

AGENDA FOR REGULAR MEETING

KERRVILLE CITY COUNCIL

TUESDAY, NOVEMBER 13, 2012, 6:00 P.M.

KERRVILLE CITY HALL COUNCIL CHAMBERS

701 MAIN STREET, KERRVILLE, TEXAS

KERRVILLE CITY COUNCIL AGENDA
REGULAR MEETING, TUESDAY, NOVEMBER 13, 2012, 6:00 P.M.
CITY HALL COUNCIL CHAMBERS
701 MAIN STREET, KERRVILLE, TEXAS

CALL TO ORDER

INVOCATION offered by Pastor W. N. Perkins, Pastor of the First Assembly of God Church.

PLEDGE OF ALLEGIANCE TO THE FLAG led by Russ Holmer of the Military Officers Association of America.

Those in attendance may stand if they wish.

1. VISITORS/CITIZENS FORUM:

Any citizen with business not scheduled on the agenda may speak to the City Council. Prior to speaking, each speaker must fill out the speaker request form and give it to the City Secretary. City Council may not discuss or take any action on an item but may place the issue on a future agenda. The number of speakers will be limited to the first ten speakers and each speaker is limited to four minutes.

2. PRESENTATIONS AND RECOGNITIONS

2A. A proclamation declaring November 14, 2012, as Sudie Burditt Day in recognition of her service to the community as Executive Director of the Kerrville Convention and Visitors Bureau. (Mayor Pratt)

3. CONSENT AGENDA:

These items are considered routine and can be approved in one motion unless a City Councilmember asks for separate consideration of an item. It is recommended that City Council approve the following items which will grant the Mayor or City Manager the authority to take all actions necessary for each approval:

3A. Minutes of the City Council special meeting held October 4, 2012. (staff)

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services should 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 meeting notice was posted on the bulletin board at the Kerrville City Hall; specifically, this notice was posted on the following date and time November 9, 2012 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

3B. Approval of a Patron Conduct Policy and Public Internet Use Policy for the Butt-
Holdsworth Memorial Library. (staff)

3C. Resolution to create the City of Kerrville Beautification Advisory Committee. (staff)

END OF CONSENT AGENDA

4. ORDINANCE(S), FIRST READING:

4A. An Ordinance, amending Chapter 102 "Traffic and Vehicles," Article II "Administration; Enforcement" of the Code of Ordinances of the City of Kerrville, Texas; by amending sections 102-35 and 102-36 to increase the penalty for parking violations; adopting a new section 102-37 to establish presumptions applicable to the adjudication of parking citations; containing a cumulative clause; containing a savings and severability clause; providing for an effective date; ordering publication; and providing other matters related thereto. (staff)

4B. An Ordinance amending Chapter 1 "General Provisions," of the Code of Ordinances of the City of Kerrville, Texas; by deleting Sections 1-7 and 1-8 and adopting a new Section 1-7 as a general penalty provision to clarify the application of penalties and to provide that a culpable mental state is not necessary for prosecution under certain circumstances; containing a cumulative clause; containing a savings and severability clause; providing for an effective date; ordering publication; and providing other matters related thereto. (staff)

5. PUBLIC HEARING AND ORDINANCE, SECOND READING:

5A. Public hearing and ordinance, second reading, creating a "Planned Development District" for an approximate 4.241 acres consisting of tracts 1 and 2, Texas National Guard Armory Board in the Samuel Wallace Survey No. 113, Abstract No. 761, within the City of Kerrville, Kerr County Texas, and more commonly known as 411 Meadow View Lane; adopting a phased concept plan and conditions related to the development of said district to include a phased development schedule; containing a cumulative clause; containing a savings and severability clause; establishing a penalty or fine not to exceed \$2,000 for each day of violation of any provision hereof; and ordering publication. (staff)

6. CONSIDERATION AND POSSIBLE ACTION:

6A. Request by the Texas Lions Camp for the donation of the Riverhill standpipe (water storage) that is designated to be decommissioned. (Lions Camp)

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Cheryl Brown
Deputy City Secretary, City of Kerrville, Texas

6B. Update and direction to city staff regarding the Interlocal Agreement for Library Services between the City of Kerrville, Texas and Kerr County. (staff)

6C. Establishing a policy requiring a minimum of two City Council members to place an item on an agenda. (Councilmember Keeble)

7. INFORMATION AND DISCUSSION

7A. Economic update. (staff)

7B. Water resources report. (staff)

7C. Staff report on the third and fourth quarter departmental performance measures for Fiscal Year 2012. (staff)

8. BOARD APPOINTMENTS:

8A. Appointments to the Library Advisory Board (staff)

8B. Appointment to the Kerrville-Kerr County Joint Airport Board. (staff)

9. ITEMS FOR FUTURE AGENDAS

10. ANNOUNCEMENTS OF COMMUNITY INTEREST:

Announcement of items of community interest, including expressions of thanks, congratulations, or condolences; information regarding holiday schedules; honorary recognitions of City officials, employees, or other citizens; reminders about upcoming events sponsored by the City of Kerrville or other entities that are scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of the City. No action will be taken.

11. EXECUTIVE SESSION:

The City Council 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):

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Sections 551.071 and 551.072:

- Discuss the purchase, exchange, lease, sale, or value of real property, the public discussion of which would not be in the best interests of the city's bargaining position with third parties, regarding property interests related to the following public works projects:

- Jefferson Street lift station
- G Street sewer project.
- River trail.

12. ACTION ON ITEM DISCUSSED IN EXECUTIVE SESSION

13. ADJOURNMENT

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Cheryl Brown
Deputy City Secretary, City of Kerrville, Texas

Agenda Item:

2A. A proclamation declaring November 14, 2013, as Sudie Burditt Day in recognition of her service to the community as Executive Director of the Kerrville Convention and Visitors Bureau. (Mayor Pratt)



City of Kerrville

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PROCLAMATION

- WHEREAS, Sudie Burditt faithfully served the citizens of the City of Kerrville and the Texas Hill Country as Executive Director of the Kerrville Convention and Visitors Bureau for nearly 3 decades; and
- WHEREAS, Sudie Burditt has been an icon of the Texas tourism and travel industry for many years; and
- WHEREAS, Sudie Burditt has achieved the highest levels of professional and personal respect by her peers in the tourism industry and Kerrville community leaders; and
- WHEREAS, Sudie Burditt is recognized as an expert in the field by the State of Texas; and
- WHEREAS, Sudie Burditt has been a driving force behind numerous economic development projects that contributed to the economic health and vitality of the City of Kerrville and the region; and
- WHEREAS, Sudie Burditt enlivened the community through her warm and generous personality and galvanized the Kerrville Convention and Visitors Bureau to achieve greater heights through her tireless dedication and can-do attitude; and
- WHEREAS, Sudie Burditt took her well-earned retirement effective November 1, 2012, and her last day on the job was October 31, 2012; now

THEREFORE BE IT RESOLVED, that the City Council of the City of Kerrville, Texas, honors the commitment and achievements of Sudie Burditt and hereby proclaims November 14, 2012, as

SUDIE BURDITT DAY

and calls upon all citizens to honor her and congratulate her on her retirement.

IN WITNESS WHEREOF,

I have hereunto set my hand and

Caused the Seal of the City of
Kerrville to be affixed hereto,

The ____ day of _____, 2012

Jack Pratt, Jr., Mayor



Agenda Item:

3A. Minutes of the Kerrville City Council special meeting held October 4, 2012.
(staff)

CITY COUNCIL MINUTES
SPECIAL MEETING

KERRVILLE, TEXAS
OCTOBER 4, 2012

On October 4, 2012, the Kerrville City Council meeting was called to order by Mayor Pratt at 9:03 a.m. in the city hall council chambers, 800 Junction Highway.

COUNCILMEMBERS PRESENT:

Jack Pratt	Mayor
Stacie Keeble	Mayor Pro Tem
Gene Allen	Councilmember
Carson Conklin	Councilmember (arrived at 9:11 a.m.)
Justin MacDonald	Councilmember

COUNCILMEMBER ABSENT: None.

CITY EXECUTIVE STAFF PRESENT:

Todd Parton	City Manager
Mike Hayes	City Attorney
Brenda G. Craig	City Secretary
Kristine Ondrias	Assistant City Manager
Charvy Tork	Director of Information Technology
Kim Meisner	Director of General Operations
Charlie Hastings	Director of Public Works
Robert Ojeda	Fire Chief

VISITORS PRESENT: List on file in city secretary's office for the required retention period.

**PRESENTATION AND DISCUSSION OF THE WASTEWATER SYSTEM
MASTER PLAN:**

Richard Weatherly, project manager for Freese & Nichols, presented an evaluation of the wastewater treatment plant's condition and capacity and the capital improvements plan for the wastewater collection system and plant. He estimated the city would grow approximately 2,752 over the next 20 years to a population of 25,099 in 2032. The collection system was based on five major lift stations: Birkdale, Jefferson, Legion, Quinlan, and G Street; he reviewed the flow projections and growth projections in each of the service areas and noted major projects in those areas. He noted the city of Ingram flow was served by the Jefferson lift station via the Knapp lift station.

Mr. Hastings noted that Ingram was looking for grants to get sewer to all 528 connections, which would max out the contractual wastewater capacity reserved for Ingram. He also noted that Ingram's projections and assumptions indicated a lower flow rate than Kerrville's design standards indicated.

Mr. Weatherly reviewed the wastewater collection system and treatment plant

capital improvements projects totaling \$20.2 million over the next 20 years and integrated those projects into the city's budget through 2032 based on priority.

Ms. Ondrias noted the financial parameters of the wastewater CIP assumed a bond sale of up to \$10 million in 2013, and \$1 million cash per year from utility rate revenue for water and sewer projects under the current rate structure. The project estimates were based on current dollars and some contingency funds. The proposed plan was consistent with the city's established 35% debt to operations ratio. She also noted that some debt would be paid off in 2019.

Council also discussed the following:

- May be advantageous to sell additional debt now with low interest rates and construction costs.
- Did the financing structure for the CIP consider projected growth? Mr. Parton noted a 1% annual growth factor on the wastewater system.
- The 2013 bond sale was for water projects.
- The Thompson Drive area does not have wastewater service; if it develops, a lift station would be required. Mr. Weatherly noted that two lift stations may be required further out due to elevation changes; however, timing of these stations would be driven by development, and typically the infrastructure was provided by the developer(s). Mr. Parton noted that the developer would pay for the lift station sufficient to serve their development and if the city required expansion, the city paid the cost of oversizing.
- The city of Kerrville should not fund additional infrastructure to Ingram without financial participation from the city of Ingram; the city of Kerrville should not subsidize wastewater services to the city of Ingram. Mr. Hastings noted Ingram was paying the wholesale rate.
- The purpose of providing wastewater collection and treatment services to the city of Ingram was to allow Ingram residents to discontinue the use of septic systems, thereby ensuring water quality and preserving the environment.

Mr. Parton proposed to begin discussions with the city of Ingram regarding their intent toward expansion and growth. He noted that the city of Ingram may believe that they have 15 years before they reach maximum flow in the existing sewer line; however, Kerrville city staff believed that once Ingram's proposed 528 connections were completed the line would be at maximum capacity; also, Ingram's figures did not include inflow and infiltration. Mr. Parton noted that a large subdivision outside of Ingram had also requested to tie on to the line.

The consensus of the council was to instruct staff to proceed with discussions with the city of Ingram and to place the wastewater system master plan on a future agenda for council adoption.

Ms. Ondrias noted at a future meeting staff would bring council a new contract with Freese and Nichols to prepare a water system master plan.

ADJOURNMENT: The meeting adjourned at 10:25 a.m.

APPROVED: _____

Jack Pratt, Jr., Mayor

ATTEST:

Brenda G. Craig, City Secretary

Agenda Item:

3B. Approval of a Patron Conduct Policy and Public Internet Use Policy for the Butt-Holdsworth Memorial Library. (staff)

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

SUBJECT: Approval of a Patron Conduct Policy and Public Internet Use Policy for the Butt-Holdsworth Memorial Library (BHML)

FOR AGENDA OF: November 13, 2012

DATE SUBMITTED: November 1, 2012

SUBMITTED BY: Laura Bechtel
Library Director

CLEARANCES: Kimberly Meisner
Director of General Operations

EXHIBITS: Patron Conduct Policy
Public Internet Use Policy

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:



Expenditure Required:	Current Balance in Account:	Amount Budgeted:	Account Number:
\$ 0	\$ 0	\$ 0	

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DEPARTMENT:

SUMMARY STATEMENT

The current Patron Conduct policy was created in September 2001. The proposed policy expands upon the existing policy to ensure a reasonable and welcoming library environment for all library patrons. At the August 21, 2012 meeting, the Library Advisory Board recommended the policy be submitted to Council for their approval.

The Public Internet Use Policy has been updated for more concise language, to include a policy governing the use of the Library's public wireless network, and amending the time use limits for Library computer workstations.

RECOMMENDED ACTION

Staff recommends City Council approve the Patron Conduct Policy and Public Internet Use Policy for the Butt-Holdsworth Memorial Library.

Patron Conduct Policy for the Butt-Holdsworth Memorial Library

I. Principle

The City of Kerrville Butt-Holdsworth Memorial Library ("Library") provides equal and open access to everyone. While anyone has an equal right to access Library facilities and resources, no person has the right or will be allowed to interfere with the ability of others to use and enjoy such facilities and resources. The City of Kerrville ("City") maintains the right to expel anyone from the interior space of the Library building, surrounding facilities, and grounds ("Library Property") who is disruptive or by their actions, creates an unsafe or unwelcoming environment.

II. Expected Behavior

To preserve a welcoming Library environment, patrons must:

- A. Attend to their personal belongings. The City is not responsible for personal belongings left in or on Library Property;
- B. Allow City staff to examine bags in case of security concerns;
- C. Wear shoes and appropriate clothing;
- D. Use public restrooms for intended purposes only;
- E. Maintain acceptable hygiene. If body odor or perfume is strong enough to constitute a nuisance to others, City staff may require the patron to leave the Library;
- F. Enjoy drinks responsibly but only where using re-closeable, spill-resistant containers and away from computers and other devices which could be damaged;
- G. Not enter nonpublic areas of the Library, such as offices, workspaces, and storage areas, unless authorized.

III. Prohibited Behavior

The following actions and behaviors are considered inappropriate while on Library Property and are prohibited:

- A. Disruptive, uncontrolled, or unsafe behavior that may exceed acceptable noise levels;
- B. Possession of weapons, except for those possessing a valid license;
- C. Possession of alcohol or any illegal substance;
- D. Intoxication, whether by alcohol or drug, to the point of impairment of one's mental or physical abilities;
- E. Destruction, defacing, or stealing Library property or the property of patrons or City staff;

- F. Use of the Library's computers or its network for illegal activity (see Public Internet Use Policy);
- G. Sleeping;
- H. Smoking in the Library, within 20 feet of an entrance to an enclosed Library area, or in any other prohibited area on Library Property as provided by posted sign;
- I. Bringing animals other than service animals into the Library. All animals brought onto Library Property must be attended and remain on a leash;
- J. Soliciting for any purpose on Library Property;
- K. Bringing large items that present a safety hazard or security concern into the Library such as sports equipment, travel gear, or camping accessories;
- L. Making unauthorized or inappropriate use of Library equipment, e.g. electronic devices, fire alarms, emergency exit doors, etc.; or
- M. Leaving children aged ten years, or younger, unattended on Library Property.

IV. Response to Policy Violations

The Library Director ("Director") and staff are responsible for monitoring patron conduct on Library Property. Anyone interfering with another's use and enjoyment of the Library will be asked to stop that behavior or activity and is subject to any the following as a way to tailor the City's response to the specific conduct:

- A. If after one verbal warning the conduct or activity does not stop, City staff may ask the person to leave the Library. Upon request, the person expelled may receive a copy of this policy.
- B. If an individual refuses to leave, City staff may contact the Police Department, which may subject the person to arrest and prosecution for criminal trespassing.
- C. A zero-tolerance policy will be enforced at the Library for behavior that is illegal, dangerous, or harmful to patrons or City staff.

V. Appeals Process

Where a patron has been expelled from the Library, the patron may appeal the decision to the Library Director as follows:

- A. The expelled patron will be given a copy of the Patron Conduct Policy;
- B. To appeal, the patron must file a letter with the Director within seven (7) days, which states why Library privileges should be returned;
- C. Within ten (10) days of receiving the patron's letter, the Director will inform the patron of the decision regarding the expulsion by mailing a reply to the patron's address;

- D. If the patron does not agree with the decision of the Director, the patron may request a review by the City's Director of General Operations by filing a letter within ten (10) days of the Library Director's decision;
- E. The Director of General Operations will conduct a review and make a decision regarding the patron's expulsion. The decision of the Director of General Operations will be final.

Public Internet Use Policy of the Butt-Holdsworth Memorial Library

I. Purpose

To fulfill its mission of providing public access to information of all types in a wide range of formats, the City of Kerrville Butt-Holdsworth Memorial Library ("Library") provides public access to the Internet, both through Library-owned computers that are available to the public and through a wireless network (Wi-Fi) that patrons may access through their own devices. The Internet is a global network comprised of information, multimedia resources, and social networks representing a variety of viewpoints and perspectives.

II. Internet Use

- A. Patrons are prohibited from using the Library's network for illegal activity, to access illegal or obscene materials, or to display material that violates the provisions of Section 43.24 of the Texas Penal Code: Sale, Distribution or Display of Harmful Material to Minors.
- B. Library staff is available at times to assist patrons to become information literate: to access information efficiently and effectively, evaluate information critically and competently, and use information accurately and creatively.
- C. It is both the right and responsibility of parents and/or legal guardians to guide their children's use of Library resources in accordance with individual family beliefs.
- D. Library staff may establish rules governing Internet use and consequences for misuse that are consistent with this Policy.
- E. The Library maintains a list of websites for use by patrons to help guide them to sources that are accurate, complete, and current.
- F. Not all information found on the Internet is accurate, complete, up-to-date, or otherwise acceptable to all individuals. The Library is not responsible for the content of the Internet, changes in content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links.

III. Security & Privacy

- A. The Library will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the Library.

- B. The Library is not responsible for the privacy practices or security of any website accessed by patrons.
- C. The Library and the City of Kerrville accept no liability for any loss of privacy or data that patrons may experience, or any damage or harm arising from such loss.
- D. Patrons are prohibited from making any attempt to gain unauthorized access to restricted files or networks, or to damage or modify Library-owned computer equipment or software; and are prohibited from downloading or saving items to Library-owned computers.
- E. Patrons may download or save items on their own devices.

IV. Public Internet Access with Library-Owned Equipment

- A. In an effort to enable as many patrons to use Library-owned equipment as possible, Library staff may limit the number of Internet session(s) a patron may have per day with Library-owned equipment and/or may limit the time that a patron may use such equipment.
- B. Library-owned equipment purchased with grant funds may have restrictions or limitations placed on them by Library staff according to the terms or intent of the grant agreement.

V. Public Wireless Internet Access

- A. The Library provides access to the Internet via a wireless network (Wi-Fi) for patrons to use with their own personal notebooks, laptops, and other mobile devices.
- B. The Library-provided Wi-Fi is unsecured. A patron who chooses to access the Library's Wi-Fi is responsible for anti-virus, security, and privacy protection.
- C. Patrons using Library-provided Wi-Fi must comply with this Policy.
- D. Patrons are responsible for having the proper hardware, software, and network settings on their wireless device to connect to the Library-provided Wi-Fi. Library staff will not be available to provide technical assistance related to a patron's wireless device.
- E. Printing is not available via the Library's Wi-Fi service.
- F. The Library is not responsible for any theft, damage, or misuse of a patron's device.

VI. Compliance

- A. Failure to comply with this Policy may result in the loss of computer access privileges, potential loss of library privileges, and possible prosecution.
- B. Any attempts to gain unauthorized access to restricted files or networks, to damage or modify Library-owned computer equipment or software, or to intentionally download or save items to Library-owned computers will result in the loss of computer access privileges, potential loss of Library privileges, and possible prosecution.

Agenda Item:

3C. Resolution to create the City of Kerrville Beautification Advisory Committee.
(staff)

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

SUBJECT: Resolution creating the Kerrville Beautification Advisory Committee

FOR AGENDA OF: Nov. 13, 2012 **DATE SUBMITTED:** Nov. 7, 2012

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

EXHIBITS: Resolution Creating the Kerrville Beautification Advisory Committee

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

Attached is a draft resolution for the creation of the Kerrville Beautification Advisory Committee (KBAC). If passed, this resolution will create the KBAC as previously directed by the City Council.

The primary purpose of the KBAC will be to explore opportunities to promote city beautification and increase community involvement. The resolution includes a vision statement, a mission statement, and identifies the roles and responsibilities of the KBAC.

The committee would be comprised of no more than 5 members who reside within the Kerrville city limits. These members are appointed and serve at the pleasure of the City Council for 2-year staggered terms. No term limits have been set for the KBAC.

RECOMMENDED ACTION

This resolution provides for the creation of the KBAC and is consistent with the City Council's prior direction. City staff has no additional recommendations.

**CITY OF KERRVILLE, TEXAS
RESOLUTION NO. ____ - 2012**

**A RESOLUTION CREATING THE CITY OF KERRVILLE
BEAUTIFICATION ADVISORY COMMITTEE**

WHEREAS, it is necessary and desirable to enhance the beauty of the City of Kerrville ("City"); and,

WHEREAS, community involvement and activism is vital to beautifying and enhancing the City; and,

WHEREAS, City Council believes that an effective way to identify opportunities to beautify the community is through recommendations from Kerrville's citizens;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE:

SECTION ONE. The City Council for the City of Kerrville hereby creates the Kerrville Beautification Advisory Committee pursuant to the following:

A. Kerrville Beautification Advisory Committee.

1. Composition: The Kerrville Beautification Advisory Committee is composed of a minimum of three (3) and not more than five (5) members, all of whom must be residents of the City of Kerrville; the Committee will be officially designated as the Kerrville Beautification Advisory Committee ("KBAC").

2. Appointment; Tenure: City Council will appoint the members of the KBAC. Unless removed as provided below, KBAC members will hold their appointment for a term of two (2) years from the date of their appointment, or until their successors' appointments are made; the initial terms of KBAC members will be staggered so that two members serve one-year terms and the remaining members serve two-year terms from the date of appointment.

3. Appointees shall serve be subject to term limits for boards and commissions as established by City policy.

4. KBAC members will receive no compensation for their services.

B. Purpose Statement.

The KBAC will explore opportunities to promote city beautification and increase community involvement.

C. Vision Statement.

The City Council created the KBAC to increase community awareness and foster proactive citizen participation in efforts to beautify the City.

D. Section 4 – Mission Statement.

It is the mission of the KBAC to:

1. Evaluate opportunities for beautification and enhancement of the City;
2. Promote community appearance and stimulate public interest in the general appearance of the City; and
3. Provide recommendations to the City Council regarding beautification projects and coordinating those projects accepted by the City Council by enlisting the active support of individuals, businesses, and organizations.

E. Removal; Vacancies.

KBAC members are appointed and serve at the pleasure of City Council. City Council may remove any KBAC member by a majority vote of the Council.

Any member having three (3) consecutive unexcused absences will have their membership reviewed by the Committee. By majority vote, the KBAC may recommend to the City Council that such member be removed from office. The City Council may then act on such recommendation, and either remove or retain such member.

F. Ex-Officio Members.

The City Council may appoint one of its own members to the KBAC as an ex-officio members; such Councilmember will not have voting privileges and will act in an advisory capacity to the KBAC.

G. Officers.

Officers of the KBAC must include a Chair, Vice-Chair, and Secretary. These officers are appointed annually by the KBAC members. The Chair, or in his absence, the Vice-Chair, will preside at all meetings of the KBAC. The Secretary shall keep a record of all the proceedings of the KBAC, which record shall, upon request of the City Council, be delivered to it for its inspection and review. The Secretary shall also prepare and cause to be posted agendas for KBAC meetings in accordance with all applicable state and local laws, rules, and regulations.

H. Duties and Powers.

The KBAC is and will constitute an advisory committee to the City Council. The KBAC has the authority to hold meetings within the City and to consider and make recommendations to the City Council, from time to time, on any and all matters relating to beautification efforts and activities within the City.

I. Majority; Quorum.

A simple majority of KBAC voting members at any meeting constitutes a quorum for the transaction of business; voting is necessary to constitute an official action of the KBAC.

J. Roles and Responsibilities.

City Council created the KBAC to serve the roles and assume the responsibilities as follows:

1. To evaluate the community on issues and matters pertaining to beautification of the community and to provide a report to the City Council;
2. To educate the public and increase awareness regarding beautification of the community;
3. To prepare and implement a beautification recognition program as approved by the City Council;
4. To coordinate community beautification efforts;
5. To prepare and present to the City Council for its consideration and approval a set of goals and objectives for a community beautification program; and
6. To provide a report to the City Council at least twice a year on KBAC matters.

PASSED AND APPROVED ON this the _____ day of _____, A.D., 2012.

