

# CITY OF FREDERICKSBURG CITY COUNCIL MEETING

**MONDAY, MAY 2, 2016 ~ 6:00 p.m.**

Law Enforcement Center ~ 1601 East Main Street

Linda Langerhans, Mayor  
Graham Pearson, Council Member  
Jerry Luckenbach, Council Member

Gary Neffendorf, Council Member  
Bobby Watson, Council Member  
Kent Myers, City Manager

*(REQUEST ALL PAGERS AND PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL)*

## **A G E N D A**

### **CALL TO ORDER.**

### **PLEDGE OF ALLEGIANCE.**

### **Page Ref**

1. **MINUTES** - Consider Approving Minutes of March 2016 Meetings 1-7
2. **ORDINANCES - RESOLUTIONS- ACTION ITEMS**
  - A. Consider Interlocal Agreement with City of San Angelo 8-14
  - B. Consider Historic Preservation Ordinance Guidelines for New Construction 15-21
3. **INDIVIDUAL ITEMS FOR CONSIDERATION AND POSSIBLE ACTION**
  - A. Consider Audited Financial Statements and Independent Auditors Report 22-23
  - B. Consider Request from Oktoberfest for Street Closures 24-27
  - C. Consider Bid Approval for Building at Water Reclamation Plant 28-58
  - D. Consider Lease With Girl Scouts 59-60
  - E. Consider Planning Consulting Services for New Sports Complex and Trails Development 61-65
  - F. Consider Mid Year Budget Report 66-67
  - G. Consider Final Report - Employees Pay Plan 68-69
4. **CITY MANAGER'S REPORT**
  - A. Relief Route Open House
  - B. City Council Retreat
  - C. New Director of Parks and Recreation
  - D. City Employee Recognitions
5. **ITEMS FOR FUTURE AGENDAS**
6. **PUBLIC COMMENTS** This time is for citizens to address the City Council on issues and items of concern not on this agenda. There will be no City Council action at this time.
7. **COUNCIL COMMENTS** - No discussion or action may take place
8. **ADJOURN**

STATE OF TEXAS  
COUNTY OF GILLESPIE  
CITY OF FREDERICKSBURG

REGULAR CITY COUNCIL MEETING  
MARCH 7, 2016  
6:00 PM

On this the 7<sup>th</sup> day of March, 2016, the City Council of the CITY OF FREDERICKSBURG convened in regular session at the Law Enforcement Center, with the following members present to constitute a quorum:

LINDA LANGERHANS - MAYOR  
JERRY LUCKENBACH - COUNCIL MEMBER  
GRAHAM PEARSON - COUNCIL MEMBER  
GARY NEFFENDORF - COUNCIL MEMBER

ABSENT: BOBBY WATSON - COUNCIL MEMBER

ALSO PRESENT: KENT MYERS - CITY MANAGER  
PAT McGOWAN - CITY ATTORNEY  
CLINTON BAILEY - D.P.W.U.  
BRIAN JORDAN - DIR OF DEVELOPMENT SERVICES  
LAURA HOLLENBEAK - DIR OF FINANCE  
RUSSELL IMMEL - IT MANAGER  
STEVE WETZ - POLICE CHIEF

The meeting was called to order at 6:00 PM., followed by the Pledge of Allegiance.

**MINUTES OF JANUARY 2016 MEETINGS** – It was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to approve the minutes of the January 2016 meetings as presented. All voted in favor and the motion carried.

**RESOLUTION OF SUPPORT FOR NEW APPRAISAL DISTRICT BUILDING** – It was moved by council Member Luckenbach, seconded by council Member Neffendorf, to approve the Resolution of Support for the new Appraisal District Building. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, and Luckenbach; NAY: None. Motion carried.

## RESOLUTION

WHEREAS, Section 6.051 of the Texas Property Tax Code allows the acquisition of real property by purchase or lease, the lease of real property by Gillespie Central Appraisal District does not require action or approval by the voting entities; and

WHEREAS, the governing body of the City of Fredericksburg understands that Fredericksburg Independent School District has offered to procure adequate facilities and place them on school property for lease to Gillespie Central Appraisal District; and

WHEREAS, the Board of Directors of the Gillespie Central Appraisal District have voted for Fredericksburg Independent School District to move forward with the project;

NOW THEREFORE BE IT HEREBY RESOLVED that on this date, the City Council of the City of Fredericksburg showed by a majority vote taken in a public meeting their support of Gillespie Central Appraisal District leasing offices from Fredericksburg Independent School District.

SIGNED this 7th day of March, 2016.

/s/ Linda Langerhans, Mayor

**LITTER CLEAN UP RESOLUTION** – It was moved by Council Member Luckenbach, seconded by council Member Neffendorf, to adopt the Litter Clean Up Resolution as presented. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, and Luckenbach; NAY: None. Motion carried.

#### RESOLUTION

#### A RESOLUTION OF THE CITY OF FREDERICKSBURG CITY COUNCIL ESTABLISHING OFFICIAL CITY OF FREDERICKSBURG/GILLESPIE COUNTY LITTER CLEAN-UP DAYS

Whereas, the City of Fredericksburg and Gillespie County has determined that it is in the best interest of the City and County to establish regular annual litter clean-up days designated as “Keep Fredericksburg Beautiful”; and

Whereas, scheduling regular annual litter clean up days will increase citizen awareness to prevent and reduce litter along City, and County roads and State maintained highways to help preserve the beauty of the Texas Hill Country; and

Whereas, the City council of the City of Fredericksburg and the Commissioners Court of Gillespie County desire to institute such regular annual days to promote a joint grass roots effort which includes participation by the citizens of Fredericksburg, Gillespie County, the City of Fredericksburg, Gillespie County and the Texas Department of Transportation (TxDOT) in the spirit of the TxDOT “Adopt a Highway” program.

Now therefore be it resolved by the Fredericksburg City Council and Gillespie County Commissioners to support and establish the following days as official City of Fredericksburg/Gillespie County clean-up days:

A. The first week of April and September of each year

Adopted this the 7<sup>th</sup> day of March, 2016.

/s/ Linda Langerhans, Mayor

**BID APPROVAL FOR BUILDING AT WATER RECLAMATION PLANT** – This item was tabled till the next regular meeting.

**UPDATE ON THE GOLF COURSE/RV PARK LIFT STATION PROJECT AND PURCHASE OF LIFT STATION EQUIPMENT** – Following a presentation from Kris Kneese, it was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to approve the purchase of lift station equipment for the Golf Course and the RV Park from All American Pump and Machine, Inc in the amounts of \$37,954.00 and \$52,076.00, respectively. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, and Luckenbach; NAY: None. Motion carried.

**BRUSH TRUCK CONTRACT** – Following a presentation by Fire Chief Lynn Bizzell, it was moved by Council Member Pearson, seconded by Council Member Luckenbach, to award the contract for the brush truck to Westex Welding LLC in the amount of \$67,334.86, with the City Manager authorized to sign and execute the contract. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, and Luckenbach; NAY: None. Motion carried.

**CITY MANAGER'S REPORT** – City Manager Kent Myers reported on (1) March or April City Council Retreat, (2) Animal Shelter Design, (3) Charter Amendments – Educational Plan, and (4) City Employee Recognitions.

**PUBLIC COMMENTS** – None.

**COUNCIL COMMENTS** – The Mayor recognized Kelly Musselman for being awarded the Chamber Volunteer of the Year Award; Jerry Luckenbach reported on airport fuel sales.

**EXECUTIVE SESSION** - It was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to recess the regular session and go into Executive Session at 7:05 PM. All voted in favor and the motion carried. At 7:32 PM, it was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to adjourn the Executive Session and reconvene the regular session. All voted in favor and the motion carried.

The following items were discussed in Executive Session:

**AUTHORIZE CITY MANAGER TO MAKE OFFER TO PURCHASE REAL PROPERTY** – It was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to authorize the City Manager to make an offer to purchase real property. All voted in favor and the motion carried.

**NEGOTIATIONS REGARDING TERMINATION OF SSB&T LEASE** – No action taken.

With no further discussion, Council Member Pearson made a motion to adjourn the meeting at 7:33 PM. Council Member Luckenbach seconded the motion. Motion carried.

PASSED AND APPROVED this the 2<sup>nd</sup> day of May, 2016.

\_\_\_\_\_  
SHELLEY BRITTON, CITY SECRETARY

\_\_\_\_\_  
LINDA LANGERHANS, MAYOR

\* \* \* \* \*

**STATE OF TEXAS  
COUNTY OF GILLESPIE  
CITY OF FREDERICKSBURG**

**REGULAR CITY COUNCIL MEETING  
MARCH 21, 2016  
6:00 PM**

On this the 21<sup>st</sup> day of March, 2016, the City Council of the CITY OF FREDERICKSBURG convened in regular session at the Law Enforcement Center, with the following members present to constitute a quorum:

LINDA LANGERHANS - MAYOR  
BOBBY WATSON - COUNCIL MEMBER  
GARY NEFFENDORF - COUNCIL MEMBER  
GRAHAM PEARSON – COUNCIL MEMBER  
JERRY LUCKENBACH - COUNCIL MEMBER

ABSENT: NONE

ALSO PRESENT: KENT MYERS - CITY MANAGER  
SHELLEY BRITTON - CITY SECRETARY  
PAT McGOWAN - CITY ATTORNEY  
LAURA HOLLENBEAK – DIR OF FINANCE  
CLINTON BAILEY - D.P.W.U.  
BRIAN JORDAN – DIR OF DEVELOPMENT SERVICES  
RUSSELL IMMEL – IT MANAGER

The meeting was convened at 6:00 PM following the Pledge of Allegiance.

**HISTORIC REVIEW BOARD ANNUAL REPORT** – This item was pulled and will be on a future agenda.

**BUILDING AT WATER RECLAMATION PLANT** – It was moved by Council Member Luckenbach, seconded by Council Member Pearson, to reject all bids and instruct staff to pursue

bids for modular buildings. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, Luckenbach, and Watson; NAY: None. Motion carried.

**CONTRACT FOR STREET PAVING MATERIALS** – It was moved by Council Member Watson, seconded by Council Member Neffendorf, to approve the construction material contracts to the following vendors for the following: (1) Flex Base – Allen Keller Company, \$11.75/ton, (2) Limestone Rock Asphalt (Pre-Mix) – Martin Marietta Materials, \$62.57/ton (3) #5 Paving (Trap) Rock – Vulcan Construction Materials, \$40.19/ton and (4) Asphalt Emulsion – Ergon, Inc., \$1,528.33 per thousand gallons. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, Luckenbach, and Watson; NAY: None. Motion carried.

**PARKS MASTER PLAN** – Dennis Sims of Duncan, Sims, Stoffel was on hand to answer questions. It was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to approve the Parks Master Plan as presented. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, Luckenbach, and Watson; NAY: None. Motion carried.

**WAIVER OF WATERING RESTRICTIONS FOR PARKS** – Dir of Parks & Recreation Jimmy Alexander presented a request for a waiver of watering restrictions for parks. It was requested to allow the ability to water up to three times (if needed) per week so as to establish and maintain turf grass areas. It was moved by Council Member Pearson, seconded by Council Member Luckenbach, to allow the waiver of watering restrictions as requested. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, Luckenbach, and Watson; NAY: None. Motion carried.

**FUNDING FOR MARKTPLATZ IMPROVEMENTS** – It was moved by Council Member Luckenbach, seconded by Council Member Watson, to approve \$200,000 (with a pledge of \$100,000 from the Food & Wine Fest over the next 4 years) . All voted in favor and the motion carried.

**FUNDING FOR 175<sup>TH</sup> ANNIVERSARY** – It was moved by Council Member Watson, seconded by Council Member Luckenbach, to approve \$19,288.63 in funds left over from the 150<sup>th</sup> Anniversary Celebration for use for the 175<sup>th</sup> Anniversary Celebration. All voted in favor and the motion carried.

**CITY MANAGER'S REPORT** - City Manager's Report included (1) New Energy Code, (2) City Council Retreat, (3) Charter Amendments, (4) City Employee Recognitions.

**PUBLIC COMMENTS** – Tom Musselman commented on turf issues, Russ Rose commented on the placement of flags, and John Klein commented on the Energy Code. Jerry McCorkle commented on speaking into the mic.

**COUNCIL COMMENTS** – Council Member Pearson commented on wine tour issues.

**EXECUTIVE SESSION** - It was moved by Council Member Luckenbach, seconded by Council Member Watson, to recess the regular session and go into Executive Session at 7:05 PM.

All voted in favor and the motion carried. At 7:52 PM, it was moved by Council Member Luckenbach, seconded by Council Member Neffendorf, to adjourn the Executive Session and reconvene the regular session. All voted in favor and the motion carried.

The following items were discussed in Executive Session:

**CONTRACT TO PURCHASE PROPERTY AT 301 FRIENDSHIP LANE** – It was moved by Council Member Watson, seconded by Council Member Neffendorf, to approve the purchase of property located at 301 Friendship Lane. The vote was as follows: AYE: Langerhans, Luckenbach, Pearson, Neffendorf, and Watson; NAY: None. Motion carried.

**PROPERTY ACQUISITION FOR CITY PARKS** – No action taken.

**LEASE AT 308 E. AUSTIN** – No action was taken.

With no further discussion, Council Member Luckenbach made a motion to adjourn the meeting at 7:52 PM. Council Member Neffendorf seconded the motion. Motion carried.

PASSED AND APPROVED this the 2<sup>nd</sup> day of May, 2016.

