

AGENDA FOR REGULAR MEETING

CITY OF KERRVILLE, TEXAS

ECONOMIC IMPROVEMENT CORPORATION

MONDAY, May 21, 2012, 4:00 P.M.

KERRVILLE CITY HALL COUNCIL CHAMBERS

800 JUNCTION HIGHWAY, KERRVILLE, TEXAS

AGENDA FOR MEETING OF THE
CITY OF KERRVILLE, TEXAS ECONOMIC IMPROVEMENT CORPORATION
REGULAR MEETING, MONDAY, MAY 21, 2012, 4:00 P.M.
KERRVILLE CITY HALL COUNCIL CHAMBERS
800 JUNCTION HIGHWAY, KERRVILLE, TEXAS

CALL TO ORDER

INVOCATION

1. VISITORS/CITIZENS FORUM:

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

2. APPROVAL OF THE MINUTES:

2A. Minutes of the regular meeting held April 16, 2012.

3. MONTHLY REPORTS:

3A. Monthly financials for April 2012.

3B. Capital project update.

4. INFORMATION AND DISCUSSION:

4A. Update regarding River Trail and Parks projects. (Rickert)

4B. Update on Kerrville Economic Development Corporation. (Appel)

4C. Update regarding "Go" Team activities. (Wendele)

5. CONSIDERATION AND POSSIBLE ACTION:

5A. Consideration of Lease with the USDA to graze cattle on the Kerrville Economic Improvement Corporation (EIC) owned property located 300 Peterson Farm Road.

5B. Joint meeting with the City Council on May 30, 2012.

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-258-1117 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the city of Kerrville, Texas, and said notice was posted on the following date and time: May 18, 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

6. EXECUTIVE SESSION:

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

7. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

8. ADJOURNMENT

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-258-1117 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the city of Kerrville, Texas, and said notice was posted on the following date and time: May 18, 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

Agenda Item:

2A. Approval of minutes of the regular meeting held April 16, 2012

CITY OF KERRVILLE, TEXAS ECONOMIC IMPROVEMENT CORPORATION
REGULAR MEETING

April 16, 2012

On Monday, April 16, 2012, the meeting of the directors of the City of Kerrville, Texas Economic Improvement Corporation, was called to order at 4:00 p.m. by Gregg Appel, President, in the City Hall Council Chambers, 800 Junction Highway, Kerrville, Texas.

Members Present:

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

Members Absent:

None

City Staff Present:

Mike Hayes, City Attorney
Cheryl Brown, Administrative Assistant to the City Secretary
Kristine Ondrias, Assistant City Manager
Mike Erwin, Director of Finance
Mindy Wendele, Director of Business Programs
Malcolm Matthews, Director of Parks and Recreation
Travis Cochrane, IT Director

Visitors Present: No visitors signed in.

INVOCATION: Given by President Gregg Appel.

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

2. **APPROVAL OF THE MINUTES:**

2A. Minutes of the regular meeting held March 24, 2012. Mr. Howard moved for approval of the minutes of March 24, 2012; Mr. Early seconded the motion and it passed 7-0.

3. **MONTHLY REPORTS:**

3A. Monthly financials for March 2012. Mr. Erwin reported:

-Sales tax received for February increased 17%, over last year, due to businesses generating more sales. Mr. Early moved to approve the monthly financials for March, 2012; Mr. Boyland seconded. The motion passed 7-0.

3B. Capital project update. Ms. Wendele reported:

Harper Highway Project Phase I: Will be closed in the April budget amendment.

Harper Highway Project Phase II: Construction to start in May.

Salvation Army Kroc Center: Project will be closed in the April budget amendment.

4. INFORMATION AND DISCUSSION:

4A. Update regarding River Trail and Parks projects (Rickert).

Mr. Matthews presented an update on the River Trail and Parks projects. He noted that bids will be opened on April 17, 2012. He also noted that the groundbreaking was planned for April 28, 2012, and that invitations would be mailed.

4B. Update from the Kerrville Economic Development Corporation (KEDC)

Mr. Appel noted that Ray Watson resigned, and two candidates have been interviewed, with another interview scheduled for later this week. Don Barnett, President of KEDC, has been acting in the capacity until a replacement has been hired. Mr. Appel also noted that Fox Tank was in production. The real estate documents have been completed, and closed, and the buildings have been delivered.

4C. Update regarding "Go" Team activities. (Wendele)

Ms. Wendele presented an update on the "Go" Team activities.

5. CONSIDERATION AND POSSIBLE ACTION:

5A. Planning for future Improvement Projects (Howard) Mr. Howard presented several possible future improvement projects: 1) golf course pavilions and updates. Fredericksburg's golf course was closed until October, and Kerrville's golf course had seen a dramatic increase in players. The parking lot at the golf course needed to be expanded and resurfaced; Ms. Ondrias stated the approximate cost of these improvements would be \$500,000; 2) The existing soccer fields needed to be updated, with possible expansion and re-topping of the parking lots at the fields. Ms. Ondrias stated the approximate cost of these improvements would be \$250,000; 3) The downtown area be made wireless accessible, staff estimated the cost at \$100,000. Mr. Early moved to set up a planning session with the Kerrville City Council within thirty (30) days to discuss the feasibility of these possible future projects. Mr. Howard seconded, and the motion was approved 7-0. Ms. Wendele stated she would contact the City Council with regard to a possible date for the planning session, and she will notify the Board of the dates available.

