

Public Safety Facility Bond Committee Meeting
November 30, 2021 at 4:00 p.m.
Butt Holdsworth Memorial Library
505 Water Street, Kerrville TX

CALL TO ORDER: By Chair John Harrison

- **APPROVAL OF NOVEMBER 15, 2021 MINUTES.**
- Scope of Council's resolution regarding the Committee and the issue of property acquisition (as requested by Barbara Dewell, Committee member).
- What are the operational and/or cost efficiencies (synergies) to have some or all of these facilities on the same campus?
- How much space (square feet) is needed for each function?
- Differences from 2018 Study?
- Does this amount of space prepare the City for the year 2050?
- **SPACE NEEDS ASSESSMENT STUDY REVIEW:**
 - ☐ Randall-Scott Architect
- **FUTURE AGENDA ITEMS:**

ADJOURN.

**PUBLIC SAFETY FACILITY BOND COMMITTEE MINUTES, KERRVILLE, TEXAS
NOVEMBER 15, 2021 4:00 PM**

On November 15, 2021 at 3:58 p.m., the Public Safety Facility Bond Committee meeting was called to order by Chair John Harrison at the Butt Holdsworth Memorial Library, 505 Water Street.

MEMBERS PRESENT:

John Harrison, Chair	Steve Lehmann, member
Glenn Andrew, member	Tony Lenard, member
Gary Cochrane, member	Justin MacDonald, member
Barbara Dewell, member	Jim Thomas, member
Layng Guerriero, member	Sandra Yarbrough, member

MEMBERS ABSENT: None

CITY EXECUTIVE STAFF:

E.A. Hoppe, City Manager	Ysenia Luna, Court Coordinator
Mike Hayes, City Attorney	Eric Maloney, Fire Chief
Shelley McElhannon, City Secretary	Chris McCall, Chief of Police
Julie Behrens, Chief Financial Officer	Kim Meisner, Exec Director General Ops

Members Glenn Andrew and Tony Lenard introduced themselves.

John Harrison discussed the November 8, 2021 minutes. Amendment to Section 3 "Givens" to strike consensus is agreeable. Gary Cochrane made a motion to approve the minutes with the amendment, seconded by Jim Thomas. The motion passed 10-0.

I. PROPOSED PROCESS AND SEQUENCE:

- 1) Is an upgraded/new building with more space for the Police Department needed?
Unanimous yes by members.
- 2) Is there a need to relocate the Fire Department Administrative offices?
Chief Maloney responded to questions. Unanimous yes by members.
- 3) Is an upgraded/new building needed for Municipal Court operations?
Unanimous yes by members.
- 4) Is there a need for an Emergency Management Operations Center?
E.A. Hoppe responded to questions. Unanimous yes by members.

II. BUILDING REPRESENTATIVES:

Building representatives were in attendance to provide information and respond to questions.

- 1) Fire Chief Eric Maloney
- 2) Police Chief Chris McCall
- 3) Municipal Court Coordinator Yesenia Luna

III. EVALUATE 2018 PUBLIC SAFETY FACILITY STUDY:

Discussion ensued between members and staff. E.A. Hoppe presented information, and E.A. Hoppe, Chief Maloney, and Chief McCall responded to questions.

Jim Thomas made a motion to develop the program on the 2050 plan, seconded by Justin MacDonald. The motion passed 10-0.

A centralized location is preferable for the Public Safety Facility.

IV. FUTURE AGENDA ITEMS:

- Future meeting date: Tuesday, November 30, 2021 at the BHML.
- Questions 5, 6, and 7 on 11/30/21 agenda.
- Randall-Scott Architects for update on Space Needs Assessment 11/30/21 agenda.
- Future meeting date: Monday, December 13, 2021 at the BHML.
- Future meeting date: Monday, January 03, 2021 at the BHML.

ADJOURN. The meeting adjourned at 4:57 p.m.

APPROVED:

ATTEST:

John Harrison, Chair

Shelley McElhannon, City Secretary

Subject: City of Kerrville - Message to bond committee

From: Kesha Franchina
Sent: Tuesday, November 16, 2021 10:14 AM
Subject: City of Kerrville - Message to bond committee

Good morning All,

I hope you are well! Please see the message below from our City Attorney, Mike Hayes. Thank you.

