

AGENDA FOR REGULAR MEETING

CITY OF KERRVILLE, TEXAS

ECONOMIC IMPROVEMENT CORPORATION

MONDAY, OCTOBER 15, 2012, 4:00 P.M.

KERRVILLE CITY HALL COUNCIL CHAMBERS

800 JUNCTION HIGHWAY, KERRVILLE, TEXAS

**AGENDA FOR REGULAR MEETING OF THE
CITY OF KERRVILLE, TEXAS
ECONOMIC IMPROVEMENT CORPORATION
MONDAY, OCTOBER 15, 2012, 4:00 P.M.
KERRVILLE CITY HALL COUNCIL CHAMBERS
800 JUNCTION HIGHWAY, 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 September 17, 2012.

3. MONTHLY REPORTS:

3A. Monthly financials for September 2012. (Erwin)

3B. Capital projects update. (Parton)

Harper Highway Project Phase II

Hill Country Home Opportunity

Hill Country District Junior Livestock Association

3C. Review of Active Funding Agreements (Parton)

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

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

4. PUBLIC HEARING AND POSSIBLE ACTION:

4A. Funding agreement with City of Kerrville for improvements to the Schreiner Golf Course (Parton)

4B. Funding agreement with City of Kerrville for public access wireless internet service (Parton)

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 830-258-1117 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: October 10, 2012 at 5:00 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. (Parton)

5B. Update and direction to staff regarding the proposal to prepare a master plan for downtown streetscape enhancements. (Parton)

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.

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 830-258-1117 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: October 10, 2012 at 5:00 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 September 17, 2012.

CITY OF KERRVILLE, TEXAS ECONOMIC IMPROVEMENT CORPORATION
REGULAR MEETING **September 17, 2012**

On Monday, September 17, 2012, the meeting of the directors of the City of Kerrville, Texas Economic Improvement Corporation, was called to order at 4:03 p.m. by Kenneth Early, Vice President, in the City Hall Council Chambers, 800 Junction Highway, Kerrville, Texas.

Members Present:

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

Members Absent:

David Wampler, President

City Executive Staff Present:

Todd Parton, City Manager
Mike Hayes, City Attorney
Cheryl Brown, Administrative Assistant to the City Secretary
Kristine Ondrias, Assistant City Manager
Mike Erwin, Director of Finance
Mindy Wendele, Director of Business Programs
Malcolm Matthews, Director of Parks and Recreation
Charvy Tork, Information Technology Systems Administrator
Kimberly Meismer, Director of General Operations
Scott McDonough, Manager of City Golf/Tennis

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

INVOCATION: Given by Ms. Keeble.

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

2. **APPROVAL OF THE MINUTES:**

2A. Minutes of the regular meeting with City Council held August 27, 2012. Ms. Keeble moved for approval of the minutes of August 27; Mr. Howard seconded the motion and it passed 6 to 0.

3. **MONTHLY REPORTS:**

3A. Monthly financials for August 2012. Mr. Erwin reported: Sales tax revenue for July, 2012 was up 5% from 2011. There was a projected sales tax revenue of \$2.5 million by year end. Mr. Erwin also reported on a letter received from the State Comptroller regarding the Fox Tank annexation.

Ms. Rickert moved to approve the monthly financial report. Mr. Cochrane seconded, and the motion passed 6 to 0.

3B. Capital Projects Update: Ms. Wendele reported:

Harper Highway Project Phase II: The project was proceeding on schedule.

Hill Country Shooting Center: The project was almost ready to close.

Hill Country Home Opportunity: The project was waiting for final maintenance.

Hill Country Junior Livestock Association: Funding agreement was approved by Kerrville City Council and Kerr County Commissioners' Court voted to allow the funds to be spent in the County.

3C. Review of Active Funding Agreements: Ms. Wendele reviewed the current funding agreements, as well as the list of all past funding agreements.

3D. Update regarding River Trail and Parks projects: Mr. Matthews reported that Package A should be completed before the end of November. He also reported staff met with property owners regarding package F. The utility projects should be completed in 12-15 months. There will be interpretive, way-finding and informational signage when the project is completed.

3E. Downtown Utility Improvement Project Update: Mike Wittler reported that there were three components of the project: 1) conduits had been installed from the northwest corner of Peterson Plaza to behind Pampell's/Arcadia and across Sidney Baker. 2) underground utility lines had been installed, and 3) conversion of customers' electric services had begun on the east side.

4. CONSIDERATION AND POSSIBLE ACTION:

4A. Update on the contract between the Economic Improvement Corporation and the Kerrville Economic Development Corporation: This item was deferred to Executive Session.

4B. Update on the Administrative Services Contract between the City of Kerrville and the City of Kerrville Economic Improvement Corporation:

Mr. Parton reported that the administrative services contract was approved by the City Council at their September 11, 2012 meeting.

4C. Consideration of a quality of life funding request submitted by the City of Kerrville for improvements to the Schreiner Golf Course:

Mr. Parton reported on the application for 4B funds request, and asked the EIC to approve the request. Staff recommended approval of the application to fund golf course improvements, e.g. parking lot improvements and new pavilion.

Mr. Howard moved to approve the funding request. Mr. Cochrane seconded, and the motion passed 6 to 0.

4D. Consideration of a quality of life funding request submitted by the City of Kerrville for public access wireless internet service:

Mr. Parton reported on the research into other cities' efforts to install public access wireless, and recommended approval of the funding request, not to exceed \$140,000, and designation of an EIC member to work with staff in determining the area to be covered by the public wireless access.

Mr. Howard moved to designate Mr. Cochrane as the EIC representative to work with staff to prepare the funding agreement that included a modified option 2 from the presentation. Ms. Rickert seconded, and the motion passed 4 to 2; with Mr. Howard, Mr. Early, Mr. Cochrane and Ms. Rickert voting for the motion, and Ms. Keeble and Mr. Boyland voting against.

4E. Update regarding the Kerrville Airport Commerce Park:

This item was deferred to executive session.

4F. Update on Fox Tank Company: Mr. Parton gave an update on Fox Tank. Alamo Community College District was working to finish the welding school. Water and wastewater was to be extended to the property.

4G. Resolution authorizing the Kerrville EIC to enter into an agreement with TexPool, pooled cash account; and

4H. Authorize the Kerrville EIC to enter into an agreement with TexSTAR, pooled cash account.

Mr. Erwin was instructed to provide further information to Mr. Boyland regarding TexPool and TexSTAR.

Mr. Boyland moved to approve the TexPool Resolution. Mr. Howard seconded the motion and it passed 6 to 0. Mr. Boyland moved to approve the TexSTAR agreement. Mr. Howard seconded and it was approved 6 to 0.

5. INFORMATION AND DISCUSSION:

5A. Update on Kerrville Economic Development Corporation: Mr. Titas reported that KEDC was currently working with several prospective businesses, including some in the wine and micro-brewery field. He will keep the EIC informed.

5B. Update regarding "Go" Team activities: Ms. Wendele stated the "Go" Team did meet, and she deferred any further discussion of this item to executive session during the time Mr. Jonas discusses KEDC.

6. EXECUTIVE SESSION:

Mr. Boyland moved for the EIC to go into executive closed session under Sections 551.071 (consultation with attorney) of the Texas Government Code; the motion was seconded by Mr. Howard and passed 6 to 0 to discuss the following matters:

4A. Update on the contract between the Economic Improvement Corporation and the Kerrville Economic Development Corporation

4E. Update regarding the Kerrville Airport Commerce Park.

At 5:40 p.m. the regular meeting recessed and the EIC went into executive closed session at 5:45 p.m. At 6:50 p.m. the executive closed session recessed and the EIC returned to open session at 6:50 p.m. Mr. Early announced that no action had been taken in executive session.

7. ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION:

4A. Contract between Kerrville Economic Improvement Corporation and the Kerrville Economic Development Corporation: No action was taken.

4E. Update regarding the Kerrville Airport Commerce Park: Mr. Howard moved to authorize the City Manager to contact the owner of the Airport Commerce Park to present a "buy-out" offer, with a non-taxing entity exclusion included for future sales of lots. Mr. Boyland seconded, and the motion passed 6 to 0.

8. ADJOURNMENT

Mr. Howard moved to adjourn, Ms. Keeble seconded the motion, it passed 6 to 0; the meeting was adjourned at 7:00 p.m.

