of the Construction Contract;
 - 16.1.4. A brief description of the labor, materials, or equipment furnished;

- 16.1.5. The date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
 - 16.1.6. The total amount earned by the Claimant for labor, materials, or equipment furnished as of the date of the Claim;
 - 16.1.7. The total amount of previous payments received by the Claimant; and
 - 16.1.8. The total amount due and unpaid to the Claimant for labor, materials, or equipment furnished as of the date of the Claim.
- 16.2. *Claimant*—An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials, or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic’s lien or similar statute against the real property upon which the Project is located. The intent of this Bond is to include without limitation in the terms of “labor, materials, or equipment” that part of the water, gas, power, light, heat, oil, gasoline, telephone service, or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor’s subcontractors, and all other items for which a mechanic’s lien may be asserted in the jurisdiction where the labor, materials, or equipment were furnished.
- 16.3. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.
- 16.4. *Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.
- 16.5. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.
17. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.
18. Modifications to this Bond are as follows: **[Describe modification or enter “None”]**

MAINTENANCE BOND

Maintenance Bond

THE STATE OF TEXAS

§

KNOW ALL MEN BY

COUNTY OF _____

§

THESE PRESENTS:

§

THAT _____, as Principal, hereinafter called "Contractor," and _____, hereinafter called "Surety," are held and firmly bound unto the City of Bastrop, Texas, a Municipal Corporation, in Bastrop County, Texas, hereinafter called "City," in the penal sum of \$ _____, the said sum being ___ percent of the total amount of the hereinafter mentioned contract, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, and successors, jointly and severally.

THE CONDITION OF THIS OBLIGATION is such, that WHEREAS, the said Principal has entered into a contract with the City for Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX) and WHEREAS, the City has requested that said work be guaranteed against failure because of defective workmanship or material, performed, or furnished by said Principal for a full period of two (2) years from the date of final acceptance of the entire project, normal wear and tear excepted.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal shall indemnify the City for all loss that the City may sustain by reason of any defective materials or workmanship which become apparent during the said maintenance period, then this obligation to be void, otherwise to remain in full force and effect. PROVIDED, further, that if any legal action be filed on this bond, venue shall lie in Bastrop County, Texas.

IN WITNESS WHEREOF, this instrument is executed in triplicate, each one of which shall be deemed an original.

SIGNED, SEALED, AND DATED this the _____ day of _____, 20__.

PRINCIPAL

SURETY

By: _____

By: _____

ATTORNEY-IN-FACT

ATTEST:

SECRETARY

NOTE: POWER OF ATTORNEY OF SURETY MUST BE ATTACHED. DATE OF BOND MUST NOT BE PRIOR TO DATE OF CONTRACT.

NOTICE TO PROCEED

NOTICE TO PROCEED

Owner: City of Bastrop Owner's Project No.: _____
Engineer: BEFCO Engineering, Inc. Engineer's Project No.: 16-6782
Contractor: _____ Contractor's Project No.: _____
Project: Pine Street Drainage Improvements
Contract Name: Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX)
Effective Date of Contract: _____

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on _____ pursuant to Paragraph 4.01 of the General Conditions.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work will be done at the Site prior to such date.

In accordance with the Agreement:

The number of days to achieve Substantial Completion is **one hundred eighty (180) consecutive calendar days** from the date stated above for the commencement of the Contract Times, resulting in a date for Substantial Completion of _____; and the number of days to achieve readiness for final payment is **one hundred eighty (180) consecutive calendar days** from the commencement date of the Contract Times, resulting in a date for readiness for final payment of _____.

Before starting any Work at the Site, Contractor must comply with the following:

Owner: **City of Bastrop**
By (signature): _____
Name (printed): Ms. Lynda Humble
Title: City Manager
Date Issued: _____
Copy: Engineer

STANDARD GENERAL CONDITIONS

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

Prepared By



Endorsed By



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National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
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www.asce.org

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STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

ARTICLE 1—DEFINITIONS AND TERMINOLOGY

1.01 *Defined Terms*

- A. Wherever used in the Bidding Requirements or Contract Documents, a term printed with initial capital letters, including the term's singular and plural forms, will have the meaning indicated in the definitions below. In addition to terms specifically defined, terms with initial capital letters in the Contract Documents include references to identified articles and paragraphs, and the titles of other documents or forms.
1. *Addenda*—Written or graphic instruments issued prior to the opening of Bids which clarify, correct, or change the Bidding Requirements or the proposed Contract Documents.
 2. *Agreement*—The written instrument, executed by Owner and Contractor, that sets forth the Contract Price and Contract Times, identifies the parties and the Engineer, and designates the specific items that are Contract Documents.
 3. *Application for Payment*—The document prepared by Contractor, in a form acceptable to Engineer, to request progress or final payments, and which is to be accompanied by such supporting documentation as is required by the Contract Documents.
 4. *Bid*—The offer of a Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.
 5. *Bidder*—An individual or entity that submits a Bid to Owner.
 6. *Bidding Documents*—The Bidding Requirements, the proposed Contract Documents, and all Addenda.
 7. *Bidding Requirements*—The Advertisement or invitation to bid, Instructions to Bidders, Bid Bond or other Bid security, if any, the Bid Form, and the Bid with any attachments.
 8. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Contract Price or the Contract Times, or other revision to the Contract, issued on or after the Effective Date of the Contract.
 9. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth herein, seeking an adjustment in Contract Price or Contract Times; contesting an initial decision by Engineer concerning the requirements of the Contract Documents or the acceptability of Work under the Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Contract.
 10. *Claim*
 - a. A demand or assertion by Owner directly to Contractor, duly submitted in compliance with the procedural requirements set forth herein, seeking an adjustment of Contract Price or Contract Times; contesting an initial decision by

- Engineer concerning the requirements of the Contract Documents or the acceptability of Work under the Contract Documents; contesting Engineer's decision regarding a Change Proposal; seeking resolution of a contractual issue that Engineer has declined to address; or seeking other relief with respect to the terms of the Contract.
- b. A demand or assertion by Contractor directly to Owner, duly submitted in compliance with the procedural requirements set forth herein, contesting Engineer's decision regarding a Change Proposal, or seeking resolution of a contractual issue that Engineer has declined to address.
 - c. A demand or assertion by Owner or Contractor, duly submitted in compliance with the procedural requirements set forth herein, made pursuant to Paragraph 12.01.A.4, concerning disputes arising after Engineer has issued a recommendation of final payment.
 - d. A demand for money or services by a third party is not a Claim.
11. *Constituent of Concern*—Asbestos, petroleum, radioactive materials, polychlorinated biphenyls (PCBs), lead-based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to Laws and Regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
 12. *Contract*—The entire and integrated written contract between Owner and Contractor concerning the Work.
 13. *Contract Documents*—Those items so designated in the Agreement, and which together comprise the Contract.
 14. *Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Contract Documents.
 15. *Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve Milestones, if any; (b) achieve Substantial Completion; and (c) complete the Work.
 16. *Contractor*—The individual or entity with which Owner has contracted for performance of the Work.
 17. *Cost of the Work*—See Paragraph 13.01 for definition.
 18. *Drawings*—The part of the Contract that graphically shows the scope, extent, and character of the Work to be performed by Contractor.
 19. *Effective Date of the Contract*—The date, indicated in the Agreement, on which the Contract becomes effective.
 20. *Electronic Document*—Any Project-related correspondence, attachments to correspondence, data, documents, drawings, information, or graphics, including but not limited to Shop Drawings and other Submittals, that are in an electronic or digital format.
 21. *Electronic Means*—Electronic mail (email), upload/download from a secure Project website, or other communications methods that allow: (a) the transmission or

communication of Electronic Documents; (b) the documentation of transmissions, including sending and receipt; (c) printing of the transmitted Electronic Document by the recipient; (d) the storage and archiving of the Electronic Document by sender and recipient; and (e) the use by recipient of the Electronic Document for purposes permitted by this Contract. Electronic Means does not include the use of text messaging, or of Facebook, Twitter, Instagram, or similar social media services for transmission of Electronic Documents.

22. *Engineer*—The individual or entity named as such in the Agreement.
23. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Contract Price or the Contract Times.
24. *Hazardous Environmental Condition*—The presence at the Site of Constituents of Concern in such quantities or circumstances that may present a danger to persons or property exposed thereto.
 - a. The presence at the Site of materials that are necessary for the execution of the Work, or that are to be incorporated into the Work, and that are controlled and contained pursuant to industry practices, Laws and Regulations, and the requirements of the Contract, is not a Hazardous Environmental Condition.
 - b. The presence of Constituents of Concern that are to be removed or remediated as part of the Work is not a Hazardous Environmental Condition.
 - c. The presence of Constituents of Concern as part of the routine, anticipated, and obvious working conditions at the Site, is not a Hazardous Environmental Condition.
25. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and binding decrees, resolutions, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
26. *Liens*—Charges, security interests, or encumbrances upon Contract-related funds, real property, or personal property.
27. *Milestone*—A principal event in the performance of the Work that the Contract requires Contractor to achieve by an intermediate completion date, or by a time prior to Substantial Completion of all the Work.
28. *Notice of Award*—The written notice by Owner to a Bidder of Owner's acceptance of the Bid.
29. *Notice to Proceed*—A written notice by Owner to Contractor fixing the date on which the Contract Times will commence to run and on which Contractor shall start to perform the Work.
30. *Owner*—The individual or entity with which Contractor has contracted regarding the Work, and which has agreed to pay Contractor for the performance of the Work, pursuant to the terms of the Contract.
31. *Progress Schedule*—A schedule, prepared and maintained by Contractor, describing the sequence and duration of the activities comprising Contractor's plan to accomplish the Work within the Contract Times.

32. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the Work to be performed under the Contract Documents is a part.
33. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site. As used herein, the term Resident Project Representative (RPR) includes any assistants or field staff of Resident Project Representative.
34. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.
35. *Schedule of Submittals*—A schedule, prepared and maintained by Contractor, of required submittals and the time requirements for Engineer’s review of the submittals.
36. *Schedule of Values*—A schedule, prepared and maintained by Contractor, allocating portions of the Contract Price to various portions of the Work and used as the basis for reviewing Contractor’s Applications for Payment.
37. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Contract Documents.
38. *Site*—Lands or areas indicated in the Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands or areas furnished by Owner which are designated for the use of Contractor.
39. *Specifications*—The part of the Contract that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.
40. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.
41. *Submittal*—A written or graphic document, prepared by or for Contractor, which the Contract Documents require Contractor to submit to Engineer, or that is indicated as a Submittal in the Schedule of Submittals accepted by Engineer. Submittals may include Shop Drawings and Samples; schedules; product data; Owner-delegated designs; sustainable design information; information on special procedures; testing plans; results of tests and evaluations, source quality-control testing and inspections, and field or Site quality-control testing and inspections; warranties and certifications; Suppliers’ instructions and reports; records of delivery of spare parts and tools; operations and maintenance data; Project photographic documentation; record documents; and other such documents required by the Contract Documents. Submittals, whether or not approved or accepted by Engineer, are not Contract Documents. Change Proposals, Change Orders, Claims, notices, Applications for Payment, and requests for interpretation or clarification are not Submittals.
42. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part

thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion of such Work.

43. *Successful Bidder*—The Bidder to which the Owner makes an award of contract.
44. *Supplementary Conditions and Special Conditions*—The part of the Contract that amends or supplements these General Conditions. **Any reference to Supplementary Conditions shall also mean the Special Conditions document attached hereto.**
45. *Supplier*—A manufacturer, fabricator, supplier, distributor, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.
46. *Technical Data*
- a. Those items expressly identified as Technical Data in the Supplementary Conditions, with respect to either (1) existing subsurface conditions at or adjacent to the Site, or existing physical conditions at or adjacent to the Site including existing surface or subsurface structures (except Underground Facilities) or (2) Hazardous Environmental Conditions at the Site.
 - b. If no such express identifications of Technical Data have been made with respect to conditions at the Site, then Technical Data is defined, with respect to conditions at the Site under Paragraphs 5.03, 5.04, and 5.06, as the data contained in boring logs, recorded measurements of subsurface water levels, assessments of the condition of subsurface facilities, laboratory test results, and other factual, objective information regarding conditions at the Site that are set forth in any geotechnical, environmental, or other Site or facilities conditions report prepared for the Project and made available to Contractor.
 - c. Information and data regarding the presence or location of Underground Facilities are not intended to be categorized, identified, or defined as Technical Data, and instead Underground Facilities are shown or indicated on the Drawings.
47. *Underground Facilities*—All active or not-in-service underground lines, pipelines, conduits, ducts, encasements, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or systems at the Site, including but not limited to those facilities or systems that produce, transmit, distribute, or convey telephone or other communications, cable television, fiber optic transmissions, power, electricity, light, heat, gases, oil, crude oil products, liquid petroleum products, water, steam, waste, wastewater, storm water, other liquids or chemicals, or traffic or other control systems. An abandoned facility or system is not an Underground Facility.
48. *Unit Price Work*—Work to be paid for on the basis of unit prices.
49. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Contract Documents.

50. *Work Change Directive*—A written directive to Contractor issued on or after the Effective Date of the Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

1.02 Terminology

- A. The words and terms discussed in Paragraphs 1.02.B, C, D, and E are not defined terms that require initial capital letters, but, when used in the Bidding Requirements or Contract Documents, have the indicated meaning.
- B. *Intent of Certain Terms or Adjectives*: The Contract Documents include the terms “as allowed,” “as approved,” “as ordered,” “as directed” or terms of like effect or import to authorize an exercise of professional judgment by Engineer. In addition, the adjectives “reasonable,” “suitable,” “acceptable,” “proper,” “satisfactory,” or adjectives of like effect or import are used to describe an action or determination of Engineer as to the Work. It is intended that such exercise of professional judgment, action, or determination will be solely to evaluate, in general, the Work for compliance with the information in the Contract Documents and with the design concept of the Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective is not intended to and shall not be effective to assign to Engineer any duty or authority to supervise or direct the performance of the Work, or any duty or authority to undertake responsibility contrary to the provisions of Article 10 or any other provision of the Contract Documents.
- C. *Day*: The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.
- D. *Defective*: The word “defective,” when modifying the word “Work,” refers to Work that is unsatisfactory, faulty, or deficient in that it:
1. does not conform to the Contract Documents;
 2. does not meet the requirements of any applicable inspection, reference standard, test, or approval referred to in the Contract Documents; or
 3. has been damaged prior to Engineer’s recommendation of final payment (unless responsibility for the protection thereof has been assumed by Owner at Substantial Completion in accordance with Paragraph 15.03 or Paragraph 15.04).
- E. *Furnish, Install, Perform, Provide*
1. The word “furnish,” when used in connection with services, materials, or equipment, means to supply and deliver said services, materials, or equipment to the Site (or some other specified location) ready for use or installation and in usable or operable condition.
 2. The word “install,” when used in connection with services, materials, or equipment, means to put into use or place in final position said services, materials, or equipment complete and ready for intended use.
 3. The words “perform” or “provide,” when used in connection with services, materials, or equipment, means to furnish and install said services, materials, or equipment complete and ready for intended use.

4. If the Contract Documents establish an obligation of Contractor with respect to specific services, materials, or equipment, but do not expressly use any of the four words “furnish,” “install,” “perform,” or “provide,” then Contractor shall furnish and install said services, materials, or equipment complete and ready for intended use.
- F. *Contract Price or Contract Times*: References to a change in “Contract Price or Contract Times” or “Contract Times or Contract Price” or similar, indicate that such change applies to (1) Contract Price, (2) Contract Times, or (3) both Contract Price and Contract Times, as warranted, even if the term “or both” is not expressed.
- G. Unless stated otherwise in the Contract Documents, words or phrases that have a well-known technical or construction industry or trade meaning are used in the Contract Documents in accordance with such recognized meaning.

ARTICLE 2—PRELIMINARY MATTERS

2.01 *Delivery of Performance and Payment Bonds; Evidence of Insurance*

- A. *Performance and Payment Bonds*: When Contractor delivers the signed counterparts of the Agreement to Owner, Contractor shall also deliver to Owner the performance bond and payment bond (if the Contract requires Contractor to furnish such bonds).
- B. *Evidence of Contractor’s Insurance*: When Contractor delivers the signed counterparts of the Agreement to Owner, Contractor shall also deliver to Owner, with copies to each additional insured (as identified in the Contract), the certificates, endorsements, and other evidence of insurance required to be provided by Contractor in accordance with Article 6, except to the extent the Supplementary Conditions expressly establish other dates for delivery of specific insurance policies.
- ~~C. *Evidence of Owner’s Insurance*: After receipt of the signed counterparts of the Agreement and all required bonds and insurance documentation, Owner shall promptly deliver to Contractor, with copies to each additional insured (as identified in the Contract), the certificates and other evidence of insurance required to be provided by Owner under Article 6.~~

2.02 *Copies of Documents*

- A. Owner shall furnish to Contractor four printed copies of the Contract (including one fully signed counterpart of the Agreement), and one copy in electronic portable document format (PDF). Additional printed copies will be furnished upon request at the cost of reproduction.
- B. Owner shall maintain and safeguard at least one original printed record version of the Contract, including Drawings and Specifications signed and sealed by Engineer and other design professionals. Owner shall make such original printed record version of the Contract available to Contractor for review. Owner may delegate the responsibilities under this provision to Engineer.

2.03 *Before Starting Construction*

- A. *Preliminary Schedules:* Within 10 days after the Effective Date of the Contract (or as otherwise required by the Contract Documents), Contractor shall submit to Engineer for timely review:
1. a preliminary Progress Schedule indicating the times (numbers of days or dates) for starting and completing the various stages of the Work, including any Milestones specified in the Contract;
 2. a preliminary Schedule of Submittals; and
 3. a preliminary Schedule of Values for all of the Work which includes quantities and prices of items which when added together equal the Contract Price and subdivides the Work into component parts in sufficient detail to serve as the basis for progress payments during performance of the Work. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work.

2.04 *Preconstruction Conference; Designation of Authorized Representatives*

- A. Before any Work at the Site is started, a conference attended by Owner, Contractor, Engineer, and others as appropriate will be held to establish a working understanding among the parties as to the Work, and to discuss the schedules referred to in Paragraph 2.03.A, procedures for handling Shop Drawings, Samples, and other Submittals, processing Applications for Payment, electronic or digital transmittals, and maintaining required records.
- B. At this conference Owner and Contractor each shall designate, in writing, a specific individual to act as its authorized representative with respect to the services and responsibilities under the Contract. Such individuals shall have the authority to transmit and receive information, render decisions relative to the Contract, and otherwise act on behalf of each respective party.

2.05 *Acceptance of Schedules*

- A. At least 10 days before submission of the first Application for Payment a conference, attended by Contractor, Engineer, and others as appropriate, will be held to review the schedules submitted in accordance with Paragraph 2.03.A. No progress payment will be made to Contractor until acceptable schedules are submitted to Engineer.
1. The Progress Schedule will be acceptable to Engineer if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Engineer responsibility for the Progress Schedule, for sequencing, scheduling, or progress of the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.
 2. Contractor's Schedule of Submittals will be acceptable to Engineer if it provides a workable arrangement for reviewing and processing the required submittals.
 3. Contractor's Schedule of Values will be acceptable to Engineer as to form and substance if it provides a reasonable allocation of the Contract Price to the component parts of the Work.
 4. If a schedule is not acceptable, Contractor will have an additional 10 days to revise and resubmit the schedule.

2.06 *Electronic Transmittals*

- A. Except as otherwise stated elsewhere in the Contract, the Owner, Engineer, and Contractor may send, and shall accept, Electronic Documents transmitted by Electronic Means.
- B. If the Contract does not establish protocols for Electronic Means, then Owner, Engineer, and Contractor shall jointly develop such protocols.
- C. Subject to any governing protocols for Electronic Means, when transmitting Electronic Documents by Electronic Means, the transmitting party makes no representations as to long-term compatibility, usability, or readability of the Electronic Documents resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the Electronic Documents.

ARTICLE 3—CONTRACT DOCUMENTS: INTENT, REQUIREMENTS, REUSE

3.01 *Intent*

- A. The Contract Documents are complementary; what is required by one Contract Document is as binding as if required by all.
- B. It is the intent of the Contract Documents to describe a functionally complete Project (or part thereof) to be constructed in accordance with the Contract Documents.
- C. Unless otherwise stated in the Contract Documents, if there is a discrepancy between the electronic versions of the Contract Documents (including any printed copies derived from such electronic versions) and the printed record version, the printed record version will govern.
- D. The Contract supersedes prior negotiations, representations, and agreements, whether written or oral.
- E. Engineer will issue clarifications and interpretations of the Contract Documents as provided herein.
- F. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and Contractor, which agree that the Contract Documents will be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- G. Nothing in the Contract Documents creates:
 - 1. any contractual relationship between Owner or Engineer and any Subcontractor, Supplier, or other individual or entity performing or furnishing any of the Work, for the benefit of such Subcontractor, Supplier, or other individual or entity; or
 - 2. any obligation on the part of Owner or Engineer to pay or to see to the payment of any money due any such Subcontractor, Supplier, or other individual or entity, except as may otherwise be required by Laws and Regulations.

3.02 *Reference Standards*

A. *Standards Specifications, Codes, Laws and Regulations*

1. Reference in the Contract Documents to standard specifications, manuals, reference standards, or codes of any technical society, organization, or association, or to Laws or Regulations, whether such reference be specific or by implication, means the standard specification, manual, reference standard, code, or Laws or Regulations in effect at the time of opening of Bids (or on the Effective Date of the Contract if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.
2. No provision of any such standard specification, manual, reference standard, or code, and no instruction of a Supplier, will be effective to change the duties or responsibilities of Owner, Contractor, or Engineer from those set forth in the part of the Contract Documents prepared by or for Engineer. No such provision or instruction shall be effective to assign to Owner or Engineer any duty or authority to supervise or direct the performance of the Work, or any duty or authority to undertake responsibility inconsistent with the provisions of the part of the Contract Documents prepared by or for Engineer.

3.03 *Reporting and Resolving Discrepancies*

A. *Reporting Discrepancies*

1. *Contractor's Verification of Figures and Field Measurements:* Before undertaking each part of the Work, Contractor shall carefully study the Contract Documents, and check and verify pertinent figures and dimensions therein, particularly with respect to applicable field measurements. Contractor shall promptly report in writing to Engineer any conflict, error, ambiguity, or discrepancy that Contractor discovers, or has actual knowledge of, and shall not proceed with any Work affected thereby until the conflict, error, ambiguity, or discrepancy is resolved by a clarification or interpretation by Engineer, or by an amendment or supplement to the Contract issued pursuant to Paragraph 11.01.
2. *Contractor's Review of Contract Documents:* If, before or during the performance of the Work, Contractor discovers any conflict, error, ambiguity, or discrepancy within the Contract Documents, or between the Contract Documents and (a) any applicable Law or Regulation, (b) actual field conditions, (c) any standard specification, manual, reference standard, or code, or (d) any instruction of any Supplier, then Contractor shall promptly report it to Engineer in writing. Contractor shall not proceed with the Work affected thereby (except in an emergency as required by Paragraph 7.15) until the conflict, error, ambiguity, or discrepancy is resolved, by a clarification or interpretation by Engineer, or by an amendment or supplement to the Contract issued pursuant to Paragraph 11.01.
3. Contractor shall not be liable to Owner or Engineer for failure to report any conflict, error, ambiguity, or discrepancy in the Contract Documents unless Contractor had actual knowledge thereof.

B. *Resolving Discrepancies*

1. Except as may be otherwise specifically stated in the Contract Documents, the provisions of the part of the Contract Documents prepared by or for Engineer take

precedence in resolving any conflict, error, ambiguity, or discrepancy between such provisions of the Contract Documents and:

- a. the provisions of any standard specification, manual, reference standard, or code, or the instruction of any Supplier (whether or not specifically incorporated by reference as a Contract Document); or
- b. the provisions of any Laws or Regulations applicable to the performance of the Work (unless such an interpretation of the provisions of the Contract Documents would result in violation of such Law or Regulation).

3.04 *Requirements of the Contract Documents*

- A. During the performance of the Work and until final payment, Contractor and Owner shall submit to the Engineer in writing all matters in question concerning the requirements of the Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Contract Documents, as soon as possible after such matters arise. Engineer will be the initial interpreter of the requirements of the Contract Documents, and judge of the acceptability of the Work.
- B. Engineer will, with reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Contract Documents. Engineer's written clarification, interpretation, or decision will be final and binding on Contractor, unless it appeals by submitting a Change Proposal, and on Owner, unless it appeals by filing a Claim.
- C. If a submitted matter in question concerns terms and conditions of the Contract Documents that do not involve (1) the performance or acceptability of the Work under the Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly notify Owner and Contractor in writing that Engineer is unable to provide a decision or interpretation. If Owner and Contractor are unable to agree on resolution of such a matter in question, either party may pursue resolution as provided in Article 12.

3.05 *Reuse of Documents*

- A. Contractor and its Subcontractors and Suppliers shall not:
 1. have or acquire any title to or ownership rights in any of the Drawings, Specifications, or other documents (or copies of any thereof) prepared by or bearing the seal of Engineer or its consultants, including electronic media versions, or reuse any such Drawings, Specifications, other documents, or copies thereof on extensions of the Project or any other project without written consent of Owner and Engineer and specific written verification or adaptation by Engineer; or
 2. have or acquire any title or ownership rights in any other Contract Documents, reuse any such Contract Documents for any purpose without Owner's express written consent, or violate any copyrights pertaining to such Contract Documents.
- B. The prohibitions of this Paragraph 3.05 will survive final payment, or termination of the Contract. Nothing herein precludes Contractor from retaining copies of the Contract Documents for record purposes.

ARTICLE 4—COMMENCEMENT AND PROGRESS OF THE WORK

4.01 *Commencement of Contract Times; Notice to Proceed*

- A. The Contract Times will commence to run on the 30th day after the Effective Date of the Contract or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within 30 days after the Effective Date of the Contract. In no event will the Contract Times commence to run later than the 60th day after the day of Bid opening or the 30th day after the Effective Date of the Contract, whichever date is earlier.

4.02 *Starting the Work*

- A. Contractor shall start to perform the Work on the date when the Contract Times commence to run. No Work may be done at the Site prior to such date.

4.03 *Reference Points*

- A. Owner shall provide engineering surveys to establish reference points for construction which in Engineer's judgment are necessary to enable Contractor to proceed with the Work. Contractor shall be responsible for laying out the Work, shall protect and preserve the established reference points and property monuments, and shall make no changes or relocations without the prior written approval of Owner. Contractor shall report to Engineer whenever any reference point or property monument is lost or destroyed or requires relocation because of necessary changes in grades or locations, and shall be responsible for the accurate replacement or relocation of such reference points or property monuments by professionally qualified personnel.

4.04 *Progress Schedule*

- A. Contractor shall adhere to the Progress Schedule established in accordance with Paragraph 2.05 as it may be adjusted from time to time as provided below.
 - 1. Contractor shall submit to Engineer for acceptance (to the extent indicated in Paragraph 2.05) proposed adjustments in the Progress Schedule that will not result in changing the Contract Times.
 - 2. Proposed adjustments in the Progress Schedule that will change the Contract Times must be submitted in accordance with the requirements of Article 11.
- B. Contractor shall carry on the Work and adhere to the Progress Schedule during all disputes or disagreements with Owner. No Work will be delayed or postponed pending resolution of any disputes or disagreements, or during any appeal process, except as permitted by Paragraph 16.04, or as Owner and Contractor may otherwise agree in writing.

4.05 *Delays in Contractor's Progress*

- A. If Owner, Engineer, or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in Contract Price or Contract Times.
- B. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delay, disruption, or interference caused by or within the control of Contractor. Delay, disruption, and interference attributable to and within the control of a Subcontractor or Supplier shall be deemed to be within the control of Contractor.

- C. If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of Owner, Contractor, and those for which they are responsible, then Contractor shall be entitled to an equitable adjustment in Contract Times. Such an adjustment will be Contractor's sole and exclusive remedy for the delays, disruption, and interference described in this paragraph. Causes of delay, disruption, or interference that may give rise to an adjustment in Contract Times under this paragraph include but are not limited to the following:
1. Severe and unavoidable natural catastrophes such as fires, floods, epidemics, and earthquakes;
 2. Abnormal weather conditions – but only if Contractor is prevented from completing a critical part of the work within the Contract time due to such weather condition. Contractor shall have the duty to demonstrate actual delay in completing the portion of the Work caused by the weather condition;
 3. Acts or failures to act of third-party utility owners or other third-party entities (other than those third-party utility owners or other third-party entities performing other work at or adjacent to the Site as arranged by or under contract with Owner, as contemplated in Article 8); and
 4. Acts of war or terrorism.
- D. Contractor's entitlement to an adjustment of Contract Times or Contract Price is limited as follows:
1. Contractor's entitlement to an adjustment of the Contract Times is conditioned on the delay, disruption, or interference adversely affecting an activity on the critical path to completion of the Work, as of the time of the delay, disruption, or interference.
 2. Contractor shall not be entitled to an adjustment in Contract Price for any delay, disruption, or interference if such delay is concurrent with a delay, disruption, or interference caused by or within the control of Contractor. Such a concurrent delay by Contractor shall not preclude an adjustment of Contract Times to which Contractor is otherwise entitled.
 3. Adjustments of Contract Times or Contract Price are subject to the provisions of Article 11.
- E. Each Contractor request or Change Proposal seeking an increase in Contract Times or Contract Price must be supplemented by supporting data that sets forth in detail the following:
1. The circumstances that form the basis for the requested adjustment;
 2. The date upon which each cause of delay, disruption, or interference began to affect the progress of the Work;
 3. The date upon which each cause of delay, disruption, or interference ceased to affect the progress of the Work;
 4. The number of days' increase in Contract Times claimed as a consequence of each such cause of delay, disruption, or interference; and
 5. The impact on Contract Price, in accordance with the provisions of Paragraph 11.07.

Contractor shall also furnish such additional supporting documentation as Owner or Engineer may require including, where appropriate, a revised progress schedule indicating all the activities affected by the delay, disruption, or interference, and an explanation of the effect of the delay, disruption, or interference on the critical path to completion of the Work.

- F. Delays, disruption, and interference to the performance or progress of the Work resulting from the existence of a differing subsurface or physical condition, an Underground Facility that was not shown or indicated by the Contract Documents, or not shown or indicated with reasonable accuracy, and those resulting from Hazardous Environmental Conditions, are governed by Article 5, together with the provisions of Paragraphs 4.05.D and 4.05.E.
- G. Paragraph 8.03 addresses delays, disruption, and interference to the performance or progress of the Work resulting from the performance of certain other work at or adjacent to the Site.

ARTICLE 5—SITE; SUBSURFACE AND PHYSICAL CONDITIONS; HAZARDOUS ENVIRONMENTAL CONDITIONS

5.01 Availability of Lands

- A. Owner shall furnish the Site. Owner shall notify Contractor in writing of any encumbrances or restrictions not of general application but specifically related to use of the Site with which Contractor must comply in performing the Work.
- B. Upon reasonable written request, Owner shall furnish Contractor with a current statement of record legal title and legal description of the lands upon which permanent improvements are to be made and Owner's interest therein. ~~as necessary for giving notice of or filing a mechanic's or construction lien against such lands in accordance with applicable Laws and Regulations.~~ Note: lands owned by the Owner (City) are not subject to mechanics or construction liens, Payment Bonds are required on public projects instead.
- C. Contractor shall provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment.

5.02 Use of Site and Other Areas

- A. *Limitation on Use of Site and Other Areas*
 - 1. Contractor shall confine construction equipment, temporary construction facilities, the storage of materials and equipment, and the operations of workers to the Site, adjacent areas that Contractor has arranged to use through construction easements or otherwise, and other adjacent areas permitted by Laws and Regulations, and shall not unreasonably encumber the Site and such other adjacent areas with construction equipment or other materials or equipment. Contractor shall assume full responsibility for (a) damage to the Site; (b) damage to any such other adjacent areas used for Contractor's operations; (c) damage to any other adjacent land or areas, or to improvements, structures, utilities, or similar facilities located at such adjacent lands or areas; and (d) for injuries and losses sustained by the owners or occupants of any such land or areas; provided that such damage or injuries result from the performance of the Work or from other actions or conduct of the Contractor or those for which Contractor is responsible.

2. If a damage or injury claim is made by the owner or occupant of any such land or area because of the performance of the Work, or because of other actions or conduct of the Contractor or those for which Contractor is responsible, Contractor shall (a) take immediate corrective or remedial action as required by Paragraph 7.13, or otherwise; (b) promptly attempt to settle the claim as to all parties through negotiations with such owner or occupant, or otherwise resolve the claim by arbitration or other dispute resolution proceeding, or in a court of competent jurisdiction; and (c) to the fullest extent permitted by Laws and Regulations, indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, from and against any such claim, and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any claim or action, legal or equitable, brought by any such owner or occupant against Owner, Engineer, or any other party indemnified hereunder to the extent caused directly or indirectly, in whole or in part by, or based upon, Contractor's performance of the Work, or because of other actions or conduct of the Contractor or those for which Contractor is responsible.
- B. *Removal of Debris During Performance of the Work:* During the progress of the Work the Contractor shall keep the Site and other adjacent areas free from accumulations of waste materials, rubbish, and other debris. Removal and disposal of such waste materials, rubbish, and other debris will conform to applicable Laws and Regulations.
 - C. *Cleaning:* Prior to Substantial Completion of the Work Contractor shall clean the Site and the Work and make it ready for utilization by Owner. At the completion of the Work Contractor shall remove from the Site and adjacent areas all tools, appliances, construction equipment and machinery, and surplus materials and shall restore to original condition all property not designated for alteration by the Contract Documents.
 - D. *Loading of Structures:* Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall Contractor subject any part of the Work or adjacent structures or land to stresses or pressures that will endanger them.

5.03 *Subsurface and Physical Conditions*

- A. *Reports and Drawings:* The Supplementary Conditions identify:
 1. Those reports of explorations and tests of subsurface conditions at or adjacent to the Site that contain Technical Data;
 2. Those drawings of existing physical conditions at or adjacent to the Site, including those drawings depicting existing surface or subsurface structures at or adjacent to the Site (except Underground Facilities), that contain Technical Data; and
 3. Technical Data contained in such reports and drawings.
- B. *Underground Facilities:* Underground Facilities are shown or indicated on the Drawings, pursuant to Paragraph 5.05, and not in the drawings referred to in Paragraph 5.03.A. Information and data regarding the presence or location of Underground Facilities are not intended to be categorized, identified, or defined as Technical Data.

- C. *Reliance by Contractor on Technical Data:* Contractor may rely upon the accuracy of the Technical Data expressly identified in the Supplementary Conditions with respect to such reports and drawings, but such reports and drawings are not Contract Documents. If no such express identification has been made, then Contractor may rely upon the accuracy of the Technical Data as defined in Paragraph 1.01.A.46.b.
- D. *Limitations of Other Data and Documents:* Except for such reliance on Technical Data, Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, with respect to:
1. the completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, and safety precautions and programs incident thereto;
 2. other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings;
 3. the contents of other Site-related documents made available to Contractor, such as record drawings from other projects at or adjacent to the Site, or Owner's archival documents concerning the Site; or
 4. any Contractor interpretation of or conclusion drawn from any Technical Data or any such other data, interpretations, opinions, or information.

5.04 *Differing Subsurface or Physical Conditions*

- A. *Notice by Contractor:* If Contractor believes that any subsurface or physical condition that is uncovered or revealed at the Site:
1. is of such a nature as to establish that any Technical Data on which Contractor is entitled to rely as provided in Paragraph 5.03 is materially inaccurate;
 2. is of such a nature as to require a change in the Drawings or Specifications;
 3. differs materially from that shown or indicated in the Contract Documents; or
 4. is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents;

then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency as required by Paragraph 7.15), notify Owner and Engineer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except with respect to an emergency) until receipt of a written statement permitting Contractor to do so.

- B. *Engineer's Review:* After receipt of written notice as required by the preceding paragraph, Engineer will promptly review the subsurface or physical condition in question; determine whether it is necessary for Owner to obtain additional exploration or tests with respect to the condition; conclude whether the condition falls within any one or more of the differing site condition categories in Paragraph 5.04.A; obtain any pertinent cost or schedule information from Contractor; prepare recommendations to Owner regarding the

Contractor's resumption of Work in connection with the subsurface or physical condition in question and the need for any change in the Drawings or Specifications; and advise Owner in writing of Engineer's findings, conclusions, and recommendations.

- C. *Owner's Statement to Contractor Regarding Site Condition:* After receipt of Engineer's written findings, conclusions, and recommendations, Owner shall issue a written statement to Contractor (with a copy to Engineer) regarding the subsurface or physical condition in question, addressing the resumption of Work in connection with such condition, indicating whether any change in the Drawings or Specifications will be made, and adopting or rejecting Engineer's written findings, conclusions, and recommendations, in whole or in part.
- D. *Early Resumption of Work:* If at any time Engineer determines that Work in connection with the subsurface or physical condition in question may resume prior to completion of Engineer's review or Owner's issuance of its statement to Contractor, because the condition in question has been adequately documented, and analyzed on a preliminary basis, then the Engineer may at its discretion instruct Contractor to resume such Work.
- E. *Possible Price and Times Adjustments*
 1. Contractor shall be entitled to an equitable adjustment in Contract Price or Contract Times, to the extent that the existence of a differing subsurface or physical condition, or any related delay, disruption, or interference, causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
 - a. Such condition must fall within any one or more of the categories described in Paragraph 5.04.A;
 - b. With respect to Work that is paid for on a unit price basis, any adjustment in Contract Price will be subject to the provisions of Paragraph 13.03; and,
 - c. Contractor's entitlement to an adjustment of the Contract Times is subject to the provisions of Paragraphs 4.05.D and 4.05.E.
 2. Contractor shall not be entitled to any adjustment in the Contract Price or Contract Times with respect to a subsurface or physical condition if:
 - a. Contractor knew of the existence of such condition at the time Contractor made a commitment to Owner with respect to Contract Price and Contract Times by the submission of a Bid or becoming bound under a negotiated contract, or otherwise;
 - b. The existence of such condition reasonably could have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the Site and contiguous areas expressly required by the Bidding Requirements or Contract Documents to be conducted by or for Contractor prior to Contractor's making such commitment; or
 - c. Contractor failed to give the written notice required by Paragraph 5.04.A.
 3. If Owner and Contractor agree regarding Contractor's entitlement to and the amount or extent of any adjustment in the Contract Price or Contract Times, then any such adjustment will be set forth in a Change Order.

4. Contractor may submit a Change Proposal regarding its entitlement to or the amount or extent of any adjustment in the Contract Price or Contract Times, no later than 30 days after Owner's issuance of the Owner's written statement to Contractor regarding the subsurface or physical condition in question.
- F. *Underground Facilities; Hazardous Environmental Conditions:* Paragraph 5.05 governs rights and responsibilities regarding the presence or location of Underground Facilities. Paragraph 5.06 governs rights and responsibilities regarding Hazardous Environmental Conditions. The provisions of Paragraphs 5.03 and 5.04 are not applicable to the presence or location of Underground Facilities, or to Hazardous Environmental Conditions.

5.05 *Underground Facilities*

- A. *Contractor's Responsibilities:* Unless it is otherwise expressly provided in the Supplementary Conditions, the cost of all of the following are included in the Contract Price, and Contractor shall have full responsibility for:
1. reviewing and checking all information and data regarding existing Underground Facilities at the Site;
 2. complying with applicable state and local utility damage prevention Laws and Regulations;
 3. verifying the actual location of those Underground Facilities shown or indicated in the Contract Documents as being within the area affected by the Work, by exposing such Underground Facilities during the course of construction;
 4. coordination of the Work with the owners (including Owner) of such Underground Facilities, during construction; and
 5. the safety and protection of all existing Underground Facilities at the Site, and repairing any damage thereto resulting from the Work.
- B. *Notice by Contractor:* If Contractor believes that an Underground Facility that is uncovered or revealed at the Site was not shown or indicated on the Drawings, or was not shown or indicated on the Drawings with reasonable accuracy, then Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing any Work in connection therewith (except in an emergency as required by Paragraph 7.15), notify Owner and Engineer in writing regarding such Underground Facility.
- C. *Engineer's Review:* Engineer will:
1. promptly review the Underground Facility and conclude whether such Underground Facility was not shown or indicated on the Drawings, or was not shown or indicated with reasonable accuracy;
 2. identify and communicate with the owner of the Underground Facility; prepare recommendations to Owner (and if necessary issue any preliminary instructions to Contractor) regarding the Contractor's resumption of Work in connection with the Underground Facility in question;
 3. obtain any pertinent cost or schedule information from Contractor; determine the extent, if any, to which a change is required in the Drawings or Specifications to reflect and document the consequences of the existence or location of the Underground Facility; and

4. advise Owner in writing of Engineer's findings, conclusions, and recommendations.