Jack Pratt, Jr., Mayor

ATTEST:

Brenda Craig, City Secretary

APPROVED AS TO FORM:

Michael C. Hayes, City Attorney

Agenda Item:

4A. An Ordinance, first reading, amending Chapter 102 "Traffic and Vehicles," Article II "Administration; Enforcement" of the Code of Ordinances of the City of Kerrville, Texas; by amending Sections 102-35 and 102-36 and to increase the penalty for parking violations; adopting to a new Section 102-37 to establish presumptions applicable to the adjudication of parking citations; containing a cumulative clause; containing a savings and severability clause; providing for an effective date; ordering publication; and providing other matters related thereto.
(staff)

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

SUBJECT: Ordinance amendment to increase the fines for violation of the City of Kerrville parking regulations

FOR AGENDA OF: Nov. 13, 2012 **DATE SUBMITTED:** Nov. 7, 2012

SUBMITTED BY: Todd Parton, **CLEARANCES:** Mike Hayes
City Manager City Attorney

EXHIBITS: Revised Kerrville Code of Ordinances, Section 102-35. – Parking Fines, court costs and procedures for collections

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

At its meeting of October 31, 2012, the City Council directed staff to prepare an ordinance that increased the city's fine for parking violations from \$5 to \$50. Attached is the ordinance to increase the fine.

This fine will be applicable to all parking violations throughout the City of Kerrville. The ordinance also contains a provision to double the fine for those who fail to appear in municipal court or fail to pay the fine prior to their municipal court appearance date. Furthermore, the ordinance contains provisions for the issuance of an arrest warrant for those who fail to address a parking ticket.

Representatives of the Main Street Advisory Board and Historic Downtown Business Alliance have met since the City Council meeting of October 31, 2012. They are working on a peer to peer effort to address downtown parking issues, a marketing strategy for the parking garage, and a strategy to address long term parking needs. This effort has been initiated pursuant to the 90-day parking report initiated by the Main Street Advisory Board as previously discussed by the City Council.

This planning team has requested that the City Council defer consideration of this ordinance amendment until such time that they have completed their peer to peer effort and launched their marketing strategy.

RECOMMENDED ACTION

Staff recommends that the City Council table consideration of this ordinance and direct staff to place an item on the City Council's next regular agenda for an update on the downtown parking issue from the Main Street Advisory Board.

**CITY OF KERRVILLE, TEXAS
ORDINANCE NO. 2012-__**

AN ORDINANCE AMENDING CHAPTER 102 "TRAFFIC AND VEHICLES," ARTICLE II "ADMINISTRATION; ENFORCEMENT" OF THE CODE OF ORDINANCES OF THE CITY OF KERRVILLE, TEXAS; BY AMENDING SECTIONS 102-35 AND 102-36 TO INCREASE THE PENALTY FOR PARKING VIOLATIONS; ADOPTING A NEW SECTION 102-37 TO ESTABLISH PRESUMPTIONS APPLICABLE TO THE ADJUDICATION OF PARKING CITATIONS; CONTAINING A CUMULATIVE CLAUSE; CONTAINING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; ORDERING PUBLICATION; AND PROVIDING OTHER MATTERS RELATED THERETO

WHEREAS, Chapter 102 of the Code of Ordinances ("Code") for the City of Kerrville, Texas ("City"), establishes the enforcement process for violations of the City's parking regulations; and

WHEREAS, due to concerns expressed by downtown property and business owners about parking and the enforcement process, the City Council believes it necessary to amend Chapter 102 to address those concerns; and

WHEREAS, Council finds it to be in the public interest to amend Sections 102-35 and 102-36 of the Code and to adopt a new section, Section 102-37, which establishes a presumption applicable to the adjudication of parking citations;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE, KERR COUNTY, TEXAS:

SECTION ONE. Chapter 102 "Traffic and Vehicles," Article II "Administration and Enforcement" of the Code of Ordinances of the City of Kerrville, Texas, is amended by amending Section 102-35 by adding the language that is underlined (added) and deleting the language that is stricken and bracketed (~~[deleted]~~) to provide as follows:

"Sec. 102-35. Parking fines, court costs, and procedures for collection.

- (a) A person, or other legal entity, violating any of the provisions of state law or this chapter regarding stopping, standing, or parking of a vehicle shall ~~[have 14 days to]~~ pay a fine to the City on or before their first court appearance date in the following amounts or otherwise to enter an appearance in municipal court:

- (1) For parking offenses specifically set forth in the state transportation code or where a fine is not otherwise set forth in this section, the fine shall be in accordance with Section 1-7;
- (2) For parking offenses arising from parking in a parking space for a period of time longer than the posted time limit, the fine shall be [~~\$5.00~~] \$50.00 per violation;
- (b) If a person fails to pay the fine or enter an appearance in municipal court for parking offenses described in subsection (a)(2) of this section [~~within the stated 14 days~~] on or before their first court appearance date, then the fine thereafter shall be doubled for each violation, and the clerk of the municipal court shall send to the owner of the motor vehicle, at his last known address, a letter informing him of the violation and giving him notice that he must either pay the fine within ten days of the notice of the letter, or return a notice in writing to the clerk promising to appear on a trial date.
- (c) If a person requests a trial date, the clerk shall promptly notify him by mail of such trial date.
- (d) If the person fails to respond to the ten-day notice letter or fails to appear on the trial date, then he shall be found guilty of the offense and a fine of [~~\$5.00~~] \$50.00 shall be assessed against such person. In addition, if the fine so assessed remains unpaid after an additional ten days, a complaint may be filed and an arrest warrant may be issued for such person.”

SECTION TWO. Chapter 102 “Traffic and Vehicles,” Article II “Administration and Enforcement” of the Code of Ordinances of the City of Kerrville, Texas, is amended by amending Section 102-36 by adding the language that is underlined (added) and deleting the language that is stricken and bracketed (~~[deleted]~~) to provide as follows:

“Sec. 102-36. Owner liable for illegal parking.

In any prosecution charging a violation of any regulation covering the standing or parking of a vehicle, the registered owner of a vehicle shall be liable for the parking violation, ~~proof that the particular vehicle described in the notice or ticket was parked in violation of any such regulation; together with proof that the defendant was at the time of such parking a registered owner of such a vehicle, shall render the registered owner liable for the fines and court costs set forth in this chapter. This provision for liability of the owner shall in no way affect the owner's rights to obtain indemnity for all such amounts from any person who actually parked such vehicle in violation of this chapter.”~~

SECTION THREE. Chapter 102 “Traffic and Vehicles,” Article II “Administration and Enforcement” of the Code of Ordinances of the City of Kerrville, Texas, is amended by adding a new Section 102-35 to provide as follows:

“Sec. 102-37. Presumption.

In a court proceeding to adjudicate a parking citation:

- (a) It is presumed that the registered owner of the vehicle is the person who stopped, stood, or parked the vehicle at the time and place of the parking violation; and
- (b) The Texas Department of Transportation’s computer-generated record of the registered vehicle owner is prima facie evidence of the contents of the record.”

SECTION FOUR. The provisions of this Ordinance are to be cumulative of all other Ordinances or parts of Ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior Ordinances or parts of Ordinances inconsistent with or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent of any such inconsistency or conflict.

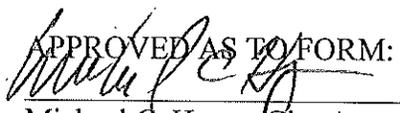
SECTION FIVE. The City Secretary is authorized and directed to send this Ordinance to the publisher of the City’s Code of Ordinances and the publisher is authorized to amend said Code to reflect the amendments adopted herein, to correct any typographical errors, and to index, format, number, and letter the paragraphs to the existing Code, as appropriate.

SECTION SIX. If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Kerrville, Texas, declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION SEVEN. Pursuant to Texas Local Government Code §52.013(a) and Section 3.07 of the City’s Charter, the City Secretary is hereby authorized and directed to publish the descriptive caption of this Ordinance in the manner and for the length of time prescribed by the law as an alternative method of publication.

PASSED AND APPROVED ON FIRST READING, this _____ day of _____, 2012.

PASSED AND APPROVED ON SECOND AND FINAL READING, this _____ day of _____, 2012.

APPROVED AS TO FORM:

Michael C. Hayes, City Attorney

Jack Pratt, Jr., Mayor

ATTEST:

Brenda G. Craig, City Secretary

Agenda Item:

4B. An Ordinance amending Chapter 1 "General Provisions," of the Code of Ordinances of the City of Kerrville, Texas; by deleting §§1-7 and 1-8 and adopting a new §1-7 as a general penalty provision to clarify the application of penalties and to provide that a culpable mental state is not necessary for prosecution under certain circumstances; containing a cumulative clause; containing a savings and severability clause; providing for an effective date; ordering publication; and providing other matters related thereto. (staff)

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

SUBJECT: An Ordinance amending Chapter 1 "General Provisions," of the Code of Ordinances of the City of Kerrville, Texas; by deleting §§1-7 and 1-8 and adopting a new §1-7 as a general penalty provision to clarify the application of penalties and to provide that a culpable mental state is not necessary for prosecution under certain circumstances.

FOR AGENDA OF: Nov. 13, 2012 **DATE SUBMITTED:** Nov. 2, 2012

SUBMITTED BY: Mike Hayes *M Hayes* **CLEARANCES:**
City Attorney

EXHIBITS: Ordinance

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: *JP*

Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$ 0	\$ 0	\$ 0	NA

PAYMENT TO BE MADE TO: NA

REVIEWED BY THE FINANCE DEPARTMENT:

SUMMARY STATEMENT

State law requires a culpable mental state, or state of mind, in order to find an individual guilty of a crime, unless one is plainly dispensed with by statute or ordinance. For offenses punishable by fines exceeding \$500, Texas law (Tx. Penal Code, §6.02) requires proof of a culpable mental state; where a possible fine is less than \$500, the City may dispense with the requirement of a culpable mental state. In order to comply with state law, the proposed ordinance specifies a culpable mental state of recklessness for all violations where possible punishment exceeds \$500 and it dispenses with the requirement for any violation where the punishment is less than \$500.

RECOMMENDED ACTION

Consideration and adoption of ordinance on 1st Reading.

**CITY OF KERRVILLE, TEXAS
ORDINANCE NO. 2012-__**

AN ORDINANCE AMENDING CHAPTER 1 "GENERAL PROVISIONS," OF THE CODE OF ORDINANCES OF THE CITY OF KERRVILLE, TEXAS; BY DELETING SECTIONS 1-7 AND 1-8 AND ADOPTING A NEW SECTION 1-7 AS A GENERAL PENALTY PROVISION TO CLARIFY THE APPLICATION OF PENALTIES AND TO PROVIDE THAT A CULPABLE MENTAL STATE IS NOT NECESSARY FOR PROSECUTION UNDER CERTAIN CIRCUMSTANCES; CONTAINING A CUMULATIVE CLAUSE; CONTAINING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; ORDERING PUBLICATION; AND PROVIDING OTHER MATTERS RELATED THERETO

WHEREAS, the City Council of the City of Kerrville, Texas ("Council"), finds that from time to time, the City's regulations governing penalties applicable for violations of its ordinances should be updated to conform with current law; and

WHEREAS, Council finds that protection of the public health and safety through enforcement of its Code of Ordinances ("Code") is one of its primary duties and that establishing appropriate penalties and criteria for assessing such penalties is crucial to its ability to properly enforce the Code; and

WHEREAS, Council finds it to be in the public interest to delete Sections 1-7 and 1-8 of the Code and to adopt a new general penalty provision, Section 1-7, which clarifies the different penalties, when they are to be applied, and specifies that a culpable mental state is not always a prerequisite to a guilty finding under the Code;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE, KERR COUNTY, TEXAS:

SECTION ONE. Chapter 1 "General Provisions," of the City's Code of Ordinances is amended by deleting Sections 1-7 and 1-8 in their entirety.

SECTION TWO. Chapter 1 "General Provisions," of the City's Code of Ordinances is amended by adding a new Section 1-7 to provide as follows:

"Sec. 1-7. General Penalty; Continuing Violations.

- (a) Whenever in this Code or in any ordinance of the City an act is prohibited or is made or declared to be unlawful or a misdemeanor, or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is unlawful and no specific penalty is provided therefor, the violation of any such provision shall be punished by a maximum fine as follows:

- (1) Two thousand dollars (\$2,000) for violations of all provisions that govern fire safety, zoning, or public health and sanitation; and
 - (2) Five hundred dollars (\$500) for all other violations.
- (b) Unless clearly required by the language of the ordinance or statute, a culpable mental state is not required for a conviction for violation of any City Code or ordinance provision.
 - (c) If an offense is punishable by a fine exceeding \$500 and no culpable mental state is prescribed within the definition of an offense, a person does not commit an offense unless he is shown to have recklessly engaged in conduct that the definition of the offense requires.
 - (d) Proof of a higher degree of culpability than that charged constitutes proof of the culpability charged.
 - (e) Each day a violation of this Code or any ordinance continues shall constitute a separate offense.
 - (f) Where this section conflicts with any other section of this Code, the requirements and penalties of this section shall apply."

SECTION THREE. The provisions of this Ordinance are to be cumulative of all other Ordinances or parts of Ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior Ordinances or parts of Ordinances inconsistent with or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent of any such inconsistency or conflict.

SECTION FOUR. The City Secretary is authorized and directed to send this Ordinance to the publisher of the City's Code of Ordinances and the publisher is authorized to amend said Code to reflect the amendments adopted herein, to correct any typographical errors, and to index, format, number, and letter the paragraphs to the existing Code, as appropriate.

SECTION FIVE. If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Kerrville, Texas, declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION SIX. This Ordinance shall become effective immediately upon final passage.

PASSED AND APPROVED ON FIRST READING, this _____ day of _____,
2012.

PASSED AND APPROVED ON SECOND AND FINAL READING, this _____ day
of _____, 2012.

Jack Pratt, Jr., Mayor

ATTEST:

Brenda G. Craig, City Secretary

APPROVED AS TO FORM:



Michael C. Hayes, City Attorney

Agenda Item:

5A. Public Hearing and ordinance, second reading, creating a "Planned Development District" for an approximate 4.241 acres consisting of tracts I and II, Texas National Guard Armory Board in the Samuel Wallace Survey No. 113, Abstract No. 761, within the City of Kerrville, Kerr County, Texas, and more commonly known as 411 Meadow View Lane; adopting a phased concept plan and conditions related to the development of said district to include a phased development schedule; containing a cumulative clause; containing a savings and severability clause; establishing a penalty or fine not to exceed \$2,000 for each day of violation of any provision hereof; and ordering publication. (staff)

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

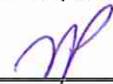
SUBJECT: Public Hearing & 2nd Ordinance Reading, Planned Development District Request - Consider a "Planned Development District" for an approximate 4.241 acres, Tracts I and II, in the Samuel Wallace Survey No. 113, Abstract No. 761 within the City of Kerrville, Kerr County, Texas, and consisting of the property addressed as 411 Meadow View Lane. Zoned: (RC) Residential Cluster and (R1) Single Family Residential.

FOR AGENDA OF: November 13, 2012 **DATE SUBMITTED:** November 2, 2012

SUBMITTED BY: Jason Lutz **CLEARANCES:** Kristine Ondrias 

EXHIBITS: Location Map, Boundary Survey, Phase I Concept Plan, Phase II Concept Plan, Adjacent Land Use Map, Planned Development Request Ordinance

AGENDA MAILED TO: David Martin, 343 W. Water St., Kerrville, Texas 78028

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

The VFW is seeking to utilize the existing facility, located on a 4.241 acre tract, to provide assistance for veterans seeking benefits from the various programs available to them and to provide a meeting place for veterans and various community groups. The applicant is seeking to establish a Planned Development District with a land use of Professional Office located in an R1 and RC (Residential Cluster) zoning districts. This development will provide an opportunity to utilize and redevelop a property that has been vacant for 2 years and provide for members of the community a valuable and needed service.

The facility is the site of the old Texas National Guard Armory building built in the 1950s. The property was annexed into the city in 1970 and was allowed to continue its nonconforming uses. The property continued operation and water services until 2010, when all water consumption was stopped. The property was then purchased in 2012 by the VFW. Based on Art. 11-1-16 (f) Discontinuance of a Non-Conforming use, any uses that the facility may have been engaged in ceased at the point where the facility went through a period of 6 months where there had been no consumption of water and sewer services indicated by the water meter. Since no water was consumed for a period of two years any nonconforming uses ended at that time.

The applicant is proposing to establish a Planned Development District with an approved land use of Professional Offices (Land Use Category – 5). Land use categories are based on the intensity of differing use types. The property is currently bisected by an RC and R1 zoning districts (Land Use Category – 1), neither of which allows for this type of use. However, these zoning districts do allow for the development of a Bed & Breakfast facility (Land Use Category – 3). The subject area is also adjacent to a Church (Land Use Category – 6). In addition to the uses found immediately adjacent to the property the following land use types and categories can also be found on Meadow View Lane:

- Commercial – Category 8
- Commercial – Category 6
- Vacant – Category 3
- Multi-Family – Category 3
- See Attached Map for additional land use types & categories found in the area

This property is also located in an area that is defined by the City of Kerrville's adopted comprehensive plan as a future land use of Low Density Residential. The facility itself was designed for storage & office space and does not lend itself to be utilized for a single-family residential use. It should also be noted that the use of Professional Offices is an allowable use in certain residential zoning districts found throughout the City of Kerrville.

There are several requirements for the property based on the zoning code. The first requirement is parking. Based on the size and proposed use of the facility the parking requirements for this facility are a minimum of 15 spaces with one ADA compliant parking area. The facility currently meets this requirement and no additional spaces will be required. The parking area also includes a driveway to the rear of the property which will serve as a dedicated fire lane. The addition of a hammerhead will need to be constructed in order to provide a means for the fire department to turn around and exit the facility.

Another requirement of the zoning code concerns screening. Based on the land use category for Professional Office and the adjacent land uses of Single Family Residential Type-A screening is required. Type-A screening consists of a 6 foot high fence constructed of wood, masonry, or any combination thereof. Since the property has no current screening and the office use is similar to the use that the building has been operating under, the applicant is proposing to construct the screening after a certificate of occupancy has been obtained. It should be noted that only a portion of the property is being screened during Phase I. During this phase the applicant is proposing to screen the property boundary, adjacent to developed properties, only to the extent of the armory building and parking areas. The property boundaries adjacent to undeveloped land will be screened during the second phase of development.

In addition to the Professional Office use, the applicant is proposing to possibly construct a private children's playground and vegetable garden during the second phase of the development.

The goal of the Phased PDD is to allow flexibility for the applicant to meet the requirements of the city's code while allowing them to immediately occupy and use the facility. The purpose of each phase is to address required elements of city code and institute a timeframe for which these elements must be completed.

Phase I Elements (Completion Date – 3 Years from adoption of the ordinance):

1. Parking Requirements (adequate parking currently in place, but not striped)
2. Type-A screening Requirements (along the property lines to screen the building and parking areas only)
3. Dedicated Fire Lane Requirements (currently in place)
4. Hammerhead Turnaround Requirement

Phase II Elements (Completion Date – 5 years from adoption of the ordinance):

1. Screening Requirements (the remainder of the property boundaries to be screened)
2. ADA Requirements (striped ADA path from the building to the sidewalk)
 - This element may or may not be triggered during renovation of the building
 - If or when any ADA requirements are triggered the applicant must immediately install any required elements, regardless of the phasing schedule
3. Optional elements (Children's playground and vegetable garden)

During the Planning & Zoning meeting on September 20th several residents, who are within 200 feet of the subject area, spoke in favor of the PDD, no citizens spoke against the proposed PDD and staff has not received any formal protests.

During the public hearing & 1st ordinance reading at the City Council meeting, on October 9th, no citizens spoke against the proposal.

Based on the opportunity to redevelop an existing property that has been vacant for two years and the opportunity to provide citizens of Kerrville a valuable resource, the Planning & Zoning Commission recommended approval of the proposed PDD, by a vote of 4-0.

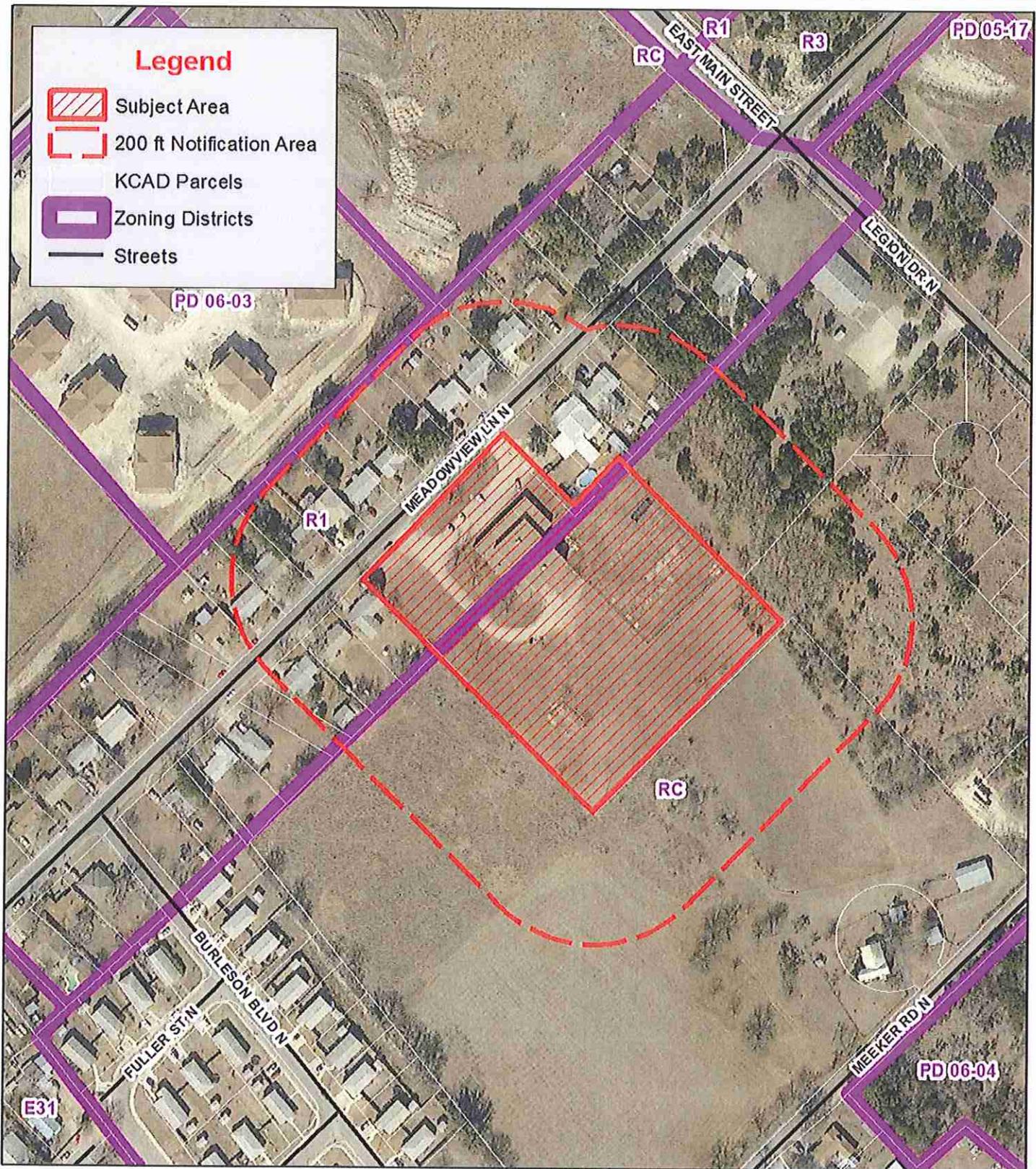
RECOMMENDED ACTION

1. Open the public hearing and receive comments.
2. Approve the ordinance, creating a Planned Development District, as read.

