TO: Mayor and City Council
FROM: Shawn Raborn, City Manager
DATE: December 6, 2019
SUBJECT: City Council Meeting

Attached is your information packet for the Monday, December 9, 2019, City Council Meeting. If you have any questions about a particular item, please contact me.
NOTICE OF REGULAR MEETING
OF THE CITY COUNCIL OF THE
CITY OF LA GRANGE, TEXAS

In accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code
notice is hereby given that a Regular Meeting of the governing body of the City of La Grange, Texas, will
be held on the 9th day of December, 2019 at 6:00 P.M. in the City Hall Council Chambers at 155 E. Colorado
St., La Grange, Texas.
PLEDGE OF ALLEGIANCE
INVOCATION
ROLL CALL
PETITIONS
SUBJECTS TO BE CONSIDERED FOR DISCUSSION AND/OR ADOPTION, APPROVAL,
AMENDMENT, RATIFICATION OR OTHER ACTION AT SUCH MEETING INCLUDE:

CONSENT AGENDA
(The Consent Agenda includes non-controversial and routine items that the Council may act on with
one single vote. The Mayor or a Councilmember may pull any item from the Consent Agenda in order
that the Council discuss and act upon it individually as part of the Regular agenda.)

1. Discuss and or Consider on second reading an ordinance amending Chapter 3, Building
Regulations, Article 3.02, Building Code, Section 3.02.004, permit fees, by repealing the
existing section and replacing it entirely thereby creating a distinction for permit fees to
be charged between residential and commercial construction; providing for a penalty for
commencement of construction prior to obtaining a permit; and providing for an effective
date.
2. Discuss and or Consider approval of November Minutes.

REGULAR AGENDA
Discuss and or Consider on First reading an ordinance amending Chapter 3, Building Regulations,
Article 3.02, Building Code, Section 3.02.004, permit fees, by repealing the existing section and
replacing it entirely thereby creating a distinction for permit fees to be charged between residential
and commercial construction; providing for a penalty for commencement of construction prior to
obtaining a permit; and providing for an effective date.

1. Discuss and or Consider preliminary replat request of property located at 475 W
Lafayette owned by Howard Konetzke, Jr.  
2. Discuss 2020 City Officers’ Election Calendar
3. Discuss and/or Consider selection of an Engineering firm for the EDA grant project.
4. Discuss and or Consider renovation options for City Hall

Tourism Grants
1. Discuss and or Consider allocation of Tourism Grant Funds.
CITY COUNCIL COMMITTEE REPORTS
   1. Airport Board
   2. Library Board
   3. Tax Appraisal Board
   4. Main Street Board

CHIEF OF POLICE UPDATE
   Review of Current issues and projects

CITY MANAGER UPDATE
   Review of Current issues and projects

CITY SECRETARY
   La Grange Community Development & Tourism—November 2019 Visitors Bureau Report  Pg.33
   Library Report – Museum/Archives Director’s Report for November 2019  Pg. 34
   Monthly Building Report – November 2019  Pg. 35

   The Council will meet in closed Executive Session as authorized by the listed section(s) of The
   Open Meetings Act, Section 551, Texas Government Code, to discuss the following matters:

   The Council may take final action on any of the before mentioned matters while convened in open
   session pursuant to Chapter 551 of the Texas Government Code; it may also take certain action in
   executive session on competitive electric matters pursuant to Section 551.086. The Council may also
   meet in closed Executive Session, pursuant to Section 551.071, to receive advice from legal counsel
   (consultation with attorney) on any items listed in this notice.

   Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or
   services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille,
   are requested to contact, Janet Bayer at 979/968-5805 at least two (2) work days prior to the meeting
   so that appropriate arrangements can be made.

   More information on the above listed matters is available from the City of La Grange - Office of
   the City Manager at 979/968-5805.

Posted at 4:00 P.M. on this the 6th day of December, 2019.

   Janet Bayer, City Secretary
MEMORANDUM

TO: Mayor and City Council
FROM: Shawn Raborn, City Manager
DATE: December 4, 2019
SUBJECT: Discuss and or Consider on second reading an ordinance modifying the method in which residential building permit fees are calculated.

Staff is presenting for second reading an ordinance that will modify the method in which permit fees are calculated. The council passed the ordinance on first reading on November 25th.

During the last legislative session H.B. 852 prohibited the use of the value of the work to be undertaken as a way to calculate a building permit fee. The City of La Grange, like most cities in Texas used the value of the work to develop the permit fee. The use of value for commercial projects is still allowed and will not change. We are proposing to move to a per square foot basis for the development of the permit fee.

Staff is proposing that we have a base permit fee of $25.00 plus forty cents per square foot for new construction and thirty cents per square foot for a remodel project. I have attached a spreadsheet that shows the rate impact of the new fee schedule on a new home construction project and a small remodel job project.

