

AGENDA FOR REGULAR MEETING

CITY OF KERRVILLE, TEXAS

ECONOMIC IMPROVEMENT CORPORATION

MONDAY, JANUARY 14, 2013 AT 4:00 P.M.

KERRVILLE CITY HALL COUNCIL CHAMBERS

701 MAIN STREET, KERRVILLE, TEXAS

**AGENDA FOR REGULAR MEETING OF THE
CITY OF KERRVILLE, TEXAS
ECONOMIC IMPROVEMENT CORPORATION
MONDAY, JANUARY 14, 2013, 4:00 P.M.
KERRVILLE CITY HALL COUNCIL CHAMBERS
701 MAIN STREET, KERRVILLE, TEXAS**

CALL TO ORDER

INVOCATION

1. VISITORS/CITIZENS FORUM:

Any citizen with business not scheduled on the agenda may speak to the corporation. No deliberation or action can be taken on these items because the Open Meetings Act requires an item be posted on an agenda 72 hours before the meeting. Visitors are asked to limit their presentation to three minutes.

2. APPROVAL OF THE MINUTES:

2A. Minutes of the regular meeting held December 17, 2012.

3. MONTHLY REPORTS:

3A. Monthly financials for December 2012. (staff)

3B. Capital projects update. (staff)

Harper Highway Project Phase II

Hill Country District Junior Livestock Association

Golf Course Pavilion Project

Golf Course Parking Lot Improvements Project

3C. Update on River Trail and Parks projects (Rickert)

3D. Update on the downtown wireless project. (staff)

3E. Kerrville Economic Development Corporation (KEDC) Update regarding KEDC Activities. (Jonas Titas)

4. DISCUSSION AND POSSIBLE ACTION:

4A. Funding request from Fox Tank Company for the expansion of its manufacturing operation in the City of Kerrville. (staff)

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-258-1118 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the city of Kerrville, Texas, and said notice was posted on the following date and time January 11, 2013 at 4:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Cheryl Brown

Deputy City Secretary, City of Kerrville, Texas

5. INFORMATION AND POSSIBLE ACTION:

5A. Update regarding "Go" Team activities. (staff)

6. EXECUTIVE SESSION:

The Economic Improvement Corporation may, as permitted by law, adjourn into executive session at any time to discuss any matter listed above including if they meet the qualifications in Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Texas Government Code, including the following matter(s):

Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073:

- Funding request from Fox Tank Company

7. ADJOURNMENT

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-258-1118 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the city of Kerrville, Texas, and said notice was posted on the following date and time: January 11, 2013 at 4:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Cheryl Brown

Deputy City Secretary, City of Kerrville, Texas

Agenda Item:

2A. Minutes of the regular meeting held December 17, 2012.

**CITY OF KERRVILLE, TEXAS ECONOMIC IMPROVEMENT CORPORATION
REGULAR MEETING**

December 17, 2012

On Monday, December 17, 2012, the meeting of the directors of the City of Kerrville, Texas Economic Improvement Corporation, was called to order at 4:00 p.m. by David Wampler, President, in the City Hall Council Chambers, 701 Main Street, Kerrville, Texas.

Members Present:

David Wampler, President
Stacie Keeble
Kenneth Early, Vice President
Rex Boyland, Secretary
Larry Howard
Polly Rickert
Gary Cochrane

Members Absent:

City Executive Staff Present:

Todd Parton, City Manager
Kristine Ondrias, Assistant City Manager
Mike Hayes, City Attorney
Cheryl Brown, Deputy City Secretary
Ashlea Boyle, Special Projects Coordinator
Mike Erwin, Finance Director
Sai Vongchampa, Budget/Purchasing Manager
Malcolm Matthews, Director of Parks and Recreation
Keith Magnell, Technical Support Analyst
Sergei Smet, Systems Administrator
Jason Lutz, Senior Planner
Kimberly Meismer, Director of General Operations

Visitors Present: Visitor list available in the City Secretary's Office for the required retention period.

Jonas Titas, Executive Director of the Kerrville Economic Development Corporation

INVOCATION: Given by Mr. Howard.

1. **VISITORS/CITIZENS FORUM:** No one spoke.

2. **APPROVAL OF THE MINUTES:**

2A. Minutes of the regular meeting with City Council held November 19, 2012. Mr. Early moved for approval of the minutes of November 17; Mr. Howard seconded the motion and it passed 6 to 0.

3. MONTHLY REPORTS:

3A. Monthly financials for November 2012. Mr. Vongchampa reported on the November, 2012 financials.

3B. Capital Projects Update: Mr. Parton reported:

Harper Highway Project Phase II: The project was proceeding on schedule. It was about 90% complete. The project came in under budget and any monies remaining after completion would be refunded back to the EIC.

Hill Country Junior Livestock Association: There were no invoices received yet from the HCJLSA, therefore, there was no activity on the funding agreement.

3C. Update regarding River Trail and Parks projects: Mr. Matthews reported that Package A had the ribbon cutting on December 15, 2012. Mr. Matthews thanked the EIC members for attending the opening. Package B and the Parks project were being considered by the City Council. The contractor was Halff Associates. Louise Hays Park would be closed for 16-18 months to allow for the completion of the utilities project in the park as well. Events that were scheduled to take place at the park during that time period had been moved. Mr. Matthews stated that after review of the scope of the work in the park, he would bring the master plan to the EIC members. Regarding dredging the river, Mr. Matthews said there would be some clean-up of the refuse in the swimming areas of the river; however, dredging could create other problems, e.g. possible harm to endangered species.

3D. Kerrville Economic Development Corporation (KEDC) update regarding KEDC activities: Mr. Titas reported that KEDC was working with a manufacturing company and a pizza manufacturing company that are considering a move to Kerrville. He stated he would like to work with the EIC to prepare a guidance document for applicants for funding.

4. PUBLIC HEARING AND POSSIBLE ACTION::

4A. Public hearing for the Project Funding Agreement between the City of Kerrville Economic Improvement Corporation and the City of Kerrville, Texas downtown streetscape enhancements: Mr. Parton gave the scope of the project that would implement strategies and a budget for the various components of the plan. The EIC and Main Street would be involved throughout the project.

Mr. Wampler opened the public hearing at 4:15 p.m. There was no comments from the public, and the public hearing was closed at 4:16 p.m.

Mr. Howard moved to approve the funding agreement for the downtown streetscape project; Mr. Boyland seconded; and the motion passed 7-0.

5. DISCUSSION AND POSSIBLE ACTION:

5A. Funding agreement between the Kerrville Economic Development Corporation and the City of Kerrville Economic Improvement Corporation: Mr. Titas stated that some changes were made pursuant to EIC's request, and those changes had been approved by the KEDC.

Mr. Hayes stated that the City Council would consider the agreement and it would be effective when approved by City Council.

Mr. Early moved to approve the agreement, Mr. Boyland seconded; and the motion passed 7-0.

5B. 4B Sales Tax Funding Request for the Commercial Improvement Program, from Lemon Tree Cleaners: Mr. Denny Foster, owner of Lemon Tree Cleaners discussed the details of his funding request. Mr. Hayes reviewed the requirements under the 4B Sales Tax Funding laws, and stated that it would depend on the EIC and its findings under the 4B law as to whether the request met the requirements. Mr. Hayes stated however, the only issue that may arise could be the creation of primary jobs component. Mr. Titas stated that the KEDC voted to support this request. Mr. Parton stated that the City staff's recommendation was that the EIC accept this request as a viable project, and authorize staff to create a funding agreement under the capital improvement program, and to determine how the jobs component would be met pursuant to the law.