P&Z Case #2012-024

PDD

Location Map



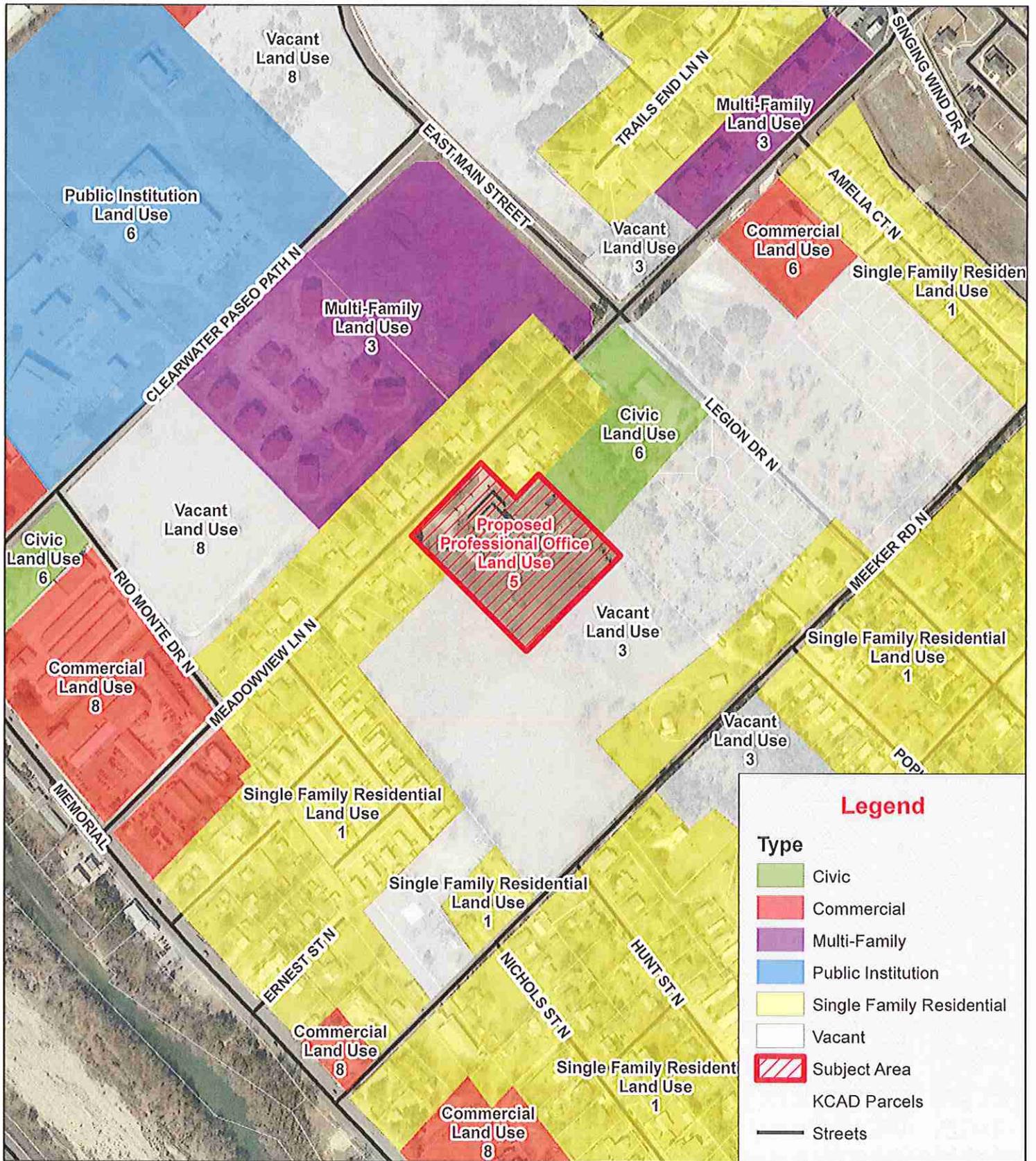
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only approximate relative locations.

0 100 200 400 Feet

1 inch = 200 feet



Case #2012-024 (PDD) Adjacent Land Uses



This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only approximate relative locations.

0 200 400 800 Feet



1 inch = 400 feet



**CITY OF KERRVILLE, TEXAS
ORDINANCE NO. 2012-____**

AN ORDINANCE CREATING A "PLANNED DEVELOPMENT DISTRICT" FOR AN APPROXIMATE 4.241 ACRES CONSISTING OF TRACTS I AND II, TEXAS NATIONAL GUARD ARMORY BOARD IN THE SAMUEL WALLACE SURVEY NO. 113, ABSTRACT NO. 761, WITHIN THE CITY OF KERRVILLE, KERR COUNTY TEXAS, AND MORE COMMONLY KNOWN AS 411 MEADOW VIEW LANE; ADOPTING A PHASED CONCEPT PLAN AND CONDITIONS RELATED TO THE DEVELOPMENT OF SAID DISTRICT TO INCLUDE A PHASED DEVELOPMENT SCHEDULE; CONTAINING A CUMULATIVE CLAUSE; CONTAINING A SAVINGS AND SEVERABILITY CLAUSE; ESTABLISHING A PENALTY OR FINE NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND ORDERING PUBLICATION

WHEREAS, the City Planning and Zoning Commission and the Governing Body of the City of Kerrville, Texas, in compliance with the City Charter and the State law with reference to the creation of Planned Development Districts under Article 11-I-15 of the Zoning Code of the City of Kerrville, Texas, and amending the official zoning map adopted thereby, have given the requisite notices by United States mail, publication and otherwise; and after holding due hearings and affording a full and fair hearing to all of the property owners generally, and particularly to those interested persons situated in the affected area and in the vicinity thereof, the Governing Body of the City of Kerrville, Texas, finds that the health, safety and general welfare will be best served by the creation of a Planned Development District for a Community Center development, subject to the special conditions and restrictions set out hereinafter on the property described in Section One hereof;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE, KERR COUNTY, TEXAS:

SECTION ONE. That the property described in **Exhibit A** (the "Property"), attached hereto and incorporated herein by reference, is hereby removed from both the R1 (residential) and RC (residential cluster) Zoning Districts and placed in a newly created "Planned Development District" for the development and use as "Professional Office" as that term is defined by Article 11-I-3.

SECTION TWO. The Property may be developed and used for "Professional Office", subject to the following:

- A. Certificate of Occupancy: A Certificate of Occupancy must be obtained from the City prior to the use of the Property for "Professional Office".
- B. Concept Plan: The development of the property must be in accordance with the Concept Plan for Phase I found at **Exhibit B** and the Concept Plan for Phase II

found at **Exhibit C**, both of which are attached hereto and incorporated herein by reference.

- C. Phasing Schedule: The development of the Property must comply with the following phasing schedule:
 - 1. Phase I elements of the Concept Plan attached as **Exhibit B** must be completed within three years from the effective date of this Ordinance.
 - 2. Phase II element of the Concept Plan attached as **Exhibit C** must be completed within five years from the effective date of this Ordinance.
- D. Parking: The Property must provide a minimum of 15 parking spaces and the design must be in accordance with that shown on **Exhibits B** and **C**. All required parking must be constructed of asphalt or concrete and marked and sized in accordance with the City's regulations.
- E. Signage: The location, size, type, and maximum area for each sign shall be in accordance with the City's sign regulations in existence at the time of permitting.
- F. Screening: Type A screening is required and must be in accordance with the Concept Plans for Phases I and II, found at **Exhibits B** and **C**.
- G. Trash and Other Solid Waste: Solid waste collection bins and dumpsters must be equipped with lids and screened with a gate with an opaque screen on one side and masonry or material similar to the building(s) constructed on the Property on the remaining three sides.
- H. Outdoor Storage and Display: The outdoor storage of any materials, supplies, inventory, and/or equipment, whether in cargo containers or similar containers or buildings, is prohibited, except those identified for household use.
- I. Development Regulations:
 - 1. The hours of operation for the Property are limited to between 7:00 a.m. and 10:00 p.m.
 - 2. All exterior lighting must be designed and installed to prevent glare or light from being emitted onto adjacent properties.
 - 3. No pick-ups or deliveries of any kind may be made between the hours of 10:00 PM and 7:00 AM on any day and no vehicle may enter any Commercial Area between these hours for such purposes.

4. Any future development of the Property is subject to the City's Subdivision Regulations, which includes submittal and approval of a plat.

SECTION THREE. The provisions of this Ordinance are to be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent with or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent of any such inconsistency or conflict.

SECTION FOUR. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. The Council of the City of Kerrville, Texas, hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION FIVE. The penalty for violation of this Ordinance shall be in accordance with the general penalty provisions contained in Chapter 1, Sec. 1-8, of the Code of Ordinances of the City of Kerrville, Texas, which provides for a fine not exceeding TWO THOUSAND DOLLARS (\$2,000.00).

SECTION SIX. In accordance with Section 3.07 of the City Charter and Texas Local Government Code §52.013(a), the City Clerk is hereby authorized and directed to publish the descriptive caption of this ordinance in the manner and for the length of time prescribed by the law as an alternative method of publication.

PASSED AND APPROVED ON FIRST READING, this the _____ day of _____, A.D., 2012.

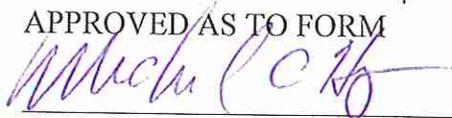
PASSED AND APPROVED ON SECOND AND FINAL READING, this the _____ day of _____, A.D., 2012.

Jack Pratt, Jr., Mayor

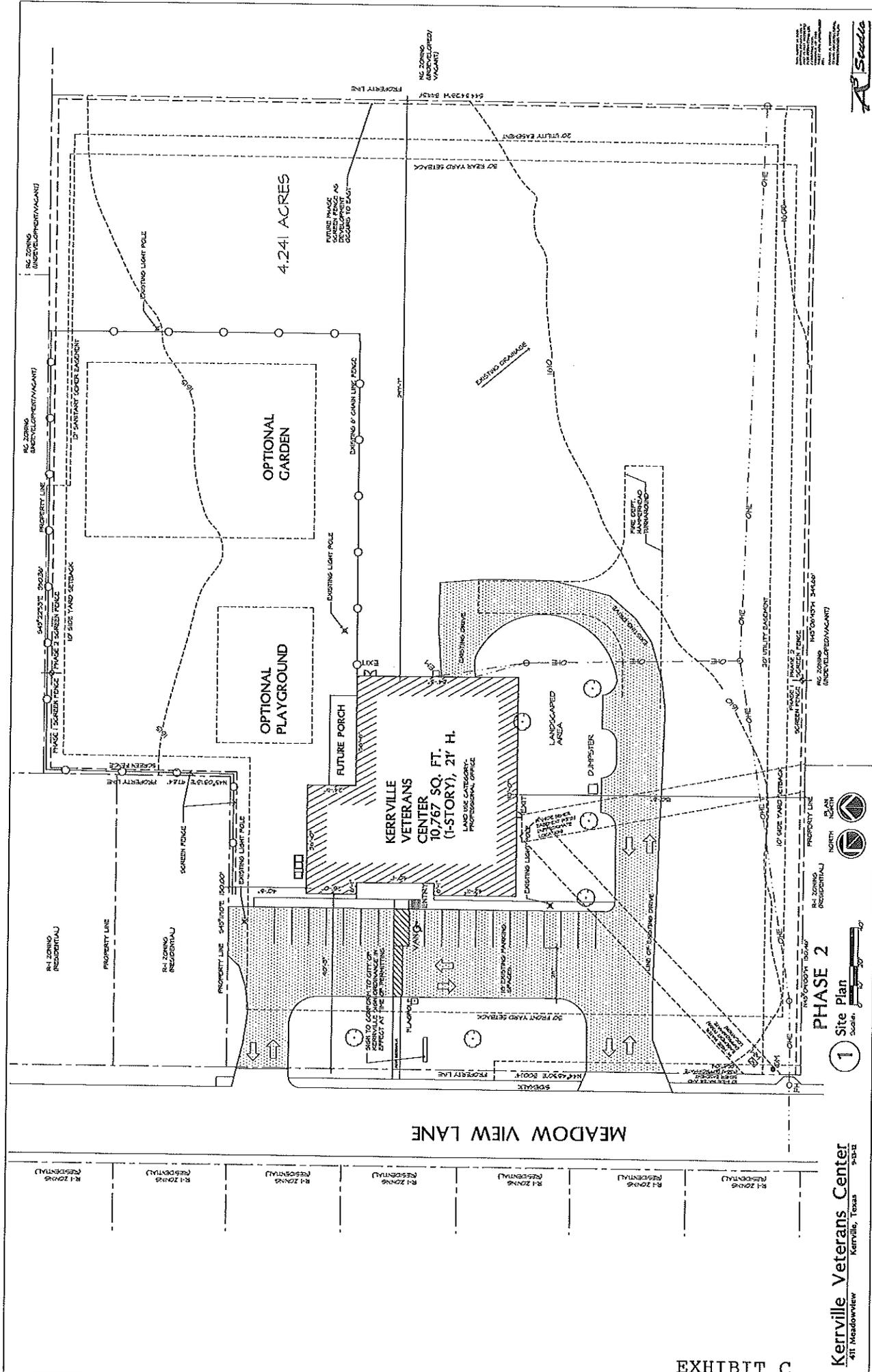
ATTEST:

Brenda G. Craig, City Secretary

APPROVED AS TO FORM



Michael C. Hayes, City Attorney



A Studio
 ARCHITECTURE • LANDSCAPE ARCHITECTURE

PHASE 2
 1 Site Plan
 3/20/18

Kerrville Veterans Center
 411 Meadowview
 Kerrville, Texas 78004

EXHIBIT C

Agenda Item:

6A. Request by the Texas Lions Camp for the donation of the Riverhill Standpipe designated to be decommissioned by the City of Kerrville. (staff)

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

SUBJECT: Request for Kerrville to consider donating the Riverhill water storage standpipe to the Texas Lions Camp.

FOR AGENDA OF: 11/13/12

DATE SUBMITTED: 11/9/12

SUBMITTED BY: Charlie Hastings *CH*
Public Works Director

CLEARANCES: Todd Parton
City Manager

EXHIBITS: Letter from Texas Lions Camp

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: *TP*

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

The Riverhill standpipe is a 500,000 gallon water storage tank that was originally purchased by Kerrville as a used tank to help solve pressure and growth issues in the 1980's. The standpipe was originally slated to be decommissioned in 2008 upon completion of the Ridgewood 1,000,000 gallon elevated storage tank; however, other system improvements were needed before it could be completely abandoned. Those system improvements include the water treatment plant motor control center, the Loma Vuelta pipe rehabilitation project, and the high service pumps at Riverhill, all of which have recently been completed. The standpipe has been isolated from the water system since the spring of 2012 with no problems observed.

Staff's plan to offset the cost of decommissioning and removing the standpipe would be from the sale of the steel as scrap metal. The offer to remove the tank would result in little to no cost to the city.

Attached is a letter from Stephen Mabry, Chief Executive Officer of Texas Lions Camp, Inc. requesting Kerrville to consider donating the standpipe to Texas Lions Camp for use in their water system. Should city council decide to donate the standpipe, a resolution with the public purpose findings would need to be adopted at a future meeting and an agreement with Lions Camp would need to be executed.

RECOMMENDED ACTION

Staff recommends that Council affirms a willingness to donate the standpipe and authorizes Lions Camp to evaluate it for their needs.

RECEIVED OCT 18 2012

Texas Lions Camp ^{4:00pm BC}

Children Can . . . with TLC™



POST OFFICE BOX 290247 ♦ KERRVILLE, TX ♦ 78029-0247 ♦ OFFICE: (830) 896-8500 ♦ FAX: (830) 896-3666
<http://www.lionscamp.com> ♦ E-MAIL: tlc@lionscamp.com

October 18, 2012

Todd Parton, City Manager
City of Kerrville
701 Main Street
Kerrville, TX 78028

Re: Standpipe – Riverhill

Dear Mr. Parton:

I am writing today in order to express interest in the decommissioned standpipe currently located within Riverhill here in Kerrville, and respectfully request that an agenda item be added to the next City Council meeting to consider this request. Texas Lions Camp is currently taking measures to improve the water systems on our Kerrville campus, and in particular, we have an urgent need to replace our existing water storage facility.

To be specific, I would ask the City of Kerrville to consider donating this asset to Texas Lions Camp. If the City were so inclined, and would permit Texas Lions Camp to inspect the resource and further evaluate the acceptance of this gift, then I believe that all parties could mutually benefit by its donation and relocation to the Lions Camp campus.

As you may know, Texas Lions Camp is a Texas Non-profit Corporation and is recognized as a charitable organization under 501(c)(3) of the IRC. It is has been our privilege to operate locally while contributing to our community and the State of Texas since 1949. Close to 1,500 children with special medical conditions per year attend and benefit from attending our Camp...and while I already consider the City of Kerrville and you to be a partner in our mission to so many children, I hope that you will permit the joint evaluation of donating the standpipe at Riverhill.

If you have any questions, or if it would be helpful for me to attend your next meeting, please don't hesitate to contact me.

Sincerely yours,

Stephen S. Mabry, CFRE, CAE
Chief Executive Officer
Texas Lions Camp, Inc.

SSM

Serving Children Since 1949

Pat Carroll, President; Sam Lindsey, First Vice President; Leon Van Alstine, Second Vice President; James "Jim" Wilks, Third Vice President; William "Bill" E. Roe, Treasurer; James H. Browning, Secretary; Jack King, Immediate Past President; Tom Westerman, Elected Governors' Representative; Chris Moorman, Elected Directors' Representative
Stephen S. Mabry, CFRE, CAE, Chief Executive Officer

Agenda Item:

6B. Update and direction to city staff regarding the Library Services Agreement between Kerr County and the City of Kerrville. (staff)

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

SUBJECT: Update and direction to city staff regarding the Library Services Agreement between Kerr County and the City of Kerrville

FOR AGENDA OF: Nov. 13, 2012 **DATE SUBMITTED:** Nov. 8, 2012

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

EXHIBITS: 1. Library Services Invoice, October 17, 2012
2. Kerr County Letter, October 17, 2012
3. City of Kerrville Letter, October 23, 2012
4. Interlocal Agreement for Library 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 OF FINANCE:

SUMMARY STATEMENT

Kerr County has indicated that it is terminating the Interlocal Agreement for Library Services. This Interlocal agreement was effective October 1, 2011, and was effective through September 30, 2014. Exhibits 1, 2, and 3 contain the written correspondence pertaining to the agreement.

City staff requests direction from the City Council with regard to Kerr County's termination of this agreement. The FY2013 Budget will allow the City of Kerrville to maintain budgeted funding and operational levels.

RECOMMENDED ACTION

City staff requests that the City Council provide direction to city staff regarding the establishment of user fees for non-city residents and the disposition of library cards issued at no cost to non-city residents. City staff's recommendation contemplates that the user fees be established to recoup Kerr County's annual allocation of \$200,000 that was specified in the Library Services Interlocal Agreement. A draft fee schedule will be presented for discussion by the City Council.

Exhibit 1
Library Services Invoice, October 17, 2012

Exhibit 2
Kerr County Letter, October 17, 2012



**THE COUNTY COURT
OF**

KERR COUNTY, TEXAS
700 Main, Kerrville, Texas 78028
Tel: (830) 792-2211
Fax: (830) 792-2218
E-mail: commissioners@co.kerr.tx.us

COUNTY JUDGE
PAT TINLEY

CLERK
JANNETT PIEPER

COMMISSIONERS COURT
H. A. "BUSTER" BALDWIN, PCT. 1
GUY OVERBY, PCT. 2
JONATHAN LETZ, PCT. 3
BRUCE OEHLER, PCT. 4

COURT COORDINATOR
JODY GRINSTEAD

October 17, 2012

Ms. Trina Rodriguez
Accounts Receivable Clerk
City of Kerrville
701 Main Street
Kerrville, TX 78028

RE: Interlocal Agreement Between the City of Kerrville, Texas, and Kerr County,
Texas, Regarding a Funding Plan for the City and the County's Library Services

Dear Ms. Rodriguez:

This will acknowledge receipt of your letter to Kerr County Auditor Jeannie Hargis in regard to the referenced matter.

The Kerr County Commissioners Court did not appropriate any public funds for Library Services for FY 2012-2013, covering the period October 1, 2012, through September 30, 2013. In addition, no other funds have been provided to Kerr County for such funding from any other source.

Your very truly,

Pat Tinley
Kerr County Judge

cc: City Manager, Todd Parton ✓

Exhibit 3
City of Kerrville Letter, October 23, 2012



City of Kerrville

701 MAIN STREET • KERRVILLE, TEXAS 78028 • 830.257.8000 • KERRVILLETX.GOV

October 23, 2012

Honorable Pat Tinley
County Judge
Kerr County
700 Main Street
Kerrville, Texas 78028

SUBJECT: Library Services Agreement between Kerr County and the City of Kerrville

Dear Judge Tinley:

I am in receipt of a letter from you to Ms. Trina Rodriguez dated October 17, 2012. This letter was provided in response to an invoice from the City of Kerrville in the amount of \$200,000 for funding of the Butt Holdsworth Memorial Library as specified by *Paragraph 7. Payment by County* of the Interlocal Agreement for Library Services Between the City of Kerrville, Texas, and Kerr County, Texas ("Library Services Agreement"), that went into effect on October 1, 2011.

Your letter of October 17, 2012, states that:

"The Kerr County Commissioners Court did not appropriate any public funds for Library Services for FY 2012-2013, covering the period October 1, 2012, through September 30, 2012. In addition, no other funds have been provided to Kerr County for such funding from any other source."

Please confirm in writing by the close of business on October 31, 2012, whether Kerr County will meet its commitment to fund the Butt Holdsworth Memorial Library. The City will deem lack of written response as notice that Kerr County will not meet its commitment and is terminating the Library Services Agreement effective November 30, 2012.

Please feel free to contact me with regard to this matter. I look forward to hearing from you.

Sincerely,

Todd Parton
City Manager

Cc: Kerrville City Council
Mr. Mike Hayes, Kerrville City Attorney

Exhibit 4
Interlocal Agreement for Library Services

**INTERLOCAL AGREEMENT FOR LIBRARY SERVICES BETWEEN CITY OF
KERRVILLE, TEXAS, AND KERR COUNTY, TEXAS**

This Interlocal Agreement for Library Services ("Agreement") is made and entered into between the City of Kerrville, Texas ("City") and Kerr County, Texas ("County") and shall be effective as of October 1, 2011, for the term stated below.

WHEREAS, City owns and administers the Butt-Holdsworth Memorial Library ("Library"); and

WHEREAS, the Library provides services to all Kerr County residents including those who reside within the City;

NOW THEREFORE, for and in consideration of the premises and the mutual benefits, covenants, promises and agreements hereinafter set forth, City and County agree:

1. City assumes the function of a County free library system in accordance with Section 323.011, Texas Local Government Code.
2. Management, ownership, and control of the Library and its employees, resources, and equipment shall remain vested in and/or remain the sole responsibility of the City.
3. The Library shall maintain accreditation in accordance with the Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C with services based on a Kerr County population estimate of 48,381.
4. The Library Advisory Board shall remain in existence and it shall continue to provide oversight of Library operations.
5. This Agreement shall remain in effect through September 30, 2014.
6. Termination:
 - a. Either Party may terminate the Agreement for any reason upon the terminating Party giving the nonterminating Party no less than one-hundred eighty (180) days written notice thereof.
 - b. This Agreement may be terminated for cause, provided that in the event of the breach, the non-breaching Party shall give written notice to the breaching Party specifically stating the provision of this Agreement alleged to have been breached and the factual basis underlying the alleged breach. Within thirty (30) days after receipt of notice, the breaching Party shall: i) cure said breach; or ii) contest the alleged breach. Failure

Approved by City Council
Date: July 26, 2011
Volume 37 Page 362

Contract 2011-43

to cure the breach or contest the alleged breach within this thirty (30) day period shall be deemed a material breach of this Agreement and shall authorize the non-breaching Party to unilaterally terminate this Agreement, upon delivery of written notice of termination via certified mail or personal delivery, to the breaching Party. Termination shall be effective upon receipt of said notice.

- c. Should the County fail to pay the City or pay an amount less than required under Section 7, below, the City, upon written notice delivered to County, shall have the right to terminate the Agreement, with the effective termination date being at the expiration of thirty (30) days from the date that payment was due.
- d. This Agreement may be terminated at any time by mutual agreement of the Parties.

7. Payment by County:

- a. In exchange and consideration for the City's provision of Library services under this Agreement during the Initial Term, County agrees to pay City \$200,000.00 annually contingent each year upon the award of a grant by the Cailloux Foundation to the County. In the event that the Cailloux Foundation elects not to donate to Kerr County for the purpose of funding the Library or elects to donate an annual sum less than \$200,000.00, then Kerr County shall not have any obligation to pay any sum under this Agreement greater than the Cailloux Foundation's annual donation.
- b. On or before October 1 of each year of this Agreement, City shall submit an invoice to the County for full payment as specified in subsection 7.a., above. Thereafter, County shall submit its payment to the City either by November 1 of each year of this Agreement or within thirty (30) days of its receipt of payment from the Cailloux Foundation.

8. Payment by City: The City shall annually fund the Library at or above the annual payment made by the County for each fiscal year. In addition, the City shall be responsible for capital improvements, major building maintenance, and depreciation.

9. Library Budget:

- a. City shall develop and submit an annual budget for Library operations ("Library Budget") to the County.
- b. City shall submit its Library Budget to the County not later than July 1 of each year.

10. The City shall operate the Library and the hours that it is open to the public in a manner consistent with programming established in the approved budget. The City may change the standard operating hours from time to time for holidays, building renovations/construction, weather conditions, or other unforeseen situations. The City intends to add programming for youth services and to hire a Youth Services Librarian

11. This Agreement shall be binding upon Parties hereto; provide, however, that neither the

City nor the County shall assign, sublet, or transfer their interest in this Agreement without the prior written consent of the other.

12. This Agreement has been made in and shall be construed in accordance with the laws of the State of Texas. Venue shall be in Kerr County, Texas.

13. Notice to City provided herein shall be sufficient if sent by first class mail, postage prepaid to:

City Manager's Office
City of Kerrville
800 Junction Highway
Kerrville, TX 78028

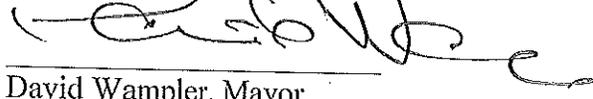
And notice to County, if sent by first class mail, postage prepaid addressed to:

County Judge
Kerr County Courthouse
700 Main Street, Ste. 101
Kerrville, TX 78028

Or to such other addresses as the Parties may designate to each other in writing.

APPROVED AND ADOPTED by the City Council for the City of Kerrville on the 26th day of July 2011; and by Commissioners Court of Kerr County, State of Texas, on the day of 2011.