Attachment:
1. Ordinance under consideration
2. Rate change impact
# Building Permit Fees

<table>
<thead>
<tr>
<th>Current - All Permits</th>
<th>Base</th>
<th>Rate</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $15,000</td>
<td>$</td>
<td>$</td>
<td>$8.00 Per $100</td>
</tr>
<tr>
<td>15,000 to 100,000</td>
<td>$120.00</td>
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<td>Per $100</td>
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<td>100,000 to 500,000</td>
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<tr>
<td>500,000 to 1,000,000</td>
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<td>Per $100</td>
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<tr>
<td>Over 1,000,000</td>
<td>$1,845.00</td>
<td>$0.50</td>
<td>Per $100</td>
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<table>
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<tr>
<th>Proposed Commercial</th>
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<th>Rate</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Up to $15,000</td>
<td>$25.00</td>
<td>$8.00</td>
<td>Per $1,000</td>
</tr>
<tr>
<td>15,000 to 100,000</td>
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<td>Per $1,000</td>
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<td>100,000 to 500,000</td>
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</tr>
<tr>
<td>500,000 to 1,000,000</td>
<td>$1,370.00</td>
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<td>Per $1,000</td>
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<tr>
<td>Over 1,000,000</td>
<td>$1,870.00</td>
<td>$0.50</td>
<td>Per $1,000</td>
</tr>
<tr>
<td>Plan Check Fee (.20 Per Sq Ft)</td>
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<td>0.20</td>
<td>Per Sq Ft</td>
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<tr>
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<tr>
<td>Residential New</td>
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<td>0.40 Per Sq Ft</td>
</tr>
<tr>
<td>Residential Remodel</td>
<td>$25.00</td>
<td>0.30 Per Sq Ft</td>
</tr>
<tr>
<td>Plan Check Fee (.20 Per Sq Ft)</td>
<td></td>
<td>0.20 Per Sq Ft</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example</th>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>New 1,500 Sq Foot Home Valued $187,500</td>
<td>$720.00</td>
<td>$925.00</td>
</tr>
<tr>
<td>Remodel 600 Sq Foot Area Valued at 50,000</td>
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<td>$325.00</td>
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<tr>
<td>ReRoof Home values at $8,000</td>
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<td>$75.00</td>
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<tr>
<td>ReRoof Home values at $10,000</td>
<td>$80.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
AN ORDINANCE AMENDING CHAPTER 3, BUILDING REGULATIONS, ARTICLE 3.02, BUILDING CODE, SECTION 3.02.004, PERMIT FEES, BY REPEALING THE EXISTING SECTION AND REPLACING IT ENTIRELY THEREBY CREATING A DISTINCTION FOR PERMIT FEES TO BE CHARGED BETWEEN RESIDENTIAL AND COMMERCIAL CONSTRUCTION; PROVIDING FOR A PENALTY FOR COMMENCEMENT OF CONSTRUCTION PRIOR TO OBTAINING A PERMIT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Texas State Legislature passed, and the Governor signed into law, HB 852, which became effective on May 22, 2019 and which prohibits municipalities from utilizing the value of new residential construction or the value of the dwelling or the cost of improvements to existing residences, as the case may be, in determining the amount of a building permit fees or inspection fees required in connection with the new residential construction or improvement of a residential dwelling; and,

WHEREAS, HB 852 further prohibits a municipality from requiring the disclosure of information related to the value of or cost of constructing or improving a residential dwelling as a condition precedent to obtaining a building permit except as required by the Federal Emergency Management Agency for participation in the National Flood Insurance Program; and,

WHEREAS, the City Manager and staff have prepared new fees schedules consistent with this legislation; and

WHEREAS, the City Council has determined that adoption of the fee schedules recommended by the City Manager and staff is necessary to comply with the new state law.

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

Section 1. That Chapter 3, Building Regulations, Article 3.02, Building Code, 3.02.004 Permit fees, be and it is hereby repealed and replaced in its entirety to hereafter read as follows:

(a) Any provisions contained within the building code adopted in this article, as amended, in effect and in force in the city, setting permit fees to the contrary notwithstanding, permit fees within the city shall be levied and charged as follows:

(1) **Residential Construction.**

(A) Base permit fee: $25.00.

(B) New/addition:

(I) Project area per square foot: Base permit fee plus price per square foot.
(II) Per square foot: $0.40.

(C) Remodel:

(I) Project area per square foot: Base permit fee plus price per square foot.

(II) Per square foot: $0.30.

(D) Accessory/Carport/Storage.

(I) Base permit fee: $25.00.

(II) Project area per square foot: Base permit fee plus price per square foot.

(III) Per square foot fee: $0.40.

(E) Accessory/Carport/Storage.

(I) Base permit fee: $25.00.

(II) Project area per square foot: Base permit fee plus price per square foot.

(III) Per square foot: $0.10.

(F) Fee schedule for the minimum number of inspections listed below. Each may require additional inspections depending upon the size of the project:

(I) Roof: $75.00.

(II) Siding: $75.00.

(III) Insulation: $75.00.

(IV) Fence: $25.00 plus .10 per linear foot.

(2) Commercial Construction

(A) When the cost of labor and materials does not exceed one hundred dollars ($100.00), no fee shall be required, unless an inspection is necessary, in which case there shall be a twenty five dollar ($25.00) fee.

(B) When the cost of labor and materials is in excess of one hundred dollars ($100.00) and up to and including fifteen thousand dollars ($15,000.00), the fee shall be eight dollars ($8.00) per thousand or fraction thereof.
(C) When the cost of labor and materials is in excess of fifteen thousand dollars ($15,000.00) up to and including one hundred thousand dollars ($100,000.00) the fee shall be one hundred forty-five dollars ($145.00) for the first fifteen thousand, plus five dollars ($5.00) for each additional thousand or fraction thereof.