APPROVED: _____

Kenneth Early, Vice-President

ATTEST:

Cheryl Brown
Recording Secretary

Agenda Item:

3A. Monthly financials for September 2012. (Erwin)

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

SUBJECT: EIC Financials

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 9, 2012

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

EXHIBITS: Monthly Financials
AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: *ME*

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 September 1, 2012	\$ 2,515,379
Deposits:	
Sales Tax	\$ 203,486
Interest Revenue	\$ 491
	\$ 203,977
Expenses:	
Office Supplies	
Public Notice	\$ -
Administrative Service Fee	\$ 8,333
Special Services - Category 1	
Special Services - Category 2	
Transfer for Debt Service - 1999	\$ 42,083
Transfer for Debt Service - 2012	\$ 30,000
Total Expenses	\$ 80,417
Revenues Over (Under) Expenditures	\$ 123,561
 Ending Cash Balance as of September 30, 2012	 <u>\$ 2,638,939</u>
Assigned Fund Balance - Park Improvements	\$ 250,000
Ending Cash Balance Available as of September 30, 2012	\$ 2,388,939

City of Kerrville
Economic Improvement Corporation
Sales Tax Improvement Fund - Revenue and Expense Statement
For the month ending September 1, 2012

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 3,148,386	\$ 3,148,386	\$ 3,148,386		
REVENUE:					
Sales and Use Tax	\$ 2,433,897	\$ 203,486	\$ 2,545,329	104.58%	\$ (111,432)
Interest	\$ 7,377	\$ 491	\$ 8,203	111.19%	\$ (826)
Refund Airport/Kerr County			\$ 76,513		\$ (76,513)
Transfer In			\$ 319,214		\$ (319,214)
TOTAL REVENUE	\$ 2,441,274	\$ 203,977	\$ 2,949,259	120.81%	\$ (112,258)
	Annual Budget	Current Period	Y-T-D Actual & Encumbrance	% of Budget	Budget Balance
EXPENDITURES:					
Administrative					
Advertising	\$ 100		\$ 120	-	\$ (20)
Transfer to Debt Service Fund	\$ 595,000	\$ 42,083	\$ 505,000	84.87%	\$ 90,000
Transfer to Debt Service Fund - River Trail		\$ 30,000	\$ 90,000		\$ (90,000)
Economic Development Governing Body	\$ 175,000	\$ -	\$ 175,000	100.00%	\$ -
Annual Disclosure Fee	\$ 3,400		\$ -		\$ 3,400
Administrative Services Fee	\$ 100,000	\$ 8,333	\$ 100,000	100.00%	\$ 0
Total Administrative	\$ 873,500	\$ 80,417	\$ 870,120	99.61%	\$ 3,380
Category I - Business Development					
Hill Country Shooting Center			\$ -	100.00%	\$ -
Commercial Improve Pilot Program	\$ 50,000		\$ 50,000	100.00%	\$ -
Fox Tank	\$ 600,000		\$ 300,000		\$ 300,000
Downtown Underground Utilities	\$ 300,000				\$ 300,000
USDA			\$ 1,138,436		\$ (1,138,436)
Unspecified	\$ 777,725		\$ 150	0.02%	\$ 777,575
Total Category I	\$ 1,727,725	\$ -	\$ 1,488,586	100.00%	\$ 239,139
Category II - Quality of Life					
Schreiner University Project	\$ -	\$ -			\$ -
Hill Country Home Opportunity Program	\$ -		\$ 100,000	100.00%	\$ (100,000)
River Trail	\$ 250,000	\$ 25,000	\$ 250,000		\$ -
Category II Unspecified	\$ -			0.00%	\$ -
Total Category II	\$ 250,000	\$ 25,000	\$ 350,000	140.00%	\$ (100,000)
Category III - Public Infrastructure					
Harper Hwy Extension	\$ 1,000,000		\$ 1,000,000	100.00%	\$ -
Total Category III	\$ 1,000,000	\$ -	\$ 1,000,000	100.00%	\$ -
Contingency	\$ -				\$ -
TOTAL EXPENDITURES	\$ 3,851,225	\$ 105,417	\$ 3,708,706	96.30%	\$ 142,519
NET REVENUES TO EXPENDITURES	\$ (1,409,950)	\$ 98,561	\$ (759,447)		
ENDING CASH BALANCE: September 30, 2012	Budget		Actual		
	\$ 1,738,435		\$ 2,388,939		

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Debt Service Fund

Cash Balance as of September 1, 2012		\$ 379,587
Revenues:		
Transfer from Sales Tax Improvements Fund	\$ 42,083	
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 September 30, 2012		<u><u>\$ 421,671</u></u>

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Debt Service Fund
Revenue and Expense Statement
For the month ending September 1, 2012

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 416,738		\$ 416,738		
REVENUE:					
Transfer from Sales Tax Improvement Fund	\$ 505,000	\$ 42,083	\$ 505,000	100.00%	\$ 0
Return of Equity - Park Lane Extension	\$ -			100.00%	\$ -
TOTAL REVENUE	\$ 505,000	\$ 42,083	\$ 505,000	100.00%	\$ 0
EXPENDITURES:					
Series 1999 Sales Tax Bond Debt Service	\$ 445,000		\$ 445,000	100%	\$ -
Series 1999 Sales Tax Bond Interest Expense	\$ 54,066		\$ 54,066	100%	\$ (0)
Paying Agent Fees	\$ 1,000	\$ -	\$ 1,000	100%	\$ -
First Southwest Continuing Disclosure Fee	\$ -	\$ -		-	\$ -
TOTAL EXPENDITURES	\$ 500,066	\$ -	\$ 500,066	100.00%	\$ (0)
ENDING CASH BALANCE: September 30, 2012	Budget \$ 421,672		Actual \$ 421,671		

CITY OF KERRVILLE
 Economic Improvement Corporation
 SALES TAX REVENUE ANALYSIS

	Actual FY 2009	Actual FY 2010	Actual FY 2011	Approved FY 2012	Actual FY 2012	Difference Projected vs Actual	% of Projected Variance
October	\$ 195,050	\$ 179,735	\$ 184,602	\$ 185,699	\$ 219,934	\$ 34,235	18.44%
November	\$ 218,565	\$ 188,879	\$ 207,677	\$ 210,299	\$ 203,379	\$ (6,920)	-3.29%
December	\$ 202,043	\$ 170,981	\$ 169,550	\$ 186,298	\$ 208,227	\$ 21,929	11.77%
January	\$ 190,881	\$ 170,645	\$ 195,030	\$ 185,731	\$ 204,051	\$ 18,320	9.86%
February	\$ 239,208	\$ 236,837	\$ 241,320	\$ 253,548	\$ 264,744	\$ 11,196	4.42%
March	\$ 200,569	\$ 163,136	\$ 169,754	\$ 180,444	\$ 186,812	\$ 6,368	3.53%
April	\$ 259,861	\$ 160,461	\$ 157,729	\$ 179,456	\$ 185,835	\$ 6,379	3.55%
May	\$ 228,262	\$ 203,235	\$ 234,742	\$ 232,308	\$ 223,320	\$ (8,988)	-3.87%
June	\$ 181,835	\$ 182,429	\$ 186,441	\$ 190,251	\$ 195,775	\$ 5,524	2.90%
July	\$ 183,253	\$ 179,622	\$ 190,696	\$ 191,233	\$ 210,758	\$ 19,525	10.21%
August	\$ 219,318	\$ 221,711	\$ 238,491	\$ 233,705	\$ 239,007	\$ 5,302	2.27%
September	\$ 189,718	\$ 186,321	\$ 179,133	\$ 204,924	\$ 203,486	\$ (1,438)	-0.70%
Total	\$ 2,508,562	\$ 2,243,991	\$ 2,355,166	\$ 2,433,897	\$ 2,545,329	\$ 111,433	4.58%

CITY OF KERRVILLE
Economic Improvement Corporation
EIC Capital Projects Fund

Cash Balance as of September 1, 2012		\$ 1,172,260
Revenues:		
Transfer In		
Total Revenues/Transfer In	<u>\$ -</u>	
Expenses:		
Services		
Special Services		
Harper Road Utilities - Phase 2	122,552	
	<u>\$ 122,552</u>	
Total Expenses	\$ 122,552	
Revenue Over (Under) Expenditures		<u>\$ (122,552)</u>
Ending Cash Balance as of September 30, 2012		<u>\$ 1,049,708</u>

CITY OF KERRVILLE
 Economic Improvement Corporation
 Sales Tax Improvement Capital Projects Fund
 Project Status Summary
 For the month ending August 31, 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	\$ 236,535	\$ 13,465	-
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	\$ 143,010	\$ 856,990	-
TOTALS			\$ 1,894,838	\$ 1,894,838		\$ 1,944,838	\$ 895,125	\$ 1,049,708	-

Cash Balance on 9/30/2012 \$ 1,049,708

Fund 70 - General Capital Improvement Projects - supported by EIC

PROJECTS	Funding Agreement	Agreement Commitment	Total Funded
2011-12 River Trail	C2011-76	\$ 6,000,000	\$ 5,174,745
2011-12 Louise Hays Park Improvements	C2011-76	\$ 2,000,000	\$ 2,000,000
TOTALS		\$ 8,000,000	\$ 7,174,745

Agenda Item:

3B. Capital Projects Update (Parton)

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

SUBJECT: Capitol Project Update – October 2012

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 8, 2012

SUBMITTED BY: Mindy N. Wendele **CLEARANCES:**
Director of Business Programs

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 FINANCE DIRECTOR:

SUMMARY STATEMENT

Attached is the October 2012 capital projects update.