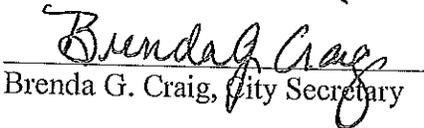
CITY OF KERRVILLE, TEXAS



David Wampler, Mayor

Date: July 26, 2011

ATTEST:


Brenda G. Craig, City Secretary

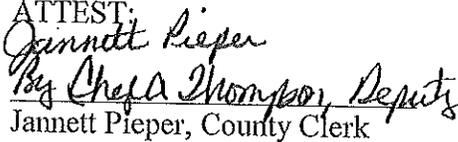
COUNTY OF KERR, TEXAS

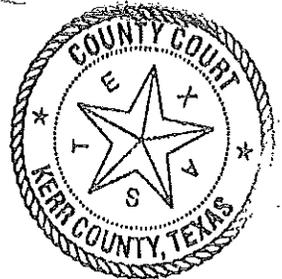


Pat Tinley, County Judge

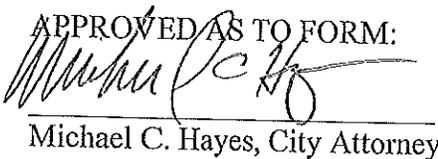
Date: 07-25-2011

ATTEST:

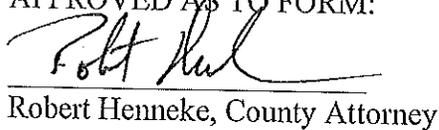

By Cheryl Thompson, Deputy
Jannett Pieper, County Clerk



APPROVED AS TO FORM:


Michael C. Hayes, City Attorney

APPROVED AS TO FORM:


Robert Henneke, County Attorney

Agenda Item:

6C. Amending Section 3.1 of the Kerrville City Council Procedural Rules for Meetings to require a minimum of two City Council members to place an item on the agenda. (staff)

PROCEDURAL RULES FOR MEETINGS

KERRVILLE CITY COUNCIL

Section 1. General Provisions

Rule 1.1 Scope of Rules; Intent. These rules shall govern the conduct of the Council and shall be interpreted to ensure fair and open deliberations and decision-making. The rules are intended to promote and maintain courtesy, civility, and collegiality during meetings.

Rule 1.2. Technical Parliamentary Forms Abolished. Except as specifically required by these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry, or other technical forms.

Rule 1.3. Rulings; Matters Not Covered. Rulings on procedure are governed by the presiding officer or by a majority of Council, which would prevail. Section 3.02 of the City Charter provides the following basis for this:

The Mayor shall preside at meetings of the Council and shall exercise such other powers and perform such other duties as are or may be conferred and imposed upon him by this Charter and the ordinances of the City.

Any matter or order or procedure not covered by these rules shall be deferred to the presiding officer or legal counsel as appropriate.

Rule 1.4. Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Texas and the Charter and ordinances of the City of Kerrville. In general, these rules shall be interpreted to allow the majority to prevail but preserve the right of the minority to be heard.

Rule 1.5. Authority to Change and Adopt Rules of Procedure. Adoption and/or modification of rules governing City Council meetings is addressed in Section 3.04 of the Charter which provides the following with respect to rules of procedure:

...The Council shall determine its own rules and order of business and keep a journal of its proceedings. It shall have power to compel the attendance of absent members, may punish its members for disorderly behavior, and by vote of not less than a majority of all its members, expel from a meeting a member for disorderly conduct for the violation of its rules; but no member shall be expelled from a meeting unless notified of the charge against him and given an opportunity to be heard in his own defense.

Section 2. Time and Place of Meeting

Rule 2.1. Regular Meetings. Scheduling regular meetings is governed by Section 3.01 of the Charter and Section 2-31 of Article II of the Code of Ordinances. Section 2-31 of Article II of the Code of Ordinances provides:

City council will hold its regular meetings on the second and fourth Tuesdays of each month, beginning at 6:00 p.m. The council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

Rule 2.2. Special Meetings. Calling special meetings is governed by Section 3.01 of the Charter, which provides:

Special meetings shall be called by the City Secretary upon request of the Mayor, the City Manager, or a majority of the members of the Council.

A request for special meeting shall be filed with the City Secretary or City Manager in written/electronic format unless made at a regular meeting at which a quorum of Council Members are present. The City Manager and all Council Members shall be notified of all special meetings.

Rule 2.3. Quorum, Majority Voting. Quorum and majority voting are governed by Section 3.05 of the Charter, which provides:

A majority of all the members of the Council shall constitute a quorum to do business, but a less number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The affirmative vote of a majority of all the members of the Council shall be necessary to adopt any ordinance, resolution, or order; except that a vote to adjourn, or an action regarding the attendance of absent members, may be adopted by a majority of the members present.

Section 3. Agenda

Rule 3.1. Preparation of Agenda; Agenda Requests. The City Secretary shall prepare, post, and distribute notices of meetings and the assembled agenda packages. The City Manager is responsible for assembling the agenda package for each meeting. The City Manager must place a subject on the agenda if the subject is requested by the Mayor or a Council Member. Other persons may request that the City Manager place an item on the agenda pursuant to Rule 3.3.

Rule 3.2. Consent Agenda. In preparing an agenda the City Secretary may separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 6.6. The "Consent Agenda" shall consist of routine items, which in the City Secretary's determination can be appropriately considered as a group, without separate discussion, at the Council meeting. Any item listed on the consent agenda may be

removed by a member of Council or upon a request by staff or a member of the public.

Rule 3.3. Agenda Deadline. Any person wishing to have a matter heard at a City Council meeting shall make a written request, including via email, to the City Manager. Such request shall contain a short summary statement of the proposed presentation. Such request should be made before 5:00 p.m. of the sixth day preceding such meeting. As long as the City Council meetings continue to be on Tuesday, then such request should be made before 5:00 p.m. on the preceding Wednesday. Once a request has been placed on an agenda, the item, or an item concerning a similar subject matter, may not be placed on an agenda for a period of 1 year, unless a Council Member makes a written request for placement.

Rule 3.4. Requests to Include or Exclude Items. Each request to include or exclude an agenda item shall be forwarded to all members of the Council at the time the request is submitted to the City Secretary. When a Council Member will be absent from a meeting, the Council Member may request that an item not be included and such request shall not be unreasonably denied.

Rule 3.5. Council Action to Defer, Continue or Not Act. A Council Member wishing to withdraw, defer, or continue an item may make a motion to that effect. Such a motion shall be considered before any other action on that item.

Section 4. Conduct of Meetings

Rule 4.1. Roll Call. Before proceeding with the business of the Council, the City Secretary shall make note of Members present, and enter those names in the minutes. The presiding officer shall determine the presence of a quorum as required by law and these rules.

Rule 4.2. Call to Order. The presiding officer shall call the meeting to order.

Rule 4.3. Presiding Officer. The Mayor, or in the Mayor's absence or inability to perform, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. The presiding officer retains all rights and privileges of a Member of Council. If both the Mayor and Mayor Pro Tem are absent or unable to perform, the most senior Council Member present shall preside. In the event two or more Members equally possess the greatest seniority then the eldest person among them shall preside.

Rule 4.4. Control of Discussion. The presiding officer shall control discussion of the Council on each Agenda item to assure full participation in accordance with these rules, the City Charter and the Code of Ordinances. The presiding officer will preserve order and decorum, preventing the impugning of any member's motives or other personal comment not relevant to the orderly conduct of business. The presiding officer shall request that all speakers keep comments brief and relevant to the question before the Council. All persons present in the meeting room should eschew abusive, rude or inappropriate conduct. See Chapter 38 of the Texas Penal Code regarding the "hindering" of official proceedings.

Rule 4.5. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order as presented in the meeting agenda. Each Agenda item shall be introduced by the presiding officer. To introduce an item, it shall be sufficient to identify the item by the number assigned to it on the agenda. However, as provided in Section 3.06(a) of the City Charter:

Ordinances and resolutions shall be introduced only in written form.

After a measure is introduced, the standard procedure for consideration will be as follows:

- (1) Reading of the measure by the presiding officer (or other person designated by the presiding officer). Reading ordinances or resolutions by caption or summary is allowed if the full text is available as prescribed by the Charter. (Note: Section 3.06(a) of the Charter requires additional steps for ordinances: "No ordinance shall be passed until it has been read and voted upon in at least two regular meetings, except an emergency measure. The final reading of each ordinance shall be in full unless a written or printed copy thereof shall have been furnished to each member of the Council prior to such reading.")
- (2) The City Manager or other person may present a staff statement or presentation with questions from City Council.
- (3) Motion and second.
- (4) Public Comments
- (5) Discussion.
- (6) Vote.
- (7) If a majority of Council votes against a motion, the Council member making the original motion may amend that motion for reconsideration. In addition, any Council member may make an alternate motion for consideration related to that agenda item.

In the absence of the objections of the presiding officer or a majority of Council, which would prevail, the Council may vary the standard procedure (for example, by discussing a measure before a motion is made).

Informal voting by voice or a show of hands shall be used at the discretion of the presiding officer, unless a Council Member requests a roll call vote or a roll call vote is otherwise required by state law. On a roll call vote, the moving member votes first, the seconding member votes second, the remaining members vote in alphabetical order and the presiding officer votes last (unless the presiding officer has moved or seconded the motion). In case of a tie, the motion fails.

Rule 4.6. Discussion. A Council Member shall speak only after being recognized by the presiding officer. A Council Member recognized for a specific purpose shall limit remarks to that purpose. A Council Member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules. Anyone speaking shall be recognized by the presiding officer.

Rule 4.7. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) as a Member of the Council may enter into any discussion.

Rule 4.8. Limit on Remarks. Each Council Member shall limit his or her remarks to a reasonable length.

Rule 4.9. Presiding Officer's Right to Speak Last. The presiding officer has the right to speak last on any item.

Rule 4.10. Call for Vote. At the conclusion (or closure) of debate or discussion, the presiding officer shall call for a vote, provided however, a majority of the Council present may require a vote at any time.

Section 5. Citizen Participation

Rule 5.1. Public Participation. Comments and suggestions by the public are highly valued and encouraged during those parts of a meeting designated for public participation. Speakers should register in advance and should limit their presentations to four minutes each. Speakers should direct all remarks and questions to the Council, who may refer them for investigation, response or other action. The "Texas Open Meetings Act" requires the City to post a notice, in advance, listing every topic or subject to be considered by the Council. This law may prevent the Council from considering a subject raised by a member of the public. In this case, the presiding officer may refer the matter, and the Council may direct that the matter be placed on the agenda for an upcoming meeting.

Rule 5.2. Manner of Addressing Council. A person desiring to address the Council shall step to the lectern or other alternate arrangement and state his or her name and address for the record before proceeding with comments. All comments from the public should be directed to the Council.

Rule 5.3. Total Time Limits. Those members of the public speaking on items both on the agenda and not on the agenda are limited to four minutes of speaking time. A person may speak only once on any agenda item. However Applicants, or those persons having placed an item on the agenda seeking a specific answer from the Council, will be allowed ten minutes of total speaking time. Time limitations of this rule may be extended by the consent of a majority of the Council.

Rule 5.4. Remarks to be Germane/Non-redundant. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, overly redundant or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting.

Rule 5.5. Matters Not On the Agenda. Under the Visitor/Citizens Forum item on the agenda, the first ten completed requests to speak under this item will be the maximum number of people that will be allowed to speak on items not specifically mentioned on the agenda. The maximum number of people allowed to speak may be increased by

consent of the City Council present. Discussion of matters not on the agenda is prohibited by the Texas Open Meetings Act. Council may provide specific factual information in response to the inquiry, recite existing policy, or propose the placement of the issue on an upcoming meeting agenda.

Section 6. Council Action

Rule 6.1. Motion Required. All action requiring a vote shall be moved by a Member of the Council. Each motion will require a second by another Member of the Council to be considered. A motion must be voted on or withdrawn before another motion for that same agenda item can be considered. Any Member of the Council can make an amendment to a motion. With a second, the amended motion is then voted on.

Rule 6.2. Motion to Reconsider. Except in case of a tie vote, a motion to reconsider must be made by a Council Member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action. The motion must be made at a meeting when the subject is on the agenda. See Rule 3.1.

Rule 6.3. Recording Names of Moving Members. The City Secretary shall record the name of the Council Member making each motion and corresponding second to the motion.

Rule 6.4. Separate Consideration. Except as otherwise required by these rules each Agenda item shall be voted upon separately and each separate vote shall be recorded by the City Secretary.

Rule 6.5. Action on Consent Agenda. Except as herein provided, the "Consent Agenda" shall be considered as a group without separate discussion on each item. When the Consent Agenda is introduced, each Council Member has the right to remove any item, in which case the item is handled under Rule 4.5. After items are removed, the presiding officer shall ask the Members to indicate their votes on the remaining Consent Agenda items. The City Secretary shall record the votes on each item separately.

Rule 6.6. Consideration Out of Order. With the consent of a majority of the Council any Agenda item may be considered out of order, at the request of any Council Member.

Rule 6.7. Council Appointments. The council may consider and make appointments to City boards and commissions by either of the following procedures:

- By direct motion. The Council Member shall state the name of the person and the board to which they are being appointed. The motion will require a second, and a majority vote of the council shall be required for appointment.
- By nomination process. The mayor shall open the floor for nominations, whereupon council members may put the names of appointees forward. The names submitted shall be debated. When the debate ends, the City Secretary shall call the roll of the Council Members, and each member shall cast their vote from those persons nominated. The nominee receiving the highest number of votes

shall be appointed. If more than one appointee is to be selected, then each member shall have as many votes as there are slots to be filled; however, a member shall not cast more than one vote for a single candidate. A majority of the members voting shall be required for appointment.

In accordance with Section 3.01 of the City Charter, all meetings of all boards, commissions and committees of the Council shall be open to the public and as provided by state law. The requirements of the Texas Open Meetings Act shall apply to all elected or appointed authorities, boards, commissions, Council, or other bodies of the City that are composed of a quorum of members of a particular body. However, the law's requirements shall not apply to a meeting solely among the City's professional staff.

Section 7. Miscellaneous

Rule 7.1. Voting Required. Section 3.05 of the Charter requires Council Members to vote, as follows:

No member may be excused from voting except when such member has a conflict of interest as defined by law.

Any Council Member prohibited from voting by personal interest shall announce at the commencement of consideration of the matter and shall not enter into discussion or debate on any such matter. In that case, the member shall file with the City Secretary a written statement (electronic communications are considered acceptable) of the reason for abstaining. Any Council Member refusing to vote - and not excused from voting - shall be considered in violation of the City Charter and will be recorded in the minutes as voting in the affirmative and may be held to further repercussions as deemed appropriate by the City Council.

Rule 7.2. Suspension of Rules. These rules or any part hereof may be suspended for a specific purpose, or any single meeting, by consent of a majority of the Council Members present. This does not apply to those rules directly mentioned in the City Charter or other sections of the Code of Ordinances.

Rule 7.3. Informal Requests. A Member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Manager, City Attorney, City Secretary or any City employee present, all subject to Rule 4.10.

Rule 7.4. Council Liaisons. A Member of the Council serving as an ex-officio member of a City board and/or commission will act to relay Council actions concerning board and/or commission items and to report back to Council. Council Liaisons should also abide by the rules and procedures for meetings of the board and/or commission meeting they are attending. Ex-officio members will be appointed by Council with consideration given to applicable expertise.

Agenda Item:

7A. Budget/economic update. (staff)

CITY OF KERRVILLE
ECONOMIC UPDATE AS OF NOVEMBER 7, 2012

	Current Month	Previous Month	1 Year Ago	Trend	Current Month
National					
Unemployment	7.90%	7.80%	8.90%	↑	September
Consumer Confidence	70.3	61.3	46.4	↑	September
1 year T-Bills	0.18%	0.17%	0.08%	↑	11/7/12

State					
Monthly Unemployment	6.30%	7.00%	8.00%	↓	September
Monthly Sales Tax	\$2,028.0m	\$1,959.9m	\$1,874.6m	↑	October

Local					
Monthly Unemployment (Kerr Co.)	5.40%	5.90%	6.70%	↓	September
Median Listing Price	\$219,900	\$220,000	\$225,000	↓	10/1/12
Monthly Sales Tax	\$420,052	\$406,810	\$453,376	↑	November
Monthly EIC Tax	\$210,026	\$226,663	\$203,379	↑	November
Monthly HOT	\$57,624	\$70,705	\$69,508	↓	October

	FY12 Budget	FY12 as of 9/30/2012	FY12 % Received	FY11 as of 9/30/2011	FY11 % Received
General Fund					
Tax Revenue	\$14,939,900	\$1,036,722	6.94%	\$581,091	4.01%
Property Tax	\$8,050,000	\$557,386	6.92%	\$126,188	1.60%
Sales Tax	\$4,885,000	\$453,376	9.28%	\$439,922	9.67%
Permits & Fees	\$324,975	\$39,116	12.04%	\$28,198	8.70%
Intergovernmental	\$1,191,000	\$153,662	12.90%	\$200,000	17.05%
Service Revenues	\$2,411,860	\$229,468	9.51%	\$182,911	7.11%
Grant Revenue	\$29,500	\$0	0.00%	\$0	0.00%
Fines & Forfeitures	\$506,618	\$41,758	8.24%	\$39,348	8.06%
Interest & Misc.	\$240,850	\$14,063	5.84%	\$15,560	4.09%
Transfers In	\$1,250,000	\$104,167	8.33%	\$104,167	8.22%
Total General Fund	\$20,894,703	\$1,618,954	7.75%	\$1,151,274	5.55%
Total General Fund Expenditures	\$20,594,704	\$1,646,265	7.99%	\$1,769,562	8.82%
Water/Sewer Fund					
Water Sales	\$4,500,000	\$479,248	10.65%	\$406,367	9.23%
Sewer Sales	\$3,800,000	\$303,636	7.99%	\$321,551	8.58%
Other Revenue	\$725,500	\$69,586	9.59%	\$74,157	10.09%
Total Water & Sewer Fund	\$9,025,500	\$852,470	9.45%	\$802,075	9.03%
Total W&S Fund Expenditures	\$8,851,239	\$627,529	7.09%	\$710,595	6.73%

Agenda Item:

7B. Water Resources report. (staff)

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

SUBJECT: Water Resources Report

FOR AGENDA OF: 11/13/12

DATE SUBMITTED: 11/6/12

SUBMITTED BY: Charlie Hastings *CA*
Public Works Director

CLEARANCES: Todd Parton
City Manager

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: *M*

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

Staff will present an update on the water supply and availability as it relates to the drought.

RECOMMENDED ACTION

Information and discussion.

Agenda Item:

7C. Staff report on the third and fourth quarter departmental performance measures for Fiscal year 2012. (staff)

City of
Kerrville
Year End
Department
Performance
Measure

2012

Performance measures of departments in the General Fund and the Water and Sewer Fund as of fiscal year end 2012.

Annual and
Quarterly
Performance
Measures

Table of Content

Performance Measure and Cost to generate measure

Priority Summary	3
Primary Indicators	5
Current Year Performance Measure	7
General Fund	8
Water and Sewer Fund	15
Historical Performance Measure	19
General Fund	20
Water and Sewer Fund	27

Priority Summary
General Fund

PROGRAM EVALUATION WORKSHEET FY2012

Department	Program	Expenditures	Priority (1-10, with 10 highest)	
			Department View	Council View
City Council	City Council	\$7,091	9.750	4.7
City Secretary	City Secretary	\$144,499	9.500	9.7
City Attorney	General Counsel	\$127,386	9.188	8.7
	Prosecution	\$58,632	9.438	6.7
	Special Services	\$73,387	8.563	5.3
City Administration	Administration	\$261,140	9.688	9
	Intergovernmental Affairs	\$91,470	8.250	4.3
	Public Information	\$52,398	8.000	7.3
Human Resources	HR Management	\$137,783	9.313	7.3
	Risk Management	\$45,928	9.375	6.7
	Support Services	\$122,473	8.188	7
Finance	Accounting	\$160,001	9.188	9
	Budget	\$55,658	9.438	9
	Purchasing	\$54,760	8.813	7.3
	Treasury	\$74,855	8.500	7.7
	Communication Systems	\$60,261	8.563	7.3
Information Technology	Technology Support Services	\$243,060	8.375	7.7
	Network and Application Infrastructure	\$261,701	8.375	7.7
	Data Mgt., Backup, Recovery	\$40,838	8.500	7.7
Municipal Court	Case Management	\$212,169	9.313	7
	Collection Services	\$80,120	9.250	6.3
	Administration	\$406,337	9.000	7.3
Police	Dispatch	\$596,705	9.938	9
	Patrol	\$2,505,462	9.813	9
	Investigation & Property/Evidence	\$971,315	9.563	7.3
	Community Service	\$99,551	8.188	3.7
	School Resource	\$131,603	8.313	3.7
	Records	\$104,725	9.125	6.7
	Recruitment & Training	\$56,059	8.875	6.3

PROGRAM EVALUATION WORKSHEET FY2012

Department	Program	Expenditures	Priority (1-10, with 10 highest)	
			Department View	Council View
Fire	Suppression	\$3,474,348	9.750	10
	Community Services	\$8,140	7.375	3.7
	Administration	\$473,756	8.938	6.7
Fire Marshal	Development Services	\$18,429	8.063	8
	Inspections	\$46,614	8.875	6.3
	Investigations	\$29,269	8.500	6.3
EMS	Field EMS	\$2,167,160	9.750	10
	Billing	\$125,270	9.000	7
	Compliance	\$186,495	9.000	7.3
Development Services	Inspections	\$318,080	9.188	7
	Planning	\$241,225	8.438	8
	Business Development	\$50,735	7.688	4.3
Business Programs	Main Street	\$88,160	6.625	4.3
	Public Affairs	\$40,325	7.375	4
	Parks Maintenance	\$745,845	8.875	8
Parks & Recreation	Recreation	\$188,392	7.563	6.7
	Aquatics	\$105,137	7.250	6.7
	Tennis	\$36,950	6.438	5
	Kerrville Schreiner Park	\$376,667	8.313	7.3
	Reviews & Inspections	\$55,707	8.938	8
Engineering	CIP Management & Inspections	\$185,690	8.867	7.3
	GIS & Floodplain Management	\$55,707	8.600	7.3
	Engineering Design Services	\$74,279	8.133	7.3
	Traffic	\$145,518	8.800	7.3
	Street Lighting	\$369,391	8.800	6.7
Public Works	Drainage	\$220,142	9.000	8
	Pavement Management	\$873,106	8.867	9
	System	\$257,454	9.067	8.7
	Streets/ROW	\$442,200	8.333	7
	Circulation	\$168,738	7.733	7.3
Library	Reference Transactions	\$66,293	7.200	6.3
	Children's Activities			