Mr. Howard moved that the request be approved; Mr. Early seconded and the motion passed 7-0.

5C. 4B Sales Tax Funding Request from Fox Tank Company: Mr. Titas noted that Mr. Fox, stated that he was no longer going to build the fiberglass tanks, but instead proposed to build steel separator tanks for the oil industry which could create up to 30 new primary jobs. The separators are currently being manufactured in Comfort, and this is an opportunity to bring that to Kerrville. The "Go" Team created an impact analysis report.

Mr. Fox stated that the completed tanks were being shipped to west Texas. He is currently looking into getting his American Society of Mechanical Engineers certification, which will increase his business, as well as enable him to sell the tanks to larger oil corporations, thereby increasing tank production as well as sales tax revenue, possibly seeing an increase of as many as 100 jobs. Mr. Fox reviewed the facility improvements that would be required and noted that most of the improvements had been done, but the primary cost involved would be required in the foundations of the building of the tanks. Further discussion of this item was deferred to executive session.

5D. Discuss and consider creation of a revolving loan fund: Mr. Titas noted that recently, there had been several prospects that may have qualified for a revolving loan. EIC discussed particulars of setting up a revolving loan fund, i.e.

monetary limits and requirements would have to be met. Mr. Hayes stated that applicants would have to meet the same requirements under the 4B Sales Tax Funding program. A sub-committee was appointed to discuss such a program. Mr. Titas said that KEDC will schedule a meeting, and Mr. Wampler asked that a city staff person would be present at any meetings of the subcommittee.

Mrs. Keeble moved to appoint Mr. Early, Mr. Boyland, and Mr. Howard to a subcommittee to draft program guidelines for a revolving loan program; Ms. Rickert seconded and the motion passed 7-0.

6. INFORMATION AND POSSIBLE ACTION:

6A. Update regarding "Go" Team Activities: Mr. Parton reported that the "Go" Team met regarding Fox Tank Company's request for funding and looked into all components and viability of the project.

6B. Update regarding the downtown wireless project: Mr. Parton reviewed the monthly usage report for downtown wireless.

7. EXECUTIVE SESSION:

Mr. Howard moved that the Economic Improvement Corporation go into executive closed session under Section 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), and Section 551.087 (deliberation regarding economic development negotiations); Mr. Early seconded the motion, and it passed 6-0 to discuss the following matters:

Sections 551.071 and 551.072:

- The River Trail

Section 551.087:

- Fox Tank funding request

At 5:05 p.m. the regular meeting recessed and the EIC went into executive closed session at 5:10 p.m. At 6:05 p.m. the executive closed session recessed and the Board returned to open session at 6:05 p.m.

Mr. Wampler announced that no action had been taken in executive closed session.

ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION:

5C. 4B Sales Tax Funding Request from Fox Tank Company:

Mr. Howard moved that the matter be postponed, and the EIC direct staff to continue discussion of the Fox Tank Company's request for funding with Mr. Titas and Mr. Fox; Mr. Boyland seconded and the motion passed 7-0.

7. ADJOURNMENT

Mr. Wampler adjourned the meeting at 6:10 p.m.

APPROVED: _____

David Wampler, President

ATTEST:

Cheryl Brown
Deputy City Secretary

Agenda Item:

3A. Monthly financials for December 2013. (staff)

**TO BE CONSIDERED BY THE EIC
CITY OF KERRVILLE, TEXAS**

SUBJECT: EIC Financials

FOR AGENDA OF: January 14, 2013 **DATE SUBMITTED:** January 9, 2013

SUBMITTED BY: Mike Erwin 
Director of Finance **CLEARANCES:**

EXHIBITS: Monthly Financials
AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

Expenditure Required:	Current Balance in Account:	Amount Budgeted:	Account Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OR FINANCE:

SUMMARY STATEMENT

The City of Kerrville staff will present and update the EIC on a monthly basis as to the status of the EIC's financial position.

RECOMMENDED ACTION

Recommend acceptance of the financials.

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Improvement Fund

Cash Balance as of December 1, 2012		\$ 2,056,752
Deposits:		
Sales Tax	\$ 204,782	
Interest Revenue	\$ 442	
	<u>\$ 205,224</u>	
Expenses:		
Office Supplies		
Public Notice	\$ -	
Administrative Service Fee	\$ 8,333	
Transfer out - Category 2	\$ 608,141	
Transfer for Debt Service - 1999	\$ 42,083	
Transfer for Debt Service - 2012	\$ 14,167	
Transfer - Park Improvements	\$ 25,000	
Total Expenses	<u>\$ 697,724</u>	
Revenues Over (Under) Expenditures		<u>\$ (492,499)</u>
Ending Cash Balance as of December 31, 2012		<u>\$ 1,564,252</u>

City of Kerrville
Economic Improvement Corporation
Sales Tax Improvement Fund - Revenue and Expense Statement
For the month ending December 31, 2012

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 1,788,939		\$ 1,788,939		
REVENUE:					
Sales and Use Tax	\$ 2,425,000	\$ 204,782	\$ 642,190	26.48%	\$ 1,782,810
Interest	\$ 5,000	\$ 442	\$ 2,509	50.17%	\$ 2,491
Refund Airport/TXDOT	\$ -	\$ -	\$ 11,006		\$ (11,006)
Transfer In					\$ -
TOTAL REVENUE	\$ 2,430,000	\$ 205,224	\$ 655,704	26.98%	\$ 1,785,301
	Annual Budget	Current Period	Y-T-D Actual & Encumbrance	% of Budget	Budget Balance
EXPENDITURES:					
Administrative					
Advertising	\$ 500		\$ -	-	\$ 500
Transfer to Debt Service Fund	\$ 505,000	\$ 42,083	\$ 126,250	25.00%	\$ 378,750
Transfer to Debt Service Fund - River Trail	\$ 170,000	\$ 14,167	\$ 42,500		\$ 127,500
Economic Development Governing Body	\$ 175,000			100.00%	\$ 175,000
Annual Disclosure Fee	\$ 3,500		\$ 3,500		\$ -
Administrative Services Fee	\$ 100,000	\$ 8,333	\$ 25,000	25.00%	\$ 75,000
Total Administrative	\$ 954,000	\$ 64,583	\$ 197,250	20.68%	\$ 756,750
Category I - Business Development					
Unspecified	\$ 1,078,961			0.00%	\$ 1,078,961
Total Category I	\$ 1,078,961	\$ -	\$ -	100.00%	\$ 1,078,961
Category II - Quality of Life					
River Trail	\$ 300,000	\$ 25,000	\$ 75,000	25.00%	\$ 225,000
Downtown Wireless	\$ 100,000				\$ 100,000
Golf Course Pavilion	\$ 271,000	\$ 271,000	\$ 271,000	100.00%	\$ -
Golf Course Parking Lot	\$ 337,141	\$ 337,141	\$ 337,141	100.00%	\$ -
HCDJLS	\$ 150,000				\$ 150,000
Total Category II	\$ 1,158,141	\$ 633,141	\$ 683,141	58.99%	\$ 475,000
Category III - Public Infrastructure	\$ -				
Category III Unspecified	\$ 500,000			0.00%	\$ 500,000
Total Category III	\$ 500,000	\$ -	\$ -	0.00%	\$ 500,000
Contingency	\$ -				\$ -
TOTAL EXPENDITURES	\$ 3,691,102	\$ 697,724	\$ 880,391	23.85%	\$ 2,810,711
NET REVENUES TO EXPENDITURES	\$ (1,261,101)	\$ (492,499)	\$ (224,687)		
ENDING CASH BALANCE: December 31, 2012	Budget		Actual		
	\$ 527,837		\$ 1,564,252		