(D) When the cost of labor and materials is over one hundred thousand dollars ($100,000.00) up to and including five hundred thousand dollars ($500,000.00), the fee shall be five hundred seventy dollars ($570.00) for the first one hundred thousand, plus two dollars ($2.00) for each additional thousand or fraction thereof.

(E) When the cost of labor and materials is over five hundred thousand dollars ($500,000.00) up to and including one million dollars ($1,000,000.00), the fee shall be one thousand three hundred seventy dollars ($1,370.00) for the first five hundred thousand, plus seventy-five cents ($0.75) for each additional thousand or fraction thereof.

(F) When the cost of labor and materials is over one million dollars ($1,000,000.00), the fee shall be one thousand eight hundred seventy dollars ($1,870.00) for the first million, plus fifty cents ($0.50) for each additional thousand or fraction thereof.

(b) When moving of a structure and the inspection thereof is involved, the inspection fee shall be seventy-five dollars ($75.00).

(c) For the purposes of the International Building Code, "other improvements" shall include, but is not limited to, structures, parking lots, sidewalks, swimming pools, fences, electrical work, natural gas installation, plumbing, air conditioning/heating, streets, curb and gutter, driveways, carports, garages, buildings, and signs. Structural specifications shall be as defined by the owner/architect/engineer, which shall be submitted at time of application.

(d) Plans must accompany residential permit applications. Plans must accompany Commercial building permit applications for buildings valued at $1,000.00 or over. No permit becomes valid until plans are checked and approved by the building official. Plan-checking fees and permit fees must be paid at the time the application for a building permit is made. Plan-checking fees shall be ten (10) percent of the cost of the Commercial building permit, but in no case less than twenty-five dollars ($25.00). Plan-checking fees shall be twenty cents ($0.20) per square foot for residential building permits.

(e) When a permit is required and work has begun prior to obtaining said permit, the fees specified above will be doubled. Payment will not relieve any person from not complying with the requirements of the city's Code of Ordinances in the execution of the work nor from any other penalties herein.

Section 3. This ordinance shall be cumulative of all other ordinances of the City of La Grange, and this ordinance shall not operate to repeal or affect any other ordinances of the City of La Grange except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, are hereby repealed.
Section 4. The sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

Section 5. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered, and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 6. This Ordinance shall be effective immediately from and after its final passage and any publication in accordance with the requirements of the City of La Grange and the laws of the State of Texas.

PASSED AND APPROVED on the First Reading on this the 25 day of November, 2019, with 8 Councilpersons voting in favor hereof and 0 Councilpersons voting in opposition hereof.

PASSED AND APPROVED on the Second Reading on this the ___ day of December, 2019, with ___ Councilpersons voting in favor hereof and __ Councilpersons voting in opposition hereof.

CITY OF LA GRANGE, TEXAS:

BY

Janet Moerbe, Mayor

ATTEST:

Janet Bayer, City Secretary

APPROVED AS TO FORM:

Maria Angela Flores Beck
City Attorney
MEMORANDUM

To: Mayor and City Council
From: Mary Goerig, Assistant City Secretary
Date: December 4, 2019
Re: Discuss and or consider preliminary replat request at 475 W LaFayette owned by Howard Konetzke Jr.

A request was received from Howard Konetzke Jr. to subdivide this lot into six (6) separate Residential Lots with the lots measuring approximately 70’ wide x 166 ‘ depth and the driveways exiting on both LaFayette Street and Fannin Street. All lots meet the minimum size requirements required by City of La Grange Ordinances.

There were 28 letters sent to property owners within a 200’ radius of this address asking if the owners are in favor of or opposed to the subdivision request. There were six (6) letters returned in favor of granting this request and twenty-two (22) letters that were not returned.

Attachments: 1) Request
2) Sketch
3) Map showing votes
Oct. 22, 2019

Re: subdivision of 475 W. La Fayette St., La Grange, Tx 78945

I am requesting preliminary approval for the division of 6 lots for residential use only at 475 W. La Fayette Street.

Each lot would be 70’ x 166’.

Legal description: 5.039 acres, John H Moore ½ League, A71 and Farm Block 47

See the attached survey. Tax ID # 38067

Howard Knetzke Jr.
SURVEY MAP OF:

5.039 ACRES OF LAND, OUT OF THE JOHN H. MOORE 1/2 LEAGUE, ABSTRACT NO. 71, AND BEING ALL OF FARM BLOCK 47 OF THE JOHN H. MOORE PLAN OF THE CITY OF LA GRANGE, ACCORDING TO THE MAPS OR PLATS THEREOF RECORDED IN VOLUME 1 PAGE 13 AND VOLUME 1 PAGE 27, BOTH OF THE PLAT RECORDS OF FAYETTE COUNTY, TEXAS, SAVE AND EXCEPT THAT PORTION CONVEYED TO THE CITY OF LA GRANGE FOR ADDITIONAL RIGHT-OF-WAY FOR COLLEGE STREET IN A DEED AS DESCRIBED AND RECORDED IN VOLUME 290 PAGE 44 OF THE DEED RECORDS OF FAYETTE COUNTY, TEXAS, AND BEING THAT SAME (TRACT NO. 4) TRACT OF LAND CONVEYED TO OLD PLUM ROAD INVESTMENTS, LTD., A TEXAS LIMITED PARTNERSHIP, IN A DEED AS RECORDED IN VOLUME 1054 PAGE 254 OF THE OFFICIAL RECORDS OF FAYETTE COUNTY, TEXAS.