During such time, Contractor shall be responsible for the safety and protection of such Underground Facility.

- D. *Owner's Statement to Contractor Regarding Underground Facility:* After receipt of Engineer's written findings, conclusions, and recommendations, Owner shall issue a written statement to Contractor (with a copy to Engineer) regarding the Underground Facility in question addressing the resumption of Work in connection with such Underground Facility, indicating whether any change in the Drawings or Specifications will be made, and adopting or rejecting Engineer's written findings, conclusions, and recommendations in whole or in part.
- E. *Early Resumption of Work:* If at any time Engineer determines that Work in connection with the Underground Facility may resume prior to completion of Engineer's review or Owner's issuance of its statement to Contractor, because the Underground Facility in question and conditions affected by its presence have been adequately documented, and analyzed on a preliminary basis, then the Engineer may at its discretion instruct Contractor to resume such Work.
- F. *Possible Price and Times Adjustments*
 1. Contractor shall be entitled to an equitable adjustment in the Contract Price or Contract Times, to the extent that any existing Underground Facility at the Site that was not shown or indicated on the Drawings, or was not shown or indicated with reasonable accuracy, or any related delay, disruption, or interference, causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
 - a. With respect to Work that is paid for on a unit price basis, any adjustment in Contract Price will be subject to the provisions of Paragraph 13.03;
 - b. Contractor's entitlement to an adjustment of the Contract Times is subject to the provisions of Paragraphs 4.05.D and 4.05.E; and
 - c. Contractor gave the notice required in Paragraph 5.05.B.
 2. If Owner and Contractor agree regarding Contractor's entitlement to and the amount or extent of any adjustment in the Contract Price or Contract Times, then any such adjustment will be set forth in a Change Order.
 3. Contractor may submit a Change Proposal regarding its entitlement to or the amount or extent of any adjustment in the Contract Price or Contract Times, no later than 30 days after Owner's issuance of the Owner's written statement to Contractor regarding the Underground Facility in question.
 4. The information and data shown or indicated on the Drawings with respect to existing Underground Facilities at the Site is based on information and data (a) furnished by the owners of such Underground Facilities, or by others, (b) obtained from available records, or (c) gathered in an investigation conducted in accordance with the current edition of ASCE 38, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, by the American Society of Civil Engineers. If such information or data is incorrect or incomplete, Contractor's remedies are limited to those set forth in this Paragraph 5.05.F.

5.06 *Hazardous Environmental Conditions at Site*

- A. *Reports and Drawings*: The Supplementary Conditions identify:
1. those reports known to Owner relating to Hazardous Environmental Conditions that have been identified at or adjacent to the Site;
 2. drawings known to Owner relating to Hazardous Environmental Conditions that have been identified at or adjacent to the Site; and
 3. Technical Data contained in such reports and drawings.
- B. *Reliance by Contractor on Technical Data Authorized*: Contractor may rely upon the accuracy of the Technical Data expressly identified in the Supplementary Conditions with respect to such reports and drawings, but such reports and drawings are not Contract Documents. If no such express identification has been made, then Contractor may rely on the accuracy of the Technical Data as defined in Paragraph 1.01.A.46.b. Except for such reliance on Technical Data, Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, with respect to:
1. the completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences and procedures of construction to be employed by Contractor, and safety precautions and programs incident thereto;
 2. other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings; or
 3. any Contractor interpretation of or conclusion drawn from any Technical Data or any such other data, interpretations, opinions or information.
- C. Contractor shall not be responsible for removing or remediating any Hazardous Environmental Condition encountered, uncovered, or revealed at the Site unless such removal or remediation is expressly identified in the Contract Documents to be within the scope of the Work.
- D. Contractor shall be responsible for controlling, containing, and duly removing all Constituents of Concern brought to the Site by Contractor, Subcontractors, Suppliers, or anyone else for whom Contractor is responsible, and for any associated costs; and for the costs of removing and remediating any Hazardous Environmental Condition created by the presence of any such Constituents of Concern.
- E. If Contractor encounters, uncovers, or reveals a Hazardous Environmental Condition whose removal or remediation is not expressly identified in the Contract Documents as being within the scope of the Work, or if Contractor or anyone for whom Contractor is responsible creates a Hazardous Environmental Condition, then Contractor shall immediately: (1) secure or otherwise isolate such condition; (2) stop all Work in connection with such condition and in any area affected thereby (except in an emergency as required by Paragraph 7.15); and (3) notify Owner and Engineer (and promptly thereafter confirm such notice in writing). Owner shall promptly consult with Engineer concerning the necessity for Owner to retain a qualified expert to evaluate such condition or take corrective action, if any. Promptly after consulting with Engineer, Owner shall take such actions as are necessary to permit Owner to timely obtain required permits and provide Contractor the written notice required by

Paragraph 5.06.F. If Contractor or anyone for whom Contractor is responsible created the Hazardous Environmental Condition in question, then Owner may remove and remediate the Hazardous Environmental Condition, and impose a set-off against payments to account for the associated costs.

- F. Contractor shall not resume Work in connection with such Hazardous Environmental Condition or in any affected area until after Owner has obtained any required permits related thereto, and delivered written notice to Contractor either (1) specifying that such condition and any affected area is or has been rendered safe for the resumption of Work, or (2) specifying any special conditions under which such Work may be resumed safely.
- G. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Contract Times, as a result of such Work stoppage, such special conditions under which Work is agreed to be resumed by Contractor, or any costs or expenses incurred in response to the Hazardous Environmental Condition, then within 30 days of Owner's written notice regarding the resumption of Work, Contractor may submit a Change Proposal, or Owner may impose a set-off. Entitlement to any such adjustment is subject to the provisions of Paragraphs 4.05.D, 4.05.E, 11.07, and 11.08.
- H. If, after receipt of such written notice, Contractor does not agree to resume such Work based on a reasonable belief it is unsafe, or does not agree to resume such Work under such special conditions, then Owner may order the portion of the Work that is in the area affected by such condition to be deleted from the Work, following the contractual change procedures in Article 11. Owner may have such deleted portion of the Work performed by Owner's own forces or others in accordance with Article 8.
- ~~I. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition, provided that such Hazardous Environmental Condition (1) was not shown or indicated in the Drawings, Specifications, or other Contract Documents, identified as Technical Data entitled to limited reliance pursuant to Paragraph 5.06.B, or identified in the Contract Documents to be included within the scope of the Work, and (2) was not created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 5.06.I obligates Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.~~
- J. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the failure to control, contain, or remove a Constituent of Concern brought to the Site by Contractor or by anyone for whom Contractor is responsible, or to a Hazardous Environmental Condition created by Contractor or by anyone for whom Contractor is responsible. Nothing in this

Paragraph 5.06.J obligates Contractor to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.

- K. The provisions of Paragraphs 5.03, 5.04, and 5.05 do not apply to the presence of Constituents of Concern or to a Hazardous Environmental Condition uncovered or revealed at the Site.

ARTICLE 6—BONDS AND INSURANCE

6.01 *Performance, Payment, and Other Bonds*

- A. Contractor shall furnish a performance bond and a payment bond, each in an amount at least equal to the Contract Price, as security for the faithful performance and payment of Contractor's obligations under the Contract. These bonds must remain in effect until one year after the date when final payment becomes due or until completion of the correction period specified in Paragraph 15.08, whichever is later, except as provided otherwise by Laws or Regulations, the terms of a prescribed bond form, the Supplementary Conditions, or other provisions of the Contract.
- B. Contractor shall also furnish such other bonds (if any) as are required by the Supplementary Conditions or other provisions of the Contract.
- C. All bonds must be in the form included in the Bidding Documents or otherwise specified by Owner prior to execution of the Contract, except as provided otherwise by Laws or Regulations, and must be issued and signed by a surety named in "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Department Circular 570 (as amended and supplemented) by the Bureau of the Fiscal Service, U.S. Department of the Treasury. A bond signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority must show that it is effective on the date the agent or attorney-in-fact signed the accompanying bond.
- D. Contractor shall obtain the required bonds from surety companies that are duly licensed or authorized, in the state or jurisdiction in which the Project is located, to issue bonds in the required amounts.
- E. If the surety on a bond furnished by Contractor is declared bankrupt or becomes insolvent, or the surety ceases to meet the requirements above, then Contractor shall promptly notify Owner and Engineer in writing and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which must comply with the bond and surety requirements above.
- F. If Contractor has failed to obtain a required bond, Owner may exclude the Contractor from the Site and exercise Owner's termination rights under Article 16.
- G. Upon request to Owner from any Subcontractor, Supplier, or other person or entity claiming to have furnished labor, services, materials, or equipment used in the performance of the Work, Owner shall provide a copy of the payment bond to such person or entity.
- H. Upon request to Contractor from any Subcontractor, Supplier, or other person or entity claiming to have furnished labor, services, materials, or equipment used in the performance of the Work, Contractor shall provide a copy of the payment bond to such person or entity.

6.02 Insurance—General Provisions

- A. ~~Owner and~~ Contractor shall obtain and maintain insurance as required in this article and in the Supplementary Conditions.
- B. All insurance required by the Contract to be purchased and maintained by ~~Owner or~~ Contractor shall be obtained from insurance companies that are duly licensed or authorized in the state or jurisdiction in which the Project is located to issue insurance policies for the required limits and coverages. Unless a different standard is indicated in the Supplementary Conditions ~~or the Agreement~~, all companies that provide insurance policies required under this Contract shall have an A.M. Best rating of A-VII or better.
- C. Alternative forms of insurance coverage, including but not limited to self-insurance and “Occupational Accident and Excess Employer’s Indemnity Policies,” are not sufficient to meet the insurance requirements of this Contract, unless expressly allowed in the Supplementary Conditions.
- D. Contractor shall deliver to Owner, with copies to each additional insured identified in the Contract, certificates of insurance and endorsements establishing that Contractor has obtained and is maintaining the policies and coverages required by the Contract. Upon request by Owner or any other insured, Contractor shall also furnish other evidence of such required insurance, including but not limited to copies of policies, documentation of applicable self-insured retentions (if allowed) and deductibles, full disclosure of all relevant exclusions, and evidence of insurance required to be purchased and maintained by Subcontractors or Suppliers. In any documentation furnished under this provision, Contractor, Subcontractors, and Suppliers may block out (redact) (1) any confidential premium or pricing information and (2) any wording specific to a project or jurisdiction other than those applicable to this Contract.
- ~~E. Owner shall deliver to Contractor, with copies to each additional insured identified in the Contract, certificates of insurance and endorsements establishing that Owner has obtained and is maintaining the policies and coverages required of Owner by the Contract (if any). Upon request by Contractor or any other insured, Owner shall also provide other evidence of such required insurance (if any), including but not limited to copies of policies, documentation of applicable self-insured retentions (if allowed) and deductibles, and full disclosure of all relevant exclusions. In any documentation furnished under this provision, Owner may block out (redact) (1) any confidential premium or pricing information and (2) any wording specific to a project or jurisdiction other than those relevant to this Contract.~~
- F. Failure of ~~Owner or Contractor~~ to demand such certificates or other evidence of the other party’s full compliance with these insurance requirements, or failure of ~~Owner or Contractor~~ to identify a deficiency in compliance from the evidence provided, will not be construed as a waiver of the other party’s obligation to obtain and maintain such insurance.
- G. In addition to the liability insurance required to be provided by Contractor, the Owner, at Owner’s option, may purchase and maintain Owner’s own liability insurance. Owner’s liability policies, if any, operate separately and independently from policies required to be provided by Contractor, and Contractor cannot rely upon Owner’s liability policies for any of Contractor’s obligations to the Owner, Engineer, or third parties.

- H. Contractor shall require:
1. Subcontractors to purchase and maintain worker's compensation, commercial general liability, and other insurance that is appropriate for their participation in the Project, and to name as additional insureds Owner and Engineer (and any other individuals or entities identified in the Supplementary Conditions as additional insureds on Contractor's liability policies) on each Subcontractor's commercial general liability insurance policy; and
 2. Suppliers to purchase and maintain insurance that is appropriate for their participation in the Project.
- I. If ~~Contractor either party~~ does not purchase or maintain the insurance required ~~of such party~~ by the Contract, ~~Contractorsuch party~~ shall notify the ~~Ownerother party~~ in writing of such failure to purchase prior to the start of the Work, or of such failure to maintain prior to any change in the required coverage.
- J. If Contractor has failed to obtain and maintain required insurance, Contractor's entitlement to enter or remain at the Site will end immediately, and Owner may impose an appropriate set-off against payment for any associated costs (including but not limited to the cost of purchasing necessary insurance coverage), and exercise Owner's termination rights under Article 16.
- K. Without prejudice to any other right or remedy, if ~~Contractora party~~ has failed to obtain required insurance, the ~~Ownerother party~~ may elect (but is in no way obligated) to obtain equivalent insurance to protect ~~such other party~~'s interests at the expense of the ~~Contractorparty who was required to provide such coverage~~, and the Contract Price will be adjusted accordingly.
- L. Owner does not represent that insurance coverage and limits established in this Contract necessarily will be adequate to protect Contractor or Contractor's interests. Contractor is responsible for determining whether such coverage and limits are adequate to protect its interests, and for obtaining and maintaining any additional insurance that Contractor deems necessary.
- M. The insurance and insurance limits required herein will not be deemed as a limitation on Contractor's liability, or that of its Subcontractors or Suppliers, under the indemnities granted to Owner and other individuals and entities in the Contract or otherwise.
- N. All the policies of insurance required to be purchased and maintained under this Contract will contain a provision or endorsement that the coverage afforded will not be canceled, or renewal refused, until at least 10 days prior written notice has been given to the purchasing policyholder. Within three days of receipt of any such written notice, the purchasing policyholder shall provide a copy of the notice to each other insured and Engineer.

6.03 Contractor's Insurance

- A. *Required Insurance:* Contractor shall purchase and maintain Worker's Compensation, Commercial General Liability, and other insurance pursuant to the specific requirements of the Supplementary Conditions.

- B. *General Provisions:* The policies of insurance required by this Paragraph 6.03 as supplemented must:
1. include at least the specific coverages required;
 2. be written for not less than the limits provided, or those required by Laws or Regulations, whichever is greater;
 3. remain in effect at least until the Work is complete (as set forth in Paragraph 15.06.D), and longer if expressly required elsewhere in this Contract, and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work as a warranty or correction obligation, or otherwise, or returning to the Site to conduct other tasks arising from the Contract;
 4. apply with respect to the performance of the Work, whether such performance is by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable; and
 5. include all necessary endorsements to support the stated requirements.
- C. *Additional Insureds:* The Contractor's commercial general liability, automobile liability, employer's liability, umbrella or excess, pollution liability, and unmanned aerial vehicle liability policies, if required by this Contract, must:
1. include and list as additional insureds Owner and Engineer, and any individuals or entities identified as additional insureds in the Supplementary Conditions;
 2. include coverage for the respective officers, directors, members, partners, employees, and consultants of all such additional insureds;
 3. afford primary coverage to these additional insureds for all claims covered thereby (including as applicable those arising from both ongoing and completed operations);
 4. not seek contribution from insurance maintained by the additional insured; and
 5. as to commercial general liability insurance, apply to additional insureds with respect to liability caused in whole or in part by Contractor's acts or omissions, or the acts and omissions of those working on Contractor's behalf, in the performance of Contractor's operations.

6.04 *Builder's Risk and Other Property Insurance*

- A. *Builder's Risk:* Unless otherwise provided in the Supplementary Conditions, Contractor shall purchase and maintain builder's risk insurance upon the Work on a completed value basis, in the amount of the Work's full insurable replacement cost (subject to such deductible amounts as may be provided in the Supplementary Conditions or required by Laws and Regulations). The specific requirements applicable to the builder's risk insurance are set forth in the Supplementary Conditions.
- ~~B. *Property Insurance for Facilities of Owner Where Work Will Occur:* Owner is responsible for obtaining and maintaining property insurance covering each existing structure, building, or facility in which any part of the Work will occur, or to which any part of the Work will attach or be adjoined. Such property insurance will be written on a special perils (all risk) form, on a replacement cost basis, providing coverage consistent with that required for the builder's~~

~~risk insurance, and will be maintained until the Work is complete, as set forth in Paragraph 15.06.D.~~

- ~~C. *Property Insurance for Substantially Complete Facilities:* Promptly after Substantial Completion, and before actual occupancy or use of the substantially completed Work, Owner will obtain property insurance for such substantially completed Work, and maintain such property insurance at least until the Work is complete, as set forth in Paragraph 15.06.D. Such property insurance will be written on a special perils (all-risk) form, on a replacement cost basis, and provide coverage consistent with that required for the builder's risk insurance. The builder's risk insurance may terminate upon written confirmation of Owner's procurement of such property insurance.~~
- ~~D. *Partial Occupancy or Use by Owner:* If Owner will occupy or use a portion or portions of the Work prior to Substantial Completion of all the Work, as provided in Paragraph 15.04, then Owner (directly, if it is the purchaser of the builder's risk policy, or through Contractor) will provide advance notice of such occupancy or use to the builder's risk insurer, and obtain an endorsement consenting to the continuation of coverage prior to commencing such partial occupancy or use.~~
- E. *Insurance of Other Property; Additional Insurance:* If the express insurance provisions of the Contract do not require or address the insurance of a property item or interest, then the entity or individual owning such property item will be responsible for insuring it. If Contractor elects to obtain other special insurance to be included in or supplement the builder's risk or property insurance policies provided under this Paragraph 6.04, it may do so at Contractor's expense.

6.05 *Property Losses; Subrogation*

- A. The builder's risk insurance policy purchased and maintained in accordance with Paragraph 6.04 (or an installation floater policy if authorized by the Supplementary Conditions), will contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any insureds thereunder, or against Engineer or its consultants, or their officers, directors, members, partners, employees, agents, consultants, or subcontractors.
- ~~Owner and~~ Contractor waives all rights against ~~Ownereach other~~ and the respective officers, directors, council-members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils, risks, or causes of loss covered by such policies and any other property insurance applicable to the Work; and, in addition, waive all such rights against Engineer, its consultants, all individuals or entities identified in the Supplementary Conditions as builder's risk or installation floater insureds, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, under such policies for losses and damages so caused.
 - None of the above waivers extends to the rights that any party making such waiver may have to the proceeds of insurance held by ~~Owner or~~ Contractor as trustee or fiduciary, or otherwise payable under any policy so issued.
- B. Any property insurance policy maintained by Owner covering any loss, damage, or consequential loss to Owner's existing structures, buildings, or facilities in which any part of

the Work will occur, or to which any part of the Work will attach or adjoin; to adjacent structures, buildings, or facilities of Owner; or to part or all of the completed or substantially completed Work, during partial occupancy or use pursuant to Paragraph 15.04, after Substantial Completion pursuant to Paragraph 15.03, or after final payment pursuant to Paragraph 15.06, will contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any insureds thereunder, or against Contractor, Subcontractors, or Engineer, or the officers, directors, members, partners, employees, agents, consultants, or subcontractors of each and any of them, and that the insured is allowed to waive the insurer's rights of subrogation in a written contract executed prior to the loss, damage, or consequential loss.

1. Owner waives all rights against Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from fire or any of the perils, risks, or causes of loss covered by such policies.
- C. The waivers in this Paragraph 6.05 include the waiver of rights due to business interruption, loss of use, or other consequential loss extending beyond direct physical loss or damage to Owner's property or the Work caused by, arising out of, or resulting from fire or other insured peril, risk, or cause of loss.
- D. Contractor shall be responsible for assuring that each Subcontract contains provisions whereby the Subcontractor waives all rights against Owner, Contractor, all individuals or entities identified in the Supplementary Conditions as insureds, the Engineer and its consultants, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, relating to, or resulting from fire or other peril, risk, or cause of loss covered by builder's risk insurance, installation floater, and any other property insurance applicable to the Work.

6.06 *Receipt and Application of Property Insurance Proceeds*

- A. Any insured loss under the builder's risk and other policies of property insurance required by Paragraph 6.04 will be adjusted and settled with the named insured that purchased the policy. Such named insured shall act as fiduciary for the other insureds, and give notice to such other insureds that adjustment and settlement of a claim is in progress. Any other insured may state its position regarding a claim for insured loss in writing within 15 days after notice of such claim.
- B. Proceeds for such insured losses may be made payable by the insurer either jointly to multiple insureds, or to the named insured that purchased the policy in its own right and as fiduciary for other insureds, subject to the requirements of any applicable mortgage clause. A named insured receiving insurance proceeds under the builder's risk and other policies of insurance required by Paragraph 6.04 shall maintain such proceeds in a segregated account, and distribute such proceeds in accordance with such agreement as the parties in interest may reach, or as otherwise required under the dispute resolution provisions of this Contract or applicable Laws and Regulations.
- C. If no other special agreement is reached, Contractor shall repair or replace the damaged Work, using allocated insurance proceeds.

ARTICLE 7—CONTRACTOR’S RESPONSIBILITIES

7.01 *Contractor’s Means and Methods of Construction*

- A. Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction.
- B. If the Contract Documents note, or Contractor determines, that professional engineering or other design services are needed to carry out Contractor’s responsibilities for construction means, methods, techniques, sequences, and procedures, or for Site safety, then Contractor shall cause such services to be provided by a properly licensed design professional, at Contractor’s expense. Such services are not Owner-delegated professional design services under this Contract, and neither Owner nor Engineer has any responsibility with respect to (1) Contractor’s determination of the need for such services, (2) the qualifications or licensing of the design professionals retained or employed by Contractor, (3) the performance of such services, or (4) any errors, omissions, or defects in such services.

7.02 *Supervision and Superintendence*

- A. Contractor shall supervise, inspect, and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents.
- B. At all times during the progress of the Work, Contractor shall assign a competent resident superintendent who will not be replaced without written notice to Owner and Engineer except under extraordinary circumstances.

7.03 *Labor; Working Hours*

- A. Contractor shall provide competent, suitably qualified personnel to survey and lay out the Work and perform construction as required by the Contract Documents. Contractor shall maintain good discipline and order at the Site.
- B. Contractor shall be fully responsible to Owner and Engineer for all acts and omissions of Contractor’s employees; of Suppliers and Subcontractors, and their employees; and of any other individuals or entities performing or furnishing any of the Work, just as Contractor is responsible for Contractor’s own acts and omissions.
- C. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site will be performed during regular working hours, Monday through Friday. Contractor will not perform Work on a Saturday, Sunday, or any legal holiday. Contractor may perform Work outside regular working hours or on Saturdays, Sundays, or legal holidays only with Owner’s written consent, which will not be unreasonably withheld.

7.04 *Services, Materials, and Equipment*

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start up, and completion of the Work, whether or not such items are specifically called for in the Contract Documents.

- B. All materials and equipment incorporated into the Work must be new and of good quality, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications will expressly run to the benefit of Owner. If required by Engineer, Contractor shall furnish satisfactory evidence (including reports of required tests) as to the source, kind, and quality of materials and equipment.
- C. All materials and equipment must be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable Supplier, except as otherwise may be provided in the Contract Documents.

7.05 *“Or Equals”*

- A. *Contractor’s Request; Governing Criteria:* Whenever an item of equipment or material is specified or described in the Contract Documents by using the names of one or more proprietary items or specific Suppliers, the Contract Price has been based upon Contractor furnishing such item as specified. The specification or description of such an item is intended to establish the type, function, appearance, and quality required. Unless the specification or description contains or is followed by words reading that no like, equivalent, or “or equal” item is permitted, Contractor may request that Engineer authorize the use of other items of equipment or material, or items from other proposed Suppliers, under the circumstances described below.
 - 1. If Engineer in its sole discretion determines that an item of equipment or material proposed by Contractor is functionally equal to that named and sufficiently similar so that no change in related Work will be required, Engineer will deem it an “or equal” item. For the purposes of this paragraph, a proposed item of equipment or material will be considered functionally equal to an item so named if:
 - a. in the exercise of reasonable judgment Engineer determines that the proposed item:
 - 1) is at least equal in materials of construction, quality, durability, appearance, strength, and design characteristics;
 - 2) will reliably perform at least equally well the function and achieve the results imposed by the design concept of the completed Project as a functioning whole;
 - 3) has a proven record of performance and availability of responsive service; and
 - 4) is not objectionable to Owner.
 - b. Contractor certifies that, if the proposed item is approved and incorporated into the Work:
 - 1) there will be no increase in cost to the Owner or increase in Contract Times; and
 - 2) the item will conform substantially to the detailed requirements of the item named in the Contract Documents.
- B. *Contractor’s Expense:* Contractor shall provide all data in support of any proposed “or equal” item at Contractor’s expense.
- C. *Engineer’s Evaluation and Determination:* Engineer will be allowed a reasonable time to evaluate each “or-equal” request. Engineer may require Contractor to furnish additional data about the proposed “or-equal” item. Engineer will be the sole judge of acceptability.

No "or-equal" item will be ordered, furnished, installed, or utilized until Engineer's review is complete and Engineer determines that the proposed item is an "or-equal," which will be evidenced by an approved Shop Drawing or other written communication. Engineer will advise Contractor in writing of any negative determination.

- D. *Effect of Engineer's Determination:* Neither approval nor denial of an "or-equal" request will result in any change in Contract Price. The Engineer's denial of an "or-equal" request will be final and binding, and may not be reversed through an appeal under any provision of the Contract.
- E. *Treatment as a Substitution Request:* If Engineer determines that an item of equipment or material proposed by Contractor does not qualify as an "or-equal" item, Contractor may request that Engineer consider the item a proposed substitute pursuant to Paragraph 7.06.

7.06 Substitutes

- A. *Contractor's Request; Governing Criteria:* Unless the specification or description of an item of equipment or material required to be furnished under the Contract Documents contains or is followed by words reading that no substitution is permitted, Contractor may request that Engineer authorize the use of other items of equipment or material under the circumstances described below. To the extent possible such requests must be made before commencement of related construction at the Site.
 - 1. Contractor shall submit sufficient information as provided below to allow Engineer to determine if the item of material or equipment proposed is functionally equivalent to that named and an acceptable substitute therefor. Engineer will not accept requests for review of proposed substitute items of equipment or material from anyone other than Contractor.
 - 2. The requirements for review by Engineer will be as set forth in Paragraph 7.06.B, as supplemented by the Specifications, and as Engineer may decide is appropriate under the circumstances.
 - 3. Contractor shall make written application to Engineer for review of a proposed substitute item of equipment or material that Contractor seeks to furnish or use. The application:
 - a. will certify that the proposed substitute item will:
 - 1) perform adequately the functions and achieve the results called for by the general design;
 - 2) be similar in substance to the item specified; and
 - 3) be suited to the same use as the item specified.
 - b. will state:
 - 1) the extent, if any, to which the use of the proposed substitute item will necessitate a change in Contract Times;
 - 2) whether use of the proposed substitute item in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with Owner for other work on the Project) to adapt the design to the proposed substitute item; and

- 3) whether incorporation or use of the proposed substitute item in connection with the Work is subject to payment of any license fee or royalty.
 - c. will identify:
 - 1) all variations of the proposed substitute item from the item specified; and
 - 2) available engineering, sales, maintenance, repair, and replacement services.
 - d. will contain an itemized estimate of all costs or credits that will result directly or indirectly from use of such substitute item, including but not limited to changes in Contract Price, shared savings, costs of redesign, and claims of other contractors affected by any resulting change.
- B. *Engineer's Evaluation and Determination:* Engineer will be allowed a reasonable time to evaluate each substitute request, and to obtain comments and direction from Owner. Engineer may require Contractor to furnish additional data about the proposed substitute item. Engineer will be the sole judge of acceptability. No substitute will be ordered, furnished, installed, or utilized until Engineer's review is complete and Engineer determines that the proposed item is an acceptable substitute. Engineer's determination will be evidenced by a Field Order or a proposed Change Order accounting for the substitution itself and all related impacts, including changes in Contract Price or Contract Times. Engineer will advise Contractor in writing of any negative determination.
- C. *Special Guarantee:* Owner may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute.
- D. *Reimbursement of Engineer's Cost:* Engineer will record Engineer's costs in evaluating a substitute proposed or submitted by Contractor. Whether or not Engineer approves a substitute so proposed or submitted by Contractor, Contractor shall reimburse Owner for the reasonable charges of Engineer for evaluating each such proposed substitute. Contractor shall also reimburse Owner for the reasonable charges of Engineer for making changes in the Contract Documents (or in the provisions of any other direct contract with Owner) resulting from the acceptance of each proposed substitute.
- E. *Contractor's Expense:* Contractor shall provide all data in support of any proposed substitute at Contractor's expense.
- F. *Effect of Engineer's Determination:* If Engineer approves the substitution request, Contractor shall execute the proposed Change Order and proceed with the substitution. The Engineer's denial of a substitution request will be final and binding, and may not be reversed through an appeal under any provision of the Contract. Contractor may challenge the scope of reimbursement costs imposed under Paragraph 7.06.D, by timely submittal of a Change Proposal.

7.07 *Concerning Subcontractors and Suppliers*

- A. Contractor may retain Subcontractors and Suppliers for the performance of parts of the Work. Such Subcontractors and Suppliers must be acceptable to Owner. The Contractor's retention of a Subcontractor or Supplier for the performance of parts of the Work will not relieve Contractor's obligation to Owner to perform and complete the Work in accordance with the Contract Documents.

- B. Contractor shall retain specific Subcontractors and Suppliers for the performance of designated parts of the Work if required by the Contract to do so.
- C. Subsequent to the submittal of Contractor's Bid or final negotiation of the terms of the Contract, Owner may not require Contractor to retain any Subcontractor or Supplier to furnish or perform any of the Work against which Contractor has reasonable objection.
- D. Prior to entry into any binding subcontract or purchase order, Contractor shall submit to Owner the identity of the proposed Subcontractor or Supplier (unless Owner has already deemed such proposed Subcontractor or Supplier acceptable during the bidding process or otherwise). Such proposed Subcontractor or Supplier shall be deemed acceptable to Owner unless Owner raises a substantive, reasonable objection within 5 days.
- E. Owner may require the replacement of any Subcontractor or Supplier. Owner also may require Contractor to retain specific replacements; provided, however, that Owner may not require a replacement to which Contractor has a reasonable objection. If Contractor has submitted the identity of certain Subcontractors or Suppliers for acceptance by Owner, and Owner has accepted it (either in writing or by failing to make written objection thereto), then Owner may subsequently revoke the acceptance of any such Subcontractor or Supplier so identified solely on the basis of substantive, reasonable objection after due investigation. Contractor shall submit an acceptable replacement for the rejected Subcontractor or Supplier.
- F. If Owner requires the replacement of any Subcontractor or Supplier retained by Contractor to perform any part of the Work, then Contractor shall be entitled to an adjustment in Contract Price or Contract Times, with respect to the replacement; and Contractor shall initiate a Change Proposal for such adjustment within 30 days of Owner's requirement of replacement.
- G. No acceptance by Owner of any such Subcontractor or Supplier, whether initially or as a replacement, will constitute a waiver of the right of Owner to the completion of the Work in accordance with the Contract Documents.
- H. On a monthly basis, Contractor shall submit to Engineer a complete list of all Subcontractors and Suppliers having a direct contract with Contractor, and of all other Subcontractors and Suppliers known to Contractor at the time of submittal.
- I. Contractor shall be solely responsible for scheduling and coordinating the work of Subcontractors and Suppliers.
- J. The divisions and sections of the Specifications and the identifications of any Drawings do not control Contractor in dividing the Work among Subcontractors or Suppliers, or in delineating the Work to be performed by any specific trade.
- K. All Work performed for Contractor by a Subcontractor or Supplier must be pursuant to an appropriate contractual agreement that specifically binds the Subcontractor or Supplier to the applicable terms and conditions of the Contract for the benefit of Owner and Engineer.
- L. Owner may furnish to any Subcontractor or Supplier, to the extent practicable, information about amounts paid to Contractor for Work performed for Contractor by the Subcontractor or Supplier.

- M. Contractor shall restrict all Subcontractors and Suppliers from communicating with Engineer or Owner, except through Contractor or in case of an emergency, or as otherwise expressly allowed in this Contract.

7.08 *Patent Fees and Royalties*

- A. Contractor shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others. If an invention, design, process, product, or device is specified in the Contract Documents for use in the performance of the Work and if, to the actual knowledge of Owner or Engineer, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights will be disclosed in the Contract Documents.
- B. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, and its officers, directors, members, partners, employees, agents, consultants, and subcontractors, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device specified in the Contract Documents, but not identified as being subject to payment of any license fee or royalty to others required by patent rights or copyrights.
- C. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents.

7.09 *Permits*

- A. Unless otherwise provided in the Contract Documents, Contractor shall obtain and pay for all construction permits, licenses, and certificates of occupancy. Owner shall assist Contractor, when necessary, in obtaining such permits and licenses. Contractor shall pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of the submission of Contractor's Bid (or when Contractor became bound under a negotiated contract). Owner shall pay all charges of utility owners for connections for providing permanent service to the Work.

7.10 *Taxes*

- A. Contractor shall pay all sales, consumer, use, and other similar taxes required to be paid by Contractor in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the Work.

7.11 *Laws and Regulations*

- A. Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the Work. Neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. If Contractor performs any Work or takes any other action knowing or having reason to know that it is contrary to Laws or Regulations, Contractor shall bear all resulting costs and losses, and shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such Work or other action. It is not Contractor's responsibility to make certain that the Work described in the Contract Documents is in accordance with Laws and Regulations, but this does not relieve Contractor of its obligations under Paragraph 3.03.
- C. Owner or Contractor may give written notice to the other party of any changes after the submission of Contractor's Bid (or after the date when Contractor became bound under a negotiated contract) in Laws or Regulations having an effect on the cost or time of performance of the Work, including but not limited to changes in Laws or Regulations having an effect on procuring permits and on sales, use, value-added, consumption, and other similar taxes. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Contract Times resulting from such changes, then within 30 days of such written notice Contractor may submit a Change Proposal, or Owner may initiate a Claim.

7.12 *Record Documents*

- A. Contractor shall maintain in a safe place at the Site one printed record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, written interpretations and clarifications, and approved Shop Drawings. Contractor shall keep such record documents in good order and annotate them to show changes made during construction. These record documents, together with all approved Samples, will be available to Engineer for reference. Upon completion of the Work, Contractor shall deliver these record documents to Engineer.

7.13 *Safety and Protection*

- A. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Such responsibility does not relieve Subcontractors of their responsibility for the safety of persons or property in the performance of their work, nor for compliance with applicable safety Laws and Regulations.
- B. Contractor shall designate a qualified and experienced safety representative whose duties and responsibilities are the prevention of Work-related accidents and the maintenance and supervision of safety precautions and programs.
- C. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:
 - 1. all persons on the Site or who may be affected by the Work;

2. all the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
 3. other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, other work in progress, utilities, and Underground Facilities not designated for removal, relocation, or replacement in the course of construction.
- D. All damage, injury, or loss to any property referred to in Paragraph 7.13.C.2 or 7.13.C.3 caused, directly or indirectly, in whole or in part, by Contractor, any Subcontractor, Supplier, or any other individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, shall be remedied by Contractor at its expense (except damage or loss attributable to the fault of Drawings or Specifications or to the acts or omissions of Owner or Engineer or anyone employed by any of them, or anyone for whose acts any of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor or any Subcontractor, Supplier, or other individual or entity directly or indirectly employed by any of them).
- E. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection.
- F. Contractor shall notify Owner; the owners of adjacent property; the owners of Underground Facilities and other utilities (if the identity of such owners is known to Contractor); and other contractors and utility owners performing work at or adjacent to the Site, in writing, when Contractor knows that prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation, and replacement of their property or work in progress.
- G. Contractor shall comply with the applicable requirements of Owner's safety programs, if any. Any Owner's safety programs that are applicable to the Work are identified or included in the Supplementary Conditions or Specifications.
- H. Contractor shall inform Owner and Engineer of the specific requirements of Contractor's safety program with which Owner's and Engineer's employees and representatives must comply while at the Site.
- I. Contractor's duties and responsibilities for safety and protection will continue until all the Work is completed, Engineer has issued a written notice to Owner and Contractor in accordance with Paragraph 15.06.C that the Work is acceptable, and Contractor has left the Site (except as otherwise expressly provided in connection with Substantial Completion).
- J. Contractor's duties and responsibilities for safety and protection will resume whenever Contractor or any Subcontractor or Supplier returns to the Site to fulfill warranty or correction obligations, or to conduct other tasks arising from the Contract Documents.

7.14 *Hazard Communication Programs*

- A. Contractor shall be responsible for coordinating any exchange of safety data sheets (formerly known as material safety data sheets) or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.

7.15 *Emergencies*

- A. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor is obligated to act to prevent damage, injury, or loss. Contractor shall give Engineer prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused by an emergency, or are required as a result of Contractor's response to an emergency. If Engineer determines that a change in the Contract Documents is required because of an emergency or Contractor's response, a Work Change Directive or Change Order will be issued.

7.16 *Submittals*

A. *Shop Drawing and Sample Requirements*

1. Before submitting a Shop Drawing or Sample, Contractor shall:
 - a. review and coordinate the Shop Drawing or Sample with other Shop Drawings and Samples and with the requirements of the Work and the Contract Documents;
 - b. determine and verify:
 - 1) all field measurements, quantities, dimensions, specified performance and design criteria, installation requirements, materials, catalog numbers, and similar information with respect to the Submittal;
 - 2) the suitability of all materials and equipment offered with respect to the indicated application, fabrication, shipping, handling, storage, assembly, and installation pertaining to the performance of the Work; and
 - 3) all information relative to Contractor's responsibilities for means, methods, techniques, sequences, and procedures of construction, and safety precautions and programs incident thereto;
 - c. confirm that the Submittal is complete with respect to all related data included in the Submittal.
 2. Each Shop Drawing or Sample must bear a stamp or specific written certification that Contractor has satisfied Contractor's obligations under the Contract Documents with respect to Contractor's review of that Submittal, and that Contractor approves the Submittal.
 3. With each Shop Drawing or Sample, Contractor shall give Engineer specific written notice of any variations that the Submittal may have from the requirements of the Contract Documents. This notice must be set forth in a written communication separate from the Submittal; and, in addition, in the case of a Shop Drawing by a specific notation made on the Shop Drawing itself.
- B. *Submittal Procedures for Shop Drawings and Samples:* Contractor shall label and submit Shop Drawings and Samples to Engineer for review and approval in accordance with the accepted Schedule of Submittals.
1. *Shop Drawings*
 - a. Contractor shall submit the number of copies required in the Specifications.

- b. Data shown on the Shop Drawings must be complete with respect to quantities, dimensions, specified performance and design criteria, materials, and similar data to show Engineer the services, materials, and equipment Contractor proposes to provide, and to enable Engineer to review the information for the limited purposes required by Paragraph 7.16.C.

2. *Samples*

- a. Contractor shall submit the number of Samples required in the Specifications.
 - b. Contractor shall clearly identify each Sample as to material, Supplier, pertinent data such as catalog numbers, the use for which intended and other data as Engineer may require to enable Engineer to review the Submittal for the limited purposes required by Paragraph 7.16.C.
3. Where a Shop Drawing or Sample is required by the Contract Documents or the Schedule of Submittals, any related Work performed prior to Engineer's review and approval of the pertinent submittal will be at the sole expense and responsibility of Contractor.