RECOMMENDED ACTION

SCOPE

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

Amenities

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Projects	EIC approval	Complete 8-27-12		
	Jurisdiction approval by Kerr County Commissioners Court	Complete 9-10-12		
	CC approval	Complete 9-11-12		No activity since last EIC meeting.
FUNDING - BUDGET	Allocation	Expended - Encumbered	Project Balance	FYI- HCDJLA held their annual fundraiser on 9-24. \$52,000.
	FA 2012-04	\$150,000.00		

SCOPE	Project to fund the engineering, design and infrastructure of Pinto Trail Subdivision – an affordable housing project.
Amenities	Eleven home sites made ready for construction.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Project	Preliminary Plat	Completed		
	Waivers/Variations	Completed		
	Engineering/Design	Completed		
	Infrastructure Improvements	In process	Final acceptance pending	Water, Wastewater, Private Streets
FUNDING - BUDGET	Final Plat	To be completed after Infrastructure Improvements	Administrative approval	
	Allocation	Expended - Encumbered	Project Balance	
	\$250,000.00	\$236,535.00	\$13,465.00	Staff issued final acceptance HCHOH's engineer is finalizing revisions for the as-built plans and plat. HCHOH will present update
FA – 2010-02				

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 currently in progress with approximately 1,431 L.F. of sanitary sewer line and 1,709 L.F. of water main complete in place, from Old Harper Road northward toward the TxDOT right of way at Harper Highway. Construction is proceeding well at approximately 70 % completion with no issues at this time.

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	Complete		
	1-easement (Howard) in negotiation	Complete		
	Approval from TxDOT for construction approval within Control of Access area in TxDOT right of way received.	Approved	TxDOT final approval of permits	
Misc. Reports/Permits	TxDOT Permits	Approved	General construction permits for construction within TxDOT right of way	
Design	under contract - HDR Engineering	Complete		
Construction Drawings	final plans/specs/costs/ documents	completed 4/2012	all project elements	
Bidding/Contracts Construction	Construction contract awarded to Qro Mex Construction 5/22/12 build project /Under Construction	start June 2012; complete Nov. 2012	contract prep	

FUNDING - BUDGET	Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package

EIC funding (FA2008-013)	\$1,000,000	\$129,124.06	\$850,875.94	Construction \$580,000 Materials Testing \$38,000	
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Agenda Item:

3C. Review of active funding agreements. (Parton)

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

SUBJECT: Review of active funding agreements

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 8, 2012

SUBMITTED BY: Mindy N. Wendele **CLEARANCES:**
Director of Business Programs

EXHIBITS: List of active agreements; past funding agreement index

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

Staff has updated the list of active funding agreements and past funding agreements for review.

RECOMMENDED ACTION

For discussion and provide direction.

Active Project Funding Agreements
October 15, 2012

<u>Project</u>	<u>Amount</u>	<u>Performance Criteria</u>
Airport Commerce Park	\$630,000.00	FA/PDD
Hill Country Shooting Sports Center	500,000.00	Reimbursement, \$100,000 if project not completed(ready for close-out)
Hill Country Home Opportunity Council (2)	250,000.00	Reimbursement, \$100,000 if project not completed
Harper Highway Phase 2	1,000,000.00	
Downtown Utility Improvements	300,000.00	
Fox Tank Company	600,000.00	Job creation/retention - 60 jobs/10 years
Parks and River Trail Improvements	8,000,000.00	2 bond sales for \$3.5m each; cash
Nature Blinds, LLC	500,000.00	based on sales NTE \$100,000 per year
Hill Country District Livestock Association	150,000.00	NTE – reimbursement after equipment Purchased

FA=Funding Agreement
PDD=Planned Development District
NTE=Not To Exceed

**ECONOMIC IMPROVEMENT CORPORATION
INDEX OF FUNDING AGREEMENTS (FA)**

**BD=Business Development; QL=Quality of Life; PI=Public Infrastructure;
AC=Administrative Contracts; NLA= No Longer Allowed; O=Other**

98-1 **PI** Kerrville/Kerr County Municipal Airport water distribution and wastewater collection mains, \$838,000

1999 EIC Funding Agreements

99-1 **QL** Scott Schreiner Municipal Golf Course remodeling, reconstruction, and related purchases, including: remodeling golf course, construction of new maintenance and storage building, and purchase of golf course maintenance equipment, \$1,850,000

99-2 **PI** Holdsworth preliminary design including design, bidding, construction, and right of way acquisition, \$60,000

99-3 **PI** Holdsworth Drive-TxDOT agreement for construction of Holdsworth drive from Hwy. 16 to Harper Road, including design, bidding, construction, and right of way acquisition, \$30,000 (amended 3-6-00 to \$62,000, FA 00-3)

99-4 **PI** Memorial lift station rehabilitation, \$160,000

99-5 **PI** Park Lane preliminary design, including design, bidding, construction and right of way acquisition, \$31,000

99-6 **QL** Butt-Holdsworth Memorial Library renovation preliminary study, including design, bidding, and construction, \$14,000

2000 EIC Funding Agreements

00-1 **PI** "G" Street (Bridge) reconstruction, acquiring right of way, relocating utilities, and participating in construction costs No amount given in funding agreement

00-2 **PI** "G" Street and Park Lane right of way acquisition, \$313,000

00-3 **PI** Amends Holdsworth Drive-TxDOT agreement, FA 99-3 increased to \$62,000

00-4 **PI** Holdsworth Drive project, \$938,000

00-5 **QL** Butt-Holdsworth Memorial Library renovation project, \$228,650

00-6 **PI** Water and Sewer on Loop 534 to KISD property \$640,500

00-7 **PI** Blackwell Fire Station replacement project, \$800,000

2001 EIC Funding Agreements

- 01-01 **PI** Broadway utility relocation, \$330,000
- 01-02 **PI** Loop 534 water and sewer, 1st amendment, \$1,500,000
- 01-03 **PI** Legion Hills-Phase II infrastructure, \$175,000
- 01-04 **PI** Aquifer Storage Recovery well project, \$300,000
- 01-05 **PI** Loop 534 water and sewer, 2nd amendment, \$1,710,000
- 01-06 **PI** Loop 534 water and sewer, 3rd amendment, \$2,027,259.35
- 01-07 **PI** Airport Commerce Park, \$500,000 (Amended June 11,2002 to \$630,000)
- 01-08 **PI** Airport Interior wastewater infrastructure improvements, \$500,000

2002 EIC Funding Agreements

- 02-01 **PI** Aquifer Storage Recovery Well #3, Phase I, \$75,000
- 02-02 **O/NLA** Ambulance, \$143,665
- 02-03 **O** GIS (Geographic Information System), \$153,812.00
- 02-04 **O** Acquisition of Drainage Easements along Quinlan and Town Creeks \$290,000

2003 EIC Funding Agreements

- 03-01 **PI** Extension of Main Street between Meadowview Drive and Travis Street \$1,800,000
- 03-02 **O/LNA** Purchase of FY2003-04 Fire Pumper Apparatus and Thermal Imaging Camera \$370,000
- 03-03 **O** Purchase of Communications Equipment for the Kerrville Police, Fire & EMS Dispatch for the Emergency Service Enhancement Program \$109,000
- 03-04 **PI** Renovate Airport Facility (1700 Airport Loop Road) \$25,000
- 03-05 **PI** Matching funds with TxDot for the construction of an Airport Terminal \$300,000
- 03-01-C **AC** Contract between KEDF and EIC \$10,800 total for equipment listed

2004 EIC Funding Agreements

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- 04-01-A O First Amendment to Funding Agreement for Thermal Imaging Cameras \$350,000
- 04-02 PI Construction of Final Phase of Legion Hills Infrastructure Improvements \$352,000
- 04-03 QL Golf Course Improvements \$40,000
- 04-04 AC FY04-05 Administrative Services Contract \$75,000
- 04-05 O 1st Amendment to the Funding Agreement of the Airport Sewer Project (reallocated funds saved from previously funded amount-\$120,000)
- 04-06 PI Town Creek Companies, LLC, City of Kerrville and EIC – participation in sewer infrastructure construction, \$492,657.00
- 04-07 PI 1st Amendment to the Project Funding Agreement – Holdsworth Drive \$938,000 (replacing previous amount of \$1,613,000)

2005 EIC Funding Agreements

- 05-01 QL Central Kerrville Development Corporation – Boardwalk Project, \$300,000.00 **Not funded**
- 05-02 PI Second Amendment to Project Funding Agreement – Holdsworth Drive, \$938,000.00 to \$1,613,000.00
- 05-03 PI State Highway 16 Reconstruction Project – Utilities, \$981,206.00
- 05-04 PI 1st Amendment to Project Funding Agreement 04-06, Town Creek Sewer infrastructure, release of lien. (amount didn't change)
- 05-05 BD Hill Country Shooting Sports Center, \$200,000.00
- 05-06 QL Texas Arts and Crafts Foundation, Inc., \$127,000.00
- 05-07 QL Kerrville Playscape, Inc., \$137,836.00
- 05-08 PI Airport Water Tower Demolition, \$95,000.00