Warm regards,

Kesha Franchina
Deputy City Secretary | City of Kerrville
701 Main Street | Kerrville, Texas 78028 | 830.258.1118 |

"STEP Up to Make a Difference"



From: Mike Hayes
Sent: Tuesday, November 16, 2021 10:04 AM
Subject: message to bond committee

Please forward this message to the Bond Committee. Thank you. MCH

Bond Committee:

I apologize for not having my Council resolution with me yesterday afternoon, ready to address the question posed. The question pertained to the scope of your review and whether this scope included either locating and/or pricing the acquisition of property. I thought you would eventually swing back to me to answer and when you didn't, I didn't want to bog down your discussion. That said, here are my thoughts on this issue:

- The resolution and its words matter;
- The recitals, e.g., "Whereas", provide guidance as to Council's intent;
- However, the substantive provisions of the resolution are found below this, as part of the "be it resolved"; and specifically, under SECTION ONE and Council's charges to the Committee;
- And yes, as was mentioned, subsection E of this section is broad, giving the Committee the authority to make any *"other recommendations, as appropriate"*;
- In response as to whether you should tackle the issue of property acquisitions or pricing: 1) Council could have very well added these specifics as part of your charges; they didn't; and 2) pricing specific parcels of land will be difficult as to availability, lack of information from Council as to a specific location, etc.;

- In addition, and more importantly, should the Committee pinpoint land, this may also very well impact the sales price, should the owner/seller know the City has an interest;
- My recommendation is to do what the City Manager suggested – try to come up with a Committee recommendation as to the general location of a facility and the size of the land that is needed to accommodate said facility, *e.g.*, centrally located, located along an arterial roadway, located within “X” boundaries, etc; but making sure it’s more general than specific. Obviously, the location of property influences costs and ultimately must be accounted for in the Committee’s recommendation. I believe this was the intent of the Council’s direction, not specific real estate locations.
- In addition, I believe you’ll be receiving cost/square foot pricing information from the consultant as to construction costs. Certainly, you can weigh into this issue as well.
- Keep in mind that this issue, the pricing of specific parcels of land, was something that Council realized couldn’t be part of its discussion as to the amount of bonds. For starters, Council had not specified a location. And, even if they did, doing so again may impact the sales price. It’s also highly unlikely that a property owner/seller would enter into any type of Contract for Sale, which would be conditioned upon the issuance of bonds and the delay that results from this process, either direct issuance or subject to an election.

I hope this is helpful. Please let me know if any questions. Thank you.

Mike Hayes

Michael C. Hayes | City Attorney | City of Kerrville
City Hall | 701 Main St. | Kerrville, Texas 78028
T: 830.258.1115 direct | 830.257.8000

**CITY OF KERRVILLE, TEXAS
RESOLUTION NO. 48-2021**

**A RESOLUTION CREATING A PUBLIC SAFETY
FACILITY BOND COMMITTEE AND APPOINTING ITS
MEMBERS FOR THE PURPOSE OF ANALYZING THE
FEASIBILITY OF DEVELOPING A PUBLIC SAFETY
FACILITY AND FINANCING SUCH THROUGH THE
ISSUANCE OF GENERAL OBLIGATION BONDS**

WHEREAS, the City of Kerrville is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, City Council desires to establish and appoint a Public Safety Facility Bond Committee ("Bond Committee") to study facility and space needs of its Police and Fire Departments, including Emergency Management Operations, Emergency Medical Services ("EMS"), and the City's Municipal Court, and to consider the development and construction of a Public Safety Facility to accommodate all three services, make recommendations to City Council regarding such topics, and to evaluate whether to finance the same through the issuance of bonds approved at a future bond election; and

WHEREAS, it is the intent of City Council that the appointment of a Bond Committee will attain the goals referenced above and will provide the City Council with valuable citizen input related thereto;

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

SECTION ONE. The City Council hereby creates the Public Safety Facility Bond Committee as an ad hoc board of the City. Council charges the Bond Committee as follows:

- A.** The Bond Committee will work with City staff and consultants to study the development of a Public Safety Facility to accommodate and serve the City's Police and Fire Departments, Emergency Management Operations, EMS, and Municipal Court.
- B.** The Bond Committee has the authority to recommend to City Council an election regarding the issuance of bonds to meet the needs for such a Public Safety Facility.
- C.** The Bond Committee has the authority to recommend no bond election.
- D.** The Bond Committee has the authority to make recommendations as to which needs should be financed, thus determining the relative size of the bond issuance.