5B. Resolution No. 01-12 Authorizing the Submission of Documentation of Eminent Domain Authority in Texas to the Texas Comptroller; such documentation specifies the Economic Improvement Corporation's legal authority to exercise eminent domain and complies with Senate Bill 18 (Staff) Mr. Hayes presented the proposed Resolution to the Board. Mr. Boyland moved to approve Resolution No. 01-12. Mr. Howard seconded the motion, and it passed 7-0.

6. EXECUTIVE SESSION: None.

7. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION: None.

8. **ADJOURNMENT**

Mr. Boyland moved to adjourn, Mr. Howard seconded the motion, and it was approved 7-0; the meeting was adjourned at 5:00 PM.

APPROVED: _____, 2012

Greg Appel, President

ATTEST:

Cheryl Brown
Administrative Assistant to the City Secretary

Agenda Item:

3A. Monthly financials for April 2012.

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

SUBJECT: EIC Financials

FOR AGENDA OF: May 21, 2012 **DATE SUBMITTED:** May 16, 2012

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

EXHIBITS: Monthly Financials
AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OR FINANCE:

SUMMARY STATEMENT

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

RECOMMENDED ACTION

Recommend acceptance of the financials.

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Improvement Fund

Cash Balance as of April 1, 2012 **\$ 1,973,909**

Deposits:

Sales Tax	\$ 185,835
Interest Revenue	<u>\$ 1,194</u>
	\$ 187,029

Expenses:

Office Supplies	\$ -
Public Notice	\$ -
Administrative Service Fee	\$ 8,333
Special Services - Category 1	
Special Services - Category 2	
Transfer for Debt Service	\$ 42,083
Transfer to Project Fund	\$ 250,000
Fox Tank	<u>\$ 300,000</u>
Total Expenses	\$ 600,417

Revenues Over (Under) Expenditures \$ (413,386)

Ending Cash Balance as of April 30, 2012 **\$ 1,560,521**

Assigned Fund Balance - Park Improvements **\$ 125,000**

Ending Cash Balance Available as of April 30, 2012 **\$ 1,435,521**

City of Kerrville
Economic Improvement Corporation
Sales Tax Improvement Fund - Revenue and Expense Statement
For the month ending April 30, 2012

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 3,148,386	\$ 3,148,386	\$ 3,148,386		
REVENUE:					
Sales and Use Tax	\$ 2,433,897	\$ 185,835	\$ 1,472,982	60.52%	\$ 960,915
Interest	\$ 7,377	\$ 1,194	\$ 5,618	76.16%	\$ 1,759
Transfer In		\$ -	\$ -		
TOTAL REVENUE	\$ 2,441,274	\$ 187,029	\$ 1,478,601	60.57%	\$ 962,673
	Annual Budget	Current Period	Y-T-D Actual & Encumbrance	% of Budget	Budget Balance
EXPENDITURES:					
Administrative					
Advertising	\$ 100		\$ 112	-	\$ (12)
Transfer to Debt Service Fund	\$ 595,000	\$ 42,083	\$ 294,583	49.51%	\$ 300,417
Economic Development Governing Body	\$ 175,000	\$ -	\$ 175,000	100.00%	\$ -
Annual Disclosure Fee	\$ 3,400		\$ -		\$ 3,400
Administrative Services Fee	\$ 100,000	\$ 8,333	\$ 58,333	58.33%	\$ 41,667
Total Administrative	\$ 873,500	\$ 50,416	\$ 528,029	60.45%	\$ 345,471
Category I - Business Development					
Hill Country Shooting Center			\$ -	100.00%	\$ -
Commercial Improve Pilot Program	\$ 50,000		\$ -	100.00%	\$ 50,000
Fox Tank	\$ 600,000	\$ 300,000	\$ 300,000		
Downtown Underground Utilities	\$ 300,000				
USDA			\$ 1,138,436		
Unspecified	\$ 777,725			0.00%	\$ 777,725
Total Category I	\$ 1,727,725	\$ 300,000	\$ 1,438,436	100.00%	\$ 827,725
Category II - Quality of Life					
Schreiner University Project	\$ -	\$ -			\$ -
Hill Country Home Opportunity Program	\$ -		\$ 100,000	100.00%	\$ -
River Trail	\$ 250,000	\$ 25,000	\$ 125,000		
Category II Unspecified	\$ -			0.00%	\$ -
Total Category II	\$ 250,000	\$ 25,000	\$ 225,000	90.00%	\$ 25,000
Category III - Public Infrastructure					
Harper Hwy Extension	\$ 1,000,000	\$ 250,000	\$ 1,000,000	100.00%	\$ -
Total Category III	\$ 1,000,000	\$ 250,000	\$ 1,000,000	100.00%	\$ -
Contingency	\$ -			#DIV/o!	\$ -
TOTAL EXPENDITURES	\$ 3,851,225	\$ 625,416	\$ 3,191,465	82.87%	\$ 1,198,196
NET REVENUES TO EXPENDITURES	\$ (1,409,950)	\$ (438,386)	\$ (1,712,864)		
ENDING CASH BALANCE: April 30, 2012	Budget \$ 1,738,435		Actual \$ 1,435,521		

