



# STAFF REPORT

**MEETING DATE:** November 12, 2024

**TITLE:**

Consider Action to approve

- A) Resolution No. R-2024-132 of the City Council of the City of Bastrop, Texas approving a loan from the General Fund for the purchase of the columbarium units for the Fairview Cemetery Section 9 Expansion Project, at a cost of \$174,471.20 (one hundred seventy-four thousand, four hundred seventy-one and 20/100 cents); as attached in Exhibit A;
- B) Resolution No. R-2024-163 of the City Council of the City of Bastrop, Texas, ratifying the expenditure of \$86,325.60 to sole source provider, Architarium, LLC, as attached in Exhibit B (Manufacturing Agreement).

and authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

**BACKGROUND/HISTORY:**

On July 25, 2023, City Council passed Resolution No. R-2023-105 entering into a professional services contract with Luck Design Team LLC for the design and construction phase services for the Fairview Cemetery Section 9 Expansion Project.

The Fairview Cemetery Section 9 Expansion Project includes the addition of 678 in-ground burial plots, 480 niches within the columbarium, an asphalt loop and irrigation. Staff completed the asphalt loop and irrigation in house which provided the city with 678 newly available in-ground burial plots. The project was initially estimated to cost over \$750,000. A loan from the General Fund has been anticipated from the onset of the project. Staff recommends taking the loan from the General Fund. The first part of the agenda item seeks to secure a portion of the loan.

Part B of the agenda item is the metal niche units. They are sourced locally via a sole source provider, Architarium, out of Austin Texas. Members of the Cemetery board as well as staff did a site visit to ensure the niche was the correct item.

Due to its specialty, the lead time varies depending on how many orders are placed ahead of schedule. The manufacturer has orders ahead of Fairview Cemetery, and any additional orders would cause more than a 1-year delay in manufacturing. In order to keep the project timeline on track, the City Manager authorized the purchase of the columbarium units with the 50% deposit required on November 4, 2024. The second portion of this agenda item is to ratify the expenditure of \$86,325.60, or 50% of the cost of the units in order to begin the manufacturing process, signed by the City Manager on November 4, 2024.

The loan to the Cemetery Fund has a positive return on investment and offers the opportunity to supplement revenue to the dwindling fund, as well as create additional space needed in the actual cemetery.

The remaining portion of the Fairview Cemetery Section 9 Expansion Project includes the brick columbarium, which will be put out for bid. This portion of the project will come in a future agenda item when bids are received.

**FISCAL IMPACT:**

\$174,471.20 loan from FY2025 General Fund to be reimbursed by the Cemetery Operating Fund FY25. A loan amortization schedule will be provided when the project is complete. This item was included in the adopted budget.

**RECOMMENDATION:**

- A. Approve Resolution No. 2024-132 of the City Council of the City of Bastrop, Texas approving a loan from the General Fund for the purchase of the columbarium units for the Fairview Cemetery Section 9 Expansion Project, at a cost of \$174,471.20 (one hundred seventy-four thousand, four hundred seventy-one and 20/100 cents); as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- B. Approve Resolution No. 2024-163 of the City Council of the City of Bastrop, ratifying the expenditure of \$86,325.60 to sole source provider, Architarium, LLC as attached in Exhibit B (Manufacturing Agreement)

**ATTACHMENTS:**

- Exhibit A - Resolution No. R-2024-132
- Exhibit B – Manufacturing Agreement