C. *Engineer's Review of Shop Drawings and Samples*

1. Engineer will provide timely review of Shop Drawings and Samples in accordance with the accepted Schedule of Submittals. Engineer's review and approval will be only to determine if the items covered by the Submittals will, after installation or incorporation in the Work, comply with the requirements of the Contract Documents, and be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
2. Engineer's review and approval will not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions or programs incident thereto.
3. Engineer's review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.
4. Engineer's review and approval of a Shop Drawing or Sample will not relieve Contractor from responsibility for any variation from the requirements of the Contract Documents unless Contractor has complied with the requirements of Paragraph 7.16.A.3 and Engineer has given written approval of each such variation by specific written notation thereof incorporated in or accompanying the Shop Drawing or Sample. Engineer will document any such approved variation from the requirements of the Contract Documents in a Field Order or other appropriate Contract modification.
5. Engineer's review and approval of a Shop Drawing or Sample will not relieve Contractor from responsibility for complying with the requirements of Paragraphs 7.16.A and B.
6. Engineer's review and approval of a Shop Drawing or Sample, or of a variation from the requirements of the Contract Documents, will not, under any circumstances, change the Contract Times or Contract Price, unless such changes are included in a Change Order.
7. Neither Engineer's receipt, review, acceptance, or approval of a Shop Drawing or Sample will result in such item becoming a Contract Document.

8. Contractor shall perform the Work in compliance with the requirements and commitments set forth in approved Shop Drawings and Samples, subject to the provisions of Paragraph 7.16.C.4.
- D. *Resubmittal Procedures for Shop Drawings and Samples*
1. Contractor shall make corrections required by Engineer and shall return the required number of corrected copies of Shop Drawings and submit, as required, new Samples for review and approval. Contractor shall direct specific attention in writing to revisions other than the corrections called for by Engineer on previous Submittals.
 2. Contractor shall furnish required Shop Drawing and Sample submittals with sufficient information and accuracy to obtain required approval of an item with no more than two resubmittals. Engineer will record Engineer's time for reviewing a third or subsequent resubmittal of a Shop Drawing or Sample, and Contractor shall be responsible for Engineer's charges to Owner for such time. Owner may impose a set-off against payments due Contractor to secure reimbursement for such charges.
 3. If Contractor requests a change of a previously approved Shop Drawing or Sample, Contractor shall be responsible for Engineer's charges to Owner for its review time, and Owner may impose a set-off against payments due Contractor to secure reimbursement for such charges, unless the need for such change is beyond the control of Contractor.
- E. *Submittals Other than Shop Drawings, Samples, and Owner-Delegated Designs*
1. The following provisions apply to all Submittals other than Shop Drawings, Samples, and Owner-delegated designs:
 - a. Contractor shall submit all such Submittals to the Engineer in accordance with the Schedule of Submittals and pursuant to the applicable terms of the Contract Documents.
 - b. Engineer will provide timely review of all such Submittals in accordance with the Schedule of Submittals and return such Submittals with a notation of either Accepted or Not Accepted. Any such Submittal that is not returned within the time established in the Schedule of Submittals will be deemed accepted.
 - c. Engineer's review will be only to determine if the Submittal is acceptable under the requirements of the Contract Documents as to general form and content of the Submittal.
 - d. If any such Submittal is not accepted, Contractor shall confer with Engineer regarding the reason for the non-acceptance, and resubmit an acceptable document.
 2. Procedures for the submittal and acceptance of the Progress Schedule, the Schedule of Submittals, and the Schedule of Values are set forth in Paragraphs 2.03, 2.04, and 2.05.
- F. Owner-delegated Designs: Submittals pursuant to Owner-delegated designs are governed by the provisions of Paragraph 7.19.

7.17 *Contractor's General Warranty and Guarantee*

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Engineer is entitled to rely on Contractor's warranty and guarantee.
- B. Owner's rights under this warranty and guarantee are in addition to, and are not limited by, Owner's rights under the correction period provisions of Paragraph 15.08. The time in which Owner may enforce its warranty and guarantee rights under this Paragraph 7.17 is limited only by applicable Laws and Regulations restricting actions to enforce such rights; provided, however, that after the end of the correction period under Paragraph 15.08:
 - 1. Owner shall give Contractor written notice of any defective Work within 60 days of the discovery that such Work is defective; and
 - 2. Such notice will be deemed the start of an event giving rise to a Claim under Paragraph 12.01.B, such that any related Claim must be brought within 30 days of the notice.
- C. Contractor's warranty and guarantee hereunder excludes defects or damage caused by:
 - 1. abuse, or improper modification, maintenance, or operation, by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
 - 2. normal wear and tear under normal usage.
- D. Contractor's obligation to perform and complete the Work in accordance with the Contract Documents is absolute. None of the following will constitute an acceptance of Work that is not in accordance with the Contract Documents, a release of Contractor's obligation to perform the Work in accordance with the Contract Documents, or a release of Owner's warranty and guarantee rights under this Paragraph 7.17:
 - 1. Observations by Engineer;
 - 2. Recommendation by Engineer or payment by Owner of any progress or final payment;
 - 3. The issuance of a certificate of Substantial Completion by Engineer or any payment related thereto by Owner;
 - 4. Use or occupancy of the Work or any part thereof by Owner;
 - 5. Any review and approval of a Shop Drawing or Sample submittal;
 - 6. The issuance of a notice of acceptability by Engineer;
 - 7. The end of the correction period established in Paragraph 15.08;
 - 8. Any inspection, test, or approval by others; or
 - 9. Any correction of defective Work by Owner.
- E. If the Contract requires the Contractor to accept the assignment of a contract entered into by Owner, then the specific warranties, guarantees, and correction obligations contained in the assigned contract will govern with respect to Contractor's performance obligations to Owner for the Work described in the assigned contract.

7.18 *Indemnification*

- A. To the fullest extent permitted by Laws and Regulations, and in addition to any other obligations of Contractor under the Contract or otherwise, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, from losses, damages, costs, and judgments (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) arising from third-party claims or actions relating to or resulting from the performance or furnishing of the Work, provided that any such claim, action, loss, cost, judgment or damage is attributable to bodily injury, sickness, disease, or death, or to damage to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable.
- B. In any and all claims against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, by any employee (or the survivor or personal representative of such employee) of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 7.18.A will not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such Subcontractor, Supplier, or other individual or entity under workers' compensation acts, disability benefit acts, or other employee benefit acts.

7.19 *Delegation of Professional Design Services*

- A. Owner may require Contractor to provide professional design services for a portion of the Work by express delegation in the Contract Documents. Such delegation will specify the performance and design criteria that such services must satisfy, and the Submittals that Contractor must furnish to Engineer with respect to the Owner-delegated design.
- B. Contractor shall cause such Owner-delegated professional design services to be provided pursuant to the professional standard of care by a properly licensed design professional, whose signature and seal must appear on all drawings, calculations, specifications, certifications, and Submittals prepared by such design professional. Such design professional must issue all certifications of design required by Laws and Regulations.
- C. If a Shop Drawing or other Submittal related to the Owner-delegated design is prepared by Contractor, a Subcontractor, or others for submittal to Engineer, then such Shop Drawing or other Submittal must bear the written approval of Contractor's design professional when submitted by Contractor to Engineer.
- D. Owner and Engineer shall be entitled to rely upon the adequacy, accuracy, and completeness of the services, certifications, and approvals performed or provided by the design professionals retained or employed by Contractor under an Owner-delegated design, subject to the professional standard of care and the performance and design criteria stated in the Contract Documents.

- E. Pursuant to this Paragraph 7.19, Engineer's review, approval, and other determinations regarding design drawings, calculations, specifications, certifications, and other Submittals furnished by Contractor pursuant to an Owner-delegated design will be only for the following limited purposes:
 - 1. Checking for conformance with the requirements of this Paragraph 7.19;
 - 2. Confirming that Contractor (through its design professionals) has used the performance and design criteria specified in the Contract Documents; and
 - 3. Establishing that the design furnished by Contractor is consistent with the design concept expressed in the Contract Documents.
- F. Contractor shall not be responsible for the adequacy of performance or design criteria specified by Owner or Engineer.
- G. Contractor is not required to provide professional services in violation of applicable Laws and Regulations.

ARTICLE 8—OTHER WORK AT THE SITE

8.01 *Other Work*

- A. In addition to and apart from the Work under the Contract Documents, the Owner may perform other work at or adjacent to the Site. Such other work may be performed by Owner's employees, or through contracts between the Owner and third parties. Owner may also arrange to have third-party utility owners perform work on their utilities and facilities at or adjacent to the Site.
- B. If Owner performs other work at or adjacent to the Site with Owner's employees, or through contracts for such other work, then Owner shall give Contractor written notice thereof prior to starting any such other work. If Owner has advance information regarding the start of any third-party utility work that Owner has arranged to take place at or adjacent to the Site, Owner shall provide such information to Contractor.
- C. Contractor shall afford proper and safe access to the Site to each contractor that performs such other work, each utility owner performing other work, and Owner, if Owner is performing other work with Owner's employees, and provide a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such other work.
- D. Contractor shall do all cutting, fitting, and patching of the Work that may be required to properly connect or otherwise make its several parts come together and properly integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating, or otherwise altering such work; provided, however, that Contractor may cut or alter others' work with the written consent of Engineer and the others whose work will be affected.
- E. If the proper execution or results of any part of Contractor's Work depends upon work performed by others, Contractor shall inspect such other work and promptly report to Engineer in writing any delays, defects, or deficiencies in such other work that render it unavailable or unsuitable for the proper execution and results of Contractor's Work. Contractor's failure to so report will constitute an acceptance of such other work as fit and

proper for integration with Contractor's Work except for latent defects and deficiencies in such other work.

- F. The provisions of this article are not applicable to work that is performed by third-party utilities or other third-party entities without a contract with Owner, or that is performed without having been arranged by Owner. If such work occurs, then any related delay, disruption, or interference incurred by Contractor is governed by the provisions of Paragraph 4.05.C.3.

8.02 *Coordination*

- A. If Owner intends to contract with others for the performance of other work at or adjacent to the Site, to perform other work at or adjacent to the Site with Owner's employees, or to arrange to have utility owners perform work at or adjacent to the Site, the following will be set forth in the Supplementary Conditions or provided to Contractor prior to the start of any such other work:
 - 1. The identity of the individual or entity that will have authority and responsibility for coordination of the activities among the various contractors;
 - 2. An itemization of the specific matters to be covered by such authority and responsibility; and
 - 3. The extent of such authority and responsibilities.
- B. Unless otherwise provided in the Supplementary Conditions, Owner shall have sole authority and responsibility for such coordination.

8.03 *Legal Relationships*

- A. If, in the course of performing other work for Owner at or adjacent to the Site, the Owner's employees, any other contractor working for Owner, or any utility owner that Owner has arranged to perform work, causes damage to the Work or to the property of Contractor or its Subcontractors, or delays, disrupts, interferes with, or increases the scope or cost of the performance of the Work, through actions or inaction, then Contractor shall be entitled to an equitable adjustment in the Contract Price or the Contract Times. Contractor must submit any Change Proposal seeking an equitable adjustment in the Contract Price or the Contract Times under this paragraph within 30 days of the damaging, delaying, disrupting, or interfering event. The entitlement to, and extent of, any such equitable adjustment will take into account information (if any) regarding such other work that was provided to Contractor in the Contract Documents prior to the submittal of the Bid or the final negotiation of the terms of the Contract, and any remedies available to Contractor under Laws or Regulations concerning utility action or inaction. When applicable, any such equitable adjustment in Contract Price will be conditioned on Contractor assigning to Owner all Contractor's rights against such other contractor or utility owner with respect to the damage, delay, disruption, or interference that is the subject of the adjustment. Contractor's entitlement to an adjustment of the Contract Times or Contract Price is subject to the provisions of Paragraphs 4.05.D and 4.05.E.
- B. Contractor shall take reasonable and customary measures to avoid damaging, delaying, disrupting, or interfering with the work of Owner, any other contractor, or any utility owner performing other work at or adjacent to the Site.

1. If Contractor fails to take such measures and as a result damages, delays, disrupts, or interferes with the work of any such other contractor or utility owner, then Owner may impose a set-off against payments due Contractor, and assign to such other contractor or utility owner the Owner's contractual rights against Contractor with respect to the breach of the obligations set forth in this Paragraph 8.03.B.
 2. When Owner is performing other work at or adjacent to the Site with Owner's employees, Contractor shall be liable to Owner for damage to such other work, and for the reasonable direct delay, disruption, and interference costs incurred by Owner as a result of Contractor's failure to take reasonable and customary measures with respect to Owner's other work. In response to such damage, delay, disruption, or interference, Owner may impose a set-off against payments due Contractor.
- C. If Contractor damages, delays, disrupts, or interferes with the work of any other contractor, or any utility owner performing other work at or adjacent to the Site, through Contractor's failure to take reasonable and customary measures to avoid such impacts, or if any claim arising out of Contractor's actions, inactions, or negligence in performance of the Work at or adjacent to the Site is made by any such other contractor or utility owner against Contractor, Owner, or Engineer, then Contractor shall (1) promptly attempt to settle the claim as to all parties through negotiations with such other contractor or utility owner, or otherwise resolve the claim by arbitration or other dispute resolution proceeding or at law, and (2) indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against any such claims, and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such damage, delay, disruption, or interference.

ARTICLE 9—OWNER'S RESPONSIBILITIES

9.01 *Communications to Contractor*

- A. Except as otherwise provided in these General Conditions, Owner shall issue all communications to Contractor through Engineer.

9.02 *Replacement of Engineer*

- A. Owner may at its discretion appoint an engineer to replace Engineer, provided Contractor makes no reasonable objection to the replacement engineer. The replacement engineer's status under the Contract Documents will be that of the former Engineer.

9.03 *Furnish Data*

- A. Owner shall promptly furnish the data required of Owner under the Contract Documents.

9.04 *Pay When Due*

- A. Owner shall make payments to Contractor when they are due as provided in the Agreement.

9.05 *Lands and Easements; Reports, Tests, and Drawings*

- A. Owner's duties with respect to providing lands and easements are set forth in Paragraph 5.01.

- B. Owner's duties with respect to providing engineering surveys to establish reference points are set forth in Paragraph 4.03.
- C. Article 5 refers to Owner's identifying and making available to Contractor copies of reports of explorations and tests of conditions at the Site, and drawings of physical conditions relating to existing surface or subsurface structures at the Site.

9.06 *Insurance*

- A. Owner's responsibilities, if any, with respect to purchasing and maintaining liability and property insurance are set forth in Article 6.

9.07 *Change Orders*

- A. Owner's responsibilities with respect to Change Orders are set forth in Article 11.

9.08 *Inspections, Tests, and Approvals*

- A. Owner's responsibility with respect to certain inspections, tests, and approvals is set forth in Paragraph 14.02.B.

9.09 *Limitations on Owner's Responsibilities*

- A. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

9.10 *Undisclosed Hazardous Environmental Condition*

- A. Owner's responsibility in respect to an undisclosed Hazardous Environmental Condition is set forth in Paragraph 5.06.

9.11 *Evidence of Financial Arrangements*

- A. Upon request of Contractor, Owner shall furnish Contractor reasonable evidence that financial arrangements have been made to satisfy Owner's obligations under the Contract (including obligations under proposed changes in the Work).

9.12 *Safety Programs*

- A. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed.
- B. Owner shall furnish copies of any applicable Owner safety programs to Contractor.

ARTICLE 10—ENGINEER'S STATUS DURING CONSTRUCTION

10.01 *Owner's Representative*

- A. Engineer will be Owner's representative during the construction period. The duties and responsibilities and the limitations of authority of Engineer as Owner's representative during construction are set forth in the Contract.

10.02 *Visits to Site*

- A. Engineer will make visits to the Site at intervals appropriate to the various stages of construction as Engineer deems necessary in order to observe, as an experienced and qualified design professional, the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, Engineer, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents. Engineer will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the Work. Engineer's efforts will be directed toward providing for Owner a greater degree of confidence that the completed Work will conform generally to the Contract Documents. On the basis of such visits and observations, Engineer will keep Owner informed of the progress of the Work and will endeavor to guard Owner against defective Work.
- B. Engineer's visits and observations are subject to all the limitations on Engineer's authority and responsibility set forth in Paragraph 10.07. Particularly, but without limitation, during or as a result of Engineer's visits or observations of Contractor's Work, Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work.

10.03 *Resident Project Representative*

- A. If Owner and Engineer have agreed that Engineer will furnish a Resident Project Representative to represent Engineer at the Site and assist Engineer in observing the progress and quality of the Work, then the authority and responsibilities of any such Resident Project Representative will be as provided in the Supplementary Conditions, and limitations on the responsibilities thereof will be as provided in the Supplementary Conditions and in Paragraph 10.07.
- B. If Owner designates an individual or entity who is not Engineer's consultant, agent, or employee to represent Owner at the Site, then the responsibilities and authority of such individual or entity will be as provided in the Supplementary Conditions.

10.04 *Engineer's Authority*

- A. Engineer has the authority to reject Work in accordance with Article 14.
- B. Engineer's authority as to Submittals is set forth in Paragraph 7.16.
- C. Engineer's authority as to design drawings, calculations, specifications, certifications and other Submittals from Contractor in response to Owner's delegation (if any) to Contractor of professional design services, is set forth in Paragraph 7.19.
- D. Engineer's authority as to changes in the Work is set forth in Article 11.
- E. Engineer's authority as to Applications for Payment is set forth in Article 15.

10.05 *Determinations for Unit Price Work*

- A. Engineer will determine the actual quantities and classifications of Unit Price Work performed by Contractor as set forth in Paragraph 13.03.

10.06 *Decisions on Requirements of Contract Documents and Acceptability of Work*

- A. Engineer will render decisions regarding the requirements of the Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth herein for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

10.07 *Limitations on Engineer's Authority and Responsibilities*

- A. Neither Engineer's authority or responsibility under this Article 10 or under any other provision of the Contract, nor any decision made by Engineer in good faith either to exercise or not exercise such authority or responsibility or the undertaking, exercise, or performance of any authority or responsibility by Engineer, will create, impose, or give rise to any duty in contract, tort, or otherwise owed by Engineer to Contractor, any Subcontractor, any Supplier, any other individual or entity, or to any surety for or employee or agent of any of them.
- B. Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Engineer will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- C. Engineer will not be responsible for the acts or omissions of Contractor or of any Subcontractor, any Supplier, or of any other individual or entity performing any of the Work.
- D. Engineer's review of the final Application for Payment and accompanying documentation, and all maintenance and operating instructions, schedules, guarantees, bonds, certificates of inspection, tests and approvals, and other documentation required to be delivered by Contractor under Paragraph 15.06.A, will only be to determine generally that their content complies with the requirements of, and in the case of certificates of inspections, tests, and approvals, that the results certified indicate compliance with the Contract Documents.
- E. The limitations upon authority and responsibility set forth in this Paragraph 10.07 also apply to the Resident Project Representative, if any.

10.08 *Compliance with Safety Program*

- A. While at the Site, Engineer's employees and representatives will comply with the specific applicable requirements of Owner's and Contractor's safety programs of which Engineer has been informed.

ARTICLE 11—CHANGES TO THE CONTRACT

11.01 *Amending and Supplementing the Contract*

- A. The Contract may be amended or supplemented by a Change Order, a Work Change Directive, or a Field Order.
- B. If an amendment or supplement to the Contract includes a change in the Contract Price or the Contract Times, such amendment or supplement must be set forth in a Change Order.

- C. All changes to the Contract that involve (1) the performance or acceptability of the Work, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, must be supported by Engineer's recommendation. Owner and Contractor may amend other terms and conditions of the Contract without the recommendation of the Engineer. **Any such amendment must be in writing and signed by duly authorized representatives of Owner and Contractor.**

11.02 *Change Orders*

- A. Owner and Contractor shall execute appropriate Change Orders covering:
 - 1. Changes in Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive;
 - 2. Changes in Contract Price resulting from an Owner set-off, unless Contractor has duly contested such set-off;
 - 3. Changes in the Work which are: (a) ordered by Owner pursuant to Paragraph 11.05, (b) required because of Owner's acceptance of defective Work under Paragraph 14.04 or Owner's correction of defective Work under Paragraph 14.07, or (c) agreed to by the parties, subject to the need for Engineer's recommendation if the change in the Work involves the design (as set forth in the Drawings, Specifications, or otherwise) or other engineering or technical matters; and
 - 4. Changes that embody the substance of any final and binding results under: Paragraph 11.03.B, resolving the impact of a Work Change Directive; Paragraph 11.09, concerning Change Proposals; Article 12, Claims; Paragraph 13.02.D, final adjustments resulting from allowances; Paragraph 13.03.D, final adjustments relating to determination of quantities for Unit Price Work; and similar provisions.
- B. If Owner or Contractor refuses to execute a Change Order that is required to be executed under the terms of Paragraph 11.02.A, it will be deemed to be of full force and effect, as if fully executed.

11.03 *Work Change Directives*

- A. A Work Change Directive will not change the Contract Price or the Contract Times but is evidence that the parties expect that the modification ordered or documented by a Work Change Directive will be incorporated in a subsequently issued Change Order, following negotiations by the parties as to the Work Change Directive's effect, if any, on the Contract Price and Contract Times; or, if negotiations are unsuccessful, by a determination under the terms of the Contract Documents governing adjustments, expressly including Paragraph 11.07 regarding change of Contract Price.
- B. If Owner has issued a Work Change Directive and:
 - 1. Contractor believes that an adjustment in Contract Times or Contract Price is necessary, then Contractor shall submit any Change Proposal seeking such an adjustment no later than 30 days after the completion of the Work set out in the Work Change Directive.
 - 2. Owner believes that an adjustment in Contract Times or Contract Price is necessary, then Owner shall submit any Claim seeking such an adjustment no later than 60 days after issuance of the Work Change Directive.

11.04 *Field Orders*

- A. Engineer may authorize minor changes in the Work if the changes do not involve an adjustment in the Contract Price or the Contract Times and are compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such changes will be accomplished by a Field Order and will be binding on Owner and also on Contractor, which shall perform the Work involved promptly.
- B. If Contractor believes that a Field Order justifies an adjustment in the Contract Price or Contract Times, then before proceeding with the Work at issue, Contractor shall submit a Change Proposal as provided herein.

11.05 *Owner-Authorized Changes in the Work*

- A. Without invalidating the Contract and without notice to any surety, Owner may, at any time or from time to time, order additions, deletions, or revisions in the Work. Changes involving the design (as set forth in the Drawings, Specifications, or otherwise) or other engineering or technical matters will be supported by Engineer's recommendation.
- B. Such changes in the Work may be accomplished by a Change Order, if Owner and Contractor have agreed as to the effect, if any, of the changes on Contract Times or Contract Price; or by a Work Change Directive. Upon receipt of any such document, Contractor shall promptly proceed with the Work involved; or, in the case of a deletion in the Work, promptly cease construction activities with respect to such deleted Work. Added or revised Work must be performed under the applicable conditions of the Contract Documents.
- C. Nothing in this Paragraph 11.05 obligates Contractor to undertake work that Contractor reasonably concludes cannot be performed in a manner consistent with Contractor's safety obligations under the Contract Documents or Laws and Regulations.

11.06 *Unauthorized Changes in the Work*

- A. Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract Times with respect to any work performed that is not required by the Contract Documents, as amended, modified, or supplemented, except in the case of an emergency as provided in Paragraph 7.15 or in the case of uncovering Work as provided in Paragraph 14.05.C.2.

11.07 *Change of Contract Price*

- A. The Contract Price may only be changed by a Change Order. Any Change Proposal for an adjustment in the Contract Price must comply with the provisions of Paragraph 11.09. Any Claim for an adjustment of Contract Price must comply with the provisions of Article 12.
- B. An adjustment in the Contract Price will be determined as follows:
 - 1. Where the Work involved is covered by unit prices contained in the Contract Documents, then by application of such unit prices to the quantities of the items involved (subject to the provisions of Paragraph 13.03);
 - 2. Where the Work involved is not covered by unit prices contained in the Contract Documents, then by a mutually agreed lump sum (which may include an allowance for overhead and profit not necessarily in accordance with Paragraph 11.07.C.2); or

3. Where the Work involved is not covered by unit prices contained in the Contract Documents and the parties do not reach mutual agreement to a lump sum, then on the basis of the Cost of the Work (determined as provided in Paragraph 13.01) plus a Contractor's fee for overhead and profit (determined as provided in Paragraph 11.07.C).
- C. *Contractor's Fee*: When applicable, the Contractor's fee for overhead and profit will be determined as follows:
1. A mutually acceptable fixed fee; or
 2. If a fixed fee is not agreed upon, then a fee based on the following percentages of the various portions of the Cost of the Work:
 - a. For costs incurred under Paragraphs 13.01.B.1 and 13.01.B.2, the Contractor's fee will be 15 percent;
 - b. For costs incurred under Paragraph 13.01.B.3, the Contractor's fee will be 5 percent;
 - c. Where one or more tiers of subcontracts are on the basis of Cost of the Work plus a fee and no fixed fee is agreed upon, the intent of Paragraphs 11.07.C.2.a and 11.07.C.2.b is that the Contractor's fee will be based on: (1) a fee of 15 percent of the costs incurred under Paragraphs 13.01.B.1 and 13.01.B.2 by the Subcontractor that actually performs the Work, at whatever tier, and (2) with respect to Contractor itself and to any Subcontractors of a tier higher than that of the Subcontractor that actually performs the Work, a fee of 5 percent of the amount (fee plus underlying costs incurred) attributable to the next lower tier Subcontractor; provided, however, that for any such subcontracted Work the maximum total fee to be paid by Owner will be no greater than 27 percent of the costs incurred by the Subcontractor that actually performs the Work;
 - d. No fee will be payable on the basis of costs itemized under Paragraphs 13.01.B.4, 13.01.B.5, and 13.01.C;
 - e. The amount of credit to be allowed by Contractor to Owner for any change which results in a net decrease in Cost of the Work will be the amount of the actual net decrease in Cost of the Work and a deduction of an additional amount equal to 5 percent of such actual net decrease in Cost of the Work; and
 - f. When both additions and credits are involved in any one change or Change Proposal, the adjustment in Contractor's fee will be computed by determining the sum of the costs in each of the cost categories in Paragraph 13.01.B (specifically, payroll costs, Paragraph 13.01.B.1; incorporated materials and equipment costs, Paragraph 13.01.B.2; Subcontract costs, Paragraph 13.01.B.3; special consultants costs, Paragraph 13.01.B.4; and other costs, Paragraph 13.01.B.5) and applying to each such cost category sum the appropriate fee from Paragraphs 11.07.C.2.a through 11.07.C.2.e, inclusive.

11.08 *Change of Contract Times*

- A. The Contract Times may only be changed by a Change Order. Any Change Proposal for an adjustment in the Contract Times must comply with the provisions of Paragraph 11.09. Any Claim for an adjustment in the Contract Times must comply with the provisions of Article 12.

- B. Delay, disruption, and interference in the Work, and any related changes in Contract Times, are addressed in and governed by Paragraph 4.05.

11.09 Change Proposals

- A. *Purpose and Content:* Contractor shall submit a Change Proposal to **Owner and** Engineer to request an adjustment in the Contract Times or Contract Price; contest an initial decision by Engineer concerning the requirements of the Contract Documents or relating to the acceptability of the Work under the Contract Documents; challenge a set-off against payment due; or seek other relief under the Contract. The Change Proposal will specify any proposed change in Contract Times or Contract Price, or other proposed relief, and explain the reason for the proposed change, with citations to any governing or applicable provisions of the Contract Documents. Each Change Proposal will address only one issue, or a set of closely related issues.

- B. *Change Proposal Procedures*

1. *Submittal:* Contractor shall submit each Change Proposal to **Owner and** Engineer within 30 days after the start of the event giving rise thereto, or after such initial decision.
2. *Supporting Data:* The Contractor shall submit supporting data, including the proposed change in Contract Price or Contract Time (if any), to the Engineer and Owner within 15 days after the submittal of the Change Proposal.
 - a. Change Proposals based on or related to delay, interruption, or interference must comply with the provisions of Paragraphs 4.05.D and 4.05.E.
 - b. Change proposals related to a change of Contract Price must include full and detailed accounts of materials incorporated into the Work and labor and equipment used for the subject Work.

The supporting data must be accompanied by a written statement that the supporting data are accurate and complete, and that any requested time or price adjustment is the entire adjustment to which Contractor believes it is entitled as a result of said event.

3. *Engineer's Initial Review:* Engineer will advise Owner regarding the Change Proposal, and **Owner will** consider any comments or response from ~~Owner~~ **Engineer** regarding the Change Proposal. If in its discretion Engineer concludes that additional supporting data is needed before conducting a full review and making a decision regarding the Change Proposal, then Engineer may request that Contractor submit such additional supporting data by a date specified by Engineer, prior to Engineer beginning its full review of the Change Proposal.
4. *~~Engineer's~~-Full Review and Action on the Change Proposal:* Upon receipt of Contractor's supporting data (including any additional data requested by Engineer), **Engineer and Owner** will conduct a full review of each Change Proposal. ~~and, within All Change Proposals regarding Contract Price must be approved by Owner, and any Change Proposals involving a change in Contract Price above or below \$50,000 must be submitted to the City Council for approval; however, the original Contract Price shall not be increased by more than 25 percent. Within 30 days after such receipt of the Contractor's supporting data, the Owner shall~~ either approve the Change Proposal in whole, deny it in whole, or approve it in part and deny it in part. Such actions must be in writing, with a copy provided to **Engineer** ~~Owner~~ and Contractor. If ~~Engineer-Owner~~

does not take action on the Change Proposal within 30 days, then ~~either Owner or Contractor~~ may at any time thereafter submit a letter to the ~~other party~~ Owner indicating that as a result of ~~Engineer's~~ Owner's inaction the Change Proposal is deemed denied, thereby commencing the time for appeal of the denial under Article 12.

5. *Binding Decision:* ~~Engineer's~~ Owner's decision is final and binding upon ~~Owner and Contractor~~, unless ~~Owner or Contractor~~ Contractor appeals the decision by filing a Claim under Article 12.

~~C. *Resolution of Certain Change Proposals:* If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties in writing that the Engineer is unable to resolve the Change Proposal. For purposes of further resolution of such a Change Proposal, such notice will be deemed a denial, and Contractor may choose to seek resolution under the terms of Article 12.~~

- D. *Post-Completion:* Contractor shall not submit any Change Proposals after Engineer issues a written recommendation of final payment pursuant to Paragraph 15.06.B.

11.10 *Notification to Surety*

- A. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change.

ARTICLE 12—CLAIMS

12.01 *Claims*

- A. *Claims Process:* The following disputes between Owner and Contractor are subject to the Claims process set forth in this article:
 1. Appeals by Owner or Contractor of Engineer's decisions regarding Change Proposals;
 2. Owner demands for adjustments in the Contract Price or Contract Times, or other relief under the Contract Documents;
 3. Disputes that Engineer has been unable to address because they do not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters; and
 4. Subject to the waiver provisions of Paragraph 15.07, any dispute arising after Engineer has issued a written recommendation of final payment pursuant to Paragraph 15.06.B.
- B. *Submittal of Claim:* The party submitting a Claim shall deliver it directly to the other party to the Contract promptly (but in no event later than 30 days) after the start of the event giving rise thereto; in the case of appeals regarding Change Proposals within 30 days of the decision under appeal. The party submitting the Claim shall also furnish a copy to the Engineer, for its information only. The responsibility to substantiate a Claim rests with the party making the Claim. In the case of a Claim by Contractor seeking an increase in the Contract Times or Contract Price, Contractor shall certify that the Claim is made in good faith, that the supporting data are accurate and complete, and that to the best of

Contractor's knowledge and belief the amount of time or money requested accurately reflects the full amount to which Contractor is entitled.

- C. *Review and Resolution:* The party receiving a Claim shall review it thoroughly, giving full consideration to its merits. The two parties shall seek to resolve the Claim through the exchange of information and direct negotiations. The parties may extend the time for resolving the Claim by mutual agreement. All actions taken on a Claim will be stated in writing and submitted to the other party, with a copy to Engineer. **Any proposed changes in Contract Price above or below \$50,000, whether proposed through a Claim, direct negotiations, mediations, or otherwise, must be submitted to the City Council for approval. The original contract price shall not be increased by more than 25 percent.**
- D. *Mediation*
1. At any time after initiation of a Claim, Owner and Contractor may mutually agree to mediation of the underlying dispute. The agreement to mediate will stay the Claim submittal and response process.
 2. If Owner and Contractor agree to mediation, then after 60 days from such agreement, either Owner or Contractor may unilaterally terminate the mediation process, and the Claim submittal and decision process will resume as of the date of the termination. If the mediation proceeds but is unsuccessful in resolving the dispute, the Claim submittal and decision process will resume as of the date of the conclusion of the mediation, as determined by the mediator.
 3. Owner and Contractor shall each pay one-half of the mediator's fees and costs.
- E. *Partial Approval:* If the party receiving a Claim approves the Claim in part and denies it in part, such action will be final and binding unless within 30 days of such action the other party invokes the procedure set forth in Article 17 for final resolution of disputes.
- F. *Denial of Claim:* If efforts to resolve a Claim are not successful, the party receiving the Claim may deny it by giving written notice of denial to the other party. If the receiving party does not take action on the Claim within 90 days, then either Owner or Contractor may at any time thereafter submit a letter to the other party indicating that as a result of the inaction, the Claim is deemed denied, thereby commencing the time for appeal of the denial. A denial of the Claim will be final and binding unless within 30 days of the denial the other party invokes the procedure set forth in Article 17 for the final resolution of disputes.
- G. *Final and Binding Results:* If the parties reach a mutual agreement regarding a Claim, whether through approval of the Claim, direct negotiations, mediation, or otherwise; or if a Claim is approved in part and denied in part, or denied in full, and such actions become final and binding; then the results of the agreement or action on the Claim will be incorporated in a Change Order or other written document to the extent they affect the Contract, including the Work, the Contract Times, or the Contract Price.

ARTICLE 13—COST OF THE WORK; ALLOWANCES; UNIT PRICE WORK

13.01 *Cost of the Work*

- A. *Purposes for Determination of Cost of the Work:* The term Cost of the Work means the sum of all costs necessary for the proper performance of the Work at issue, as further defined below. The provisions of this Paragraph 13.01 are used for two distinct purposes:
1. To determine Cost of the Work when Cost of the Work is a component of the Contract Price, under cost-plus-fee, time-and-materials, or other cost-based terms; or
 2. When needed to determine the value of a Change Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price. When the value of any such adjustment is determined on the basis of Cost of the Work, Contractor is entitled only to those additional or incremental costs required because of the change in the Work or because of the event giving rise to the adjustment.
- B. *Costs Included:* Except as otherwise may be agreed to in writing by Owner, costs included in the Cost of the Work will be in amounts no higher than those commonly incurred in the locality of the Project, will not include any of the costs itemized in Paragraph 13.01.C, and will include only the following items:
1. Payroll costs for employees in the direct employ of Contractor in the performance of the Work under schedules of job classifications agreed upon by Owner and Contractor in advance of the subject Work. Such employees include, without limitation, superintendents, foremen, safety managers, safety representatives, and other personnel employed full time on the Work. Payroll costs for employees not employed full time on the Work will be apportioned on the basis of their time spent on the Work. Payroll costs include, but are not limited to, salaries and wages plus the cost of fringe benefits, which include social security contributions, unemployment, excise, and payroll taxes, workers' compensation, health and retirement benefits, sick leave, and vacation and holiday pay applicable thereto. The expenses of performing Work outside of regular working hours, on Saturday, Sunday, or legal holidays, will be included in the above to the extent authorized by Owner.
 2. Cost of all materials and equipment furnished and incorporated in the Work, including costs of transportation and storage thereof, and Suppliers' field services required in connection therewith. All cash discounts accrue to Contractor unless Owner deposits funds with Contractor with which to make payments, in which case the cash discounts will accrue to Owner. All trade discounts, rebates, and refunds and returns from sale of surplus materials and equipment will accrue to Owner, and Contractor shall make provisions so that they may be obtained.
 3. Payments made by Contractor to Subcontractors for Work performed by Subcontractors. If required by Owner, Contractor shall obtain competitive bids from subcontractors acceptable to Owner and Contractor and shall deliver such bids to Owner, which will then determine, with the advice of Engineer, which bids, if any, will be acceptable. If any subcontract provides that the Subcontractor is to be paid on the basis of Cost of the Work plus a fee, the Subcontractor's Cost of the Work and fee will be determined in the same manner as Contractor's Cost of the Work and fee as provided in this Paragraph 13.01.

4. Costs of special consultants (including but not limited to engineers, architects, testing laboratories, surveyors, attorneys, and accountants) employed or retained for services specifically related to the Work.
5. Other costs consisting of the following:
 - a. The proportion of necessary transportation, travel, and subsistence expenses of Contractor's employees incurred in discharge of duties connected with the Work.
 - b. Cost, including transportation and maintenance, of all materials, supplies, equipment, machinery, appliances, office, and temporary facilities at the Site, which are consumed in the performance of the Work, and cost, less market value, of such items used but not consumed which remain the property of Contractor.
 - 1) In establishing included costs for materials such as scaffolding, plating, or sheeting, consideration will be given to the actual or the estimated life of the material for use on other projects; or rental rates may be established on the basis of purchase or salvage value of such items, whichever is less. Contractor will not be eligible for compensation for such items in an amount that exceeds the purchase cost of such item.
 - c. *Construction Equipment Rental*
 - 1) Rentals of all construction equipment and machinery, and the parts thereof, in accordance with rental agreements approved by Owner as to price (including any surcharge or special rates applicable to overtime use of the construction equipment or machinery), and the costs of transportation, loading, unloading, assembly, dismantling, and removal thereof. All such costs will be in accordance with the terms of said rental agreements. The rental of any such equipment, machinery, or parts must cease when the use thereof is no longer necessary for the Work.
 - 2) Costs for equipment and machinery owned by Contractor or a Contractor-related entity will be paid at a rate shown for such equipment in the equipment rental rate book specified in the Supplementary Conditions. An hourly rate will be computed by dividing the monthly rates by 176. These computed rates will include all operating costs.
 - 3) With respect to Work that is the result of a Change Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price ("changed Work"), included costs will be based on the time the equipment or machinery is in use on the changed Work and the costs of transportation, loading, unloading, assembly, dismantling, and removal when directly attributable to the changed Work. The cost of any such equipment or machinery, or parts thereof, must cease to accrue when the use thereof is no longer necessary for the changed Work.
 - d. Sales, consumer, use, and other similar taxes related to the Work, and for which Contractor is liable, as imposed by Laws and Regulations.
 - e. Deposits lost for causes other than negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, and royalty payments and fees for permits and licenses.

- f. Losses and damages (and related expenses) caused by damage to the Work, not compensated by insurance or otherwise, sustained by Contractor in connection with the performance of the Work (except losses and damages within the deductible amounts of builder's risk or other property insurance established in accordance with Paragraph 6.04), provided such losses and damages have resulted from causes other than the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable. Such losses include settlements made with the written consent and approval of Owner. No such losses, damages, and expenses will be included in the Cost of the Work for the purpose of determining Contractor's fee.
 - g. The cost of utilities, fuel, and sanitary facilities at the Site.
 - h. Minor expenses such as communication service at the Site, express and courier services, and similar petty cash items in connection with the Work.
 - i. The costs of premiums for all bonds and insurance that Contractor is required by the Contract Documents to purchase and maintain.
- C. *Costs Excluded:* The term Cost of the Work does not include any of the following items:
- 1. Payroll costs and other compensation of Contractor's officers, executives, principals, general managers, engineers, architects, estimators, attorneys, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks, and other personnel employed by Contractor, whether at the Site or in Contractor's principal or branch office for general administration of the Work and not specifically included in the agreed upon schedule of job classifications referred to in Paragraph 13.01.B.1 or specifically covered by Paragraph 13.01.B.4. The payroll costs and other compensation excluded here are to be considered administrative costs covered by the Contractor's fee.
 - 2. The cost of purchasing, renting, or furnishing small tools and hand tools.
 - 3. Expenses of Contractor's principal and branch offices other than Contractor's office at the Site.
 - 4. Any part of Contractor's capital expenses, including interest on Contractor's capital employed for the Work and charges against Contractor for delinquent payments.
 - 5. Costs due to the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to, the correction of defective Work, disposal of materials or equipment wrongly supplied, and making good any damage to property.
 - 6. Expenses incurred in preparing and advancing Claims.
 - 7. Other overhead or general expense costs of any kind and the costs of any item not specifically and expressly included in Paragraph 13.01.B.
- D. *Contractor's Fee*
- 1. When the Work as a whole is performed on the basis of cost-plus-a-fee, then:
 - a. Contractor's fee for the Work set forth in the Contract Documents as of the Effective Date of the Contract will be determined as set forth in the Agreement.