Pro Forma					
	2012	2013	2014	2015	2016
Beginning Cash Balance	\$ 1,909,950	\$ 500,000	\$ 2,188,596	\$ 4,031,046	\$ 5,935,496
Revenue					
Sales Tax	\$ 2,433,897	\$ 2,458,236	\$ 2,482,818	\$ 2,507,647	\$ 2,532,723
Interest	\$ 7,377	\$ 7,746	\$ 8,133	\$ 8,540	\$ 8,967
Total Revenue	\$ 2,441,275	\$ 2,465,982	\$ 2,490,951	\$ 2,516,186	\$ 2,541,690
Expense					
Special Services	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Promo (ED Gov)	\$ 175,000	\$ -		\$ -	\$ 175,000
Administrative Services-City	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Commercial Improvement Program	\$ -				
Other/Unspecified	\$ 2,977,725	\$ -	\$ -	\$ -	\$ -
Debt Service Transfer	\$ 595,000	\$ 673,886	\$ 545,001	\$ 508,236	\$ 511,386
Total Expenditure	\$ 3,851,225	\$ 777,386	\$ 648,501	\$ 611,736	\$ 789,886
Revenue over Expense	\$ (1,409,950)	\$ 1,688,596	\$ 1,842,450	\$ 1,904,450	\$ 1,751,804
	\$ -				
Ending Cash Balance	\$ 500,000	\$ 2,188,596	\$ 4,031,046	\$ 5,935,496	\$ 7,687,300

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Debt Service Fund

Cash Balance as of April 1, 2012 **\$ 191,143**

Revenues:

Transfer from Sales Tax Improvements Fund	\$ 42,083
Total Deposits	<u>\$ 42,083</u>

Expenses:

Paying Agent Fee	
Bond Principal	
Bond Interest	
Total Expenses	<u>\$ -</u>

Revenues Over (Under) Expenditures:	<u>\$ 42,083</u>
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Ending Cash Balance as of April 30, 2012	<u><u>\$ 233,226</u></u>
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CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Debt Service Fund
Revenue and Expense Statement
For the month ending April 30, 2012

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 416,738		\$ 416,738		
REVENUE:					
Transfer from Sales Tax Improvement Fund	\$ 505,000	\$ 42,083	\$ 294,583	58.33%	\$ 210,417
Return of Equity - Park Lane Extension	\$ -			100.00%	\$ -
TOTAL REVENUE	\$ 505,000	\$ 42,083	\$ 294,583	58.33%	\$ 210,417
	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
EXPENDITURES:					
Series 1999 Sales Tax Bond Debt Service	\$ 445,000	\$ 445,000	\$ 445,000	100%	\$ -
Series 1999 Sales Tax Bond Interest Expense	\$ 54,066	\$ 32,095	\$ 32,095	59%	\$ 21,971
Paying Agent Fees	\$ 1,000	\$ 1,000	\$ 1,000	100%	\$ -
First Southwest Continuing Disclosure Fee	\$ -	\$ -		-	\$ -
TOTAL EXPENDITURES	\$ 500,066	\$ 478,095	\$ 478,095	95.61%	\$ 21,971
ENDING CASH BALANCE: April 30, 2012	Budget \$ 421,672		Actual \$ 233,226		

Pro Forma					
	2012	2013	2014	2015	2016
Beginning Cash Balance	\$ 416,738	\$ 455,949	\$ 541,431	\$ 500,000	\$ 500,000
Revenue					
Transfer from Sales Tax Improvement Fund	\$ 595,000	\$ 673,886	\$ 545,001	\$ 508,236	\$ 511,386
Total Revenue	\$ 595,000	\$ 673,886	\$ 545,001	\$ 508,236	\$ 511,386
Expenditures:					
Series 1999 Sales Tax Bond Debt Principal	\$ 445,000	\$ 465,000	\$ 485,000	\$ -	\$ -
Series 1999 Sales Tax Bond Debt Interest	\$ 54,066	\$ 33,248	\$ 11,276	\$ -	\$ -
Paying Agent Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Series 2011 Sales Tax Bond Debt Principal	\$ -	\$ -	\$ -	\$ 165,000	\$ 170,000
Series 2011 Sales Tax Bond Debt Interest	\$ 55,723	\$ 89,156	\$ 89,156	\$ 87,506	\$ 84,156
Series 2012 Sales Tax Bond Debt Principal	\$ -	\$ -	\$ -	\$ 175,000	\$ 180,000
Series 2012 Sales Tax Bond Debt Interest	\$ 33,442	\$ 79,730	\$ 79,730	\$ 79,730	\$ 76,230
Total Expenditure	\$ 555,789	\$ 588,404	\$ 586,432	\$ 508,236	\$ 511,386
Revenue over expenditures	\$ 39,211	\$ 85,482	\$ (41,431)	\$ (o)	\$ (o)
Ending Cash Balance	\$ 455,949	\$ 541,431	\$ 500,000	\$ 500,000	\$ 500,000

