



Date: May 20, 2019

To: Mayor and City Council

From: Kent Myers, City Manager *KM*

Subject: City Council Retreat-May 24

The next City Council Retreat is scheduled for Friday, May 24th at 8:30 a.m. in the Cardinal Room at Lady Bird Johnson Golf Course. Breakfast will be served starting at 8:00 a.m. We hope to complete the discussion by about noon. If we have not completed the discussion on all agenda items, we can continue the discussion past noon if the Council so desires.

I have attached the agenda and additional information related to the several of the agenda items. The agenda includes the estimated time frame for the discussion on each item. However, this time frame is subject to change based upon how the discussion proceeds.

We are looking forward to this opportunity to discuss important issues that the City is currently facing in an informal, open and relaxed manner. We hope to get City Council input and general direction on these issues. No final actions or decisions are included on the agenda. As in the past, following the meeting we will prepare and distribute a listing of future actions that will be taken in response to the Council's discussion.

Sports Park-Next Steps

The first item on the agenda is to discuss the next steps that the Council wants to take on the sports facility improvements. With the recent failure to get voter approval for the bonds to finance the Sports Park, there is still a continued need that exists for additional sports fields. This need particularly impacts the youth of our community. This item is included on the Retreat agenda so the Council can discuss how to address this need.

Attached to the agenda is a listing of a variety of different ideas that have been expressed by Council members, City staff, sports association members and local citizens since the election. The Council may want to start with a discussion on these different ideas and any additional ideas

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that you want to include for consideration. Also attached is a specific proposal from the Soccer Association on how they would like to proceed with the development of soccer fields.

City Council Rules of Procedure

Following each City election, the Council discusses the Rules of Procedure to determine whether there are any changes that you would like to make to these Rules. The current Rules of Procedure are attached for your review prior to the meeting. During your review, please note items that you would like to consider updating, adding or deleting. This includes any changes that you would like to make to the City Council agendas and procedures for public comments.

Update on Affordable Housing

The need for affordable housing continues to be one of the major challenges that many communities, including the City of Fredericksburg, are facing. This agenda item will focus on what we have accomplished during the past year to address this issue and what additional steps we need to take to create more affordable housing.

One of the areas of affordable housing that continues to be a priority is multi-family rental housing. During the last year, additional multi-family units have been constructed and several of the older apartment complexes have been upgraded. Attached is the inventory report on multi-family housing that Tim Lehmberg has recently updated. It should be noted that most of the multi-family complexes are close to full occupancy including the Rolling Hills Townhomes which were completed about 90 days ago. The only exception is the Highland Oaks Apartments which have numerous units being renovated and not available for rental.

In terms of single-family development, the Beginnings Subdivision with 53 units is under construction and the Heather Glen Subdivision with 460 lots is currently being annexed into the City. The Haus Verein development is in the preliminary design phase and should be presented to the City Council in the next 90 days for your review. As proposed, this will be a mix of single-family and multi-family units that is financed by local employers.

Mid-Year Budget Report

Every year we present the City Council a mid-year budget report that summarizes the revenues and expenses during the first six months of the fiscal year. Attached is a copy of the report for this year for your review. This report also includes several budget amendments that are recommended for approval by the Council at your next meeting. In addition, the report includes information on several new items have been proposed such as improvements to our Christmas lighting in Marktplatz. These items will require discussion by the City Council to determine whether you want to include a budget amendment to fund them.

2020 City Budget

The next item on the Retreat agenda is an initial discussion on the 2020 Budget. This includes a discussion on the proposed calendar for this year's budget process. I have attached a draft budget calendar for your review. We try to schedule budget discussions around vacation schedules so please note any conflicts that you have with any dates shown in the draft schedule.

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During this initial budget discussion, we are also interested to know of the City Council's major budget priorities for the coming year. This information is useful to City staff so that we can prepare a proposed budget that addresses these priorities. I have included with the agenda a brief memo that includes new items that we should consider in the 2020 Budget.

Major Street Improvements

The final item included on the Retreat agenda is a continuation of the discussion on major street improvements. I have attached several items from our past discussions on this issue including the Council priorities that were previously identified. This discussion should focus on which projects to propose for a future bond project and when we want to take this issue to local voters for their consideration.

One of the key questions that we will likely get from voters is how these street improvements will impact local traffic conditions. Attached with this agenda is a proposal for a traffic impact study that we requested from the firm that completed our Major Transportation Plan.

We look forward to seeing you on Friday and getting your input on these important issues.



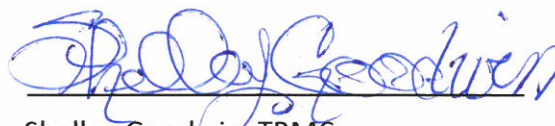
City Council Retreat

May 24, 2019 8:30 A.M.