Primary Indicators

General Fund

General Fund								
Quarterly Performance Measures								
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget
City Administration	City Administration	Accuracy Of General Fund Rev (Budget/Actual) (\$ Millions)	20.65/6.87	20.65/14.17	20.73/17.76	20.73/21.28	20.73/21.28	20.65
		Accuracy Of General Fund Exp (Budget/Actual) (\$ Millions)	20.25/4.93	20.25/9.61	20.35/14.11	20.35/19.49	20.35/19.49	20.25
		Total Property Tax Rate	\$ 0.5625	\$ 0.5625	\$ 0.5625	\$ 0.5625	\$ 0.5625	\$ 0.5625
		Bond Rating	AA-	AA-	AA-	AA-	AA-	AA-
Finance	Treasury	Investment Rate of Return (% annualized)	0.22%	0.26%	0.28%	0.27%	0.26%	0.40%
Information Technology	Technology Support	Total number of IT support request responded to successfully	796	900	867	815	3378	n/a
	Network and Application Infrastructure	Percentage of time network infrastructure is available	98.8%	99.5%	99.0%	99.3%	99%	99.0%
	Data Management, Backup, and Recovery services	Percentage of Successful Backup	99.5%	99.8%	99.4%	100.0%	100%	100.0%
	Communication Systems	Average Monthly Hits to City Website	41,712	54,765	73,217	71,815	60,377	55,000
Parks & Recreation	Kerrville Schreiner Park	Building Maintenance Cost - % of total O&M budget	20%	20%	20%	20%	20%	20%
		# of Rentals in Parks (excludes KSP)	20	135	246	266	667	650
		% OF Expenditures Covered by Revenues	56.00%	77.00%	97.00%	79.00%	88.00%	89.00%
Police	Dispatch	Avg. Daily Attendance - Olympic Pool	0	0	134	96	136	210
		Response time to dispatch emergency calls (min)	2.66	3.31	3.2	3.3	3.12	2.44
		Response time to dispatch all calls (min)	3.73	3.13	3.36	3.6	3.46	3.30
Police	Patrol	All calls handled by dispatch (all KFD & KPD)	7,958	8,379	8,048	8,303	32,688	34,500
		Total Priority 1&2 (P1/2) emergency calls responded to	1,867	1,818	2,003	1,998	7,686	5,808
		Average arrival time from dispatch to P1/2 calls (min)	4.51	4.27	4.7	4.77	4.56	4.27
Police	Administration	Total call for service responses	3,754	3,584	4,037	3,987	15,362	19,716
		Clearance Rate for Reactive Investigations	72.97%	49.05%	51.83%	52.32%	56.54%	62.00%
		Major Crimes per 1,000 population	7.82	6.57	6.92	7.11	28.42	n/a
Fire	Fire Suppression	Fire Responses	149	103	116	108	476	550
		> City Response Time (min)	4.1	4.6	4.3	4.7	4.43	<5
		> Co. 1st Response Area Time (min)	8.4	8.5	7.1	8.2	8.05	<8
		> Other County Area Response Time (min)	10	12.2	0	8.3	7.63	<13
		1st Response Medical	459	489	486	448	1,882	1,750
	Field EMS	> City Response Time (min)	3.6	3.8	3.9	3.9	3.80	<5
		City Response Time for Priority 1 & 2	4.9	n/a	5.2	5.3	5.13	<5
		County Response Times for Priority 1 & 2	11.4	n/a	12.6	12.4	12.13	<13
		City Responses	770	784	793	794	3,141	3,100
		County Responses	350	364	378	395	1,487	1,400
Development Services	Compliance	EMS Billing	80%	81%	70%	78%	77%	79%
		Collection Rate	80%	81%	70%	78%	77%	79%
Business Program	Inspections	Total Inspections by Division	578	546	477	369	1,970	2,300
		Commercial Permit Review in 21 days	100%	100%	100%	100%	100%	90%
		Residential Permit Review in 14 days	100%	100%	100%	100%	100%	100%
Business Program	Main Street	Number of New Business Added	2	0	1	1	4	8
		New Business Added	0	0	7	3	10	5
Engineering	CIP Management & Inspections	Number of Event Attendees	10,000	600	1,650	7,560	19,810	9,225
		Value of Public Infrastructure Inspected for Private Development	\$ 453,671	\$ 460,826	\$ 637,303	\$ 637,303	\$ 2,189,103	\$ 1,500,000
		Value of CIP Design Contracts Managed	\$ 1,198,504	\$ 1,122,630	\$ 2,000,708	\$ 2,015,372	\$ 6,337,214	\$ 2,700,000
Public Works - Streets	Pavement Management	Value of CIP Construction Contracts Managed & Inspected	\$ 9,797,954	\$ 7,270,967	\$ 5,768,190	\$ 11,162,659	\$ 33,999,770	\$ 11,000,000
		Condition Index Rating	79	79	79	79	79	79
		Cracked Seal Miles Repaired	2	1	2.58	0	5.58	10
		Overlay Miles	0	0	2.58	0	2.58	1.5
Library	Reference Transactions	Reconstructed Miles	0	0	0	1.91	1.91	1.2
		Library Reference Transactions	2,558	2,296	6,663	6,041	17,558	20,000
		Internet/Electronic Resources Used	3,077	2,351	19,651	27,607	52,685	40,000
Library	Circulation	Number of Library Materials Circulated	9,427	19,529	39,412	38,083	106,451	165,000
		Gate Count	4,383	5,284	37,992	39,320	86,979	150,000

Current Year Performance Measure

General Fund

General Fund									
Quarterly Performance Measures									
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget	
City Secretary	City Secretary	Agendas/Meetings/Minutes	12	26	26	21	85	66	
		Open Records Requests Processed	23	31	28	27	109	135	
		Election Held	0	0	1	0	1	1	
		Additional Documents Maintained	27	29	29	35	120	130	
		Time Spent on Customer Service (hours)	308	332	390	384	1,414	1,200	
Total City Secretary Program and Department Cost			\$ 28,576	\$ 28,684	\$ 37,016	\$ 36,276	\$ 130,552	\$ 144,445	
City Attorney	General Counsel	Open Records Requests	n/a	Data not Available	Data not Available	Data not Available	n/a	100	
		Ordinances Drafted or Re-Written	n/a	Data not Available	Data not Available	Data not Available	n/a	25	
		Resolutions	n/a	Data not Available	Data not Available	Data not Available	n/a	50	
		Contracts/Professional Services Agreements	n/a	Data not Available	Data not Available	Data not Available	n/a	100	
		HOT Contracts	n/a	Data not Available	Data not Available	Data not Available	n/a	13	
		EEOC Claims	n/a	Data not Available	Data not Available	Data not Available	n/a	3	
		Court Days	n/a	Data not Available	Data not Available	Data not Available	n/a	80	
		Bench Trials	n/a	Data not Available	Data not Available	Data not Available	n/a	25	
		Failure to Attend	n/a	Data not Available	Data not Available	Data not Available	n/a	125	
		Compliance dismissals and deferrals	n/a	Data not Available	Data not Available	Data not Available	n/a	900	
	Prosecution	n/a	n/a	Data not Available	Data not Available	Data not Available	n/a		
Special Services	n/a	n/a	Data not Available	Data not Available	Data not Available	n/a			
Total City Attorney Department Cost			\$ -	\$ -	\$ -	\$ -	\$ 236,492	\$ 255,525	
City Administration	City Administration	Accuracy Of General Fund Rev (Budget/Actual) (\$ Millions)	20.65/6.87	20.65/14.17	20.73/17.76	20.73/21.28	20.73/21.28	20.65	
		Accuracy Of General Fund Exp (Budget/Actual) (\$ Millions)	20.25/4.93	20.25/9.61	20.35/14.11	20.35/19.49	20.35/19.49	20.25	
		Total Property Tax Rate	\$ 0.5625	\$ 0.5625	\$ 0.5625	\$ 0.5625	\$ 0.5625	\$ 0.5625	
		Bond Rating	AA-	AA-	AA-	AA-	AA-	AA-	
	Total City Administration Program Cost			\$ 56,928	\$ 58,639	\$ 53,583	\$ 57,684	\$ 226,833	\$ 227,829
	Public Information	Web Inquiries	n/a		37	85	82	204	400
		Web Inquiries processed within 3 business days	n/a		37	85	82	204	400
		Number of Press Releases	n/a		42	26	24	92	100
	Total Public Information Program Cost			\$ 19,947	\$ 20,546	\$ 18,775	\$ 20,212	\$ 79,480	\$ 79,829
	Intergovernmental Affairs	n/a	n/a	6	n/a	n/a	n/a	n/a	n/a
Total Intergovernmental Program Cost			\$ 11,386	\$ 11,728	\$ 10,717	\$ 11,537	\$ 45,367	\$ 45,566	
Total City Administration Department Cost			\$ 88,260	\$ 90,913	\$ 83,075	\$ 89,433	\$ 351,680	\$ 353,224	
Human Resource	HR Management	Negotiated benefits program rate per employee per year	\$ 6,800	\$ 6,800	\$ 7,100	\$ 7,100	\$ 7,100	\$ 6,800	
		Competitive salaries at 50% of benchmark cities	100%	27%-45%	27%-45%	27%-45%	27%-45%	100%	
		Average employee merit increase	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
		Average salary per employee	17.91	17.91	17.91	17.91	17.91	n/a	
	Total HR Management Program Cost			\$ 28,745	\$ 30,686	\$ 31,214	\$ 37,209	\$ 127,853	\$ 131,685
	Risk Management	Property & Liability Claims Reduced	-6	6	1	+2	1	2	
		Number of Property & Liability Claims Processed	11	10	9	11	41	17	
		Workers Compensation Claims Reduced	2	-8	8	0	2	n/a	
		Number of Workers Compensation Claims Processed	4	15	7	7	33	25	
	Total Risk Management Program Cost			\$ 9,582	\$ 10,229	\$ 10,405	\$ 12,403	\$ 42,618	\$ 43,896
	HR Support Services	Number of New Employee Processed	15	10	14	11	50	60	
		Number of applications received	137	448	502	410	1497	1100	
		Actual number of Employee Leaving COX employment	10	14	8	10	42	n/a	
Turnover Rate (%)		3.25%	4.62%	2.63%	3.29%	13.79%	13.00%		
Total HR Support Services Program Cost			\$ 25,551	\$ 27,276	\$ 27,746	\$ 33,074	\$ 113,647	\$ 117,053	
Total Human Resource Department Cost			\$ 63,878	\$ 68,191	\$ 69,364	\$ 82,686	\$ 284,119	\$ 292,633	

General Fund									
Quarterly Performance Measures									
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget	
Finance	Budget	Receive budget award from GFOA	N	Y	n/a	n/a	Y	Y	
		Submitted balance budget to council	n/a	n/a	n/a	Y	Y	Y	
		Actual Revenue over Budget (% General Fund Only)	-0.29%	0.70%	4.51%	2.62%	2.62%	0.00%	
		Actual Revenue (\$, millions)	\$ 6.88	\$ 7.47	\$ 3.42	\$ 3.51	\$ 21.28	\$ 20.65	
		Actual Expenditure over Budget (% General Fund Only)	-1.19%	-1.54%	-5.64%	-4.23%	-4.23%	0.00%	
		Actual Expenditure (\$, millions)	\$ 4.84	\$ 4.77	\$ 4.50	\$ 5.37	\$ 19.49	\$ 20.35	
		General Funds Unassigned Fund balance	n/a	n/a	n/a	n/a	n/a	20.00%	
	Total Budget Program Cost			\$ 13,341	\$ 13,525	\$ 12,941	\$ 14,195	\$ 54,002	\$ 54,702
	Accounting	Complete Audited CAFR by March 31	N	Y	n/a	n/a	Y	Y	
		Dunn & Bradstreet Score (max = 85)	80	80	80	80	80	85	
		Purchased Orders Processed	1209	1279	1552	1662	5702	6500	
		Total Dollar Spent on POs (\$)	\$ 5,532,252	\$ 4,605,437	\$ 4,715,590	\$ 4,572,347	\$ 19,425,625	n/a	
	Total Accounting Program Cost			\$ 38,275	\$ 38,806	\$ 37,131	\$ 40,726	\$ 154,938	\$ 156,946
	Treasury	Total City Dollar Investment Managed (\$, AUM)	\$ 33,995,905	\$ 38,546,083	\$ 45,691,944	\$ 43,679,074	\$ 40,478,252	\$ 35,719,058	
		Investment Rate of Return (% annualized)	0.22%	0.26%	0.28%	0.27%	0.26%	0.40%	
		Total City Dollar Return (\$)	\$ 18,609	\$ 27,382	\$ 32,810	\$ 29,370	\$ 108,171	\$ 142,876	
		6 - Month Treasury (as of end of period)	0.06%	0.12%	0.15%	0.14%	0.12%	0.15%	
		Weighted Average Maturity (WAM, days)	25	33	49	42	37	50	
		Compliance with TX PFIA and City Investment Policy (%)	100%	100%	100%	100%	100%	100%	
		Estimated Private Sector Cost of Investment (1% of AUM)	\$ 84,990	\$ 96,365	\$ 114,230	\$ 109,198	\$ 404,783	\$ 357,191	
		Total Treasury Program Cost			\$ 18,067	\$ 18,317	\$ 17,526	\$ 19,223	\$ 73,133
	Purchasing	Total Purchase on P-Card	\$ 448,792	\$ 421,598	\$ 362,355	\$ 452,407	\$ 1,685,152	\$ 1,500,000	
		Rebate Received on P-Card purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,250	
		Department Compliance with Purchasing Policy	100%	100%	100%	100%	100%	100%	
Total Revenue and Cost Savings from Purchasing Operations		\$ 10,446	\$ 9,500	\$ 3,082	\$ 5,804	\$ 28,832	n/a		
Total Purchasing Program Cost			\$ 13,174	\$ 13,357	\$ 12,780	\$ 14,018	\$ 53,330	\$ 54,021	
Total Finance Department Cost			\$ 82,857	\$ 84,005	\$ 80,379	\$ 88,161	\$ 335,402	\$ 339,750	
Information Technology	Technology Support	Total number of IT support request responded to successfully	796	900	867	815	3378	n/a	
		Critical - Responses within 1 hr., resolution within 2 hrs.	89%	95%	91%	72%	87%	90%	
		High - Response within 2 hrs., resolution within 4 hrs.	77%	76%	85%	80%	80%	90%	
		Normal - Response within 4 hrs., resolution within 2 days	82%	84%	89%	86%	85%	90%	
		Total Technology Support Program Cost			\$ 68,449	\$ 71,672	\$ 41,352	\$ 52,801	\$ 234,274
	Network and Application Infrastructure	Percentage of time network infrastructure is available	98.8%	99.5%	99.0%	99.3%	99%	99.0%	
		Percentage of time Tier 2 and above systems are available	98.9%	99.2%	99.1%	99.0%	99%	99%	
		Number of viruses quarantined and removed	61	58	70	41	230	120	
	Total Network and Application Infrast. Program Cost			\$ 73,452	\$ 76,911	\$ 44,375	\$ 56,661	\$ 251,399	\$ 258,247
	Data Management, Backup, and Recovery services	Percentage of Successful Backup	99.5%	99.8%	99.4%	100.0%	100%	100.0%	
		Amount of Data Stored on City Servers	9.2	9.3	9.3	9	9.2	9.2	
	Total Data Management Program Cost			\$ 11,596	\$ 12,142	\$ 7,005	\$ 8,945	\$ 39,688	\$ 40,769
	Communication Systems	Monthly Expense to Broadcast Public Meetings	1160.9	1205.5	1175	1190	1,183	1290	
		Percentage Unified Communication System is Available	99.80%	100.00%	99.00%	100.00%	100%	99.00%	
Percentage Email System is Available		100.00%	100.00%	100.00%	100.00%	100%	99.00%		
Average Monthly Hits to City Website		41,712	54,765	73,217	71,815	60,377	55,000		
Total Communication Program Cost			\$ 16,941	\$ 17,739	\$ 10,235	\$ 13,068	\$ 57,983	\$ 59,562	
Total Information Technology Department Cost			\$ 170,438	\$ 178,464	\$ 102,967	\$ 131,476	\$ 583,344	\$ 599,235	

General Fund								
Quarterly Performance Measures								
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget
Municipal Court	Case Management	Cases Filed within 24 hours of citation receipt	100%	100%	100%	100%	100%	100%
		Number of cases filed	1184	1711	1027	1288	5210	7644
		Warrants issued within 30 days of failure to appear	82%	85%	62%	85%	79%	85%
		Warrants served within 60 days of issuance	38%	34%	48%	46%	42%	50%
	Total Case Management Program Cost		\$ 50,540	\$ 60,335	\$ 50,464	\$ 61,676	\$ 223,015	\$ 245,015
	Collection Services	Total Fees Collected	\$ 158,151	\$ 236,506	\$ 158,288	\$ 150,433	\$ 703,378	\$ 775,277
Total Collection Service Program Cost		\$ 19,188	\$ 22,907	\$ 19,159	\$ 23,416	\$ 84,669	\$ 93,022	
Total Municipal Court Department Cost		\$ 69,728	\$ 83,242	\$ 69,622	\$ 85,092	\$ 307,684	\$ 338,037	
Parks & Recreation	Parks & Rec - Parks Maintenance	Grounds/Facility Maintenance Cost per acre	2,118	2,118	2,118	2,118	2,118	2,118
		Building Maintenance Cost - % of total O&M budget	20%	20%	20%	20%	20%	20%
		# of Rentals in Parks (excludes KSP)	20	135	246	266	667	650
		Maint. Staff Availability (in staff hours/year)	26,100	26,300	26,300	26,300	26,300	26,100
	Total Parks Maintenance Program Cost		\$ 145,860	\$ 166,389	\$ 157,674	\$ 252,513	\$ 722,437	\$ 745,232
	Kerrville Schreiner Park	% OF Expenditures Covered by Revenues	56.00%	77.00%	97.00%	79.00%	88.00%	89.00%
		# Permits/Reservations	571	1,484	3,572	3,077	8,704	11,000
		Grounds/Facility Maintenance Cost per acre	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575
	Total KSP Program Cost		\$ 81,577	\$ 85,833	\$ 86,321	\$ 107,287	\$ 361,017	\$ 372,408
	Recreation	% Direct Expenditures Covered by Revenues	4%	64%	47%	23%	35%	50%
		Total Recreation Program Cost	\$ 20,022	\$ 29,881	\$ 34,446	\$ 48,527	\$ 132,875	\$ 137,068
	Aquatics	Avg. Daily Attendance - Olympic Pool	0	0	134	96	136	210
		Swim Lessons - Total Registrants	0	0	113	71	184	250
		Days of Operation - Olympic Pool	0	0	25	27	52	52
		Days of Operation - Carver Spray Ground	9	0	73	79	161	183
	Total Aquatics Program Cost		\$ 14,408	\$ 8,269	\$ 33,064	\$ 45,672	\$ 101,414	\$ 104,613
	Tennis	Daily Fees	\$ 1,181	Data not Available	\$ 1,068	\$ 1,067	\$ 3,316	\$ 5,000
Annual Fees		\$ 1,050	Data not Available	\$ 975	\$ 450	\$ 2,475	\$ 7,000	
Total Tennis Program Cost		\$ 6,622	\$ 6,724	\$ 7,173	\$ 6,502	\$ 27,021	\$ 27,874	
Total Parks & Recreation Department Cost		\$ 268,489	\$ 297,096	\$ 318,678	\$ 460,501	\$ 1,344,765	\$ 1,387,195	

General Fund								
Quarterly Performance Measures								
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget
Police	Dispatch	Response time to dispatch emergency calls (min)	2.66	3.31	3.2	3.3	3.12	2.44
		Response time to dispatch all calls (min)	3.73	3.13	3.36	3.6	3.46	3.30
		All calls handled by dispatch (all KFD & KPD)	7,958	8,379	8,048	8,303	32,688	34,500
		911 Calls transferred to other agency(s) (%)	20%	19%	22%	16%	19%	15%
	Total Dispatch Program Cost		\$ 137,903	\$ 139,842	\$ 130,456	\$ 149,772	\$ 557,973	\$ 580,097
	Patrol	Total Priority 1&2 (P1/2) emergency calls responded to	1,867	1,818	2,003	1,998	7,686	5,808
		Average arrival time from dispatch to P1/2 calls (min)	4.51	4.27	4.7	4.77	4.56	4.27
		Total call for service responses	3,754	3,584	4,037	3,987	15,362	19,716
		Total in-custody arrest reports generated	403	389	424	489	1,705	2,635
		Reports generated from crimes and emergency response	767	857	930	943	3,497	4,838
		Citations Issued	1,041	1,596	1,000	1,159	4,796	7,246
		Accident Investigations Completed	159	135	140	117	551	592
	Total Patrol Program Cost		\$ 577,737	\$ 585,859	\$ 546,540	\$ 627,463	\$ 2,337,599	\$ 2,430,289
	Investigations & Property/Evidence	Reactive Criminal Investigations completed	256	210	191	151	808	900
		Case Load per Reactive Investigator	64	52.5	42.75	37.75	197 (4 inv)	225 (4 inv)
		Clearance Rate for Reactive Investigations	72.97%	49.05%	51.83%	52.32%	56.54%	62.00%
		Proactive Criminal Investigations completed	59	55	58	53	225	200
		Case load per Proactive Investigator	20	18.4	19.33	17.66	75.4 (3 inv)	66.7 (3 inv)
		Clearance Rate for Proactive Investigations	100%	n/a	n/a	n/a	n/a	54.00%
		Number of Evidence Items Processed and Stored	1,007	1,178	1,326	1,407	4,918	2,500
	Total Investigation and Property/Evidence Program Cost		\$ 224,448	\$ 227,603	\$ 212,328	\$ 243,767	\$ 908,146	\$ 944,156
	Administration	Major Crimes per 1,000 population	7.82	6.57	6.92	7.11	28.42	n/a
	Total Administration Program Cost		\$ 93,999	\$ 95,320	\$ 88,923	\$ 102,089	\$ 380,331	\$ 395,412
	Records	Number of Reports Processed	923	887	969	970	3,749	4,284
		Completed request for information	23	26	19	21	89	90
		Subpoenas and court orders processed	57	71	95	62	285	31
		Request made from RMS vendor support	73	81	44	8	206	36
	Total Records Program Cost		\$ 24,244	\$ 24,585	\$ 22,935	\$ 26,331	\$ 98,094	\$ 101,984
	Recruitment & Training	State mandated training files maintained and updated	68	69	65	62	66	69
		Training class conducted by KPD	13	10	5	4	32	40
Number of officers trained by KPD		150	116	52	108	426	450	
Number of Employee Applications Processed		18	38	44	72	172	80	
Total Recruitment & Training Program Cost		\$ 12,935	\$ 13,117	\$ 12,236	\$ 14,048	\$ 52,336	\$ 54,411	
Community Service	Community outreach programs conducted	16	14	14	13	57	60	
	Hours expended in media relations	101	125	64	69	359	425	
	Citizen Police Academy completed	1	0	2	0	3	2	
	Citizen Police Academy Attendees Graduated	19	0	38	0	57	40	
Total Community Service Program Cost		\$ 22,991	\$ 23,314	\$ 21,749	\$ 24,969	\$ 93,023	\$ 96,711	
School Resource Officer	Calls for service on KISD campus	49	74	36	18	177	250	
	Offense committed at KISD campus	35	40	9	18	102	150	
	Arrest made from investigations at KISD campus	5	11	4	6	26	32	
Total School Resource Officer Program Cost		\$ 30,434	\$ 30,861	\$ 28,790	\$ 33,053	\$ 123,138	\$ 128,021	
Total Police Department Cost		\$ 1,124,690	\$ 1,140,500	\$ 1,063,958	\$ 1,221,492	\$ 4,550,640	\$ 4,731,080	

General Fund									
Quarterly Performance Measures									
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget	
Fire	Fire Suppression	Fire Responses	149	103	116	108	476	550	
		> City Response Time (min)	4.1	4.6	4.3	4.7	4.43	<5	
		> Co. 1st Response Area Time (min)	8.4	8.5	7.1	8.2	8.05	<8	
		> Other County Area Response Time (min)	10	12.2	0	8.3	7.63	<13	
		1st Response Medical	459	489	486	448	1,882	1,750	
		> City Response Time (min)	3.6	3.8	3.9	3.9	3.80	<5	
		> Co. 1st Response Area Time (min)	5.9	6.3	6.8	7.4	6.60	<8	
		> Other County Area Response Time (min)	5.0	4.8	5.3	3.8	4.73	<13	
	Total Fire Suppression Program Cost			\$ 884,803	\$ 874,262	\$ 766,923	\$ 873,976	\$ 3,399,964	\$ 3,416,547
	Field EMS	City Response Time for Priority 1 & 2	4.9	n/a		5.2	5.3	5.13	<5
		County Response Times for Priority 1 & 2	11.4	n/a		12.6	12.4	12.13	<13
		City Responses	770	784	793	794	3,141	3,100	
		County Responses	350	364	378	395	1,487	1,400	
		EMS Transfers	278	218	227	261	984	1,030	
	Total Field EMS Program Cost			\$ 580,224	\$ 573,312	\$ 502,922	\$ 573,124	\$ 2,229,583	\$ 2,240,457
	Fire Marshal	Inspections & Plan Review	92	133	156	187	568	400	
		Investigations	7	7	5	4	23	30	
	Total Fire Marshal Program Cost			\$ 18,930	\$ 18,705	\$ 16,408	\$ 18,699	\$ 72,742	\$ 73,096
	EMS Billing	Total Number of Billable Patients	1,269	1,233	1,226	1,563	5,291	n/a	
		Total Billable (\$ millions)	\$ 0.98	\$ 1.00	\$ 0.90	\$ 0.99	\$ 3.87	n/a	
		Total Collected (\$ millions)	\$ 0.49	\$ 0.51	\$ 0.43	\$ 0.54	\$ 1.97	n/a	
		Collection Rate	80%	81%	70%	78%	77%	79%	
	Total EMS Billing Program Cost			\$ 31,518	\$ 31,142	\$ 27,319	\$ 31,132	\$ 121,111	\$ 121,701
	Administration	Continuing Education/Training (hours)	4,927	4,297	3,966	4,177	17,366	n/a	
		Review/Update Emerg Mgmt. Annexes	0	0	0	0	0	n/a	
		Wellness/Fitness	0	0	0	0	0	n/a	
	Total Administration Program Cost			\$ 120,669	\$ 119,231	\$ 104,592	\$ 119,192	\$ 463,685	\$ 465,946
Community Services	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
Total Community Services Program Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Fire Department Cost			\$ 1,636,145	\$ 1,616,652	\$ 1,418,164	\$ 1,616,122	\$ 6,287,084	\$ 6,317,749	
Development Services	Planning	Commercial Permit Review in 21 days	100%	100%	100%	100%	100%	100%	
		Residential Permit Review in 14 days	100%	100%	100%	100%	100%	100%	
		Board Review within Six Weeks	100%	100%	100%	100%	100%	100%	
		Planning Case Load	47	54	17	10	128	55	
	Total Planning Program Cost			\$ 55,159	\$ 43,524	\$ 42,420	\$ 37,056	\$ 178,159	\$ 181,336
	Compliance	Total Inspections by Division	578	546	477	369	1,970	2,300	
		Respond to Code Complaints in one business day	100%	100%	100%	100%	100%	80%	
		Follow up with defined action in 10 days	100%	90%	90%	90%	93%	100%	
	Total Compliance Program Cost			\$ 33,793	\$ 30,408	\$ 27,733	\$ 30,722	\$ 122,656	\$ 124,843
	Inspections	Commercial Permit Review in 21 days	100%	100%	100%	100%	100%	90%	
		Residential Permit Review in 14 days	100%	100%	100%	100%	100%	100%	
		Next Day Inspections	100%	100%	100%	100%	100%	100%	
		Life Safety/Fire Code Inspection	97	111	20	n/a	228	300	
Total Inspections Program Cost			\$ 73,536	\$ 82,084	\$ 76,035	\$ 80,316	\$ 311,971	\$ 317,535	
Total Development Services Department Cost			\$ 162,488	\$ 156,016	\$ 146,188	\$ 148,093	\$ 612,785	\$ 623,715	