CITY OF KERRVILLE
Economic Improvement Corporation
SALES TAX REVENUE ANALYSIS

	Actual FY 2009	Actual FY 2010	Actual FY 2011	Approved FY 2012	Actual FY 2012	Difference Projected vs Actual	% of Projected Variance
October	\$ 195,050	\$ 179,735	\$ 184,602	\$ 173,576	\$ 219,934	\$ 46,358	26.71%
November	\$ 218,565	\$ 188,879	\$ 207,677	\$ 196,570	\$ 203,379	\$ 6,809	3.46%
December	\$ 202,043	\$ 170,981	\$ 169,550	\$ 174,136	\$ 208,227	\$ 34,091	19.58%
January	\$ 190,881	\$ 170,645	\$ 195,030	\$ 173,606	\$ 204,051	\$ 30,445	17.54%
February	\$ 239,208	\$ 236,837	\$ 241,320	\$ 236,995	\$ 264,744	\$ 27,749	11.71%
March	\$ 200,569	\$ 163,136	\$ 169,754	\$ 168,664	\$ 186,812	\$ 18,149	10.76%
April	\$ 259,861	\$ 160,461	\$ 157,729	\$ 167,740	\$ 185,835	\$ 18,096	10.79%
May	\$ 228,262	\$ 203,235	\$ 234,742	\$ 217,142			
June	\$ 181,835	\$ 182,429	\$ 186,441	\$ 177,831			
July	\$ 183,253	\$ 179,622	\$ 190,696	\$ 178,749			
August	\$ 219,318	\$ 221,711	\$ 238,491	\$ 218,448			
September	\$ 189,718	\$ 186,321	\$ 179,133	\$ 191,546			
Total	\$ 2,508,562	\$ 2,243,991	\$ 2,355,166	\$ 2,275,000	\$ 1,472,982	\$ 181,697	14.07%

CITY OF KERRVILLE
Economic Improvement Corporation
EIC Capital Projects Fund

Cash Balance as of March 1, 2012		\$ 1,367,358
Revenues:		
Transfer In	<u>\$ 250,000</u>	
Total Revenues/Transfer In	<u>\$ 250,000</u>	
Expenses:		
Services		
Special Services		
Harper Hwy Utility Extension	117,427	
Hill Country Shooting Center	<u>\$ 30,000</u>	
Harper Hwy Utility Extension Phase 2	<u>\$ 462</u>	
	<u>\$ 147,889</u>	
Capital Outlay		
Capital Outlay Total	-	
Total Expenses	<u>\$ 147,889</u>	
Revenue Over (Under) Expenditures		<u>\$ 102,111</u>
Ending Cash Balance as of April 30, 2012		<u><u>\$ 1,469,470</u></u>

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Improvement Capital Projects Fund

Project Status Summary
For the month ending April 30, 2012

YEAR(S) FUNDED	PROJECTS	Funding Agreement	Agreement Commitment	EIC Funded To Date	Non-EIC Funding	Total Funded	Project Expenses to Date	Project Balance	EIC Future Allocation Balance
2006/07	Harper Highway Utility Extension	FA 2008-013	\$ 2,850,000	\$ 2,850,000	\$ 302,396	\$ 3,152,396	\$ 2,844,149	\$ 308,247	-
2007/08	Salvation Army Kroc Center	FA 2008-011	\$ 500,000	\$ 500,000		\$ 500,000	\$ 490,527	\$ 9,473	-
2008/09	Alamo Workforce	FA 2009-03	\$ 109,887	\$ 109,887		\$ 109,887	\$ 108,394	\$ 1,493	0
2009/10	Hill Country Home Opportunity	FA 2010-02	\$ 250,000	\$ 250,000		\$ 250,000	\$ 236,535	\$ 13,465	-
2009/10	Commercial Improvement Program		\$ 100,000	\$ 100,000		\$ 100,000	\$ 20,000	\$ 80,000	-
2010/11	Commercial Improvement Program		\$ 50,000	\$ 50,000		\$ 50,000	-	\$ 50,000	-
2010/11	Hill Country Shooting Center	FA 2010-03	\$ 494,838	\$ 494,838		\$ 494,838	\$ 468,989	\$ 25,849	-
	Harper Hwy Utility Ext Phase 2		\$ 1,000,000	\$ 1,000,000		\$ 1,000,000	\$ 19,058	\$ 980,942	-
TOTALS			\$ 5,354,725	\$ 5,354,725	\$ 302,396	\$ 5,657,121	\$ 4,187,651	\$ 1,469,470	0

Cash Balance on 4/30/2012 \$ 1,469,470

Fund 70 - General Capital Improvement Projects - supported by EIC

PROJECTS		Funding Agreement	Agreement Commitment	Total Funded
2011-12	River Trail	C2011-76	\$ 6,000,000	\$ 6,000,000
2011-12	Louise Hays Park Improvements	C2011-76	\$ 2,000,000	\$ 1,074,745
TOTALS			\$ 8,000,000	\$ 7,074,745

Agenda Item:

3B. Report on Capital Project Update (Wendele)

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

SUBJECT: Capitol Project Update

FOR AGENDA OF: May 21, 2012

DATE SUBMITTED: May 16, 2012

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

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

Attached is the May capital projects update.