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SHELLEY BRITTON, CITY SECRETARY

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LINDA LANGERHANS, MAYOR

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STATE OF TEXAS  
COUNTY OF GILLESPIE  
CITY OF FREDERICKSBURG

SPECIAL CITY COUNCIL MEETING  
MARCH 29, 2016  
8:30 AM

On this the 29<sup>th</sup> day of March, 2016, the City Council of the CITY OF FREDERICKSBURG convened in special session at the Cardinal Room at Lady Bird Johnson Golf Course, with the following members present to constitute a quorum:

LINDA LANGERHANS - MAYOR  
BOBBY WATSON - COUNCIL MEMBER  
GARY NEFFENDORF - COUNCIL MEMBER  
GRAHAM PEARSON - COUNCIL MEMBER  
JERRY LUCKENBACH - COUNCIL MEMBER

ABSENT: NONE

ALSO PRESENT: KENT MYERS - CITY MANAGER

LAURA HOLLENBEAK – DIR OF FINANCE  
CLINTON BAILEY - D.P.W.U.  
BRIAN JORDAN – DIR OF DEVELOPMENT SERVICES  
RUSSELL IMMEL – IT MANAGER

**CITY COUNCIL RETREAT** – Council held a quarterly retreat to discuss a variety of issues, including: (1) Space Needs for City Hall, Fire Station, and Police Station, (2) Report from Police Chief on Research on City Noise Ordinance, (3) City Transportation Code, (4) Park Improvements for City Bond Election.

With no further discussion, it was moved by Council Member Pearson, seconded by Council Member Neffendorf, to adjourn the meeting at noon. All voted in favor and the motion carried.

PASSED AND APPROVED this the 2<sup>nd</sup> day of May, 2016.

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SHELLEY BRITTON, CITY SECRETARY

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LINDA LANGERHANS, MAYOR



## CITY COUNCIL MEMO

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**DATE:** May 2, 2016  
**TO:** Mayor and City Council  
**FROM:** Clinton Bailey, P.E., Director of Public Works and Utilities  
**SUBJECT:** Interlocal Agreement with City of San Angelo

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**Summary:**

This item is for the approval and execution of an interlocal agreement between the City of Fredericksburg and the City of San Angelo for the use of asphalt milling equipment.

**Recommendation:**

Staff recommends approval of the proposed interlocal agreement with the City of San Angelo.

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**Background / Analysis:**

In preparation for the Milam Street Reconstruction Project that is scheduled to be completed this year, the Street Department will be making repairs to failed sections of Milam Street in advance of the project. The use of an asphalt milling machine would greatly expedite the City's repair process which would result in a reduction in construction time thus reducing the overall inconvenience to traffic and adjacent business and residential areas. City of San Angelo owns an asphalt milling machine (asphalt zipper) and has agreed verbally to let the City of Fredericksburg borrow this piece of equipment. To

⑧

The City of Fredericksburg

formalize the process, San Angelo Public Works staff has drafted an interlocal agreement with the City of Fredericksburg for the use of this piece of equipment. This agreement will be considered at the regular meeting of the San Angelo City Council on May 3, 2016.

**Attachments:** Interlocal agreement



Department Approval



City Manager Approval



The City of Fredericksburg

**INTERLOCAL AGREEMENT BETWEEN  
CITY OF SAN ANGELO AND CITY OF FREDERICKSBURG  
FOR USE OF ASPHALT MILLING EQUIPMENT**

This Interlocal Agreement (hereinafter "this Agreement") is entered into, pursuant to the Interlocal Cooperation Act, Texas Government Code Section 791.000 *et. seq.*, by and between **the City of Fredericksburg** (hereinafter "Fredericksburg"), and the **City of San Angelo, Texas**, a Texas home rule municipal corporation situated in Tom Green County, Texas, (hereinafter "COSA"). COSA and Fredericksburg may be referred to as "Party" or "Parties" herein.

**WITNESSETH**

**WHEREAS**, COSA owns an asphalt milling machine known as an asphalt zipper;  
and

**WHEREAS**, the City of Fredericksburg has requested the occasional use of the equipment; and

**WHEREAS**, City desires to support other local municipalities when possible.

**NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND BENEFITS SET FORTH BELOW, THE PARTIES AGREE AS FOLLOWS:**

**ARTICLE 1: PURPOSE.**

The purpose of this Agreement is to set forth the terms and conditions agreed upon by the Parties in order for Fredericksburg to use the asphalt zipper. Any funds expended for undertaking governmental functions under this Agreement shall come from the current funds of the party.

**ARTICLE 2: TERM.**

The term of this Agreement shall commence on \_\_\_\_\_ and shall continue in full force and effect until terminated in writing by a party.

**ARTICLE 3: OBLIGATIONS OF COSA.**

COSA agrees to:

Allow Fredericksburg the use of the asphalt zipper when requested and not otherwise in use or needed by COSA.

Prior to release of the asphalt zipper, an inventory of the working condition of the asphalt zipper shall be conducted to document any damage to the equipment prior to release.

(10)

#### **ARTICLE 4: OBLIGATIONS OF FREDERICKSBURG**

Fredericksburg agrees:

1. Upon approval of the COSA Executive Director of Public Works, schedule a time to pick up the asphalt zipper.
2. The asphalt zipper will be used in a manner for which it was intended. Any repairs for damage to the equipment resulting from Fredericksburg's use will be the sole responsibility of Fredericksburg.
3. Transportation of the asphalt zipper to and from Fredericksburg will be the responsibility of Fredericksburg. Any damage to the equipment resulting from the loading, unloading, or transportation of the equipment will be the responsibility of Fredericksburg.
4. The use of the asphalt zipper by Fredericksburg will in no way interfere with the daily operations of COSA.

#### **ARTICLE 5: NO JOINT ENTERPRISE.**

This Agreement is not intended to create a joint enterprise. By entering this Agreement, the Parties are undertaking a governmental function or service the purpose of which is to further the public good. The Parties do not jointly or severally have a pecuniary purpose or profit motive in executing or performing this Agreement. The Parties do not have an equal or mutual right of control.

#### **ARTICLE 6: STATUS OF EMPLOYEES.**

Each Party shall retain supervision and control of its own employees at all times while performing this Agreement and no employee of one entity shall be considered a borrowed servant of the other entity for Workers' Compensation purposes or for any other reason. COSA agrees that all persons employed by it to furnish services hereunder are employees, agents or representatives of COSA and not of Fredericksburg, and Fredericksburg agrees that all persons employed by it to furnish services hereunder are employees, agents or representatives of Fredericksburg and not of COSA. Such employees, agents or representatives of either entity are not entitled to benefits conferred on the other entity's employees.

#### **ARTICLE 7: TERMINATION.**

This Agreement may be terminated at any time by either of the Parties. Upon termination, the equipment shall be returned to COSA if necessary.

#### **ARTICLE 8: EXECUTION.**

If the governing body of a Party is required to approve this Agreement, it shall not become effective until approved by the governing body of that Party. In that event, this Agreement shall be executed by the duly authorized official(s) of the Party as expressed in the approving resolution or order of the governing body of said Party.

#### **ARTICLE 9: ENTIRE AGREEMENT.**

This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement, which is not contained herein, shall be valid or binding.

#### **ARTICLE 10: AMENDMENT.**

This Agreement may only be amended by the mutual agreement of the Parties hereto in a writing signed by a duly authorized representative of each Party and attached to and incorporated into this Agreement. All amendments to this Agreement shall be submitted to the City Council for their consideration and approval.

#### **ARTICLE 11: SEVERABILITY.**

In the event that any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions herein, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

#### **ARTICLE 12: FORCE MAJEURE.**

In the event that either Party shall be prevented from performing its duties under this Agreement by an act of nature, by acts of war, riot, or civil commotion, by an act of State, by strikes, fire, flood, or by the occurrence of any other event beyond the control of the Parties hereto, it shall not be considered a breach of this Agreement.

#### **ARTICLE 13: EXCLUSIVITY.**

This Agreement is non-exclusive and nothing herein shall in any way limit the right of the Parties to enter into agreements with other individuals or entities to provide the same or similar service.

#### **ARTICLE 14: NOTICE.**

Any notice to be given hereunder by either Party to the other shall be in writing and sent by First Class U.S. Mail, registered or certified, return receipt requested as follows:

(12)

To Fredericksburg:

Name: City of Fredericksburg  
Title:  
Address:  
Telephone No.:  
Facsimile No.:

To COSA:

Name: The City of San Angelo  
Title:  
Address:  
Telephone No.:  
Facsimile No.:

#### **ARTICLE NO. 15: APPLICABLE LAW**

This Agreement is not intended to create any legal rights enforceable by any third Party against either Party, nor is it intended to waive any rights or defenses available to any Party. COSA and Fredericksburg will have rights, immunities, and defenses available to them under law. Venue for any proceeding brought pursuant to this Agreement shall be in Tom Green County, Texas.

Nothing herein contained shall be deemed to constitute a waiver by COSA or Fredericksburg of the immunities afforded them under state law.

#### **ARTICLE NO. 16: ASSIGNMENT OF RIGHTS AND DELEGATION OF DUTIES.**

Due to the unique nature of this Agreement, the Parties agree that neither COSA nor Fredericksburg may assign its rights or delegate its duties hereunder to any third Party without the prior written consent and approval of the other Party, which consent shall not be unreasonably withheld. Any purported assignment, transfer or conveyance without such written consent shall be null and void.

#### **ARTICLE NO. 17: CAPTIONS.**

The headings of the various sections of this Agreement have been inserted for convenient reference only and shall not modify, define, limit or expand the expressed provisions of this Agreement.

EXECUTED in duplicate originals by the City of San Angelo on this the \_\_\_\_ day of \_\_\_\_\_, 2016.

#### **CITY OF SAN ANGELO:**

By: \_\_\_\_\_  
Daniel Valenzuela, City Manager

(13)

ATTEST:

\_\_\_\_\_  
Bryan Kendrick, City Clerk

EXECUTED in duplicate originals by the City of Fredericksburg on this the \_\_\_\_\_  
day of \_\_\_\_\_, 2016.

**City of Fredericksburg:**

By: \_\_\_\_\_  
Kent Myers, City Manager

ATTEST:

\_\_\_\_\_  
Shelley Britton, City Secretary

Approved as to content:

By: \_\_\_\_\_  
Ricky Dickson  
Executive Director of Public Works

Approved as to form:

By: \_\_\_\_\_  
Theresa James  
City Attorney



## CITY COUNCIL MEMO

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**DATE:** April 26, 2016

**TO:** Mayor and City Council

**FROM:** Brian Jordan, AICP

**SUBJECT:** Ordinance Amendment for New Construction and Additions in the Historic District and Historic Landmarks.

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**Summary:**

The City Council and Historic Review Board conducted a joint meeting on January 12, 2016, where it was decided that the board would evaluate the existing criteria relating to new construction, and determine whether additional criteria could be added to give the board more discretion in evaluating proposals.

With regard to scale of new construction, the ordinance states that the board shall review all new construction plans to ensure visual compatibility with surrounding buildings and environment in relation to height, gross volume, proportion and setback. Since the current ordinance references the 1997 Design Guidelines, it was felt that this document would be a good place to start to find criteria that may be considered for new construction.

**Recommendation:**

The Historic Review Board voted unanimously to recommend approval of the revisions to the Certificate of Appropriateness section of the ordinance by utilizing the recommendations in the 1997 Design Guidelines for New Construction and New Additions. Staff concurs with the Board's recommendation of approval.

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Background / Analysis:

Attachments:

Section 23.61, Criteria for approval of a certificate of appropriateness, 1997 Design Guidelines for New Constructions and New Additions

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Department Approval



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City Manager Approval

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 23-61.- CRITERIA FOR APPROVAL OF A CERTIFICATE OF APPROPRIATENESS OF THE HISTORIC PRESERVATION ORDINANCE OF THE CITY OF FREDERICKSBURG TO REQUIRE NEW CONSTRUCTION AND NEW ADDITIONS TO COMPLY WITH THE DESIGN GUIDELINES OF THE CITY OF FREDERICKSBURG AND BE ISSUED A CERTIFICATE OF APPROPRIATENESS, PROVIDING FOR PARTIAL INVALIDITY, REPEAL OF INCONSISTENT PROVISIONS AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Fredericksburg has determined that in order to protect the nature and character of the Historic District as it is defined from time to time, that a certificate of appropriateness should be required for new construction; and

WHEREAS, said certificate of appropriateness should be issued only after the Historic Review Board determines that the proposed construction complies with the *Design Guidelines for the City of Fredericksburg* which heretofore have been adopted for application to alterations of existing buildings within the Historic District; and

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

Chapter 23, ARTICLE III. HISTORIC PRESERVATION of the City of Fredericksburg Code of Ordinances be and is hereby partially amended as follows:

Chapter 23 - PLANNING

ARTICLE III. - HISTORIC PRESERVATION

Sec. 23-61. - Criteria for approval of a certificate of appropriateness.

(a) In determining the recommendation and action on an application for a certificate of appropriateness, the building official and historic review board shall review and decide the appropriateness of the proposed alterations and new construction of the following with regard to:

(Subsections (1) and (2) remain as written.)

(3)

New construction and new additions in historic districts. The board will review all new construction and new addition plans within historic districts in order to ensure visual compatibility with the surrounding buildings and environment in relation to height, gross volume, proportion, and setback, and to ensure compliance with *The Design Guidelines for the City of Fredericksburg*, specifically, but not limited to pages 83-85 copies of which pages are attached hereto, as the same may be amended from time to time.

-----END OF CODE TEXT-----

If any provision of this ordinance or the application hereof to any person or circumstance is held invalid, or in any exception to or limitation upon any provision contained herein be held to be unconstitutional, invalid or ineffective, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect, and to this end, the provisions of this ordinance are declared to be severable.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

This ordinance shall be effective from and after the date of its passage and publication in accordance with the law. The City Secretary of the City of Fredericksburg is hereby directed to publish notice of this Ordinance as required by law to become effective.

PASSED AND APPROVED this the —— day of May, 2016.