E. The Bond Committee has the authority to make other recommendations as appropriate to its purpose.

SECTION TWO. Each Councilmember may appoint two members to the Bond Committee for a total of 10 members. The Mayor shall appoint a chair from among the members. All members shall serve without compensation, must reside within the City limits, and each member serves at the pleasure of the Council and may be removed or replaced at the discretion of Council. The following individuals are appointed to serve as members of the Bond Committee:

Mayor:	Jim Thomas Tony Lenard
Councilmember, Place 1:	Steve Lehman Barbara Dewell
Councilmember, Place 2:	Gary Cochrane Justin MacDonald
Councilmember, Place 3:	John Harrison Sandra Yarbrough
Councilmember, Place 4:	T. Layng Guerriero Glenn Andrew
CHAIR:	John Harrison


SECTION THREE. The Bond Committee shall serve in an advisory capacity and report directly to City Council. Recommendations should reflect a City-wide, community perspective. The Bond Committee should discuss and evaluate the specific needs of the City's Police and Fire Departments, to include Emergency Management Operations and EMS, the City's Municipal Court, and current buildings housing each operation; however, City Council retains final authority for calling a bond election and making the final determination regarding the proposed development and the exact wording, timing, and scope of any recommendations that are presented to voters at an election.

SECTION FOUR. Should City Council call an election, all Bond Committee members are urged to develop and carry out an informational strategy for the successful passage of a bond election. In conformance with law, upon calling an election to consider the possible issuance of Bonds, no public funds may be utilized to promote the successful passage of the bond election. Should the Committee engage in the political process by collectively raising funds and participating in the election process, members shall comply with state law.


SECTION FIVE. The Bond Committee shall become operational immediately, with meetings to occur as frequently as the Committee decides. The Bond Committee shall issue its final report to City Council on or before January 15, 2022, or sooner as may be determined by City Council.

SECTION SIX. This Resolution shall take effect immediately.

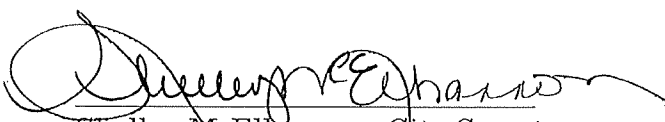
PASSED AND APPROVED ON this the 26 day of OCTOBER A.D.,
2021.


Bill Blackburn, Mayor

APPROVED AS TO FORM:


Michael C. Hayes, City Attorney

ATTEST:


Shelley McElhannon, City Secretary

City of Kerrville
2019 Public Safety Facility Space Needs Assessment Review
10 - 15 Year Horizon - Opportunities & Deficiencies Identified – November 2021

Opportunities for Collaboration/Shared Space

- Training Room/Emergency Operations Center
- Parking – Must have secured and unsecured parking.
- Security Systems
- Generator

Limited Opportunities for Collaboration/Shared Space

- Meeting space
- Lobby – Fire and Police only. Court should be separate (*CJIS).
- Court and Police/Fire must have separate entrances for security purposes.
- Breakroom– Fire and Police only. Court should be separate (*CJIS).

*Because of the CJIS compliance requirement, normal opportunities for collaboration/ may not be permitted.

The Criminal Justice Information Services (CJIS) is a division of the FBI that gives state, local and federal law enforcement and criminal justice agencies access to criminal justice information – for example fingerprint records and criminal histories. CJIS compliance is one of the most comprehensive and stringent cybersecurity standards. Failure to comply with it can result in denial of access to any FBI database or CJIS system, along with fines and even criminal charges.