RECOMMENDED ACTION

EIC Status Report Harper Highway Utility Extension Phase One

SCOPE						
Phase One The project consists of construction of approximately 12,495 linear feet of 12-inch water mains and 10,830 linear feet of 12-inch and 8-inch diameter wastewater main, including services, manholes, fire hydrants and fittings to serve the James Avery campus and residents along the City's ETJ.						
Status						
Construction has been completed and final walk through punch list items have been addressed as necessary for Final Acceptance. Final Acceptance was issued to the contractor April 3, 2012 and retainage payment released.						
PHASING						
Easement Acquisition or Property Agreements	Action Item	Schedule (Status)	Task/Issues	Comments/Risks		
		Acquisition completed as necessary prior to beginning of construction				
Design						
	Completed – HDR/Claunch and Miller, Inc.					
Construction Drawings	final plans/specs/costs/documents	Approved 4/01/10				
Bidding/Contracts	secure contractor	Awarded to Nelson Lewis, Inc. June 2010	bid process, contract prep	project delay, bid cost, permit approvals, etc.		
Construction	build project	Start August 2010;	sequencing of work	typical delays/field alterations		
FUNDING - BUDGET						
	Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package	
	\$2,850,000 <u>302,396</u> \$3,152,396	\$2,844,089 [includes acquisition, construction, engineering design, and testing]	\$308,307			

EIC Status Report Harper Highway Utility Extension Phase Two

SCOPE	Phase Two Projects consists of the construction of approximately 4,600 linear feet of 12" water main & appurtenances from the North end of Old Harper Road; thence west along the south line of Interstate I-10 R.O.W. to Harper Road (RM 783); thence south along both the east & west side of RM 783 to its intersection with Old Harper Road; thence, east along Old Harper Road to its intersection with Town Creek Road; installation of 12" wastewater main from the North end of Old Harper Road; thence west along the south line of Interstate I-10 R.O.W. to the West side of Harper Road (RM 783); thence south along the west line of RM 783 to a property owned by the Kerrville Bible Church; and installation of 12" wastewater main from the intersection of Old Harper Road and Town Creek Road; thence Southwest along Old Harper Road to the west side of Harper Road (RM 783); thence North along the west line of RM 783 to the property North of the Northpoint Investors, LTD. property. In all, the sanitary sewer for this Phase 2 project includes approximately 3,000 linear feet of wastewater main & appurtenances.
Status	Bids for construction were received May 15, 2012. The apparent low bidder was Qromex Construction. Construction contract award is scheduled for regular City Council meeting May 22, 2012 with construction to begin early June 2012.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Easement Acquisition or Property Agreements	6 easements to CoK completed through Legal and ready for execution by property owner	complete by 3/31/12		
	1 easement (Howard) in negotiation	complete by 3/31/12		
	Approval from TxDOT for construction approval within Control of Access area in TxDOT right of way received.	Approved in concept 2/2012	TxDOT final approval of permits	
Misc. Reports/Permits	TxDOT Permits	Pending	General construction permits for construction within TxDOT right of way	
Design	under contract – HDR Engineering	End of February 2012		
Construction Drawings Bidding/Contracts	final plans/specs/costs/ documents	completed 4/2012	all project elements	
	Bids received 5/15/12. Apparent low bidder Qromex Construction		contract prep	
Construction	build project	start June 2012; complete Nov. 2012		

FUNDING - BUDGET	Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
EIC funding (FA2008-013)	\$1,000,000	\$19,627.60	\$980,372.40	Construction \$580,000 Materials Testing \$38,000	

EIC Status Report Salvation Army Kroc Center Site Work and Drainage Improvements

SCOPE	Project consists of constructing retaining walls, sidewalks, walking trails, fencing, replacement of sanitary sewer and other associated improvements related to the Salvation Army Kroc Center including site preparation, grading and drainage. The construction contract was awarded to Yantis Company (Contractor) during the May 12, 2009 City Council meeting in the amount of \$1,119,735.75. On June 8, 2010, Council authorized the increase of the Yantis Contract to the amount of \$1,173,959.55 and authorized the release of the remainder funds in the amount of \$44,317.46 to cover change orders. Final acceptance has been issued to the Contractor and the project is scheduled to be closed as part of the regular City Council meeting agenda May 22, 2012

FUNDING - BUDGET		Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
EIC funding (FA2008-011) Non-EIC Funds		\$500,000	\$490,527.20	\$9,472.80		
		<u>\$,902,000</u>	<u>\$720,547.99</u>	<u>\$29,692.01</u>		
		\$1,402,000	\$1,211,075.19			

SCOPE	
Hill Country Shooting Center project to complete the Air Hail Shooting Building.	
Amenities	
Building finishes equipment including the HVAC and water/waste water.	