General Fund								
Quarterly Performance Measures								
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget
Business Program	Business Development	Number of New Business Added	2	0	1	1	4	8
		Number of New Business Assisted	0	3	1	3	7	12
		Number of EIC Projects Managed	0	1	1	3	5	3
	Total Business Development Program Cost		\$ 11,889	\$ 13,017	\$ 9,174	\$ 12,780	\$ 46,860	\$ 49,634
	Main Street	New Business Added	0	0	7	3	10	5
		New Jobs Created	11	0	13	5	29	10
		Number of Event Attendees	10,000	600	1,650	7,560	19,810	9,225
	Total Main Street Program Cost		\$ 20,669	\$ 22,630	\$ 15,949	\$ 22,218	\$ 81,466	\$ 86,290
	Public Affairs	Number of Press Releases	18	14	20	21	73	220
		Number of Electronic Newsletters	7	6	4	2	19	34
		Number of Radio Interviews	9	10	0	0	19	20
		Number of Radio Ads	102	63	0	12	177	40
		Number of Visitor Center Contacts	361	290	312	383	1,346	880
		Number of Newsprint Ads	8	6	2	5	21	15
Total Public Affairs Program Cost		\$ 9,453	\$ 10,349	\$ 7,294	\$ 10,161	\$ 37,257	\$ 39,463	
Total Business Program Department Cost		\$ 42,011	\$ 45,996	\$ 32,417	\$ 45,159	\$ 165,583	\$ 175,386	
Engineering	Development Services	Number of Plan Reviews	14	11	8	9	42	110
		Value of Public Infrastructure Inspected for Private Development	\$ 453,671	\$ 460,826	\$ 637,303	\$ 637,303	\$ 2,189,103	\$ 1,500,000
	Total Development Services Program Cost		\$ 13,823	\$ 13,727	\$ 11,530	\$ 14,092	\$ 53,172	\$ 54,824
	CIP Management & Inspections	Value of CIP Design Contracts Managed	\$ 1,198,504	\$ 1,122,630	\$ 2,000,708	\$ 2,015,372	\$ 6,337,214	\$ 2,700,000
		Value of CIP Construction Contracts Managed & Inspected	\$ 9,797,954	\$ 7,270,967	\$ 5,768,190	\$ 11,162,659	\$ 33,999,770	\$ 11,000,000
	Total CIP Management & Inspections Program Cost		\$ 46,076	\$ 45,756	\$ 38,434	\$ 46,975	\$ 177,240	\$ 182,746
	GIS & Floodplain Management	Linear Feet of Sewer Mains Added/Updated	10,601	18,820	212	1,349	30,982	20,000
		Linear Feet of Water Mains Added/Updated	1,431	3,015	1,005	1,592	7,043	20,000
		Linear Feet of Sidewalk Added/Updated			273	2,432	2,705	
		Floodplain Permits Issued	1	n/a	1	2	4	10
		Special Project	n/a	n/a	n/a	n/a	-	30
	Total GIS & Floodplain Management Program Cost		\$ 13,823	\$ 13,727	\$ 11,530	\$ 14,092	\$ 53,172	\$ 54,824
	Engineering Design Services	Value of In-House Design Services Provided	\$ 1,200	n/a	n/a	n/a	\$ 1,200	\$ 200,000
	Total Engineering Design Services Program Cost		\$ 18,431	\$ 18,302	\$ 15,374	\$ 18,790	\$ 70,896	\$ 73,099
Total Engineering Department Cost		\$ 92,152	\$ 91,511	\$ 76,868	\$ 93,949	\$ 354,480	\$ 365,493	
Public Works - Streets	Pavement Management	Condition Index Rating	79	79	79	79	79	79
		Potholes Repaired	364	503	452	496	1,815	2,500
		Cracked Seal Miles Repaired	2	1	2.58	0	5.58	10
		Chip Seal Miles Repaired	0	0	0	0	-	3
		Overlay Miles	0	0	2.58	0	2.58	1.5
		Reconstructed Miles	0	0	0	1.91	1.91	1.2
	Total Pavement Management Program Cost		\$ 158,610	\$ 160,801	\$ 234,126	\$ 336,369	\$ 889,907	\$ 940,689
	Streets/ROW	Man-Hours of General ROW Maintenance	752	611	401	563	2,327	2,997
		Total Streets/ROW Program Cost		\$ 45,675	\$ 46,306	\$ 67,421	\$ 96,864	\$ 256,266
	Drainage	Man-hours of drainage operation and maintenance	647	801	311	415	2,174	3,000
	Total Drainage Program Cost		\$ 42,488	\$ 43,075	\$ 62,717	\$ 90,106	\$ 238,387	\$ 251,990
	Traffic	Man-hours for Traffic operations and maintenance	652	721	617	681	2,671	2600
	Total Traffic Program Cost		\$ 29,440	\$ 29,846	\$ 43,456	\$ 62,434	\$ 165,176	\$ 174,602
	Street Lighting	Number of Street Lights in Operations	2709	2709	2710	2710	10,838	2709
Number of Street Lights Maintenance Completed		5	3	2	2	12	n/a	
Total Street Lighting Program Cost		\$ 60,599	\$ 61,436	\$ 89,451	\$ 128,514	\$ 339,999	\$ 359,401	
Total Public Works - Streets Department Cost		\$ 336,812	\$ 341,465	\$ 497,172	\$ 714,287	\$ 1,889,735	\$ 1,997,570	
Library	Reference Transactions	Library Reference Transactions	2,558	2,296	6,663	6,041	17,558	20,000
		Internet/Electronic Resources Used	3,077	2,351	19,651	27,607	52,686	40,000
	Total Reference Transactions Program Cost		\$ 44,479	\$ 32,340	\$ 27,917	\$ 49,543	\$ 154,278	\$ 170,065
	Circulation	Number of Library Materials Circulated	9,427	19,529	39,412	38,083	106,451	165,000
		Gate Count	4,383	5,284	37,992	39,320	86,979	150,000
	Total Circulation Program Cost		\$ 111,559	\$ 81,114	\$ 70,019	\$ 124,262	\$ 386,954	\$ 426,550
	Library - Children's Service	# of Programs	-	-	35	22	57	70
		# Adult Attendance	-	-	449	413	862	4,200
	# Juvenile Attendance	-	-	2,452	1,449	3,901	5,500	
Total Library - Children's Service Program Cost		\$ 14,785	\$ 10,750	\$ 9,279	\$ 16,468	\$ 51,282	\$ 56,529	
Total Library Department Cost		\$ 170,823	\$ 124,203	\$ 107,215	\$ 190,273	\$ 592,514	\$ 653,144	

Water and Sewer Fund

Water and Sewer Fund								
Quarterly Performance Measures								
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget
Water Records	Billing & Collection	Total Number of Payments Processed	28,154	31,275	28,911	29,043	117,383	117,300
		Percent of Utility Bills collected within 25 days	98%	98%	98%	98%	98%	98%
		Total Number of Water Accounts	9,535	9,556	9,596	9,621	9,621	9,586
		Total Number of Sewer Accounts	8,744	8,747	8,793	8,802	8,802	8,790
		Percent Payments processed thru Electronic Billing (%)	31%	31%	32%	32%	32%	35%
		Total Billing & Collection Program Cost	\$ 51,949	\$ 53,817	\$ 58,274	\$ 66,433	\$ 230,472	\$ 254,056
	Meter Reading	Total Number of Meters Read	29,154	28,669	28,735	28,817	115,375	115,500
		Total Number of Work Orders Completed	2,355	2,428	2,652	2,783	10,218	11,500
		Percent of Work Order completed within 24 hours	100%	100%	100%	100%	100%	100%
		Total Volume of Water Sold (in '000 gallons)	315,780	198,301	314,349	461,544	1,289,974	1,300,700
		Total Meter Reading Program Cost	\$ 42,599	\$ 44,131	\$ 47,786	\$ 54,476	\$ 188,992	\$ 208,331
		Inventory and Purchasing	Total Number of Order Request Processed for W/S Depts	96	76	109	97	378
	Percent of Order Request completed within 30 days		98%	98%	98%	98%	98%	98%
	Total Number of Inventory Items Maintained		908	908	908	908	908	928
	% Inventory Items available within 10 business days		90%	90%	90%	90%	90%	90%
	Total Inventory and Purchasing Program Cost		\$ 16,864	\$ 17,470	\$ 18,917	\$ 21,565	\$ 74,816	\$ 82,472
	Total Water Records Department Cost		\$ 111,411	\$ 115,418	\$ 124,977	\$ 142,474	\$ 494,281	\$ 544,859

Water and Sewer Fund									
Quarterly Performance Measures									
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget	
Public Works - Utility Division	Utility Admin	n/a	n/a	n/a			n/a	n/a	
	Total Utility Administration Program Cost		\$ 55,835	\$ 53,668	\$ 60,400	\$ 69,905	\$ 239,807	\$ 297,882	
	Water Production	Average daily water distributed (MGD)	2.963	3.181					4.000
		Peak Day (MGD)	3.63	3.806					n/a
		Lowest Safe Operating Capacity (MGD)	4.61	4.610					n/a
		Total Unaccounted for Water Loss (MG)	10	60.847					n/a
		Water Stored in ASR System (MG)	602	723.397					n/a
		Average daily raw surface water treated (MG)	1.610	3.181	3.222	2.963	2.744		
		Average daily treated surface water stored in ASR (MG)	0.370	1.526	0.334	0.000	0.558		
		Average daily treated surface water recovered from ASR (MG)	0.758	0.188	0.247	0.150	0.336		
		Average daily treated surface water distributed (MG)	1.446	1.921	3.073	3.154	2.399		
		Average daily ground water distributed (MG)	0.791	0.908	1.107	1.601	1.102		
		Average daily unaccounted for water (all sources, MG)	0.748	0.669	0.700	0.698	0.704		
		Total surface water stored in ASR (MG)	602.415	723.397	731.323	717.679	717.679		
		Peak Day (MGD)	3.6	3.8	6.5	7.0	7.0		
		Lowest Safe Operating Capacity (MGD)	4.6	4.6	6.6	7.0	4.6		
	Total Water Production Program Cost		\$ 330,193	\$ 318,666	\$ 315,096	\$ 455,141	\$ 1,419,096	\$ 1,569,797	
	Water Reclamation (Sewer)	Average daily wastewater treatment (MGD)	2.0485	2.1168					2.200
		Total footage of collection lines maintained (ft)	47,520	64,859					n/a
		Total number of lift stations maintained	26	26					n/a
		Average daily wastewater treatment (MG)	2.0485	2.1168	2.14	2.12	2.11		
		Average daily effluent water sold (MG)	0.6115	0.2317	0.8651	0.9906	0.6747		
		Number of sanitary sewer overflows	4	4	3	1	12		
		% of sanitary sewer overflows responded to within 24 hours	100%	100%	100%	100%	100%		
		Number of customer service calls responded to	34	27	20	17	98		
		% of customer service calls responded to within 24 hours	100%	100%	100%	100%	100%		
		Number of SCADA service calls responded to	6	8	23	15	52		
		% of SCADA service calls responded to within 24 hours	100%	100%	100%	100%	100%		
		Man-hours for collection system maintenance	912	1,069	419	902	3,302		
		Man-hours for lift station/WWTP maintenance & repair	797	2,008	2,324	2,364	7,493		
		Footage of collection lines televised/inspected	19,404	16,496	1,607	8,438	45,945		
		Footage of collection lines cleaned	28,116	64,859	60,306	47,352	220,633		
		Total Water Reclamation Program Cost		\$ 384,962	\$ 460,879	\$ 410,399	\$ 467,457	\$ 1,723,697	\$ 1,808,985

Water and Sewer Fund										
Quarterly Performance Measures										
Departments	Program	Measures	FY2012 - Q1 (Oct-Dec)	FY2012 - Q2 (Jan-Mar)	FY2012 - Q3 (Apr-Jun)	FY2012 - Q4 (Jul-Sep)	FY2012 Total	FY2012 Benchmark and Budget		
Public Works - Utility Division (Continued)	Utility Construction	Man-hours for utility system maintenance and construction	4,680	4,320				14,250		
		Number of water leak repairs completed	354	61				n/a		
		Number of fire hydrant maintenance	76	330				n/a		
		New Utility installation completed	77	24				n/a		
		Number of customer service calls responded to	507	524	511	587	2,129			
		% of customer service calls responded to within 24 hours	95%	95%	96%	95%	95%			
		Number of water main leaks responded to	68	61	43	53	225			
		% of water main leaks responded to within 24 hours	100%	100%	100%	100%	100%			
		Man-hours for distribution system point repairs	3,000	3,000	3,000	3,000	12,000			
		Number of new fire hydrants installed	0	2	3	1	6			
		Number of fire hydrants replaced	0	2	3	4	4			
		Number of fire hydrants repaired	22	35	52	67	176			
		Total number of fire hydrants in system	1,352	1,359	1,362	1,363	1,363			
		Linear footage of water main replaced	25	78	58	202	363			
		Linear footage of new water mains constructed in-house	0	78	0	185	263			
		Total Utility Construction Program Cost			\$ 142,935	\$ 172,233	\$ 145,491	\$ 234,762	\$ 695,422	\$ 870,620
		Laboratory	Number of Tests completed	2,979	3,173	4,089	3,218	13,459	8,100	
	Number of tests for Water Treatment Plant		237	338	304	271	1,148			
	Number of tests for WasteWater Treatment Plant (incl. spills)		1,205	1,187	1,717	1,307	5,396			
	Number of tests for Public samples		280	228	234	214	934			
	Number of tests for Grease-Trap sample		0	84	82	47	213			
	Number of outside customers		73	77	63	44	257			
	Total Laboratory Program Cost			\$ 56,367	\$ 69,566	\$ 61,560	\$ 75,493	\$ 262,987	\$ 274,568	
	Total Public Works - Utility Department Cost			\$ 970,292	\$ 1,075,013	\$ 992,945	\$ 1,302,759	\$ 4,341,009	\$ 4,821,851	

Historical Performance Measures

General Fund

General Fund								
Annual Performance Measures								
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget	
City Secretary	City Secretary	Agendas/Meetings/Minutes	62	59	66	85	66	
		Open Records Requests Processed	47	149	129	109	135	
		Election Held	1	1	1	1	1	
		Additional Documents Maintained	223	160	120	120	130	
		Time Spent on Customer Service (hours)	832	1,040	1,248	1,414	1,200	
Total City Secretary Program and Department Cost			\$ 135,170	\$ 157,726	\$ 140,167	\$ 130,552	\$ 144,445	
City Attorney	General Counsel	Open Records Requests	n/a	105	52	n/a	100	
		Ordinances Drafted or Re-Written	n/a	25	20	n/a	25	
		Resolutions	n/a	95	35	n/a	50	
		Contracts/Professional Services Agreements	n/a	114	66	n/a	100	
		HOT Contracts	n/a	13	13	n/a	13	
		EEOC Claims	n/a	3	5	n/a	3	
		Court Days	n/a	76	64	n/a	80	
		Bench Trials	n/a	22	29	n/a	25	
		Failure to Attend	n/a	144	107	n/a	125	
		Compliance dismissals and deferrals	n/a	864	959	n/a	900	
	Prosecution	n/a	n/a	n/a	n/a	n/a		
Special Services	n/a	n/a	n/a	n/a	n/a			
Total City Attorney Department Cost			\$ 280,685	\$ 272,557	\$ 376,647	\$ 236,492	\$ 255,525	
City Administration	City Administration	Accuracy Of General Fund Rev (Budget/Actual) (\$ Millions)	21.9/21.1	21.6/19.5	20.1/20.4	20.73/21.28	20.65	
		Accuracy Of General Fund Exp (Budget/Actual) (\$ Millions)	22.5/21.1	23.3/21.1	20.1/19.7	20.35/19.49	20.25	
		Total Property Tax Rate	\$ 0.5500	\$ 0.5625	\$ 0.5625	\$ 0.5625	\$ 0.5625	
		Bond Rating	AA-	AA-	AA-	AA-	AA-	
	Total City Administration Program Cost			\$ 208,966	\$ 286,505	\$ 262,180	\$ 226,833	\$ 227,829
	Public Information	Web Inquiries	n/a	n/a	300	204	400	
		Web Inquiries processed within 3 business days	n/a	n/a	300	204	400	
		Number of Press Releases	93	103	96	92	100	
	Total Public Information Program Cost			\$ 73,219	\$ 100,388	\$ 91,865	\$ 79,480	\$ 79,829
	Intergovernmental Affairs	n/a	n/a	n/a	n/a	n/a	n/a	
Total Intergovernmental Program Cost			\$ 41,793	\$ 57,301	\$ 52,436	\$ 45,367	\$ 45,566	
Total City Administration Department Cost			\$ 323,978	\$ 444,195	\$ 406,482	\$ 351,680	\$ 353,224	
Human Resource	HR Management	Negotiated benefits program rate per employee per year	\$ 8,950	\$ 8,950	\$ 7,800	\$ 7,100	\$ 6,800	
		Competitive salaries at 50% of benchmark cities	100%	100%	100%	27%-45%	100%	
		Average employee merit Increase	3.45%	3.09%	0.00%	0.00%	0.00%	
		Average salary per employee	n/a	n/a	n/a	17.91	n/a	
	Total HR Management Program Cost			\$ 145,790	\$ 155,351	\$ 136,537	\$ 127,853	\$ 131,685
	Risk Management	Property & Liability Claims Reduced	n/a	0	2	1	2	
		Number of Property & Liability Claims Processed	22	22	20	41	17	
		Workers Compensation Claims Reduced	n/a	10	2	2	n/a	
		Number of Workers Compensation Claims Processed	38	28	26	33	25	
	Total Risk Management Program Cost			\$ 48,597	\$ 51,785	\$ 45,513	\$ 42,618	\$ 43,896
	HR Support Services	Number of New Employee Processed	61	62	55	50	60	
		Number of applications received	1661	831	888	1497	1100	
		Actual number of Employee Leaving COK employment	71	64	64	42	n/a	
		Turnover Rate (%)	16.40%	13.90%	13.00%	13.79%	13.00%	
Total HR Support Services Program Cost			\$ 129,591	\$ 138,090	\$ 121,366	\$ 113,647	\$ 117,053	
Total Human Resource Department Cost			\$ 323,978	\$ 345,226	\$ 303,416	\$ 284,119	\$ 292,633	

General Fund							
Annual Performance Measures							
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget
Finance	Budget	Receive budget award from GFOA	Y	Y	Y	Y	Y
		Submitted balance budget to council	Y	Y	Y	Y	Y
		Actual Revenue over Budget (% General Fund Only)	-8.69%	-9.18%	1.57%	2.62%	0.00%
		Actual Revenue (\$, millions)	\$ 21.10	\$ 19.50	\$ 20.40	\$ 21.28	\$ 20.65
		Actual Expenditure over Budget (% General Fund Only)	-6.22%	-9.44%	-1.80%	-4.23%	0.00%
		Actual Expenditure (\$, millions)	\$ 21.10	\$ 21.10	\$ 19.70	\$ 19.49	\$ 20.35
	General Funds Unassigned Fund balance		18.42%	12.73%	18.87%	n/a	20.00%
	Total Budget Program Cost		\$ 53,885	\$ 53,517	\$ 59,812	\$ 54,002	\$ 54,702
	Accounting	Complete Audited CAFR by March 31	N	N	N	Y	Y
		Dunn & Bradstreet Score (max = 85)	n/a	75	78	80	85
		Purchased Orders Processed	9504	8090	6573	5702	6500
		Total Dollar Spent on POs (\$)	\$20,885,897	\$23,777,414	\$23,014,770	\$19,425,625	n/a
	Total Accounting Program Cost		\$ 154,602	\$ 153,545	\$ 171,607	\$ 154,938	\$ 156,946
	Treasury	Total City Dollar Investment Managed (\$, AUM)	\$ 28,729,249	\$ 29,309,455	\$ 35,719,058	\$ 40,478,252	\$ 35,719,058
		Investment Rate of Return (% annualized)	0.71%	0.53%	0.16%	0.26%	0.40%
		Total City Dollar Return (\$)	\$ 202,633	\$ 155,348	\$ 58,619	\$ 108,171	\$ 142,876
		6 - Month Treasury (as of end of period)	0.20%	0.19%	0.08%	0.12%	0.15%
		Weighted Average Maturity (WAM, days)	228	60	35	37	50
		Compliance with TX PFIA and City Investment Policy (%)	n/a	100%	100%	100%	100%
		Estimated Private Sector Cost of Investment (1% of AUM)	\$ 287,292	\$ 293,095	\$ 357,191	\$ 404,783	\$ 357,191
	Total Treasury Program Cost		\$ 72,974	\$ 72,476	\$ 81,001	\$ 73,133	\$ 74,081
	Purchasing	Total Purchase on P-Card	\$ 619,038	\$ 664,494	\$ 901,404	\$ 1,685,152	\$ 1,500,000
		Rebate Received on P-Card purchases	\$ -	\$ -	\$ -	\$ -	\$ 8,250
		Department Compliance with Purchasing Policy	n/a	n/a	100%	100%	100%
		Total Revenue and Cost Savings from Purchasing Operations	n/a	\$ 27,529	\$ 75,756	\$ 28,832	n/a
	Total Purchasing Program Cost		\$ 53,214	\$ 52,850	\$ 59,067	\$ 53,330	\$ 54,021
	Total Finance Department Cost		\$ 334,675	\$ 332,388	\$ 371,487	\$ 335,402	\$ 339,750
Information Technology	Technology Support	Total number of IT support request responded to successfully	3103	3224	3461	3378	n/a
		Critical - Responses within 1 hr., resolution within 2 hrs.	54%	69%	54%	87%	90%
		High - Response within 2 hrs., resolution within 4 hrs.	61%	61%	60%	80%	90%
		Normal - Response within 4 hrs., resolution within 2 days	80%	80%	77%	85%	90%
	Total Technology Support Program Cost		\$ 196,777	\$ 189,925	\$ 212,820	\$ 234,274	\$ 240,656
	Network and Application Infrastructure	Percentage of time network infrastructure is available	99.0%	99.8%	98.8%	99%	99.0%
		Percentage of time Tier 2 and above systems are available	n/a	n/a	n/a	99%	99%
	Number of viruses quarantined and removed		n/a	n/a	n/a	230	120
	Total Network and Application Infrast. Program Cost		\$ 211,161	\$ 203,808	\$ 228,376	\$ 251,399	\$ 258,247
	Data Management, Backup, and Recovery services	Percentage of Successful Backup	95.0%	98.0%	99.0%	100%	100.0%
		Amount of Data Stored on City Servers	n/a	n/a	8.8	9.2	9.2
	Total Data Management Program Cost		\$ 33,336	\$ 32,175	\$ 36,053	\$ 39,688	\$ 40,769
	Communication Systems	Monthly Expense to Broadcast Public Meetings	1290	1290	1290	1,183	1290
		Percentage Unified Communication System is Available			99.80%	100%	99.00%
		Percentage Email System is Available	99.20%	99.40%	99.80%	100%	99.00%
		Average Monthly Hits to City Website	59,875	51,614	53,045	60,377	55,000
	Total Communication Program Cost		\$ 48,702	\$ 47,006	\$ 52,673	\$ 57,983	\$ 59,562
Total Information Technology Department Cost		\$ 469,975	\$ 472,914	\$ 529,922	\$ 583,344	\$ 599,235	

General Fund Annual Performance Measures							
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget
Municipal Court	Case Management	Cases Filed within 24 hours of citation receipt	100%	100%	100%	100%	100%
		Number of cases filed	6897	7120	7476	5210	7644
		Warrants issued within 30 days of failure to appear	88%	85%	67%	79%	85%
		Warrants served within 60 days of issuance	29%	41%	38%	42%	50%
	Total Case Management Program Cost		\$ 259,059	\$ 221,595	\$ 202,360	\$ 223,015	\$ 245,015
	Collection Services	Total Fees Collected	\$ 735,825	\$ 767,567	\$ 891,965	\$ 703,378	\$ 775,277
		Total Collection Service Program Cost	\$ 98,354	\$ 84,130	\$ 76,827	\$ 84,669	\$ 93,022
Total Municipal Court Department Cost		\$ 357,413	\$ 305,724	\$ 279,187	\$ 307,684	\$ 338,037	
Parks & Recreation	Parks & Rec - Parks Maintenance	Grounds/Facility Maintenance Cost per acre	3,231	2,214	2,269	2,118	2,118
		Building Maintenance Cost - % of total O&M budget	22%	25%	24%	20%	20%
		# of Rentals in Parks (excludes KSP)	450	663	650	667	650
		Maint. Staff Availability (in staff hours/year)	3,452	27,144	25,056	26,250	26,100
	Total Parks Maintenance Program Cost		\$ 898,329	\$ 818,657	\$ 784,754	\$ 722,437	\$ 745,232
	Kerrville Schreiner Park	% OF Expenditures Covered by Revenues	83.00%	72.00%	84.00%	77.25%	89.00%
		# Permits/Reservations	11,228	10,523	11,000	8,704	11,000
		Grounds/Facility Maintenance Cost per acre	\$ 856	\$ 719	\$ 548	\$ 575	\$ 575
	Total KSP Program Cost		\$ 582,155	\$ 541,807	\$ 367,202	\$ 361,017	\$ 372,408
	Recreation	% Direct Expenditures Covered by Revenues	20%	22%	50%	35%	50%
		Total Recreation Program Cost		\$ 222,990	\$ 226,123	\$ 154,994	\$ 132,875
	Aquatics	Avg. Daily Attendance - Olympic Pool	300	240	210	230	210
		Swim Lessons - Total Registrants	247	245	250	184	250
		Days of Operation - Olympic Pool	48	56	52	52	52
		Days of Operation - Carver Spray Ground	0	116	184	161	183
	Total Aquatics Program Cost		\$ 143,750	\$ 132,021	\$ 111,622	\$ 101,414	\$ 104,613
	Tennis	Daily Fees	\$ 6,014	\$ 4,156	\$ 4,500	\$ 3,316	\$ 5,000
Annual Fees		\$ 5,430	\$ 6,375	\$ 6,750	\$ 2,475	\$ 7,000	
Total Tennis Program Cost		\$ 24,015	\$ 26,378	\$ 28,194	\$ 27,021	\$ 27,874	
Total Parks & Recreation Department Cost		\$ 1,871,240	\$ 1,744,985	\$ 1,446,766	\$ 1,344,765	\$ 1,387,195	