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Debt Service Fund

Cash Balance as of December 1, 2012		\$ 505,838
Revenues:		
Transfer from Sales Tax Improvements Fund	<u>\$ 42,083</u>	
Total Deposits	<u>\$ 42,083</u>	
Expenses:		
Paying Agent Fee		
Bond Principal		
Bond Interest		
Total Expenses	<u>\$ -</u>	
Revenues Over (Under) Expenditures:		<u>\$ 42,083</u>
Ending Cash Balance as of December 31, 2012		<u><u>\$ 547,921</u></u>

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Debt Service Fund
Revenue and Expense Statement
For the month ending December 31, 2012

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 421,672		\$ 421,672		
REVENUE:					
Transfer from Sales Tax Improvement Fund	\$ 505,000	\$ 42,083	\$ 126,250	25.00%	\$ 378,750
Return of Equity - Park Lane Extension	\$ -			100.00%	\$ -
TOTAL REVENUE	\$ 505,000	\$ 42,083	\$ 126,250	25.00%	\$ 378,750
EXPENDITURES:					
Series 1999 Sales Tax Bond Debt Service	\$ 465,000			0%	\$ 465,000
Series 1999 Sales Tax Bond Interest Expense	\$ 33,248			0%	\$ 33,248
Paying Agent Fees	\$ 1,000	\$ -		0%	\$ 1,000
First Southwest Continuing Disclosure Fee	\$ -	\$ -		-	\$ -
TOTAL EXPENDITURES	\$ 499,248	\$ -	\$ -	0.00%	\$ 499,248
ENDING CASH BALANCE: December 31, 2012					
	Budget		Actual		
	\$ 427,424		\$ 547,921		

CITY OF KERRVILLE
 Economic Improvement Corporation
 SALES TAX REVENUE ANALYSIS

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Approved FY 2013	Actual FY 2013	Difference Projected vs Actual	% of Projected Variance
October	\$ 179,735	\$ 184,602	\$ 219,934	\$ 184,164	\$ 226,663	\$ 42,500	23.08%
November	\$ 188,879	\$ 207,677	\$ 203,379	\$ 208,708	\$ 210,744	\$ 2,036	0.98%
December	\$ 170,981	\$ 169,550	\$ 208,227	\$ 186,363	\$ 204,782	\$ 18,419	9.88%
January	\$ 170,645	\$ 195,030	\$ 204,051			-	#DIV/o!
February	\$ 236,837	\$ 241,320	\$ 264,744			-	#DIV/o!
March	\$ 163,136	\$ 169,754	\$ 186,812			-	#DIV/o!
April	\$ 160,461	\$ 157,729	\$ 185,835			-	#DIV/o!
May	\$ 203,235	\$ 234,742	\$ 223,320			-	#DIV/o!
June	\$ 182,429	\$ 186,441	\$ 195,775			-	#DIV/o!
July	\$ 179,622	\$ 190,696	\$ 210,758			-	#DIV/o!
August	\$ 221,711	\$ 238,491	\$ 239,007			-	#DIV/o!
September	\$ 186,321	\$ 179,133	\$ 203,486			-	#DIV/o!
Total	\$ 2,243,991	\$ 2,355,166	\$ 2,545,329	\$ 579,236	\$ 642,189	\$ 62,954	10.87%

CITY OF KERRVILLE
Economic Improvement Corporation
EIC Capital Projects Fund

Cash Balance as of December 1, 2012		\$ 1,367,169
Revenues:		
Transfer In	\$ 608,141	
Total Revenues/Transfer In	<u>\$ 608,141</u>	
Expenses:		
Services		
Special Services		
Harper Road Utilities - Phase 2	94,048	
Golf Course Pavilion	<u>\$ 4,714</u>	
	<u>\$ 98,762</u>	
Total Expenses	\$ 98,762	
Revenue Over (Under) Expenditures		<u>\$ 509,379</u>
Ending Cash Balance as of December 31, 2012		<u><u>\$ 1,876,548</u></u>

CITY OF KERRVILLE
 Economic Improvement Corporation
 Sales Tax Improvement Capital Projects Fund
 Project Status Summary
 For the month ending November 30, 2012

YEAR(S) FUNDED	PROJECTS	Funding Agreement	Agreement Commitment	EIC Funded To Date	Non-EIC Funding	Total Funded	Project Expenses to Date	Project Balance	EIC Future Allocation Balance
2009/10	Hill Country Home Opportunity	FA 2010-02	\$ 250,000	\$ 250,000		\$ 250,000	\$ 250,000	\$ 0	-
2009/10	Commercial Improvement Program		\$ 100,000	\$ 100,000		\$ 100,000	\$ 20,000	\$ 80,000	-
2010/11	Commercial Improvement Program		\$ 50,000	\$ 50,000		\$ 100,000	-	\$ 100,000	-
2010/11	Hill Country Shooting Center	FA 2010-03	\$ 494,838	\$ 494,838		\$ 494,838	\$ 495,580	\$ (747)	-
	Harper Hwy Utility Ext Phase 2		\$ 1,000,000	\$ 1,000,000		\$ 1,000,000	\$ 506,131	\$ 493,869	-
2011/12	Fox Tank		\$ 300,000	\$ 300,000		\$ 300,000		\$ 300,000	-
2011-12	Downtown Utilities		\$ 300,000	\$ 300,000		\$ 300,000		\$ 300,000	-
2012-13	Golf Course Pavilion		\$ 271,000	\$ 271,000		\$ 271,000	\$ 4,714	\$ 266,286	-
2012-13	Golf Course Parking Lot		\$ 337,141	\$ 337,141		\$ 337,141		\$ 337,141	-
2012-13	Hill Country Jr. Livestock Assn		\$ 149,703	\$ 149,703		\$ 149,703		\$ 149,703	297
TOTALS			\$ 3,252,979	\$ 3,252,682		\$ 3,302,682	\$ 1,271,711	\$ 2,026,251	297

Cash Balance on 12/31/2012

\$ 1,876,548

Fund 70 - General Capital Improvement Projects - supported by EIC				Total Funded	
YEAR(S) FUNDED	PROJECTS	Funding Agreement	Agreement Commitment	Expenses to Date	Project Balance
2011-12	River Trail	C2011-76	\$ 6,000,000	\$ 35,268	\$ 5,231,417
2011-12	Louise Hays Park Improvements	C2011-76	\$ 2,000,000	-	\$ 2,000,000
TOTALS			\$ 8,000,000	\$ 35,268	\$ 7,231,417