- b. for any Work covered by a Change Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price on the basis of Cost of the Work, Contractor's fee will be determined as follows:
 - 1) When the fee for the Work as a whole is a percentage of the Cost of the Work, the fee will automatically adjust as the Cost of the Work changes.
 - 2) When the fee for the Work as a whole is a fixed fee, the fee for any additions or deletions will be determined in accordance with Paragraph 11.07.C.2.
- 2. When the Work as a whole is performed on the basis of a stipulated sum, or any other basis other than cost-plus-a-fee, then Contractor's fee for any Work covered by a Change Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price on the basis of Cost of the Work will be determined in accordance with Paragraph 11.07.C.2.
- E. *Documentation and Audit*: Whenever the Cost of the Work for any purpose is to be determined pursuant to this Article 13, Contractor and pertinent Subcontractors will establish and maintain records of the costs in accordance with generally accepted accounting practices. Subject to prior written notice, Owner will be afforded reasonable access, during normal business hours, to all Contractor's accounts, records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda, and similar data relating to the Cost of the Work and Contractor's fee. Contractor shall preserve all such documents for a period of three years after the final payment by Owner. Pertinent Subcontractors will afford such access to Owner, and preserve such documents, to the same extent required of Contractor.

13.02 Allowances

- A. It is understood that Contractor has included in the Contract Price all allowances so named in the Contract Documents and shall cause the Work so covered to be performed for such sums and by such persons or entities as may be acceptable to Owner and Engineer.
- B. *Cash Allowances*: Contractor agrees that:
 - 1. the cash allowances include the cost to Contractor (less any applicable trade discounts) of materials and equipment required by the allowances to be delivered at the Site, and all applicable taxes; and
 - 2. Contractor's costs for unloading and handling on the Site, labor, installation, overhead, profit, and other expenses contemplated for the cash allowances have been included in the Contract Price and not in the allowances, and no demand for additional payment for any of the foregoing will be valid.
- C. *Owner's Contingency Allowance*: Contractor agrees that an Owner's contingency allowance, if any, is for the sole use of Owner to cover unanticipated costs.
- D. Prior to final payment, an appropriate Change Order will be issued as recommended by Engineer to reflect actual amounts due Contractor for Work covered by allowances, and the Contract Price will be correspondingly adjusted.

13.03 Unit Price Work

- A. Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, initially the Contract Price will be deemed to include for all Unit Price Work an amount equal

to the sum of the unit price for each separately identified item of Unit Price Work times the estimated quantity of each item as indicated in the Agreement.

- B. The estimated quantities of items of Unit Price Work are not guaranteed and are solely for the purpose of comparison of Bids and determining an initial Contract Price. Payments to Contractor for Unit Price Work will be based on actual quantities.
- C. Each unit price will be deemed to include an amount considered by Contractor to be adequate to cover Contractor's overhead and profit for each separately identified item.
- D. Engineer will determine the actual quantities and classifications of Unit Price Work performed by Contractor. Engineer will review with Contractor the Engineer's preliminary determinations on such matters before rendering a written decision thereon (by recommendation of an Application for Payment or otherwise). Engineer's written decision thereon will be final and binding (except as modified by Engineer to reflect changed factual conditions or more accurate data) upon Owner and Contractor, and the final adjustment of Contract Price will be set forth in a Change Order, subject to the provisions of the following paragraph.
- E. *Adjustments in Unit Price*
 - 1. Contractor or Owner shall be entitled to an adjustment in the unit price with respect to an item of Unit Price Work if:
 - a. the quantity of the item of Unit Price Work performed by Contractor differs materially and significantly from the estimated quantity of such item indicated in the Agreement; and
 - b. Contractor's unit costs to perform the item of Unit Price Work have changed materially and significantly as a result of the quantity change.
 - 2. The adjustment in unit price will account for and be coordinated with any related changes in quantities of other items of Work, and in Contractor's costs to perform such other Work, such that the resulting overall change in Contract Price is equitable to Owner and Contractor.
 - 3. Adjusted unit prices will apply to all units of that item.

ARTICLE 14—TESTS AND INSPECTIONS; CORRECTION, REMOVAL, OR ACCEPTANCE OF DEFECTIVE WORK

14.01 Access to Work

- A. Owner, Engineer, their consultants and other representatives and personnel of Owner, independent testing laboratories, and authorities having jurisdiction have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access and advise them of Contractor's safety procedures and programs so that they may comply with such procedures and programs as applicable.

14.02 *Tests, Inspections, and Approvals*

- A. Contractor shall give Engineer timely notice of readiness of the Work (or specific parts thereof) for all required inspections and tests, and shall cooperate with inspection and testing personnel to facilitate required inspections and tests.
- B. Owner shall retain and pay for the services of an independent inspector, testing laboratory, or other qualified individual or entity to perform all inspections and tests expressly required by the Contract Documents to be furnished and paid for by Owner, except that costs incurred in connection with tests or inspections of covered Work will be governed by the provisions of Paragraph 14.05.
- C. If Laws or Regulations of any public body having jurisdiction require any Work (or part thereof) specifically to be inspected, tested, or approved by an employee or other representative of such public body, Contractor shall assume full responsibility for arranging and obtaining such inspections, tests, or approvals, pay all costs in connection therewith, and furnish Engineer the required certificates of inspection or approval.
- D. Contractor shall be responsible for arranging, obtaining, and paying for all inspections and tests required:
 - 1. by the Contract Documents, unless the Contract Documents expressly allocate responsibility for a specific inspection or test to Owner;
 - 2. to attain Owner's and Engineer's acceptance of materials or equipment to be incorporated in the Work;
 - 3. by manufacturers of equipment furnished under the Contract Documents;
 - 4. for testing, adjusting, and balancing of mechanical, electrical, and other equipment to be incorporated into the Work; and
 - 5. for acceptance of materials, mix designs, or equipment submitted for approval prior to Contractor's purchase thereof for incorporation in the Work.

Such inspections and tests will be performed by independent inspectors, testing laboratories, or other qualified individuals or entities acceptable to Owner and Engineer.

- E. If the Contract Documents require the Work (or part thereof) to be approved by Owner, Engineer, or another designated individual or entity, then Contractor shall assume full responsibility for arranging and obtaining such approvals.
- F. If any Work (or the work of others) that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Engineer, Contractor shall, if requested by Engineer, uncover such Work for observation. Such uncovering will be at Contractor's expense unless Contractor had given Engineer timely notice of Contractor's intention to cover the same and Engineer had not acted with reasonable promptness in response to such notice.

14.03 *Defective Work*

- A. *Contractor's Obligation:* It is Contractor's obligation to assure that the Work is not defective.
- B. *Engineer's Authority:* Engineer has the authority to determine whether Work is defective, and to reject defective Work.

- C. *Notice of Defects*: Prompt written notice of all defective Work of which Owner or Engineer has actual knowledge will be given to Contractor.
- D. *Correction, or Removal and Replacement*: Promptly after receipt of written notice of defective Work, Contractor shall correct all such defective Work, whether or not fabricated, installed, or completed, or, if Engineer has rejected the defective Work, remove it from the Project and replace it with Work that is not defective.
- E. *Preservation of Warranties*: When correcting defective Work, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.
- F. *Costs and Damages*: In addition to its correction, removal, and replacement obligations with respect to defective Work, Contractor shall pay all claims, costs, losses, and damages arising out of or relating to defective Work, including but not limited to the cost of the inspection, testing, correction, removal, replacement, or reconstruction of such defective Work, fines levied against Owner by governmental authorities because the Work is defective, and the costs of repair or replacement of work of others resulting from defective Work. Prior to final payment, if Owner and Contractor are unable to agree as to the measure of such claims, costs, losses, and damages resulting from defective Work, then Owner may impose a reasonable set-off against payments due under Article 15.

14.04 *Acceptance of Defective Work*

- A. If, instead of requiring correction or removal and replacement of defective Work, Owner prefers to accept it, Owner may do so (subject, if such acceptance occurs prior to final payment, to Engineer's confirmation that such acceptance is in general accord with the design intent and applicable engineering principles, and will not endanger public safety). Contractor shall pay all claims, costs, losses, and damages attributable to Owner's evaluation of and determination to accept such defective Work (such costs to be approved by Engineer as to reasonableness), and for the diminished value of the Work to the extent not otherwise paid by Contractor. If any such acceptance occurs prior to final payment, the necessary revisions in the Contract Documents with respect to the Work will be incorporated in a Change Order. If the parties are unable to agree as to the decrease in the Contract Price, reflecting the diminished value of Work so accepted, then Owner may impose a reasonable set-off against payments due under Article 15. If the acceptance of defective Work occurs after final payment, Contractor shall pay an appropriate amount to Owner.

14.05 *Uncovering Work*

- A. Engineer has the authority to require additional inspection or testing of the Work, whether or not the Work is fabricated, installed, or completed.
- B. If any Work is covered contrary to the written request of Engineer, then Contractor shall, if requested by Engineer, uncover such Work for Engineer's observation, and then replace the covering, all at Contractor's expense.
- C. If Engineer considers it necessary or advisable that covered Work be observed by Engineer or inspected or tested by others, then Contractor, at Engineer's request, shall uncover, expose, or otherwise make available for observation, inspection, or testing as Engineer may require, that portion of the Work in question, and provide all necessary labor, material, and equipment.

1. If it is found that the uncovered Work is defective, Contractor shall be responsible for all claims, costs, losses, and damages arising out of or relating to such uncovering, exposure, observation, inspection, and testing, and of satisfactory replacement or reconstruction (including but not limited to all costs of repair or replacement of work of others); and pending Contractor's full discharge of this responsibility the Owner shall be entitled to impose a reasonable set-off against payments due under Article 15.
2. If the uncovered Work is not found to be defective, Contractor shall be allowed an increase in the Contract Price or an extension of the Contract Times, directly attributable to such uncovering, exposure, observation, inspection, testing, replacement, and reconstruction. If the parties are unable to agree as to the amount or extent thereof, then Contractor may submit a Change Proposal within 30 days of the determination that the Work is not defective.

14.06 *Owner May Stop the Work*

- A. If the Work is defective, or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, then Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of Owner to stop the Work will not give rise to any duty on the part of Owner to exercise this right for the benefit of Contractor, any Subcontractor, any Supplier, any other individual or entity, or any surety for, or employee or agent of any of them.

14.07 *Owner May Correct Defective Work*

- A. If Contractor fails within a reasonable time after written notice from Engineer to correct defective Work, or to remove and replace defective Work as required by Engineer, then Owner may, after 7 days' written notice to Contractor, correct or remedy any such deficiency.
- B. In exercising the rights and remedies under this Paragraph 14.07, Owner shall proceed expeditiously. In connection with such corrective or remedial action, Owner may exclude Contractor from all or part of the Site, take possession of all or part of the Work and suspend Contractor's services related thereto, and incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere. Contractor shall allow Owner, Owner's representatives, agents and employees, Owner's other contractors, and Engineer and Engineer's consultants access to the Site to enable Owner to exercise the rights and remedies under this paragraph.
- C. All claims, costs, losses, and damages incurred or sustained by Owner in exercising the rights and remedies under this Paragraph 14.07 will be charged against Contractor as set-offs against payments due under Article 15. Such claims, costs, losses and damages will include but not be limited to all costs of repair, or replacement of work of others destroyed or damaged by correction, removal, or replacement of Contractor's defective Work.
- D. Contractor shall not be allowed an extension of the Contract Times because of any delay in the performance of the Work attributable to the exercise by Owner of Owner's rights and remedies under this Paragraph 14.07.

ARTICLE 15—PAYMENTS TO CONTRACTOR; SET-OFFS; COMPLETION; CORRECTION PERIOD

15.01 *Progress Payments*

- A. *Basis for Progress Payments:* The Schedule of Values established as provided in Article 2 will serve as the basis for progress payments and will be incorporated into a form of Application for Payment acceptable to Engineer. Progress payments for Unit Price Work will be based on the number of units completed during the pay period, as determined under the provisions of Paragraph 13.03. Progress payments for cost-based Work will be based on Cost of the Work completed by Contractor during the pay period.
- B. *Applications for Payments*
1. At least 20 days before the date established in the Agreement for each progress payment (but not more often than once a month), Contractor shall submit to Engineer for review an Application for Payment filled out and signed by Contractor covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the Contract Documents.
 2. If payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at the Site or at another location agreed to in writing, the Application for Payment must also be accompanied by: (a) a bill of sale, invoice, copies of subcontract or purchase order payments, or other documentation establishing full payment by Contractor for the materials and equipment; (b) at Owner's request, documentation warranting that Owner has received the materials and equipment free and clear of all Liens; and (c) evidence that the materials and equipment are covered by appropriate property insurance, a warehouse bond, or other arrangements to protect Owner's interest therein, all of which must be satisfactory to Owner.
 3. Beginning with the second Application for Payment, each Application must include an affidavit of Contractor stating that all previous progress payments received by Contractor have been applied to discharge Contractor's legitimate obligations associated with prior Applications for Payment.
 4. The amount of retainage with respect to progress payments will be as stipulated in the Agreement.
- C. *Review of Applications*
1. Engineer will, within 10 days after receipt of each Application for Payment, including each resubmittal, either indicate in writing a recommendation of payment and present the Application to Owner, or return the Application to Contractor indicating in writing Engineer's reasons for refusing to recommend payment. In the latter case, Contractor may make the necessary corrections and resubmit the Application.
 2. Engineer's recommendation of any payment requested in an Application for Payment will constitute a representation by Engineer to Owner, based on Engineer's observations of the executed Work as an experienced and qualified design professional, and on Engineer's review of the Application for Payment and the accompanying data and schedules, that to the best of Engineer's knowledge, information and belief:
 - a. the Work has progressed to the point indicated;

- b. the quality of the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, the results of any subsequent tests called for in the Contract Documents, a final determination of quantities and classifications for Unit Price Work under Paragraph 13.03, and any other qualifications stated in the recommendation); and
 - c. the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work.
 3. By recommending any such payment Engineer will not thereby be deemed to have represented that:
 - a. inspections made to check the quality or the quantity of the Work as it has been performed have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Contract; or
 - b. there may not be other matters or issues between the parties that might entitle Contractor to be paid additionally by Owner or entitle Owner to withhold payment to Contractor.
 4. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment, including final payment, will impose responsibility on Engineer:
 - a. to supervise, direct, or control the Work;
 - b. for the means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto;
 - c. for Contractor's failure to comply with Laws and Regulations applicable to Contractor's performance of the Work;
 - d. to make any examination to ascertain how or for what purposes Contractor has used the money paid by Owner; or
 - e. to determine that title to any of the Work, materials, or equipment has passed to Owner free and clear of any Liens.
 5. Engineer may refuse to recommend the whole or any part of any payment if, in Engineer's opinion, it would be incorrect to make the representations to Owner stated in Paragraph 15.01.C.2.
 6. Engineer will recommend reductions in payment (set-offs) necessary in Engineer's opinion to protect Owner from loss because:
 - a. the Work is defective, requiring correction or replacement;
 - b. the Contract Price has been reduced by Change Orders;
 - c. Owner has been required to correct defective Work in accordance with Paragraph 14.07, or has accepted defective Work pursuant to Paragraph 14.04;
 - d. Owner has been required to remove or remediate a Hazardous Environmental Condition for which Contractor is responsible; or

- e. Engineer has actual knowledge of the occurrence of any of the events that would constitute a default by Contractor and therefore justify termination for cause under the Contract Documents.

D. *Payment Becomes Due*

- 1. Ten days after presentation of the Application for Payment to Owner with Engineer's recommendation, the amount recommended (subject to any Owner set-offs) will become due, and when due will be paid by Owner to Contractor.

E. *Reductions in Payment by Owner*

- 1. In addition to any reductions in payment (set-offs) recommended by Engineer, Owner is entitled to impose a set-off against payment based on any of the following:
 - a. Claims have been made against Owner based on Contractor's conduct in the performance or furnishing of the Work, or Owner has incurred costs, losses, or damages resulting from Contractor's conduct in the performance or furnishing of the Work, including but not limited to claims, costs, losses, or damages from workplace injuries, adjacent property damage, non-compliance with Laws and Regulations, and patent infringement;
 - b. Contractor has failed to take reasonable and customary measures to avoid damage, delay, disruption, and interference with other work at or adjacent to the Site;
 - c. Contractor has failed to provide and maintain required bonds or insurance;
 - d. Owner has been required to remove or remediate a Hazardous Environmental Condition for which Contractor is responsible;
 - e. Owner has incurred extra charges or engineering costs related to submittal reviews, evaluations of proposed substitutes, tests and inspections, or return visits to manufacturing or assembly facilities;
 - f. The Work is defective, requiring correction or replacement;
 - g. Owner has been required to correct defective Work in accordance with Paragraph 14.07, or has accepted defective Work pursuant to Paragraph 14.04;
 - h. The Contract Price has been reduced by Change Orders;
 - i. An event has occurred that would constitute a default by Contractor and therefore justify a termination for cause;
 - j. Liquidated or other damages have accrued as a result of Contractor's failure to achieve Milestones, Substantial Completion, or final completion of the Work;
 - k. Liens have been filed in connection with the Work, except where Contractor has delivered a specific bond satisfactory to Owner to secure the satisfaction and discharge of such Liens; or
 - l. Other items entitle Owner to a set-off against the amount recommended.
- 2. If Owner imposes any set-off against payment, whether based on its own knowledge or on the written recommendations of Engineer, Owner will give Contractor immediate written notice (with a copy to Engineer) stating the reasons for such action and the specific amount of the reduction, and promptly pay Contractor any amount remaining

after deduction of the amount so withheld. Owner shall promptly pay Contractor the amount so withheld, or any adjustment thereto agreed to by Owner and Contractor, if Contractor remedies the reasons for such action. The reduction imposed will be binding on Contractor unless it duly submits a Change Proposal contesting the reduction.

3. Upon a subsequent determination that Owner's refusal of payment was not justified, the amount wrongfully withheld will be treated as an amount due as determined by Paragraph 15.01.D.1 and subject to interest as provided in the Agreement.

15.02 *Contractor's Warranty of Title*

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment furnished under the Contract will pass to Owner free and clear of (1) all Liens and other title defects, and (2) all patent, licensing, copyright, or royalty obligations, no later than 7 days after the time of payment by Owner.

15.03 *Substantial Completion*

- A. When Contractor considers the entire Work ready for its intended use Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete and request that Engineer issue a certificate of Substantial Completion. Contractor shall at the same time submit to Owner and Engineer an initial draft of punch list items to be completed or corrected before final payment.
- B. Promptly after Contractor's notification, Owner, Contractor, and Engineer shall make an inspection of the Work to determine the status of completion. If Engineer does not consider the Work substantially complete, Engineer will notify Contractor in writing giving the reasons therefor.
- C. If Engineer considers the Work substantially complete, Engineer will deliver to Owner a preliminary certificate of Substantial Completion which will fix the date of Substantial Completion. Engineer shall attach to the certificate a punch list of items to be completed or corrected before final payment. Owner shall have 7 days after receipt of the preliminary certificate during which to make written objection to Engineer as to any provisions of the certificate or attached punch list. If, after considering the objections to the provisions of the preliminary certificate, Engineer concludes that the Work is not substantially complete, Engineer will, within 14 days after submission of the preliminary certificate to Owner, notify Contractor in writing that the Work is not substantially complete, stating the reasons therefor. If Owner does not object to the provisions of the certificate, or if despite consideration of Owner's objections Engineer concludes that the Work is substantially complete, then Engineer will, within said 14 days, execute and deliver to Owner and Contractor a final certificate of Substantial Completion (with a revised punch list of items to be completed or corrected) reflecting such changes from the preliminary certificate as Engineer believes justified after consideration of any objections from Owner.
- D. At the time of receipt of the preliminary certificate of Substantial Completion, Owner and Contractor will confer regarding Owner's use or occupancy of the Work following Substantial Completion, review the builder's risk insurance policy with respect to the end of the builder's risk coverage, and confirm the transition to coverage of the Work under a permanent property insurance policy held by Owner. Unless Owner and Contractor agree otherwise in writing, Owner shall bear responsibility for security, operation, protection of

the Work, property insurance, maintenance, heat, and utilities upon Owner's use or occupancy of the Work.

- E. After Substantial Completion the Contractor shall promptly begin work on the punch list of items to be completed or corrected prior to final payment. In appropriate cases Contractor may submit monthly Applications for Payment for completed punch list items, following the progress payment procedures set forth above.
- F. Owner shall have the right to exclude Contractor from the Site after the date of Substantial Completion subject to allowing Contractor reasonable access to remove its property and complete or correct items on the punch list.

15.04 *Partial Use or Occupancy*

- A. Prior to Substantial Completion of all the Work, Owner may use or occupy any substantially completed part of the Work which has specifically been identified in the Contract Documents, or which Owner, Engineer, and Contractor agree constitutes a separately functioning and usable part of the Work that can be used by Owner for its intended purpose without significant interference with Contractor's performance of the remainder of the Work, subject to the following conditions:
 - 1. At any time, Owner may request in writing that Contractor permit Owner to use or occupy any such part of the Work that Owner believes to be substantially complete. If and when Contractor agrees that such part of the Work is substantially complete, Contractor, Owner, and Engineer will follow the procedures of Paragraph 15.03.A through 15.03.E for that part of the Work.
 - 2. At any time, Contractor may notify Owner and Engineer in writing that Contractor considers any such part of the Work substantially complete and request Engineer to issue a certificate of Substantial Completion for that part of the Work.
 - 3. Within a reasonable time after either such request, Owner, Contractor, and Engineer shall make an inspection of that part of the Work to determine its status of completion. If Engineer does not consider that part of the Work to be substantially complete, Engineer will notify Owner and Contractor in writing giving the reasons therefor. If Engineer considers that part of the Work to be substantially complete, the provisions of Paragraph 15.03 will apply with respect to certification of Substantial Completion of that part of the Work and the division of responsibility in respect thereof and access thereto.
 - 4. No use or occupancy or separate operation of part of the Work may occur prior to compliance with the requirements of Paragraph 6.04 regarding builder's risk or other property insurance.

15.05 *Final Inspection*

- A. Upon written notice from Contractor that the entire Work or an agreed portion thereof is complete, Engineer will promptly make a final inspection with Owner and Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work, or agreed portion thereof, is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

15.06 *Final Payment*

A. *Application for Payment*

1. After Contractor has, in the opinion of Engineer, satisfactorily completed all corrections identified during the final inspection and has delivered, in accordance with the Contract Documents, all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, annotated record documents (as provided in Paragraph 7.12), and other documents, Contractor may make application for final payment.
2. The final Application for Payment must be accompanied (except as previously delivered) by:
 - a. all documentation called for in the Contract Documents;
 - b. consent of the surety, if any, to final payment;
 - c. satisfactory evidence that all title issues have been resolved such that title to all Work, materials, and equipment has passed to Owner free and clear of any Liens or other title defects, or will so pass upon final payment.
 - d. a list of all duly pending Change Proposals and Claims; and
 - e. complete and legally effective releases or waivers (satisfactory to Owner) of all Lien rights arising out of the Work, and of Liens filed in connection with the Work.
3. In lieu of the releases or waivers of Liens specified in Paragraph 15.06.A.2 and as approved by Owner, Contractor may furnish receipts or releases in full and an affidavit of Contractor that: (a) the releases and receipts include all labor, services, material, and equipment for which a Lien could be filed; and (b) all payrolls, material and equipment bills, and other indebtedness connected with the Work for which Owner might in any way be responsible, or which might in any way result in liens or other burdens on Owner's property, have been paid or otherwise satisfied. If any Subcontractor or Supplier fails to furnish such a release or receipt in full, Contractor may furnish a bond or other collateral satisfactory to Owner to indemnify Owner against any Lien, or Owner at its option may issue joint checks payable to Contractor and specified Subcontractors and Suppliers.

- B. *Engineer's Review of Final Application and Recommendation of Payment:* If, on the basis of Engineer's observation of the Work during construction and final inspection, and Engineer's review of the final Application for Payment and accompanying documentation as required by the Contract Documents, Engineer is satisfied that the Work has been completed and Contractor's other obligations under the Contract have been fulfilled, Engineer will, within 10 days after receipt of the final Application for Payment, indicate in writing Engineer's recommendation of final payment and present the final Application for Payment to Owner for payment. Such recommendation will account for any set-offs against payment that are necessary in Engineer's opinion to protect Owner from loss for the reasons stated above with respect to progress payments. Otherwise, Engineer will return the Application for Payment to Contractor, indicating in writing the reasons for refusing to recommend final payment, in which case Contractor shall make the necessary corrections and resubmit the Application for Payment.

- C. *Notice of Acceptability:* In support of its recommendation of payment of the final Application for Payment, Engineer will also give written notice to Owner and Contractor that the Work is acceptable, subject to stated limitations in the notice and to the provisions of Paragraph 15.07.
- D. *Completion of Work:* The Work is complete (subject to surviving obligations) when it is ready for final payment as established by the Engineer's written recommendation of final payment and issuance of notice of the acceptability of the Work.
- E. *Final Payment Becomes Due:* Upon receipt from Engineer of the final Application for Payment and accompanying documentation, Owner shall set off against the amount recommended by Engineer for final payment any further sum to which Owner is entitled, including but not limited to set-offs for liquidated damages and set-offs allowed under the provisions of this Contract with respect to progress payments. Owner shall pay the resulting balance due to Contractor within 30 days of Owner's receipt of the final Application for Payment from Engineer.

15.07 *Waiver of Claims*

- A. By making final payment, Owner waives its claim or right to liquidated damages or other damages for late completion by Contractor, except as set forth in an outstanding Claim, appeal under the provisions of Article 17, set-off, or express reservation of rights by Owner. Owner reserves all other claims or rights after final payment.
- B. The acceptance of final payment by Contractor will constitute a waiver by Contractor of all claims and rights against Owner other than those pending matters that have been duly submitted as a Claim, or appealed under the provisions of Article 17.

15.08 *Correction Period*

- A. If within one year after the date of Substantial Completion (or such longer period of time as may be prescribed by the Supplementary Conditions or the terms of any applicable special guarantee required by the Contract Documents), Owner gives Contractor written notice that any Work has been found to be defective, or that Contractor's repair of any damages to the Site or adjacent areas has been found to be defective, then after receipt of such notice of defect Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
 - 1. correct the defective repairs to the Site or such adjacent areas;
 - 2. correct such defective Work;
 - 3. remove the defective Work from the Project and replace it with Work that is not defective, if the defective Work has been rejected by Owner, and
 - 4. satisfactorily correct or repair or remove and replace any damage to other Work, to the work of others, or to other land or areas resulting from the corrective measures.
- B. Owner shall give any such notice of defect within 60 days of the discovery that such Work or repairs is defective. If such notice is given within such 60 days but after the end of the correction period, the notice will be deemed a notice of defective Work under Paragraph 7.17.B.
- C. If, after receipt of a notice of defect within 60 days and within the correction period, Contractor does not promptly comply with the terms of Owner's written instructions, or in

an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or repaired or may have the rejected Work removed and replaced. Contractor shall pay all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others). Contractor's failure to pay such costs, losses, and damages within 10 days of invoice from Owner will be deemed the start of an event giving rise to a Claim under Paragraph 12.01.B, such that any related Claim must be brought within 30 days of the failure to pay.

- D. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications.
- E. Where defective Work (and damage to other Work resulting therefrom) has been corrected or removed and replaced under this paragraph, the correction period hereunder with respect to such Work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.
- F. Contractor's obligations under this paragraph are in addition to all other obligations and warranties. The provisions of this paragraph are not to be construed as a substitute for, or a waiver of, the provisions of any applicable statute of limitation or repose.

ARTICLE 16—SUSPENSION OF WORK AND TERMINATION

16.01 *Owner May Suspend Work*

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 90 consecutive days by written notice to Contractor and Engineer. Such notice will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times directly attributable to any such suspension. Any Change Proposal seeking such adjustments must be submitted no later than 30 days after the date fixed for resumption of Work.

16.02 *Owner May Terminate for Cause*

- A. The occurrence of any one or more of the following events will constitute a default by Contractor and justify termination for cause:
 - 1. Contractor's persistent failure to perform the Work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment, or failure to adhere to the Progress Schedule);
 - 2. Failure of Contractor to perform or otherwise to comply with a material term of the Contract Documents;
 - 3. Contractor's disregard of Laws or Regulations of any public body having jurisdiction; or
 - 4. Contractor's repeated disregard of the authority of Owner or Engineer.

- B. If one or more of the events identified in Paragraph 16.02.A occurs, then after giving Contractor (and any surety) 10 days' written notice that Owner is considering a declaration that Contractor is in default and termination of the Contract, Owner may proceed to:
 - 1. declare Contractor to be in default, and give Contractor (and any surety) written notice that the Contract is terminated; and
 - 2. enforce the rights available to Owner under any applicable performance bond.
- C. Subject to the terms and operation of any applicable performance bond, if Owner has terminated the Contract for cause, Owner may exclude Contractor from the Site, take possession of the Work, incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere, and complete the Work as Owner may deem expedient.
- D. Owner may not proceed with termination of the Contract under Paragraph 16.02.B if Contractor within 7 days of receipt of notice of intent to terminate begins to correct its failure to perform and proceeds diligently to cure such failure.
- E. If Owner proceeds as provided in Paragraph 16.02.B, Contractor shall not be entitled to receive any further payment until the Work is completed. If the unpaid balance of the Contract Price exceeds the cost to complete the Work, including all related claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals) sustained by Owner, such excess will be paid to Contractor. If the cost to complete the Work including such related claims, costs, losses, and damages exceeds such unpaid balance, Contractor shall pay the difference to Owner. Such claims, costs, losses, and damages incurred by Owner will be reviewed by Engineer as to their reasonableness and, when so approved by Engineer, incorporated in a Change Order. When exercising any rights or remedies under this paragraph, Owner shall not be required to obtain the lowest price for the Work performed.
- F. Where Contractor's services have been so terminated by Owner, the termination will not affect any rights or remedies of Owner against Contractor then existing or which may thereafter accrue, or any rights or remedies of Owner against Contractor or any surety under any payment bond or performance bond. Any retention or payment of money due Contractor by Owner will not release Contractor from liability.
- G. If and to the extent that Contractor has provided a performance bond under the provisions of Paragraph 6.01.A, the provisions of that bond will govern over any inconsistent provisions of Paragraphs 16.02.B and 16.02.D.

16.03 *Owner May Terminate for Convenience*

- A. Upon 7 days' written notice to Contractor and Engineer, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for (without duplication of any items):
 - 1. completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
 - 2. expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in

connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses; and

3. other reasonable expenses directly attributable to termination, including costs incurred to prepare a termination for convenience cost proposal.
- B. Contractor shall not be paid for any loss of anticipated profits or revenue, post-termination overhead costs, or other economic loss arising out of or resulting from such termination.

16.04 *Contractor May Stop Work or Terminate*

- A. If, through no act or fault of Contractor, (1) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (2) Engineer fails to act on any Application for Payment within 30 days after it is submitted, or (3) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon 7 days' written notice to Owner and Engineer, and provided Owner or Engineer do not remedy such suspension or failure within that time, terminate the contract and recover from Owner payment on the same terms as provided in Paragraph 16.03.
- B. In lieu of terminating the Contract and without prejudice to any other right or remedy, if Engineer has failed to act on an Application for Payment within 30 days after it is submitted, or Owner has failed for 30 days to pay Contractor any sum finally determined to be due, Contractor may, 7 days after written notice to Owner and Engineer, stop the Work until payment is made of all such amounts due Contractor, including interest thereon. The provisions of this paragraph are not intended to preclude Contractor from submitting a Change Proposal for an adjustment in Contract Price or Contract Times or otherwise for expenses or damage directly attributable to Contractor's stopping the Work as permitted by this paragraph.

ARTICLE 17—FINAL RESOLUTION OF DISPUTES

17.01 *Methods and Procedures*

- A. *Disputes Subject to Final Resolution:* The following disputed matters are subject to final resolution under the provisions of this article:
1. A timely appeal of an approval in part and denial in part of a Claim, or of a denial in full, pursuant to Article 12; and
 2. Disputes between Owner and Contractor concerning the Work, or obligations under the Contract Documents, that arise after final payment has been made.
- B. *Final Resolution of Disputes:* For any dispute subject to resolution under this article, Owner or Contractor may:
1. elect in writing to invoke the dispute resolution process provided for in the Supplementary Conditions;
 2. agree with the other party to submit the dispute to another dispute resolution process; or
 3. if no dispute resolution process is provided for in the Supplementary Conditions or mutually agreed to, give written notice to the other party of the intent to submit the dispute to a court of competent jurisdiction.

ARTICLE 18—MISCELLANEOUS

18.01 *Giving Notice*

- A. Whenever any provision of the Contract requires the giving of written notice to Owner, Engineer, or Contractor, it will be deemed to have been validly given only if delivered to the notice address provided by each party in the Agreement:
1. in person, by a commercial courier service or otherwise, ~~to the recipient's place of business;~~ or
 2. by registered or certified mail, postage prepaid, ~~to the recipient's place of business;~~ or
 3. ~~by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line.~~

18.02 *Computation of Times*

- A. When any period of time is referred to in the Contract by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation.

18.03 *Cumulative Remedies*

- A. The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract. The provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

18.04 *Limitation of Damages*

- A. With respect to any and all Change Proposals, Claims, disputes subject to final resolution, and other matters at issue, neither Owner nor Engineer, nor any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, shall be liable to Contractor for any claims, costs, losses, or damages sustained by Contractor on or in connection with any other project or anticipated project.

18.05 *No Waiver*

- A. A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Contract.

18.06 *Survival of Obligations*

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion, and acceptance of the Work or termination of the Contract or of the services of Contractor.

18.07 *Controlling Law*

- A. This Contract is to be governed by the law of the state of Texas. ~~in which the Project is located.~~ Venue for any cause of action under or arising out of this Contract shall be in Bastrop County, Texas.

18.08 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party to this Contract of any rights under or interests in the Contract will be binding on the other party without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract.

18.09 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

18.10 *Headings*

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions.

SPECIAL CONDITIONS

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SPECIAL CONDITIONS

1. CONTRACT GOVERNANCE

In case of conflicts, the order of governance for this contract shall be the Agreement, Bond Documents, General Contract Conditions, these Special Conditions, and Technical Specifications.

2. DESCRIPTION OF WORK

The project will consist of the City of Bastrop Pine Street Drainage Improvements (FEMA HMGP DR-4272-0028-TX). Improvements will include but not to be limited to:

- Demolition
- Channel Excavation
- Installation of Concrete Pavement
- Cable Barrier Relocation
- Miscellaneous Utility Adjustments
- Erosion Control

The CONTRACTOR shall furnish all labor, materials, equipment, tools, services and supervision necessary to perform all the work shown on the Drawings and described in the Specifications and shall deliver the work complete in all respects and in full accordance with the Contract Documents. All incidental services and materials which may be reasonably inferred as necessary to accomplish the intended end result shall be provided by the CONTRACTOR whether or not specifically shown on the Drawings or itemized in the Specifications. The OWNER may require the CONTRACTOR to dismiss from the Project such employees as the OWNER or the ENGINEER shall deem incompetent, careless or insubordinate.

CONTRACTOR shall be responsible for all work executed by him under this Contract, including proper fitting of the work and coordination of the operation of all trades, subcontractors, and material suppliers.

3. ACCIDENT PREVENTION

No workers employed in the performance of the Contract shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the health or safety as determined under construction safety and health standard promulgated by the Secretary of Labor. The CONTRACTOR shall exercise proper precaution at all times for the protection of workers and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a results of his performances of the Contract.

The CONTRACTOR shall maintain an accurate record of all cases of death, occupational disease, or injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the Contract. The CONTRACTOR shall promptly furnish the OWNER with reports concerning these matters.

The CONTRACTOR shall indemnify and hold harmless the OWNER from any claims for damages resulting from property damage, personal injury and/or death suffered or alleged to have been suffered by any person as a result of any work conducted under this Contract.

The CONTRACTOR shall at all times conduct his work in such a manner as to insure the least possible inconvenience to vehicular & pedestrian traffic, and additionally to all landowners. At the close of the work each day, all streets & driveways where possible in the opinion of the OWNER, shall be opened to the public & landowners in order to give the persons their needed access. Barricades, warning signs, and necessary lighting shall be provided to the satisfaction of the OWNER and ENGINEER at the expense of the CONTRACTOR.

The CONTRACTOR shall be required to have an OSHA-approved Fall & Trench Protection Programs and all other required current OSHA-approved programs.

4. SUPERVISION BY CONTRACTOR

Except where the CONTRACTOR is an individual and gives his personal supervision to the work, the CONTRACTOR shall provide a competent superintendent, satisfactory to the OWNER and ENGINEER, on the job site at all times during working hours with full authority to act for the CONTRACTOR. The CONTRACTOR shall also provide adequate staff and equipment for the proper coordination and expediting of this work. The CONTRACTOR shall verify all figures and elevations before proceeding with the work and will be held responsible for any error resulting from his failure to do so.

5. CARE OF WORK

The CONTRACTOR shall be responsible for all damages to person(s) or property(ies) that occur as a result of his fault or negligence in connection with the execution of the work and shall be responsible for the proper care & protection of all materials delivered and work performed until completion & final acceptance.

The CONTRACTOR shall provide competent personnel to oversee job site(s), both day and night, including weekends & holidays, from the time the work starts until final acceptance.

For emergencies that affect the safety of life(lives), limb(s) or property(ies), including adjoining property(ies), the CONTRACTOR, without instruction or authorization from the OWNER or ENGINEER is authorized to act at his discretion to prevent such threatened loss or injury, and they shall so act. He shall likewise act if instructed to do so by the OWNER during said emergencies.

The CONTRACTOR shall avoid damage as a result of his operations to existing sidewalks, streets, curbs, pavements, utilities, properties and all associated appurtenances, and he shall at his sole expense completely repair any damage to a condition as good or better than before damage occurred or to replace any items damaged by his operations.

The CONTRACTOR shall shore up, brace, underpin, secure, and protect as maybe necessary, all existing structures & entities adjacent to, adjoining, and in the vicinity of the site(s), which may in any way be affected by the operations connected with the Project included in this Contract. The CONTRACTOR shall be responsible for giving of any & all required notices to any adjoining or adjacent property owners or other parties before the commencement of any work. The CONTRACTOR shall indemnify and save harmless the OWNER and ENGINEER from any damages on account of settlements or the loss of lateral support of adjoining property(ies) and from all loss or expense and all damages for which the OWNER and ENGINEER may become liable in consequence of such injury or damage to adjoining and adjacent structures and their premises.

6. TIME OF COMPLETION

Construction time is to start ten (10) days after receipt of a written "Notice to Proceed". All items of work contemplated in these Specifications and the accompanying drawings are to be substantially complete within one hundred eighty (180) calendar days. After the notification of substantial completion and final inspection, CONTRACTOR shall have thirty (30) days to remedy any incomplete or defective work. Failure to complete all items stated above within the required timeframe will result in a penalty for liquidated damages in an amount of \$210 per calendar day.