\_\_\_\_\_  
LINDA LANGERHANS, Mayor  
City of Fredericksburg, Texas

ATTEST:

\_\_\_\_\_  
SHELLY BRITTON, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
PAT MCGOWAN, City Attorney

## NEW ADDITIONS

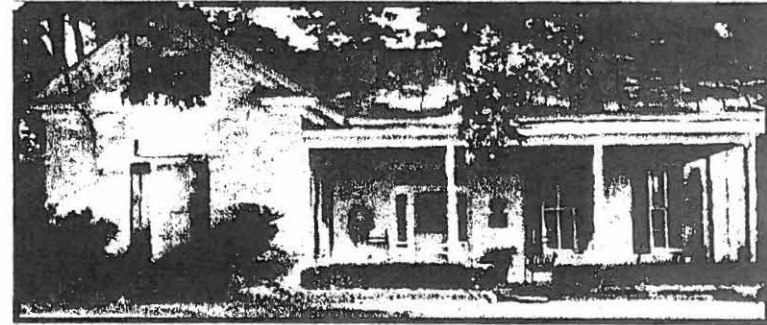
When reusing an older building, sometimes it may be necessary to construct additional space. An example would be to bring a building up to building and/or fire codes, for the expanding business, or for other various reasons. The most vital aspect, in regard to new additions, is to respect the historic character and integrity of the building. The addition should always be subordinate to the original structure. This can be done if the property owner follows the standards that the Secretary of the Interior has established.

19

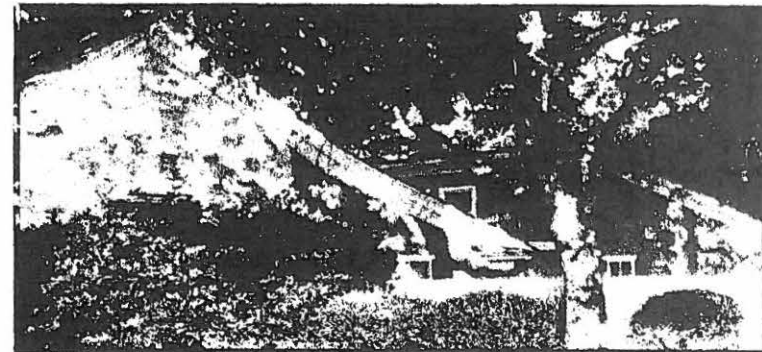
**Recommended**

1. Designing additions so that they do not destroy any significant historical material.
2. Designing additions so that they are compatible in size and scale with the original structure.
3. Recognizing additions as products of their own time.
4. Designing additions so that they maintain historic alignments that may exist on the street.
5. Preserving original entrances.

6. Obscuring from view all additional stories or mechanical equipment.



✓ Figure 68: The multiple additions made to this landmark home cannot be viewed from the front, or primary facade. This is the preferred method in which property owners should approach new additions.



✓ Figure 69: The addition supplies the needed room, but does not detract from the primary facade.

***Not Recommended***

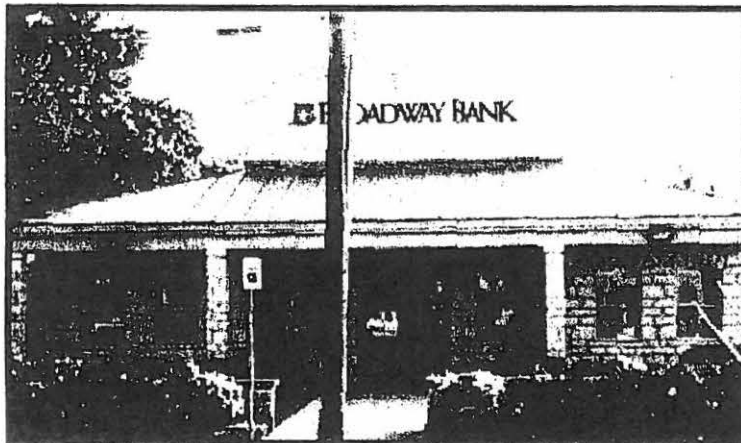
1. Diminishing the historical integrity of the building with the new additions.
2. Destroying significant features or detail during the construction process.
3. Altering the original facade, roof line, or setback of the original building.

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## NEW CONSTRUCTION

New Construction, if done correctly, can make a positive impact in a historic district, whether the district is commercial or residential. As with all changes that must be made to or around historic district, it is essential to preserve the integrity and character of the area. New construction should always respect the scale of its surroundings while maintaining its own individuality. However, it should not be obtrusive to the original structures in the district. All new construction should reinforce the visual character of the historic neighborhood.

(2)



✓ **Figure 70: Commercial, West Main. An example of a new building that blends well with its environment.**

### *Recommended*

1. Designing new construction within the same scale, size, and massing of its surroundings.
2. Using materials, colors, and finishes compatible to the surrounding historic structures.
3. Maintaining the same roof lines, setbacks, and street and porch orientations and as its neighbors.
4. Minimizing the visual and physical impact of parking.

### *Not Recommended*

1. Removing historic site features or buildings that are important elements to the historic area.
2. Designing a building as a style, scale, or proportions that never occurred in the area.
3. Designing the building with materials, colors, and finishes not compatible with its neighborhood.
4. Designing new buildings with inaccurate interpretations of original styles, thus distorting the perception of genuine historic buildings.



## CITY COUNCIL MEMO

---

**DATE:** May 2, 2016  
**TO:** Mayor and City Council  
**FROM:** Laura Hollenbeak, Director of Finance  
**SUBJECT:** Audited Financial Statements and Independent Auditors Report

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### Summary:

The accounting firm of Klein, Kraus and Company, LLC has performed an audit of the City's Annual Financial Statements for the fiscal year ended September 30, 2015. The financial statements are the responsibility of the City's administration. The auditor's responsibility is to express an opinion on the financial results presented based on their audit.

Pat Klein will be present to give an overview of the City's financials and to answer questions regarding the audit and the financial statements.

### Recommendation:

Staff recommends that the Financial Statements be accepted into the records of the City as presented. If the Council wishes to discuss the financial statements in greater detail, staff suggests that we do so as part of a Council Retreat, a separate workshop, or on a one-on-one basis.

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The City of Fredericksburg

**Background / Analysis:**

The City Charter requires an annual audit and examination of the City books and accounts of each department of the City. A complete audit in accordance with standards set by the American Institute of Certified Public Accountants shall be made at the end of each fiscal year by an Independent Certified Public Accountant selected by the City Council.

A handwritten signature in blue ink, appearing to be "K. J.", is located in the upper right quadrant of the page.



## CITY COUNCIL MEMO

---

**DATE:** May 2, 2016

**TO:** City Council

**FROM:** Director of Emergency Services

**SUBJECT:** Request for Street Closures during Oktoberfest

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**Summary:**

Oktoberfest 2015 was attended by an estimated 22,000 guests and generated a total economic impact of 6.2 million dollars to the Fredericksburg Community. To improve the safety and quality of experience for Oktoberfest guests, the Pedernales Creative Arts Alliance Oktoberfest Committee is requesting the closure of Adams Street between Main and Austin and the closure of Austin Street between Crockett and Adams for the 2016 Oktoberfest. The Oktoberfest Committee has coordinated with the Fredericksburg Independent School District and Bethany Lutheran Church on the closure. The Committee has made allowances for Sunday Morning Services, and gained the concurrence of the Church on the Austin Street Closure. Emergency access lanes on both streets will be maintained at all times.

**Recommendation:**

Recommend Council consider and approve the closure of Adams Street between Main and Austin and the closure of Austin Street between Crockett and Adams from 7:00 am on Thursday September 29<sup>th</sup> through 2:00 pm on Monday October 3<sup>rd</sup> for Oktoberfest 2016.

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**Background / Analysis:**

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The City of Fredericksburg

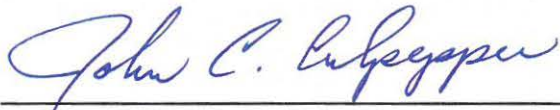
Oktoberfest 2015 was one of if not the best Oktoberfest ever. A portion of the Economic Impact Analysis commissioned by the Oktoberfest Committee had rave reviews with a few recommendations. One item mentioned was at times the festival seemed a little crowded and some additional space to move about would be welcomed. While occupancy on Marketplatz never closely approached the maximum level, additional space would increase the guest experience and significantly increase the safety of the event. Additional space would also provide greater response flexibility should an emergency occur. The Adams street closure is the same request as in previous years. The Austin Street closure allows vendor trucks, garbage bins and refrigerators to be moved off Austin Street and onto the parking lanes on the South side of Austin Street. The vacated space of trucks, bins and refrigerator units from Adams Street can be utilized for guest services – thus providing the additional space requested from the 2015 Oktoberfest. The additional space on Austin Street will be an industrial type area and not accessible to guest, thus improving the safety in this highly active and normally congested area. With emergency access lanes present on both San Antonio and Adams, access to Marketplatz and the surrounding areas will actually be easier with less congestion. The Oktoberfest Committee has coordinated extensively with all City Staff and has adopted all requested recommendations. The City staff concurs with the Oktoberfest Committee's request and recommends Council Approval.

**Attachments:**

Oktoberfest Letter, 25 April 2016

Oktoberfest Aerial Pictorial

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Department Approval

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City Manager Approval



April 25, 2016

**First Weekend  
In October!!**

**September 30  
October 1 | 2**

**MarktPlatz  
Downtown  
Fredericksburg  
Oompah at its best!**

**Oktoberfest  
Celebrates  
36 Years  
of Texas  
Gemütlichkeit**



OktoberfestinFbg.com

**Danke Schön!**

MAYOR- Linda Langerhans  
COUNCIL MEMBERS-  
Jerry Luckenbach; Gary Neffendorf; Graham Pearson; Bobby Watson

Dear Mayor Langerhans and Council members;

Oktoberfest would like to request two closures from Thursday, September 29, 2016, at 7:00am – Monday October 3, 2016, at 2:00pm.

Two Streets Requested:

Adams Street (between Main and Austin)

Austin Street (between Crockett and Adams)

We would also like to request the use of the City parking lot across from City Hall. Lot is located next to Broadway Bank. Request is for Friday September 30 - Sunday October 2, 2016.

The lot would primarily be used for band members and Oktoberfest Chairs. We will have a guard stationed there all weekend.

We did present Bethany Lutheran Church with a proposed street closure diagram and letter. They are in favor and support the idea.

***We will again:***

- Mail Retailers and Church a courtesy letter notifying them of Street closures days and times.

- Work with Steve Wetz and Dr. Eric Wright about street closures and a temporary alternate bus route as was done in 2015.

- I will attend Emergency Management meetings with City staff along with Oktoberfest Emergency Management team.

- Week of-- I will work closely with City staff, John Culpepper, Kelli Olfers, Parks Director, Steve Wetz, Brian Haley and Kyle Koch.

***During Fest:***

- Strassen Zelt (Street tent) We plan to have three 40x80 tents, one 20x40 and one 40x40

- Austin Street will be a support street for distributors, staff, bands, and garbage units

***Post Fest:***

- The Oktoberfest team will make sure tables and chairs are removed from Strassen Zelt Sunday evening to ensure clearance for tent crew to come in first thing Monday morning. All food trailers, ticket booths and beer trailer vacated Monday so City could re-open Adams Street.

We appreciate your consideration of our request for 2016.

Respectfully submitted!

Festively  
Debbie Farquhar  
Oktoberfest Manager and Event Producer

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## CITY COUNCIL MEMO

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**DATE:** May 2, 2016

**TO:** Mayor and City Council

**FROM:** Kris Kneese, P.E., Assistant Director of Public Works and Utilities

**SUBJECT:** Bid Award for Administration Building at Water Reclamation Facility

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**Summary:**

City Staff has solicited three modular building manufacturers and received two bids for the Administration Building at the Water Reclamation Facility.

**Recommendation:**

City Staff recommends awarding the construction of the Administration Building at the Water Reclamation Facility to Ground Force Building System.

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**Background / Analysis:**

As presented at the March 7, 2016 City Council Meeting, the Water Reclamation Facility Administration Building was included as an additive alternative in the original bid package of revenue bond projects that bid March 2015. The Administration Building was not selected as part of the revenue bond construction due to budget constraints. The table below shows the bid prices for the Administration Building in March 2015.

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The City of Fredericksburg

| <b>Name of Bidder</b>            | <b>Admin Building Bid Price</b> |
|----------------------------------|---------------------------------|
| Excel Construction Services      | \$970,000.00                    |
| BRB Contractors, Inc.            | \$694,000.00                    |
| Matous Construction, Inc.        | \$807,000.00                    |
| Payton Construction, Inc.        | \$636,000.00                    |
| Bryan Construction Company       | \$689,500.00                    |
| Lambda Construction I, LTD       | \$906,000.00                    |
| Austin Engineering, CO, Inc.     | \$840,000.00                    |
| Archer Western Construction, LLC | \$706,000.00                    |
| Pepper- Lawson Waterworks        | \$575,000.00                    |

Since the Administration Building wasn't awarded as part of the utility revenue bond package, City Council included \$450,000.00 in the FY 2016 Water Department Budget for the construction on the Administration Building at the Water Reclamation Facility. City engineering staff took the following steps to solicit bids for the project:

1. Called contractors, including local metal building contractors, to discuss the project; including DR Welding, Texas Steel Buildings, Ironman Construction, FRC, Kneese Companies, Kendal Kasper, S&G Contracting, and Huser.
2. Advertised in the Fredericksburg Standard Newspaper for 3 weeks.
3. Held a pre-bid conference on January 26, 2016.

On February 12, 2016, two (2) sealed bids were received for the construction of the Administration Building at the City's Water Reclamation Facility. Of the two bids, the low bid was \$165,000 over the budgeted amount. The two bids are summarized in the table below.

| <b>Name of Bidder</b> | <b>Total Bid Amount</b> |
|-----------------------|-------------------------|
| Huser Construction    | \$662,073.00            |
| S&G Contracting       | \$615,000.00            |

At the March 7, 2016 Council meeting, City Council choose to reject all bids and directed City Staff to solicit bids from modular building manufacturers. City Staff has received 2 bids from modular building manufacturers, which are listed below. Comparing the bids from the modular building manufacturers was challenging because each company constructs, transports and provides a slightly different modular building product. The price as well as a summary of each building system is provided below for comparison.

- 1) Ground Force Building Systems: Construction of 2,970 sf modular building on slab and grade with the attached shop and includes the same floor plan originally designed by HDR. Ground Force has constructed commercial buildings ( banks, retail, etc.), schools, warehouse, etc.