NOTE: This survey was prepared without the benefit of a field survey and all of the easements, restrictions, and other matters of record which affect this tract may not be shown hereon.

THE STATE OF TEXAS
COUNTY OF FAYETTE

The undersigned was this day made an described herein and boundary line conflicts, area, overlapping of my roads in place except to and for has access to and for located in Zone X (flooding) outside the 1% annual Federal Emergency Map Rate Map 480815 0265. THIS IS THE 19TH DAY OF JUNE, 1947.

BY

Timothy D. Hear
Reg. Professional Surveyor

HEARITIGE S
727 West Point Loop, Wes
(979) 242-3
475 W LaFayette

Property under consideration

12/27/2018
TO: Mayor and City Council
FROM: Janet Bayer, City Secretary
DATE: December 4, 2019
SUBJECT: 2020 City Officers’ Election

May 2, 2020 - City Officers’ Election Calendar

January 15  First day to file application for place on ballot
January 15  First day to file declaration of write-in candidacy
February 14 Last day to file application for place on ballot (must be received by 5:00 p.m.)
February 18 Last day for a write-in candidate to declare candidacy (must be received by 5:00 p.m.)
April 20    First day for early voting by personal appearance
April 20-21 Extended hours for early voting by personal appearance 7:00AM-7:00PM
April 28    Last day of regular early voting by personal appearance
May 2      Election Day
May 5-13   Period for Official Canvass of Election

The following councilpersons are up for election this year:

Ward 1 – Kathy Weishuhn
Ward 2 – Violet Zbranek
Ward 3 – Jan Dockery
Ward 4 – John Eilert
MEMORANDUM

TO: Mayor and City Council

FROM: Shawn Rabom, City Manager

DATE: December 6, 2019

SUBJECT: Discuss and or Consider awarding an engineering services contract for the EDA funded project, contract #08-79-05325

Staff recently issued a Request for Qualifications for engineering services related to our funded EDA project, contract #08-79-05325. We received one proposal from BEFCO Engineering to serve as the project engineer for the EDA project.

Staff recommends the selection of BEFCO Engineering as the project engineer. We have utilized the services of BEFCO in the past on Community Development applications and have been satisfied with the services provided.

Attachments:

1. Request for Qualifications
2. BEFCO Proposal - Excerpts
PUBLIC NOTICE

The City of La Grange has recently received a grant award from the U.S. Department of Commerce Economic Development Administration (EDA) for a lift station and sewer line which will extend service west of town along Highway 71. Accordingly, the City of La Grange is seeking to contract with a qualified Engineering Firm to prepare all preliminary and final design plans and specifications, and to conduct all necessary interim and final inspections.

Please submit your proposal of services and a statement of qualifications for the proposed services to the address below:

Kim Newton  
Community and Economic Development Manager  
155 E. Colorado St  
La Grange, TX 78945

Proposals shall be received by the City of La Grange no later than 2 pm on Friday, December 6, 2019. To obtain additional information, contact Kim Newton 979-968-3017 or knewton@cityoflg.com. The City of La Grange reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.
Request for Qualifications (RFQ) for Engineering Services

The City of La Grange is seeking to enter into an engineering services contract with a state-registered engineering firm for a lift station and sewer line extension project. The following outlines this request for qualifications.

I. **Scope of Work** - The engineering contract will encompass all project-related engineering services to the City of La Grange, including but not limited to the following:

- Preliminary and final design plans and specifications;
- Preparation of the bid packet;
- Conduct all field testing and inspections (interim and final); and
- Other special services.

Please specify actual tasks to be performed under each of these categories.

II. **Statement of Qualifications** - The City of La Grange is seeking to contract with a competent engineering firm, registered to practice in the State of Texas, that has had experience in the following areas:

- Municipal construction including but not limited to lift station/sewer projects;
- Registered and in good standing as a professional engineer per the Texas Engineering Practice Act
- Federally-funded construction projects; and
- Projects located in this general region of the state

As such, please provide within your proposal a list of past local government clients, as well as resumes of all engineers that will or may be assigned to this project if you receive the engineering services contract award.

Also, please provide a copy of your current certificate of insurance for professional liability.

III. **Evaluation Criteria** - The proposals received will be evaluated and ranked according to the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Experience</td>
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<tr>
<td>Work Performance</td>
<td>25</td>
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<tr>
<td>Capacity to Perform</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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IV. For this RFQ, Respondent's qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

- For costs of engineering professional services that will exceed $50,000, negotiations, including profit as a percentage of the price of the contract, must occur after the initial selection of the engineer as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004) Upon the initial selection of the Respondent based on its demonstrated competence and qualifications to perform such services, the Respondent must disclose and certify the percentage of profit as a separate element of the price of the contract during its negotiations with the Grant Recipient to determine fair and reasonable compensation.