2006 EIC Funding Agreements

- 06-01 QL Central Kerrville Development Corporation Boardwalk Project **Not funded**
- 06-02 QL Dietert Senior Center Project, \$500,000
- 06-03 PI Sid Peterson Memorial Hospital, \$500,000

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- 06-04 **AC** Kerrville Economic Development Foundation \$8,000
- 06-05 **AC** FY06-07 Administrative Services Contract, \$75,000.00
- 06-06 **BD** Hill Country Shooting Sports Center \$500,000
- 06-07 **PI** James Avery Craftsman, Inc., \$350,000
- 06-08 **QL** Kerrville Playscape, Inc., \$12,038 (\$125,000 changed to \$137,038)

2007 EIC Funding Agreements

- 07-01 **AC** Kerrville Economic Development Foundation, not to exceed \$100,000
- 07-02 **QL** Schreiner University, Mountaineer Center, \$750,000 over the next three years (apply annually)
- 07-03 **PI** First Amendment to Legion Hills Funding Agreement 04-02 no amount given in funding agreement amendment
- 07-04 **PI** Capital Improvements at Kerrville/Kerr County Municipal Airport, (not to exceed \$378,000)
- 07-05 **AC** FY 08 Administrative Services Contract \$75,000

2008 EIC Funding Agreements

- 08-01 **PI** Salvation Army Regional Detention Facility/Athletic Fields, not to exceed \$70,000
- 08-02 **AC** Kerrville Main Street Program, not to exceed \$20,000
- 08-03 **PI** Capital Improvements at Kerrville/Kerr County Municipal Airport, not to exceed \$245,540
- 08-04 **PI** Economic Development Grant-James Avery Craftsman, Inc. \$2,500,000
- 08-05 **AC** Project Funding Agreement-Kerr Economic Development Foundation-\$71,500
- 08-06 **BD** Economic Development Grant/Loan Agreement-Kerr Economic Development Foundation (USDA Laboratory)-not to exceed \$525,000
- 08-07 **BD** Economic Development Grant Agreement-Community Foundation of the Texas Hill Country (Tivy Education Center Capital Campaign)-not to exceed \$300,000 and First Amendment dated February 3, 2009

2009 EIC Funding Agreements

- 2009-01 **PI** Habitat for Humanity (Maude Jennings Subdivision) \$418,000 – commence 03-10-09
- 2009-02 **BD** Hill Country Shooting Sports Center, air hall, \$300,000, commence 03-10-09
- 2009-03 **BD** Economic Development Grant – Workforce Solutions-Alamo – career center - \$109,887.24 – commence 03-10-09
- 2009-04 **PI** Project Funding Agreement – City of Kerrville – Kroc Center site developments - \$500,000 – 03-24-09
- 2009-05 **PI** Project Funding Agreement – City of Kerrville – Town Creek Sewer Project - \$513,456.13 – 04-28-09
- 2009-06 **AC** Project Funding Agreement – KEDF – marketing/business development – \$62,500 – 06-23-09

- 2009-07 **PI** Termination of Project Funding Agreement (Town Creek Sewer Project) – 04-14-09

2010 EIC Funding Agreements

- 2010-01 **AC** Project Funding Agreement – Kerr Economic Development Foundation for \$25,000, 05-17-2010
- 2010-02 **QL** Economic Development Grant – Hill Country Home Opportunity Council for \$150,000.00, 05-17-2010 (amended 06-20-11)
- 2010-03 **BD** Economic Development Grant – Hill Country Shooting Sports Center for \$494,838.00, 11-15-2010
- 2010-04 **BD/CIP** Economic Development Grant – Hewitt Engineering, Inc. for \$8,000.00, 10-18-2010 (amended 4-18-11 \$10,000)
- 2010-05 **BD/CIP** Economic Development Grant – San Saba Cap, Inc. for \$10,000.00 – 10-18-2010

2011 EIC Funding Agreements

- 2011-01 **AC** Kerrville Economic Development Corporation, \$225,000.000
- 2011-02 **PI** City of Kerrville, Harper Hwy Utility Improvement, \$1,000,000.00
- 2011-03 **QL** City of Kerrville, Parks & River Trail Improvements, \$6,000,000.00

2011-04 **PI** City of Kerrville, Harper Highway utility improvement, phase II, \$1,000,000

2012 EIC Funding Agreements

2012-01 **PI** Kerrville Public Utility Board (KPUB) Downtown Kerrville Utility Line Removal and Undergrounding \$ 300,000.00

2012-02 **AC** Kerrville Economic Development Corporation (KEDC) \$175,000.00

2012-03 **BD** Fox Tank, Company \$600,000.

2012-04 **QL** Hill Country District Junior Livestock Show Association (HCDJLSA) Not to exceed \$150,000.

Agenda Item:
(Staff)

3D. Update regarding River Trail and Parks projects. (Rickert)

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

SUBJECT: EIC Monthly Report

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 9, 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 Project

October 2012

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. Total trail length: 0.6 miles

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
Property Survey	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 MIMA
	construction easements, if needed	NA	NA	NA
	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			
	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 Bidding/Contracts	final plans/specs/costs/ documents	complete (3/12)	all project elements	
	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); 70% complete; completion (11/12)	sequencing of work	typical delays/field alterations; considering adding amenities to project

FUNDING - BUDGET		Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
G.O. bonds (2002) Park Dedication Funds	\$500,000 25,000 \$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 in the first half of 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	complete by 3/31/13	CoK to secure easements from property owners; title work and surveys	requires property owner approval, purchase, or other
Property Survey	construction easements, if needed M&B and Topo surveys	complete by 3/31/13 M&B - complete (9/12) Topo - partially complete	determine need by 11/30/12 identify property boundary and grades	requires property owner approval
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 complete (6/12)
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	requires Council approval coord. with utilities projects
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	
Construction Drawings Bidding/Contracts	final plans/specs/costs/ documents secure contractor	complete by mid 2013 mid 2013	all project elements bid process, contract prep	project delay assoc. with approvals project delay, bid cost, etc.
Construction	build project	start 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				
COs (4B) - LHP/LMP Project		\$2,000,000				

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
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	may require submittal to FEMA
	TPWD (land & water permit)		environmental impact to state waters	review by TPWD
Design	TBD	(partially complete)		waiting for private development
Routing	location of trail	(partially complete)	define gradients and layout	" " "
Preliminary Design	schematic plan with amenities; prelim. costs	50% review - 75% review - 90% review -	all project elements all project elements all project elements	" " "
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 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. Total trail length: up to 1 mile

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

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

This item does not have an agenda bill.

Agenda Item:

4A. Funding agreement with City of Kerrville for improvements to the Schreiner Golf Course. (Parton)

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

SUBJECT: Public hearing and possible action on a funding agreement between the Economic Improvement Corporation and the City of Kerrville for improvements to the Schreiner Golf Course

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 10, 2012

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

EXHIBITS: Funding Agreement for Improvements to the Schreiner Golf Course

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 OR FINANCE:

SUMMARY STATEMENT

At its meeting of September 17, 2012, the EIC Board accepted an application from the City of Kerrville to request funding for improvements to the Schreiner Golf Course and directed city staff to prepare a funding agreement. The attached funding agreement would provide \$608,141 to fund the construction of a 1,600 square foot pavilion, reconstruction of the parking lot, and realignment of Country Club Drive.

RECOMMENDED ACTION

Staff recommends that the EIC Board vote to approve this funding agreement.

PROJECT FUNDING AGREEMENT BETWEEN THE CITY OF KERRVILLE, TEXAS, ECONOMIC IMPROVEMENT CORPORATION AND THE CITY OF KERRVILLE, TEXAS (SCHREINER GOLF COURSE IMPROVEMENTS)

THIS PROJECT FUNDING AGREEMENT is entered into this _____ day of _____, 2012, by and between the City of Kerrville, Texas Economic Improvement Corporation ("Corporation"), a Texas non-profit corporation established by City pursuant to Section 4B of Tex. Rev. Civ. Stat. Art. 5190.6 and now codified in Chapters 501, 502, and 505 of the Texas Local Government Code (otherwise known as the Development Corporation Act of 1979 and hereafter called "the Act") and the City of Kerrville, Texas ("City"), a Texas home-rule municipality.