Ground Force provides a turnkey project with the exception of constructing the parking lot for \$442,450.

- 2) Ramtech Building Systems: Construction of a re-designed 1,296 sf modular building without the attached shop, site work, parking area, or ADA sidewalks. The construction of this building would be a pier and beam design with wood flooring. According to the scope of work, this manufacturer requires the City to prepare the site, install the concrete piers, install the sidewalks and parking area. Additionally, as noted this building system doesn't include the attached shop or the floor plan design of the originally admin building. The proposed Ramtech Building System cost \$114,410.
- 3) Palomar Modular Buildings: The City solicited a bid from Palomar, which has not submitted a bid to the City after numerous requests.

The Administration Building budget of \$450,000 was approved in the FY 2016 Water Department Budget, which will be the source of funding for the modular building. The schedule for the building is as followings:

- 1) Design and Building Construction Off-site – 90 days
- 2) Building Delivery – 5 days
- 3) Building Installation and Site Construction – 90 days
- 4) Punch List and Close-out – 10 days

City Staff recommends authorizing the City Manager to negotiate a contract with Ground Force Building systems for the construction of the Administration Building at the Water Reclamation Facility.

**Attachments:**

- Ground Force Statement of Work
- Ground Force Bid Proposal
- Ground Force Building Example – Medical
- Ramtech Building System Bid Proposal

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Department Approval

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City Manager Approval

(30)

The City of Fredericksburg

**Presented on:** Friday, March 18, 2016

**Owner:** Kris Kneese, P.E.  
City of Fredericksburg  
Assistant Director of Public Works and Utilities  
126 W. Main St  
Fredericksburg, TX 78624  
Email: [kkneese@fbgtx.org](mailto:kkneese@fbgtx.org)  
Office (830) 990-2035

**Contractor:** **GroundFORCE**  
Christopher A Brewer  
PO Box 362  
Granbury, TX 76048  
p. (817) 382-7454  
e. [chrisbrewer@me.com](mailto:chrisbrewer@me.com)

**For the Project:** City of Fredericksburg - Administrative Office

**To Whom It May Concern:**

Thank you for considering GroundFORCE as part of your solution! GroundFORCE is the technology leader in concrete slab modular construction, creating innovative space solutions to meet the expansion needs of clients in a diverse group of industries, including: education, healthcare, corporate, retail/hospitality, correctional and government. Lease, sale, and financing options are available.

Our success is largely due to the reliability and responsiveness of our team of experienced professionals. Members of our management, operations and sales teams have, on average, twenty years of experience in the modular and construction industries. We ask our Clients to measure us in terms of our integrity, dependability, and thoroughness. We listen carefully and then use our resourcefulness, experience, and financial strength to deliver a quality turnkey project on time and within budget.

Please contact us if you wish to modify these specifications or have any questions. Any specification changes after your order is placed will need to be mutually agreed in writing.

The intent of this performance is to fulfill the needs for space shortage while providing a high quality, timely and cost efficient solution.

- An on time and within budget solution.
- Develop a design philosophy to fill the needs of Owner's requirements.
- Quality construction solutions.
- Maintain a strong partnership with the Owner.

---

## BASIS OF PROPOSAL

Project Address: [Fredericksburg, TX](#)

The site will be provided; by the Owner with clear access to the site from all sides. Clear access is defined as the building pad being accessible from any direction for the modular buildings, crane and the transport truck.

***Supply and install (1) Single Story Facility approximately 2,970 sf in Fredericksburg, TX (the "Work")***

Attachments:

- GroundFORCE General Specifications and Statement of Work.
- Outlined items included in the proposal letter

To the extent a conflict exists between the attachments prepared by GroundFORCE and any other documents; the attached GroundFORCE documents shall prevail.

## INCLUSIONS

This proposal includes the scope, statement and/or delineation of work as expressly set forth in the attached documents.

## CLARIFICATIONS/QUALIFICATIONS

The followings are expressly excluded from our this project scope:

**LIMITED WARRANTY:** The Equipment referred to herein is New Equipment, and Seller hereby assigns to Buyer all assignable manufacturers' warranties. For a period of twelve (12) months beginning with the date of delivery of the Equipment to Buyer, Seller shall repair or replace all defective parts of the Equipment (excluding HVAC filters, fire extinguishers, fuses/breakers, and light bulbs). Replacement or repair of Equipment that fails due to normal though excessive use, Buyer's alteration of the Equipment, or use of the Equipment for a purpose for which it was not intended or other misuse, is excluded. All mechanical and electrical systems shall be subject only to manufacturers' warranties and are not warranted by Seller. Except as expressly stated herein, Seller disclaims any and all other warranties, either express or implied, including without limitation all warranty of merchantability, fitness for a particular purpose or usage of trade.

**WEATHER PROTECTION:** Excluded. If partial or total weather protection is required to continue the work under adverse weather conditions in lieu of weather delays. The Parties shall negotiate this in good faith as a change order.

**DESIGN:** GroundFORCE provides technical input but does not perform legal design. Any design coordinated by GroundFORCE consistent with an agreed delineation of responsibilities shall be performed by third-part sub-consultants who independently stamps and seals their professional services work product and technical deliverables, as required.

**SITE CONDITIONS:** Unless current and complete geotechnical information to the contrary has been provided to GroundFORCE, GroundFORCE assumes that the project site is reasonably level with less than a 6 inches vertical differential between any two points within the building footprint, that the

site drainage is sufficient to prevent foundation erosion and water intrusion or ponding under the building, and that the minimum soil bearing capacity at site is at least 3000PSF.

**MAINTENANCE:** Maintenance is by others.

Should any of these conditions not be present and therefore require additional work, the Parties shall negotiate an equitable adjustment in scope and fee for the related work.

### **SCHEDULE**

This project has been outlined to design, construct and install modular components. All aspects of this project are new development and require submittal and approval process.

The estimated time frame for the completion of this project is 130-160 Days from order to occupancy. This schedule assumes good turn around speed from local authority to expedite this project within the stated time frame. In addition, the local utility authorities will be a key in the ability to connect and energize services for use. These agencies are outside the control of AMSI and all parties base timelines on timely turn around.

Below is an outlined estimate on time per task. These dates are not just an outline of time per task and not linked together for an overall project schedule. This schedule will be issued at time of award.

| SUGGESTED PROJECT SCHEDULE                  |         |
|---------------------------------------------|---------|
| Design and Submittals                       | 30 Days |
| Building Procurement and Construction       | 60 Days |
| Building Delivery                           | 5 Days  |
| Building Installation                       | 30 Days |
| Site Construction ( <i>During Install</i> ) | 40 Days |
| Utility Connections and Trim - Outs         | 20 Days |
| Close-Out and Punch List                    | 10 Days |

### **INSPECTION, ACCEPTANCE, SUBSTANTIAL COMPLETION AND BENEFICIAL OCCUPANCY**

This proposal assumes an in-plant inspection & written sign-off procedure by the Owner. Such written sign-off is required under this Proposal prior to the release of modules for shipment. Shipment constitutes acceptance of the Commercial Item modules. GroundFORCE acknowledges your right to inspect installation services and site construction services and the rights of the Owner to final inspection and acceptance on site of the completed Work. Final acceptance shall occur on the earlier of substantial completion or the Work or beneficial occupancy; whichever occurs first. GroundFORCE does not consent to beneficial occupancy for intended use by the Owner of the Work or any portion of it, absent a prior written agreement between the Parties.

### **INSURANCE & BONDING**

GroundFORCE will supply General Liability and Workers Compensation Insurances for our personnel on this project. FLOOD, Property, etc. are not included or furnished by GroundFORCE for this project and are the sole responsibility of the Owner unless formally stated differently. Payment and Performance Bonding are also available for non-lease items at a typical rate of 2% per thousand.

#### **DELIVERY**

Proposal is for Commercial Items, Off-Site Constructed Building Units. Unless designated an FOB Plant order, delivery to the project site is included, and pricing for delivery is subject to change only to the extent that routing and permitting change as a result of change in law or construction.

**PRICING SCHEDULE**

**One-Time Construction Costs:**

Design and Engineering is .....\$ 14,850  
 Mobilization is .....\$ 29,700  
 Site Related Construction Item is .....\$ 207,900  
 Building Related Construction Item is .....\$ 190,000  
 Total Construction Items is .....\$ 442,450

**Financial Notes / Clarifications:**

- *Proposal is an estimate and may vary depending on GEOTECH data and local code and Fire Marshal requirements.*
- *All items not specifically addressed in this Proposal are excluded from this proposal.*
- *This Proposal, in its entirety, shall be made a part of the final contract.*
- *Pricing is based on non-union wages.*
- *Proposal is based on mutually acceptable terms and conditions.*
- *Pricing excludes all state, federal and local tax.*

**AKNOWLEDGEMENT**

The Owner accepts the pricing and statement of work set forth for this project and authorizes the Contractor commence on this project.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Owner**

**Contractor**

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Date:** March 18, 2016

**Owner:** Kris Kneese, P.E.  
City of Fredericksburg  
Assistant Director of Public Works and Utilities  
126 W. Main St  
Fredericksburg, TX 78624  
Email: [kkneese@fbgtx.org](mailto:kkneese@fbgtx.org)  
Office (830) 990-2035

**Contractor:** GroundFORCE Building Systems  
Christopher A Brewer  
PO Box 362  
Granbury, TX 76048  
p. (817) 382-7454  
e. [chrisbrewer@me.com](mailto:chrisbrewer@me.com)

**For the Project:** City of Fredericksburg – Administrative Office

**General Specifications and Scope of Work:**

Building Description: Project includes design, construction and installation of one single-story offsite fabricated buildings to be located in the above listed area. The project will consist of approximately +/-2,970 square feet of a newly constructed building comprised of the below components. The below described scope of work within the specifications will be completed by the contractor unless specifically deferred to the Owner or other named entity.

Building "A" – Administrative Facilities 45' x 66' (2,970 SF +/-)

- 40' x 45' Finished Office Space
- 6' x 45' Integrated Covered Porch
- 20' x 45' Integrated Shop Space

**Referenced Documents:**

- Owner Sample Floor Plan
- Assumed Adequate Site spacing for buildings, parking and set-backs

**Design and Code Assemblies:**

**Design:** Type IIB Construction  
Occupancy – B  
Non-Sprinkled  
90 MPH wind load, Exposure "C"  
100# Floor Load  
20# Roof load  
The heating/cooling system shall be designed to maintain an interior temperature of 73° F +/- 2° F.

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- Codes:** International Building Code 2015  
International Residential Code 2015  
International Plumbing Code 2015  
International Mechanical Code 2015  
National Electrical Code 2014  
International Energy Conservation Code 2015
- Floor System:** **GroundFORCE** Proprietary Concrete Floor System Technology
- Floor Finishes:** Finish 1: Factory Stained Concrete w/Mate-Line Accent Components  
Finish 2: Carpet Tile in Offices and Conference Rooms  
Color: Contractor Standard color selections
- Wall Construction:** Framing per applicable codes as noted  
Exterior Studs: Min 2" x 6" Construction @ 16" OC  
Interior Studs: Min 2" x 6" Construction @ 16" OC  
Plates / Tracks: Bottom Rail w/Double Top Rail  
Wall Height: Full Height Studs  
Sheathing: Full Perimeter – CDX or equal  
Vapor Protections: Full Moisture Wrap
- Thermal:** Floor to have integrated Insulation Board  
Exterior Walls: R-19 Kraft Batt Insulation  
Interior Walls: R-11 Un-faced Batt Insulation  
Roof System: R-31 Insulation
- Interior Finishes:** Interior Finish 1: Type "X" Gypsum Board with Tape, Bed, Texture and Paint - Throughout  
Interior Finish 2: Ceramic Tile 48" Height – Wet Areas  
Interior Finish 3: Exposed OSB 8' Height – Shop Area  
Color: Contractor Standard color selections
- Trim Package: Standard @ Doors, Windows and Corners w/Rubber Cove Base  
Seam & Mate-lines: Architectural Accents as needed  
Color: Contractor Standard color selections
- 2' x 4' Acoustical SE Lay-In type suspended T-grid system @ 9'-0" Finish Height
- Exterior Finishes:** Siding 1: Commercial Hi-Rib Steel Panels.  
Siding 2: Natural 4" Stone Veneer Perimeter, 48" Wainscot & Full Height Entry  
Soffits / Eaves: Pre-finished Metal Soffit Panels  
Trim: Matching Commercial Hi-RIB Steel Panels.  
Color: Contractor standard color selections
- Gutters/Downspouts: Steel gutter with baked enamel finish installed on eaves of the building. Gutters shall be equipped with 26-gauge steel downspouts to match gutters.

Downspouts shall be installed to grade, terminating at a splash block. Gutters and downspouts shall be site installed.