V. The City is an Affirmative Action/Equal Opportunity Employer.

V. Please submit proposals to:
Kim Newton
La Grange Community Development and Tourism Department
155 E. Colorado Street
La Grange, TX 78945

VI. Deadline for Submission: 2 p.m., Friday, December 6, 2019.
December 4, 2019

Kim Newton
La Grange Community Development &
Tourism Department
155 E. Colorado St.
La Grange, TX 78945

RE: RFQ – Engineering Services
EDA Grant Project
Lift Station & Sewer Line
BEFCO Job No. 19-7578

In accordance with your request for proposals for engineering services, BEFCO Engineering, Inc. is pleased to submit for your review three (3) copies of our proposal for the EDA Grant project(s). BEFCO has a strong history of successful completion of publicly funded projects which is evidenced by the following:

- 40 years in business providing civil engineering and surveying services.
- Engineered over 100 federal or state funded projects:
  ✓ ORCA\TDRA Texas Community Development Projects
  ✓ Texas Water Development Board Projects
  ✓ Economic Development Administration (EDA) Projects
  ✓ Texas Capital Fund (TCF) Projects
  ✓ Housing Infrastructure Fund (HIF) Projects
  ✓ United States Department of Agriculture (USDA) Projects
  ✓ USDA Search Grant Projects
  ✓ Texas Parks and Wildlife Department (TPWD) Projects
  ✓ FEMA Hazard Mitigation Grant Program (HMGP) Projects
- Provide turnkey services including planning, estimating, surveying, design, drafting, prepare bid documents, construction management, and administrative services for numerous cities and public entities as listed in our proposal for engineering services.

We appreciate the opportunity to be of service to you and the residents of La Grange. If you have any questions, please advise. We thank you for a favorable review and look forward to an opportunity to work together on successful planning, surveying, design, construction & completion of the project.

Sincerely,

BEFCO Engineering, Inc.

Bradley C. Loehr, P.E.

BCL:dc

Attachments: Proposal (3) Printed Copies, Certificates of Insurance

"Proficient, practical engineering and land survey services with a sense of small-town values and care".
BEFCO Engineering, Inc. is a consulting engineering and land surveying firm founded in 1979. Over the past forty years, BEFCO has grown, expanded and evolved. Starting out in consulting engineering and land surveying, BEFCO later expanded to include water system management. A construction department was added in 1987. During almost fourteen years in construction, BEFCO completed hundreds of water and wastewater projects throughout the central area of Texas. In 2001, BEFCO decided to concentrate their efforts on consulting engineering & land surveying and sold the construction division. Shortly thereafter, BEFCO also discontinued water system management. Our professional staff now includes four professional engineers, one graduate engineer and two registered land surveyors. Located at 485 North Jefferson in La Grange, BEFCO presently has twelve full time employees.

BEFCO has been involved with over 150 publicly funded projects.

BEFCO has completed a wide range of projects which have utilized funding from a number of state and federal agencies including the Texas Department of Rural Affairs, U.S. Department of Agriculture, Economic Development Administration, FEMA, Texas Capital Fund, Main Street, Texas Department of Transportation, Texas Water Development Board, Texas Parks & Wildlife and Texas Department of Agriculture. Our engineering department has extensive experience in public works projects, including drainage, street & utility plans. BEFCO has the experience and expertise to manage projects through planning, estimating, design and construction.

The drafting room operations include the AUTOCAD Civil 3D 2019 system, while the survey department utilizes state of the art global positioning system (GPS) equipment and Robotics. All survey work is based on current Texas State Plane Coordinate System, NAD 83(2011) DATUM. BEFCO has provided surveying services for a multitude of municipalities, the Texas Department of Transportation, LCRA, oil & gas development, real estate development, subdivisions, family divisions, real estate sales, flood studies & FEMA elevation certificates.

In addition to the continuing education that is required in our fields of work, BEFCO also encourages professional development through the attendance of seminars and schools. BEFCO staff has completed both the TxDOT Local Government Project Procedures (LGPP) and 2017-18 TxCDBG Implementation Manual Workshops. BEFCO is registered with the System for Award Management (SAM), SAM.gov and not debarred or suspended from the Excluded Parties List System (EPLS) of SAM.gov. Through the years, BEFCO has assembled a strong network of professionals in other areas of expertise. BEFCO can draw from this association to provide our clients with the best possible engineering and surveying services while maintaining the personal touch we feel is necessary.

The principals at BEFCO grew up in small town Texas and still prefer to live there. Therefore, it is not surprising that BEFCO specializes in providing engineering & surveying services to water supply corporations, utility Districts, counties, and small to medium sized Texas towns.

"We at BEFCO feel like we can provide unique, practical engineering & surveying services with a sense of care."
PROPOSAL OF SERVICES

PRELIMINARY PHASE
After negotiating a contract with the City and signing contract documents, a meeting will be scheduled with City representatives and funding agency (if applicable) to discuss the project and associated schedule. After these meetings, BEFCO proposes to provide an updated preliminary design and cost estimate.

DESIGN PHASE
BEFCO will initiate the development of the final design by meeting with City representatives. This phase additionally includes field and topographic surveys, easement information, permit acquisition, the assembly of applicable standards and codes, and the preparation of final construction plans and specifications. This final design will represent the culmination of a cooperative effort between BEFCO and the City's representatives. The specification book will also be prepared and will consist of bid proposal forms, insurance and bond forms, a standard form of agreement, general and special conditions, and construction specifications. Upon approval of the plans and specifications by the City, BEFCO will advertise for bids in appropriate publications and disseminate all bid sets. Concurrent with the bidding phase, BEFCO will submit plans and specification packages to the applicable regulatory oversight agencies for review and approval. Addenda, if required, will be prepared and distributed to prospective bidders of record. BEFCO will answer questions and discuss the project with potential bidders. BEFCO will assist the City in receiving and analyzing bids, and will make a recommendation to the City as to award to successful bidder. Legal boundary surveying for property acquisition or easements or other special services, if required by the City, can be provided as an extra to the contract.