General Fund								
Annual Performance Measures								
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget	
Police	Dispatch	Response time to dispatch emergency calls (min)	2.55	2.44	2.47	3.12	2.44	
		Response time to dispatch all calls (min)	3.5	3.29	3.28	3.46	3.30	
		All calls handled by dispatch (all KFD & KPD)	30,818	34,495	35,000	32,688	34,500	
		911 Calls transferred to other agency(s) (%)	11%	10%	17%	19%	15%	
	Total Dispatch Program Cost			\$ 602,384	\$ 599,257	\$ 591,720	\$ 557,973	\$ 580,097
	Patrol	Total Priority 1&2 (P1/2) emergency calls responded to	5,063	4,395	5,789	7,686	5,808	
		Average arrival time from dispatch to P1/2 calls (min)	4.35	4.39	4.27	4.56	4.27	
		Total call for service responses	17,461	16,878	19,298	15,362	19,716	
		Total in-custody arrest reports generated	2,353	2,232	2,434	1,705	2,635	
		Reports generated from crimes and emergency response	4,333	4,923	4,527	3,497	4,838	
		Citations Issued	5,972	6,257	6,967	4,796	7,246	
		Accident Investigations Completed	768	716	632	551	592	
	Total Patrol Program Cost			\$ 2,523,658	\$ 2,510,556	\$ 2,478,980	\$ 2,337,599	\$ 2,430,289
	Investigations & Property/Evidence	Reactive Criminal Investigations completed	1,116	971	1,000	808	900	
		Case Load per Reactive Investigator	97 (2.25 Inv)	87 (2.25 Inv)	80 (2.5 Inv)	197 (4 Inv)	225 (4 Inv)	
		Clearance Rate for Reactive Investigations	47.50%	43%	54.70%	56.54%	62.00%	
		Proactive Criminal Investigations completed	219	196	200	225	200	
		Case load per Proactive Investigator	223 (5 Inv)	194 (5 Inv)	200 (5 Inv)	75.4 (3 Inv)	66.7 (3 Inv)	
		Clearance Rate for Proactive Investigations	47.50%	43%	54.70%	n/a	54.00%	
		Number of Evidence Items Processed and Stored	2,996	2,395	2,500	4,918	2,500	
	Total Investigation and Property/Evidence Program Cost			\$ 980,429	\$ 975,339	\$ 963,072	\$ 908,146	\$ 944,156
	Administration	Major Crimes per 1,000 population			29.26	29.21	28.42	n/a
	Total Administration Program Cost			\$ 410,603	\$ 408,471	\$ 403,334	\$ 380,331	\$ 395,412
	Records	Number of Reports Processed	5,380	4,687	4,687	3,749	4,284	
		Completed request for information	84	98	98	89	90	
		Subpoenas and court orders processed	31	31	31	285	31	
		Request made from RMS vendor support	36	36	36	206	36	
	Total Records Program Cost			\$ 105,902	\$ 105,352	\$ 104,027	\$ 98,094	\$ 101,984
	Recruitment & Training	State mandated training files maintained and updated	73	69	69	66	69	
		Training class conducted by KPD	44	31	47	32	40	
		Number of officers trained by KPD	292	376	458	426	450	
		Number of Employee Applications Processed	n/a	32	36	172	80	
	Total Recruitment & Training Program Cost			\$ 56,501	\$ 56,208	\$ 55,501	\$ 52,336	\$ 54,411
Community Service	Community outreach programs conducted	n/a	n/a	60	57	60		
	Hours expended in media relations	n/a	400	452	359	425		
	Citizen Police Academy completed	2	2	2	3	2		
	Citizen Police Academy Attendees Graduated	46	46	42	57	40		
Total Community Service Program Cost			\$ 100,427	\$ 99,905	\$ 98,649	\$ 93,023	\$ 96,711	
School Resource Officer	Calls for service on KISD campus	n/a	163	198	177	250		
	Offense committed at KISD campus	n/a	92	69	102	150		
	Arrest made from investigations at KISD campus	n/a	21	32	26	32		
Total School Resource Officer Program Cost			\$ 132,939	\$ 132,249	\$ 130,586	\$ 123,138	\$ 128,021	
Total Police Department Cost			\$ 4,912,844	\$ 4,887,337	\$ 4,825,867	\$ 4,550,640	\$ 4,731,080	

General Fund								
Annual Performance Measures								
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget	
Fire	Fire Suppression	Fire Responses	n/a	557	555	476	550	
		> City Response Time (min)	n/a	3.8	4.00	4.43	<5	
		> Co. 1st Response Area Time (min)	n/a	7.4	8	8.05	<8	
		> Other County Area Response Time (min)	n/a	13.2	15.5	7.63	<13	
		1st Response Medical	n/a	1,819	1,830	1,882	1,750	
		> City Response Time (min)	n/a	3.7	2.1	3.80	<5	
		> Co. 1st Response Area Time (min)	n/a	6.2	3.1	6.60	<8	
		> Other County Area Response Time (min)	n/a	7.2	2.7	4.73	<13	
	Total Fire Suppression Program Cost			\$ 3,295,038	\$ 3,483,258	\$ 3,436,375	\$ 3,399,964	\$ 3,416,547
	Field EMS	City Response Time for Priority 1 & 2	n/a		5.7	5	5.13	<5
		County Response Times for Priority 1 & 2	n/a		11.5	11.6	12.13	<13
		City Responses		3,087	3,068	2,928	3,141	3,100
		County Responses		1,321	1,380	1,537	1,487	1,400
		EMS Transfers		1,087	1,010	1,131	984	1,030
	Total Field EMS Program Cost			\$ 2,160,775	\$ 2,284,204	\$ 2,253,460	\$ 2,229,583	\$ 2,240,457
	Fire Marshal	Inspections & Plan Review	n/a		326	350	568	400
		Investigations		30	34	30	23	30
	Total Fire Marshal Program Cost			\$ 70,497	\$ 74,524	\$ 73,521	\$ 72,742	\$ 73,096
	EMS Billing	Total Number of Billable Patients	n/a		4,913	4,986	5,291	n/a
		Total Billable (\$ millions)	n/a		\$ 3.38	\$ 3.92	\$ 3.87	n/a
		Total Collected (\$ millions)	n/a		\$ 1.79	\$ 1.90	\$ 1.97	n/a
		Collection Rate	n/a		80%	79%	77%	79%
	Total EMS Billing Program Cost			\$ 117,373	\$ 124,078	\$ 122,408	\$ 121,111	\$ 121,701
	Administration	Continuing Education/Training (hours)	n/a		16,262	16,355	17,366	n/a
		Review/Update Emerg Mgmt. Annexes	n/a		7	8	0	n/a
		Wellness/Fitness	n/a		24	24	0	n/a
	Total Administration Program Cost			\$ 449,375	\$ 475,044	\$ 468,650	\$ 463,685	\$ 465,946
Community Services	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Total Community Services Program Cost			\$ -	\$ -	\$ -	\$ -	\$ -	
Total Fire Department Cost			\$ 6,093,057	\$ 6,441,108	\$ 6,354,413	\$ 6,287,084	\$ 6,317,749	
Development Services	Planning	Commercial Permit Review in 21 days	100%	100%	100%	100%	100%	
		Residential Permit Review in 14 days	100%	100%	100%	100%	100%	
		Board Review within Six Weeks	100%	100%	100%	100%	100%	
		Planning Case Load	53	54	45	128	55	
	Total Planning Program Cost			\$ 323,043	\$ 272,268	\$ 237,267	\$ 178,159	\$ 181,336
	Compliance	Total Inspections by Division		2,500	2,650	2,100	1,970	2,300
		Respond to Code Complaints in one business day	100%		95%	80%	100%	80%
		Follow up with defined action in 10 days	100%		100%	100%	93%	100%
	Total Compliance Program Cost			\$ 251,253	\$ 231,719	\$ 184,046	\$ 122,656	\$ 124,843
	Inspections	Commercial Permit Review in 21 days	88%		95%	100%	100%	90%
		Residential Permit Review in 14 days	90%		100%	100%	100%	100%
		Next Day Inspections	87%		99%	98%	100%	100%
		Life Safety/Fire Code Inspection	n/a	n/a		60	228	300
	Total Inspections Program Cost			\$ 263,319	\$ 305,058	\$ 295,609	\$ 311,971	\$ 317,535
Total Development Services Department Cost			\$ 837,615	\$ 809,045	\$ 716,923	\$ 612,785	\$ 623,715	

General Fund								
Annual Performance Measures								
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget	
Business Program	Business Development	Number of New Business Added	6	5	9	4	8	
		Number of New Business Assisted	12	14	9	7	12	
		Number of EIC Projects Managed	3	3	2	5	3	
	Total Business Development Program Cost			\$ 54,638	\$ 51,553	\$ 49,779	\$ 46,860	\$ 49,634
	Main Street	New Business Added	5	2	3	10	5	
		New Jobs Created	34	4	8	29	10	
		Number of Event Attendees	6,934	8,020	8,547	19,810	9,225	
	Total Main Street Program Cost			\$ 94,988	\$ 89,626	\$ 86,541	\$ 81,466	\$ 86,290
	Public Affairs	Number of Press Releases	51	108	180	73	220	
		Number of Electronic Newsletters	33	30	32	19	34	
		Number of Radio Interviews	23	20	19	19	20	
		Number of Radio Ads	32	36	38	177	40	
		Number of Visitor Center Contacts	827	851	860	1,346	880	
		Number of Newsprint Ads	13	14	14	21	15	
Total Public Affairs Program Cost			\$ 43,441	\$ 40,989	\$ 39,578	\$ 37,257	\$ 39,463	
Total Business Program Department Cost			\$ 193,067	\$ 182,168	\$ 175,897	\$ 165,583	\$ 175,386	
Engineering	Development Services	Number of Plan Reviews	110	56	90	42	110	
		Value of Public Infrastructure Inspected for Private Development		\$ 1,825,646	\$ 640,776	\$ 1,000,000	\$ 2,189,103	\$ 1,500,000
		Total Development Services Program Cost		\$ 92,714	\$ 68,001	\$ 54,341	\$ 53,172	\$ 54,824
	CIP Management & Inspections	Value of CIP Design Contracts Managed		\$ 2,190,187	\$ 2,343,365	\$ 2,500,000	\$ 6,337,214	\$ 2,700,000
		Value of CIP Construction Contracts Managed & Inspected		\$ 10,590,245	\$ 10,749,149	\$ 12,000,000	\$ 33,999,770	\$ 11,000,000
		Total CIP Management & Inspections Program Cost		\$ 309,046	\$ 226,668	\$ 181,136	\$ 177,240	\$ 182,746
	GIS & Floodplain Management	Linear Feet of Sewer Mains Added/Updated		9,550	48,679	63,679	30,982	20,000
		Linear Feet of Water Mains Added/Updated		12,084	20,221	45,221	7,043	20,000
		Linear Feet of Sidewalk Added/Updated					2,705	
		Floodplain Permits Issued		6	4	9	4	10
		Special Project		20	15	30	-	30
	Total GIS & Floodplain Management Program Cost			\$ 92,714	\$ 68,001	\$ 54,341	\$ 53,172	\$ 54,824
	Engineering Design Services	Value of In-House Design Services Provided		\$ 80,000	\$ 130,000	\$ 140,000	\$ 1,200	\$ 200,000
	Total Engineering Design Services Program Cost			\$ 123,620	\$ 90,668	\$ 72,455	\$ 70,896	\$ 73,099
Total Engineering Department Cost			\$ 618,095	\$ 453,338	\$ 362,273	\$ 354,480	\$ 365,493	
Public Works - Streets	Pavement Management	Condition Index Rating	80	80	79	79	79	
		Potholes Repaired	1,364	3,186	2,100	1,815	2,500	
		Cracked Seal Miles Repaired	5	10	15	5.58	10	
		Chip Seal Miles Repaired	5	2	3	-	3	
		Overlay Miles		2	2	2.58	1.5	
		Reconstructed Miles		1.2	0.75	1.91	1.2	
	Total Pavement Management Program Cost			\$ 675,328	\$ 696,995	\$ 778,255	\$ 889,907	\$ 940,689
	Streets/ROW	Man-Hours of General ROW Maintenance		2,934	3,091	2,473	2,327	2,997
		Total Streets/ROW Program Cost		\$ 194,473	\$ 200,713	\$ 224,113	\$ 256,266	\$ 270,889
	Drainage	Man-hours of drainage operation and maintenance		1,913	2,892	2,900	2,174	3,000
	Total Drainage Program Cost			\$ 180,906	\$ 186,710	\$ 208,478	\$ 238,387	\$ 251,990
	Traffic	Man-hours for traffic operations and maintenance		2589	2589	2589	2,671	2600
	Total Traffic Program Cost			\$ 125,348	\$ 129,370	\$ 144,452	\$ 165,176	\$ 174,602
	Street Lighting	Number of Street Lights In Operations		2700	2703	2706	10,838	2709
Number of Street Lights Maintenance Completed			21	16	29	12	n/a	
Total Street Lighting Program Cost			\$ 258,017	\$ 266,295	\$ 297,341	\$ 339,999	\$ 359,401	
Total Public Works - Streets Department Cost			\$ 1,434,073	\$ 1,480,082	\$ 1,652,640	\$ 1,889,735	\$ 1,997,570	
Library	Reference Transactions	Library Reference Transactions		28,052	24,564	16,575	17,558	20,000
		Internet/Electronic Resources Used		51,972	49,316	34,657	52,686	40,000
		Total Reference Transactions Program Cost		\$ 196,446	\$ 176,506	\$ 172,054	\$ 154,278	\$ 170,065
	Circulation	Number of Library Materials Circulated		183,606	168,816	137,404	106,451	165,000
		Gate Count		161,458	160,401	105,592	86,979	150,000
		Total Circulation Program Cost		\$ 492,717	\$ 442,704	\$ 431,539	\$ 386,954	\$ 426,550
	Library - Children's Service	# of Programs		79	74	62	57	70
		# Adult Attendance		2,569	2,609	4,669	862	4,200
		# Juvenile Attendance		4,523	5,784	4,300	3,901	5,500
	Total Library - Children's Service Program Cost			\$ 65,298	\$ 58,670	\$ 57,190	\$ 51,282	\$ 56,529
Total Library Department Cost			\$ 754,460	\$ 677,880	\$ 660,784	\$ 592,514	\$ 653,144	

Water and Sewer Fund

Water and Sewer Fund								
Annual Performance Measures								
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget	
Water Records	Billing & Collection	Total Number of Payments Processed	116,200	116,650	117,000	117,383	117,300	
		Percent of Utility Bills collected within 25 days	97%	98%	98%	98%	98%	
		Total Number of Water Accounts	9,414	9,489	9,528	9,621	9,586	
		Total Number of Sewer Accounts	8,656	8,698	8,745	8,802	8,790	
		Percent Payments processed thru Electronic Billing (%)	25%	30%	33%	32%	35%	
			Total Billing & Collection Program Cost	\$ 238,549	\$ 231,116	\$ 220,106	\$ 230,472	\$ 254,056
	Meter Reading	Total Number of Meters Read	114,654	114,916	115,091	115,375	115,500	
		Total Number of Work Orders Completed	12,011	11,477	11,500	10,218	11,500	
		Percent of Work Order completed within 24 hours	100%	100%	100%	100%	100%	
		Total Volume of Water Sold (in '000 gallons)	1,308,127	1,096,606	1,323,706	1,289,974	1,300,700	
				Total Meter Reading Program Cost	\$ 195,616	\$ 189,520	\$ 180,491	\$ 188,992
	Inventory and Purchasing	Total Number of Order Request Processed for W/S Depts	n/a	n/a	360	378	360	
		Percent of Order Request completed within 30 days	n/a	n/a	98%	98%	98%	
		Total Number of Inventory Items Maintained	n/a	n/a	928	908	928	
		% Inventory items available within 10 business days	n/a	n/a	90%	90%	90%	
				Total Inventory and Purchasing Program Cost	\$ 77,438	\$ 75,025	\$ 71,451	\$ 74,816
			Total Water Records Department Cost	\$ 511,603	\$ 495,661	\$ 472,048	\$ 494,281	\$ 520,140

Water and Sewer Fund							
Annual Performance Measures							
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget
Public Works - Utility Division	Utility Admin	n/a	n/a	n/a	n/a	n/a	n/a
	Total Utility Administration Program Cost		\$ 238,286	\$ 319,888	\$ 298,741	\$ 239,807	\$ 297,882
	Water Production	Average daily water distributed (MGD)	4.011	4.475	3.837		4.000
		Peak Day (MGD)	6.11	7.37	6.34		n/a
		Lowest Safe Operating Capacity (MGD)	5.24	5.24	4.61		n/a
		Total Unaccounted for Water Loss (MG)	300	275	269		n/a
		Water Stored in ASR System (MG)	436	660	638		n/a
		Average daily raw surface water treated (MG)				2.744	
		Average daily treated surface water stored in ASR (MG)				0.558	
		Average daily treated surface water recovered from ASR (MG)				0.336	
		Average daily treated surface water distributed (MG)				2.399	
		Average daily ground water distributed (MG)				1.102	
		Average daily unaccounted for water (all sources, MG)				0.704	
		Total surface water stored in ASR (MG)				717.679	
		Peak Day (MGD)				7.0	
		Lowest Safe Operating Capacity (MGD)				4.6	
		Total Water Production Program Cost		\$ 1,556,555	\$ 1,375,634	\$ 1,414,027	\$ 1,419,096
	Water Reclamation (Sewer)	Average daily wastewater treatment (MGD)	2.134	2.383	2.032		2.200
		Total footage of collection lines maintained (ft)	n/a	n/a	n/a		n/a
		Total number of lift stations maintained	n/a	n/a	n/a		n/a
		Average daily wastewater treatment (MG)				2.11	
		Average daily effluent water sold (MG)				0.6747	
		Number of sanitary sewer overflows				12	
		% of sanitary sewer overflows responded to within 24 hours				100%	
		Number of customer service calls responded to				98	
		% of customer service calls responded to within 24 hours				100%	
		Number of SCADA service calls responded to				52	
		% of SCADA service calls responded to within 24 hours				100%	
		Man-hours for collection system maintenance				3,302	
		Man-hours for lift station/WWTP maintenance & repair				7,493	
		Footage of collection lines televised/inspected				45,945	
		Footage of collection lines cleaned				220,633	
	Total Water Reclamation Program Cost		\$ 1,734,638	\$ 1,653,923	\$ 2,010,987	\$ 1,723,697	\$ 1,808,985

Water and Sewer Fund								
Annual Performance Measures								
Departments	Program	Measures	2009	2010	2011	2012	FY2012 Benchmark and Budget	
Public Works - Utility Division (Continued)	Utility Construction	Man-hours for utility system maintenance and construction	13,250	15,250	14,250		14,250	
		Number of water leak repairs completed	n/a	n/a	n/a		n/a	
		Number of fire hydrant maintenance	n/a	n/a	n/a		n/a	
		New Utility Installation completed	n/a	n/a	n/a		n/a	
		Number of customer service calls responded to				2,129		
		% of customer service calls responded to within 24 hours				1		
		Number of water main leaks responded to				225		
		% of water main leaks responded to within 24 hours				1		
		Man-hours for distribution system point repairs				12,000		
		Number of new fire hydrants installed				6		
		Number of fire hydrants replaced				4		
		Number of fire hydrants repaired				176		
		Total number of fire hydrants in system				1,363		
		Linear footage of water main replaced				363		
		Linear footage of new water mains constructed in-house				263		
	Total Utility Construction Program Cost			\$ 622,301	\$ 718,007	\$ 744,177	\$ 695,422	\$ 870,620
	Laboratory	Number of Tests completed		7,608	8,660	8,100	13,459	8,100
		Number of tests for Water Treatment Plant					1,148	
		Number of tests for WasteWater Treatment Plant (incl. spills)					5,396	
		Number of tests for Public samples					934	
		Number of tests for Grease-Trap sample					213	
		Number of outside customers					257	
		Total Laboratory Program Cost			\$ 244,034	\$ 262,357	\$ 249,604	\$ 262,987
	Total Public Works - Utility Department Cost			\$ 4,395,814	\$ 4,329,810	\$ 4,717,536	\$ 4,341,009	\$ 4,821,851

Agenda Item:

8A. Appointments to the Library Advisory Board. (staff)

**BUSINESS OF THE CITY COUNCIL
CITY OF KERRVILLE, TEXAS**

SUBJECT: Appointment to the Library Advisory Board

FOR AGENDA OF: November 13, 2012 **DATE SUBMITTED:** October 31, 2012

SUBMITTED BY: Brenda Craig **CLEARANCES:**
City Secretary

EXHIBITS: Board List

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

SUMMARY STATEMENT

Consider appointment to the following board:

Library Advisory Board: One term to expire November 22, 2012: Judy Carr.

RECOMMENDED ACTION

Consider appointment.

LIBRARY ADVISORY BOARD

	<u>Telephone</u>	<u>Orig. Appt.</u>	<u>Re-Appt. Date</u>	<u>Exp. Date</u>
** BASCOM, HALSEY 546 Sand Bend Dr.	257-9965 (H)	05-21-12		11-22-12
* CARR, JUDY 103 Creekside Dr.	895-3740 (H)	11-23-10		11-22-12
* GROSS, T. SCOTT 709 Riverhill Blvd.	792-5555 (H)	08-22-12		11-22-13
* JONES, THOMAS #2 Antelope Trail	210-289-5483 (O) 257-5635 (H)	07-05-12		11-22-13
* MARTIN, DIANA K. 3931 Kite Ct.	896-3300 (H)	03-10-09	12-13-11	11-22-13

EX OFFICIO MEMBERS:

Justin MacDonald (H) 524 Oakland Hills (O) 2951 Fall Creek Rd.	257-5323 (O) 896-4821 (H)	05-22-12		
Jonathan Letz County Commissioner, Pct. 3 Kerr County Courthouse 700 Main St.	792-2216 (O)	03-09-10		

CITY STAFF:

Laura Bechtel Library Director 505 Water Street	258-1260 (O)			
Kim Meisner Director of General Operations 800 Junction Highway	258-1140 (O) 377-7691 (C)			

Qualifications: Four board members shall be appointed by Kerrville City Council and one board member shall be appointed by The Friends of the Butt-Holdsworth Memorial Library.

Powers and Duties: The Board is an advisory board to the city council; shall have the authority to hold meetings within the city and to consider and make recommendations to the Council from time to time on any and all matters pertaining to the Library. Upon a majority vote of the total membership.

Term of Office: All Board appointments shall serve two (2) year terms. No Board member shall serve more than two (2) consecutive two (2) year term on the Board without having at least one (1) full year off of the Board between terms. A majority of the members' terms shall expire in even-number years with the remaining members' terms expiring in odd-numbered years.

Quorum: Three members

Number of Members: Five members

Meeting Time & Place: Third Tuesday of Every Month; 3:00 pm; Butt-Holdsworth Memorial Library

Absences: Any member who is absent from twenty-five percent (25%) of the board's regular meetings during any twelve (12) month period, or who is absent from any three (3) consecutive regular meetings, shall be considered for removal by the City Council. The staff member has the responsibility of reporting a member's non-attendance to the City Council in writing, and the City Secretary shall notify the board member in writing that their non-attendance has been reported to the City Council. However, a member whose absences are directly related to a medical or family emergency may seek consideration from the board upon which they serve to qualify such absences as excused.

Established by: Ordinance No. 1967-17; amended by Ordinance Nos. 80-5, 84-14, 84-58, 85-01, 87-24, 87-60, 87-61, and 2005-19 (in its entirety); Resolution Nos. 045-2006, 107-2006, 076-2007, and 122-2007 did not change this board. Code of Ordinances: Chapter 66 - Article II – Sections 66-31 through 66-34; Amended by Ordinance No. 2010-05; Amended by Ordinance No. 2011-16.