7. LIQUIDATED DAMAGES FOR DELAY

The CONTRACTOR agrees that a delay in substantial completion of the project beyond the total number of days anticipated for substantial completion plus such extensions to the allotted time as may be provided for in the General Conditions shall cause a damage to the OWNER and that the OWNER may withhold, permanently, from the CONTRACTOR'S total compensation, which is dependent upon the Contract Price, the following sum in the Table below:

FOR AMOUNT OF CONTRACT		AMOUNT LIQUIDATED DAMAGES PER CALENDAR DAY
from more than	to and including	
0	25,000	63
25,000	50,000	105
50,000	100,000	154
100,000	500,000	210
500,000	1,000,000	315
1,000,000	2,000,000	420
2,000,000	5,000,000	630
5,000,000	10,000,000	840
10,000,000	20,000,000	1,050
15,000,000	over 20,000,000	1,260
20,000,000	20,000,000	1,500

The CONTRACTOR shall not be charged with liquidated damages for any delays in the completion of the work due to:

- *Any acts of any branch of Government, including controls or restrictions upon or requisitioning of materials, equipment, tools, or labor by reason of war, national defense, or any other national emergency;*
- *Causes not reasonably foreseeable by the parties to this Contract at the time of Contract execution, including, but not limited to, acts of God or the public enemy, acts of another Contractor in the performance of some other contract with the OWNER, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, and weather of unusual severity such as hurricanes, tornadoes, cyclones and other extreme weather conditions;*
- *Provided, however, that the CONTRACTOR promptly notifies the OWNER within ten (10) days in writing of the cause of the delay. Upon receipt of such notification, the OWNER shall ascertain the facts and the cause & extent of delay. If, upon the basis of the facts and the contract terms, the delay is properly excusable, the OWNER shall extend the time for work completion for a time period commensurate with the period of excusable delay.*

8. ADDENDA

Bidders desiring further information or interpretation of the plans or specifications must make such request for such information to the ENGINEER, at least forty-eight (48) hours before the bid opening. Answers to all such requests will be given in writing to all bidders, in addendum form, and all addenda will be bound with, and made a part of, the Contract Documents. No other explanation or interpretation will be considered official or binding. Should a bidder find discrepancies in, or omissions from, the plans, specifications, or other Contract Documents, or should he be in doubt as to their meaning, he should at once notify the ENGINEER in order that a written addendum may be sent to all bidders. Any addenda issued at least twenty-four (24) hours prior to the opening of bids will be e-mailed, faxed or otherwise delivered to each CONTRACTOR contemplating the submission of a proposal on this work. The proposal as submitted by the CONTRACTOR will be so constructed as to include any addenda, if such are issued by the ENGINEER at least twenty-four (24) hours of the opening of bids.

9. WARRANTY PERIOD

The successful bidder shall provide the City of Bastrop with a guarantee against defective materials and workmanship for a period of two (2) years from the date of issuance of certificate of construction completion. Neither final acceptance nor final payment or any provision in the contract documents will relieve CONTRACTOR of above guarantee. Failure to repair or replace defect upon notice entitles OWNER to repair or replace same and recover reasonable cost thereof from the CONTRACTOR and/or his surety.

10. PERMITS AND RIGHT-OF-WAY

The OWNER will provide right-of-way for the purpose of construction without cost to the CONTRACTOR by securing permits in areas of public dedication or by obtaining easements across privately owned property. It shall be the responsibility of the CONTRACTOR prior to the initiation of construction on easements through private property, or upon areas of public dedication, to familiarize himself with the requirements of the pertinent easement or permit and to abide by all the stated terms of such easements or permits. The CONTRACTOR shall give notice of intent to begin construction on privately owned property or permitted areas as required by the relevant easement or permit but in no case less than forty-eight (48) hours before commencing work.

11. PROPERTY LINES AND MONUMENTS

The CONTRACTOR shall protect all property corner markers, and when any markers or monuments are in danger of being disturbed, they shall be properly referenced and if disturbed shall be reset at the expense of the CONTRACTOR.

12. REFERENCE SPECIFICATIONS

Where reference is made in these specifications to specifications compiled by other agencies, organizations or departments, such reference is made for expediency and standardization from the material supplier's point of view, and such specifications referred to are hereby made a part of these specifications.

Whenever reference is made to the furnishing of materials or testing thereof to conform to the standards of any technical society, organization, or body, it shall be construed to mean the latest standard, code, specification or tentative specification adopted and published at the time of advertisement for bids, even though reference has been made to an earlier standard, and such standards are made a part hereof to the extent which is indicated or intended.

STANDARD ABBREVIATIONS

ASTM.	American Society for Testing Materials.
AASHO.	American Association of State Highway Officials.
ASA.	American Standards Association.
API.	American Petroleum Institute.
AWS.	American Welding Society.
NEMA.	National Electrical Manufacturers Association.
EEL.	Edison Electrical Institute.
IES.	Illuminating Engineering Society.
UL.	Underwriters Laboratory, Inc.
AAN.	American Association of Nurserymen.
AWG.	American Wire Gauge.
BPR.	The United States Bureau of Public Roads.
IMSA.	International Municipal Signal Association.
ITE.	Institute of Traffic Engineers.
NBFU.	National Board of Fire Underwriters.
NEC.	National Electrical Code (Published by NBFU).
AWWA.	American Water Works Association.
AISC.	American Institute of Steel Construction.
ASCE.	American Society of Civil Engineers.
SSPC.	Steel Structures Painting Council.

13. SHOP DRAWINGS

The CONTRACTOR shall supply to the ENGINEER copies of shop and erection drawings, schedules and data sheets covering items of construction and equipment listed below:

- (a) Structural and miscellaneous steel, and fabricated piping.

- (b) Paint.
- (c) Reinforcing steel.
- (d) Electrical equipment, including instruments, controls and complete wiring diagrams.
- (e) Any item that may deviate from stated design.
- (f) Special items, as directed.

Submittals called for in the Contract Documents shall be submitted promptly after contract award and acceptance of the CONTRACTOR'S bonds.

CONTRACTOR will check and approve shop drawings for compliance with requirements of Contract and will so certify by stamp on each drawing prior to submittal to ENGINEER. Any drawings submitted without CONTRACTOR'S stamp of approval will not be considered and will be returned to him for proper submission.

ENGINEER will promptly pass upon drawings submitted, noting necessary corrections or revisions. If ENGINEER rejects drawings, the CONTRACTOR shall resubmit corrected drawings until drawings are acceptable to ENGINEER as being in conformance with design concept of project and in compliance with information given in the Contract Documents. Acceptance of drawings by ENGINEER does not relieve CONTRACTOR of any requirements of terms in Contract. Two (2) copies of approved submittals will be returned to CONTRACTOR.

No such materials or equipment shall be manufactured or delivered to the site, except at the CONTRACTOR'S own risk, until the required samples or certificates have been approved in writing by the ENGINEER. Any delay in the work caused by late, erroneous, or improper submission of samples or certificates for approval shall not be considered just cause for an extension of the contract time.

Approval of any materials or equipment shall be general only and shall not constitute a waiver of the OWNER'S right to demand full compliance with the Contract Documents. After actual deliveries, the ENGINEER may employ check test made as they deem necessary in each instance and may reject materials, equipment & accessories for cause, even though such materials and articles have been given general approval. If materials, equipment & accessories which fail to meet the check test have been incorporated in the work, the ENGINEER will have the right to cause their removal & replacement by proper materials or to demand & secure such reparation by the CONTRACTOR as is equitable.

The costs for sampling & testing will be as follows:

- *The CONTRACTOR shall furnish without cost, including packing & delivery charges, all samples required for testing purposes, except those samples taken on the project by the ENGINEER;*
- *The CONTRACTOR shall assume all costs of re-testing materials and re-inspection of workmanship which fail to meet contract requirements;*
- *The CONTRACTOR shall assume all costs of testing materials offered in substitution for those found deficient;*
- *The OWNER will pay all other expenses.*

14. MATERIALS AND EQUIPMENT

Incorporate into work only new materials unless otherwise designated and the best grade of the respective kinds for the purpose. All equipment shall be in working condition and shall be operated by competent personnel. All materials and equipment shall be stored in such a manner so as to protect them from damage.

No materials, supplies, or equipment to be installed or furnished under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale, lease-purchase or other agreement by which an interest is retained by the seller or supplier.

The CONTRACTOR shall warrant good title to all materials, supplies & equipment installed or incorporated in the work and upon completion of all work, shall deliver the same together with all improvements and appurtenances constructed or placed by him to the OWNER free from any claims, liens, or charges. Neither the CONTRACTOR nor any person, firm, or corporation furnishing any material or labor for any work covered by this Contract shall have any right to a lien upon any improvement or appurtenance. Nothing contained in this paragraph, however, shall defeat or impair the right of persons furnishing materials or labor to recover under any law permitting such persons to look to funds due the CONTRACTOR in the hands of the OWNER. The provisions of this paragraph shall be inserted in all subcontracts and material contracts and notice of its provisions shall be given to all persons furnishing materials for the work when no formal contract is entered into for such materials.

15. SUBSTITUTION OF MATERIALS

Where a product is specified, followed by the phrase "or equal", the product mentioned is intended to set standards of quality, function and appearance. If the CONTRACTOR desires to substitute a material or method as an equal to a specified item, he shall within ten days after award of contract, request permission from the ENGINEER, in writing, and shall submit such literature, samples, etc., as may be necessary to establish the equal quality of his proposal. If the ENGINEER deems it necessary in order to establish the equality between two or more products, he may require laboratory testing at the CONTRACTOR'S expense in order to obtain

information upon which to base a decision. After consideration of the material submitted, the ENGINEER will advise the CONTRACTOR in writing of his acceptance or rejection. No substitutions will be permitted without ENGINEER'S prior written approval. Machinery, mechanical or other equipment, materials or articles installed or used without such prior approval shall be at the risk of subsequent rejection.

16. MATERIALS TESTING

Concrete testing may be required on this Project. The CONTRACTOR shall be responsible for supplying materials required for testing and the City shall be responsible for all costs associated with testing. Any re-tests due to failure to meet contract requirements shall be the sole responsibility of the CONTRACTOR.

17. WATER FOR CONSTRUCTION

Water used for the mixing of concrete, jetting or flooding trenches, or testing, or any other purposes incidental to this project, will be furnished by the OWNER to the CONTRACTOR. If water is obtained from the OWNER'S water supply, the CONTRACTOR shall make the necessary arrangements for securing and transporting such water and shall take such water in a manner and at such times that will not produce a harmful drain or decrease pressure in the owner's water system. There will be no charge to CONTRACTOR for water used in the construction of this Project that is obtained from the OWNER; however, CONTRACTOR shall make communication with the OWNER about where, when and how to connect to the OWNER'S water system. CONTRACTOR will also be required to provide the OWNER with an accounting of water used for their record keeping purposes.

18. LINES AND GRADES

All construction staking and layout shall be the responsibility of the CONTRACTOR. CONTRACTOR shall verify all figures and elevations before proceeding with the work and will be responsible for any error resulting from his failure to do so.

19. LOCATION OF AND DAMAGE TO EXISTING UTILITIES

The CONTRACTOR shall notify Texas One Call and all private and public utilities at least 48 hours prior to performing any work in the vicinity of said utilities. Such 48-hour notice shall not include Saturdays, Sundays and Holidays.

The CONTRACTOR shall be solely responsible for all utilities, structures, and appurtenances in regard to protection and replacement or repair of same. The cost of protecting, replacing, or repairing the utilities, structures, and appurtenances covered by this paragraph shall be borne solely by the CONTRACTOR and shall be included in the prices bid for the various affected items in the Contract.

20. SITE MAINTENANCE AND CLEANUP

Maintain the project sites and public rights-of-way during construction neat and free of trash, rubbish or other debris. In cleanup operations, remove from site temporary structures, rubbish and waste materials, and leave site in a neat and presentable condition throughout. CONTRACTOR shall legally dispose of excavated material beyond that which is needed to bring site to required final elevations. Upon completion of the work, the CONTRACTOR shall removal all temporary construction facilities, debris, and unused materials provide for the work, and put the whole site of the work and public rights of way in a neat and clean condition, the same or better than prior to construction.

CONTRACTOR shall provide written manifests to the OWNER regarding proper disposal of said materials.

21. MEASUREMENT AND PAYMENT

Estimated quantities shown in the Contract Documents are provided solely for the purpose of allowing a uniform comparison of submitted bids. Payment will be made on either the basis of actual measured quantities or a lump sum as may be relevant to the particular item. For those items for which payment is based on actual measured quantities, the CONTRACTOR shall verify all measurements at the site and shall be responsible for the correctness of same. Unit prices shall then be used to calculate payment. Methods of measurement shall be given in the Technical Specifications for each measured item.

For those items for which payment is based on "lump sum", the amount of the bid shall be the full compensation for the performance of the particular item of work. It shall be the CONTRACTOR'S full responsibility to satisfy himself of the requirements of the Contract Documents, in regard to the item of work for which a lump sum bid is requested, prior to submitting his bid. No allowances will be made to the CONTRACTOR, by reason of any error on his part due to his neglect to comply with the requirements of this clause.

Changes made in the design, and/or requirements of the contract documents, in regard to an item of work which a lump sum bid is requested after bids have been submitted, shall be paid for in accordance with Article 11 of the General Conditions of the Agreement.

22. PAYMENTS TO CONTRACTOR

The CONTRACTOR shall prepare five (5) copies of pay requests on or about the 28th of the month and submit to the ENGINEER for approval. ELECTRONIC

SUBMITTALS WITH COLORED SIGNATURES ARE AN ACCEPTABLE ALTERNATIVE. The amount of payment to the CONTRACTOR shall be determined by the sum of the total value of work completed to date, value of materials purchased & properly stored on the project site(s), and deducting the applicable retainage & amount of previous payments. The total value of work completed to date shall be based upon the actual quantities of work completed and on unit prices contained in the Contract.

Monthly or partial payments made by the OWNER to the CONTRACTOR are moneys advanced for the purpose of assisting the CONTRACTOR to expedite the work of construction. The CONTRACTOR shall be responsible for the care and protection of all materials and work upon which payments have been made until final acceptance of such work and materials by the OWNER. Such payments shall not constitute a waiver of the right of the OWNER to require the fulfillment of all terms of the Contract and the delivery of all improvements embraced in the Contract complete and satisfactory to the OWNER in all details.

Each payment to the CONTRACTOR shall be made subject to the submission by the CONTRACTOR of all written certifications required of him and his subcontractors.

The OWNER may withhold any payment, including final payment, due the CONTRACTOR, whatever is deemed necessary to protect the OWNER, and if it so elects, may also withhold any amounts due from the CONTRACTOR to any subcontractors or material suppliers, for work performed or material furnished by them. The foregoing provision shall be construed solely for the benefit of the OWNER and will not require the OWNER to determine or adjust any claims or disputes between the CONTRACTOR and his subcontractors or material providers, or to withhold any moneys for the protection unless the OWNER elects to do so. The failure or refusal of the OWNER to withhold any monies from the CONTRACTOR shall in no way impair the obligations of any surety or sureties under any bond or bonds furnished under this Contract.

23. PAYMENT FOR MATERIALS ON SITE

CONTRACTOR shall present to the OWNER with his monthly estimate of production and request for payment a list of all material delivered to the project site, but not installed, with the total invoice cost of that material and the OWNER shall pay to the CONTRACTOR the invoice cost of such material as has been verified by the ENGINEER to be "on site", less retainage. "On site" shall mean on or immediately adjacent to the work area or point of material installation, or a central storage yard or office area that has been set up for the project in the immediate project area. This does not include material in transit to the job site, material stored in yards or areas located in other towns, or materials stored in a manufacturer's warehouse, even though CONTRACTOR may have been invoiced for such material. CONTRACTOR

shall be required to provide ENGINEER with copies of all invoices for materials they are requesting to be paid for.

24. STATE SALES TAX

City of Bastrop does qualify as an exempt organization under the Limited Sales Excise Tax Rules and Regulations of the State of Texas. Since the OWNER and the CONTRACTOR shall be exempt from the state sales tax, the state sales tax shall not be included in the Bid. Prior to the execution of the Contract, the CONTRACTOR shall obtain a Limited Sales Tax Permit and shall show evidence of this permit when signing the Contract. The CONTRACTOR shall then issue Resale Certificates in lieu of payment of the sales tax, on material purchased for incorporation into the project. These instructions are in strict compliance with the State Sales Tax Act, Section I, Chapter 20, Title 112A, Taxation General, Revised Civil Statutes of Texas, 1925, and the Comptroller's Rulings interpreting said Act. The CONTRACTOR is assumed to be fully aware of the sales tax regulations and agrees to cooperate fully with the OWNER in claiming its lawful exemption from the state sales tax.

25. RETAINAGE

The OWNER will retain from the CONTRACTOR'S monthly estimate the request for payment an amount equal to 10% of the invoiced amount. This 10% shall be retained by the OWNER until final acceptance of the total project and then paid to the CONTRACTOR.

26. FINAL PAYMENT

After final inspection and acceptance by the OWNER of all work under the Contract, the CONTRACTOR shall prepare the final payment which shall be based upon the careful inspection of each work item at the applicable unit prices stipulated in the Contract. The total amount of the final payment due to the CONTRACTOR under this Contract shall be the amount computed as described above in the Payments to Contractor less all previous payments.

The OWNER shall require the CONTRACTOR to furnish notarized releases or receipts from all subcontractors having performed any work and material providers which have provided materials, equipment and services to the CONTRACTOR. Final payment will not be made until the CONTRACTOR has provided the OWNER with a copy of record drawings, Notarized Affidavit of All Bills Paid & Release of Lien, and the Certificate of Construction Completion has been executed by all applicable parties.

Any Liquidated Damages and Claims due to the OWNER shall be deducted from the final payment due the CONTRACTOR.

27. COMPENSATION, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

Each and every CONTRACTOR performing work at the site of the project shall not commence work until he has obtained all the insurance required under this paragraph nor shall the CONTRACTOR allow any subcontractor to commence work until he has obtained all similar insurance required of the subcontractor. Each and every CONTRACTOR and subcontractor shall take out and maintain during the course of this project adequate Workmen's Compensation Insurance as shall protect him from any subcontractor's personal injury, including wrongful death, as well as from claims for property damages which may arise from operations under this contract, or in any way connected therewith. The minimum amounts of such insurance shall be as follows:

Workmen's Compensation and Employer's Liability:	Comply in amount with all applicable State of Texas Statutes, but in compliance with amounts listed on Sample Insurance Certificate.
General Liability:	\$1,000,000 for injuries to 1 person. \$1,000,000 for each occurrence. \$2,000,000 for general aggregate.
Property Damage:	\$1,000,000.
Automobile Property Damage:	\$1,000,000.
Automobile Public Liability:	\$1,000,000 for combined single limit.
Umbrella Liability:	\$2,000,000 for each occurrence.
Excess Liability:	\$2,000,000 for aggregate.
Property Insurance:	For this project shall be full value of contract.

NOTE: General aggregate limit applies per project, not per policy. Automobile insurance shall cover all automobiles and trucks owned by the CONTRACTOR. See attached sample for required information.

For the terms covered under this contract, the City of Bastrop and BEFCO Engineering Inc. shall be named as additional insured with respect to general liability. City of Bastrop shall be listed as the Certificate Holder.

The CONTRACTOR shall furnish the OWNER with certificates showing the type, amount, class of operations covered, effective date and date of expiration of policies. Such certificates shall also contain substantially the following statement: "The insurance covered by this certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by the Locality."

CONTRACTOR shall perform all trench excavation in compliance with OSHA regulations 29 CFR 1926 Subpart P - Excavation, Trenching, and Shoring. In accordance with HG 1569, a separate pay item for trench safety has been included in the Bid Proposal for all force main as well as gravity main or other construction trench excavations. All other applicable requirements of H.B. 1569 shall also be adhered to.

29. TRAFFIC CONTROL

It will be the CONTRACTOR'S responsibility to adequately provide for the safety of the public during the course of the construction of the project. Flagmen, if required, will be provided at the CONTRACTOR'S cost.

30. PROJECT MEETINGS

Prior to starting work, the CONTRACTOR shall attend a pre-construction conference to review schedules, to establish procedures for processing applications for payment, and to establish a working understanding between OWNER, ENGINEER and CONTRACTOR. Representatives of all parties shall be in attendance. Other meetings will be scheduled during construction as the need dictates.

31. STORMWATER POLLUTION AND PREVENTION PLAN (SWPPP)

Stormwater pollution prevention plan (SWPPP) will not be required as disturbance will be less than 1 acre.

32. SUBCONTRACTS

The CONTRACTOR shall be responsible for a majority of the work and shall not subcontract more than 50% of the work without written approval of the OWNER. The 50% shall exclude specialty work such as boring, hot taps, and pavement repair. The CONTRACTOR shall not execute an agreement with any subcontractor or permit any subcontractor to perform any work included in the contract until that subcontractor has been approved by the OWNER and ENGINEER. The CONTRACTOR shall be fully responsible for all acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them. The CONTRACTOR shall cause appropriate provisions to be inserted in all subcontracts relative to the work and required compliance by each subcontractor with the applicable provisions of the contract. Nothing contained in the Contract shall create any contractual relation between any subcontractor and the OWNER.

33. CHANGES IN THE WORK

The OWNER may make changes in the work scope required to be performed by the CONTRACTOR under the Contract without relieving or releasing the CONTRACTOR from any of his obligations under the Contract or any guarantee given by him pursuant to the Contract provisions, and without affecting the validity of any bonds, and without relieving or releasing the surety or sureties of said bonds. All such work shall be executed under the terms of the original Contract unless it is expressly provided otherwise. Additionally, all such change orders must be approved by the OWNER, ENGINEER, CONTRACTOR and FUNDING AGENCY (if applicable). A request for a change order shall include a detailed description of the work change, written pricing from CONTRACTOR for additional bid items not included in the original Contract Documents, changes in contract completion times or dates, statement regarding justification for change, statement that all work in the change shall be performed in accordance with the Contract Documents, and written acknowledgement by all parties.

Except for the purpose of affording protection against any emergency endangering health, life, limb or property, the CONTRACTOR shall make no changes in the materials used or in the specified construction manner and/or installing the improvements or supply additional labor, service, or materials beyond that actually required for contract execution, unless in pursuance of a written order from the OWNER authorizing the CONTRACTOR to proceed with the change. No claim for Contract Price adjustment will be valid unless so ordered.

For applicable unit prices in the Contract Documents, the OWNER may order the CONTRACTOR to proceed with desired unit prices specified, provided that in the case of a unit price contract the net value of all changes does not increase or decrease the total amount of the Contract by twenty-five percent (25%).

34. ASSIGNMENT OR NOVATION

The CONTRACTOR shall not assign or transfer, whether by an assignment or novation, any of its rights, duties, benefits, obligations, liabilities, or Contract responsibilities without the written consent of the OWNER; provided, however, that assignments to banks or other financial institutions may be made without OWNER consent. No assignment or novation expressly of this Contract shall be valid unless the assignment or novation expressly provides that the assignment of any of the CONTRACTOR'S rights or benefits under the Contract is subject to a prior lien for labor performed, services rendered, and material, tools and equipment supplied for the work performance under this Contract in favor of all persons, firms, or corporations rendering such labor or services or supply such materials, tools, or equipment.

35. REQUESTS FOR SUPPLEMENTARY INFORMATION

It is the CONTRACTOR'S responsibility to make timely requests to the OWNER for any additional information not already in his possession which should be furnished by the OWNER under the Contract terms, and which he will require in the planning & work execution. Such requests may be submitted from time to time as the need dictates, but each shall be submitted in writing in ample time to permit appropriate action to be taken by all parties involved so as to avoid delay. Each request shall be in writing, and list the various items and the latest date by which each will be required by the CONTRACTOR. The first list shall be submitted within two (2) weeks after Contract award and shall be as complete as possible at that time. The CONTRACTOR shall, if requested, furnish promptly any assistance and information the ENGINEER or OWNER may require in responding to these requires of the CONTRACTOR. The CONTRACTOR shall be fully responsible for any work delays or to other arising from his failure to fully comply with the provisions of this section.

36. PERMITS AND CODES

The CONTRACTOR shall give all notices required by and comply with all current applicable laws, ordinances, and codes of the applicable Local, State & Federal Governments. Before installing any work, the CONTRACTOR shall examine the drawings and technical specifications for compliance with these applicable ordinances & codes and shall immediately report any discrepancy to the OWNER. The CONTRACTOR shall at his own expense, secure & pay for all required permits required or any of associated agencies. If the local regulatory body or agency agrees to waive any fees, CONTRACTOR shall be responsible for obtaining written documentation of this waiver and shall still be responsible for implementing all associated work with the Contract Documents in accordance with the applicable laws, ordinances & codes.

The CONTRACTOR shall comply with all current applicable laws, ordinances & codes governing the disposal of surplus excavation, materials, debris and rubbish on or off the Project Area and commit no trespass on any public or private property in any operation due to or connected with the Contract Improvements. CONTRACTOR shall provide written manifests to the OWNER regarding proper disposal of said materials.

The CONTRACTOR shall make arrangements for and pay the water, electrical power, sewer, or other utilities required during construction unless they have received written documentation that the OWNER or applicable utility provider has waived such fees.

37. DUST CONTROL

During project construction, the CONTRACTOR shall use every means possible to control the amount of dust created by construction. Prior to the close of each day's

work, the CONTRACTOR, if directed by the OWNER, shall moisten the bank and surrounding areas to prevent a dusty condition.

38. SANITARY FACILITIES

The CONTRACTOR shall furnish, install & maintain ample sanitary facilities for the workmen. Based upon the number of workers, a sufficient number of enclosed temporary toilets shall be conveniently placed as required. Drinking water shall be provided from an approved regulated source, so piped or transported as to keep it safe & fresh and serviced from single service containers, satisfactory types of sanitary drinking stands, or fountains. All such facilities and services shall be furnished in strict accordance with current existing & governing health regulations.

39. USE OF PREMISES

The CONTRACTOR shall confine his construction equipment, materials, and operations to the contract limits as shown on the drawings and as prescribed by the pertaining ordinances or permits, or as may be desired by the OWNER, and shall not unreasonably encumber the site or public rights of way with his materials and construction equipment.

40. INSPECTION

All materials and workmanship shall be subject to inspection, examination and/or testing by the OWNER and ENGINEER at any and all times during manufacture or construction and at any and all places where such manufacture or construction occurs. The OWNER shall have the right to reject defective material & workmanship or require its correction. All unacceptable workmanship shall be satisfactorily corrected. Rejected materials shall be promptly removed from the project area(s) and replaced with materials of specified quality without charge. If the CONTRACTOR fails to proceed at once with the correction of rejected workmanship or defective materials, the OWNER may contract or otherwise have the defects remedied or rejected materials removed from the project area(s) and charge the cost of the same against any monies which may be due the CONTRACTOR, without prejudice to any other rights or remedies of the OWNER.

The CONTRACTOR shall promptly furnish all materials reasonably necessary for any tests which may be required. All OWNER testing shall be performed in such manner as not to delay the work unnecessarily and will be made in accordance with the provisions of the technical specifications.

The CONTRACTOR shall notify the OWNER and ENGINEER sufficiently in advance of back filling or concealing any facilities to permit proper inspection. If any facilities are concealed without approval or consent of the OWNER, the CONTRACTOR shall uncover said work for inspection and recover such facilities at his own expense, when

so requested by the OWNER. Should it be considered necessary by the OWNER at any time before final acceptance of the entire work to make an examination of work already completed by uncovering the same, the CONTRACTOR shall on request promptly furnish all necessary facilities, labor, and material. If such work is found to be defective in any important or essential respect, due to the fault of the CONTRACTOR or his subcontractors, the CONTRACTOR shall defray all the expenses of such examination and satisfactory reconstruction. If, however, the work is found to meet the Contract specifications, the actual cost of labor and material involved in the examination and replacement, shall be allowed the CONTRACTOR and he shall, in addition, if work completion of the entire Contract has been delayed thereby, be granted a suitable time extension on account of the additional work involved.

Neither inspection, testing, approval, nor acceptance of the work in whole or in part, by the OWNER or its agents shall relieve the CONTRACTOR or his sureties of full responsibility for materials furnished or work performed not in strict accordance with the Contract Documents.

When the Contract improvements are substantially completed, the CONTRACTOR shall notify the OWNER in writing that the work will be ready for final inspection on a definitive date which shall be stated in the notice. The OWNER will make the arrangements necessary to have the final inspection commence on the date stated in the notice, or as soon thereafter as is practicable. Final approval for the Project shall be completed until acceptance by the OWNER, ENGINEER, CONTRACTOR, and FUNDING AGENCY (if applicable). Final approval will not be given until the CONTRACTOR has provided the OWNER with a Notarized Affidavit of All Bills Paid/Release of Lien and the Certificate of Construction Completion signed by the OWNER, ENGINEER, CONTRACTOR, and FUNDING AGENCY (if applicable).

41. REVIEW BY OWNER

The OWNER and its authorized representation and agents shall have access to and be permitted to observe and review all work, materials, equipment, payrolls, personnel records, employment conditions, material invoices, and other relevant data & records pertaining to this Contract. However, all instructions and approval with respect to the work will be given to the CONTRACTOR only by the OWNER through its authorized representatives or agents.

42. DEDUCTION FOR UNCORRECTED WORK

If the OWNER deems it not expedient to require the CONTRACTOR to correct work not done in accordance with the Contract Documents, an equitable deduction from the Contract Price will be made by agreement between the CONTRACTOR and the OWNER and subject to settlement.

43. COMPLIANCE WITH AIR AND WATER ACTS

In compliance with the Clean Air Act, as amended, 41 USC Sec. 7401 et. Eq., and the regulations of the EPA with respect thereto, the CONTRACTOR agrees that:

Any facility to be utilized in the performance of this contract or any subcontract shall not be a facility listed on the EPA List of Violating Facilities pursuant to 40 CFR 15.20. He will comply with all requirements of Section 114 of the Clean Air Act, as amended. Materials utilized in the Project shall be free of any hazardous materials, except as may be specifically provided for in the specifications.

If the CONTRACTOR encounters existing material on sites owned or controlled by the OWNER or in material sources that are suspected by visual observation or smell to contain hazardous materials, the CONTRACTOR shall immediately notify the ENGINEER and OWNER. The OWNER will be responsible for testing for and removal or disposition of hazardous materials on sites owned or controlled by the OWNER. The OWNER may suspend the work, wholly or in part during the testing, removal or disposition of hazardous materials on sites owned or controlled by the OWNER.

The CONTRACTOR shall furnish all materials and equipment that is free of asbestos materials. In addition, the CONTRACTOR will submit with final pay request a notarized affidavit that no asbestos has been used on the site or project.

44. JOB OFFICES

The CONTRACTOR and his subcontractors may maintain such office and storage facilities on the site as are necessary for proper execution of the work. These shall be located so as to cause no interference to any work to be performed on the site. The OWNER shall be consulted with regard to locations. Upon Project completion or as such times directed by the OWNER, the CONTRACTORS shall remove all such temporary structures and facilities from the site, and leave the site of the work in the condition required by the Contract.

45. PARTIAL USE OF SITE IMPROVEMENTS

The OWNER may give notice to the CONTRACTOR and place in use those sections of the improvements which have been completed, inspected and can be accepted as complying with technical specifications and if in its opinion, each such section is reasonably safe, fit and convenient for the use & accommodation for which it was intended, provided:

- *The use of such sections of the improvements shall in no way impede project completion;*

- *The CONTRACTOR shall not be responsible for any damages or maintenance costs due directly to the use of such sections;*
- *The period of guarantee shall not begin to run until the date of final acceptance of all work which the CONTRACTOR is required to construct under this Contract.*

12/19

SAMPLE INSURANCE CERTIFICATE

DESCRIPTIONS (Continued from Page 1)

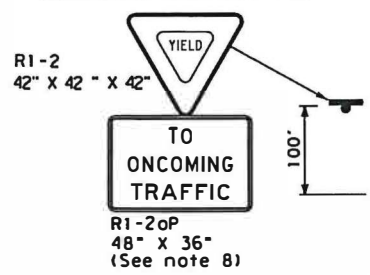
is canceled by the company other than for nonpayment of premium, or direct cancellation by named insured as per policy provision.

TRAFFIC CONTROL PLAN

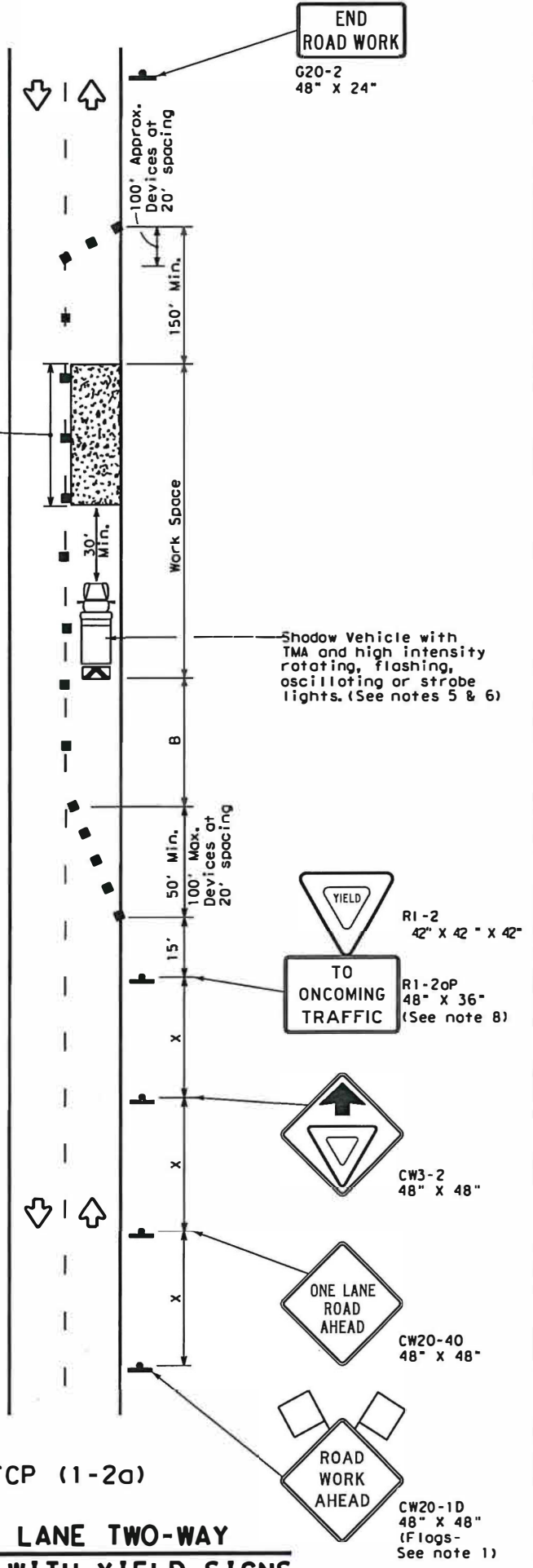
DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

DATE: FILE:

Warning Sign Sequence in Opposite Direction Same as Below

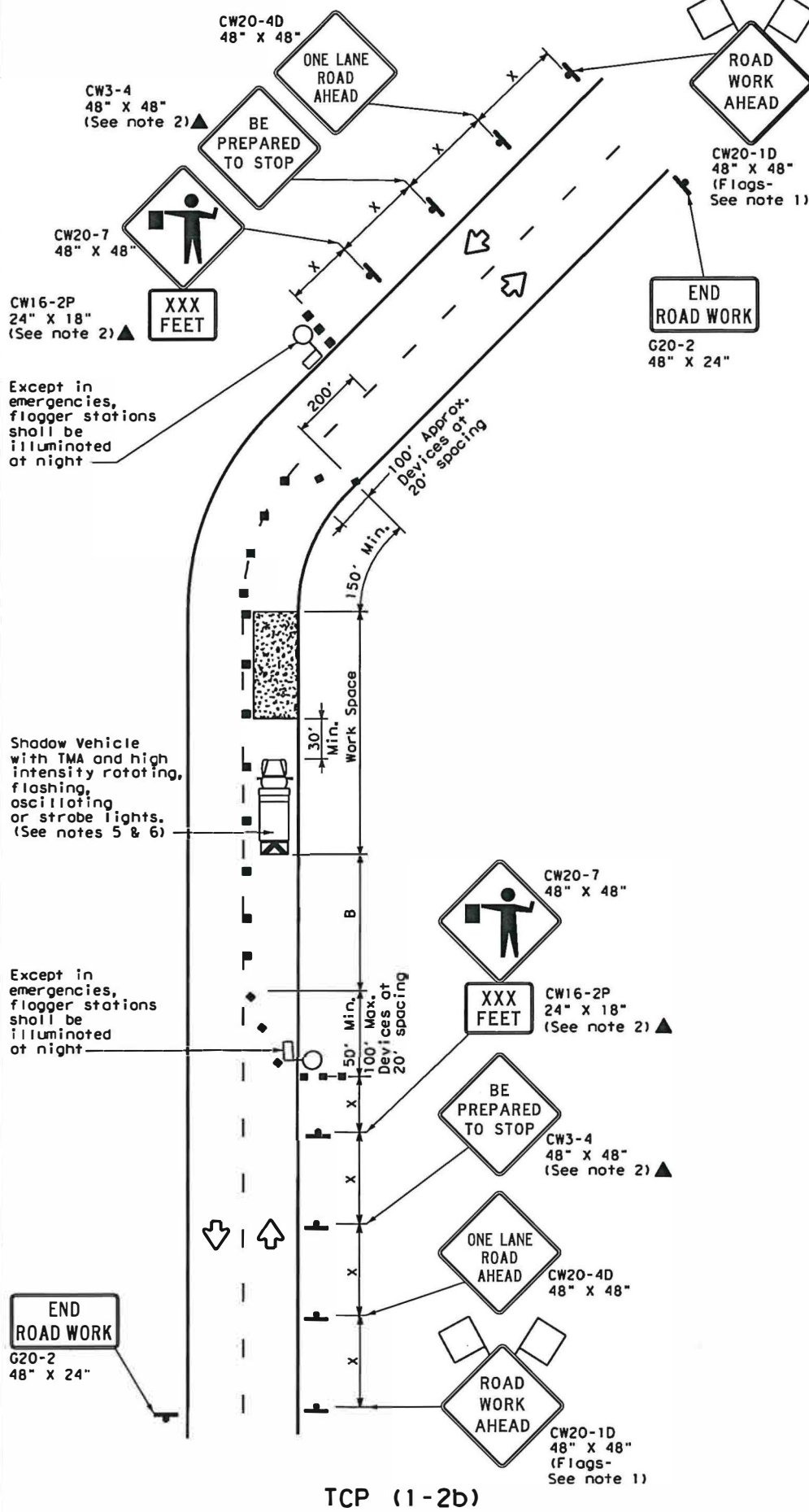


Channelizing devices separate work space from traveled way



TCP (1-2a)
ONE LANE TWO-WAY CONTROL WITH YIELD SIGNS
(Less than 2000 ADT - See note 7)

END ROAD WORK
G20-2
48" X 24"



TCP (1-2b)
ONE LANE TWO-WAY CONTROL WITH FLAGGERS

LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

Posted Speed * *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing - "X" Distance	Suggested Longitudinal Buffer Space "B"	Stopping Sight Distance
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent			
30	L = WS ² / 60	150'	165'	180'	30'	60'	120'	90'	200'
35		205'	225'	245'	35'	70'	160'	120'	250'
40		265'	295'	320'	40'	80'	240'	155'	305'
45	L = WS	450'	495'	540'	45'	90'	320'	195'	360'
50		500'	550'	600'	50'	100'	400'	240'	425'
55		550'	605'	660'	55'	110'	500'	295'	495'
60		600'	660'	720'	60'	120'	600'	350'	570'
65		650'	715'	780'	65'	130'	700'	410'	645'
70		700'	770'	840'	70'	140'	800'	475'	730'
75		750'	825'	900'	75'	150'	900'	540'	820'

* Conventional Roads Only
** Taper lengths have been rounded off.
L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE				
MOBILE	SHORT DURATION	SHORT TERM STATIONARY	INTERMEDIATE TERM STATIONARY	LONG TERM STATIONARY
	✓	✓		

GENERAL NOTES

- Flags attached to signs where shown are REQUIRED.
 - All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated elsewhere in the plans, or for routine maintenance work, when approved by the Engineer.
 - The CW3-4 "BE PREPARED TO STOP" sign may be installed after the CW20-4D "ONE LANE ROAD AHEAD" sign, but proper sign spacing shall be maintained.
 - Sign spacing may be increased or an additional CW20-1D "ROAD WORK AHEAD" sign may be used if advance warning ahead of the flagger or R1-2 "YIELD" sign is less than 1500 feet.
 - A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricades or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
 - Additional Shadow Vehicles with TMAs may be positioned off the paved surface, next to those shown in order to protect wider work spaces.
- TCP (1-2a)**
- R1-2 "YIELD" sign traffic control may be used on projects with approaches that have adequate sight distance. For projects in urban areas, work spaces should be no longer than one half city block. In rural areas on roadways with less than 2000 ADT, work spaces should be no longer than 400 feet.
 - R1-2 "YIELD" sign with R1-2aP "TO ONCOMING TRAFFIC" plaque shall be placed on a support at a 7 foot minimum mounting height.
- TCP (1-2b)**
- Flaggers should use two-way radios or other methods of communication to control traffic.
 - Length of work space should be based on the ability of flaggers to communicate.
 - If the work space is located near a horizontal or vertical curve, the buffer distances should be increased in order to maintain adequate stopping sight distance to the flagger and a queue of stopped vehicles (see table above).
 - Channelizing devices on the center-line may be omitted when a pilot car is leading traffic and approved by the Engineer.
 - Flaggers should use 24" STOP/SLOW paddles to control traffic. Flags should be limited to emergency situations.