Temporary Roofing System: HD waterproofing for transport and installation  
Roofing: 26 GA Standing Seam Roof w/Matching Trim (site installed)  
Color: Mill Finish

Exterior Mansards: None

**Roof Construction:** Framing per applicable codes listed  
No Slope sub system at factory  
Rafters: 3/12 Pitch Pre-Engineered Wood @ 24" OC  
Beams: Beams sized per manufacturer @ mate-lines  
Decking: 7/16" CDX w/Clips

**Exterior Doors:** 3/0 x 7/0 HM Steel with Steel Jambs  
6/0 x 7/0 HM Steel with Steel Jambs  
3/0 x 7/0 Commercial Glass Aluminum w/Integral 12" Side Lite  
(1) 10' Steel Roll-Up Door with Lockable Slides  
Color: Contractor Standard color selections

Hardware: Panic Hardware and Closers – Tell or equal  
Keys: (2) per lockset (Master Key System)  
Accessories: Weather-stripping and Threshold

**Interior Doors:** 3/0 x 7/0 HM Steel with Steel Jambs  
Color: Contractor Standard color selections

Hardware: Keyed Locksets @ Office Locations – Tell or equal  
Hardware: Privacy Locksets @ RR Locations – Tell or equal  
Hardware: Passage Locksets @ Remainder – Tell or equal  
Keys: (2) per lockset (keyed separately)  
Accessories: Silencers and doorstops

**Windows:** 3/0 x 4/0 FIXED w/Low E Double Insulated Glass  
Mill Faming  
1" Horizontal Mini-Blinds

**Electrical System:** Per applicable codes as noted  
120/240Volt, Single phase.  
Sub-Panels 200 AMP, single phase  
Raceway: Concealed in conduits  
Receptacles: 20 AMP minimum  
Receptacles: GFCI 20 AMP duplex @ Wet Areas  
Receptacles: GFCI 20 AMP duplex, weather kit @ exterior service points  
Switches: 120V / 20AMP Toggle Type  
Interior Lighting: 2' x 4' LED Recessed Troffer

Interior Lighting: 2' x 2' LED Recessed Troffer  
Interior Lighting: 4' LED Low Profile Industrial w/Diffuser  
Interior Lighting: 2' Vanity Light  
Entry Lighting: Wall Pack LED w/photocell @ exterior doors  
Flood Lighting: LED Die-Cast Aluminum  
Exit Lights: Lighted exit sign w/battery back-up  
Emergency Lights: Battery Pack Integrated in Lighting System  
Low Voltage: 2 x 4 stubbed to ceiling cavity

**Plumbing System:** Per applicable codes as noted  
Supply Lines: Copper or PEX type building water supply lines. All fixtures shall be provided with shut-off valves.  
Waste Lines: PVC-DWV-SCH-40 drain, waste and vent lines.  
Floor Drains: 3" required in wet areas and shop  
Water Heater: Electric (80 GAL) with back-flow preventer and expansion tank and inline circulator  
Water Closets: Tank Type low use  
Shower: Fiberglass Pre-Molded (HC as applicable)  
Lavatories: Wall mounted w/ADA Faucet  
Service Sinks: Plastic Mop Sink w/ADA Faucet  
Water Coolers: Wall mounted High/Low  
Accessories: Mirrors, TP Holders and ADA Grab Bars

**HVAC Systems:** Per applicable codes as noted  
Heat / Air Units: Electric High Efficiency Split System (sized per code)  
Ductless Split System @ Electrical/IT Closet  
ISO Heat: Shop Heaters  
Distribution: Galvanized Insulated Duct work  
Supply Grilles: Aluminum w/Adjustable Diffusers  
Return Air: Wall Plenums and Duct systems  
Controls: Electronic programmable T-Stat  
Fans: Ceiling Mounted with sized per CFM Requirements

**FF & E:** Case Work – Plastic Laminated  
Shelving System – Plastic Laminated  
Countertops – Chemical Resistant Tops @ Lab Area  
Plastic Laminated @ Remainder  
Furniture – by Owner  
Appliances – None  
Signage – By Owner

**General Conditions:** Supply and Coordinate the enclosed components and services

Project Management: Supply Project Manager for the design, budget, approval and close-out controls

Superintendent: Supply on-site management of construction and installation process

Equipment: Supply equipment and tools to construct and install project

Bonding: See options

Port-A-Let: Supply onsite facility during construction

Debris: Supply onsite dumpsters for a clean construction site

**Site Preparation:** The Contractor shall be responsible for all clearing, grubbing, filling, backfilling, grading and associated compaction to achieve a soil bearing capacity of 2500/pounds per square foot (PSF) and a uniformly level site (no more that 3" +/- over the longest dimension of the building). The site shall have adequate drainage providing a positive flow of storm water away from the building.

The Owner shall provide free and easy access to the site. Free and easy access to the site is defined as the building pad being accessible for both the delivery vehicle and the building unit with no on-site obstructions that might prevent the proper placement of the building modules.

**Foundation:** The contractor shall design and construct an engineered foundation based on an assumed soil bearing capacity of 2500 pounds per square foot, a plasticity index of 19, or less and potential vertical rise of 1 inch or less, to support the floor structure described in 1.1 of these specifications. The modular building shall be installed in such a manner to achieve a finished floor elevation not to exceed 8" above the final exterior grade.

**Freight:** Transport modules and material from factory / storage lot to above mentioned site

**Building Install:** Level and Anchor modules to foundation system  
Strip all shipping material and prep for installation and finishes  
Utilize trans-lifts or roller systems to move modules in place  
Complete interior and exterior mate-line transitions

**Retaining Wall:** None, **GroundFORCE** system has integrated slab and is backfilled to

**Entry Systems:** The Contractor shall design and construct concrete entries with minimum 5' x 5' landings at each entry. Landings shall have a finished elevation approximately ½" below the finished floor of the building.

**Sidewalks:** Provide 3,000 PSI, 4" deep wide concrete sidewalk reinforced. Expansion joints at 40' intervals and where abutting to existing concrete. Provide light broom finish, texture perpendicular to direction of travel with troweled and ¼ radius edging. Walkways include an allowance of 500 square feet for tie into existing pathway systems.

Excludes: site paving, curb and gutter, concrete stain/paint, ramps, handrails and signage.

**Canopies** Integrated Main Entry Canopy System.

**Electrical Utilities:** The Contractor shall provide and install a main distribution panel (MDP) and all sub-panels, including interconnection of sub-panels to "MDP" providing a single point of connection at the MDP.

The Owner shall be responsible for extending and connecting site electrical service to the building and making the final connection at the MDP, transformer, meter and meter base shall be by Owner.

**Water Utilities:** The Contractor shall install all plumbing fixtures and piping, providing a single point of connection for water supply.

The Owner shall be responsible for extending and connecting site water service to the building and making the final connection at a single point.

**Sewer Utilities:** The contractor shall provide and install all drain, waste and vent piping, necessary to provide a single point of connection for the sanitary sewer.

The Owner shall be responsible for extending and connecting site sewer service to the building.

**Sprinkler System:** None provided

**Fire Alarms:** Provide a complete Fire Alarm System with the following devices: horn/strobe alarms, manual pull stations, ceiling mounted smoke detectors, duct mounted smoke detectors, and main Fire Alarm and Smoke Detection Control Panel in accordance with NFPA, TAS, state and local codes. System shall be stand-alone with outside monitoring capability (monitoring service expense and contract not included).

**Allowances:** **NONE**

**Clarifications:** Contractor Assumes Owner has survey available and will supply to Contractor

Contractor Assumes Owner has previous Geotechnical Testing and will provide to Contractor

Utility Extensions/Connections to be provided by Owner to single point per building within 5' of MDP.

Landscaping or Irrigation to be provided by Owner.

TAS Compliance for Accessible Routes beyond the Building's Footprint are the responsibility of the Owner.

Taxes, Permit Fees and Impact Fees are the responsibility of the Owner.

Standard "Owner Responsible Rock Clause" is in effect for any and all work located at grade or below.

Builders Risk Insurance excludes flood coverage in Flood Zones A, V or D as defined by FEMA.

**Ground  
FORCE**  
Building Systems

[www.GoGroundFORCE.com](http://www.GoGroundFORCE.com)

# Medical

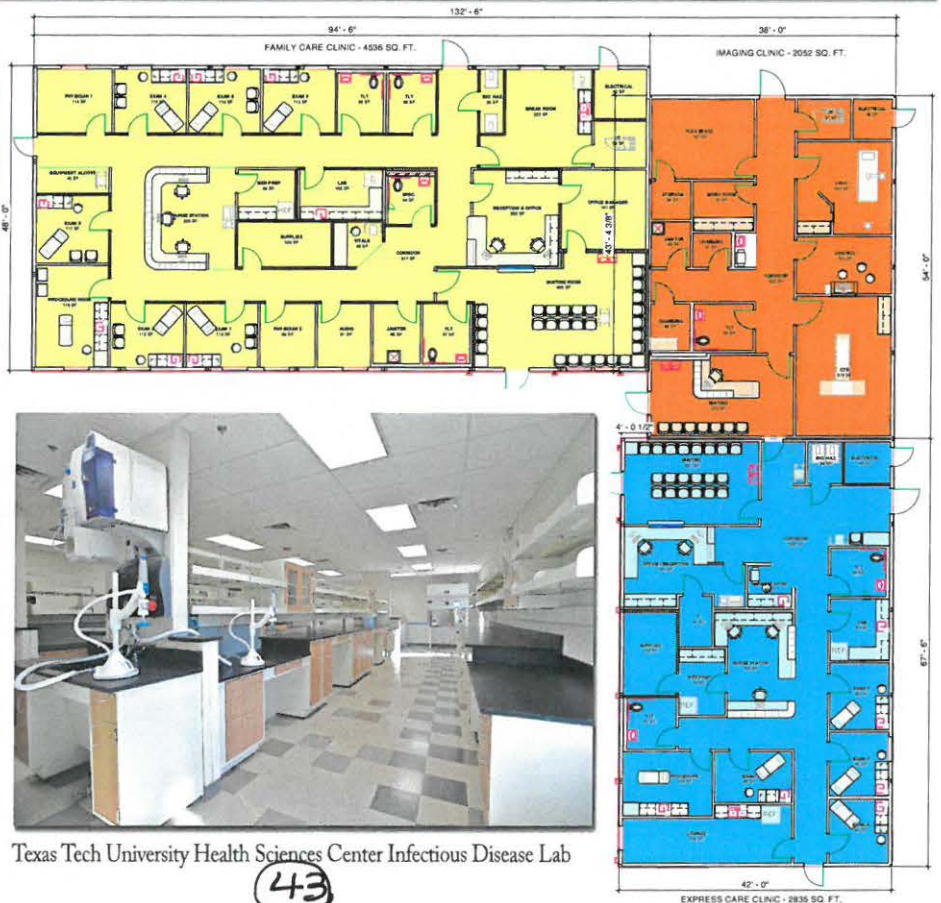


St. Joseph Super Clinic Brenham, Texas

GroundFORCE Building Systems is a patented construction technology that uses premium materials and highly skilled craftsmanship in a step-by-step quality controlled process.

In addition to shortened construction time and a fixed price, we offer "The Concrete Difference." An engineered concrete foundation and flooring system that eliminates any structural cracks caused by shifting soils.

The result is the first movable, permanent building built in 125 days or less.



Texas Tech University Health Sciences Center Infectious Disease Lab



# The Concrete Difference

## Put More Money to the Bottom Line with 7-Year Depreciation.

Unlike both modular and site-built construction, a GroundFORCE building is considered "designed to be moved" and is defined as personal property, allowing 7-year depreciation instead of longer terms typical for real property depreciation. You decide how much money you want to put back to your bottom line. Check with your Tax Advisor for specific details.

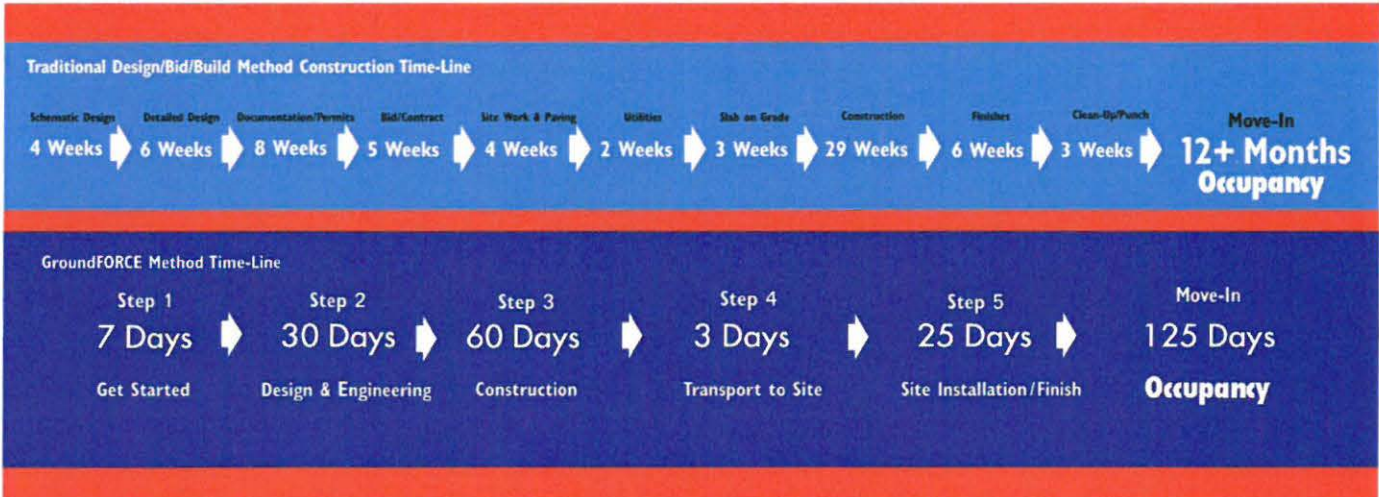
| GroundFORCE Depreciation Advantage                        |          |          |            |  |
|-----------------------------------------------------------|----------|----------|------------|--|
| Assumed Building Cost (excluding land & equipment)        |          |          |            |  |
| \$500,000                                                 |          |          |            |  |
| Traditional Construction Depreciation Schedule (39 yr)    |          |          |            |  |
| Year 1                                                    | Year 2   | Year 3   | Years 4-39 |  |
| \$12,821                                                  | \$12,821 | \$12,821 | \$12,821   |  |
| GroundFORCE Depreciation Schedule (7yr)                   |          |          |            |  |
| Year 1                                                    | Year 2   | Year 3   | Year 4-7   |  |
| \$71,429                                                  | \$71,429 | \$71,429 | \$71,429   |  |
| Additional Tax Shelter <u>per year</u> with GroundFORCE   |          |          |            |  |
| \$58,608                                                  |          |          |            |  |
| Possible Tax Savings <u>per year</u> by using GroundFORCE |          |          |            |  |
| \$23,443 (40% tax rate)                                   |          |          |            |  |

| GroundFORCE Depreciation Advantage                        |           |           |            |  |
|-----------------------------------------------------------|-----------|-----------|------------|--|
| Assumed Building Cost (excluding land & equipment)        |           |           |            |  |
| \$750,000                                                 |           |           |            |  |
| Traditional Construction Depreciation Schedule (39 yr)    |           |           |            |  |
| Year 1                                                    | Year 2    | Year 3    | Years 4-39 |  |
| \$19,231                                                  | \$19,231  | \$19,231  | \$19,231   |  |
| GroundFORCE Depreciation Schedule (7yr)                   |           |           |            |  |
| Year 1                                                    | Year 2    | Year 3    | Year 4-7   |  |
| \$107,143                                                 | \$107,143 | \$107,143 | \$107,143  |  |
| Additional Tax Shelter <u>per year</u> with GroundFORCE   |           |           |            |  |
| \$87,912                                                  |           |           |            |  |
| Possible Tax Savings <u>per year</u> by using GroundFORCE |           |           |            |  |
| \$35,165 (40% tax rate)                                   |           |           |            |  |

| GroundFORCE Depreciation Advantage                        |           |           |            |  |
|-----------------------------------------------------------|-----------|-----------|------------|--|
| Assumed Building Cost (excluding land & equipment)        |           |           |            |  |
| \$1,000,000                                               |           |           |            |  |
| Traditional Construction Depreciation Schedule (39 yr)    |           |           |            |  |
| Year 1                                                    | Year 2    | Year 3    | Years 4-39 |  |
| \$25,641                                                  | \$25,641  | \$25,641  | \$25,641   |  |
| GroundFORCE Depreciation Schedule (7yr)                   |           |           |            |  |
| Year 1                                                    | Year 2    | Year 3    | Year 4-7   |  |
| \$142,857                                                 | \$142,857 | \$142,857 | \$142,857  |  |
| Additional Tax Shelter <u>per year</u> with GroundFORCE   |           |           |            |  |
| \$117,216                                                 |           |           |            |  |
| Possible Tax Savings <u>per year</u> by using GroundFORCE |           |           |            |  |
| \$46,886 (40% tax rate)                                   |           |           |            |  |

## Turn-Key Design and Construction in 125 Days or Less.

Spend your time with your patients, not serving as a General Contractor.