Cash Balance

<u>Fund Number</u>	<u>Fund Name</u>	<u>Cash Amount</u>	<u>Period</u>
40	Sales Tax Improvement Fund	\$ 1,564,252	12/31/2012
43	EIC Debt Service Fund	\$ 547,921	12/31/2012
75	EIC Projects Fund	\$ 1,876,548	12/31/2012
Total EIC Fund Balance		\$ 3,988,722	12/31/2012

Where Cash and Investment Held

<u>Type</u>	<u>Investment Vehicle</u>	<u>Amount</u>	<u>Interest Earned</u>	<u>Interest Earned (annualized)</u>	<u>Period</u>
Cash	Wells Fargo Checking	\$ 53,036	\$ -	0.00%	12/31/2012
ST Investment	EIC TexPool	\$ 1,968,375	\$ 157.10	0.10%	12/31/2012
ST Investment	EIC TexStar	\$ 1,967,311	\$ 284.58	0.17%	12/31/2012
Total Cash & Investments		\$ 3,988,722			

Agenda Item:

3B. Capital Projects Update (Staff)

EIC Status Report Harper Highway Utility Extension Phase Two

SCOPE

- Phase Two** Projects consists of the construction of approximately 4,600 linear feet of 12" water main & appurtenances from the North end of Old Harper Road; thence west along the south line of Interstate I-10 R.O.W. to Harper Road (RM 783); thence south along both the east & west side of RM 783 to its intersection with Old Harper Road; thence, east along Old Harper Road to its intersection with Town Creek Road; installation of 12" wastewater main from the North end of Old Harper Road; thence west along the south line of Interstate I-10 R.O.W. to the West side of Harper Road (RM 783); thence south along the west line of RM 783 to a property owned by the Kerrville Bible Church; and installation of 12" wastewater main from the intersection of Old Harper Road and Town Creek Road; thence Southwest along Old Harper Road to the west side of Harper Road (RM 783); thence North along the west line of RM 783 to the property North of the Northpoint Investors, LTD. property. In all, the sanitary sewer for this Phase 2 project includes approximately 3,000 linear feet of wastewater main & appurtenances.

Status

Construction contract was awarded to Qro Mex Construction at May 22, 2012 City Council meeting. Construction is now complete. The contractor is currently addressing preliminary punch list items prior to a final walk through and punch list by City and TxDOT representatives for final acceptance. Outstanding final acceptance issues include revegetation/stabilization, final testing, pavement repairs and property lien releases. Project final acceptance is anticipated before the end of month, January 2013.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Easement Acquisition or Property Agreements	6 easements to CoK completed through Legal and executed by property owner 1 easement (Howard) in negotiation	Complete		
Misc. Reports/Permits	Approval from TxDOT for construction approval within Control of Access area in TxDOT right of way received.	Approved/Complete	TxDOT final approval of permits	
Design	TxDOT Permits under contract - HDR Engineering	Approved	General construction permits for construction within TxDOT right of way	
Construction Drawings	final plans/specs/costs/ documents	Complete		
Bidding/Contracts	Construction contract awarded to Qro Mex Construction 5/22/12	completed 4/2012	all project elements contract prep	
Construction	build project /Under Construction	start June 2012; complete Dec. 2012		

FUNDING - BUDGET	Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
EIC funding (FA2008-013)	\$1,000,000	\$411,499.66	\$588,500.34	Construction \$580,000 Materials Testing \$38,000	

SCOPE
Funding agreement with HCDJLA for up to \$150,000 to purchase equipment as part of the Hill Country Youth Exhibition Center expansion.
Amenities
An approved list of equipment will be purchased for use in Kerr County on a reimbursement basis.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Projects	EIC Approval	Complete 8-27-12		No activity since last EIC meeting.
	Jurisdictional Approval by Kerr County Commissioners Court	Complete 9-10-12		FYI - HCDJLA held its annual fundraiser on 9-24. \$52,000
	CC Approval	Complete 9-11-12		
	HCDJLA Reimbursement Request	Complete 1-7-13	Reimbursement Request Processed and Completed	HCDJLA Submitted Request for Reimbursement - \$149,702.64

FUNDING - BUDGET	Allocation	Expended-Encumbered	Project Balance
FA 2012-04	\$150,000 (Maximum)	\$149,702.64	\$297.36

EIC Status Report Golf Course Pavilion Project

January 2013

SCOPE

This project will consist of approximately a 40x40 covered pavilion or 1600 square feet of covered space with a standing seam roof to match the pro-shop, rehabilitation of the retaining wall below pavilion area, cart path connection from pavilion area to the course, electrical outlets, lights, ceiling fans, score board for tournaments and stone/brick on the pavilion columns to bring the pro-shop building and the pavilion together.

Amenities

See above

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Design	Materials Testing and Survey	December 2012	Geotechnical Testing – Completed Survey – Completed	
	Design	December 2012/January 2013	Final Design Document to be completed by January 16, 2013	Documents will be combined with the parking lot for one project at bidding.
	Bidding	January –February 2013	Advertise – Jan 18, Jan 25 th Pre-Bid – Jan 29 th Open Bids – Feb 5 th	
	Award	February 2013	City Council Agenda Item for award – Feb 12 th	
Construction		February –April 2013	Begin Construction – Feb 26 th Final Punch list – April 30 th Open for use May 15 th	
FUNDING - BUDGET	Allocation	Expended - Encumbered	Project Balance	
FA – 2012-05	\$271,000.00			
Survey	\$3,000.00			
Materials Testing	\$2,500.00			
Design	\$19,000.00			
Construction	\$246,500.00			

EIC Status Report Golf Course Parking Lot Project

January 2013

SCOPE
 This project will consist of approximately 100 parking stalls increasing roughly 30 parking spots from the current configuration, one main entrance into the golf course simplifying circulation, landscape median to provide aesthetics and shade, plaza area in front of the pro shop and a screen for the adjacent residences.

Amenities
 See above

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Design	Materials Testing and Survey	December 2012	Geotechnical Testing – Completed Survey – Completed	
	Design	December 2012/January 2013	Final Design Document to be completed by January 16, 2013	Documents will be combined with the parking lot for one project at bidding.
	Bidding	January – February 2013	Advertise – Jan 18, Jan 25 th Pre- Bid – Jan 29 th Open Bids – Feb 5 th	
	Award	February 2013	City Council Agenda Item for award – Feb 12 th	
Construction		February – April 2013	Begin Construction – Feb 26 th Final Punch list – April 30 th Open for use May 15 th	
FUNDING - BUDGET	Allocation	Expended - Encumbered	Project Balance	
FA - 2012-05	\$337,141.00			
Survey	\$4,000.00			
Materials Testing	\$5,000.00			
Design	Designed in house by Engineering Director and Project Engineer for a savings of @ \$24,000.00			
Construction	\$328,141.00			

Agenda Item:

3C. Update on River Trail and Parks projects. (Rickert)

**TO BE CONSIDERED BY THE
ECOMONIC IMPROVEMENT CORPORATION,
CITY OF KERRVILLE, TEXAS**

SUBJECT: EIC Monthly Report on River Trail and Parks Projects

FOR AGENDA OF: January 14, 2013 **DATE SUBMITTED:** December 28, 2012

SUBMITTED BY: Malcolm Matthews **CLEARANCES:** Kristine Ondrias

EXHIBITS: Monthly Report

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

Expenditure Required:	Current Balance in Account:	Amount Budgeted:	Account Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

EIC Monthly Report on the River Trail and the Louise Hays and Lehmann & Monroe Parks projects.