TRAFFIC CONTROL PLAN
ONE-LANE TWO-WAY
TRAFFIC CONTROL

TCP (1-2) - 18

FILE: tcp1-2-18.dgn	DN:	CK:	DN:	CK:
© TxDOT December 1985	CONT	SECT	JOB	HIGHWAY
4-90 4-98	REVISIONS			
2-94 2-12	DIST	COUNTY	SHEET NO.	
1-97 2-18				

TECHNICAL SPECIFICATIONS

Technical Specification No. 1

City of Bastrop

Gravity Flow Sanitary Sewers

SCOPE

This specification deals with all technical aspects of installing gravity sanitary sewers. Included are items such as excavation, backfilling, materials to be used, road and railroad crossings, testing and final cleanup.

CLEARING

All trees and vegetation, except such trees and vegetation that are to remain in place as designated by the ENGINEER, shall be removed from the site. Trees and other vegetation to be left standing shall be thoroughly protected from damage by the erection of barriers or by such other means as the circumstances require, as approved by the ENGINEER. Clearing operations shall be conducted so as to prevent damage by falling trees to trees left standing, to existing structures and installations and to those under construction, and so as to provide for safety of employees and others.

All roots, stumps, and other debris shall be removed from the site. All depressions resulting from the removal of stumps, roots, and debris shall be filled with suitable materials and compacted to make the surface conform to the surrounding grounds.

DISPOSAL OF CLEARED OR GRUBBED MATERIAL

All timber, logs, stumps, roots, brush, and other refuse from clearing and grubbing operations shall become property of the CONTRACTOR and shall be removed from the site or shall be disposed of by burning. Timber and other refuse to be disposed of by burning shall be burned at locations specified by the ENGINEER in a manner that will avoid all hazards, such as damage to existing structures, construction in progress, trees and vegetation. The CONTRACTOR will be responsible for compliance with all Federal, State or local laws and regulations relative to the building of fires.

Disposal by burning shall be kept under constant attendance until the fires have been burned out or have been extinguished. All noncombustible materials cleared from the site shall become the property of the CONTRACT and shall be disposed of by hauling from the site.

EXCAVATION

Maximum and Minimum Width of Trenches: The sides of all trenches shall be cut as nearly vertical as possible. Unless otherwise specified on the plans, the minimum width of trench in which the pipe may be installed shall not be less than eight (8) inches plus the outside diameter of the pipe, and the maximum width shall not be more than twenty (20) inches plus the outside diameter of the pipe, measured at an elevation in the trench which is twelve (12) inches above the top of the pipe when it is laid to grade.

Dewatering Excavations: The CONTRACTOR shall immediately remove all surface or seepage water from sewers, drains, ditches, and other sources which may accumulate during the excavation and the construction work, by providing the necessary underdrains or otherwise, and by doing the necessary pumping, bailing or draining. The CONTRACTOR shall have available at all times sufficient equipment in proper working order for doing the work herein required. All water removed from excavations shall be disposed of in an approved manner, so as not to create unsanitary conditions, nor to cause injury or damage to persons or property, or damage to the work in progress, nor to interfere unduly with the use of streets, private driveways or entrances. Pumping, bailing and draining, underdrains, ditches, etc., shall be considered as incidental work and will not be paid for as separate items, but their cost shall be included in such contract prices as are provided in the contract.

Subgrade in Earth: Where a firm and stable foundation for the pipe can be obtained in the natural soil and where special embedment is not shown on the plans or specified herein, the bottom of the trench shall be carefully and accurately trimmed to fit the lower portion of the pipe barrel. Bell holes shall be excavated for each joint. The bell holes shall be accurately located and shall be of sufficient width and depth to allow ample room for making the joint to relieve the pipe bell of all load.

Should the excavation be carried below grade, except as herein specifically provided, the CONTRACTOR shall, at his own expense, refill it to the proper elevation with sand or gravel, as directed by the ENGINEER, which shall be compacted by tamping until it is firm and unyielding.

Subgrade in Rock: If the bottom of the excavation for the sewer line is found to be in rock or other hard material that cannot be excavated to a true subgrade and shaped to provide uniform bearing for the pipe barrel, the rock or other material shall be removed to a depth not less than three (3) inches below subgrade and the bottom of the trench brought to true subgrade elevations by filling with pea gravel or suitable rock cuttings and shavings from the excavation and compacting by means of tamping until a uniformly unyielding foundation is obtained, as specified by the ENGINEER.

When pea gravel is specified to be used for embedment, the pea gravel will be measured for payment in cubic yards according to the tables shown on the plans and

will be paid for at the contract unit price per cubic yard as provided in the Bid Proposal. Suitable rock cuttings and shavings will have been excavated from the trench and are required to be used for embedment will not be measured and paid for as a separate item.

Soft Subgrade: Where soft or spongy material is encountered in the excavation at subgrade level, it shall be removed only upon the direction of the ENGINEER, to such a depth that by replacing the unsuitable material with tamped gravel a firm and stable foundation can be secured.

Disposal of Excavated Material: Suitable excavated materials shall be piled adjacent to the work to be used for backfilling. Excavated materials unsuitable for the backfilling, or in excess of that required for backfilling, shall be disposed of by the CONTRACTOR at locations designated on plans or approved by the ENGINEER. When required by the ENGINEER, any top soil over excavated areas shall be separately piled at a convenient place and later used as top dressings for all new berms and embankments to a minimum depth of four (4) inches.

Excavated materials shall be handled at all times in such a manner as to cause a minimum inconveniences to public travel and to permit safe and convenient access to private and public property adjacent to or along the line of the work. In parkways and easements where it is necessary to deposit excavated materials on lawns during the work, burlap or similar materials shall be placed on the lawn to prevent contact between excavated materials and the lawn.

Private Road Crossings: Where the sewer line crosses private or farm roads, the CONTRACTOR shall so conduct his work as to cause the least inconvenience to the property owner involved, and, upon completion of backfilling, shall restore the road to a condition as good as, or better than, that in which it was originally, as determined by the ENGINEER.

Street, Roadway and Railroad Crossing Excavation: Where the sewer line crosses a street, roadway, driveway, highway or railroad the method of excavation shall meet the requirements set forth as shown on the plans.

- A. **Open Cut** - Where open cuts are allowed through roadways the sides of the trench shall be kept as nearly vertical as possible and, where necessary, shall be sheeted and braced to prevent caving. The trenches shall be backfilled as shown on the plans and compacted to 95 percent Modified Proctor Density. Pavement or Specifications on Pavement.

Paved roadways will not be open cut, unless specifically noted on the plans. In all cases when open cuts are allowed through pavements, the methods of construction must meet the requirements of the appropriate

agency in all respects, including deviations from these requirements and plans.

- B. Boring, Jacking, or Drilling** - Where indicated on the plans and/or as directed, the pipe will be pushed or jacked under roadways; or the pipe will be installed in casing that has been placed under the roadway by boring, jacking or drilling.

BACKFILLING

Backfilling shall include the refilling and consolidating of the fill in trenches and excavations up to the surrounding ground surface or road grade or crossings.

Backfilling shall be done with sand and shall be free from large rocks or hard lumpy material. No material of a perishable, spongy, or otherwise unsuitable nature shall be used in backfilling.

The method of backfilling pipe trenches shall be as follows:

After the pipe is placed on grade on firm sand bedding, then select sand material shall be hand placed on both sides of the pipe simultaneously. Care should be taken to minimize voids in the pipe zone. See Plans for further details.

Excavated material which is unsuitable for backfilling, and excess material shall be disposed of in a manner approved by the ENGINEER. Except in cultivated fields, surplus spoil may be neatly distributed and spread on the right-of-way which shall be left in a clean and sightly condition.

The method of consolidating backfill shall be as follows:

Where construction enters the limits of State or County rights-or-way, any special requirements of these agencies with respect to backfilling shall be complied with. Also, backfilling operations shall not begin until approved by the ENGINEER. See Plans for requirements.

EXCESS EXCAVATED MATERIAL

Excavated materials not suited for backfill and excavated materials in excess of that needed shall be wasted on areas within the site limits or disposed of off the site limits or disposed of off the site limits by the CONTRACTOR as directed by the City of Bastrop.

Excavated material shall be kept a sufficient distance back from the edge of the excavation to avoid overloading and to prevent slides or caving. The excavated material shall be kept trimmed in such a manner as to be of as little inconvenience as possible to the public and adjoining property owners. At street crossings, sidewalks and other points where the ENGINEER deems necessary the trenches shall be bridged in a secure manner so as to prevent serious interruption of travel and to provide access to fire hydrants, and public and private premises. Such bridging shall be approved by the ENGINEER.

PROTECTION OF EXISTING UTILITIES

It shall be the responsibility of the CONTRACTOR to verify the existence and location of all underground utilities along the route of the work. The omission from or the inclusion of utility locations on the plans is not to be considered as the nonexistence of, or a definite location of existing underground utilities.

All excavation shall be unclassified and will not be measured or paid for as a separate bid item. The cost of excavation shall be included in the contract price for the related items of the Bid Proposal.

The CONTRACTOR will take the necessary precautions to protect existing utilities from damage due to his operations. Any damage to the utilities will be repaired at the CONTRACTOR'S expense.

BENCH MARKS, STAKES, AND MONUMENTS

The CONTRACTOR shall not disturb any bench marks or property line monuments. In the event it becomes necessary to remove any bench mark or property line monument in the performance of the work, the CONTRACTOR shall notify the ENGINEER prior to removal so that such points may be referenced, in preparation of replacement. The Contractor shall replace monuments as needed.

POLYVINYL CHLORIDE PIPE

Polyvinyl chloride pipe for gravity sewers shall be SDR-26 Heavy Wall PVC and shall conform to ASTM D3034, and ASTM D3212, SDR 26, with joints of a fluid-tight gasket type. Pipe shall be of domestic origin only.

FITTINGS (PVC)

Fittings for the pipe shall be constructed of the same materials used for the pipe. Fittings shall be of the molded type or machined from extruded stock. Fittings shall be compatible with ASTM D3034 and SDR-26 PVC pipe.

GASKETED TYPE JOINTS (PVC)

Plastic pipe with Bell Type Joints shall conform to ASTM D3034 for gravity sewers. The wall thickness at all parts of the bell shall not be less than the thickness of the appropriate size of pipe. The belled end shall be symmetrical about the centerline axis of the pipe within the usual manufacturing tolerance.

The rubber gasket shall conform to ASTM F477.

If requested by the ENGINEER, one hydrostatic test per two thousand (2,000) lineal feet of pipe furnished shall be made by an independent laboratory approved by the ENGINEER. These tests shall be made from random samples selected by the laboratory and tested in accordance with standard testing procedure. Three (3) copies of each test report shall be furnished to the ENGINEER and shall denote the pressure at failure and the type of failure. Should the pipe or the joint fail at pressures less than that called for in the commercial standards, then two additional tests shall be made from other random samples. Three (3) substandard failures in any one lot of pipe shall be cause for the rejection of the entire lot.

Due to high coefficient of thermal expansion, sufficient allowance should be made for expansion and contraction of the pipe. For this reason, it is extremely important to backfill during the early morning hours during hot weather. If this is not possible, the pipe should be filled with water before backfilling the trench.

CUTTING AND THREADING (PVC)

If it is necessary to cut the pipe, a fine tooth saw or chop saw shall be used and the burrs removed with a file. The outer surface of the pipe and the inner surface of the fittings shall be wiped with a clean cloth to remove all foreign matter and moisture before the application of the cement. The inside of the pipe shall be clean prior to the laying.

TEST FOR DEFLECTION (PVC)

Deflection tests shall be performed on all flexible and semi-rigid pipes. The tests shall be conducted after the final backfill has been in place at least 30 (thirty) days. No pipe

shall exceed a deflection of five (5) percent. If the deflection test is to be run using a rigid ball or mandrel, such test device shall have a diameter equal to 95% of the inside diameter of the pipe. The tests shall be performed without mechanical pulling devices.

MANHOLES

Manholes on this project shall be pre-cast concrete.

A. Construction Methods

1. Set concrete manhole base on crushed stone, pea gravel, or sand pad. Pad must be firm and unyielding. Care should be taken to set base level.
2. Connect inflow and outflow pipes to base thru rubber "boots" attached to manhole. Inflow may also be tied in after the manhole is stacked.
3. Stack manhole sections using the lubricated o-ring joint rubber gaskets. Top of cone section should be set approximately 12" below finish grade.
4. Place backfill around manhole being careful not to create lateral pressure on the manhole sections. In paved areas, backfill must be compacted in lifts to limit consolidation.
5. After backfilling, temporarily set cast iron ring and cover atop manhole during construction period.
6. After preliminary grade work is completed, set ring and cover to finish grade, using "donut" ring risers as necessary. Grout inside and between donuts and place concrete around outside of ring up to a point 2" below top of ring in paved areas and up to top of ring in unpaved areas.

B. Materials

1. Manhole: Manufactured by concrete plant with mesh reinforcing in twelve (12) inch, twenty-four (24) inch, or thirty-six (36) inch rings.

2. Cast Iron: Rings and covers shall be in accordance with ASTM A-48, Class No. 20, Cast Iron. Castings will carry wording "Sanitary Sewer" on covers. Use Neenah or approved equal.
3. Pipe to Manhole connections: ASTM C-923
4. Sewer Pipe and Fittings: SAME AS PIPE SPECIFIED FOR SEWER
5. Mortar: ASTM C-270, Type S (A-2) using Portland cement
6. Aggregate for Mortar: ASTM C-144
7. Concrete: REFER TO SECTION ON CONCRETE, Class A, 4000 psi.
8. Reinforcement: REFER TO SECTION ON REINFORCEMENT
9. Joint Gasket: Joints between adjacent pre-cast sections shall be made with Ram-nek flexible plastic gaskets, Progress Unlimited, Inc. joint fillers, or approved equal. Apply one brush coat of primer to concrete surfaces to be sealed. Place 1-½" (minimum) diameter of preformed joint sealing compound on groove end, remove protective paper wrapper, and lower next pre-cast section into place; all joints to be sealed watertight.

MANHOLE COVERS

All manhole rings and covers shall be made of the best quality of gray iron, tough and of even grain and shall possess a tensile strength of not less than 18,000 pounds per square inch. All casting shall conform to the shape and dimensions shown on the plans and shall be clean and perfect without defects of any kind. Each manhole ring and cover shall have a combined weight as required by the Special Conditions or as shown on the drawings, and castings shall conform to Federal Specification QQ-I-652.

SEE DETAIL SHEET FOR SPECIFIC TYPE OF MANHOLE COVER (32")

CLEANOUT COVERS

Cleanout covers shall be of the best quality gray cast iron meeting the requirements of Federal Specification QQ-I-653. Unless otherwise specified, the cover shall be free from perforations and shall conform to the cleanout detail in the drawings.

CLEANOUT STRUCTURES

The CONTRACTOR shall construct cleanouts where shown on the plans and as specified. These shall consist of a six (6) inch riser pipe laid on an angle on undisturbed natural ground. All backfill around and above the pipe shall be machine tamped in layers not exceeding three (3) inches in depth so that no settlement shall occur after the cleanout is constructed. The base of the cleanout shall be laid in Class 2,000 concrete, and its size shall be not less than that shown on the plans, Other construction details casting shall conform to the cleanout detail shown on plans.

DROP CONNECTIONS

Drop connections shall be constructed in accordance with plans and specifications for materials and construction. The connection shall include the indicated fittings and necessary quantity of Class 2,000 concrete. Service outlet shall consist of a standard tee and 90 degree bend and necessary SDR-26 Heavy Wall PVC sewer pipe. Fittings to be gasketed SDR-26 Heavy Wall.

SERVICE CONNECTIONS

Service connections shall be 4", unless noted otherwise, and shall consist of a 4" gasket wye and related fittings as shown on plans. Service line pipe to be 4" SDR-26 Heavy Wall and shall be extended to the property line and capped after setting the clean-outs.

MANHOLE ENTRY SAFETY

The CONTRACTOR will ventilate manholes prior to and during entry by furnishing a portable manhole blower of 700 CFM output at 1.28 inches of static water column. It shall be powered by a 3 HP gasoline engine. Thirty (30) feet of eight (8) inch diameter blower hose with clamps shall be included. CONTRACTOR shall be responsible for worker safety as outlined in confined space entry guidelines.

The CONTRACTOR will also furnish during construction an aluminum extension ladder capable of contracting to eight (8) to ten (10) foot length and expanding to at least twenty-two (22) foot height.

WATER MAIN CROSSINGS

Where the sewer main is located less than nine (9) feet from a parallel water supply line, the sanitary sewer shall be constructed of ASTM 2241 SDR-26 150 psi pressure pipe with water tight joints used in water main construction. SEE APPENDIX A.

HIGHWAY AND RAILROAD CROSSINGS

The uncased carrier pipe or, when required, the encasement pipe, shall be installed by boring and jacking, or by open cut method as indicated on the plans. Regardless of the method used, the pipe shall be installed with even bearing throughout its length, and all voids between the pipe and earth or rock shall be filled with stabilized pea gravel or grout.

The minimum length of carrier and/or encasement pipe shall be determined as indicated on the plans. Encasement pipe shall be tightly jointed to prevent leakage. The ends of the encasement pipe shall be capped with pre-formed rubber casing end seals that fit the casing and carrier pipe to prevent ground water infiltration.

No trench excavation shall be carried closer than ten (10) feet of all pavement edges. No dirt from trench excavation shall be piled on roadway shoulders, slopes, ditches and berms shall be restored to their original condition.

The CONTRACTOR shall notify the Railroad Company or Highway Department of his construction schedule not less than three (3) days prior to commencing the work within the right-of-way. The CONTRACTOR shall conform the requirements of the Railroad Company or Highway Department as to details of constructing methods and time of construction. Insurance coverage as required by the Railroad or TxDOT shall be included in the line item cost for pipe laid. ALSO, SEE ATTACHED PERMITS.

TESTING GRAVITY SANITARY SEWERS

Testing of installed pipe. An infiltration and/or exfiltration and/or low-pressure air test shall be specified. Copies of all test results shall be submitted to the ENGINEER. Tests shall conform to the following requirements:

- A. **Infiltration/Exfiltration Tests:** The total infiltration or exfiltration, as determined by water test, shall not exceed 50 gallons per inch diameter per mile of pipe per 24 hours at a minimum test head of two (2) feet. If the quantity of infiltration or exfiltration exceeds the maximum quantity specified, remedial action shall be undertaken in

order to reduce the infiltration or exfiltration to an amount within the limits specified.

- B. Low-Pressure Air Tests:** This test shall conform to the procedure described in ASTM C-828, ASTM C-924 or other appropriate guidelines. For safety reasons, air testing of sections of pipe shall be limited to lines less than 36 inch average inside diameter. For sections of pipe less than 36 inch average inside diameter, the minimum time allowable for the pressure to drop from 3.5 pounds per square inch gauge to 2.5 pounds per square inch gauge shall be computed by the following equation:

$T = 0.0850(D)(K)/(Q)$ where T = time for pressure to drop 1.0 pound per square inch gauge, in seconds

K = 0.000419DL, but not less than 1.0

D = average inside diameter in inches

L = length of line of same pipe size in feet

Q = rate of loss, assume 0.0015 ft³/min/sq ft internal surface

The CONTRACTOR shall supply all water for these tests, all equipment and labor necessary to convey the water into sewer, and such labor and equipment as may be required in installing test plugs, and other incidental work in conducting the tests and the cost thereof shall be included in the price for constructing the sewer main.

FINAL CLEANUP

After all line construction is completed, remove all debris, trash, surplus materials, and equipment from the site. Following final grading as shown on the plans, all surplus earth shall be uniformly spread so as to provide for effective surface drainage from all structural units as shown by contours on the plans except as otherwise specified for disposal of surplus excavated materials.

When completed, the entire area shall be left in a smooth condition, suitable for mowing with standard mowing equipment. Seeding operations, if required, shall be completed at this point.

03/11

APPENDIX A

Separation Distances: The following rules apply to separation distances between waterlines and sanitary sewers.

A. Water Line/New Sewer Line Separation: When new sanitary sewers are installed, they shall be installed no closer to waterlines than nine feet. Sewers that parallel waterlines must be installed in separate trenches. Where the nine foot separation distance cannot be achieved, the following guidelines shall apply:

1. Where a sanitary sewer parallels a waterline, the sewer shall be constructed of cast iron, ductile iron or PVC meeting ASTM specifications with a pressure rating for both the pipe and joints of 150 psi. The vertical separation shall be a minimum of two (2) feet between outside diameters and the horizontal separation shall be a minimum of four (4) feet between outside diameters. The sewer shall be located below the waterline.
2. Where a sanitary sewer crosses a waterline and the sewer is constructed of cast iron, ductile iron or PVC with a minimum pressure rating of 150 psi, an absolute minimum distance of six (6) inches between outside diameters shall be maintained. In addition the sewer shall be located below the waterline where possible and one (1) length of sewer pipe must be centered on the waterline.
3. Where a sewer crosses under a waterline and the sewer is constructed of ABS truss pipe, similar semi-rigid plastic composite pipe, clay pipe or concrete pipe with gasketed joints, a minimum two (2) foot separation distance shall be maintained. The limited backfill shall be cement stabilized sand (two or more bags of cement per cubic yard of sand) for all sections of sewer within nine (9) feet of the waterline. This initial backfill shall be from one quarter diameter below the centerline of the pipe to one pipe diameter (but not less than twelve (12) inches above the top of the pipe.
4. Where a sewer crosses over a waterline all portions of the sewer within nine (9) feet of the waterline shall be constructed of cast iron, ductile iron, or PVC pipe with a pressure rating of at least 150 psi using appropriate pressure-rated adapters. In lieu of this procedure the new conveyance pipe may be encased in a joint of 150 psi pressure class pipe at least eighteen (18) feet long and two (2) nominal sizes larger than the new conveyance.

The carrier pipe shall be supported at 5 feet intervals with casing spacers. The encasement pipe shall be centered on the crossing and both ends sealed with cement grout or manufactured pre-formed rubber casing end seal.

- B. Water Line/Manhole Separation:** Unless sanitary sewer manholes and the connecting sewer can be made watertight and tested for no leakage, they must be installed so as to provide a minimum of nine (9) feet of horizontal clearance from an existing or proposed waterline. Where the nine (9) foot separation distance cannot be achieved, a carrier pipe as described in subsection (a)(4) of this section may be used where appropriate.

Technical Specification No. 7

Concrete

GENERAL

All concrete to be used will be 4,000-psi strength in twenty-eight (28) days.

MATERIALS

Materials shall conform to the following specifications or standards:

- A. **Cement:** ASTM C-150; Portland Cement, Type I, as indicated on the plans.
- B. **Aggregates:** Coarse Aggregate - AASHTO M 80-70
Fine Aggregate - AASHTO M 6-65

- 1. **Coarse Aggregate:** Coarse aggregate shall consist of crushed stone, gravel, crushed gravel or a combination of these. Gravel and crushed gravel shall consist of clean, hard, durable particles, free from adherent coating, thin or elongated pieces, soft or disintegrated particles, dirt, organic or injurious matter. Crushed stone shall consist of the clean, dustless product resulting from crushing stone. There shall be no adherent coatings, clay, loam, organic or injurious matter.

Coarse aggregate shall have a wear of not more than forty-five (45) percent when tested according to AASHTO designation T-96 and when tested by standard laboratory methods shall meet the following grading requirements:

<u>Sieve Designation</u>	<u>Percent Retained on Sieve</u>
1 3/4 " sieve	0%
1 1/2 " sieve	0% - 5%
3/4 " sieve	30% - 60%
3/8 " sieve	70% - 90%
No. 4 sieve	95% - 100%

Nominal maximum size of coarse aggregate shall not be larger than:

- *1/5 the narrowest dimension between side of forms, nor*
- *1/3 the depth of slabs, not*
- *3/4 the minimum clear spacing between individual reinforcing bars.*

2. **Fine Aggregate:** Fine aggregate shall consist of sand or mixture of sands with or without a mineral filler. The sand mixture or mixture of sands in fine aggregate shall consist of clean, hard, durable, uncoated grains and shall be free from injurious material and shall not contain more than 0.5 percent by weight of clay lumps.

The fine aggregate, including mineral filler, if used shall meet the following grading requirements:

<u>Sieve Designation</u>	<u>Percent Retained on Sieve</u>
3/8" sieve	0%
No. 4 sieve	0% - 5%
No. 16 sieve	15% - 30%
No. 30 sieve	35% - 75%
No. 50 sieve	70% - 90%
No. 100 sieve	90% - 100%
No. 200 sieve	97% - 100%

- C. **Water:** Questionable water shall be tested in accordance with AASHTO Method T-26.
- D. **Admixtures:** Admixtures as recommended by manufacturer shall not be used without written permission of the ENGINEER.
- E. **Steel Reinforcement:** All bars shall be new, Grade 60 billet-steel bars which conform the ASTM A-615, latest edition, except that all bars shall be surface deformed bars of intermediate grade steel, as manufactured by the open hearth process. Surface deformation of bars shall conform to ASTM A-305, latest edition.

Wire mesh reinforcement shall be welded steel wire fabric, conforming to ASTM A-185, latest edition. (See Section on Steel Reinforcement)

- F. **Expansion Joint Material:** Expansion joint material shall be preformed expansion joint filler of the bituminous type that conforms to the requirements of ASTM D-994, latest edition. Dimensions shall be as shown on the drawings (if thickness is not indicated, furnish ½ inch material).
- G. **Joint Sealing Compound:** Joint sealing compound shall be the hot-poured elastic type, which conforms to the requirements of ASTM D-1190, latest edition.
- H. **Waterstops:** Waterstops shall be Greenstreak Dumbell Type 748 Waterstop, polyvinylchloride material sealtight Type No. 6 DS, as manufactured by W. R. Meadows, Inc., Type No. 6 wide flange (PVC), as manufactured by Dur-O-Wal; or Type CB 1/8, as manufactured by Williams Products, Inc., or approved equal.

STRENGTH

- A. **Mix Design:** The concrete mix shall be a uniform and workable mix, designed with the intention of producing a compressive strength of 4,000 psi at twenty-eight (28) days and 3,000 psi seven (7) days unless noted on plans. The concrete mix shall contain not more than six (6)-U. S. gallons of water per sack of cement and shall have not less than five (5.0) sacks per cubic yard. Methods and equipment shall be approved by the ENGINEER.
- B. **Tests:**
 - 1. **Initial Mix Design:** Before any concrete is used on the project, the CONTRACTOR must prove by tests or other established methods, that the mixes he proposes to furnish will meet the strength and other requirements of the specifications. He shall also establish the relationship between the seven (7) and twenty-eight (28) day strengths of the concrete for the guidance of the CONTRACTOR and ENGINEER and control of the quality of the concrete during the construction period.
 - 2. **Field Test Cylinders:** The CONTRACTOR shall prepare a minimum of four (4) cylinders for each one-hundred (100)

cubic yards of concrete or for each days pour in the main structures, if the quantity poured in a day is less than one-hundred (100) cubic yards. These cylinders shall be made and cured in accordance with ASTM C-31. The CONTRACTOR shall have each set of four (4) test cylinders tested for strength by a commercial testing laboratory; two (2) at the age of seven (7) days and two (2) at the age of twenty-eight (28) days. If any cylinder tests below the specified strength requirements, the ENGINEER shall have the right to require changes in proportions, require additional curing time, and take other measures outlined by the Joint Committee Report on Standard Specifications for Concrete and Reinforced Concrete entitled "Recommended Practice and Standard Specifications for Concrete and Reinforced Concrete". Tests to be paid for by CONTRACTOR. Any other requirements by OWNER/ENGINEER for failed cylinders shall be performed by CONTRACTOR for NO charge.

3. **Slump Test:** The CONTRACTOR shall perform slump tests on each batch of concrete delivered to the job site. Maximum permissible slump shall be as follows:

<u>Types of Construction</u>	<u>Maximum</u>
Reinforced foundation walls & footing	4"
Plain footings, caissons & substructure walls	3"
Slabs, beams, and reinforced walls	4"
Building columns	4"

4. **Contractor's Responsibility:** It shall be the responsibility of the CONTRACTOR to produce concrete of the strength, durability, workability and finish specified; furnish representative materials for specimens in quantities required by the Testing Laboratory; take samples of materials for testing; check proportions of mix and immediately notify the ENGINEER if the proportions appear improper in any respect. CONTRACTOR shall comply with testing laboratory findings and the ENGINEER'S decisions. CONTRACTOR shall pay for redesign of mix due to change in source of material.

FORMS

- A. **General:** Forms shall conform to the shape, lines and dimensions of the members as indicated on the drawings, and shall be substantial and sufficiently tight to prevent leakage of mortar. They shall be properly braced or tied together so as to maintain position and shape. Forms shall be cleaned of dirt, chips, etc., and thoroughly wetted with water or coated with nonstaining mineral oil immediately before placing of concrete. Temporary openings shall be provided at the base of forms when necessary to facilitate cleaning and inspection of forms immediately before placing concrete. All exposed corners shall be chamfered $\frac{3}{4}$ inch, using strips dressed on all faces, except where radii are shown on exposed corners.
- B. **Form Lumber:** Form lumber used for exposed surfaces shall be sound, well-seasoned lumber, dressed four (4) sides to a uniform thickness and width, free from warps, twists, loose knots, splits, or other defects. Undressed lumber may be used for unexposed surfaces. Moisture resistant form plywood (Not less than five (5) ply and at least 9/16" in thickness) may be used. Joints in forms shall be horizontal or vertical.
- C. **Metal Forms:** Metal or other type forms shall be of an approved type that will produce surfaces equal to those produced by the specified wood forms.
- D. **Ties:** Form ties for exposed work shall be threaded rod type, using a threaded rod at least 1 ½" shorter than the wall thickness, so as to provide a minimum break-back of $\frac{3}{4}$ inch from the wall face, leaving a small clean hole to be grouted. The use of wire ties without providing break-back will not be permitted where the concrete surface will be exposed to weathering, or at any point where discoloration will be objectionable.
- E. **Form Removal:** The removal of supporting forms or shores shall not be started until the concrete members have acquired sufficient strength to support safely their weight and any construction live loads, and in any case, such forms shall not be removed for at least three (3) curing days. Forms for walls, side of beams, etc., may be removed after three (3) curing days. Removal of all forms shall be subject to the approval of the ENGINEER.

PLACING CONCRETE

Concrete shall be placed only upon a subgrade or surface approved by the ENGINEER and before placing concrete, all forms shall be cleaned of dirt and construction debris, and water drained. Concrete shall be handled from mixer to transport vehicle to place of final deposit in a continuous manner, as rapidly as practicable, and without segregation or loss of ingredient until the approved unit of operation is completed. Concrete that has attained its initial set or has contained its mixing water for more than forty-five (45) minutes shall not be placed in the work. Placing will not be permitted when, in the opinion of the ENGINEER, the sun, heat, wind, or limitations of facilities furnished by the CONTRACTOR prevent proper finishing and curing of the concrete. Forms or reinforcement shall not be splashed with concrete in advance of pouring. Concrete shall be placed in the forms in uniform layers as nearly as practicable in final position. Immediately after placing, concrete shall be compacted by thoroughly agitating in an approved manner. Special care shall be taken in placing and spading concrete against the forms and all the joints to prevent the forming of voids and honeycombs. Tapping or other external vibration of forms will not be permitted. Concrete shall not be placed on concrete sufficiently hard to cause formations of seams and planes of weakness within the section. Concrete shall not be allowed to drop freely more than five (5) feet in unexposed work; no more than three (3) feet in exposed work; where greater drops are required, a tremie or other approved means shall be employed. The discharge of the tremies shall be controlled so that the concrete may be effectively compacted into horizontal layers not more than twelve (12) inches thick, and the spacing of the tremies shall be such that cavities do not occur. Concrete to receive other construction shall be screeded to proper level to avoid excessive shimming or grouting.

COMPACTION

Concrete shall be placed in layers not more than twelve (12) inches deep. Special care shall be taken to thoroughly puddle the concrete in forms and to work it around the steel. The CONTRACTOR shall furnish and maintain mechanical vibrators (of approved type) that shall be used to compact and consolidate concrete in the forms. Vibrators shall not be used to transport concrete inside forms. Use of form vibrators will not be permitted. Internal vibrators shall maintain a speed of not less than 5,000 impulses per minute when submerged in the concrete.

At least one spare vibrator or sufficient parts for repairing vibrators shall be maintained at the site at all times. The vibrator shall not be inserted into lower courses that have begun to set.

FINISH

- A. Finish of Formed Surfaces:** All work that is defective shall be remedied upon the request of the OWNER, or its representative, whose instructions in such matters shall be strictly complied with. Any surfaces or tie-rod holes shall be patched with mortar of the same consistency as the mortar from which the concrete is made. For example, if a 1:3:6 concrete is used, the mortar shall be 1:3. Such mortar shall be well troweled and then floated to remove trowel marks. All such repairs shall be dense, well bonded and properly cured, and when made on surfaces that remain exposed, shall be finished to blend with surrounding concrete. After all forms are removed and all honeycomb and other defective places properly patched and repaired, all exposed surfaces shall be finished by removing protruding fins, or other such projections. Form marks and chamfered edges on all exposed surfaces shall be smoothed by grinding and surface rubbing.
- B. Slab Finish:** Floor slabs at structures and bottom slabs shall receive monolithic steel trowel finish unless otherwise specified. Slabs to receive trowel finish shall first be screeded and wood-floated to a true even plane with no coarse aggregate visible. Sufficient pressure shall be used on the wood floats to bring moisture to the surface. The concrete shall then be hand-troweled to produce smooth impervious surface free from trowel marks. Replaced concrete slabs and sidewalks shall be finished by tamping the concrete with special tools to force the coarse aggregate away from the surface, screeding and floating to bring the surface to the required finish level, steel-troweling to an even smooth surface, and brooming with a soft fiber-bristle brush in a direction transverse to that of the main traffic.

CURING

All concrete placed under this Specification shall be cured by protecting it against loss of moisture, rapid temperature change and from rain, flowing water and mechanical injury for a period of not less than seven (7) days from the beginning of the curing operation except as hereinafter noted:

- Formed surfaces shall be cured by leaving the forms on for not less than seventy-two (72) hours after placing concrete.
- Concrete pavements shall be moist cured for a period not less than seventy-two (72) hours after curing operation begins. Waterproofed

paper or membrane curing film shall be kept intact for five (5) days in lieu of seventy-two (72) hours wet curing.

The curing operations shall begin immediately after the finishing operations have been completed and the concrete has hardened sufficiently to prevent marring of surfaces. Curing by proper application of cotton mats or clean granular sand kept wet continuously or by proper application of waterproofed paper or membrane curing compound will be acceptable. The membrane-curing compound shall be any commercial curing compound that will provide no less than eighty-five (85) percent water retention when tested in accordance with ASTM C-156 and which will not permanently discolor the concrete.

The CONTRACTOR shall inform the ENGINEER fully of the methods and procedures proposed for curing the concrete prior to placing the concrete.

STEEL REINFORCEMENT

All steel reinforcement shall be open-hearth new billet steel of structural or intermediate grade (Grade 60) and conform to ASTM Designation A-615. Bars shall be deformed and shall have a nominal area and weight per foot as follows:

<u>SIZE</u>	<u>NOMINAL AREA SQUARE INCH</u>	<u>WEIGHT PER FOOT POUND</u>
# 2	0.05	0.167
# 3	0.11	0.376
# 4	0.20	0.668
# 5	0.31	1.043
# 6	0.44	1.502
# 7	0.60	2.044
# 8	0.79	2.670
# 9	1.00	3.400
#10	1.27	4.303
#11	1.56	5.313

Wire for fabric reinforcement shall be cold drawn from rods hot rolled from open hearth billets and shall conform to ASTM Designation A-82. Wire for fabric reinforcement shall be #4 gauge or have a nominal diameter of .2253 inch.

Steel reinforcement shall be stored above ground upon platforms or other supports and shall be protected as far as practicable from mechanical injury and rust. When placed in the work, it shall be free of dirt, scale, dust, paint, oil or other

foreign material. Reinforcement shall be bent cold to the shapes indicated on the plans with a minimum internal bend radius of six (6) bar diameters. Stirrups and ties shall be cold bent with a minimum internal bend radius of four (4) bar diameters. Bends shall be true to the shapes indicated and irregularities in bending shall be cause for rejection. Unless otherwise shown on the plans, bends for stirrups or ties shall be made around a pin having a diameter of not less than two (2) times the bar size. Hooks shall be a complete semicircular turn of diameter equal to six (6) times the bar diameter, plus an extension at least four (4) bar diameters at the free end of the bar. **Bending shall not be done in the field.**

Splicing of bars will not be permitted without the written approval of the ENGINEER. Where splicing is unavoidable, the number of splices shall be kept to a minimum and the length of splice shall not be less than thirty (30) bar diameters. (Use 4,000-psi concrete and steel as specified above or strength as noted on plans). When practicable, splices in adjacent bars shall be staggered. Welded splices are not allowed.

Steel reinforcing shall be placed in the position shown on the plans and held securely in place during the pouring of concrete. All slab reinforcement shall be supported with chairs or masonry briquettes at not more than six (6) feet on center. Vertical stirrups shall always pass around the main tension members and be securely attached thereto.

The following minimum concrete cover shall be provided for reinforcement for cast-in-place concrete construction:

<i>Concrete cast against and permanently exposed to earth</i>	<i>3 inches</i>
<i>Concrete exposed to Earth or weather</i>	
<i>No. 6 thru No. 18 Bars</i>	<i>2 inches</i>
<i>No. 5 Bars and Smaller</i>	<i>1.5 inches</i>
<i>Concrete not exposed to weather or in contact with ground</i>	
<i>Slabs, Walls & Joists</i>	
<i>No. 14 & No. 18 Bars</i>	<i>1.5 inches</i>
<i>No. 11 Bars and Smaller</i>	<i>0.75 inches</i>
<i>Beams & Columns</i>	
<i>Primary Reinforcement, Ties, Stirrups & Spirals</i>	<i>1.5 inches</i>

The minimum clear spacing between parallel bars in a layer shall be the diameter of the bar, but not less than one (1) inch.

The reinforcing steel in all concrete walls shall be spaced its proper distance from the face of the forms by means of approved galvanized metal spacers or approved pre-cast mortar or concrete block. Pre-cast mortar or concrete blocks shall be cast in individual molds, in the form of a frustum of a cone or pyramid, with a suitable tie wire to be used for anchoring the block to the steel. The pre-cast blocks shall be properly cured and aged before use in spacing the steel.

All reinforcing steel shall be securely wired together at all intersections. Before any concrete is poured, the steel shall be cleaned of all mortar and scale.

Where wire mesh is used, the mesh shall overlap each other sufficiently to maintain a uniform strength and shall be securely fastened at the ends and edges. The ENGINEER shall inspect all reinforcing and the placement before any concrete may be deposited in the forms.

FINAL CLEANUP

After all concrete work has been completed; the CONTRACTOR will remove all debris, trash, surplus material, forms, and equipment from the job site. All surplus excavated material shall be spread as directed by the ENGINEER.

When completed, the entire area shall be left in a smooth condition, suitable for mowing with standard mowing equipment.

03/17

**SPECIAL SPECIFICATION
ITEM 10
HYDRAULIC SEEDING**

The work of Hydraulic Seeding shall be governed by the provisions of Texas Department of Transportation Item 164 Seeding For Erosion Control, Item 166 Fertilizer and Item 168 Vegetative Watering) except as noted below.