## Additional GroundFORCE Advantages.

**Cost Advantages- On Time, On Budget:** Eliminate many hidden or unknown costs associated with delays resulting from weather, inspections and permitting.

**State Engineered Seal Advantage:** Sealed by the State of Texas, our buildings require a limited number of site inspections and on-site adjustments with less wasted time and money.

**Longevity Advantage:** Our buildings have the same "long life" of any site-built building.

**Movable Advantage:** Unlike traditional site-built construction, a GroundFORCE building can be relocated if necessary.

**Comfort Advantage:** All structures are insulated top, sides and bottom and the engineered slab is insulated for moisture protection.



AMERICA'S LEADER IN  
DESIGN-BUILD  
MODULAR  
CONSTRUCTION

March 22, 2013

Via e-mail: [kkneese@fbgtx.org](mailto:kkneese@fbgtx.org)

Mr. Kris Kneese  
Assistant Director Public Works & Utilities  
CITY OF FREDERICKSBURG  
126 W Main St.  
Fredericksburg TX 78624

Subject: Ramtech Proposal for a 24' x 54' Modular Office Building

Mr. Kneese:

We thank you for considering Ramtech Building Systems, Inc. for your new WWTP office building. The enclosed information includes our *Pricing Schedule*; the scope of *Services Provided* by Ramtech; *Proposal Specifications* and *Floor Plan* describing the materials, systems and method of construction for your new building.

Ramtech's proposal is based upon several factors – the desires and needs as defined during previous discussion and the exchange of information with City of Fredericksburg; site conditions as we assume them to be; model building codes for commercial buildings as adopted by the State of Texas; and other items identified by Ramtech that affect the final design of the building.

While Ramtech has attempted to address national and state code compliance issues in its proposal, the proposed cost of this building is based on the Owner being responsible for all site related issues including local permitting, foundation elements required by local codes, utility construction/extension and connection and all other items related to local jurisdiction.

Please review the *General Terms and Conditions of Proposal* listed on the attached *Pricing Schedule*.

While we have attempted to address pertinent issues should you have any questions, wish to make any changes or need additional information, please contact us at your earliest convenience.

Sincerely,

Bill Barron  
Ramtech Building Systems, Inc.

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Pricing Schedule

**24' x 54' Modular Office Building**

CITY OF FREDERICKSBURG

FREDERICKSBURG, TEXAS

**Ramtech's Scope of Work**

Ramtech shall develop building plans, specifications and other submittal items for review and approval by the Owner and the State of Texas. Ramtech shall procure materials necessary for the construction, delivery and installation of the building modules. The building modules shall be installed on a level, compacted site or concrete foundation provided by the Owner. The installation shall consist of an above grade, block pier foundation; anchors and skirting.

**(Project Description)**

Purchase (incl. Delivery & Installation) \$ 114,410.00

Estimated time for design, construction & installation: 90-120 days

**Optional Items**

8' x 10' Wood landing with step assembly, ADA  
compliant handicap ramp and handrails \$ 3,625.00 / each

6' x 6' Wood landing with ADA compliant  
handicap ramp and handrails \$ 2,850.00 / each

5' x 5' Wood landing with step assembly and  
handrails \$ 1,555.00 / each

**General Terms & Conditions of Proposal**

Ramtech's proposal is based on, but not necessarily limited to, the following General Terms & Conditions:

1. All pricing is quoted exclusive of any applicable taxes, permits, fees, etc. unless specifically stated otherwise in this proposal.

Note: "Delivery" includes those permits required by *state highway departments*.

2. Ramtech shall provide the Owner with state approved construction documents (plans, specifications and design calculations) for the Owner's use in applying for local building permit(s).
3. The Owner shall apply for and obtain local building permits (including local plan review and approval prior to construction of the building), building inspections and certificate of occupancy.
4. The Owner shall be responsible for all work required by local building code or as a result of local plan review and permitting – including poured concrete footings, piers, beams, etc., as well as any other requirements determined by local building officials. Ramtech will provide a layout showing the support points and the loads imposed by the building at those points.

5. The Owner shall provide an installation site with free and easy access to a clear, level, stable surface with a soil bearing capacity of 2,500psf or better. Any excavation, clearing, grubbing, etc. that is required to provide an acceptable site is the responsibility of the Owner.
6. The installation site shall be of sufficient size to accommodate the proposed building and complies with all required setbacks and separations from property lines and easements, utilities, streets, adjoining buildings, etc.
7. The Owner is responsible for all utility construction, extension and connection to the modular building.
8. The proposed building is to be designed and constructed in accordance with the national model building codes and standards adopted by the State of Texas at the time of this proposal; and/or other building codes specifically identified in this proposal, if any.
9. Any differences with other building codes, standards or regulations not identified in this proposal but may apply to this project, or as a result of local plan review and permitting, will be addressed in a revision to Ramtech's proposal or as a change order to any resulting contract.

Services Provided

**24' x 54' Modular Office Building**

CITY OF FREDERICKSBURG

FREDERICKSBURG, TEXAS

**Plans, Specifications and Calculations**

Ramtech shall provide floor plans, specifications and material samples for the Owner's approval and selection. Additionally, Ramtech shall provide full construction documents – including plans, specifications, structural details, electrical panel schedules, mechanical designs, plumbing riser diagram, design calculations, etc. - for submittals to state and local building officials.

Ramtech shall submit the documents to the State of Texas for their review and approval and then provide the Owner with copies of such approved documents for the Owner's use in obtaining local building permits.

The Owner shall provide all other information (i.e., site and civil drawings, completed applications, payment of local fees, etc.) that may be required in applying for and obtaining local building permits.

**Construction**

Ramtech shall be responsible for procuring all materials and constructing all building modules at its Mansfield, Texas facility. The Client's representatives are invited to tour Ramtech at any time, and encouraged to do so during the construction of their buildings.

**Project Management**

A Ramtech Project Manager shall oversee and coordinate activities associated with the delivery, installation, finish out and acceptance of your building. He is your primary point of contact during the installation process and will address any questions or concerns.

The Project Manager is to ensure that delivery of the building is coordinated with the Client to prevent delays and/or disruption of services at the site; investigate the site for acceptable conditions to ensure there is free and easy access without the use of additional equipment or modifications to the site or surrounding structures.

**Project Close Out**

The Project Manager, or Site Superintendent, shall walk you through the building to ensure that the work has been accomplished in accordance with the terms of our contract and address any repairs or other items that require our attention. Upon completion of your "walk-through", a recap of any repairs, adjustments or items that need to be replaced will be prepared, parts ordered and the work scheduled to be accomplished in a timely manner.

Assuming none of these "punch list" items will prevent the Client from occupying the building and the Client has accepted the work as substantially complete, and any payments due and payable have been received by Ramtech, the Client may occupy the building at this time.

**Warranty**

Ramtech buildings carry a one-year manufacturers warranty on materials and workmanship.

Your Project Manager is your primary point of contact for warranty and other service related issues. However, anyone at Ramtech can and will do everything possible to assist you.

PROPOSAL SPECIFICATIONS

CITY OF FREDERICKSBURG

PROJECT: A 24'X 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



**1.0 FRAME**

None provided, building is constructed in true modular fashion.

**2.0 FLOOR**

**2.1 BOTTOM BOARD:** .040 one piece rolled continuous construction board.

**2.2 INSULATION:** R-30 Kraft faced fiberglass batts.

**2.3 JOISTS:** 2x10 #2 SYP installed transverse @ 16" o.c.

**2.4 PERIMETER RAILS:** Double 2x10 #2 SYP on all sides.

**2.5 DECKING:** Single layer 3/4" tongue and groove underlayment grade plywood decking installed perpendicular to floor joists.

Set back decking 2" each side of mate line and install 4" wide piece on site.

**2.6 COVERING:** 74 Gauge, heterogeneous sheet vinyl shall be installed in the Shower Room & Lab. Sheet vinyl shall be *Astro Flexitec*.

**Color shall be: Selected by Client from standard two selections.**

12" x 12" x 1/8" Vinyl composition tile shall be installed in remaining areas. Tile shall be Armstrong Imperial Texture. *Stripping and waxing of VCT by Owner.*

**Color shall be: Selected by Owner.**

**3.0 EXTERIOR WALLS**

**3.1 TYPE:** IBC Framing.

**3.2 STUDS:** 2x4 #2 SYP @ 16" o.c.

**3.3 BOTTOM PLATE:** Single 2x4 #2 SYP.

**3.4 TOP PLATE:** Double 2x4 #2 SYP.

**3.5 HEADERS:** Double 2x4 #2 SYP on edge with 1/2" CDX plywood filler.

**3.6 WALL HEIGHT:** Built full height to bottom of roof framing.

**3.7 FIRE BLOCKS:** 2x4 installed @ ceiling line in all walls.

**3.8 INTERIOR FINISH:** 5/8" Type "X" vinyl covered gypsum wallboard 8'-0". Color shall be: Ruff Stuff Frost.

8' fiberglass reinforced Class "C" panel laminated to 5/8" type "X" gypsum in Restroom, Shower Room, Men's Locker Room and Janitor's Closet.

Color shall be: White.

**3.9 INSULATION:** R-13 Un-faced fiberglass batts installed to roof.

**3.10 SHEATHING:** 7/16" O.S.B. around full perimeter.

15# Felt shall be installed full height entire exterior perimeter.

A water resistive barrier shall be installed full height entire exterior perimeter.

**3.11 SIDING:** 26 Gauge, high rib commercial steel siding with "R panel" profile, exposed fasters and baked enamel finish.

**Color shall be: Selected by Owner.**

PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24'X 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



- 3.12 TRIM: 26 gauge "Z" bottom trim. Color to be same as siding.  
26 gauge "J" trim around window & doors. Color to be same as siding.
- 3.13 RAKE/GUTTER: 26 gauge steel rake/gutter trim with baked enamel.  
**Color shall be: Selected by Owner.**
- 3.14 DOWNSPOUTS: 26 Gauge steel with baked enamel finish installed on eaves of the building.  
Downspouts shall be installed to grade.  
**Color shall be: Selected by Owner.**
- 3.15 TIE DOWNS: Jack stud hurricane straps and auger type anchors, per plans.
- 3.16 SKIRTING: Same as exterior siding with perforated vent panels.

**4.0 INTERIOR WALLS**

- 4.1 STUDS: 2x4 #2 SYP @ 16" o.c.
- 4.2 BOTTOM PLATE: Single 2x4 #2 SYP.
- 4.3 TOP PLATE: Double 2x4 #2 SYP.
- 4.4 HEADERS: Double 2x4 #2 SYP on edge with 1/2" CDX plywood filler.
- 4.5 WALL HEIGHT: All walls shall be built full height.
- 4.6 FINISH: 5/8" Type "X" vinyl covered gypsum wallboard 8'-0". Color shall be: Ruff Stuff Frost.  
8' fiberglass reinforced Class "C" panel laminated to 5/8" type "X" gypsum in Restroom, Shower Room, Men's Locker Room and Janitor's Closet.  
Color shall be: White.
- 4.7 INSULATION: R-11 (3-1/2") unfaced fiberglass batts in all walls.

**5.0 MOULDING**

- 5.1 BASE: 4" Vinyl cove base throughout.  
**Color shall be: Selected by Owner.**
- 5.2 WINDOWS: The jambs of all windows shall be finished the same as the walls.
- 5.3 VERTICAL: 1-1/2" Vinyl wrapped wood nail on battens installed on seams.

**6.0 ROOF**

- 6.1 RAFTERS: 2x10 #2 SYP installed @ 24" o.c. Rafters shall be installed so as to provide a minimum 2-1/2 IN 12 pitch.
- 6.2 RAILS: 2x10 #2 SYP.
- 6.3 WOOD TRUSS: Pre-engineered wood girders shall be installed on each side of the mate lines.
- 6.4 BRIDGING: 1-1/2" steel angle installed @ 8' o.c. from truss to rafter.
- 6.5 CEILING: 2' x 4' x 5/8" acoustical mineral fiber panel in suspended T-grid system.  
Armstrong, Cortega # 769 with Prelude XL 15/16" exposed tee or equal.

PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24' X 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



**Ceiling shall be field installed after all modules are set-up and installation is complete.**

- 6.6 **CEILING HEIGHT:** The finished ceiling height throughout the building shall be 7'-10".
- 6.7 **SUB-CEILING:** 5/8" type "X" gypsum on bottom of rafters and face of all walls above ceiling.
- 6.8 **INSULATION:** R-30 Kraft faced fiberglass batts on sub-ceiling.
- 6.9 **SHEATHING:** 7/16" OSB installed perpendicular to the roof joists.
- 6.10 **ROOFING:** 29 Gauge, high rib commercial steel roofing panels with R-profile exposed fasters and galvalume finish installed over one layer of 15# felt.

**7.0 EXTERIOR DOORS**

- 7.1 **DOORS:** 1-3/4" x 36" x 80", 18 Gauge hollow core commercial steel with a minimum U-Value of 0.70.
- 7.2 **VISION PANEL:** Exterior doors shall have 5" x 20" vision panel with 1/4" clear glass.
- 7.3 **FRAMES:** All exterior steel doors shall be equipped with 16 gauge, knockdown steel frames.
- 7.4 **HARDWARE:** Exterior steel door shall be equipped with 1-1/2 pr. of 4-1/2"x4-1/2" ball bearing, non-removable pin butt hinges, full weather strip and threshold.
- 7.5 **LOCKSETS:** Exterior steel door shall be equipped with a keyed panic hardware with exterior lever handle pull; "Tell" or equal.
- 7.6 **CLOSER:** A hydraulic closer with back check feature shall be provided on all exterior steel doors "Tell" or equal.
- 7.7 **FINISH:** The interior and exterior side of the steel door and frames shall be painted:  
**Color shall be: Selected by Owner.**

**8.0 INTERIOR DOORS**

- 8.1 **DOORS:** 1-3/4" X 36" X 80", Pre-finished solid core wood; JELD-WEN Imperial Oak or equal.
- 8.2 **FRAMES:** All interior doors shall be set in prefinished 20 ga. commercial steel frames with baked enamel finish; "Timely" or equal. Color shall be: Brown.
- 8.3 **HARDWARE:** Interior doors shall be equipped with 1-1/2 pair of 4-1/2" x 4-1/2" mortise hinges with "US 26D Finish".
- 8.4 **LATCHSETS:** All doors to have lever handle latch set, "Tell" or equal.  
Office, Lab, and Janitor's closet doors shall have keyed function.  
Restroom and Shower Room doors shall have privacy function.  
All remaining doors shall have passage function.

**9.0 WINDOWS**

- 9.1 **TYPE:** (4) 36" x 60" and (2) 24" x 60" Aluminum framed, fixed, mill finish flange frame, glazing shall be tinted, dual pane insulated low-e glass.  
Windows shall have a minimum U-Value of .55 and a SHGC of .25

PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24'X 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



**10.0 ELECTRICAL**

- 10.1 SERVICE:** 120/240v - Single phase - 3W - 60 Hz
- 10.2 MAIN DISTRIBUTION PANEL:** 120/240V, single phase with main breaker. Interior mount sized for design loads.
- 10.3 SUB-PANELS:** Not applicable – no sub-panel required.
- 10.4 BREAKERS:** All breakers shall be plug in type.
- 10.5 ENTRANCE:** At the panels.
- 10.6 CROSSOVERS:** J-boxes shall be installed above the ceiling for electrical crossovers.
- 10.7 RACEWAY/ CONDUCTORS:** Minimum #12 AWG type THHN copper wire in concealed MC cable or EMT (electric metallic tubing) conduit with ground.
- 10.8 FLUORESCENT LIGHTS:** 2'x4', 120v, four tube, recessed, fluorescent light with acrylic diffuser. Lights shall be equipped with T-8 lamps and electronic ballasts. Lights shall be plant wired and secured to the roof joists for shipment to the job site.
- 10.9 DRUM LIGHTS:** Compact fluorescent drum light shall be provided in Comm Closet.
- 10.10 EXIT/EMERGENCY LIGHTS:** Combination 120 volt wall mount with back up battery power exit light with dual head emergency light. Exit lights shall be plant installed.  
Cooper # APC7-U-R.
- 10.11 INTERIOR EMERGENCY LIGHT:** Interior emergency lights shall be dual head Led lamps.  
Cooper Lighting APEL series.
- 10.12 COMBO EXTERIOR LIGHT / EMERGENCY LIGHT:** 11 Watt high output LED, weather proof, bronze housing, with photo-cell and battery back-up for emergency egress. Light shall be installed at each exterior door. Weatherlite WLEM-BZ.
- 10.13 RECEPTACLES:** 120v, White, 20 AMP, duplex grounding type with matching plastic cover.  
Receptacles as shown on drawings shall be GFCI protected.
- 10.14 SWITCHES:** 120v, White, 20 AMP, toggle type with matching plastic cover.
- 10.15 DATA/COMM:** Provide single gang wall box with 3/4" EMT conduit run to above ceiling at locations shown on drawings. Empty conduit shall be provided with pull string. Devices and wiring by Owner.

**11.0 PLUMBING**

- 11.1 WATERLINES:** Water supply lines shall be PEX or CPVC with appropriate fittings. All fixtures shall be provided with shut-off valves.
- 11.2 WASTELINES:** PVC-DWV-SCH-40 drain, waste and vent lines, with multiple drops.

PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24'X 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



- 11.3 WATERHEATER:** 30 gallon, 240v electric with single element and T&P valve.
- 11.4 WATER CLOSET:** White vitreous china tank type with open front seat and elongated bowl. Water Closet shall be installed for the handicapped.
- 11.5 LAVATORY:** Vitreous china wall hung with 4" washer less center set faucet.  
Lavatory shall be installed for the handicapped and shall be equipped with Handi-guard water supply and drain protective covers and wrist blade handle.
- 11.6 STAINLESS STEEL SINK:** Double bowl stainless steel with 8" center set gooseneck faucet, wrist blade handle, shall be installed in and Break Room.
- 11.7 FLOOR DRAIN:** (1) 3" diameter floor drain with trap primer shall be installed in the Shower room.
- 11.8 SHOWER:** Handicapped shower shall be single piece molded fiberglass shower with seat, grab bars, mixing valve and hand held spray nozzle. Shower assembly shall meet TAS requirements. **Aquatic 1603BFSC shower; Delta R10000-UNWS valve body; Delta #T13220 Lever Handle Trim Kit; Luxart #LCSB-CP Slide Bar; Luxart #LS60MH-CP 60" hand shower hose and Luxart #L5FPS-CP five function 2.5 gallon hand shower.**  
Shower shall be provided with curtain and rod.
- 11.9 MOP SINK:** Single bowl fiberglass with faucet.
- 11.10 SAFETY EYEWASH / SHOWER:** Provide Guardian #G1902P safety station with eyewash, plastic bowl in Lab.
- 11.11 ACCESSORIES:** Single roll toilet paper holder at each water closet.  
Stainless steel grab bars at each water closet.  
18"x36" metal edged mirror above each lavatory in restrooms only.  
Provide one (1) double robe hook at shower.
- 12.0 H.V.A.C.**
- 12.1 PACKAGED:** 240v, 1 phase, wall mount air conditioners sized per design criteria stated in Section 14.5.
- 12.2 HEATING:** 240v Electric resistance heat strip in each air conditioner, sized per design criteria stated in Section 14.4.
- 12.3 SUPPLY DUCTS:** Rigid foil faced fiberglass duct with 1" wall thickness installed below rafters with insulated circular flex to designated diffusers.
- 12.4 DIFFUSERS:** 24"x24" white stamped metal with adjustable damper.
- 12.5 RETURN AIR:** 24" X 24" Return air grilles in ceiling via conditioned air space through non-combustible ceiling cavity to plenum walls.
- 12.6 THERMOSTAT:** (1) Programmable thermostat shall be provided for each H.V.A.C. unit, Pro T-805 or equal.
- 12.7 EXHAUST FANS:** Ceiling mount with back draft damper be installed in each restroom.

PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24'X 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



**13.0 FURNISHINGS**

- 13.1 CABINETS:** All base and overhead cabinets shall be Aristokraft "New Oakland Wheat". Base cabinets shall be provided with drawers, doors and shelves. All cabinets shall be provided with all necessary hardware.
- 13.2 COUNTERS:** All counters shall be constructed of 45# density particle board with "Wilsonart" or equal high pressure plastic laminate. All counters shall be provided with a 4" straight backsplash on all adjacent surfaces.
- Color shall be: Selected by Owner.**
- 13.3 FIRE EXTINGUISHERS:** (2)10# ABC Type fire extinguishers installed in semi-recessed cabinets. Refer to drawings for locations. Cabinets shall be JL 1017-F10, Steel "White" full panel.

**14.0 DESIGN CRITERIA**

- 14.1 FLOORS:** The floor systems shall be constructed to accommodate a live load of 50 lb/sft in addition to the dead loads.
- 14.2 WALLS:** The exterior walls shall be framed, braced and secured in accordance with the requirements of the IBC, based on 90 mile per hour wind loads, 3 second gust.
- 14.3 ROOFS:** All structural components of the roof system shall be designed and erected to span their respective areas and carry a live load of 20 lb/sft and a dead load of 10 lb/sft.
- 14.4 HEATING:** The heating system shall be designed to maintain an interior temperature of 72 degrees + or - 2 degrees.
- 14.5 COOLING:** The cooling system shall be designed to maintain an interior temperature of 75 degrees + or - 2 degrees.
- 14.6 CODES:** The building shall be built in accordance with the following codes.
- A. International Building Code, 2009
  - B. International Plumbing Code, 2009
  - C. International Mechanical Code, 2009
  - D. National Electrical Code, 2011
  - E. International Energy Conservation Code, 2009
  - F. Texas Accessibility Standards, 2012
- 14.7 APPROVALS:** State of Texas Industrialized, Housing and Building Rules, as administered by the Texas Department of Licensing and Regulations.

As part of this contract, Ramtech Building Systems, Inc. will provide drawings sealed by a Texas Registered Professional Engineer for the building that may be used for submittals to TDL&R's Architectural Barriers Section.

Ramtech's design scope does not include accessibility elements required for the site and any required site improvements. It is the Owner's responsibility to have these designs developed and to make submittal as required by the Texas Architectural Barriers Act, through their design professional. This submittal should be made to:

Texas Department of Licensing and Regulations  
Architectural Barriers Section

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PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24'x 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



P.O. Box 12157  
Austin, TX 78711

For full compliance with Texas Accessibility Standards (TAS), the following responsibilities must be addressed:

**Owner's Responsibilities:**

1. On any building that includes toilet facilities, provide Ramtech the ages of the primary use group so designs specific to that age group (children, etc) can be developed.
2. Generate site designs providing TAS compliant accessible routes to and from handicapped parking areas and the new building and any other essential function to the new building.
3. Make submittals to TDL&R's Architectural Barriers Section or a 3<sup>rd</sup> Party Registered Accessibility Specialist within 20 days after the site design plans are issued and pay all associated fees. Once the submittal is made, an "EABPRJA Project Number" will be issued and by state law must be reflected on any required permit applications.
4. Within 12 months after project completion, contact TDL&R's Architectural Barriers Section or a 3<sup>rd</sup> Party Registered Accessibility Specialist, reference the "EABPRJA Project Number" and seek a field inspection of the completed work.

**Ramtech's Responsibilities:**

1. Provide age appropriate design drawings sealed by a Texas Registered Professional Engineer for the building that may be used for submittals to TDL&R's Architectural Barriers Section.
2. Provide building construction in compliance with the approved design drawings.

**15.0 FIELD ACTIVITIES**

- 15.1 SITE PREPARATION:** No provision for site work has been included. The client is responsible for all clearing, grubbing, filling, backfilling, grading and associated compaction to achieve a uniform soil bearing capacity of 2500 PSF prior to delivery of the building units. In addition to the above, the site shall be uniformly level (+/-3") so a finished floor to grade elevation of a maximum 30" shall be present at all building entries and at the entry of the step and ramp assembly. The site shall have adequate drainage to provide a positive flow of storm water away from the building. Also storm water shall not pass under the building from any direction. The client is also responsible for providing clear access to the site. Clear access to the site is defined as the building pad being accessible for both the delivery truck and the building unit. Physical on site obstructions shall not prevent the delivery truck from being able to deliver the building unit to the pad site, detach from the building and depart the site.
- 15.2 ELECTRIC UTILITIES:** The client will be responsible for extending and connecting the electrical service to the "MDP". The meter base and weather head shall be provided by the client.
- 15.3 WATER UTILITIES:** The client will be responsible for bringing the fresh water service to the building and making the final connection at the water heater.
- 15.4 SEWER UTILITIES:** The client will be responsible for bringing the sewer line to the building, providing and installing the drain, waste and vent manifold to the contractors supplied sewer and vent drops which are through the floor.

PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24'X 54' ADMINISTRATIVE OFFICE

LOCATION: FREDERICKSBURG, TEXAS



**15.5 FOUNDATION**

Piers shall be installed down each side and at mate lines at maximum 8'-0" o.c. and at column locations. Piers shall consist of a stacked CMU blockings installed on 4"x16"x16" precast concrete pad. Each building shall be securely anchored to the ground using auger type anchors.

Poured-in-place concrete foundation, if required by local building officials shall be the responsibility of the Owner.

**16.0 OPTIONS**

**16.1 WOOD ENTRY ASSEMBLIES:**

- 1) A complete landing (minimum 8'x10'), step and ramp assembly;
- 2) A complete landing (minimum 6'x6'), and ramp assembly;
- 3) A complete landing (minimum 5'x5'), and step assembly;

Ramps for the above assemblies shall be constructed approximately 48" wide x 30' in length with a minimum slope not to exceed 1/12.

The landings, steps and ramps are to be provided with handrails equipped with horizontal rails at a maximum 4" spacing. The landing, ramps and steps and handrails are to be constructed of pressure treated lumber, ACQ or equal. Handrails on all assemblies shall be smooth and free of splinters at the time of installation.