10 – 15 Year Horizon - Deficiencies Identified

- **Fire Administration**
 - Additional **350 SF** is needed for office space for staff that was not included in the 2019 SPA.
- **Training/EOC**
 - Additional **528 SF** is needed (400 primary training area, 128 break out room).
 - A safe room is required now for First Responders. The International Code Council (ICC) 500 document standardizes and codified much of the design guidance provided in FEMA P-361. Must have its own IT closet, have separate ventilation, restrooms, breakroom, and an escape hatch. The safe room must be able to stand by itself if the building falls away.
- **Municipal Court**
 - 2019 Space Needs Assessment (SPA) is adequate to accommodate the addition of a prisoner holding cell and change a PO1 office to a SO1 shared office to add a Deputy City Marshal in the future.
 - File room with rolling file system.
 - Should be located on the first floor if a multi-story building (court room and offices should be together).

City of Kerrville

Public Safety Facility Space Needs Assessment Review

10 – 15 Year Horizon - Opportunities & Deficiencies Identified – November 2021

- **Police Department**

- Dispatch – Additional **672 SF** is needed.
 - 400 SF additional space to the primary dispatch floor
 - 64 SF for dispatch toilet
 - 208 SF for a multipurpose kitchen/break/meeting/locker area
- Evidence – Additional **470 SF** is needed.
 - 400 SF evidence storage
 - 70 SF attorney viewing
- Records Work Space – Additional **508 SF** is needed.
 - 120 SF Records Supervisor's Office
 - 180 SF Three Records Clerks @ 60 SF each
 - 128 SF copy/work/coffee space
 - 80 SF archive/records storage
- Lobby – Additional **120 SF** is needed.
 - 120 SF interview/report taking room
- **120 SF** Inventory Control Analyst
- **243 SF** for three interrogation rooms
- **209 SF** to add female locker-room

- **Asset Support Buildings**

- Physical Training Area – Additional **664 SF** is needed.
 - 300 SF defensive tactics mat room
 - 64 SF mat storage
 - 300 SF virtual training system room

With the recommended changes above, below is newly calculated square footage for the identified components of a new multi-department facility/campus.

Version A				
Department	Current (SF)	2019 SNA (SF)	Adjusted 2021 SNA (SF)	Delta (SF)
Police	18,600	27,564	29,906	2,342
Asset Support Bldgs	Included in PD	2,974	3,638	664
Fire	3,741	5,405	5,755	350
Training/EOC	Included in PD	3,404	3,932	528
Municipal Court	3,530	9,396	9,396	0
Total	25,871	48,743	52,627	3,884

City of Kerrville

Public Safety Facility Space Needs Assessment Review

10 – 15 Year Horizon - Opportunities & Deficiencies Identified – November 2021

Public Safety departments account for almost 75% of the Information Technology (IT) Department's workload. Being housed together would offer a quicker response time for issues. In addition, there would be cost savings on network services as the Police Department is the second largest leased fiber circuit for the City. It would also add physical security and controlled access for the City datacenter.

As such, since the 2019 SPA, staff has discussed the advantages of moving the IT Department, currently located at 219 Clay Street, to the new Public Safety Building. Below are the requirements:

- **IT (not included in 2019 SPA)**
 - Offices – Additional **594 SF** is needed.
 - 234 SF IT Director
 - 120 SF Systems Administrator 01
 - 120 SF Systems Administrator 02
 - 120 SF GIS Coordinator
 - Datacenter/Server – Additional **625 SF** is needed.
 - Primary Datacenter
 - **900 SF** Help Desk shared workspace
 - **120 SF** Conference Room
 - **108 SF** Copy/Break Room
 - **144 SF** Storage Room
 - **64 SF** Toilet

With the addition of the Information Technology Department to the Public Safety Facility, below is newly calculated square footage for all desired components of a new facility.

Version B				
Department	Current (SF)	2019 SNA (SF)	Adjusted 2021 SNA (SF)	Delta (SF)
Police	18,600	27,564	29,906	2,342
Asset Support Bldgs	Included in PD	2,974	3,638	664
Fire	3,741	5,405	5,755	350
Training/EOC	Included in PD	3,404	3,932	528
Municipal Court	3,530	9,396	9,396	0
IT	2,407	0	2,555	2,555
Total	28,485	48,743	55,182	6,439