WITNESSETH:

WHEREAS, pursuant to Chapter 505 of the Act, Corporation is authorized to undertake, or to provide funding to City to undertake, projects which the Corporation finds to be encompassed by the definition of "projects" as that word is defined in Chapters 501 and 505 of the Act; and

WHEREAS, EIC was formed to administer the sales and use tax approved by the citizens of Kerrville, Texas, in May 1995 and collected for projects as defined by the Act, including:

Projects related to recreational or community facilities to include land, buildings, equipment, facilities, and improvements required or suitable for use for professional and amateur sports, including children's sports, athletic, entertainment, tourist, and public park purposes and events, including parks and park facilities, open space improvements, and related concession and automobile parking facilities, related area transportation facilities, and related roads, streets, and other related improvements that enhance any of these items as provided for by Section 505.152 of the Act; and

WHEREAS, City proposes to design and construct a 1,600 square foot pavilion and to design and reconstruct the parking lot and access street for the City's Schreiner Golf Course (the "Project"); and

WHEREAS, the Project will increase the accessibility to and the usability of the City's Schreiner Golf Course; and

WHEREAS, Corporation finds that the construction of the Project as described generally above constitutes a "project" as defined by the Act; and

WHEREAS, Corporation finds that the Project is required or suitable for the use of professional and amateur sports; and

WHEREAS, Corporation finds that it will be in the public interest to enter into this Agreement with City to provide sales tax revenues collected pursuant to the Act ("4B Revenues") to City for costs related to the Project; and

WHEREAS, on October 15, 2012, in a meeting that was open to the public in accordance with the Texas Open Meetings Act, Corporation held a public hearing pursuant to Section 501.072 of the Act related to the proposed expenditure of 4B Revenues for the Project;

NOW THEREFORE, for and in consideration of the recitals set forth above and the promises made herein, Corporation and City agree as follows:

1. **“Project” Defined:** When used in this Agreement, the phrase “Project” means the project summary as described in **Exhibit A** attached hereto and included herein for all purposes. Said description shall not be substantively altered in any respect without the prior approval of the Corporation.
2. **Agreement to Fund Project:** Corporation agrees to provide to City an amount up to and not to exceed \$608,141.00 in 4B Revenues to be used for the design, bidding and/or request for proposals, construction, and installation of the Project. The City is authorized to make payments for the herein described purposes directly from the Sales Tax Improvement Fund (Fund 40) or by making a transfer of 4B Revenues from the Sales Tax Improvement Fund (Fund 40) to one or more funds described in the City’s approved budget. Transfers shall be limited to the actual amount of the payment draws submitted by the selected contractor(s) and/or the actual costs to City related to the Project.
3. **Eligible Costs:** Payments made by City from 4B Revenues as authorized by Section 2, above, shall be limited to the payment of “costs” as defined in the Act.
4. **Applicable Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The Agreement is entered into and fully performable within Kerr County, Texas. Accordingly, venue for any cause of action arising pursuant to this Agreement shall be proper only in Kerr County, Texas.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in the year and as of the date indicated.

CITY OF KERRVILLE, TEXAS

CITY OF KERRVILLE, TEXAS ECONOMIC
IMPROVEMENT CORPORATION

By: _____
Jack Pratt, Jr., Mayor

By: _____
David Wampler, President

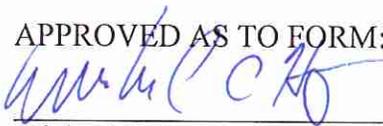
ATTEST:

ATTEST:

Brenda G. Craig, City Secretary

Rex Boyland, Secretary for the Corporation

APPROVED AS TO FORM:



Michael C. Hayes, City Attorney

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Exhibit A
Project Description
Schreiner Golf Course

1. **Explanation of the Nature and Scope of the Project:**

This project consists of two components. It will fund the construction and landscaping of the parking lot and build a new pavilion.

Existing parking will be reconfigured and Country Club Drive realigned. The reconfiguration of the parking lot will add 30 more stalls, increasing from 70 to 100. It will also result in one entrance into the parking lot. Country Club Drive will be realigned to move traffic as far to the west as possible and to minimize conflicts between through traffic and golf patrons. The project will also incorporate a landscaped median to improve safety, provide shade, and enhance aesthetics. It will also help to improve buffering with adjacent residential uses. Project funding for the parking lot and related improvements includes engineering design, construction, and materials testing.

The new pavilion will consist of a 40' by 40' structure (1,600 square feet). Design elements will be included to ensure that the pavilion matches the architecture of the existing pro shop. This part of the project will include the rehabilitation of the existing retaining wall below the pavilion area, a cart path connection from the pavilion to the golf course, electrical outlets, lighting, ceiling fans, and a score board. The pavilion will provide for covered parking for golf carts during normal operations and provide a covered facility with full amenities to support more tournament play. Project funding for the pavilion includes architectural design, construction, and materials testing.

2. **Proposed Site and Existing Improvements:**

Attached is a graphic showing the proposed improvements in addition to the existing conditions.

3. **Proposed Improvements:**

The proposed improvements will be consistent with those described in 1 above. The improvements will substantially comply with the documents as listed below and attached to this Exhibit 1:

Final Concept – Scott Schreiner Golf Course Parking Lot, Dated May 2009
Professional Design Services Proposal for Scott Schreiner Golf Course Pavilion Submitted by
Peter Lewis Architect + Associates – Dated July 12, 2012

4. Cost Estimate for Improvements:

Cost estimates are as follows:

Parking Lot

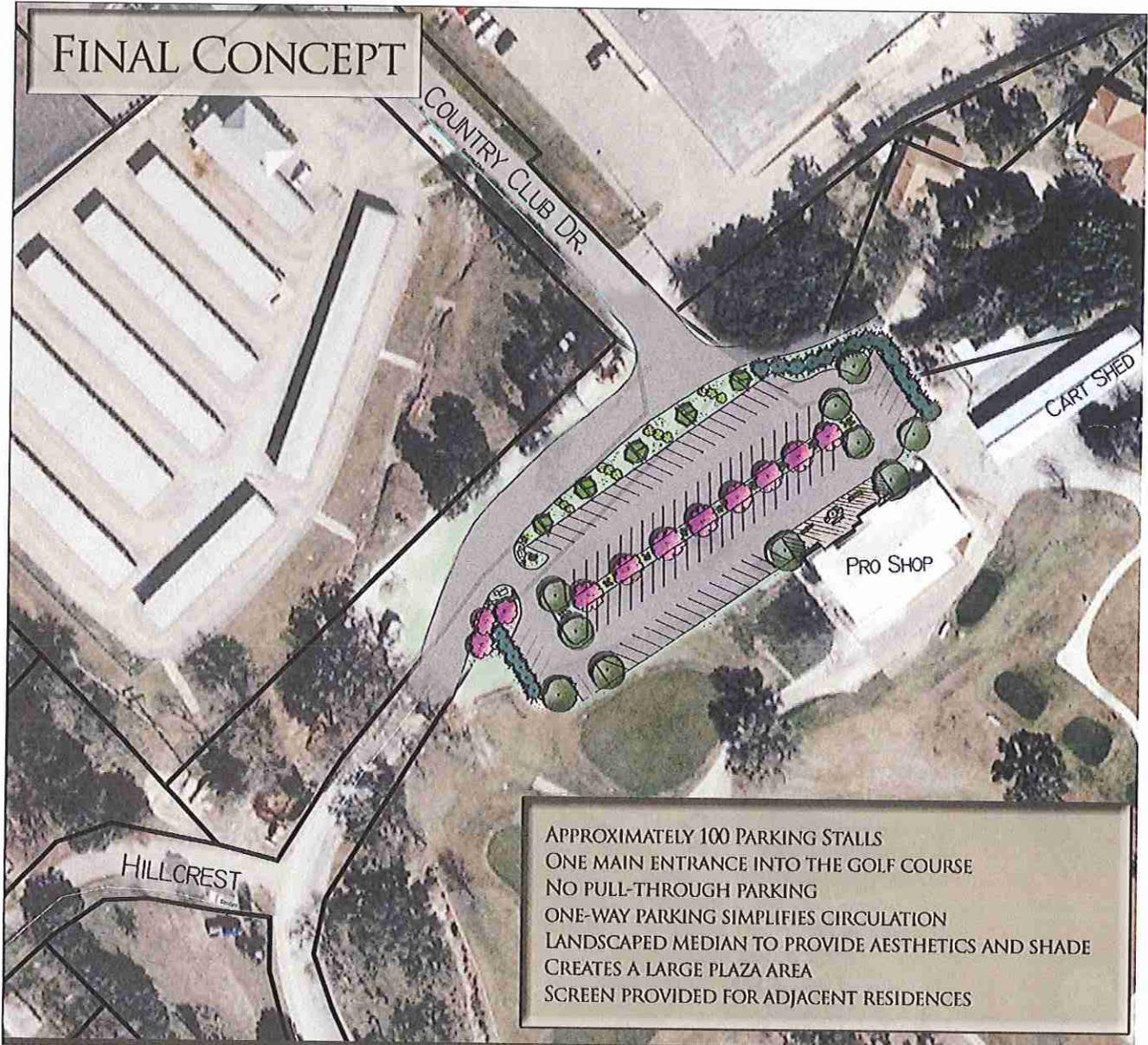
Engineering Design	\$ 23,800
Construction Estimate	\$308,341
<u>Materials Testing</u>	<u>\$ 5,000</u>
TOTAL PROJECT COST	\$337,141

Pavilion

Architectural Design	\$ 18,500
Construction Estimate	\$250,000
<u>Materials Testing</u>	<u>\$ 5,000</u>
TOTAL PROJECT COST	\$271,000

TOTAL PROJECT FUNDING \$608,141

FINAL CONCEPT



APPROXIMATELY 100 PARKING STALLS
ONE MAIN ENTRANCE INTO THE GOLF COURSE
NO PULL-THROUGH PARKING
ONE-WAY PARKING SIMPLIFIES CIRCULATION
LANDSCAPED MEDIAN TO PROVIDE AESTHETICS AND SHADE
CREATES A LARGE PLAZA AREA
SCREEN PROVIDED FOR ADJACENT RESIDENCES



SCOTT SCHREINER GOLF COURSE PARKING LOT KERRVILLE, TEXAS

MAY 2009



PETER LEWIS
ARCHITECT + ASSOCIATES

July 12, 2012

Kristine Ondrias, Assistant City Manager
City of Kerrville
800 Junction Highway
Kerrville, TX 78028

RE: Professional Design Services Proposal
Scott Schreiner Golf Course Pavilion
Kerrville, Texas

Dear Kristine:

Thank you for the continuing opportunity to be of service to the City of Kerrville

Based generally upon preliminary Design drawings prepared in October of 2005 and my meeting with Scott McDonough, on April 13, 2012, we have prepared this Proposal. Please allow the following to document our understanding of Scope, Services and Fee.