RECOMMENDED ACTION

No action required.

Monthly Status Report

River Trail/Parks Projects

January 2013

4B Funds

\$6,000,000 (River Trail Project)

\$2,000,000 (Louise Hays and Lehmann & Monroe Parks Project Renovation)

Status Report Kerrville River Trail

Package A

SCOPE	Package A extends from a new trailhead at the Riverside Nature Center parking lot, along the west property line of the RNC, down to the river's edge, under the Lemos St. Bridge, construction of a trail bridge across the river, through Tranquility Island, to the west end of the parking area in Louise Hays Park. The 10' wide trail will be constructed of concrete, except for the segment that runs along the RNC western property line. <i>Total trail length: 0.6 miles</i>
Amenities	Trailheads with lighting, observation areas, seating areas, trail bridge, drainage, and signage. [Note: additional amenities, such as trail entries, kiosks, and interpretive signage, will be added, once designed.]

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from RNC	complete (6/12; 9/12)	RNC to provide easement to City	requires RNC approval
	lease renewal to RNC of CoK property	complete (6/12)	City to provide lease to RNC	requires City Council approval
	approval from TxDoT and GLO for use of state property	complete (5/12)	TxDoT approval of plans and Const./Maint. Agreement	SA office approval; include in MMA
	construction easements, if needed	NA	NA	NA
Property Survey	M&B and Topo surveys	complete (3/12)	identify property boundary and grades	
Misc. Reports/Permits	LOMR	upon const. completion	flood level impact, if any	submittal to FEMA
	TPWD (land & water permit)	complete (5/12)	coffer dam - bridge construction review	review by TPWD
	USACE	complete (5/12)	involves jurisdictional waters of the US	no USACE individual permit required
Design	contract - Hewitt Engineering			
Routing	location of trail	complete (12/11)	define gradients and layout	
Preliminary Design	schematic plans; prelim. costs	50% review - complete (12/11)	all project elements	
		75% review - complete (1/12)	all project elements	
		90% review - complete (2/12)	all project elements	
Construction Drawings	final plans/specs/costs/ documents	complete (3/12)	all project elements	
Bidding/Contracts	secure contractor	bid (3/12); awarded (5/12) to Westar Construction	bid process, contract prep	project delay, bid cost, permit approvals, etc.
Construction	build project	start (5/12); 99% complete; completion (12/12)	sequencing of work	dedication 12/15/12

FUNDING - BUDGET		Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
G.O. bonds (2002) Park Dedication Funds	\$500,000 <u>25,000</u> \$525,000	2002 bonds \$147,112 [includes completion of the River Trail Master Plan and survey work]	\$377,888	Construction bid: \$667,427 plus 10% contingency \$735,000	2002 bonds \$377,888 2011 bonds \$357,112 (includes contingency)	
COs (4B)	\$357,112					

Status Report Kerrville River Trail

Package B and Parks Project

SCOPE

Package B and Parks Project connects to Package A at the west end of the Louise Hays Park parking lot, through Louise Hays Park and Lehmann & Monroe Park, to G. St. r.o.w. The 10' wide trail will be constructed of concrete. This Package will be coordinated with the Jefferson Wastewater Project and Water transmission Line Project, both slated for completion by mid 2013. This Package will include the entire scope of work for the Louise Hays Park/Lehmann & Monroe Park Project, as funded by 4B. *Total trail length: 1 mile*

Amenities

Trail - trailheads with lighting, observation areas, seating areas, bridging, drainage, signage, trail entries, kiosks, and interpretive signage.
Parks - park amenities, amphitheater/stage, playground/sprayground, picnic areas, group pavilion upgrades, river access, restrooms, parking, lighting, utilities, landscaping, and signage.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easements to CoK from property owners construction easements, if needed	complete by 3/31/13 complete by 3/31/13	CoK to secure easements from property owners; title work and surveys determine need by 11/30/12	requires property owner approval, purchase, or other requires property owner approval
Property Survey	M&B and Topo surveys	M&B - complete (9/12) Topo - partially complete	identify property boundary and grades	
Misc. Reports/Permits	LOMR TPWD (land & water permit) GLO (state property use)	upon const. completion 5/1/13, if needed 5/1/13, if needed	flood impact, if any environmental impact to state waters routing preference	may require submittal to FEMA review by TPWD approval by State, if needed
Design	-Trail Routing Options - Half team -Final Design Contract - Half Team	complete (6/12) complete by 12/1/12	define route options w/ costs all remaining design phases	complete (6/12) Council approval 12/1/12
Preliminary Design	schematic plan with amenities; prelim. costs	50% review - (partially complete) 75% review - 90% review -	all project elements all project elements all project elements	coord. with utilities projects
Construction Drawings	final plans/specs/costs/ documents	complete by mid 2013	all project elements	project delay assoc. with approvals
Bidding/Contracts	secure contractor	mid 2013	bid process, contract prep	project delay, bid cost, etc.
Construction	build project	start mid-late 2013	sequencing of work	typical delays/field alterations

FUNDING - BUDGET		Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
COs (4B) - River Trail		\$1,000,000	\$99,537	\$900,463		
COs (4B) - LHP/LMP Project		\$2,000,000	Design fee: \$199,073	\$1,800,927		

Status Report Kerrville River Trail

Package C and D

SCOPE

Package C and D extends from a new trailhead at the Knapp Crossing Boat Ramp parking lot, runs adjacent to the river, ties into the Guadalupe St. r.o.w. (Package D) extends to Guadalupe Park and connects to Package A (Package C). The 10' wide trail will be constructed of concrete. TBD - this package's design/construction expected to be integrated with private sector improvements. Total trail length: 1.6 miles

Amenities

Trailheads with lighting, observation areas, seating areas, trail bridge, drainage, signage, trail entries, kiosks, interpretive signage, and private improvement interface.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from property owners	TBD	CoK to secure easements from property owners	requires property owner approval, purchase, or other; may require KSH property
	construction easements, if needed	TBD	TBD	requires property owner approval
	M&B and Topo surveys	(partially complete)	identify property boundary and grades	
Misc. Reports/Permits	LOMR		flood impact, if any	may require submittal to FEMA
	TPWD (land & water permit)		environmental impact to state waters	review by TPWD
Design	TBD	(partially complete)	define gradients and layout	waiting for private development
	location of trail	(partially complete)		" " " "
Preliminary Design	schematic plan with amenities; prelim. costs	50% review - 75% review - 90% review -	all project elements	" " " "
	final plans/specs/costs/ documents	TBD	all project elements	" " " "
	secure contractor	TBD	bid process, contract prep	" " " "
Construction	build project	TBD	sequencing of work	" " " "

FUNDING - BUDGET		Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
COs (4B)						