CONSTRUCTION PHASE
BEFCO will prepare all contract documents and have them executed, including bonds. We will schedule the Pre-Construction Conference and issue the Notice to Proceed. BEFCO will also review and approve all contractor submittals on materials and equipment. During the construction effort, BEFCO will make periodic visits to the job site and review monthly pay requests. BEFCO will attend staff and board meetings as necessary to update the City on the status of the project. We will evaluate and prepare changes as may be necessary during the course of the project. Upon reaching substantial completion, BEFCO will conduct a final inspection of the project and develop a punch list, as may be required. BEFCO will issue the Certificate of Construction Completion. Project closeout with the City will be completed at this time, including providing "Record" drawings to the City. Construction testing or full time inspection services, or other special services, if required by the City, can also be provided as an extra to the contract.
**PROJECT EXPERIENCE**

**City of Smithville EDA Grant—Wastewater Improvements**

The City of Smithville EDA Grant - Wastewater Improvements Project was for the construction of wastewater infrastructure within the City of Smithville and was partially paid for through federal funding from the Economic Development Administration (EDA). The project included 4300 feet of 12" gravity wastewater line, 600 GPM lift station, and force main including an HDPE river crossing bore across the Colorado River. Improvements were constructed along the SH-71 corridor in Smithville where future growth is anticipated. BEFCO performed all survey and design work and coordinated plan approvals with EDA, TCEQ, Corps of Engineers, US Fish & Wildlife, and TxDOT. BEFCO partnered with Horizon Environmental for completion and approval of the Corps Permit from USACE for crossing the Colorado River and determining that there would be no Houston Toad impact with US Fish & Wildlife. BEFCO oversaw construction management including preparation of bid documents, solicitation of bids, recommendation of award, preparation of contract documents, pre-construction conference, periodic site observations, processing of pay applications and change orders, and preparation of project closeout documentation. This project was completed in 2016 at a total cost of approximately $1,000,000. Project manager for BEFCO was Joseph Willrich, P.E. Client for the project was the City of Smithville where we partnered with Robert Tamble, City Manager, and Jack Page, Public Works Director, for successful completion of the project. The project met all deadlines and was completed on time and within budget.
MEMORANDUM

TO: Mayor and City Council

FROM: Shawn Raborn, City Manager

DATE: December 6, 2019

SUBJECT: Discuss and or Consider renovation options for City Hall

For the past several years we have been reviewing and discussing options to undertake a major remodel of City Hall. While a major remodel is needed the funds necessary to undertake such a project are not readily available at this time.

Staff is proposing that we complete a refresh of the building interior spaces and improve accessibility for customers and employees. The proposed minor modifications should meet the immediate issues with the facility. The funds to complete this project were included in the current year General Administration capital budget.

Attachment:

1. Current Layout of City Hall
2. Proposed Layout of City Hall – Major Remodel
3. Estimated cost of Minor Remodel
<table>
<thead>
<tr>
<th>Remodel</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flooring Replacement</td>
<td>$25,000</td>
</tr>
<tr>
<td>Painting</td>
<td>$15,000</td>
</tr>
<tr>
<td>ADA Access - Exterior</td>
<td>$35,000</td>
</tr>
<tr>
<td>ADA Restroom</td>
<td>$20,000</td>
</tr>
<tr>
<td>Restroom Upgrades</td>
<td>$25,000</td>
</tr>
<tr>
<td>A/C Upgrades</td>
<td>$50,000</td>
</tr>
<tr>
<td>Patio Cover - Repair or removal</td>
<td>$25,000</td>
</tr>
<tr>
<td>Contingency</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$225,000</strong></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Mayor and City Council
FROM: Shawn Raborn, City Manager
DATE: December 6, 2019
SUBJECT: Discuss and or Consider Allocation of Tourism Funds

Included for your review and consideration are three requests for funding under the Tourism Grant Program. The tourism grant committee will make a funding recommendation to council at the meeting on Monday.

Attachments:

1. Current Finance Report
2. Motel/Motel Tax Summary Report
3. Summary of Funding Requests
Tourism Grant Committee

INCOME

Fund Balance $339,146
Hotel/Motel Tax Income FY 2019-20 $42,088
Expenses to Oct - November $(10,000)
Approved Budgeted Expenditures Balance $
Approved Budgeted Partnership Balance $(85,000)
Approved funds to be expended $(35,692)

Total Funds Available $250,542

Hotel/Motel Tax Income FY 2019-20

Oct-19 $26,193
Nov-19 $15,895
Dec-19 $
Jan-20 $
Feb-20 $
Mar-20 $
Apr-20 $
May-20 $
Jun-20 $
Jul-20 $
Aug-20 $
Sep-20 $