I. Work Scope

- A. 40'x40' covered area with concrete slab
- B. Site grading and retaining wall
- C. Sidewalk connection to parking area
- D. Lighting and ceiling fans
- E. ADA/TAS compliance

II. Scope of Services

- A. Meet with Assistant City Manager, City staff and EIC representative, as required
- B. Meet with Scott Schreiner Golf Course staff, as required
- C. As-built survey and documentation
- D. Schematic Design Services
 - 1. Site Plan
 - 2. Architectural Floor Plan
 - 3. Exterior Elevations
 - 4. Presentation Drawings
- E. Construction Document Services (DD/CD)
 - 1. Demolition Plans
 - 2. Site Grading and Retaining Wall : Maxwell Engineering, PLLC
 - 3. Architectural
 - 4. Electrical: ESA Mechanical & Electrical Engineering, Inc.
 - 5. Foundation and Framing Plans: Maxwell Engineering, PLLC.
 - 6. Project Specifications
 - 7. Assist City of Kerrville during Bid Phase, as required
- F. Construction Contract Administration Services (CCA)
 - 1. Periodic Site Visits
 - 2. Office Construction Administration
 - 3. Shop Drawing and Submittal Review
 - 4. Project Meetings with Owner and Contractor
 - 5. Review Applications for Payment and issue Certificates for Payment
 - 6. Issue Certificate of Substantial Completion

III. Fixed Fee

Our services will be provided for a Fixed Fee of Eighteen thousand Five hundred and no/100 dollars \$18,500.00

Architect	\$ 12,500.00
Civil	\$ 1,250.00
Structural	\$ 3,250.00
Electrical Engineer	\$ 1,500.00

IV. Reimbursable Expenses

Reimbursable expenses will be billed at a multiple of 1.15 times cost (invoice): reproduction of documents, shipping and mailing expenses, long distance telephone and fax, Consultants not included above. Project related mileage will be billed at current Standard Rate.

Estimated Reimbursable Expenses \$ 500.00

V. Additional Services, if requested and approved in writing, will be provided on an Hourly basis according to our Hourly Fee Schedule

Principal/Overall Project Manager	\$ 135.00/Hr.
Project Architect	\$ 110.00/Hr.
Professional Intern	\$ 75.00/Hr.
Project Technician	\$ 60.00/Hr.
Admin./Clerical	\$ 35.00/Hr.

This Professional Design Services Proposal generally describes the Services to be provided and their associated Fees. If we are in agreement on both of these items, please indicate so by signing and returning a copy of this Proposal. Please call me, if you have any questions.

We look forward to getting started!