Status Report Kerrville River Trail

Package E

SCOPE
Package E extends from west terminus of trail on Junction Hwy along the river's edge, connect to a new trailhead at the Cypress Boat Ramp parking lot, to the trailhead at the Knapp Crossing trailhead. The 10' wide trail will be constructed of concrete. <i>Total trail length: up to 1 mile</i>
Amenities Trailheads with lighting, observation areas, seating areas, trail bridge, drainage, signage, trail entries, kiosks, and interpretive signage.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from property owners	TBD	CoK to secure easements from property owners	requires property owner approval, purchase, or other
Property Survey	construction easements, if needed	TBD	TBD	requires property owner approval
Misc. Reports/Permits	M&B and Topo surveys	(partially complete)	identify property boundary and grades	
	LOMR		flood impact, if any	
	TPWD (land & water permit)		environmental impact to state waters	may require submittal to FEMA review by TPWD
Design	TBD			
Preliminary Design	schematic plan with amenities; prelim. costs	50% review – (partially complete) 75% review – 90% review –	all project elements all project elements all project elements	waiting for private development " " " "
Construction Drawings	final plans/specs/costs/ documents	TBD	all project elements	" " " "
Bidding/Contracts	secure contractor	TBD	bid process, contract prep	" " " "
Construction	build project	TBD	sequencing of work	" " " "

FUNDING - BUDGET	Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
COs (4B)					

Status Report Kerrville River Trail

Package F

SCOPE
 Package F extends from G St. (Package B terminus) along the river to near Kerrville Schreiner Park. The 10' wide trail will be constructed of concrete. This Package will be coordinated with the Jefferson Wastewater Project and Water Transmission Line Project, both slated for completion by mid 2013. Consultant team scope will include design details/criteria used throughout the River Trail Project, including Package A. Total trail length: up to 2 miles

Amenities
 Trailheads with lighting, observation areas, seating areas, trail bridge, drainage, signage, trail entries, kiosks, and interpretive signage.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from property owners construction easements, if needed	complete by 3/31/13 complete by 3/31/13	CoK to secure easements from property owners determine need by 11/30/12	requires property owner approval, purchase, or other requires property owner approval
Property Survey	M&B and Topo surveys	M&B - complete (9/12)	identify property boundary and grades flood impact, if any	coord. w/ utilities projects may require submittal to FEMA
Misc. Reports/Permits	LOMR TPWD (land & water permit)		environmental impact to state waters define route options w/ costs	complete (6/12)
Design	-Trail Confirmation - Terra Design Group (TDG) team -Final Design Contract - TDG Team	complete (6/12) negotiate by 1/1/13	all remaining design phases	requires Council approval
Preliminary Design	schematic plans with amenities; prelim. costs	50% review - 75% review - 90% review -	all project elements all project elements all project elements	coord. with utilities projects
Construction Drawings	final plans/specs/costs/ documents	complete by mid 2013	all project elements	project delay assoc. with approvals
Bidding/Contracts	secure contractor	mid 2013	bid process, contract prep	project delay, bid cost, etc.
Construction	build project	start mid-late 2013	sequencing of work	typical delays/field alterations

FUNDING - BUDGET	Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
COs (4B)	\$2,000,000				

Other Services to be Evaluated

Required reporting and permitting may dictate additional professional services or consolidation of services assigned to the design teams. These include, but are not limited to, the following.

1. Floodplain/Floodway Impact, Hydraulic Analysis, Section 404 – Clean Water Act submittals (Corps of Engineers), and Flood Insurance Rate Map/ Letter of Map Revision preparation and submittal (CoK, FEMA) may be best completed by one firm in order to comprehensively address the issues and data collection/reporting. This could avoid multiple submittals (costs) and reduce mistakes and need for resubmittals. We will make a determination on this approach in the near future.
2. Archeological and Environmental Surveys and Section 404 review will need to be completed in areas where sensitive site conditions are probable. We anticipate no extreme findings in the initial surveys/reports; however, if further study is required by state or federal agencies, those services will require amendments to the consultant contracts.
3. TDLR permitting for ADA compliance, CoK building permits, Texas Historical Commission plan review, any other city or state agency submittals, will best be submitted by each of the design teams at the time of plan completion. This keeps regulation compliance with the design teams.

Agenda Item:
(Staff)

3D. Update on the downtown wireless project (staff)

**TO BE CONSIDERED BY THE
ECONOMIC IMPROVEMENT CORPORATION,
CITY OF KERRVILLE, TEXAS**

SUBJECT: Update Regarding the Downtown Wireless Project

AGENDA DATE: January 14, 2013

DATE SUBMITTED: January 8, 2013

SUBMITTED BY: Ashlea Boyle,
Special Projects Coordinator

CLEARANCES: Todd Parton,
City Manager

EXHIBITS/INFORMATION: Usage Report

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

Staff are continuing to monitor and document the Downtown Wireless usage for Peterson Plaza. The attached graphs depict the trend analysis from December 2012.

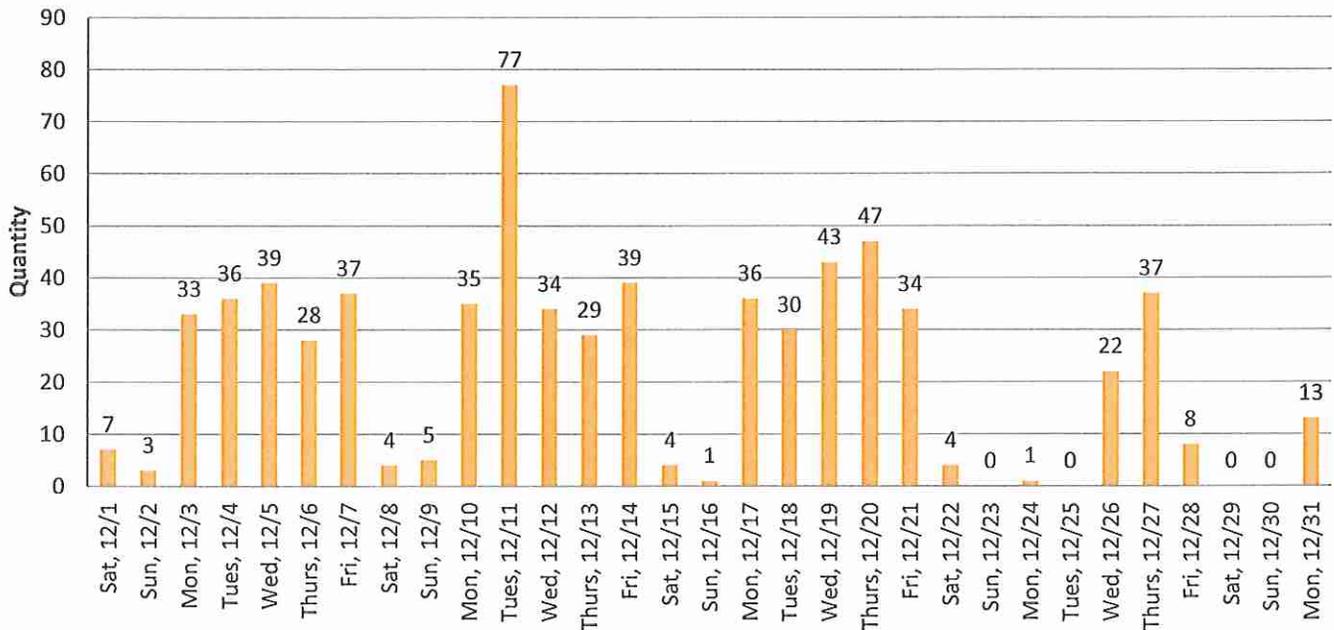
Staff will continue to provide monthly usage and trend analysis reports.