***Items Excluded from this Proposal:***

- Taxes
- Surveys
- Civil Design
- Soils Testing/Analysis
- Site Development
- Utility Extensions/Connections
- Plumbing Manifold
- Entry Assemblies (Quoted as an option)
- Lockers
- Shower Room & Locker Room Benches
- Final Cleaning (Ramtech shall provide construction cleaning)
- Stripping and waxing of tiled floor areas
- TAS Compliance for Accessible Routes Beyond the Building's Footprint.
- Test and Balance of HVAC System
- Appliances
- Landscaping or Irrigation
- Phone/Data
- Fire Alarm
- Fire Sprinkler
- Building Permits
- Performance and Payment Bonds
- Builders Risk Insurance excludes flood coverage in Flood Zones A, V or D as defined by FEMA.

PROPOSAL SPECIFICATIONS

**CITY OF FREDERICKSBURG**

PROJECT: A 24'X 54' ADMINISTRATIVE OFFICE

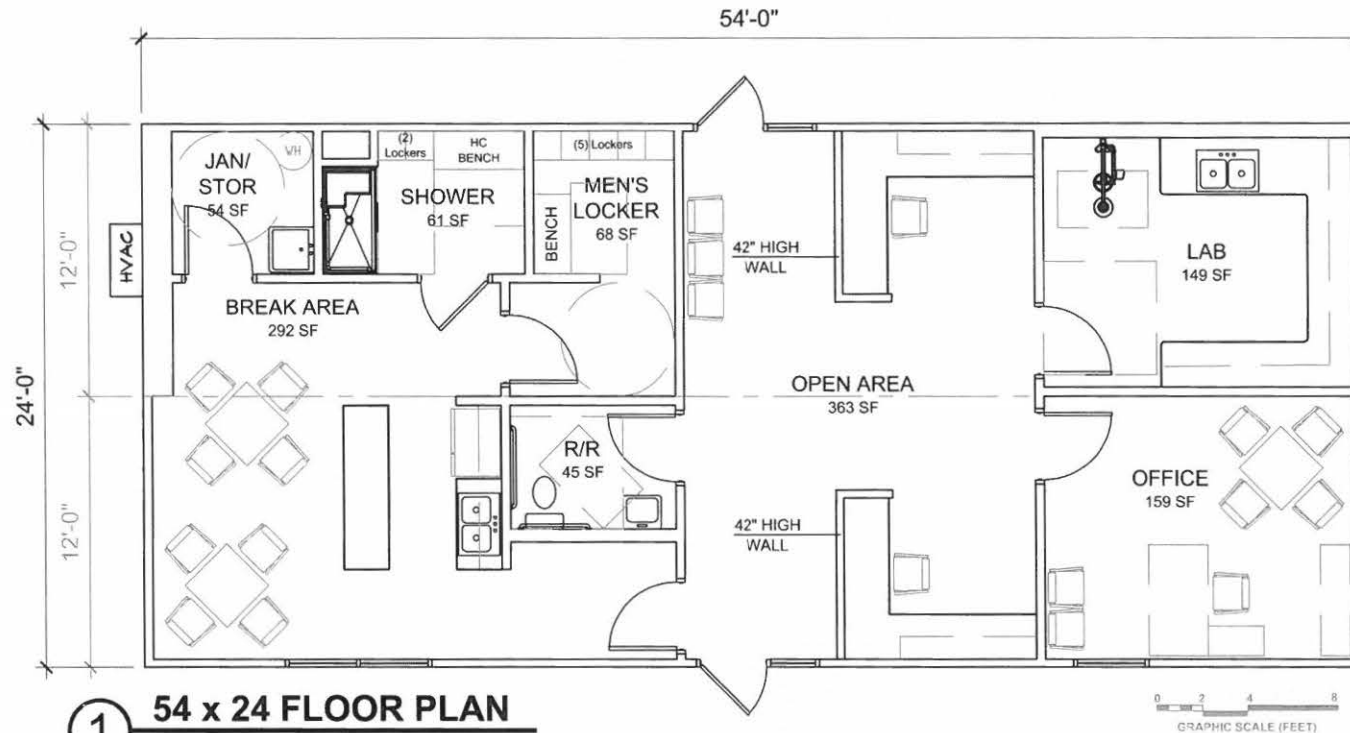
LOCATION: FREDERICKSBURG, TEXAS



# CITY OF FREDERICKSBURG WWTP IMPROVEMENTS

FREDERICKSBURG, TEXAS

**RAMTECH**  
BUILDING SYSTEMS INC.  
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**1 54 x 24 FLOOR PLAN**  
ADMINISTRATION BUILDING - 1,296 SF.

MARCH 16, 2016

**SK-1**  
Q-0316065



## CITY COUNCIL MEMO

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**DATE:** April 26, 2016  
**TO:** Mayor and City Council I  
**FROM:** Kent Myers, City Manager  
**SUBJECT:** Girl Scout Building Lease

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**Summary:**

For a number of years, the Girl Scouts have leased the building and property located at the corner of Austin and Crockett Streets.

**Recommendation:**

It is recommended that the attached 2-year lease with the Girl Scouts of Central Texas be approved.

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**Background / Analysis:**

The Girl Scouts Troop in Fredericksburg has used the property at the intersection of Austin and Crockett Streets for many years. They are responsible for making all repairs on the building and providing all of the maintenance for both the building and the property.

Recently the lease with the Girl Scouts has expired. Last month Jimmy and I met with several of their representatives to discuss a new lease. It is the staff recommendation that we only approve a 2-year lease extension. This is due to the uncertainty of our current building space needs and future building expansion plans. Over the next two years, we will likely make some decisions on expanding or relocating City Hall. This property may be necessary in order for parking or other uses associated with City Hall.

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The City of Fredericksburg

**Attachments:**

Proposed Lease Agreement

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Department Approval

  
City Manager Approval



The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861



## CITY COUNCIL MEMO

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**DATE:** April 26, 2016

**TO:** Mayor and City Council

**FROM:** Kent Myers, City Manager

**SUBJECT:** Parks Planning Services-New Sports Complex

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**Summary:**

The City needs to retain the assistance of an outside consultant to assist the City in developing plans and cost estimates for the new proposed sports complex and trails development.

**Recommendation:**

It is recommended that the City retain the services of Dunkin, Sims, Stoffels, Inc. to assist us with developing plans and cost estimates for a proposed parks capital improvement bond project.

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**Background / Analysis:**

Recently the Council has discussed a proposed bond election for parks capital improvements. This includes construction of a new sports complex and development of several new walking trails at City Parks. As previously related to the Council, we need to retain outside technical assistance to develop plans and cost estimates for these improvements.

As you know, Dennis Sims with Dunkin, Sims, Stoffels Inc. recently completed our Parks Master Plan. In addition, he has prepared parks development plans for a number of other Texas communities. Due to his knowledge of our parks system and his previous experience, I approached him about the possibility of amending his current contract in order to provide these additional services. He submitted the

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The City of Fredericksburg

attached proposal with a total cost of \$18,750 for these services. Dennis will meet with our new Parks Director on Monday afternoon and will be at the Council meeting in case there are any questions.

**Attachments:**

Proposal for Parks Consulting Services

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**Department Approval**

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**City Manager Approval**

A handwritten signature in blue ink, appearing to be "Dennis", is written over the "City Manager Approval" line.

April 6, 2016

Mr. Kent Myers  
City Manager  
City of Fredericksburg  
126 West Main  
Fredericksburg, Texas 78624

Dear Mr. Myers:

Dunkin Sims Stoffels, Inc. (DSS) appreciates the opportunity to submit this scope of services for the Athletic Complex Master Plan and Trail Plan for Oak Crest Park and Trail Plans for Lady Bird Johnson & Cross Mountain Park. The proposal will specifically outline our services to be performed in preparation of the master plans. This scope is for your review and approval.

## **SCOPE OF SERVICES**

### **ATHLETIC COMPLEX MASTER PLAN AND TRAIL PLAN FOR OAK CREST PARK**

It is our understanding the Future Athletic Complex will be on the land adjacent to Oak Crest Park. Dunkin Sims Stoffels, Inc. will use the following process to develop the future Athletic Complex Master Plan.

#### **1. Existing Three Baseball/Softball Fields and Support Facilities**

The fields will be evaluated and recommendations will be made to upgrade the fields or remove the fields. This evaluation will include grading, turf, fencing, lighting, pedestrian amenities, bleachers, restroom/concession building, ADA compliance, parking, playgrounds, etc.

#### **2. Recreational Needs Assessment**

We will meet with City Staff to evaluate the Athletic League scheduling for user groups in Fredericksburg. County residences will also be evaluated. This will include football, soccer, baseball, and adult & youth softball. This analysis will provide DSS and the City the number and size of athletic fields and support facilities required for the complex.

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### **3. Conceptual Master Plan**

Based on the data above, DSS will prepare Conceptual Master Plan(s) for the Athletic Complex illustrating the following:

- Baseball Field(s)
- Softball Field(s)
- Soccer Field(s)
- Football Field(s)
- Spectator Viewing Areas
- Scoreboard Locations
- Concession/Restroom
- Playgrounds
- Hike & Bike Trail
- Parking Lots
- Pedestrian Circulation
- Vehicular Circulation
- Park Maintenance Facility

### **4. Alternate Conceptual Master Plans**

Alternate Conceptual Master Plans will be prepared utilizing the existing fields and eliminating the existing fields.

The Master Plan(s) will illustrate the scaled functional relationship between the athletic fields, support facilities and other amenities while providing a visual perspective for land use and utility analysis, i.e., water sewer, electrical, etc. We will also prepare a preliminary opinion of probable cost for construction of the elements contained in the master plan.

The master plan(s) will be presented to the City Staff and modifications will be made as necessary.

### **5. Preliminary Cost Estimates**

Preliminary cost estimates for construction will be prepared for each concept. The estimates will be a line item estimate for each recreation element and support facility.

### **6. Final Master Plan**

Once we have agreed on a final concept we will prepare a final Master Plan with cost estimates for construction. A rendering will be provided for the City to use in a Bond.

## **TRAIL MASTER PLANS**

Trail Master Plans will be prepared for Cross Mountain Park and Lady Bird Johnson Park. The Trail Plan for the Athletic Complex at Oak Crest Park will be included in the Athletic Complex Master Plan. We will meet with Staff to determine the needs and trail amenities for each park site.

A base map will be prepared with an aerial photograph and topography for each park. We will visit both parks to verify the alignment of each trail in the park.

## **Construction Cost Estimates**

DSS will prepare cost estimates for construction of the Athletic Complex and Lady Bird Johnson and Cross Mountain Park.

## **Reimbursable Expenses**

The Consultant will invoice the City at incurred cost for all out-of-house printing of plans, specifications and plotting of AutoCAD files. Required mounting or laminating of master plans will also be invoiced at the incurred cost.

Reimbursable fees will be billed as they are used. Remaining amounts will not be billed.

Courier, express mail, or overnight delivery charges will be charged to the City. The City will only be billed for Reimbursable Expenses incurred.

## **PROFESSIONAL FEES AND REIMBURSABLES**

### **Summary of Fees**

|                                                                   |                    |
|-------------------------------------------------------------------|--------------------|
| Athletic Complex Master Plan & Trail Plan for Oak Crest Park..... | \$ 15,000.00       |
| Trail Plans for Lady Bird Johnson & Cross Mountain Parks.....     | \$ 2,750.00        |
| Reimbursable Expenses.....                                        | <u>\$ 1,000.00</u> |

**TOTAL SERVICES FEES: \$ 18,750.00**

We appreciate the opportunity to submit this scope of services and we look forward to working with you and the City of Fredericksburg. If you have any questions, do not hesitate to contact me.

Sincerely,



Dennis Sims, RLA  
Principal

(LS)



## CITY COUNCIL MEMO

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**DATE:** May 2, 2016

**TO:** Mayor and City Council

**FROM:** Laura Hollenbeak, Director of Finance

**SUBJECT:** Mid Year Budget Review FY 2016

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**Summary:**

The mid year budget review is intended to measure budget performance by using the first six month's of actual results, along with prior year's trends, to project year end results. As part of that review, staff has identified certain accounts that might have a material variance to the budgeted amounts. Those findings will be presented in a power point presentation at the Council meeting.

Based on the mid year budget review findings, the City does not find itself having to implement any cost-cutting measures to achieve meeting its budget at this time.

**Recommendation:**

As part of the discussion on these individual variances, staff wishes to receive direction from Council if any of the projected variances require an amendment to the budget. Those amendments, if any, will be presented for approval at the following Council meeting.

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**Background / Analysis:**

A mid year budget review is required per the City's Financial Policies.

**Attachments:**

The City of Fredericksburg

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Raura Hollenback

Department Approval

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City Manager Approval

(67)

The City of Fredericksburg



## CITY COUNCIL MEMO

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**DATE:** May 2, 2016  
**TO:** Mayor and City Council  
**FROM:** Wynell Herbort, Human Resources Manager  
**SUBJECT:** Salary Survey

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**Summary:**

The City retained the firm of Evergreen Solutions to perform a salary survey for the City of Fredericksburg. The survey represents internal equity as well as external equity in its results. The current wages were compared to the cities of Bastrop, Boerne, Brenham, Buda, Georgetown, Kerrville, Marble Falls, New Braunfels, San Marcos, Seguin and New Braunfels Public Utilities.

Kevin Lundgren will be present to give an overview of the salary survey and to answer questions regarding the survey.

**Recommendation:**

Staff recommends that the Salary Survey results be accepted into the records of the City as presented. If the Council wishes to discuss the survey in greater detail, staff suggests that we do so as part of a Council Retreat, a separate workshop, or on a one-on-one basis.

(68)

The City of Fredericksburg

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**Background / Analysis:**

The last salary survey was conducted in 2009-2010 by Ray Associates. We felt it was time for another survey as so many of the duties of our employees have changed in the last 6 years. The City wants to be competitive with the current employment market in Fredericksburg.



The City of Fredericksburg