PHASING		Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Building finish out			To be completed summer 2012		
					Paving complete
					Well completed
FUNDING - BUDGET		Allocation	Expended - Encumbered	Project Balance	
FA 2010-03		\$494,838.00	\$367,422.00	\$90,154.00	Briefing by executive director Close out anticipated early Summer

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

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Project	Preliminary Plat	Completed		
	Waivers/Variations	Completed		
	Engineering/Design	Completed		
	Infrastructure Improvements	In process	Final acceptance pending	Water, Wastewater, Private Streets
	Final Plat	To be completed after Infrastructure Improvements	Administrative approval	
FUNDING - BUDGET	Allocation	Expended - Encumbered	Project Balance	
FA – 2010-02	\$250,000.00	\$236,535.00	\$13,465.00	Ready for close out
				Briefing by Board President

SCOPE	
Project to fund the Alamo Workforce training equipment.	
Amenities	

PHASING		Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Training equipment purchase			Completed 12/2009	Close project in EIC budget amendment	Amendment scheduled for completion May 22, 2012
FUNDING - BUDGET	Allocation		Expended - Encumbered	Project Balance	
FA - 2009-03	\$109,887.00		\$108,394.00	\$1,493.00	Ready to close out

SCOPE	Project to fund the improvements to buildings in the commercial corridors in a maximum grant amount of \$10,000. Project guidelines attached.		
Amenities			

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
No projects applications				
FUNDING - BUDGET	Allocation	Expended - Encumbered	Project Balance	
	\$50,000.00	\$0	\$50,000.00	

SCOPE	
Project to fund the improvements to buildings in the commercial corridors in a maximum grant amount of 10k. Project guidelines attached.	
Amenities	

PHASING						
	Action Item	Schedule (Status)	Task/Issues	Comments/Risks		
Projects	Hewitt Engineering	Completed				
	San Saba Cap Company	Completed				
No applications this month						
FUNDING - BUDGET	Allocation	Expended - Encumbered	Project Balance			
	\$100,000.00	\$20,000.00	\$80,000.00			

Agenda Item:

4A. EIC Monthly Report of the River Trail and Louise Hays and Lehmann and Monroe projects.

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

SUBJECT: EIC Monthly Report

FOR AGENDA OF: May 21, 2012 **DATE SUBMITTED:** May 16, 2012

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

EXHIBITS: Monthly Report

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

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

RECOMMENDED ACTION

No action required.

EIC 4B Projects Status Report

River Trail and Parks Projects

May 21, 2012

4B Funds

\$6,000,000 (River Trail)

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

EIC Status Report Kerrville River Trail

Package A

SCOPE

Package A extends from a new trailhead at the Riverside Nature Center parking lot, along the west property line of the RNC, down to the river's edge, under the Lemos St. Bridge, construction of a trail bridge across the river, through Tranquility Island, to the west end of the parking area in Louise Hays Park. The 10' wide trail will be constructed of concrete, except for the segment that runs along the RNC western property line. *Total trail length: 0.6 miles*

Amenities

Trailheads with lighting, observation areas, seating areas, trail bridge, drainage, and signage. [Note: additional amenities, such as trail entries, kiosks, and interpretive signage, will be added with future packages, once designed with future packages.]

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from RNC	complete by 5/21/12	RNC to provide easement to City	requires RNC approval
	lease renewal to RNC of CoK property	complete by 5/31/12	City to provide lease to RNC	requires City Council approval
	approval from TxDOT and GLO for use of state property	complete by 5/21/12	TxDOT approval of plans and Const./Maint. Agreement	will require SA office approval; include in MMA
	construction easements, if needed	NA	NA	NA
Property Survey	M&B and Topo surveys	11/31/11 (complete)	identify property boundary and grades	
Misc. Reports/Permits	LOMR	submit 7/31/12	flood level impact, if any	submittal to FEMA
	TPWD (land & water permit)	(complete)	coffer dam - bridge construction review	review by TPWD
	USACE	(complete)	Determine any jurisdictional waters of the US; response expected 3/23/12	could require USACE individual permit
Design	under contract – Hewitt Engineering			
Routing	location of trail	12/31/11 (complete)	define gradients and layout (complete)	
Preliminary Design	schematic plans with amenities; prelim. costs	50% review – 12/2/11 (complete)	all project elements	
		75% review – 1/13/12 (complete)	all project elements	
		90% review – 2/20/12 (complete)	all project elements	
Construction Drawings	final plans/specs/costs/ documents	(complete)	all project elements	
Bidding/Contracts	secure contractor	Bid March 2012; award May 2012	bid process, contract prep	project delay, bid cost, permit approvals, etc.
Construction	build project	start May 2012; complete Sept. 2012	sequencing of work	typical delays/field alterations

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

EIC Status Report Kerrville River Trail

Package B, Package C, and Parks Project

SCOPE

Package B, Package C, and Parks Project extends the trail from Guadalupe Park, connects to Package A at the RNC and picks up at the west end of the Louise Hays Park parking lot, through Louise Hays Park and Lehmann & Monroe Park, to G St. r.o.w. The 10' wide trail will be constructed of concrete. This Package will be coordinated with the Jefferson Wastewater Project and Water Transmission Line Project, both slated for completion in the first half of 2013. This Package will include the entire scope of work for the Louise Hays Park/Lehmann & Monroe Park Project, as funded by 4B. Total trail length: 2.5 miles

Amenities

Trail - trailheads with lighting, observation areas, seating areas, bridging, drainage, signage, trail entries, kiosks, and interpretive signage.