RECOMMENDED COUNCIL ACTION

This report is for informational purposes only and no action is required.

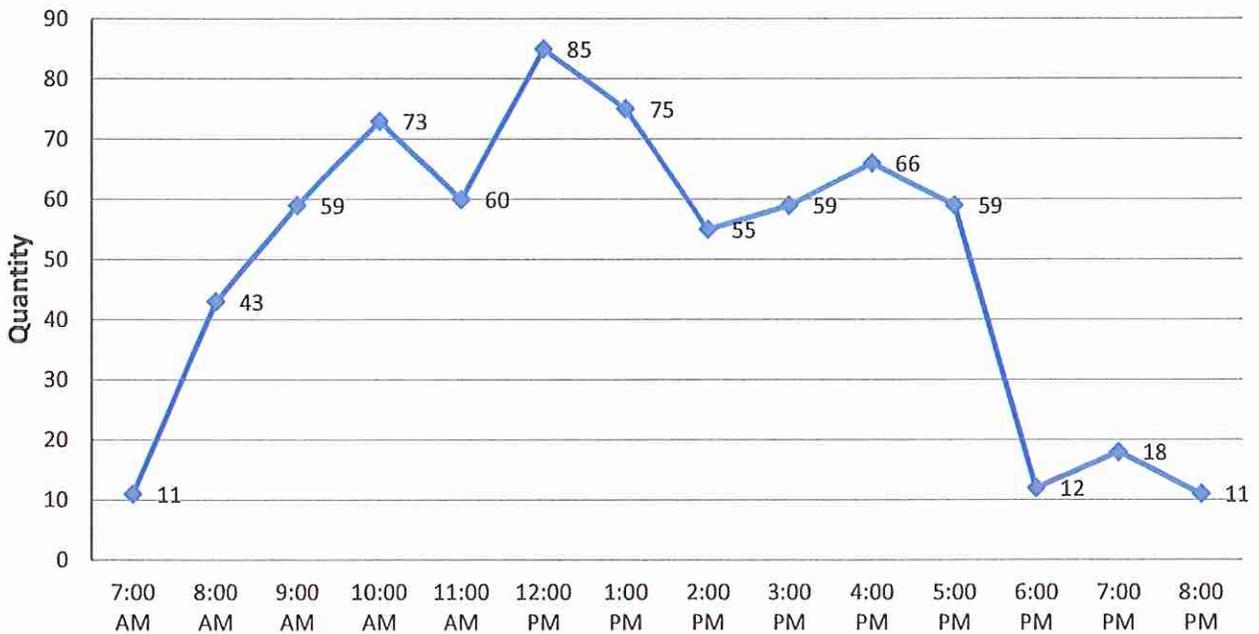
Total Daily Usage

December 2012



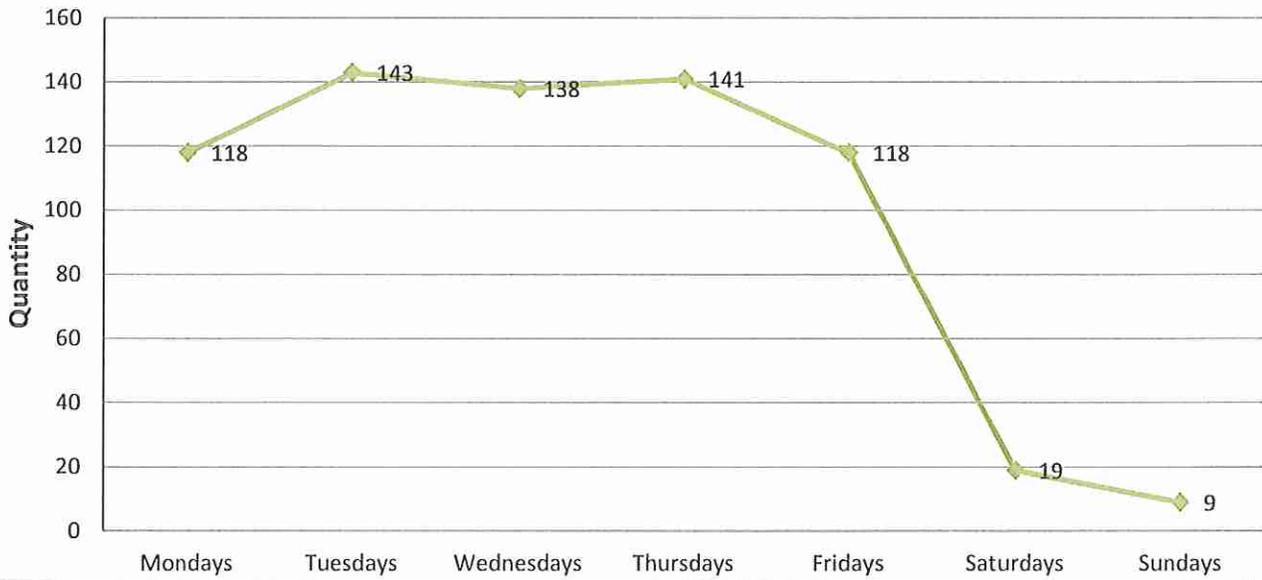
Total Hourly Usage

December 2012



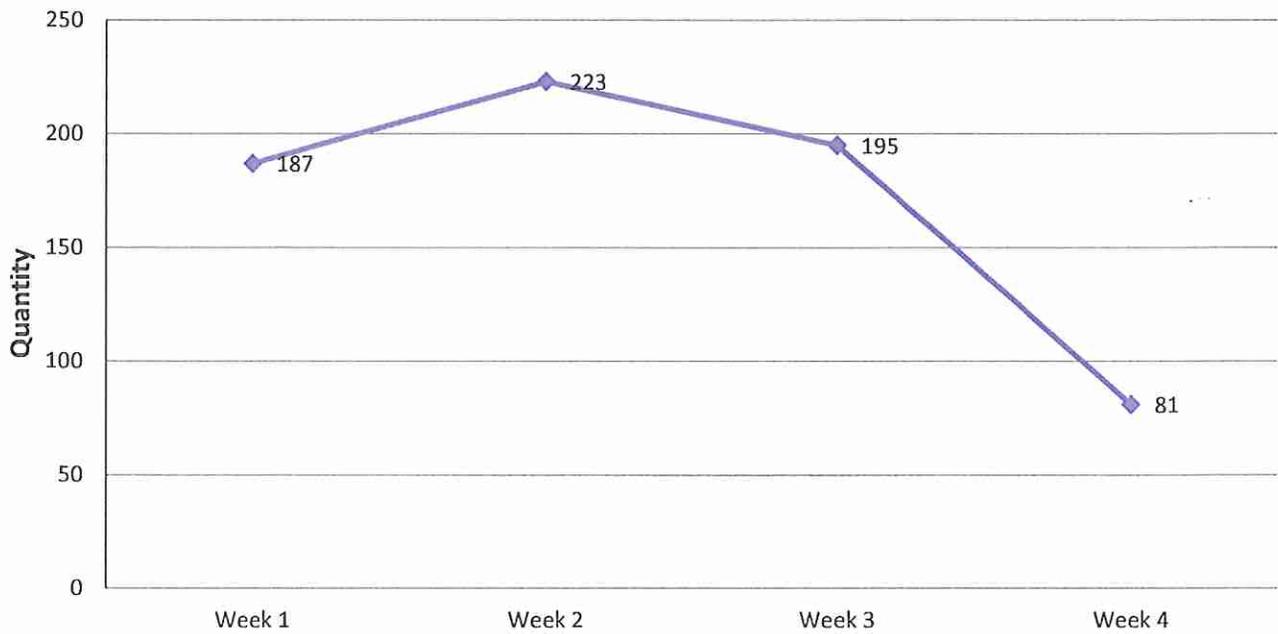
Total Usage per Day of Week

December 2012

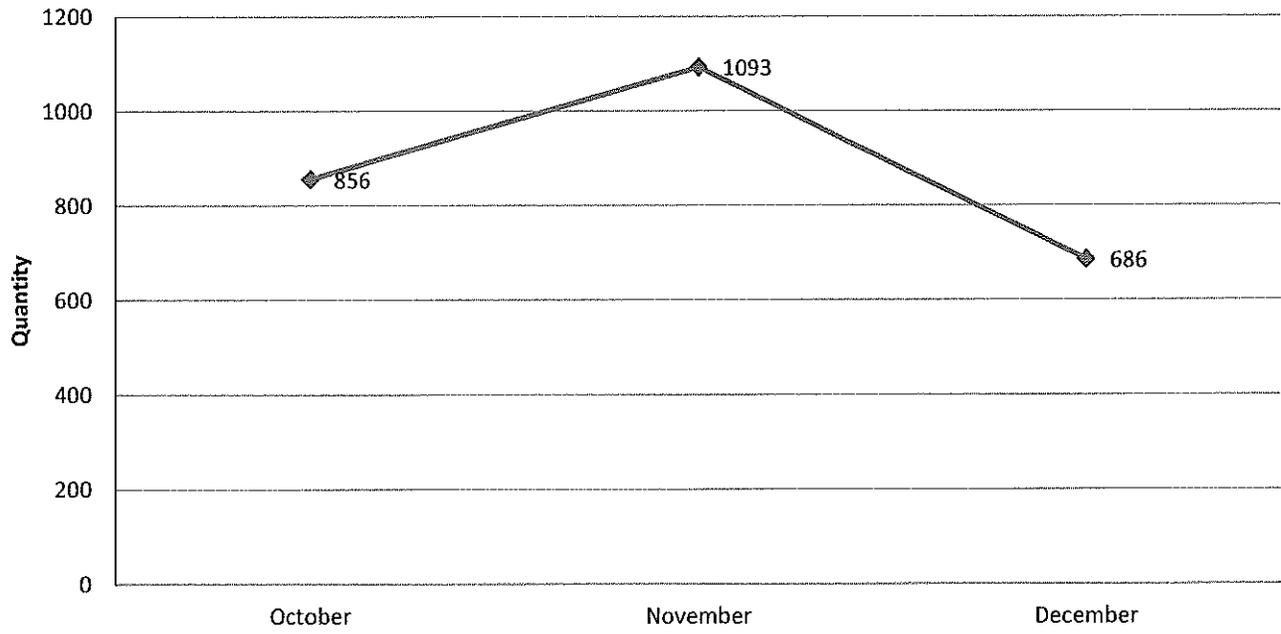


Total Weekly Usage

December 2012



Monthly Comparison 2012



Agenda Item:

3E. Update on Kerrville Economic Development Corporation. (Titas)

**TO BE CONSIDERED BY THE CITY COUNCIL
CITY OF KERRVILLE, TEXAS**

SUBJECT: Update on Kerrville Economic Development Corporation

FOR AGENDA OF: January 14, 2013 **DATE SUBMITTED:** January 8, 2013

SUBMITTED BY: Ashlea Boyle, **CLEARANCES:** Todd Parton,
Special Projects Coordinator City Manager

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:



Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OF FINANCE:

SUMMARY STATEMENT

This is a routine update from the KEDC Executive Director regarding KEDC activity.

RECOMMENDED ACTION

This is for information only. No recommended action.

Agenda Item:

4A. Funding request from Fox Tank Company for the expansion of its manufacturing operation in the City of Kerrville. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL
CITY OF KERRVILLE, TEXAS**

SUBJECT: Funding Request by Fox Tank Company and City of Kerrville EIC for the expansion of its manufacturing operation in the City of Kerrville

FOR AGENDA OF: January 14, 2013 **DATE SUBMITTED:** January 8, 2013

SUBMITTED BY: Todd Parton, **CLEARANCES:**
City Manager

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

Expenditure Required:	Current Balance in Account:	Amount Budgeted:	Account Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OF FINANCE:

SUMMARY STATEMENT

An application has been submitted by the Fox Tank Company to expand its manufacturing operations at its Kerrville location. This expansion will allow for the manufacturing of field separators to be used in oil and gas production. The new operation will add 30 new full time jobs – 28 machinists and welders and 2 clerical. Total payroll for the 30 jobs will be \$1.2 million per year and the average production wage will be \$15 per hour.

The KEDC Board voted to recommend this project be brought forward for consideration. They believe this is a viable project worthy of consideration and consistent with the community's targeted markets.