Year to Date Total $42,088
## Hotel/Motel Tax Report Summary

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>Difference FY 18 to 19</th>
<th>Percent Change</th>
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<tr>
<td>OCT</td>
<td>$22,072</td>
<td>$31,487</td>
<td>$38,206</td>
<td>$19,473</td>
<td>$26,193</td>
<td>$6,720</td>
<td>34.51%</td>
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<tr>
<td>NOV</td>
<td>$18,734</td>
<td>$23,100</td>
<td>$22,119</td>
<td>$27,149</td>
<td>$15,895</td>
<td>*</td>
<td>-41.45%</td>
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<tr>
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<td>$12,784</td>
<td>$13,160</td>
<td>$15,582</td>
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<tr>
<td>JAN</td>
<td>$10,337</td>
<td>$10,523</td>
<td>$16,031</td>
<td>$15,253</td>
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<tr>
<td>FEB</td>
<td>$15,846</td>
<td>$9,513</td>
<td>$13,038</td>
<td>$13,624</td>
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<tr>
<td>MAR</td>
<td>$16,178</td>
<td>$17,007</td>
<td>$14,232</td>
<td>$27,272</td>
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<tr>
<td>APR</td>
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<tr>
<td>MAY</td>
<td>$22,168</td>
<td>$28,031</td>
<td>$32,369</td>
<td>$23,944</td>
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<tr>
<td>JUN</td>
<td>$6,973</td>
<td>$27,269</td>
<td>$15,831</td>
<td>$33,505</td>
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<tr>
<td>JUL</td>
<td>$22,943</td>
<td>$9,803</td>
<td>$19,965</td>
<td>$18,669</td>
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<tr>
<td>AUG</td>
<td>$6,654</td>
<td>$17,229</td>
<td>$12,879</td>
<td>$17,669</td>
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<tr>
<td>SEP</td>
<td>$15,629</td>
<td>$8,328</td>
<td>$11,856</td>
<td>$22,458</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $199,343 $208,816 $245,968 $270,528 $42,088

**YTD** $40,807 $54,587 $60,324 $46,622 $42,088 $(4,534) -9.73%

- **Budget** $210,000 $190,000 $200,000 $220,000 $225,000
- **Percent** 19.43% 28.73% 30.16% 21.19% 18.71%

* Missing 2 Hotels
### Request for Funds December 2, 2019
Tourism Grant Committee
As of December 2, 2019

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Funds Requested</th>
<th>Staff Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bugle Boy Foundation</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>2 Best Little Cowboy Gathering - Marketing</td>
<td>$8,500</td>
<td>$8,500</td>
</tr>
<tr>
<td>3 Texas Quilt Museum - Online Marketing</td>
<td>$2,470</td>
<td>$2,470</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
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</tbody>
</table>

**Total of Funding Requests**

<table>
<thead>
<tr>
<th></th>
<th>Funds Available December 2</th>
<th>Current Requested Allocation</th>
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<tbody>
<tr>
<td></td>
<td>$335,542</td>
<td>$ (20,970)</td>
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<table>
<thead>
<tr>
<th></th>
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<th>Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$314,572</td>
<td>$314,572</td>
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</table>

**Budgeted Partnership Grants 2019-20**

<table>
<thead>
<tr>
<th></th>
<th>Funds Available December 2</th>
<th>Current Requested Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$85,000</td>
<td>$ (20,970)</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Awarded Grants Year to Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$-</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Current Requested Allocation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ (20,970)</td>
<td>$ (20,970)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Budget Partnership Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$64,030</td>
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## Summary of Requests

<table>
<thead>
<tr>
<th>Request</th>
<th>Amount</th>
<th>Overview</th>
</tr>
</thead>
</table>
| 1       | $10,000 | **Bugle Boy Foundation**  
Operating Support. The estimated number of room nights is 500 and over 4,000 annual visitors. Staff recommends funding in the amount of $10,000. |
| 2       | $8,500  | **The Best Little Cowboy Gathering in Texas**  
Funds will be used to advertise the 10th Annual Best Little Cowboy Gathering in Texas which will be held March 12-14, 2020 at the Fairgrounds. The committee allocated $7,500 to the 2018 event. Staff recommends funding in the amount of $8,500 for promotion of the event. |
| 3       | $2,470  | **Texas Quilt Museum**  
Funds will be used for online ads for Facebook and Yelp for the first quarter of 2020. Staff recommends funding in the amount of $2,470. |
## Kwh Sales

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>OCT</td>
<td>4,991,950</td>
<td>5,282,353</td>
<td>5,424,165</td>
<td>5,097,758</td>
<td>5,015,200</td>
<td>5,627,053</td>
<td>5,162,285</td>
<td>12.20%</td>
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<tr>
<td>NOV</td>
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<td>4,522,771</td>
<td>3,916,102</td>
<td>4,242,036</td>
<td>4,382,423</td>
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<td>4,806,863</td>
<td>4,406,625</td>
<td>4,454,859</td>
<td>4,538,347</td>
<td>4,725,771</td>
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<td>FEB</td>
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<td>3,667,338</td>
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<td>3,949,750</td>
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<td>3,789,935</td>
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<td>3,717,650</td>
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<td>3,815,211</td>
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<td>6,637,009</td>
<td>6,690,947</td>
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<td>7,033,612</td>
<td>6,588,758</td>
<td>6,588,758</td>
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<td>Total</td>
<td>59,187,141</td>
<td>58,001,176</td>
<td>58,581,800</td>
<td>57,698,058</td>
<td>57,178,495</td>
<td>10,009,476</td>
<td>58,129,334</td>
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<tr>
<td>Year To Date</td>
<td>9,554,046</td>
<td>9,786,817</td>
<td>9,946,936</td>
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<td>9,257,236</td>
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<td>10,009,476</td>
<td>8.13%</td>
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<tr>
<td>-------</td>
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<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>OCT</td>
<td>18,162,000</td>
<td>18,739,000</td>
<td>22,192,000</td>
<td>20,665,000</td>
<td>19,042,000</td>
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<td>19,515,000</td>
<td>36.96%</td>
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<td>JAN</td>
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<td>11,577,000</td>
<td>13,830,000</td>
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<tr>
<td>MAY</td>
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<td>14,515,000</td>
<td>14,467,000</td>
<td>19,908,000</td>
<td>19,893,000</td>
<td>14,697,000</td>
<td>14,697,000</td>
<td>17,035,667</td>
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<tr>
<td>JUN</td>
<td>18,992,000</td>
<td>15,946,000</td>
<td>17,618,000</td>
<td>22,796,000</td>
<td>23,318,000</td>
<td>14,812,000</td>
<td>14,812,000</td>
<td>18,913,667</td>
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<tr>
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<td>25,391,000</td>
<td>24,739,000</td>
<td>28,303,000</td>
<td>31,600,000</td>
<td>31,513,000</td>
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<td>22,456,000</td>
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<td>30,714,000</td>
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<td>22,304,000</td>
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<td>27,744,000</td>
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<td>30,613,000</td>
<td>28,604,000</td>
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<td>22,083,000</td>
<td>18,992,000</td>
<td>19,829,000</td>
<td>18,235,000</td>
<td>23,517,000</td>
<td>23,517,000</td>
<td>20,669,667</td>
</tr>
</tbody>
</table>