Parks - park amenities, amphitheater/stage, playground/sprayground, picnic areas, group pavilion upgrades, river access, restrooms, parking, lighting, utilities, landscaping, and signage.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easements to CoK from property owners	complete by 1/31/13	CoK to secure easements from property owners; title work and surveys	requires property owner approval, purchase, or other; coord. possible use of KSH property.
	construction easements, if needed	complete by 1/31/13	determine need by 11/30/12	requires property owner approval
Property Survey	M&B and Topo surveys	(partially complete)	identify property boundary and grades	
	LOMR		flood impact, if any	may require submittal to FEMA
Misc. Reports/Permits	TPWD (land & water permit)		if needed	review by TPWD
	GLO (state property use)	6/1/12	routing preference	approval by State, if needed
Design	-Trail Confirmation/Cost agreement - Half team	approval 3/19/12	define route options w/ costs	complete March 20; prior to final design contract
	-Final Design Contract - Half Team	negotiate by 4/14/12	all remaining design phases	requires Council approval (May)
Preliminary Design	schematic plan with amenities; prelim. costs	50% review - (partially complete) 75% review - 90% review -	all project elements all project elements all project elements	coord. with utilities projects
	final plans/specs/costs/ documents	complete by	all project elements	
Construction Drawings	secure contractor	late 2013	bid process, contract prep	project delay assoc. with approvals
Bidding/Contracts	build project	early 2014	sequencing of work	project delay, bid cost, etc.
Construction				typical delays/field alterations

FUNDING - BUDGET	Allocation	Expended - Encumbered	Balance	Cost Est. for Package	Needed to Complete Package
COs (4B) [will include LHP/LMP Renovation Project 4B funding]					

EIC Status Report Kerrville River Trail

Package D

SCOPE

Package D extends from a new trailhead at the Knapp Crossing Boat Ramp parking lot, runs adjacent to the river, ties into the Guadalupe St. r.o.w. (Package C). The 10' wide trail will be constructed of concrete. *TBD - this package's design/construction expected to be integrated with private sector improvements. Total trail length: 0.2 miles*

Amenities

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

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from property owners	complete by 1/31/13	CoK to secure easements from property owners	requires property owner approval, purchase, or other
	construction easements, if needed	complete by 1/31/13	determine need by 11/30/12	requires property owner approval
Property Survey	M&B and Topo surveys	(partially complete)	identify property boundary and grades	
Misc. Reports/Permits	LOMR		flood impact, if any	may require submittal to FEMA
	TPWD (land & water permit)		if needed	review by TPWD
Design	TBD	(partially complete)		
Routing	location of trail	(partially complete)	define gradients and layout	
Preliminary Design	schematic plan with amenities; prelim. costs	50% review – 75% review – 90% review –	all project elements all project elements all project elements	
	final plans/specs/costs/ documents	complete by	all project elements	project delay assoc. with approvals
Construction Drawings	secure contractor	late 2013	bid process, contract prep	project delay, bid cost, etc.
Bidding/Contracts	build project	early 2013	sequencing of work	typical delays/field alterations
Construction				

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

EIC Status Report Kerrville River Trail Package E

SCOPE
Package E extends from near the Spur 98 bridge on Junction Hwy along the river's edge, connect to a new trailhead at the Cypress Boat Ramp parking lot, to the trailhead at the Knapp Crossing trailhead. The 10' wide trail will be constructed of concrete. Total trail length: up to 1 mile
Amenities
Trailheads with lighting, observation areas, seating areas, trail bridge, drainage, signage, trail entries, kiosks, and interpretive signage.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from property owners	complete by 1/31/13	CoK to secure easements from property owners	requires property owner approval, purchase, or other
	construction easements, if needed	complete by 1/31/13	determine need by 11/30/12	requires property owner approval
	M&B and Topo surveys	(partially complete)	identify property boundary and grades	
Misc. Reports/Permits	LOMR		flood impact, if any	may require submittal to FEMA
	TPWD (land & water permit)		if needed	review by TPWD
Design	-Trail Confirmation/Cost agreement - Halff team	approval 3/19/12	define route options w/ costs	complete March 20; prior to final design contract
	-Final Design Contract – Halff Team	negotiate by 4/14/12	all remaining design phases	requires Council approval (May)
Preliminary Design	schematic plan with amenities; prelim. costs	50% review – (partially complete) 75% review – 90% review –	all project elements all project elements all project elements	coord. with utilities projects
	final plans/specs/costs/ documents	complete by late 2013	all project elements	project delay assoc. with approvals
Construction Drawings	secure contractor	late 2013	bid process, contract prep	project delay, bid cost, etc.
Bidding/Contracts	build project	early 2014	sequencing of work	typical delays/field alterations
Construction				

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

EIC Status Report Kerrville River Trail

Package F

SCOPE
Package E extends from G St. (Package B) along the river to Kerrville Schreiner Park. The 10' wide trail will be constructed of concrete. Consultant team scope will include design criteria used throughout the River Trail Project. <i>Total trail length: 1.9 miles</i>
Amenities
Trailheads with lighting, observation areas, seating areas, trail bridge, drainage, signage, trail entries, kiosks, and interpretive signage.