Revised: May 24, 2012

* Appointed by Kerrville City Council – voting member

** Appointed by Friends of the Butt-Holdsworth Memorial Library

Volunteer Experience/Community Service

10 years as a Library volunteer. 1 year member of the Hill Country Choral.

Please specify membership on any other governmental board/commission/committee

Have served as Librarian and on various committees at St. Paul's United Methodist Church. Have served on the Library Advisory Board for the past two years, chair for the past year.

Board or Commission Interest

- Interest Type Live in the city Attend school within the city
- Work in the city Other significant interest
- Own a business in the city

If selected, please list other interest I am a city resident

Have you ever been a member of a board or commission? Yes No

If yes, please specify (board/commission and dates of service)
Library Advisory Board November 20, 2010--November 20, 2012

Have you attended a board or commission meeting in the past 12 months? Yes No

If yes, please specify
Library Advisory Board monthly meetings

Do you have any comments about your experience while serving?

I have a strong commitment to the Butt-Holdsworth Memorial Library and the past two years have reinforced that commitment.

In your opinion, what are the three most pressing issues facing your prospective board or commission?

We need to continue to enhance the library's position in the community. The recent renovation resulted in a beautiful building housing diverse media to meet to changing needs of our community.

Describe ways in which you have contributed to your community

I think I facilitate agreement between board members. I spoke to some of the home-schooling mothers who attended a board meeting and expressed concerns, which have largely been resolved.

What do you hope to accomplish by serving?

I hope to continue improved the the library's image. The library serves a diverse population. We need to ensure that the needs of all are met. The library offers a story time for children in which I assist the Childrens' Librarian.

Based on your relevant skills and interests, in which of the following areas do you think you can contribute most?

- Arts/Culture Urban Planning
- Budget/Finance Parks/Recreation
- Consumer Affairs Public Safety
- Economic Development Sanitation
- Education/Youth Seniors
- Environment Social Services
- Health Transportation
- Housing River
- Landmarks Other
- Land Use

If Other, please specify

Please list current and past civic, fraternal and non-profit organizations in which you are/have been active

(Please list Organization Name, Dates and any Title held)

United Methodist Women, 9-12. St. Paul's United Methodist Church Librarian, 2000-2005.

Please provide any additional information you believe would be useful in considering your application

I believe the Board needs continuity at this time.

Certification

I am not employed by the City of Kerrville or by a City Councilmember

If appointed, I will notify the City of Kerrville of any changes in my residence or business, or of any other relevant changes that would affect my appointment. I will also notify the City if any potential conflicts of interest arise

I recognize that my appointment require my regular attendance and participation at all scheduled meetings. Failure to do so may result in my removal. I am willing to make this commitment of time and effort.

I understand and acknowledge that by selecting the 'I Agree' option below, I hereby certify that all information in this application is complete, truthful and accurate to the best of my knowledge.*

I agree

I do not agree

* Some boards/commissions/committees require members to reside within the City limits. Your application will be kept on file for 12 months.

NOTE: Once this form is submitted, this will become a public document that may be disclosed per the Texas Public Information Act.

* indicates required fields.

The following form was submitted via your website: Consideration of Board Appointment

Application Type: Re-appointment Application

Name of Board or Committee: Library Advisory Board

Title: Mrs.

Full Name: Judy Carr

Home Address 1: 103 Creekside Dr.

Home Address 2: Kerrville, TX 78028

Mailing Address 1: Same

Mailing Address 2:

Home Phone: 830-895-3740

Home Fax:

Business Phone:

Business Fax:

Cell Phone: 830-928-2233

Email Address: redrcarr@hotmail.com

Are you a qualified voter in the city of Kerrville?: Yes

Do you live inside the city limits of Kerrville? *: No

How Long?: 17 years

Employer: Retired

Employer Address 1:

Employer Address 2:

Employer City:

Employer State: TX

Employer Zip: 78028

Occupation:

To the best of your knowledge, are you employed by, or a member of, any entity (business or non-profit) with proposals, programs, requests, businesses, applications, licenses or any other matters which may come before a board or commission for review, funding, support or approval during the next two years?: No

If yes, please list the name of entity and interest:

List most advanced degree received: BS ED.

School degree received from: West Texas State University

Year: 1969

Volunteer Experience/Community Service: 10 years as a Library volunteer.
1 year member of the Hill Country Choral.

Please specify membership on any other governmental board/commission/committee: Have served as Librarian and on various committees at St. Paul's United Methodist Church.

Have served on the Library Advisory Board for the past two years, chair for the past year.

Interest Type: Live in the city

If selected, please list other interest: I am a city resident

Have you ever been a member of a board or commission?: Yes

If yes, please specify (board/commission and dates of service): Library Advisory Board November 20, 2010--
November 20, 2012

Have you attended a board or commission meeting in the past 12 months?: Yes

If yes, please specify: Library Advisory Board monthly meetings

Do you have any comments about your experience while serving?: I have a strong commitment to the Butt-
Holdsworth Memorial Library and the past two years have reinforced that commitment.

In your opinion, what are the three most pressing issues facing your prospective board or commission?: We
need to continue to enhance the library's position in the community. The recent renovation resulted in a beautiful
building housing diverse media to meet to changing needs of our community.

Describe ways in which you have contributed to your community: I think I facilitate agreement between board
members. I spoke to some of the home-schooling mothers who attended a board meeting and expressed
concerns, which have largely been resolved.

What do you hope to accomplish by serving?: I hope to continue improved the the library's image. The library serves a diverse population. We need to ensure that the needs of all are met. The library offers a story time for children in which I assist the Childrens' Librarian.

Based on your relevant skills and interests, in which of the following areas do you think you can contribute most?: Arts/Culture, Education/Youth, Seniors

If Other, please specify:

Please list current and past civic, fraternal and non-profit organizations in which you are/have been active

(Please list Organization Name, Dates and any Title held): United Methodist Women, 9-12.
St. Paul's United Methodist Church Librarian, 2000-2005.

Please provide any additional information you believe would be useful in considering your application: I believe the Board needs continuity at this time.

I am not employed by the City of Kerrville or by a City Councilmember

If appointed, I will notify the City of Kerrville of any changes in my residence or business, or of any other relevant changes that would affect my appointment. I will also notify the City if any potential conflicts of interest arise

I recognize that my appointment require my regular attendance and participation at all scheduled meetings. Failure to do so may result in my removal. I am willing to make this commitment of time and effort.

I understand and acknowledge that by selecting the 'I Agree' option below, I hereby certify that all information in this application is complete, truthful and accurate to the best of my knowledge.: I agree

Additional Information:

Form submitted on: 10/22/2012 5:14:32 PM

Submitted from IP Address: 72.172.28.33

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.kerrvilletx.gov/Forms.aspx?FID=47>

Agenda Item:

8B. Appointments to the Kerrville-Kerr County Joint Airport Board. (staff)

**BUSINESS OF THE CITY COUNCIL
CITY OF KERRVILLE, TEXAS**

SUBJECT: Appointments to the Kerrville-Kerr County Joint Airport Board

FOR AGENDA OF: November 13, 2012

DATE SUBMITTED: November 7, 2012

SUBMITTED BY: Cheryl Brown
Deputy City Secretary

CLEARANCES: Todd Parton
City Manager

EXHIBITS: Board List
Letter from Bruce McKenzie, Airport Manager, dated October 31, 2012

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:



SUMMARY STATEMENT

The city council may consider appointments to the Kerrville-Kerr County Joint Airport Board; one vacancy created when Tom Moser becomes a County Commissioner.

The attached letter from Bruce McKenzie, airport manager, states the airport board's nomination of: Kirk Griffin.

In accordance with the interlocal agreement, the airport board recommends persons to the county and city for consideration of appointment. In the event a candidate(s) recommended by the board is not appointed by either party, the board shall recommend an alternative candidate. In the event the second candidate is not appointed by either party, the board shall select another candidate who will be automatically appointed to the board without the approval of the parties.

The application for this candidate is attached separately for council's review and consideration.

RECOMMENDED ACTION

Consider appointment of Kirk Griffin to the Kerrville-Kerr County Joint Airport Board, with a term that will expire June 1, 2014.

KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD

	<u>Telephone</u>	<u>Orig. Appt.</u>	<u>Re-Appt. Date</u>	<u>Exp. Date</u>
KING, STEVE President 242 Creekwood Rd. E-mail swking242@windstream.net	257-3063 (O) 285-3063 (C)	04-25-06	08-23-11	06-01-13
MOSER, TOM 240 Ranch House Rd. E-mail tmoser@ktc.com	792-0497 (O) 896-7688 (H)	10-14-08	08-28-12	06-01-14
LIVERMORE, ED 3004 Pinnacle Club Ct. #2 E-mail elivermo@ktc.com	895-2820 (H)	08-23-11		06-01-13
WALTERS, ROGER "COREY" 222 Sidney Baker South, Ste. 305 E-mail cw717@ktx.com	257-6300 (O)	10-27-09	08-28-12	06-01-14
WOOD, WILLIAM "BILL" 3004 Pinnacle Club Dr. #4 E-mail bill@satx.rr.com	896-7742 (H) 329-2891 (C)	08-28-12		06/01/14
Airport Board Staff: Bruce McKenzie Airport Manager	896-9399 (O)			

Qualifications: It is deemed desirable that all board members possess and will contribute a balance of expertise in business, financial, aviation, or management training and experience.

Powers and Duties: The board may exercise on behalf of the city and county any power possessed by either and those specifically provided by the code, including the power to lease property and facilities, and to buy and sell goods as an incident to the operation of the airport. However, the board is not authorized to impose a property tax, sell bonds, or otherwise enter into other debt instruments, dispose of airport property, or exercise the power of eminent domain without the prior written consent of the city and county. The board, following the prior written consent of the city and county, has the authority to apply for and to execute grant funding agreements. The board may improve, equip, maintain, operate, manage, regulate, protect, and police the airport. The board may realign, alter, acquire, abandon, or close a portion of a roadway or alleyway without a showing of paramount importance if the portions to be realigned, altered, acquired, abandoned, or closed are in the geographical boundaries of the airport at the time of or after the realignment, alteration,

acquisition, abandonment, or closing. The board shall have the responsibility and be in charge of the property, improvements, and other assets of the airport and shall be in charge of the disbursement of airport funds for airport purposes. The board shall also cause records to be kept of any and all revenues and disbursements. The board shall establish a fund to be maintained for the purpose of depositing all revenues of the airport. This fund shall be kept and managed by the board and shall be established at a bank with a branch in Kerr County. Federal, state, or other contributions or loans and the revenue obtained from the operation of the airport shall be deposited to the credit of the joint fund. The board shall have an audit of the financial affairs of the board and its operation of the airport conducted each year by an independent accountant and shall furnish the audit to the city and county no later than December 1 of each year. The board shall ensure that all records regarding the operation of the airport are maintained, retained, and made available for public review in accordance with the Texas Public Information Act. All records shall be maintained at the airport. The board shall hire and employ an airport manager ("manager") and such other employees as are necessary for the operation of the airport. The board, through its manager and any other employees, shall be responsible for the day-to-day management of the airport. Toward that end, the board is authorized to enter into service contracts with other public or private entities. The board may adopt resolutions, rules, and orders for the operation of the airport. The board may lease airport property and may adopt fees and rental rates with respect to the use of airport services or use of airport property. Such fees and rates should be, to the extent possible, included within the board budget. The city and county acknowledge that the airport property is within the city's limits and is subject to the city's regulations. However, the board shall monitor and consider appropriate zoning for the airport and the immediately surrounding areas whose use may impact airport operations. The board shall adopt policies and procedures for the purchase of goods and services and for the accounting of the airport's finances, each in accordance with state law.

The board may insure itself, its contractors and subcontractors against liability arising from the operation of the airport for damages to the person or property of others, workers' compensation, and officers' and employees' liability. The board shall comply with the code and other state laws and local laws in all respects.

Number of Members: Five members: 1) The Board shall recommend persons to the County and City for consideration of appointment. The Board shall submit the names of such persons to each Party at least 60 days prior to the end of the particular place's term. In the event that a candidate recommended by the Board is not appointed by either Party, the Board shall recommend an alternative candidate. In the event that this second candidate is not appointed by either Party, the Board shall select another candidate who will be automatically appointed to the Board without the approval of the parties. 2) It is deemed desirable that all Board members possess and will contribute a balance of expertise in business, financial, aviation, or management training and experience. Appointments shall be made on or before June 1 of each year. 3) Replacement of members shall be made on or before June 1 of each year. 3) Replacement of members shall be in the same manner and under the same qualification as described above with such replacement being appointed to fulfill only that portion of the remaining term. 4) Any Board member may be removed by a majority vote of each Party, for any reason. In addition, the Board may recommend to the County and City that a Board member be removed. 5) Board members shall be eligible for reappointment, but Board members are prohibited from serving more than 3 consecutive, 2-year terms. Only reappointments made after October 1, 2011 shall count toward this limitation.

Term of Office: Each board member shall be appointed for a two year term and shall continue to Serve in this capacity until their successor is appointed and is duly qualified. Upon the death of any member or should any member resign or for any reason become unable to serve, a replacement shall be appointed in the same manner as provided to fill the vacancy for the unexpired term. The terms of those board members who are serving in Place 1, 3 or 5 shall expire on June 1, 2010. The terms for those board members appointed to Places 2 and 4 shall expire on June 1, 2011. Board members shall be eligible for reappointment.

Meeting Time & Place: Third Monday of each month, 8:30 a.m. at Airport Terminal Building, Louis Schreiner Field Airport, 1877 Airport Loop Road, Kerrville, Texas. All such meetings of the board shall be held in accordance with the Texas Open Meetings Act.

Established by: Interlocal Agreement between the City of Kerrville, Texas and Kerr County, Texas. Ordinance No. 2004-21 (replaced in its entirety); amended by Resolution No. 069-2008 (joint management)
Code of Ordinances: Chapter 22 - Article II - Section 22-31 through 22-33

Revised: September 4, 2012



October 31, 2012

Kerr County Commissioners' Court
Kerr County Courthouse
700 Main Street
Kerrville, TX 78028

Kerrville City Council
Kerrville City Hall
701 Main Street
Kerrville, TX 78028

Re: Airport Board Member Nomination

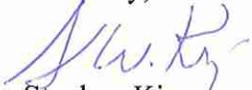
Commissioners & Councilmembers,

In accordance with Section 3 (d) of the Interlocal Agreement for the Continued Existence of a Joint Airport Board to Provide Management of Kerrville/Kerr County Airport, the Joint Airport Board unanimously agreed after the Board meeting on October 24, 2012, to nominate Kirk Griffin to fill the vacancy created when Tom Moser becomes a County Commissioner.

We interviewed Mr. Griffin along with two other applicants, and believe he is the best qualified by virtue of his mix of knowledge, experience, and interest in the development of our Airport. Attached is Background information on Mr. Griffin.

We respectfully request your approval of this nomination.

Sincerely,


Stephen King

1877 Airport Loop
Kerrville, Texas 78028-5069
Ph (830) 896-9399 Fax (830) 896-9440
www.kerrvilleairport.com

**Kerrville/Kerr County Joint Airport Board
Application for Consideration of Appointment**

At-Large Member Application: _____

Name: GRIFFIN KIRK LAURENCE
(Last) (First) (Middle)

Home Address: 109 CANYON DR. W., HUNT, TEXAS 830 238-4075
(Street) (Home Phone No.)

EMAIL Address (Optional): _____

Mailing Address: PO Box 741, HUNT, TX 78024 830 459-3431
(Business Phone /Fax)

Employer/Business: KLG CONTRACTING, INC. PO Box 526, HUNT, TX 78024
(Name/Address)

Occupation: GENERAL MANAGER, GENERAL CONTRACTOR

Are you a qualified voter in Kerr County? * Yes No
Kerrville: Yes No

Please complete the following:

Education: BS INDUSTRIAL TECHNOLOGY, NORTH TEXAS STATE UNIV.

Business, Financial or Management Experience: _____

PLEASE SEE ATTACHED RESUME

Aviation Industry Experience: 16 YEARS NASA AND NASA CONTRACTORS, APPROX. 18 MONTHS, LINE CHIEF, SOUTHWEST SERVICES FBO, ELLINGTON FIELD, HOUSTON

Pilot: Yes No Aircraft Owner: Yes No

Please specify membership on any other governmental board/commission/committee:

MEMBER/CHAIRMAN KERR CENTRAL APPRAISAL DISTRICT, BOARD OF DIRECTORS, I WILL RESIGN THIS POSITION IF ASKED TO SERVE ON THE AIRPORT BOARD.

Please provide a brief narrative outlining your reasons for seeking appointment to the Joint Airport Board. (A brief letter and/or a resume' is preferable.)

Kirk L. Griffin
Signature

4 APR 11
Date

*Term of appointment 2 years.

Return sealed application to Kerrville/Kerr County Joint Airport Board President, c/o Airport Manager, 1877 Airport, Kerrville, TX 78028; 830-896-9399.

NOTE: When filed, this will become a public document and may be disclosed per Texas Public Information Act. Your application will be kept on file for 12 months.

RECEIVED APR 04 2011

KIRK L. GRIFFIN
P. O. Box 741
Hunt, Texas 78024
Home (830) 238-4075
Work (830) 459-3431

SUMMARY:

Kirk Griffin is a 13-year resident of Hunt in West Kerr County. After a "first career" in the U.S. space program spanning almost 16 years he has been the General Manager of KLG Contracting Inc. since 1998. Kirk has been a licensed pilot since 1987 and is the co-owner/pilot of an aircraft based at Kerrville/Kerr County Airport. He served as Line Chief at Southwest Aviation Services at Ellington Field in Houston where he led the service activity for general aviation aircraft, NASA Aircraft Operations, UPS aircraft, charter aircraft, and one of the largest Transient Military Services Aircraft Operations contract in the US at the time. Kirk is very active in the Kerr County community. He has served on the Kerr Central Appraisal District Board since 1999 and currently is its Chairman, a role he has filled since 2005. Kirk is an active member and Fire Captain of the Hunt Volunteer Fire Department and previously served as President of the Board. Kirk is active in numerous other local organizations listed under "Significant Activities."

EXPERIENCE:

Jan. 1998 - Present: General Manager, KLG Contracting, Inc., Hunt, Texas. General manager of a private company specializing in home construction and remodeling, interior and exterior, deck design and construction, retaining walls, concrete and native rock work for waterfronts, dams, roads, site and dirt work. Duties include day to day operations of a general contracting firm including cost and material estimation, bid preparation, scheduling, design, construction drawings, coordination of subcontractors and construction, employee coordination.

Sept. 1994 - Jan. 1998: Shuttle Integration Lead, Space Station Program Office, NASA Johnson Space Center, Houston, Texas. Responsible for the program integration of the Space Station cargo elements into the Space Shuttle vehicle. Duties include negotiations between the Programs of the requirements and capabilities for all prelaunch, launch, on-orbit, landing and post-landing timeframes of the Space Shuttle and Space Station missions. Also responsible for the management of the Space Shuttle Integration Budget (Approx. \$400M EAC over 4 years) of the Station Program Budget for content, technical accuracy as well as meeting earned value requirements set forth by the Space Station Management.

Apr. 1994 - Sept. 1994: Spacecraft Systems Analyst/Assistant MER Manager, Orbiter Project Office, NASA-JSC, Houston, Texas. Served as Shift manager for the Shuttle Mission Evaluation Team during Orbiter mission operations. Responsible for the development, integration and approval of joint contractor/NASA position on all problems associated with the conduct of flight operations. Developed in-flight checkout requirements in conjunction with mission operations, KSC and the prime contractor. Coordinated and monitored the resolution of failures and anomalies that occur during the ground test programs and also manned flights. Review and analyze flight or ground test data to ascertain if anomalies exist by evaluating the telemetry of ground test and comparing actual performance with specification performance. Additionally determine if an anomaly is of a reoccurring nature and support development of ground test procedures if required in order to support conclusions and corrective actions.

Apr. 1993 - Apr. 1994: JSC Detailee to NASA-HQ, Office of Space Flight, NASA Headquarters, Washington DC. Served as the NASA Headquarters to JSC technical interface on matters pertaining to the Orbiter and associated government furnished equipment. Duties included preparing technical briefings for Senior NASA Management, General Accounting Office (GAO), Department of Interior, and Members of Congress and their staffs on Shuttle as well as

JSC related items. Provided technical launch site support to the Associate Administrator for Space Flight as well as the KSC Public Affairs Office. Provided detailed narratives in support of budget submissions to Congress and the Office of Management and Budget. Prepared and coordinated audit responses to the NASA Inspector General.

Aug. 1990 - Apr. 1993: System Analyst, Orbiter Project Office, NASA-JSC, Houston, Texas. Assistant to the Space Station Freedom/Space Shuttle Program Mating System Project Manager and to the Manager of the Orbiter Engineering Office. Defined and coordinated the technical requirements, strategy and final preparation of the Request For Proposal (RFP) of the Station to Shuttle mating/docking hardware. Facilitated the review of requirements, contractor's proposal and subsequent negotiations of the contract. Additionally, was the Lead Program Engineer for the Orbiter Auxiliary Power Unit (APU) subsystem. Led the integration and implementation of hardware modifications resulting from corrective action due to in-flight failures and anomalies. Participated in the program planning, presentation and establishment of alternatives to the Gas Generation Valve Module for the Improved APU's.

Nov. 1988 - Aug. 1990: Schedule Management Analyst, Space Shuttle Program Office, NASA-JSC, Houston, Texas. Served as Shuttle Flight Production Schedules Manager with the responsibility of the management and coordination of flight and payload production schedules. Activities included: establishment of generic templates; establishment of requirements for flight production planning; the negotiation with appropriate management interfaces for reporting of flight/payload production schedules; and analysis of flight/payload production schedules to determine schedule conflicts and propose alternatives.

Sept. 1987 - Nov. 1988: Line Chief, Southwest Airport Services FBO, Ellington Field, Houston, Texas. Served as flight line chief, responsible for flight line work for general aviation aircraft, NASA Aircraft Operations, UPS aircraft, charter aircraft, and one of the largest Transient Military Services Aircraft Operations contract in the US at the time. Additionally supported the Wings Over Houston Airshow when it was a two weekend event every fall.

Jan. 1986 - Nov. 1988: Payload Integration Engineer, Rockwell Space Operations Company, Houston, Texas. Responsible for supporting the National Space Transportation System Program Office Payload Integration Managers (PIM) in the process of integrating NASA customer's payloads into the Orbiter payload bay. These responsibilities include supporting the development of the Payload Integration Plan (PIP) - the primary technical agreement between NASA and the Shuttle payload customers. Additional duties included serving as the technical assistant for the Payload Design Requirements Review, a result of the 51-L accident, which included a major rewriting of all payload integration documentation. Programs involved with include various commercial Hughes satellites along with NASA scientific satellites such as ORFEUS, CRISTA-SPAS the UARS, upper stages and the Industrial Space Facility.

Mar. 1985 - Jan. 1986: Payload Integration Engineer, Ford Aerospace, Houston, Texas. Same as above.

Jan. 1983 - Mar 1985: Associate Field Engineer, Ford Aerospace, Houston, Texas. Responsible for the installation design engineering of the Display/Control System (DCS) and Closed Circuit TV along with their interfaces and documentation. Generated Engineering Order modification, on-site instructions and as-built documentation of these systems in the Mission Control Center at the Johnson Space Center. Submitted detailed cost estimates of hardware modification on related subsystems for the section. Served as the control center facilities engineer for layout of cable tray, wire way, tech-ground and tech-power distribution. Served as installation and design engineer for the Customer Support Room (CSR) construction in the Mission Control Center.

AWARDS/HONORS;

Manned Flight Awareness - Astronauts Silver Snoopy Award	1986
Office of Space Flight - Scientist/Engineer Peer Award Finalist	1993
NASA Group Achievement Award	1984, 1988, 1995
JSC Outstanding Performance Award	1990, 1992, 1995, 1996, 1997
JSC Group Achievement Award	1983, 1986, 1990, 1994
Space Station Team Excellence Award	1995

EDUCATION:

North Texas State University, Denton, Texas
Bachelor of Science Degree, December 1982
Major: Industrial Technology, with emphasis on electronics
Minor: Business Administration with emphasis on Business Law and Labor Relations

Texas A&M University, College Station, Texas
96 semester hours of work completed
Major: Building Construction, with emphasis on structural and material analysis and design, material and labor/cost estimating, and management.

SIGNIFICANT ACTIVITIES:

Kerr Central Appraisal District Board	
Chairman	2005 - Present
Board Member	1999 - Present
Hunt Volunteer Fire Department	
Member/Fire Captain	1998 - Present
President of the Board	2006 - 2010
Ingram Athletic Booster Club	
Member	1998 - Present
Vice President	2001 - 2005
Tivy Golden Girls Booster Club, Member	2009 - Present
Kerrville First United Methodist Church, Soundboard Operator	2010 - Present
Kerrville Cougars Booster Club, Founder & Member	2004 - 2009
Camp La Junta, Dream Camp Counselor	1998 - 2001
Little League, Board Member/Manager/Coach	1992 - 2000
Cub Scouts, Assistant Cub Scoutmaster and Den Leader	1990 - 1994
Texas A&M Corps of Cadets, Member	1977 - 1981
Texas Aggie Band, Member	1977 - 1981

REFERENCES ON REQUEST