Very truly yours,



Peter W. Lewis, Architect
Principal

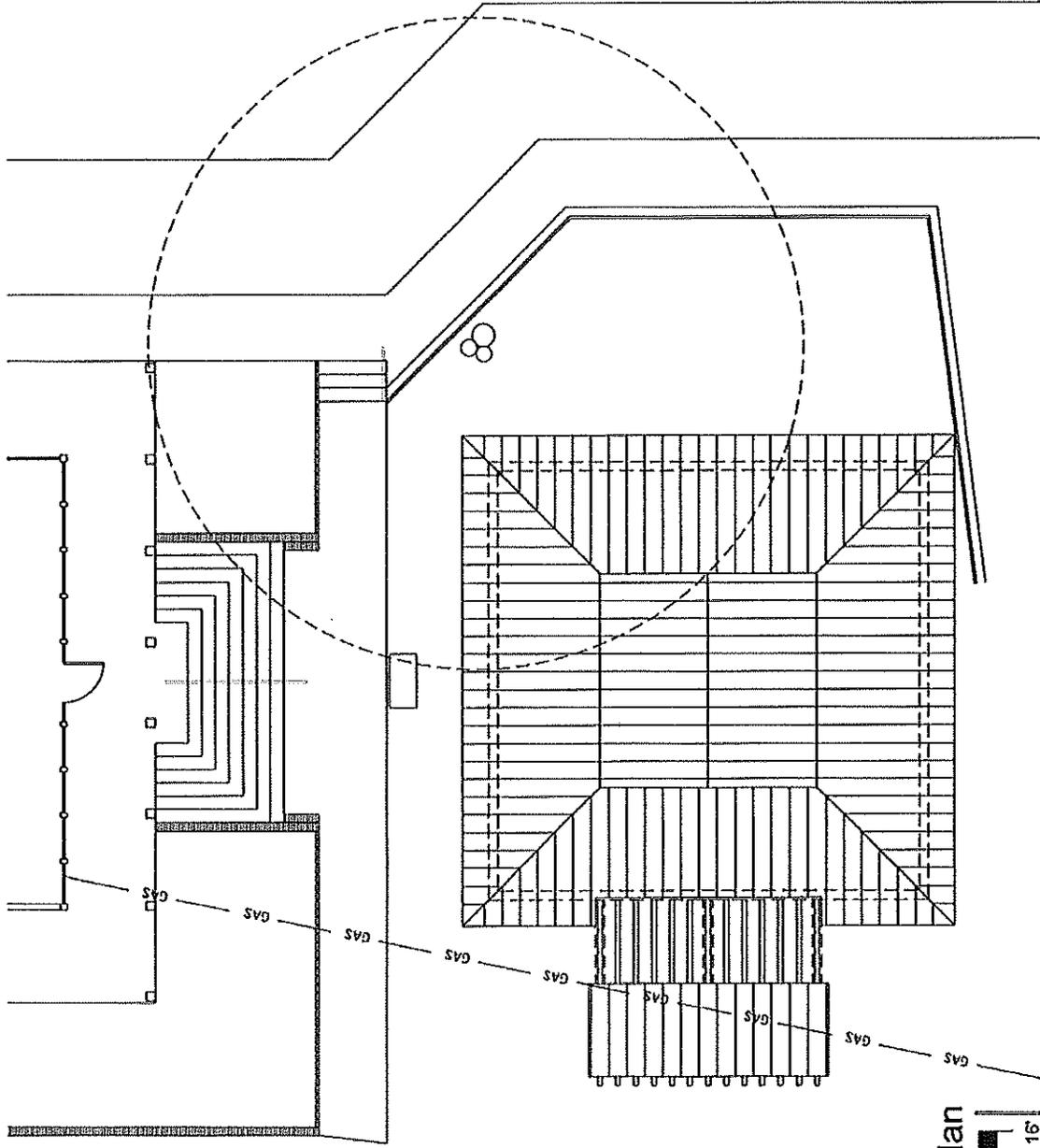
Accepted for City of Kerrville

Date

Schreiner Scott
Municipal Golf Course
Pavilion

1 Country Club Drive
Kerrville, Texas 78628

20-0523 9-18-05



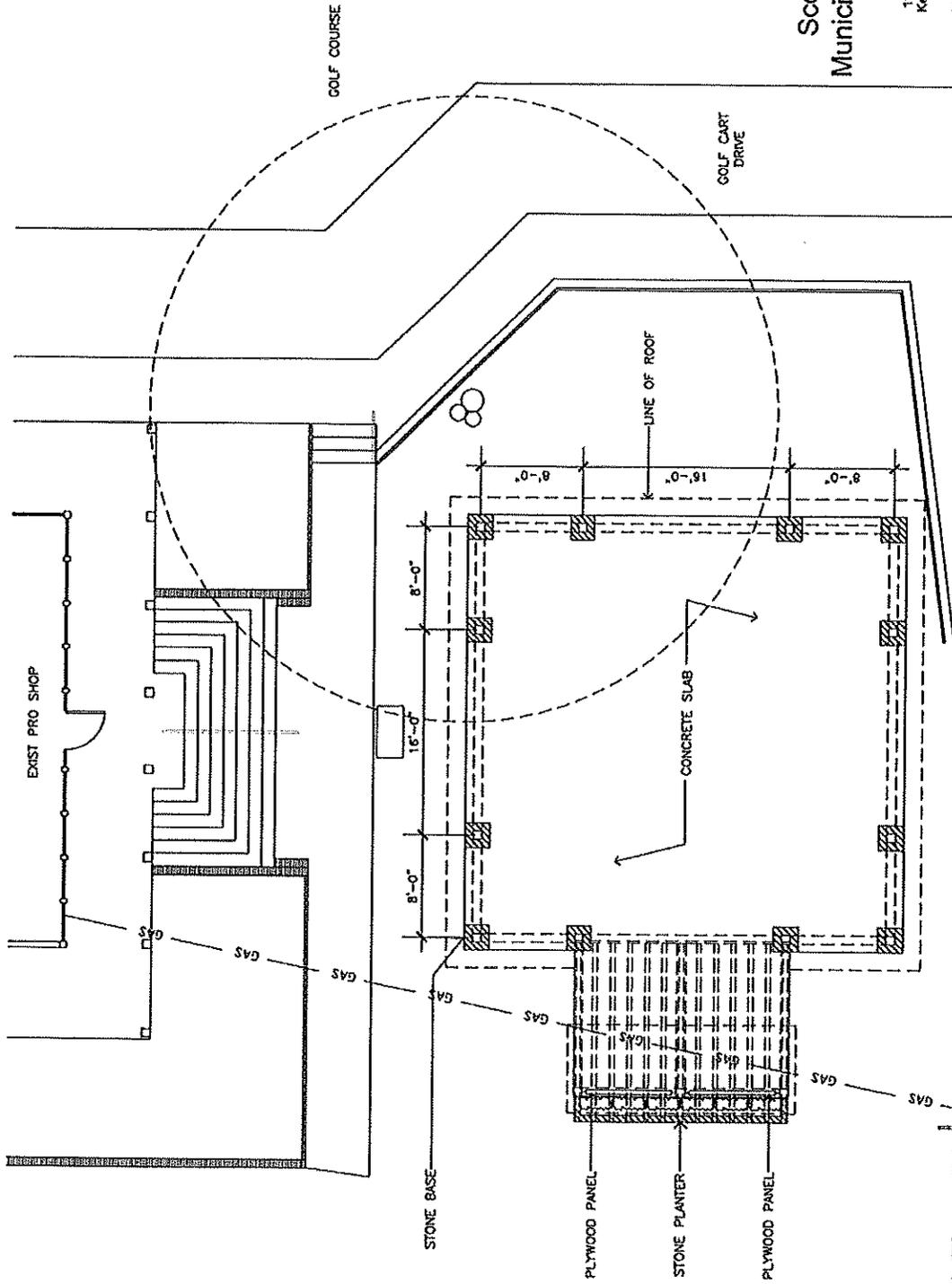
Proposed Site Plan



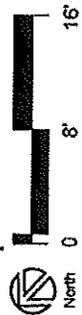
Scott Schreiner
Municipal Golf Course
Pavilion

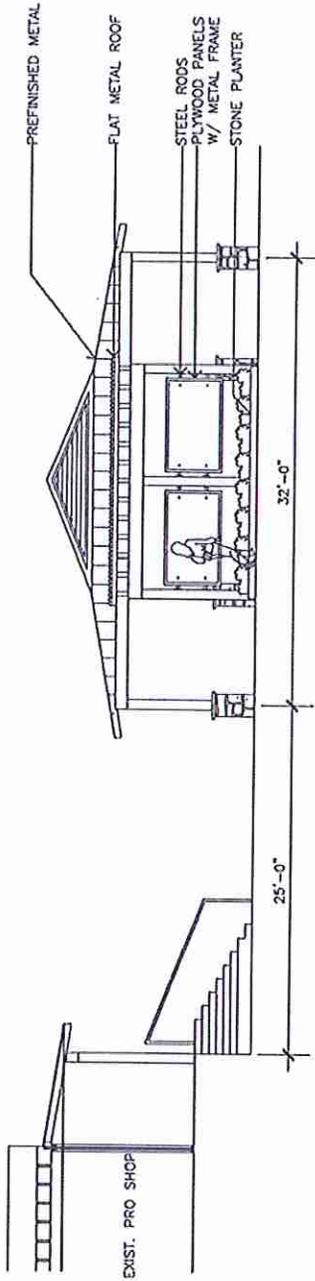
1 Country Club Drive
Kerrville, Texas 78028

20-0523 10-6-05

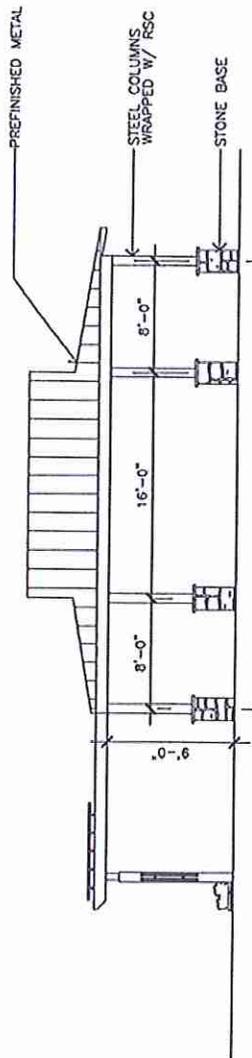


Proposed Floor Plan





Proposed Northwest Elevation



Proposed Southwest Elevation

Proposed Elevations



Scott Schreiner
Municipal Golf Course
Pavilion

1 Country Club Drive
Kerrville, Texas 78028

20-0523 10-6-05



PETER LEWIS
ARCHITECT + ASSOCIATES

Agenda Item:

4B. Funding agreement with City of Kerrville for public access wireless internet service. (Parton)

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

SUBJECT: Public hearing and possible action on a funding agreement between the Economic Improvement Corporation and the City of Kerrville for the installation of wireless internet services in downtown Kerrville

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 10, 2012

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

EXHIBITS: Funding Agreement for Downtown Wireless Internet Services

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 OR FINANCE:

SUMMARY STATEMENT

At its meeting of September 17, 2012, the EIC Board accepted an application from the City of Kerrville to request funding for the installation of wireless services in Kerrville's downtown area. The application was for an amount not to exceed \$100,000 for the installation of a free public access wireless internet system to cover the Peterson Plaza and Louise Hays Park areas. An RFP process will be utilized to request proposals that will include options for equipment purchases and equipment leases.

Staff was able to boost the signal from the wireless system installed in the new Kerrville City Hall building to provide coverage for Peterson Plaza. As a result, a free public access point has been created. Staff will be monitoring usage of this amenity and feels that this could be a good pilot project. This may allow the EIC Board and the City Council to measure the impact of this type of program prior to launching a larger-scale effort.

The signal may not be boosted to cover Louise Hays Park. However, with the extension of the signal to cover the plaza the extension of wireless to the park could be deferred until such time that improvements to the park are finished.

RECOMMENDED ACTION

Staff recommends that the EIC Board:

1. Take no action on this funding agreement,
2. Direct City staff to provide monthly reports on wireless usage in the plaza, and
3. Reschedule consideration of this funding agreement at a point in the future if the pilot project warrants.

**PROJECT FUNDING AGREEMENT BETWEEN THE CITY OF KERRVILLE,
TEXAS, ECONOMIC IMPROVEMENT CORPORATION AND THE CITY OF
KERRVILLE, TEXAS (DOWNTOWN WIRELESS INTERNET PROJECT)**

THIS PROJECT FUNDING AGREEMENT is entered into this _____ day of _____, 2012, by and between the City of Kerrville, Texas Economic Improvement Corporation (“Corporation”), a Texas non-profit corporation established by City pursuant to Section 4B of Tex. Rev. Civ. Stat. Art. 5190.6 and now codified in Chapters 501, 502, and 505 of the Texas Local Government Code (otherwise known as the Development Corporation Act of 1979 and hereafter called “the Act”) and the City of Kerrville, Texas (“City”), a Texas home-rule municipality.