PHASING	Action Item	Schedule (Status)	Task/Issues	Comments/Risks
Recreation easements or Property Agreements	easement to CoK from property owners	complete by 1/31/13	CoK to secure easements from property owners	requires property owner approval, purchase, or other
	construction easements, if needed	complete by 1/31/13	determine need by 11/30/12	requires property owner approval
Property Survey	M&B and Topo surveys	partially complete	identify property boundary and grades	coord. w/ utilities projects
Misc. Reports/Permits	LOMR		flood impact, if any	may require submittal to FEMA
	TPWD (land & water permit)		If needed	
Design	-Trail Confirmation/Cost agreement - Terra Design Group (TDG) team	approval 3/19/12	define route options w/ costs	complete March 20; prior to final design contract
	-Final Design Contract - TDG Team	negotiate by 4/14/12	all remaining design phases	requires Council approval (May)
Preliminary Design	schematic plans with amenities; prelim. costs	50% review - 75% review - 90% review -	all project elements all project elements all project elements	coord. with utilities projects
Construction Drawings	final plans/specs/costs/ documents	complete by	all project elements	project delay assoc. with approvals
Bidding/Contracts	secure contractor	early 2013	bid process, contract prep	project delay, bid cost, etc.
Construction	build project	mid 2013	sequencing of work	typical delays/field alterations

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

Other Services to be Evaluated

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

1. Floodplain/Floodway Impact, Hydraulic Analysis, Section 404 – Clean Water Act submittals (Corps of Engineers), and Flood Insurance Rate Map/ Letter of Map Revision preparation and submittal (CoK, FEMA) may be best completed by one firm in order to comprehensively address the issues and data collection/reporting. This could avoid multiple submittals (costs) and reduce mistakes and need for resubmittals. We will make a determination on this approach in the near future.
2. Archeological and Environmental Surveys and Section 404 review will need to be completed in areas where sensitive site conditions are probable. We anticipate now extreme findings in the initial surveys/reports; however, if further study is required by state or federal agencies, those services will require amendments to the consultant contracts.
3. TDLR permitting for ADA compliance, CoK building permits, Texas Historical Commission plan review, any other city or state agency submittals, will best be submitted by each of the design teams at the time of plan completion. This keeps regulation compliance with the design teams.

Agenda Item:

4C. Update regarding "Go" Team activities (Wendele)

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

SUBJECT: 'Go' Team Update – May 2012

FOR AGENDA OF: May 21, 2012

DATE SUBMITTED: May 16, 2012

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

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

'Go' Team members met once this month to review one application. The applicant was informed of needed items to complete the application. We anticipate a revised and complete packet soon.

RECOMMENDED ACTION

For discussion.

Agenda Item:

5A. Consideration of Lease with the USDA to graze cattle on the Kerrville Economic Improvement Corporation (EIC) owned property located at 300 Peterson Farm Road. (staff)

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

SUBJECT: Consideration of Lease with the USDA to graze cattle on the Kerrville Economic Improvement Corporation (EIC) owned property located 300 Peterson Farm Road.

FOR AGENDA OF: May 21, 2012

DATE SUBMITTED: May 16, 2012

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

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

During the March 19, 2012 EIC meeting staff was directed to draft an agreement between the EIC and USDA for concerning grazing rights on the 86 acres located on Peterson Farm Road. An agreement was drafted and reviewed by USDA officials followed by a series of questions concerning the agreement. Staff is in the process of addressing those questions and finalizing the agreement.

RECOMMENDED ACTION

Update and discussion.

Agenda Item:

5B. Discussion concerning the joint meeting of City Council and the Economic Improvement Corporation. (staff)

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

SUBJECT: Discussion concerning the joint meeting of City Council and the Economic Improvement Corporation

FOR AGENDA OF: May 21, 2012 **DATE SUBMITTED:** May 16, 2012

SUBMITTED BY: Mindy N. Wendele **CLEARANCES:**

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER:

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE FINANCE DIRECTOR:

SUMMARY STATEMENT

During the April 16, 2012 EIC meeting staff was directed to schedule a joint meeting with the City Council. The following topics were listed as discussion items:

- Pavilion at the Golf Course
- Golf course parking improvements
- Soccer field(s) improvements
- Downtown Wi-Fi

Additional items added later were:

- Investment in making Kerrville safer and more friendly to bicyclists and pedestrians
- Utility infrastructure for Potential new company (KEDC prospect)
- Baseball/Softball Sports Complex
- Airport Commerce Park/Vacant Industrial site inventory within City of Kerrville
- Downtown Boardwalk Project

At the May 8, 2012 city council meeting staff was directed to schedule the joint meeting for May 30, 2012 at 9:00 a.m. The following item was added:

- Incentive package for hotel/conference center

RECOMMENDED ACTION

For discussion and confirmation a meeting date