The "Go Team" met to evaluate this project and found it is feasible in that the uses are allowed under the current zoning regulations and adequate public facilities exist to serve the project. The "Go Team" also evaluated this project from an economic perspective and believes it is a quality candidate for funding provided the value of incentive does not exceed a return on investment beyond 10 years.

An independent economic impact analysis was prepared for this proposal by Impact Data Source located in Austin, Texas. The analysis indicated this project would have a significant indirect annual economic impact over the next 10 years. It also indicated any granted incentives not exceed a value of \$150,000 to ensure a return within 10 years. This established a value of \$5,000 per new job.

At the December 17, 2012 EIC meeting, the EIC Board directed staff to continue discussions with KEDC and Fox Tank regarding the funding request. The KEDC Board met again and maintains its support of proceeding with this project.

City staff recommends the EIC Board consider the following for incorporation into the funding agreement:

1. A minimum of 30 jobs with an average wage of \$15 per hour with an annual job report;
2. Consolidation of all operations in Kerrville / Kerr County within 24 months;
3. An anticipated return on investment within 10 years;
4. A total value of incentives not to exceed \$150,000 with reimbursements not to be paid until the building is built and ready for occupancy;
5. An incentive package that limits the funds to support the construction or installation of the physical improvements necessary to develop the site according to the proposed manufacturing operation; and
6. An authorization of the EIC's representative, KEDC staff and city staff to negotiate a funding agreement with Fox Tank Company.

RECOMMENDED ACTION

Discussion and consideration.

This item is also posted for executive session.

Agenda Item:

- 5A. Update regarding "Go" Team activities. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL
CITY OF KERRVILLE, TEXAS**

SUBJECT: Update on "Go Team" activities

FOR AGENDA OF: January 14, 2013 **DATE SUBMITTED:** January 8, 2013

SUBMITTED BY: Ashlea Boyle, **CLEARANCES:** Todd Parton,
Special Projects Coordinator City Manager

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

Expenditure Required:	Current Balance in Account:	Amount Budgeted:	Account Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OF FINANCE:

SUMMARY STATEMENT

The Economic Development "Go Team" has not met since the last EIC board meeting of December 17, 2012.

RECOMMENDED ACTION

This report is provided for informational purposes only and no action is required.