WITNESSETH:

WHEREAS, pursuant to Chapter 505 of the Act, Corporation is authorized to undertake, or to provide funding to City to undertake, projects which the Corporation finds to be encompassed by the definition of “projects” as that word is defined in Chapters 501 and 505 of the Act; and

WHEREAS, EIC was formed to administer the sales and use tax approved by the citizens of Kerrville, Texas, in May 1995 and collected for projects as defined by the Act, including:

Expenditures required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises, including telecommunications and Internet improvements, as provided for by Section 501.103 of the Act; and

WHEREAS, City proposes to purchase and install equipment necessary for the provision of wireless internet service for areas within the downtown area, to include Peterson Plaza and Louise Hays Park (the “Project”); and

WHEREAS, the Project will make it possible for downtown visitors and park users to access the internet without cost through laptops, tablets, smart phones, and other devices; and

WHEREAS, Corporation finds that the construction of the Project as described generally above constitutes a “project” as defined by the Act; and

WHEREAS, Corporation finds that the Project is required or suitable to promote or develop new or expanded business enterprises within the downtown area by providing an amenity that will attract and encourage persons to visit, patronize, shop, and work within the downtown area; and

WHEREAS, Corporation finds that it will be in the public interest to enter into this Agreement with City to provide sales tax revenues collected pursuant to the Act (“4B Revenues”) to City for costs related to the Project; and

WHEREAS, on October 15, 2012, in a meeting that was open to the public in accordance with the Texas Open Meetings Act, Corporation held a public hearing pursuant to Section 501.072 of the Act related to the proposed expenditure of 4B Revenues for the Project;

NOW THEREFORE, for and in consideration of the recitals set forth above and the promises made herein, Corporation and City agree as follows:

1. **“Project” Defined:** When used in this Agreement, the phrase “Project” means the project summary as described in **Exhibit A** attached hereto and included herein for all purposes. Said description shall not be substantively altered in any respect without the prior approval of the Corporation.
2. **Agreement to Fund Project:** Corporation agrees to provide to City an amount up to and not to exceed \$100,000.00 in 4B Revenues to be used for the design, bidding and/or request for proposals, construction, and installation of the Project. The City is authorized to make payments for the herein described purposes directly from the Sales Tax Improvement Fund (Fund 40) or by making a transfer of 4B Revenues from the Sales Tax Improvement Fund (Fund 40) to one or more funds described in the City’s approved budget. Transfers shall be limited to the actual amount of the payment draws submitted by the selected contractor(s) and/or the actual costs to City related to the Project.
3. **Eligible Costs:** Payments made by City from 4B Revenues as authorized by Section 2, above, shall be limited to the payment of “costs” as defined in the Act.
4. **Applicable Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The Agreement is entered into and fully performable within Kerr County, Texas. Accordingly, venue for any cause of action arising pursuant to this Agreement shall be proper only in Kerr County, Texas.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in the year and as of the date indicated.

CITY OF KERRVILLE, TEXAS

CITY OF KERRVILLE, TEXAS ECONOMIC
IMPROVEMENT CORPORATION

By: _____
Jack Pratt, Jr., Mayor

By: _____
David Wampler, President

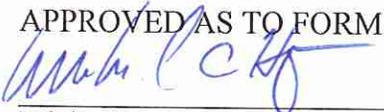
ATTEST:

ATTEST:

Brenda G. Craig, City Secretary

Rex Boyland, Secretary for the Corporation

APPROVED AS TO FORM:



Michael C. Hayes, City Attorney

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Exhibit A
Project Description
Downtown Wireless Project

1. **Explanation of the Nature and Scope of the Project:**

This request is for an amount not to exceed \$100,000 for the installation of a project to implement free public access wireless in Kerrville's city center. Coverage strength for this project would focus the signal for outdoor spaces only with no intention to penetrate buildings. This project would be achieved through a multi-step process in which city staff will initiate a request for proposal (RFP) process, select the proposal that offers the best value, and implement the project.

Vendors would be asked to provide proposals for a coverage area to serve the Peterson Plaza and Louise Hays Park.

The RFP will ask vendors to provide options for the purchase and lease of equipment. This will allow the community to select the option that best fits the goals of the project.

2. **Proposed Improvements:**

Proposed improvements will be the hardware and software necessary to create the wireless network. The actual improvements will be dependent upon the successful RFP.

Agenda Item:

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

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

SUBJECT: 'Go' Team Update – October 2012

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 8, 2012

SUBMITTED BY: Mindy N. Wendele **CLEARANCES:**
Director of Business Programs

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 FINANCE DIRECTOR:

SUMMARY STATEMENT

'Go' Team members have not met since the last EIC Board meeting in September.

RECOMMENDED ACTION

For discussion.

Agenda Item:

5B. Update and direction to staff regarding the proposal to prepare a master plan for downtown streetscape enhancements. (Parton)

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

SUBJECT: Receive a report and provide direction to City staff regarding a proposal to create a master plan for downtown streetscape enhancements

FOR AGENDA OF: October 15, 2012 **DATE SUBMITTED:** October 10, 2012

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

EXHIBITS: Professional Design Services Proposal – Downtown Streetscape Enhancement Master Plan

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 OR FINANCE:

SUMMARY STATEMENT

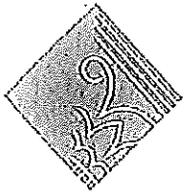
At its meeting on October 9, 2012, the Kerrville City Council accepted the Main Street Advisory Board's recommendation to initiate the downtown streetscape enhancement master plan project as proposed by Peter Lewis Architects + Associates. A copy of the proposal is attached and is the same document that was presented to the EIC Board at its September meeting.

City Council directed city staff to submit an application for funding of this study to the EIC for consideration. City staff will present an application for the EIC's consideration in November. Design fees for this project are proposed at a fixed price of \$34,000 plus reimbursable expenses that are estimated to be \$2,500.

The planning process will incorporate the EIC Board and the Main Street Advisory Board. Ultimately, the planning document will identify detailed, phased projects to incorporate into the City of Kerrville Capital Improvements Program.

RECOMMENDED ACTION

No action is required at this time; however, city staff is available to answer any questions of the EIC Board to accept any direction that the EIC Board may have at this time.



PETER LEWIS
ARCHITECT + ASSOCIATES

August 22, 2012

Kristine Ondrias, Assistant City Manager
City of Kerrville
800 Junction Highway
Kerrville, TX 78028

RE: Downtown Streetscape Enhancement Master Plan
Kerrville, Texas

Dear Kristine:

Thank you for the opportunity to assist the City of Kerrville in the development of a Downtown Streetscape Enhancement Master Plan. The purpose of the Master Plan is to support and reinforce the goals of the Kerrville Comprehensive Plan, adopted July 9, 2002.

Goal 7.1: Preserve, protect and enhance the natural amenities, visual identity and relationship of the Guadalupe River with Central Business District

Goal 7.2: Develop Central Business District as the integrated core of Kerrville with a cohesive identity that is built upon maintaining and appreciating the strengths of its various character areas.

Goal 7.3: Preserve and enhance the historical and cultural resources of the Central Business District.

Goal 7.4: Enhance physical, economic and social characteristics of the Central Business District to create a unique destination for residents and visitors of Kerrville, making the Central Business District the activity center and focal point of the community.

Based upon our discussions to date and the outline provided by Todd Parton, City Manager, dated July 31, 2012, please allow the following to document our understanding of Scope, Services and Fee.

I. Work Scope

A. Define the Project

1. Streetscape
 - a. Softscape
 - b. Hardscape
 - c. Amenities
2. Thematic Consistency
 - a. Water Street/Peterson Plaza standards
3. Project Limits

B. Create the Plan

1. Concept Piece/Design
 - a. Design Drawings
 - b. Project Phasing
 - c. Project Budgets by Phase
2. Implementation, coordinate with:
 - a. Kerrville Main Street Advisory Board (KMSAB)
 - b. Economic Improvement Corporation (EIC)
 - c. Historic Downtown Business Alliance (HDBA)

II. Scope of Services

- A. As-built survey and documentation
 - 1. Using electronic database, in AutoCAD 2013 format, of City base maps, document existing streetscape plans within Central Business District and near southside of the Guadalupe River (Louise Hays Park, HEB Shopping Center, River Hills Mall)
 - 2. Inventory/document existing Streetscape elements
- B. Master Plan Services
 - 1. Meet with Assistant City Manager, KMSAB and City staff, as required.
 - 2. Meet with EIC representative(s) and present to EIC, as required
 - 3. Meet with HDDBA representative(s), as required
 - 4. Present to City Council
 - 5. Streetscape Plans
 - 6. Streetscape Images
 - 7. Phasing Plan
 - 8. Prepare Project Budgets by Phase

II. Fixed Fee

Our services will be provided for a Fixed Fee by Phase.

A. As-built survey and documentation	\$ 11,500.00
B. Master Plan Services	\$ 23,500.00

III. Reimbursable Expenses

Reimbursable expenses will be billed at a multiple of 1.15 times cost (Invoice): reproduction of documents, shipping and mailing expenses, long distance telephone and fax, Consultants not included above. Project related mileage will be billed at current Standard Rate.

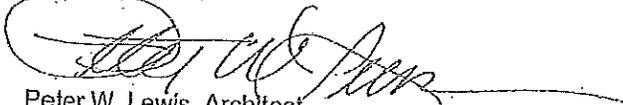
Estimated Reimbursable Expenses	\$ 2,500.00
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IV. Additional Services, if requested and approved in writing, will be provided on an Hourly basis according to our Hourly Fee Schedule

Principal/Overall Project Manager	\$ 135.00/Hr.
Project Architect	\$ 110.00/Hr.
Professional Intern	\$ 75.00/Hr.
Project Technician	\$ 60.00/Hr.
Admin./Clerical	\$ 35.00/Hr.

This Professional Design Services Proposal generally describes the Services to be provided and their associated Fees. If we are in agreement on both of these items, please indicate so by signing and returning a copy of this Proposal. Please call me, if you have any questions. We look forward to getting started!

Very truly yours,


Peter W. Lewis, Architect
Principal

Accepted for City of Kerrville

Date