From March 2 to September 14, seeding shall be with hulled Bermuda at a rate of 3 pounds per 1000 square feet. From September 15 to March 1, seeding shall be a combination of 1 pound per 1000 square feet of unhulled Bermuda and 7 pounds per 1000 square feet of Winter Rye. Seed shall have a purity of 95% with 85% germination.

Fertilizer shall be a pelleted or granular slow release with an analysis of 15-15-15 to be applied once at planting and once during the period of establishment at a rate of 1.5 pounds per 1000 square feet.

Mulch type shall be hay, straw or mulch applied at a rate of 45 pounds per 1000 square feet, with self-tackifier at a rate of 1.4 pounds per 1000 square feet.

The seeded area shall be irrigated or sprinkled in a manner that will not erode the soil, but will sufficiently soak the soil to a depth of six inches. The irrigation or sprinkling shall occur at a minimum ten-day interval during the first two months. Rainfall occurrences of 1/2 inch or more shall postpone the watering schedule for one week. The City of Bastrop will provide reuse water at WWTP site.

Restoration shall be acceptable when the grass has grown at least 1-1/2 inches high with 95% coverage, provided no bare spots larger than 15 square feet exist.

Measurement for Hydraulic Seeding will be by the square yard complete in place.

Payment for the work performed and materials furnished in accordance with this Item and measured as provide under "Measurement" will be paid for at the unit price for "Hydraulic Seeding". This price will be full compensation for furnishing all materials, including water for seed-fertilizer slurry and hydraulic mulching, tacking agents and for performing all operations necessary to complete the work.

CERTIFICATE OF OWNER'S ATTORNEY

BOJORQUEZ
LAW FIRM, PC
TexasMunicipalLawyers.com

12325 Hymeadow Drive
Suite 2-100
Austin, Texas 78750

Phone: (512) 250-0411
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TexasMunicipalLawyers.com

[REDACTED], 2020

Mr. Trey Job
Director of Public Works
City of Bastrop
P.O. Box 384
Bastrop, Texas

Regarding: Pine Street Drainage Improvements (FEMA-DR-4272-0028-TX)

Dear Mr. Job:

As the duly authorized and acting legal advisor to the City of Bastrop, Texas ("City"), I have been asked by City officials to evaluate the bid package created by BEFCO Engineering, Inc., the bid from [REDACTED], and the accompanying surety bonds and insurance forms for the City.

Accordingly, I, the undersigned, do hereby certify to the City as follows:

1. I have reviewed the following Bid Documents (which were in the form provided to me by the City through the engineer **Tim Sanders**) related to this endeavor:
 - a. Invitation to Bid.
 - b. Instructions to Bidders.
 - c. Bid Bond Form.
 - d. Payment Bond Form.
 - e. Performance Bond Form.
 - f. Maintenance Bond Form.
 - g. Agreement Between Owner and Contractor for Construction Contract.
 - h. General Conditions
 - i. Special Conditions.
 - j. Payment Bond from _____.
 - k. Performance Bond from _____.
 - l. Maintenance Bond from _____.
 - m. Insurance Certificate.
 - n. Bid from [REDACTED]
2. The Bid Documents are in the proper form to create a construction contract that is a valid and legally binding obligation upon the Parties executing the Agreement.
3. The City is a home rule municipality, located in Bastrop County, Texas, duly created and existing under the Constitution and laws of the State of Texas.

4. The City is lawfully capable of entering into the Agreement under Section 2.01 of the Charter of the City of Bastrop, and the City has complied with the legal mandates of the Texas Open Meetings Act, Texas Government Code Chapter 551. Based on the assurances I've received from you and BEFCO, the City has complied with the procurement provisions of Texas Local Government Code Chapter 252.
5. The City has the full power and authority to execute the Agreement in accordance with the powers conveyed by Texas Local Government Code Chapter 51, and the authority to perform its obligations under the Agreement.
6. The performance bond, payment bond, maintenance bond, and insurance documents are in a form that is acceptable for the purposes of this project, based on the assurance I've received from you and BEFCO.

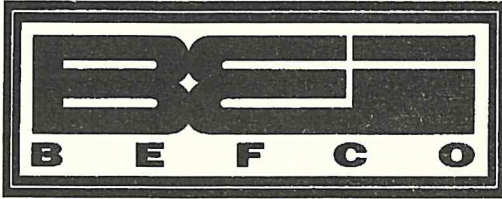
This certification is provided to the City in reliance on the materials given to the undersigned by the City through BEFCO. The undersigned relies on the assurances and statements provided by the City and BEFCO. This certification is limited to information as it exists today and shall not be construed to apply to after-occurring events, subsequent changes in the applicable statutory provisions, administrative agency rulings, or case law. Interested persons other than the City are encouraged to consult their own legal advisors for independent assessment of the Bid Documents, related documents, and the process the City utilized to arrive at the terms and conditions of the Bid Documents and Agreement.

Sincerely,

Alan Bojorquez
City Attorney
for the City of Bastrop

AB

cc: Lynda Humble, City Manager
Tim Sanders



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Texas Registered Engineering Firm F-2011 Texas Licensed Surveying Firm #10001700

February 19, 2020

Mr. Trey Job
Interim City Manager
City of Bastrop
P.O. Box 427
Bastrop, Texas 78602

RE: **Bid Award Recommendation
Pine Street Drainage Improvements
BEFCO Job No. 16-6782**

Dear Mr. Job:

The bid opening for the Pine Street Drainage Improvements was held on Tuesday, February 11, 2020. The City received seven (7) bids for the project (see attached bid tally) ranging from \$373,875.00 to \$4,388,495.00.

The lowest submitted bid price was from 304 Construction LLC; and based on our review of their bid submittal, their bid package was complete. Therefore, they are the lowest, most responsive bidder, and BEFCO Engineering recommends the City award the contract for the Pine Street Drainage Improvements to 304 Construction LLC in the amount of \$373,875.00.

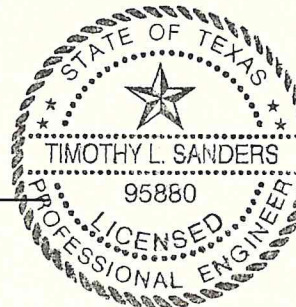
Should you have any questions or require more information, please advise. Thank you for the opportunity to provide engineering services for this project.

Sincerely,

BEFCO Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Tim Sanders', is written over a horizontal line.

Tim Sanders, P.E.



Attachments: Bid Tab Summary

TLS:bms

"Proficient, practical engineering and land surveying services with a sense of small-town values and care"


CITY OF BASTROP
 FEMA HMGP DR-4272-0028-TX
 PINE STREET DRAINAGE IMPROVEMENTS
 BEFCO JOB NO. 16-6782
 FEBRUARY 11, 2020

Item No.	Est. Qty.	Units	Description in Words	304 Construction LLC 1083 FM 812 Suite I-9 Cedar Creek, TX 78612		M&C Fonseca Construction Co., Inc. 1901 Prairie Creek Rd. Granite Shoals, TX 78654		WJC Constructors Services, LLC PO Box 104 Smithville, TX 78957	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	740	SY	Demolish and remove existing concrete pavement	\$45.00	\$33,300.00	\$35.00	\$25,900.00	\$14.00	\$10,360.00
2	1,609	CY	Excavate channel for installation of concrete paving improvements	\$15.00	\$24,135.00	\$13.00	\$20,917.00	\$13.00	\$20,917.00
3	1,183	SY	5-inch (5") thick reinforced concrete pavement with 8-inch (8") thickened edge for bottom of proposed channel	\$90.00	\$106,470.00	\$108.00	\$127,764.00	\$95.00	\$112,385.00
4	504	SY	6-inch (6") thick reinforced concrete retaining wall including weep holes and drain pipe system	\$150.00	\$75,600.00	\$135.00	\$68,040.00	\$100.00	\$50,400.00
5	1,033	SY	5-inch (5") thick reinforced concrete slope pavement with toe beam	\$90.00	\$92,970.00	\$118.00	\$121,894.00	\$100.00	\$103,300.00
6	330	LF	Remove and relocate existing cable barrier system	\$50.00	\$16,500.00	\$20.00	\$6,600.00	\$100.00	\$33,000.00
7	36	LF	Remove and replace existing 6-inch (6") sanitary sewer line	\$150.00	\$5,400.00	\$135.00	\$4,860.00	\$400.00	\$14,400.00
8	1	EA	Remove and relocate existing fire hydrant assembly		\$4,000.00		\$3,800.00		\$8,600.00
9	1	EA	Rock berm for erosion control		\$2,500.00		\$1,500.00		\$6,600.00
10	1	LS	Hydromulch seed all disturbed areas		\$10,000.00		\$6,000.00		\$10,600.00
11	6	MO	Traffic control measures for safety for the duration of construction	\$500.00	\$3,000.00	\$1,100.00	\$6,600.00	\$9,600.00	\$57,600.00
TOTAL BASE BID (Item Nos. 1-11)					\$373,875.00		\$393,875.00		\$428,162.00

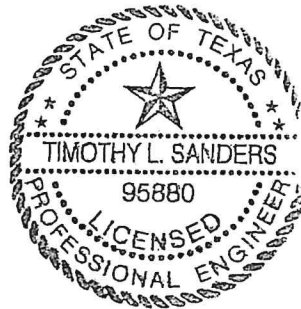
Item No.	Est. Qty.	Units	Description in Words	C3 Environmental Specialties 132 Nell Deane Blvd. Schertz, TX 78154		Patin Construction, LLC 3800 W. 2nd Street Taylor, TX 76574		Myers Concrete Construction, LP PO Box 2928 Wimberley, TX 78676		JKB Construction Co., LLC PO Box 1001 Liberty Hill, TX 78642	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	740	SY	Demolish and remove existing concrete pavement	\$34.00	\$25,160.00	\$50.00	\$37,000.00	\$30.00	\$22,200.00	\$32.00	\$23,680.00
2	1,609	CY	Excavate channel for installation of concrete paving improvements	\$34.00	\$54,706.00	\$30.00	\$48,270.00	\$43.00	\$69,187.00	\$42.00	\$67,578.00
3	1,183	SY	5-inch (5") thick reinforced concrete pavement with 8-inch (8") thickened edge for bottom of proposed channel	\$95.25	\$112,680.75	\$115.00	\$136,045.00	\$75.00	\$88,725.00	\$75.00	\$88,725.00
4	504	SY	6-inch (6") thick reinforced concrete retaining wall including weep holes and drain pipe system	\$220.00	\$110,880.00	\$150.00	\$75,600.00	\$368.00	\$185,472.00	\$132.00	\$66,528.00
5	1,033	SY	5-inch (5") thick reinforced concrete slope pavement with toe beam	\$89.00	\$91,937.00	\$115.00	\$118,795.00	\$98.00	\$101,234.00	\$71.00	\$73,343.00
6	330	LF	Remove and relocate existing cable barrier system	\$13.00	\$4,290.00	\$60.00	\$19,800.00	\$20.00	\$6,600.00	\$12,210.00	\$4,029,300.00
7	36	LF	Remove and replace existing 6-inch (6") sanitary sewer line	\$118.00	\$4,248.00	\$250.00	\$9,000.00	\$662.00	\$23,832.00	\$270.00	\$9,720.00
8	1	EA	Remove and relocate existing fire hydrant assembly		\$6,700.00		\$10,000.00		\$9,934.00		\$8,080.00
9	1	EA	Rock berm for erosion control		\$2,100.00		\$1,000.00		\$3,311.00		\$2,301.00
10	1	LS	Hydromulch seed all disturbed areas		\$5,200.00		\$5,000.00		\$19,061.00		\$8,170.00
11	6	MO	Traffic control measures for safety for the duration of construction	\$4,000.00	\$24,000.00	\$1,000.00	\$6,000.00	\$1,527.00	\$9,162.00	\$1,845.00	\$11,070.00
TOTAL BASE BID (Item Nos. 1-11)					\$441,901.75		\$466,510.00		\$538,718.00		\$4,388,495.00

I certify that this is correct and true to the best of my knowledge and belief

BEFCO Engineering, Inc. (F-2011)



 Tim Sanders, P.E.
 Registration No. 95880



2-12-20

Notes:

1. In Line Item No. 6 of JKB Construction's bid, the unit price quoted by written words did not match the unit price quoted by numerical value. Per Note 6 in the bid schedule, "In the event of discrepancies in unit prices quoted by written words or by numerical value, the written words will prevail" and "the total bid amount will be adjusted based on written words."
2. In WJC Constructors' bid submittal, the total price for Line Item No. 11 does not reflect the product of the quoted unit rate and the estimated quantity. The total price shown above does reflect the calculated product.
3. Patin Construction did not provide a list of subcontractors and suppliers as required in the bid package.



STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM:9B

TITLE:

Consider action to approve Resolution No. R-2020-29 approving a Master Sign Plan of allowing an entry monument sign and a "way-finding" kiosk sign program for the Piney Creek Bend Subdivision 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, Acting City Manager

BACKGROUND/HISTORY:

The City of Bastrop continues to experience growth with new construction in single family and multi-family housing units. Having new housing units has a positive impact for the entire community (economic development, property tax values, workforce housing, etc.).

There are opportunities throughout the City for future projects. In-fill development is an essential component to the City's ability to achieve fiscal sustainability. Successful in-fill development will not only benefit our current and future developers; it will benefit our entire community by ensuring Bastrop continues to enjoy economic growth, single and multi-family housing options, and additional property taxes. The successful marketing strategies for these projects will rely heavily on signage. Our current sign ordinance is very specific as to location and types of signage that can be utilized by developers/builders. A policy conversation will help identify and/or evaluate solutions that Council may consider implementing as future policy changes.

On Tuesday, September 10, 2019, Shawn Kirkpatrick, Director of Public Affairs for KB Home Austin, and his development team expressed to Staff an interest in potentially pursuing a sign variance request for their Piney Creek Bend Planned Development (PD). KB Home would like to explore the possibility of obtaining a wayfinding sign and a monument sign for their current PD.

POLICY EXPLANATION:

Chapter 8 – Bastrop Building Block Code, Article 8.2 – MASTER SIGN PLANS

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve Resolution No. R-2020-29 approving a Master Sign Plan of allowing an entry monument sign and a "way-finding" kiosk sign program for the Piney Creek Bend Subdivision attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENT:

- Comprehensive sign plan



RESOLUTION NO. R-2019-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING A MASTER SIGN PLAN ALLOWING AN ENTRY MONUMENT SIGN AND A "WAY-FINDING" KIOSK SIGN PROGRAM FOR THE PINEY CREEK BEND SUBDIVISION 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 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 interest in providing expedited housing options for its citizens; and

WHEREAS, The City of Bastrop recognizes it continues to experience growth with new construction in single family and multi-family housing units; and

WHEREAS, having new housing units has a positive impact for the entire community (economic development, property tax values, workforce housing, etc.). and

WHEREAS, The City of Bastrop has recognized the need to execute a Master Sign Plan with the Piney Creek Bend Subdivision, with KB Homes to allow for uniformed and orderly design of wayfinding signage; and

WHEREAS, the City Council finds that a very significant public interest is served by the completion of a Master Sign Plan for the Piney Creek Bend subdivision with KB Homes.

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 Master Sign Plan for the Piney Creek Bend subdivision between the City of Bastrop and the KB Homes. (Exhibit A)

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 10th day of March 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



10800 Pecan Park Blvd Suite 200
Austin, TX 78750
(512) 651-8100
www.kbhome.com

Built on Relationships®

February 24, 2020

Honorable Mayor and City Council
City of Bastrop, Texas
1311 Chestnut Street
P.O. Box 427
Bastrop, TX 78602

Re: Comprehensive Sign Plan for Wayfinding/Builder Kiosk

Honorable Mayor and City Council,

Thank you for the opportunity to implement a wayfinding/building kiosk (“Kiosk”) program for the benefit of the community. This letter outlines the program conditions for implementation under a Comprehensive Sign Plan (“CSP”).

CSP License Grantee (“Grantee”)

KB Home Lone Star, Inc.
c/o Shawn Kirkpatrick, Director of Public Affairs
10800 Pecan Park Blvd. Ste. 200
Austin, TX 78750
(512) 651-8086
skirkpatrick@kbhome.com

Installation and Maintenance Contractor (“Contractor”):

National Sign Plaza
c/o Mike Tobias, Division Manager
715 Discovery Blvd. #309
Cedar Park, TX 78613
(512) 670-3717
mtobias@nspag.net

Program Term:

- Initial term of twenty-four (24) months from Council approval.
- Twelve (12) month renewals at the request of Grantee during the development period of Piney Creek Bend subdivision.
- Development period terminates for the purposes of this CSP at issuance of the final residential building permit for Piney Creek Bend subdivision.
- 60-day grace period post-termination for the removal of Kiosk.

Locations

- Kiosk locations shall only be located along the route approved by Council (*Exhibit A*).
- CSP allows for no more than ten (10) Kiosk of which no individual location containing more than two (2) Kiosk.
- Locations shall be located on private property with owner permission.
- Kiosk shall not be located within City rights-of-way ("ROW").
- Kiosk locations shall be permitted by the City administratively.
- Kiosk shall observe all intersection site triangle requirements of the B3 code and may not obstruct the visibility of intersections or impede vehicular traffic.
- Kiosk may not obstruct or impede traffic on public sidewalks.

Design (*Exhibit B*)

- Kiosk shall include a community identification top panel. At the option of City, the City may select from the Contractor a provided sample design or supply proof ready art for the top panel. Top panel initial cost of production is the responsibility of the Grantee.
- Kiosk shall include two (2) community interest directional panels. In the event the Kiosk are located on a property owned by another governmental entity, that other governmental entity shall have the first right to utilize the community interest directional panels. City and/or other governmental entity shall provide proof ready art for the community interest panels to the Contractor. Community interest directional panels initial cost of production is the responsibility of the Grantee.
- Additional community interest directional panels may be installed at the request of the City. City shall provide its intent for additional community interest panels during the permitting process. Request for additional panels shall not delay the permitting process if a re-design of a Kiosk is necessary to accommodate the request. City will be responsible to the Contractor for the cost of production, installation and maintenance of additional panels.
- Directional panels shall be made available to other residential homebuilders ("Other Builders") as approved administratively by the City during the permitting process. Other Builders will be responsible for entering into an agreement with the Contractor for production, installation and maintenance of additional panels.
- At the request of a private property owner granting permission for a Kiosk location, one (1) directional panel may be used to provide directions to the site and/or a business on the site as administratively approved by the City for appropriateness during the permitting process. Installation of a Kiosk shall not bear any effect on other signage rules and regulations. Grantee and/or Contractor shall be responsible for the cost of production, installation and maintenance of the private property directional panel.
- No other commercial directional panels are allowed under this CSP.

- Kiosk height shall be determined by the number of panels and minimized to best extent possible. Continuity of signage height is to provide an attractive community presence. Administratively through the permitting process the City will determine height appropriateness based on the requested panels, panels types, location and other location factors.

Maintenance Requirements

- Grantee and/or its Contractor shall inspect the Kiosk structures and locations quarterly.
- Grantee and/or its Contractor are responsible for maintenance of the Kiosk and panels during the term of the agreement except for additional community panels and/or other builder panels and/or private property directional panels.
- Contractor is responsible for maintenance of additional community panels and/or other builder panels and/or private property directional panels during the term of the agreement.
- Kiosk shall be kept in good condition during the term of the agreement.

Permitting Requirements

- Kiosk locations and installations shall be administratively permitted through the sign permitting process.
- Prior to application submittal, Grantee and Contractor may request a representative(s) of the Development Review Committee to meet and confer regarding the application package for completeness and perform a cursory on-site visit(s).
- Administrative application submittal package shall include following:
 - Sign permit application,
 - Upon application submittal the permit fee shall be calculated by the City and conveyed to Grantee in writing. Within seven (7) calendar days Grantee shall deliver to City payment in full. At the discretion of City, the City retains the right for non-payment of the application fee to withhold the sign installation permit upon approval or reject the application in its entirety.
 - Kiosk(s) (1) overall location and (2) site specific maps,
 - Dimensioned graphical representation of Kiosk per location,
 - Proof of location ownership in the form of Bastrop County Appraisal District Roll Card,
 - (Property) Owner's Agent Authorization limited to permitting under this CSP, and
 - Master Contractor's Agent Authorization limited to permitting under this CSP.
- Grantee and/or Contractor shall mark/identify on each private property location the proposed Kiosk location in a form acceptable to the City for review during the sign application review process.
- Grantee and/or Contractor shall make themselves available for a site-visit during the sign application review process as requested by City.
- City agrees to expeditiously review the sign application(s).

Sincerely,

Shawn Kirkpatrick
Director of Public Affairs

Exhibit A - Route Map

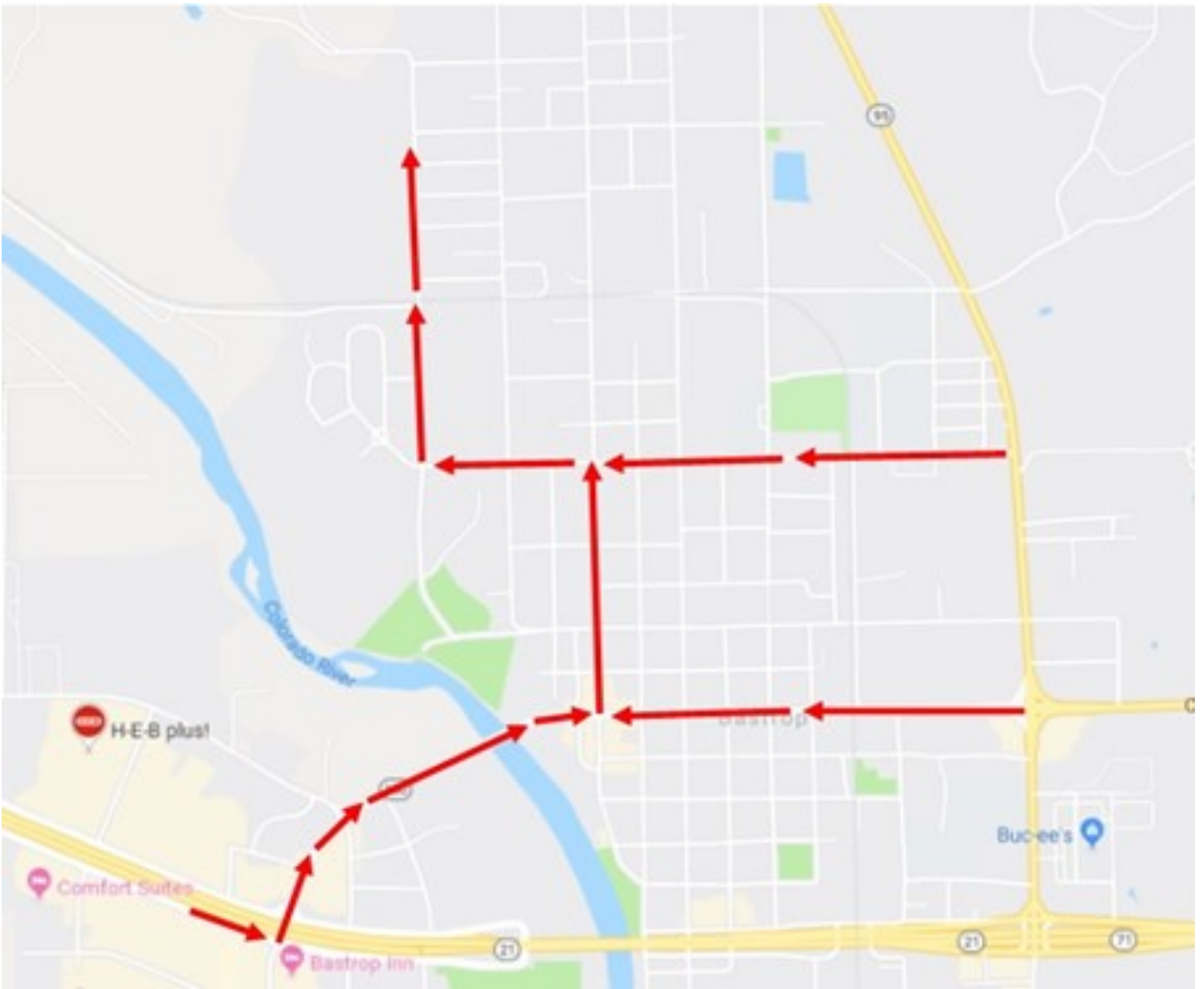
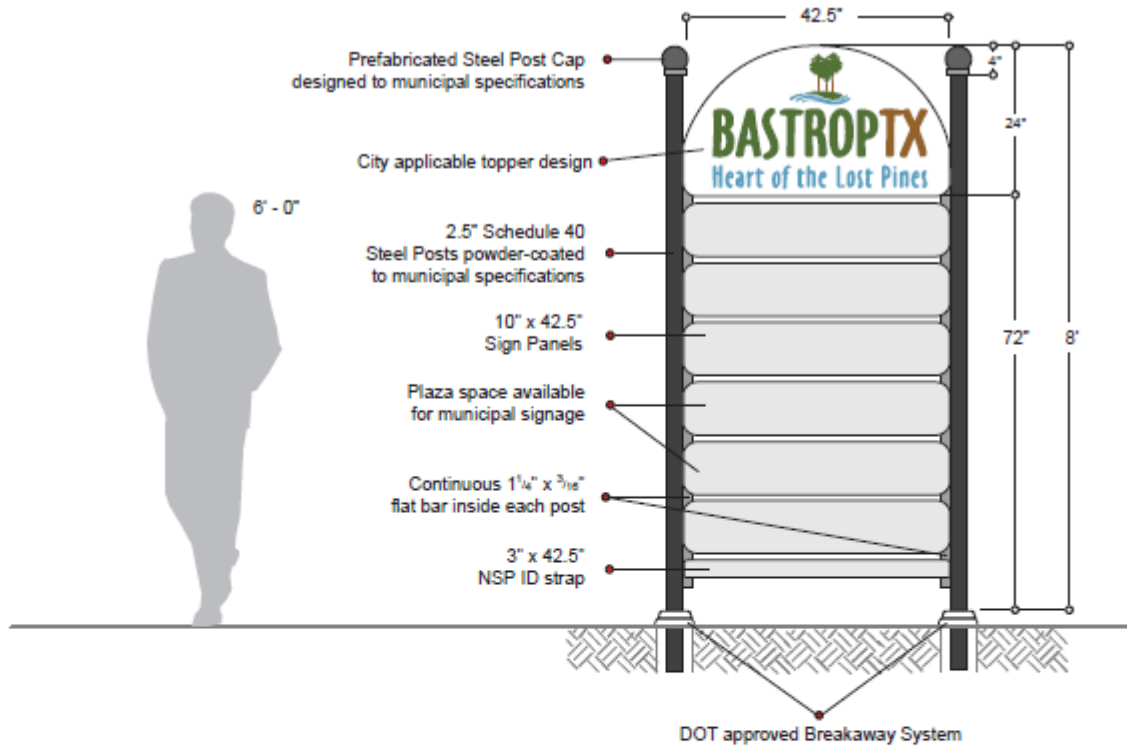


Exhibit B - Design



Community Sign Panel Specifications

- Alpollic 360 substrate
- 2mm to 3mm thick
- Full-color graphics
- Directional arrow

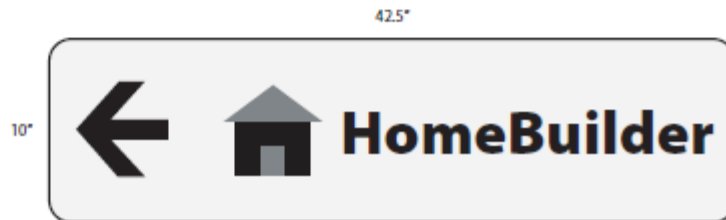
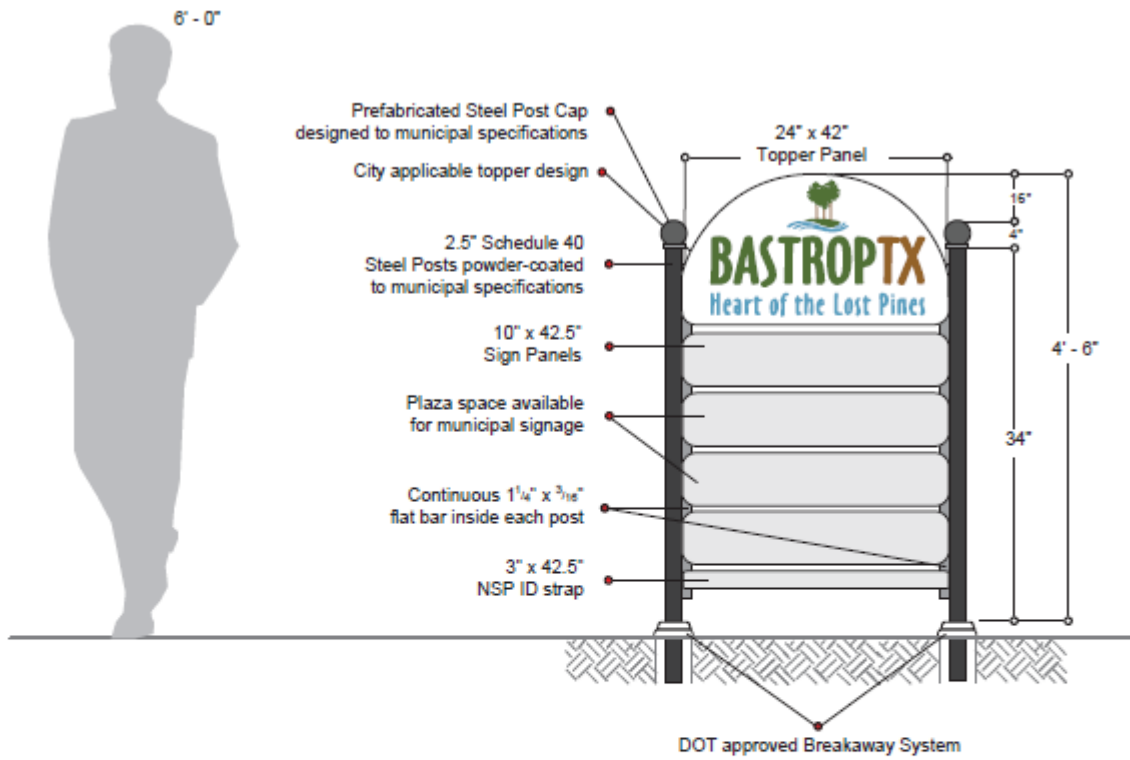


Exhibit B - Design





STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 9C

TITLE:

Consider action to approve Resolution No. R-2020-26 of the City Council of the City of Bastrop, Texas awarding a contract to perform the design and coordination with the City of Bastrop's Consultant Landscape Architect and construct the Fisherman's Park Wheeled Sports Plaza, Phase I to Artisan Concrete Services, Inc, in the amount of two hundred forty-six thousand dollars (\$246,000.00), as attached as 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, Acting City Manager

BACKGROUND/HISTORY:

On January 18, 2014, City staff and Parks Board members recommended to the City Council that a wheeled sports plaza (skate park) be constructed in Fisherman's Park. Staff and the Parks Board met on several occasions and held public hearings to gather the input of citizens and those that would use the amenity. Two public forums were held and 82% were in favor of the project. On November 14, 2017, the City Council passed Resolution 2017-90 approving a proposal for design services with Burditt Consultants LLC.

The Wheeled Sports Plaza, Phase I (skatepark) was identified as a need in the FY2020 workplan as a CIP project and in the Comprehensive Plan (7.2) as a focus area for "Authentic Bastrop".

The City of Bastrop, in connection with carrying out of its various ordinances and duties to provide recreational opportunities, has made the Wheeled Sports Plaza Phase I a priority in the budget for FY2020. Following City and State procedures, Burditt Consultants staff prepared and solicited an RFP and completed the bid tabulation and comparison.

On February 7, 2020, four (4) bids were received for a best value contract for construction of an approximately 5,000 square foot, poured in place concrete wheeled sports plaza (skate park) to be located within Fisherman's Park. Following review of the submittals, it was found that the best value quote was from Artisan Concrete Services, Inc. Staff concurs with the City's consultant and recommends award of the contract to Artisan Concrete Services, Inc. per EXHIBIT A and B.

POLICY EXPLANATION:

FUNDING SOURCE:

The City of Bastrop City Council authorized the construction of the Fisherman's Park Wheeled Sports Plaza, Phase I in the budget for FY 2019-2020 as a CIP project as passed by Council. The project can be found on page 242 of your budget book the proposed expenditure for FY19-20 is \$309,900. This project is within the proposed budget amount.

RECOMMENDATION:

Consider action to approve Resolution No. R-2020-26 of the City Council of the City of Bastrop, Texas awarding a contract to perform the design and coordination with the City of Bastrop's Consultant Landscape Architect and construct the Fisherman's Park Wheeled Sports Plaza, Phase I to Artisan Concrete Services, Inc, in the amount of two hundred forty-six thousand dollars (\$246,000.00), as attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution R-2020-26
- Contract
- RFP PKS-2020-1 Fisherman's Park Wheeled Sports Plaza, Phase I
- Burditt Consultants, LLC Recommendation of Award
- Burditt Consultants bid tabulation
- Letter to Contractor pending agreement completion



RESOLUTION NO. R-2020-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AWARDING A CONTRACT TO PERFORM THE DESIGN AND COORDINATION WITH THE CITY OF BASTROP'S CONSULTANT LANDSCAPE ARCHITECT AND CONSTRUCT THE FISHERMAN'S PARK WHEELED SPORTS PLAZA, PHASE I TO ARTISAN CONCRETE SERVICES, INC., IN THE AMOUNT OF TWO HUNDRED FORTY-SIX THOUSAND DOLLARS (\$246,000), AS ATTACHED AS EXHIBIT A; 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 Council has the steadfastness to ensure the quality of our City recreational opportunities; and

WHEREAS, The City of Bastrop has received all bids, and determined the best value contract.

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 contract with Artisan Concrete Services, Inc. in the amount of two hundred forty-six thousand dollars (\$246,000). (Attached as Exhibit A)

Section 2: That the City Council of the City of Bastrop has found Artisan Concrete Services, Inc., to be skilled and qualified for construction of the Fisherman's Park Wheeled Sports Plaza, Phase I.

Section 3: 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 4: That this Resolution shall take effect immediately upon its passage, and it is resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 10th day of March, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

BID TABULATION SHEET

<p style="text-align: center;">City of Bastrop - Fisherman's Park Wheeled Sports Plaza - Phase 1 - 2/7/2020</p>				
	American Ramp Company	Grindline Skateparks	SPA Skateparks	Artisan Concrete Services
Pre-Design Phase and Meetings	\$7,500.00	\$7,605.00	\$17,400.00	\$1,500.00
Final Design Phase	\$15,000.00	\$32,695.00	\$11,600.00	\$4,500.00
Construction of Wheeled Sports Plaza	\$225,000.00	\$247,500.00	\$261,000.00	\$240,000.00
Total Lump Sum Bid	\$247,500.00	\$287,800.00	\$290,000.00	\$246,000.00
Addendum #1 received	y	y	y	y
Addendum #2 received	y	n	y	n
Completion Days: Substantial/Final	90/120	120/125	240/270	125/150
Bid Bond	y	y	y	y
Letter of Surety	y	y	y	y
Insurance	n	n	y	y

City of Bastrop Fisherman's Park Wheelled Sports Plaza, Phase 1

Acceptable Documentation	Y or N	Y	Y		Y	Y		Y	
Orig+copy+digital		Y			Y			Y	
Project Schedule - Substantial Completion / Fully Complete (DAVS)		90/120	4 months	125/130	4.3 months	240/270	9 months	125/150	5 months
Work Experience		Y		Y		Y		Y	
Surety/letter for full bonding		Y		Y		Y		Y	
Bid bond		Y		Y		Y		Y	
Insurance Provided		Y		n		Y		Y	
Addenda acknowledged		#1, #2		#1, #2		#1, #2		#1	
Demonstrated competence and qualifications/ construction of wheelled sports plazas	30		30		30		30		30
Number of wheelled sports plazas completed or under construction	20		18		19		19		18
Firm's licensed professional's background, reputation & experience	20		18		20		20		20
Fair and reasonable price	20	\$ 247,500.00	19	\$ 287,500.00	17	\$ 290,000.00	17	\$ 246,000.00	20
Current project load & best delivery	10		8		8		6		9
Number of years in business		20		18		18		13	
Reference feedback on warranty and project history									
Organization of Team and key personnel		Y		Y		Y		Y	
Describe firm's qualifications and philosophies		Y		Y		Y		Y	
Schedule Substantially complete/fully complete		90/120		125/130		240/270		125/150	
Professional organizations		Y		Y		Y		Y	
List 4 to 6 similar projects		Y		Y		Y		Y	
Total projects completed or under construction		100's / 4 under construction		100's, need current work load		listed 25 / 3 under construction		350 / 4 under construction	
COMMENTS		Good process documents included.		Showed both large and smaller projects like this one. Local LA from Austin.		Closest to the site, VERY good track record. Did Conroe Park for Burditt. Highest in design fees. Longest schedule to completion		Offers a fast tracked schedule , complete by 5/31/2020. Pleasanton, TX was very happy, customers were extremely satisfied.	
TOTALS	100		93		94		92		97

Recommendation of Award
Fisherman’s Park Wheeled Sports Plaza, Phase 1
Bastrop, Texas

Date: February 12, 2020

Attention: Curtis Hancock
Assistant Director Public Works & Utilities
City of Bastrop, Texas

RE: Fisherman’s Park, Wheeled Sports Plaza, Phase 1
Recommendation of Award

On February 7, 2020, at the office of the City Secretary, four bids were received and publicly read for the above referenced project. The project includes the construction of approximately 5,000 square foot, poured in place concrete wheeled sports plaza within Fisherman’s Park. The proposals were from firms qualified in the design and construction of the wheeled sports plaza. An evaluation process took place based upon five criteria outlined in the specifications. A bid tabulation showing the detailed bid results is attached. The proposer who selected, provides the goods and services at the best value to the City.

Artisan Concrete Services, Inc. provided demonstrated competence, references, a list of past and current projects of similar scale, best delivery method and a fair and reasonable price. The proposed schedule, pricing and experience projects of a similar size and character. The Artisan Concrete Services, Inc. bid has been evaluated and they do have the required insurance. The project references have been contacted. Evaluation and responses are satisfactory.

It is recommended the City of Bastrop to accept Artisan Concrete Services, Inc.

Pre-Design Phase and Meetings	\$ 1,500.00
Final Design Phase	\$ 4,500.00
Construction of Wheeled Sports Plaza	<u>\$240,000.00</u>
Total	\$246,000.00

We recommend the award of the Fisherman’s Park Wheeled Sports Plaza, Phase 1 to Artisan Concrete Services, Inc.

Respectfully submitted,



Dale K. Clarke, ASLA, RLA TX 1212
Burditt Consultants LLC
310 Longmire Rd.
Conroe, TX 77302
936-756-3041 office



February 25, 2020

Artisan Concrete Services, Inc
Andy Duck
4600 Tamarack Dr.
Kitty Hawk, NC 27949

RE: City of Bastrop – Fisherman’s Park Wheeled Sports Plaza, Phase 1

Dear Andy,

The City of Bastrop is pleased to inform you that Artisan Concrete Services, Inc. has been selected to provide design build services for the Fisherman’s Park, Wheeled Sports Plaza, Phase 1 based on the competitive sealed bid proposal submitted on February 7, 2020.

This notice of intent to award a contract, however, is subject to the successful satisfaction of the City to finalize an agreement with Artisan Concrete Services, Inc. Draft copies of the contract documents will be sent for your review and please begin the process of acquiring bonds for this project.