Total | 232,497,000 | 210,560,000 | 208,342,000 | 226,644,000 | 221,702,000 | 201,801,000 | 19,515,000 | 18.48% | 69,921,167 |

Year To Date | 33,308,000 | 33,603,000 | 35,652,000 | 36,384,000 | 34,439,000 | 27,748,000 | 32,875,000 | 18.48% | 69,921,167 |

Per Day Avg. | 546.033 | 550.869 | 584.459 | 596.459 | 564.574 | 454.885 | 538.934 | 106.24 | 104.26 | 94.42 | 110.26 | 108.00 | 94.69 | 93.71 |

Per Person | 504.867 | 495.467 | 448.667 | 523.967 | 513.233 | 449.967 | 445.333 | 106.24 | 104.26 | 94.42 | 110.26 | 108.00 | 94.69 | 93.71 |
November 2019 Visitors Bureau Report

222 – Guests visited the Visitors Bureau
25% Decrease from November 2018 of 300 visitors
49 – Mail brochure requests from TourTexas.com
5,368 signed up – Visitors Bureau E-mail list

Tourism

- Personally delivered over 2,617 Visitors Bureau brochures, maps, event rack cards to 18 Restaurants, 32 Local Businesses, 7 Places to Stay, and 10 Tourist Attractions
- Sent 2,850 pieces to 13 TXDOT Centers, and 39 CVBs throughout the State
- Gift Shop Net Sales - $2,183
- Courthouse Docent – 361 visitors
- Faison Home – 13 visitors

Historic Casino Hall

- Fayette County Community Theatre (Mid-Summer Night’s Dream) – 2nd floor – November 1-3rd
- KJZT Czech Event – 2nd floor – November 16th

Main Street Program

- Volunteer Banquet – November 14th
- Shop Small Saturday – November 30th
- Schmeckenfest – December 5th

Economic Development

- City-wide Wayfinding Signage
- EDA Grant
- 2nd Floor Redevelopment Grant

Major Projects in Process

- City sub-site redesign
  - EDC/Library
LIBRARY – MUSEUM/ARCHIVES DIRECTOR’S REPORT
November 2019

Fayette Public Library Statistics

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Library Circulation</td>
<td>2,205</td>
</tr>
<tr>
<td>Juvenile Library Circulation</td>
<td>1,343</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>3,548</td>
</tr>
<tr>
<td>E-book Library Circulation</td>
<td>265</td>
</tr>
<tr>
<td>Reference Questions Answered</td>
<td>357</td>
</tr>
<tr>
<td>New library card Reg.</td>
<td>21</td>
</tr>
</tbody>
</table>

Archives/Museum Report/Activities
- 86 people visited the Museum and Archives, including visitors from Florida, Tennessee, Colorado, and Arkansas in November.
- The Gift Shop collected $233.00 in November.
- 25 people attended WWII veteran Otto Kunze’s program and book signing on November 9th.

Library Report/Activities
- The meeting room was reserved 39 times in November.
- There were four storytimes in November and 98 people attended.
- The Library hosted an escape room for teens on November 12th and 20 attended.
- Allison Shimek presented a session on community engagement at the Young Adult Library Services Annual Symposium in Memphis, TN on November 2nd.

Future Activities
- Storytime, music, and crafts every Wednesday at 10:15AM in the Meeting Room.
- Teens Create the second Tuesday of every month.
- Santa’s Workshop will be December 11th from 4:00-6:00pm. Mrs. Klaus will visit and children can work on crafts.
- The Annual Holiday Open House will be held December 18th from 10:00am – 2:00pm. Santa will visit from 10:00am – 12:00pm.

Items donated to Archives/Museum in March
- 11/1/2019   Eck family photos from Billye Beth Baker
- 11/8/2019   Photos of 459 North Main Street House (Maria found in thrift store)
- 11/13/2019  Items related to the Mecklenburg School in mid 1930s from Ed Priest
- 11/13/2019  scans of school photos, Kopecky cemetery photos, St. Jerome School postcard from Carolyn Heinsohn
## Monthly Building Report
### November 2019

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### FY 2019-2020

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### November 2019

**Commercial**

New church at Czech Center

**Public Projects**