The City of Bastrop has designated Curtis Hancock, Assistant Director of Public Works & Utilities as the City’s representative and Burditt Consultants as the City’s agent. If you have any questions, please contact Burditt Consultant representatives Dale Clarke, dclarke@burditt.com at 281-217-1951

Regards,

Trey Job
Acting City Manager



STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 9D

TITLE:

Consider action to approve the first reading of Ordinance No. 2020-05 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Article 13.02 "Water and Wastewater Rates and Charges", Sections 13.02.002 Wastewater Service Charge, 13.02.004 Water Service Charges, and 13.02.008 Billing, Discontinuance of Service; Amending Appendix A, Fee Schedule, Article A13.02 "Water and Wastewater Rates and Charges", Sections A13.02.002 Wastewater Service Charge, and A13.02.004 Water Service Charge, as attached in Exhibit A; providing for: findings of fact, enactment, repealer, severability, providing for an effective date, codification, proper notice and meeting, and move to include on the March 24, 2020 consent agenda for a second reading.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Manager engaged NewGen Strategies and Solutions in May 2018 to perform a Water and Wastewater Rate Study. This study was to evaluate revenue requirements forecasted out over five (5) years and review current water and wastewater rate ordinance along with billing methodology. The consultant provided city staff with a rate model tool to be used to forecast rate scenarios based on actual and projected revenue and expense assumptions.

The City Council held a special meeting on November 15, 2018 to receive a presentation from NewGen Strategies and Solutions regarding the Water and Wastewater Rate Study. Some of the recommendations that were made through this study were as follows:

- Reducing the amount of rate tiers from five to three for water and wastewater rates.
- Standardize outside city limits rates (1.5 times the inside city limits rate).
- Phase-in plan for the demand charge by meter size for water meters that will reflect the American Waterworks Associations industry standards.
- Change the water method of billing for Multi-Family and Multi-Unit to include a minimum charge times the number of units. (this was already being done for wastewater)
- Change in Multi-Family method of billing to include a minimum usage for each unit in the first volumetric rate tier.
- Eliminate winter average for Commercial customers.

The recommendation for elimination of winter average for commercial customers, was adopted by council on March 26, 2019.

NewGen Strategies returned to Council at the November 12, 2019 meeting. At this meeting the above recommendations were discussed again. There were concerns raised regarding the impact to some of our low-income multi-family properties.

Staff has reviewed the recommendations with NewGen as it relates to the revenue required for the five-year forecast and are bringing back the recommendations that would be required to meet these revenue requirements and align current practice with policy. The following are the recommendations being proposed by this ordinance:

- ~~Reducing the amount of rate tiers from five to three for water and wastewater rates.~~
- Standardize outside city limits rates (1.5 times the inside city limits rate).
- Phase-in plan for the demand charge by meter size for water meters that will reflect the American Waterworks Associations industry standards.
- Codify the wastewater method of billing for Residential Multi-Family and Commercial Multi-Unit to include a minimum charge times the number of units.
- ~~Change in Multi-Family method of billing to include a minimum usage for each unit in the first volumetric rate tier.~~
- Include a paragraph under billing that states all Commercial Multi-Unit property owners are responsible for the water and sewer service to all units within the property.

This ordinance also includes the \$5.00 increase in the minimum wastewater service charge that was included in the FY2020 budget estimated to go into effect January 1, 2020. This relates back to the five-year projections for base service charge increases that are required to fund the new wastewater capital projects.

POLICY EXPLANATION:

Article III, Section 3.01(13) states the City Council has the power and duty to provide for a sanitary sewer and water system. Section 3.14 (9) states that action requiring an ordinance includes the amending or repealing of a previously adopted ordinance.

FUNDING SOURCE:

NA

RECOMMENDATION:

Consider action to approve the first reading of Ordinance No. 2020-05 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Article 13.02 "Water and Wastewater Rates and Charges", Sections 13.02.002 Wastewater Service Charge, 13.02.004 Water Service Charges, and 13.02.008 Billing, Discontinuance of Service; Amending Appendix A, Fee Schedule, Article A13.02 "Water and Wastewater Rates and Charges", Sections A13.02.002 Wastewater Service Charge, and A13.02.004 Water Service Charge, as attached in Exhibit A; providing for: findings of fact, enactment, repealer, severability, providing for an effective date, codification, proper notice and meeting, and move to include on the March 24, 2020 agenda for a second reading.

ATTACHMENTS:

- Ordinance 2020-05 (including Exhibit A)

ORDINANCE NO. 2020-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CITY CODE OF ORDINANCES, ARTICLE 13.02 "WATER AND WASTEWATER RATES AND CHARGES", SECTIONS 13.02.002 WASTEWATER SERVICE CHARGE, 13.02.004 WATER SERVICE CHARGES, AND 13.02.008 BILLING, DISCONTUANCE OF SERVICE; AMENDING APPENDIX A, FEE SCHEDULE, ARTICLE A13.02 "WATER AND WASTEWATER RATES AND CHARGES", SECTIONS A13.02.002 WASTEWATER SERVICE CHARGE, AND A13.02.004 WATER SERVICE CHARGE, AS ATTACHED IN EXHIBIT A; PROVIDING FOR: FINDINGS OF FACT, ENACTMENT, REPEALER, SEVERABILITY, EFFECTIVE DATE, CODIFICATION, AND PROPER NOTICE AND MEETING

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt ordinances or regulations that are for the good government, peace, or order of the City and that are necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City Council of the City of Bastrop, Texas conducted a special workshop on water and wastewater on November 15, 2018 to review the findings of a Water and Wastewater Rate Study conducted by NewGen Strategies and Solutions; and

WHEREAS, the rate study was to evaluate revenue requirements forecasted out over five (5) years and review current water and wastewater rate ordinance along with billing methodology; and

WHEREAS, the rate study recommended changes to the method of billing for wastewater commercial multi-unit accounts to include a minimum base charge per number of units equivalent to the lowest minimum adopted; and

WHEREAS, the rate study recommended changes to standardize outside city rates for water customers; and

WHEREAS the rate study recommended a phase-in plan for the demand charge by meter size for water meters that reflects the American Waterworks Associations industry standards; and

WHEREAS this ordinance increases the minimum customer charge for wastewater by five dollars (\$5.00) as part of the forecasted five year plan to fund ongoing water and wastewater infrastructure projects; and

WHEREAS, the City Council of the City of Bastrop, Texas has determined that in order to properly bill water and wastewater charges to the customers, it is necessary to amend the City Code of Ordinances Article 13.02 Water and Wastewater Rates and Charges; and Appendix A: Fee Schedule Article A13.02 Water and Wastewater Rates and Charges, as attached in Exhibit A.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AS FOLLOWS:

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

SECTION 2. ENACTMENT Article 13.02 Water and Wastewater Rates and Charges, Sections 13.02.002 Wastewater Service Charges, 13.02.004 Water Service Charges and 13.02.008 Billing; Discontinuance of Service, and Appendix A, Article A13.02 Water and Wastewater Rates and Charges, Sections A13.02.002 Wastewater service charge and A13.02.004 Water service charge are hereby amended to read in accordance with Exhibit A which is attached hereto and incorporated into this Ordinance for all intents and purposes. Underlined language shall be added. Stricken language shall be deleted.

SECTION 3. REPEALER All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

SECTION 4. SEVERABILITY Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

SECTION 5. EFFECTIVE DATE This Ordinance shall be effective April 1, 2020.

SECTION 6. PROPER NOTICE & 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. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & APPROVED on First Reading on the 10th day of March 2020.

READ & ADOPTED on the Second Reading on the 24th day of March 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit "A"

Article 13.02
Water and Wastewater Rates and Charges

Sec. 13.02.002 - Wastewater service charge.

- (a) *Applicability.* The rates as provided for in the fee schedule found in appendix A of this Code are applicable to residential, multi-family, commercial and commercial multi-unit retail wastewater customers within the corporate limits of the city. These rates are not applicable to customers who receive water from the city but have septic system(s), other on-site wastewater/sewer systems, or irrigation system(s) and are not connected to the city's wastewater system. These rates also do not apply to irrigation-only water meters, which are not connected to the city's wastewater system.
- (b) *Customer charge.* Each active wastewater customer of the city shall have a monthly wastewater customer charge regardless of whether water is received during any specific billing cycle.
- (c) *Method of computing ~~average monthly water use~~ Winter Sewer Average.*
- (1) Residential and Multi-Family (those with two (2) or more residential dwelling units served by a single water meter)
- ___(A) Wastewater bills for residential ~~and commercial~~ and multi-family residential wastewater customers shall be computed on the basis of the average monthly water consumption ("winter water average") for the months December, January and February) ~~for the bills due and payable in January, February and March of each year. In the event that the monthly water usage for any month during the period of March through November, inclusively, is less than the computed "winter water average," the lesser of the two shall be used as the basis for calculation of the wastewater bill.~~ The winter water average shall be recomputed following the March billing of each year to reestablish the winter water average; this will be the basis for calculation of water use for the wastewater bill for the next twelve-month period.
- _(B) ~~Wastewater bills for commercial wastewater customers shall be computed on the basis of (i) 100% of the metered water consumption; (ii) projected water usage, if the customer has no water usage history; (iii) the minimum usage charge with no gallonage charge if the customer has applied for service and the service is available, but the customer has not physically connected to the system; or (iv) the annual average water use of the~~

~~residential customer class if the customer is not connected to the water system.~~

- ~~(B)~~ If a Residential customer can show that an anomalous condition beyond the control of the customer results in the current annual average consumption being at least fifty thousand (50,000) gallons per year greater than the average of the year immediately preceding, the City Manager or designee is authorized to adjust the monthly charge to a fair and equitable amount.
- ~~(C)~~ When residential accounts do not have an established history of winter water use, charges shall be billed on the current month's water usage or the annual average water use of the residential customer class, established in March of each year, whichever is less, until such time as a complete three-month history of winter water use is established, at which time the customer will be charged as set forth in subsection (c)(1)(A), above.
- ~~(D)~~ When multi-family accounts do not have an established history of winter water use, charges shall be billed on the current month's water usage or the annual average water use of the multi-family customer class, established in March of each year, whichever is less, until such time as a complete three-month history of winter water use is established, at which time the customer will be charged as set forth in subsection (c)(1)(A), above.
- ~~(E)~~ Wastewater bills for multi-family customers (those with two (2) or more residential dwelling units served by a single water meter) will be computed on the basis of a monthly minimum wastewater charge per unit, plus the consumption charge for the "winter water average" for all usage for the meter (as stated in A above).
- ~~(F)~~ Transferring residential customers take their established sewer charge with them to their new service address.
- ~~(3) Charges based on average monthly use will be billed each month throughout the year at the then-current rate.~~
- ~~(4) When residential accounts do not have an established history of winter water use, charges shall be billed on the current month's water usage or seven thousand (7,000) gallons per month, whichever is less, until such time as a complete three-month history of winter water use is established, at which time the customer will be charged as set forth in subsection (c)(1), above.~~
- ~~(d)~~ Wastewater bills for commercial wastewater customers shall be computed on the basis of (i) 100% of the metered water consumption; or (ii) the minimum usage charge with no gallonage charge if the customer has applied for service and the service is available, but the customer has not physically connected to the system.
- ~~(e)~~ Wastewater bills for commercial multi-unit wastewater customers shall be computed on the basis of (i) a monthly minimum wastewater charge per unit that has a service connection to the master meter, plus (ii) 100% of the metered water consumption.

(ef) *Industrial service.* Industrial wastewater services shall be subject to the provisions of the city industrial waste regulations as contained in article 13.03 of this chapter, and any conflict between this article and the industrial waste regulations shall be resolved in favor of the industrial waste regulations.

Sec. 13.02.004 - Water service charges.

- (a) *Inside city limits.* The rates as provided for in the fee schedule found in appendix A of this Code will be applicable to all sales or service of water within the corporate limits of the city.
- (b) *Outside city limits.* The rates as provided for in the fee schedule found in appendix A of this Code will be applicable to all sales or service of water outside the corporate limits of the city.
- (c) *Customer charge.* Each active water customer of the city shall be charged a monthly water customer charge, regardless of whether water is received during any specific billing cycle.
- (d) ~~*Multifamily residential charges.* Water bills for multifamily customers (those with more than two (2) residential dwelling units served by a single water meter) will be computed on the basis of a monthly minimum water charge per unit, plus the consumption charge for all water usage for the meter. —~~

Sec. 13.02.008 - Billing; discontinuance of service.

- (a) All charges provided for in the above schedules shall be due and payable within ten (10) days from date of bill. After providing notice to the customer and an opportunity to make payment, service to any customer may be discontinued and a penalty of ten (10) percent assessed to the amount of the bill for failure to pay within ten (10) days. A service charge fee is to be added for reconnection. Any customer who reconnects his own meter after services have been discontinued for nonpayment will have his meter removed by the city. A reset fee, as provided for in section A13.02.008 of the fee schedule in appendix A to this code, in addition to the charges set forth above, must be paid before service will be resumed.

(b) Commercial Multi-Unit property owners are responsible for the water and/or sewer service to all units within the property. The utility accounts for these services will only be set in the name of the property owner or management company. All customer fees and usage/consumption will be billed to the property owner/management company account.

(bc) Average monthly payment plan.

- (1) A customer may apply to participate in the average monthly payment plan, an optional billing plan designed to make monthly bills more uniform throughout the year. Under this plan, the customer will be charged each month for actual consumption, including any adjustments, but the average monthly payment amount

due will be computed based on the average of bills for the most recent twelve (12) months (to include the current month bill) on a continuing basis. It is not intended to be used to defer payment of delinquent bills.

(2) Eligibility.

- A. An applicant for the average monthly payment plan must meet certain qualifications to be eligible for the program. All applications are subject to city approval. The average monthly payment plan will be available only to residential customers. Customers with only one (1) type of service, such as just electric or just water, will also be eligible to participate. If a customer receives all available utilities, then the plan must apply to each and all services.
- B. Customers must have a minimum of twelve (12) months of continuous service with the city utilities to be eligible. This may have been attained at one (1) or more addresses within the city's service area and applies only to the customer's primary residence. A customer transferring from one (1) address to another may continue to participate.
- C. Customers must not have been disconnected for non-payment during the preceding twelve (12) months. Applicants must have a good utility payment history with no more than two (2) penalties, no returned checks or bank drafts in the previous twelve (12) months and no previous balance on their account. They must also not be facing or subject to bankruptcy.
- D. A customer average monthly payment plan application shall be signed and the following guidelines shall be implemented. A customer must participate in the average monthly payment plan for a period of twelve (12) months following date of registration. A customer whose service is discontinued for non-payment of bill, or who fails to make any two (2) payments by the fifteenth of the month within any twelve (12) month period, or has a non-sufficient funds returned item will be taken off the program. Any amounts due will be subject to immediate collection. Such customers may then become eligible for re-enrollment after establishing a good payment history for a minimum of twelve (12) successive months.
- E. A customer who terminates service(s) entirely and reconnects at a future date is also ineligible for re-enrollment in the average monthly payment plan for a minimum of twelve (12) months.

(3) Method of billing.

- A. The monthly bill will be based on the average of the most recent twelve (12) months of billing. The bill will not be a fixed amount but will be computed on a running average. The current month will be averaged with the prior eleven (11) months, and the oldest month will be dropped from the calculation. The average monthly amount will usually be either higher or lower than the actual bill. This method of billing will result in an accumulated debit or credit on the customer's account on some months.

- B. No interest will be charged on any account debit balance accrued under average monthly payment, or will interest be paid on any account credit balance accrued under average monthly payment.
 - C. Customers who discontinue average monthly payment at any time or for any reason will have their account adjusted as described in section (3)B. above at the time average monthly payment is stopped.
 - D. Finalized accounts (terminating and not involving transfer of service) reflecting a credit balance will have the amount credited against the final bill. If the credit balance is larger than the final bill, a refund check will be issued to the customer for the difference. If a finalized account reflects a debit balance, this amount as well as any other charges owed by the customer will be due and payable immediately to the city.
 - E. Under no circumstances will any accumulated credit be used to reduce a customer's bill unless participation is discontinued.
 - F. The city will continue to read the meter(s) each month and will provide full information on the billing. Monthly bills will show the actual consumption, the regular itemized charges computed on the actual consumption and the total payment due under average billing.
 - G. Utility rates are not changed for average monthly payment, but it allows a customer to pay approximately the same amount each month rather than more in high usage months and less in low usage months.
- (4) If utility rates are changed at any time, the new rates will be factored into the billing and may cause an adjustment to the average monthly bill payment due.
 - (5) Enrollment period for applications to participate in the average monthly payment plan shall be October. Eligible customers will be given the opportunity to enroll only during this month. Terms of agreement and the application form will be furnished by the city. An application must be received by the city prior to the last business day of the enrollment period.
 - (6) If a customer who is on the average monthly payment plan experiences a rate classification change, such as from residential to commercial or industrial, they will be discontinued in the program as average monthly payment applies only to the single residential service. The account will then be adjusted as described in section (3)B. No cash refunds will be made for any credit accrued unless the customer discontinues receiving service under said account and the account is finalized.
 - (7) Average monthly payment accounts shall be subject to the same rules, rates, charges, fees, penalties and polices established by the city as regular utility customer accounts.

Appendix A – Fee Schedule

Sec. A13.02.002 - Wastewater service charge.

- a) These rates are applicable to all residential, multifamily, commercial and commercial multi-unit retail wastewater customers within the corporate limits of the city who have metered water connections and to whom city wastewater service has actually been connected, except for customers who have a city-approved, on-site sewer system, septic system or other on-site wastewater system, and have not connected to the city's wastewater system, or customers who have a water meter for irrigation use only, as long as the irrigation meter does not provide water to plumbing fixtures.

Minimum charge:	\$36.97 <u>\$41.97</u>
Plus the following charges for consumption per 1,000 gallons:	
0-5,000 gallons	\$2.45
5,000 – 10,000 gallons	\$2.77
10,000 – 20,000 gallons	\$2.95
20,001-50,000 gallons	\$3.18
Over 50,000 gallons	\$3.47

~~In order to meet critical needs of the city's wastewater system, it is the city's intention to increase these rates, by separate ordinances, by not less than 3.5% each year, starting in December 2012, and each succeeding December until December 2020, consistent with the recommendations of the city's staff, K* Friese and Associates and Rimrock Consulting. The intended future rate increases are as follows: December 2013 – Minimum and volume charges not less than 6.3% higher than those shown adopted in 2012;~~

~~December 2014 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2013;~~

~~December 2015 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2014;~~

~~December 2016 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2015;~~

~~December 2017 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2016;~~

~~December 2018 - Minimum and volume charges not less than 4.0% higher than those shown adopted in 2017; and~~

~~December 2019 - Minimum and volume charges not less than 3.5% higher than those shown adopted in 2018.~~

Sec. A13.02.004 - Water service charges.

- (a) Retail Water: The following rates will be applicable to retail all sales or service of water within the corporate limits of the city.
 - (1) Residential - In city limits

Meter Size	Minimum Charge
¾" (or smaller)	\$27.72
1"	\$47.13
1½"	\$79.47 <u>\$82.06</u>
2"	\$118.28 <u>\$124.19</u>
3"	\$221.78 <u>\$232.86</u>
4"	\$255.07 <u>\$296.46</u>
6"	\$661.68 <u>\$714.14</u>

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$ 2.85
3,001—5,000 gallons	\$ 3.04
5,001—10,000 gallons	\$ 3.22
10,001—20,000 gallons	\$ 3.42
20,001—50,000 gallons	\$ 3.69
Over 50,000 gallons	\$ 3.87

~~(32)~~ Commercial - In city limits.

Meter Size	Minimum Charge
¾" (or smaller)	\$27.72

1"	\$47.13
1½"	\$79.47 <u>\$82.06</u>
2"	\$118.28 <u>\$124.19</u>
3"	\$221.78 <u>\$232.86</u>
4"	\$255.07 <u>\$296.46</u>
6"	\$661.68 <u>\$714.14</u>

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$ 2.85
3,001—5,000 gallons	\$ 3.04
5,001—10,000 gallons	\$ 3.22
10,001—20,000 gallons	\$ 3.42
20,001—50,000 gallons	\$ 3.69
Over 50,000 gallons	\$ 3.87

(53) Residential and Commercial - Outside city limits.

Meter Size	Minimum Charge
¾" (or smaller)	\$41.59
1"	\$70.69 <u>70</u>
1½"	\$119.22 <u>\$123.09</u>
2"	\$177.43 <u>\$186.29</u>
3"	\$332.68 <u>\$349.29</u>
4"	\$507.34 <u>\$507.34</u>
6"	\$992.48 <u>\$1,071.21</u>

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$ 4.12
3,001—5,000 gallons	\$ 4.42
5,001—10,000 gallons	\$ 4.70
10,001—20,000 gallons	\$ 4.98
20,001—50,000 gallons	\$ 5.39
Over 50,000 gallons	\$ 5.66

~~(3) In order to meet critical needs of the city's water system, it is the city's intention to~~

~~December 2014 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2013;~~

~~December 2015 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2014;~~

~~December 2016 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2015;~~

~~December 2017 – Minimum and volume charges not less than 4.5% higher than those shown adopted in 2016;~~

~~December 2018 – Minimum and volume charges not less than 4.0% higher than those shown adopted in 2017; and~~

~~December 2019 – Minimum and volume charges not less than 3.5% higher than those shown adopted in 2018.~~



STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 9E

TITLE:

Consider action to approve Resolution No. R-2020-28 of the City Council of the City of Bastrop, Texas approving additional funding to Visit Bastrop in the amount of Fifty Thousand Dollars (\$50,000) to be used for Special Event Funding; and providing an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City of Bastrop entered into a Service Agreement with Visit Bastrop on September 12, 2017. Since then they have been funded annually with the funding based on the calculation provided by the Service Agreement along with an additional \$75,000 to be used specifically for Special Event funding.

At the January 28, 2020 City Council meeting, Visit Bastrop presented their Oct.-Dec. 2019 quarterly report. At that time, they reported that they had received 30 Special Event submissions and had already allocated the majority of the \$75,000 funding received for FY2020. They informed City Council that they would like to request additional funding to be allocated for Special Events for the remainder of FY2020.

The Hotel Occupancy Tax Fund has \$107,465 (page 197) available in contingency funds. The recommendation is to move \$50,000 from contingency and approve the additional funding request to Visit Bastrop.

POLICY EXPLANATION:

The funding for Visit Bastrop must be approved by City Council.

FUNDING SOURCE:

Hotel Occupancy Tax Fund

RECOMMENDATION:

Consider action to approve Resolution No. R-2020-28 of the City Council of the City of Bastrop, Texas approving additional funding to Visit Bastrop in the amount of Fifty Thousand Dollars (\$50,000) to be used for Special Event Funding; and providing an effective date.

ATTACHMENTS:

- Resolution R-2020-28
- Request Letter from Visit Bastrop

RESOLUTION NO. R-2020-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING ADDITIONAL FUNDING TO VISIT BASTROP IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000) TO BE USED FOR SPECIAL EVENT FUNDING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City and Visit Bastrop recognize the visitor industry as a key economic generator for the City of Bastrop; and

WHEREAS, The City entered into a Destination and Marketing Services Agreement with Visit Bastrop on September 12, 2017; and

WHEREAS, The funding appropriated for Visit Bastrop in the Fiscal Year 2020 budget included Seventy-Five Thousand Dollars (\$75,000) specified for Special Event funding; and

WHEREAS, Visit Bastrop has experienced an increase in requests for this funding and is requesting that the City Council consider additional funding of Fifty Thousand Dollars (\$50,000); and

WHEREAS, The Fiscal Year 2020 Hotel Occupancy Tax Fund has these funds available in a contingency account; and

WHEREAS, The City Council of the City of Bastrop agrees that approving this additional funding will promote additional Special Events that specifically increase tourism in the City of Bastrop.

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

Section 1: The City Council approves additional funding to Visit Bastrop out of available contingency funds in the amount of Fifty Thousand Dollars (\$50,000) specifically for the funding of Special Events.

Section 2: The City Council of the City of Bastrop has found this additional funding in the best interest of the City of Bastrop.

Section 3: 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 4: That this Resolution shall take effect immediately upon its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 10th day of March, 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



February 18, 2020

Ms. Tracy Waldron
City of Bastrop
Chestnut Street
Bastrop, TX 78602

Dear Tracy:

I am formally requesting an additional amount of \$50,000.00 to be added to our Special Event HOT fund for the purposes of funding additional events or eligible requests for funding.

This fiscal year, October 2019 – February 2020, we have distributed \$75,000.00 in eligible requests funding to eight different groups, which have led to a pre-event economic impact of \$646,962.00. The return on investment of the \$75,000.00 back to our community is undeniable.

Visit Bastrop would like to continue to fund these types of eligible requests through the end of this fiscal year with the additional funding.

Sincerely,

A handwritten signature in black ink, appearing to read "SM Smith".

Susan M. Smith
CEO/President



STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 9F

TITLE:

Consider action to approve the first reading of Ordinance No. 2020-06 of the City Council of the City of Bastrop, Texas, amending the 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 March 24, 2020 City Council consent agenda for a second reading.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The FY2020 budget was approved by City Council on September 24, 2019. Since that approval, situations have occurred that require the FY2020 to be amended.

Budget Amendment #1: General Fund Debt Service

The bond sale for the Certificate of Obligation 2020 Series closed on February 6, 2020. The City received the final debt schedule at this time. The payment for this bond was not included in the original FY2020 budget approved on September 24, 2019. There is one interest payment that will be due before the end of this fiscal year. This amendment decreases available fund balance by \$37,941.

Budget Amendment #2: Hunter's Crossing Public Improvement District Fund

In January, one of the parcels within the district was sold and the buyer chose to pay off the outstanding balance of the capital portion of the assessment. This requires an amendment to increase the revenue account for commercial capital assessment and increase the expense reimbursement to the developer by the same amount of \$2,359,821. This amendment is net neutral.

Budget Amendment #3: General Fund

On page 98 of the FY2020 budget book, the proposed 2019-2020 shows a transfer in from the Innovation Fund of \$198,991. This was due to the requirement by the Financial Policy to maintain a 25% fund balance reserve in the General Fund. Since the FY 2020 budget's adoption, the FY2019 financials were finalized and the ending fund balance was 27% of operating expenses eliminating the need for this transfer in. The General Fund was in balance without this transfer in. This amendment removes this transfer in from the General Fund of \$198,991.

Budget Amendment #4: Innovation Fund

This amendment relates to Budget Amendment #3. Since this transfer from the Innovation fund is no longer needed to meet the reserve amount and can be re-appropriated for one-time expenditures that were put on hold for FY2020. Below is a section from page 12 of the City Manager's memorandum in the FY2020 proposed budget:

There are several projects identified for FY 2020 that are not included in the FY 2020 budget. At this point, we will not know what the actual carry-over for FY 2019 will be until the fiscal year is closed out in November. IF there is additional fund balance available over and above the 25% reserve requirement, Staff will bring Council a budget amendment to fund the following projects:

- Computer Replacement Program - \$65,000. Given the speed in which technology changes, we have a 3-year replacement for desktop and laptop computers. This funding is needed for the one-third of the organization's computers that need to be replaced in FY 2020.
- Computer Network System Improvements - \$76,000. The current system is approaching ten (10) years old and reaching the end of its useful life. In order to ensure continued system reliability, system improvements are required.
- Customer Relations Management System - \$25,000 - \$30,000. The system will significantly improve our ability to track customer concerns as well as provide citizens' access to track their concerns 24/7/365 with on-line notification capabilities.

The discussion at a City Council Budget Workshop was that we finalize the close of FY2019 and see what funds might be available.

Staff has been reviewing new software for Development Services and believes that the software that will be chosen will also fill the need of a Customer Relations Management System. We would ask that the computer replacement and the computer networking project, totaling \$141,000 get funded from the \$198,991 that is no longer needed in the General Fund. This amendment moves the \$141,000 out of transfer out and into equipment and capital outlay to cover these projects. This will leave \$47,991 of the \$198,991 to re-appropriated at a future time.

Budget Amendment #5: Water/Wastewater Fund

This budget amendment is for additional revenue that came from proceeds from an insurance claim. The repair to the roof of the administrative building was not originally in the FY2020 budget so these proceeds need to be applied to this expense account to cover the repairs. This amendment has a zero-net effect on fund balance. It is increasing revenue and increasing the expense in the amount of \$3,259.

Budget Amendment #6: 2013 Combination Rev & Tax Bond Fund – Expenditures

This bond fund did not expense as much as previously estimated in FY2019 (page 295), leaving a fund balance at the end of the year of \$1,222,301. This amendment is a carryover of a portion of the available fund balance from FY2019 in the amount of \$43,093. This increase in expenditures is being applied to the following projects: Main Street Sidewalk/Street, Gills Branch Drainage Channel repair and Bastrop Economic Development industrial park projects.

Budget Amendment #7: 2018 Certificate of Obligation - Expenditures

This bond fund did not expense as much as previously estimated in FY2019 (page 297), leaving a fund balance at the end of the year of \$3,490,482. This amendment is a carryover of a portion of the available fund balance from FY2019 in the amount of \$333,641. This increase in expenditures is being applied to the following projects: Old Iron Bridge, various drainage projects being partially grant funded, and North Main Street Improvements.

POLICY EXPLANATION:

The Financial Management Policy states that the level of budgetary control is at the department level in all Funds. If transfers are required between departments, this must be approved by Council.

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

FUNDING SOURCE:

Various – See Ordinance Exhibit A

RECOMMENDATION:

Consider action to approve the first reading of Ordinance No. 2020-06 of the City Council of the City of Bastrop, Texas, amending the 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 March 24, 2020 City Council consent agenda for a second reading.

ATTACHMENTS:

- Ordinance 2020-06
- Exhibit A
- All Funds Summary FY2020 – updated to reflect proposed amendments

ORDINANCE NO. 2020-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE 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 10th day of March 2020.

READ and ADOPTED on Second Reading on the 24th day of March 2020.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

EXHIBIT A

Budget Amendment #1: General Fund Debt Service

The bond sale for the Certificate of Obligation 2020 Series closed on February 6, 2020. The City received the final debt schedule at this time. The payment for this bond was not included in the original FY2020 budget approved on September 24, 2019. There is one interest payment that will be due before the end of this fiscal year.

FY 2020 Budget Book (Page 293)

Debt Service Amount

Original Budget	\$2,752,618
Expected Expenditure	<u>\$2,790,559</u>
Difference	\$ 37,941

The difference needs to be applied to the following accounts:

CO SERIES 2020-INTEREST (120-00-00-7162) **\$37,941**

The difference will be addressed through the following:

Decrease in Fund Balance **\$37,941**

Budget Amendment #2: Hunter's Crossing Public Improvement District Fund

In January, one of the parcels within the district was sold and the buyer chose to pay off the outstanding balance of the capital portion of the assessment. This requires an amendment to increase the revenue account for commercial capital assessment and increase the expense reimbursement to the developer by the same amount.

FY 2020 Budget Book (Page 319)

Original Budget – Total Revenue	\$ 625,403
Expected Revenue	<u>\$ 2,985,224</u>
Difference	\$2,359,821

Original Budget – Total Expenditure	\$ 1,036,148
Expected Expenditure	<u>\$ 3,395,969</u>
Difference	\$2,359,821

The difference needs to be applied to the following accounts:

Commercial Capital (710-00-00-4011) **\$2,359,821**
Reimbursement to Developer (710-00-00-5629) **\$2,359,821**

This amendment has a neutral effect and is not changing fund balance.

EXHIBIT A

Budget Amendment #3: General Fund

On page 98 of the FY2020 budget book, the proposed 2019-2020 shows a transfer in from the Innovation Fund of \$198,991. This was due to the requirement by the Financial Policy to maintain a 25% fund balance reserve in the General Fund. Since the FY 2020 budget's adoption, the FY2019 financials were finalized and the ending fund balance was 27% of operating expenses eliminating the need for this transfer in. The General Fund was in balance without this transfer in.

FY 2020 Budget Book (Page 98)

Original Budget – Total Transfers	\$ 769,741
Expected Transfers	<u>\$ 570,750</u>
Difference	\$ 198,991

The difference needs to be removed from account:

Transfer from Innovation Fund (101-00-00-4709)	-\$198,991
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Budget Amendment #4: Innovation Fund

This amendment relates to Budget Amendment #3. Since this transfer from the Innovation fund is no longer needed to meet the reserve amount and can be re-appropriated for one-time expenditures that were put on hold for FY2020. Below is a section from page 12 of the City Manager's memorandum in the FY2020 proposed budget:

There are several projects identified for FY 2020 that are not included in the FY 2020 budget. At this point, we will not know what the actual carry-over for FY 2019 will be until the fiscal year is closed out in November. IF there is additional fund balance available over and above the 25% reserve requirement, Staff will bring Council a budget amendment to fund the following projects:

- Computer Replacement Program - \$65,000. Given the speed in which technology changes, we have a 3-year replacement for desktop and laptop computers. This funding is needed for the one-third of the organization's computers that need to be replaced in FY 2020.
- Computer Network System Improvements - \$76,000. The current system is approaching ten (10) years old and reaching the end of its useful life. In order to ensure continued system reliability, system improvements are required.
- Customer Relations Management System - \$25,000 - \$30,000. The system will significantly improve our ability to track customer concerns as well as provide citizens' access to track their concerns 24/7/365 with on-line notification capabilities.

The discussion at a City Council Budget Workshop was that we finalize the close of FY2019 and see what funds might be available.

Staff has been reviewing new software for Development Services and believes that the software that will be chosen will also fill the need of a Customer Relations Management System. We would ask that the computer replacement and the computer networking projects get funded from the \$198,991 that is no longer needed in the General Fund.

EXHIBIT A

FY 2020 Budget Book (Page 208)

Original Budget – Total Expenditures	\$ 976,059
Transfers Out (105-00-00-8001)	-(\$ 198,991)
Equipment (105-00-00-5222)	\$ 65,000
Equipment-Capital (105-00-00-6010)	<u>\$ 76,000</u>
Amended Total Expenditures	\$ 928,068

The difference of \$47,991 from the original budget to the amended will go back into fund balance to be re-appropriated in the future.

Budget Amendment #5: Water/Wastewater Fund

FY 2020 Budget Book (Page 222)

Original Budget	\$6,211,564
Insurance Proceeds (202-00-00-4810)	<u>\$ 3,259</u>
New Total Revenue	\$6,214,823

The proceeds need to be applied to the following accounts:

FY 2020 Budget Book (Page 223)

Original Budget	\$3,600,611
Maintenance of Building (202-35-10-5340)	<u>\$ 3,259</u>
New Total Expenditure	\$3,603,870

This additional revenue came from proceeds from an insurance claim. The repair to the roof of the administration building was not originally in the FY2020 budget so these proceeds need to be applied to this expense account to cover the repairs. This amendment has a zero-net effect on fund balance. It is increasing revenue and increasing the expense.

Budget Amendment #6: 2013 Combination Rev & Tax Bond

The FY2019 projected ending fund balance for this fund was \$1,162,763. The actual ending fund balance is \$1,222,301 a difference of \$59,538.

FY 2020 Budget Book (Page 295)

Original Budget	\$1,189,407
Expected Expenditure	<u>\$1,232,500</u>
Difference	\$ 43,093

The difference needs to be applied to the following **Capital Outlay** accounts:

Main St. Sidewalk/St Improv (724-00-00-6154)	\$16,593
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EXHIBIT A

Gills Branch Drng Channel Repair (724-00-00-6712)	\$ 6,500
Phase I Improv to Bastrop Industrial Park (724-00-00-6608)	<u>\$20,000</u>
	\$43,093

This amendment will decrease available fund balance by **\$43,093**.

Budget Amendment #7: 2018 Certificate of Obligation Bond

The FY2019 projected ending fund balance for this fund was \$3,316,185. The actual ending fund balance is \$3,490,482 a difference of \$174,297. This difference added to the available ending balance that was projected for FY2020 of \$190,488 leaves \$364,785 available to allocate to current projects.

FY 2020 Budget Book (Page 297)

Original Budget	\$3,175,697
Expected Expenditure	<u>\$3,509,338</u>
Difference	\$ 333,641

The difference needs to be applied to the following **Capital Outlay** accounts:

Old Iron Bridge (726-00-00-6000)	\$ 58,876
Jasper/Newton Drainage Proj (726-00-00-6111)	\$ 10,684
Public Works Detention Pond Proj (726-00-00-6113)	-(\$ 7,486)
Main St. Sidewalk/St Improv (726-00-00-6154)	\$ 38,020
Street Improvements- N. Main (726-00-00-6132)	\$230,291
Pine St Drainage Proj (726-00-00-6112)	<u>\$ 3,256</u>
	\$333,641

This amendment will decrease available fund balance by **\$333,641**.

ALL FUND SUMMARY - FY 2020

	GENERAL FUND	STREET MAINTENANCE FUND	DEBT SERVICE FUNDS	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
BEGINNING FUND BALANCES	\$ 2,643,264	\$ 1,037,357	\$ 254,780	\$ 3,797,361	\$ 2,758,164	\$ 5,421,836	\$ 3,590,969	\$ 6,464,330	\$ 2,384,291	\$ 4,070,298	\$ 32,422,650
REVENUES:											
AD VALOREM TAXES	3,850,795		2,006,862		-	-	-	-			5,857,657
SALES TAXES	5,084,400				-	-	-	-		2,560,000	7,644,400
FRANCHISE & OTHER TAXES	467,830			2,830,500	23,250	-	-	-			3,321,580
LICENSES & PERMITS	819,032			2,000	-	-	-	-			821,032
SERVICE FEES	673,100			275,250	3,476,024 #2	6,163,064	7,037,682	-	371,192	13,800	18,010,112
FINES & FORFEITURES	349,585				12,650	-	-	-			362,235
INTEREST	65,000	10,000	20,000	65,000	44,050	117,000	72,000	110,144	15,500	80,000	598,694
INTERGOVERNMENTAL	89,878		246,548	62,312	2,863,125	-	-	-			3,261,863
OTHER	66,400			-	31,910	9,759 #5	16,880	3,265,000		1,560,000	4,949,949
TOTAL REVENUES	11,466,020	10,000	2,273,410	3,235,062	6,451,009	6,289,823	7,126,562	3,375,144	386,692	4,213,800	44,827,522
OTHER SOURCES											
Other Financing Sources	-							30,000			30,000
Interfund Transfers	570,750 #3	238,000	514,416	473,394	4,700	4,895,885	-	22,500	75,000		6,794,645
TOTAL REVENUE & OTHER SOURCES	12,036,770	248,000	2,787,826	3,708,456	6,455,709	11,185,708	7,126,562	3,427,644	461,692	4,213,800	51,652,167
TOTAL AVAILABLE RESOURCES	\$ 14,680,034	\$ 1,285,357	\$ 3,042,606	\$ 7,505,817	\$ 9,213,873	\$ 16,607,544	\$ 10,717,531	\$ 9,891,974	\$ 2,845,983	\$ 8,284,098	\$ 84,074,817
EXPENDITURES:											
GENERAL GOVERNMENT	4,454,010				3,268,125	-	-	264,000 #4			7,986,135
PUBLIC SAFETY	4,611,708				20,950	-	-	-			4,632,658
DEVELOPMENT SERVICES	1,084,324				-	-	-	100,000			1,184,324
COMMUNITY SERVICES	1,647,736			354,150	305,327	-	-	-			2,307,213
UTILITIES					165,000	3,847,210 #5	6,054,651	-			10,066,861
DEBT SERVICE			2,790,559 #1		-	1,870,887	159,847	143,668		485,453	5,450,414
ECONOMIC DEVELOPMENT				3,339,899	-	-	-	-		2,066,445	5,406,344
CAPITAL OUTLAY		1,285,345			3,270,821 #2	4,614,323	615,000	9,215,585 #6 & 7	356,500	2,692,000	22,049,574
TOTAL EXPENDITURES	11,797,778	1,285,345	2,790,559	3,694,049	7,030,223	10,332,420	6,829,498	9,723,253	356,500	5,243,898	59,083,523
OTHER USES											
Interfund Transfers	238,992	-	-	521,916	575,395	4,335,693	884,650	211,991 #4	-		6,768,636
TOTAL EXPENDITURE & OTHER USES	12,036,770	1,285,345	2,790,559	4,215,965	7,605,618	14,668,113	7,714,148	9,935,244	356,500	5,243,898	65,852,159
ENDING FUND BALANCES	\$ 2,643,264	\$ 12	\$ 252,047	\$ 3,289,852	\$ 1,608,255	\$ 1,939,431	\$ 3,003,383	\$ (43,270)	\$ 2,489,483	\$ 3,040,200	\$ 18,222,658



STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 10A

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:

Trey Job, Acting City Manager





STAFF REPORT

MEETING DATE: March 10, 2020

AGENDA ITEM: 11

TITLE:

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

STAFF REPRESENTATIVE:

Trey Job, Acting City Manager