Cardinal Room-Lady Bird Johnson Golf Course

	<u>Estimated Time</u>
1. Call Meeting to Order	8:30 a.m.
2. Consider Discussion on Next Steps for Sports Park (Agenda Packet Page 4-8)	8:30-9:30 a.m.
3. Consider Discussion on City Council Rules of Procedure (Agenda Packet Page 9-13)	9:30-10:00 a.m.
4. Consider Report and Discussion on Affordable Housing (Agenda Packet Page 14-15)	10:00-10:30 a.m.
5. Consider Report and Discussion on Mid-Year Budget (Agenda Packet Page 16-19)	10:30-11:00 a.m.
6. Consider Discussion on FY 2020 City Budget (Agenda Packet Page 20-23)	11:00-11:30 a.m.
7. Consider Report and Discussion on Major Street Projects (Agenda Packet Page 24-36)	11:30 a.m.-Noon
8. Adjournment	Noon

This is to certify that I, Shelley Goodwin, posted this Agenda at 2:40 p.m. on May 20, 2019 on the entrance door and bulletin board of the City of Fredericksburg City Hall, 126 W. Main St., Fredericksburg, Texas.


Shelley Goodwin, TRMC
City Secretary

Preliminary Suggestions-Sports Park

May 2019

1. Organize community-wide brainstorming meeting to develop ideas on the Sports Park
2. Facilitate brainstorming meetings with sports association members to develop ideas for the Sports Park
3. Contact major companies about pledging funds to develop the Sports Park
4. Sell remainder of land to County for future expansion of the Airport
5. Sell remainder of land to new businesses that agree to offer better paying jobs in the community
6. Sell portion of land along Highway 16 and use proceeds to develop remainder of property for a Sports Park
7. Sell land and purchase Ernst property and use proceeds to purchase the Ernst property and develop a sports park and RV Park
8. Proceed with City utility improvements to Sports Park
9. Lease land to local sports associations and allow them to develop their facilities
10. Dedicate initial funding from City's General Fund to start construction of the Sports Park
11. Obtain approval from Gillespie County to match City's contribution to the Sports Park
12. Apply for State grant to help get Sports Park started
13. Develop the land for affordable housing
14. Consider specific proposal from the Soccer Association
15. Allow Soccer Association to develop soccer fields on City-owned property on Friendship Lane

16. Consider making additional changes to plans for Sports Park and schedule a third bond election

May 17, 2019

To: City Council – Fredericksburg, Texas

Copy: Commissioner's Court – Gillespie County

From: AYSO Region 714, AYSO United Hill Country
Dan Kemp, Mark Cornett, Matthew Mabery

RE: Preliminary Proposal for Future of Youth soccer fields

Thank you for your past support and allowing a bond election to take place in the City for a sports complex. We are all disappointed in the results with the closely failed election to construct the sports complex with use of City bond funds and contributions from the County. The purpose of this memo is to provide a pathway for continued movement in a positive healthy direction with an alternative project delivery method.

The purpose of this memo is to speak on behalf of the soccer kids now and in the next decades. Soccer is the largest youth sport in this community with a growing adult league. We like the master plan that has been prepared by the City and has been accepted by the County for financial support.

Cutting straight to the point..... Here is an outline of a proposal to move forward.

We would like to have an understanding with the City on how we could move forward with the soccer fields. Perhaps this project can be phased such that partnering with the City and County will eventually get a completed project that has reasonable maintenance costs.

We intend to be able to provide:

1. Design, construct and maintain soccer fields in master plan location.

We request the City to provide:

1. Effluent irrigation line and irrigation system appropriate for soccer fields. Provide effluent for irrigation.
2. Concrete driveway approach from Fair Drive along with suitable concrete apron for safe entrance and exit (3,000 s.f.)
3. Allowance to provide and deliver approximately \$20,000 worth of gravel/base for parking lot.

We request the City to provide and maintain:

1. Adequate restroom along with normal maintenance like the existing baseball restrooms.
2. City to maintain electricity to restroom facility.
3. City to provide electrical power extensions to soccer field lights. Soccer to pay monthly cost of the electricity for lights.

We will also request contributions from the County but want to first have a conceptual understanding with the City.

Field Ownership: The City would continue to own the area delineated by the soccer fields. The Soccer Associations would lease the fields on an annual basis for an initial period of 30 years with a very favorable term that has reasonable conditions to the use, maintenance, and purpose of the fields – youth and adult sport fields. The applicable soccer association would manage the fields.

Field Maintenance: We would maintain the fields as we are doing now with the temporary fields. We have done an excellent job of maintenance considering no irrigation and no real turf. City to maintain restrooms.

Utilities: City to provide electricity, water, and effluent for irrigation. If we were to have lights constructed, we would consider payment for electricity to the lights.

Insurance: We will maintain insurance on the fields and regulate them as per our insurance requirements.

We operate with volunteers, parents, coaches, referees. We have revenue from registration fees, donations and sponsorships, and fundraising. We would offer advertising on annual basis to assist with field maintenance.



City of Fredericksburg

City Council Rules of Procedure

Section 1 – Rules

These Rules shall govern the procedures followed by the City of Fredericksburg City Council for the conduct of Council meetings and other Council activities pursuant to state law and the City Charter.

Section 2 – Open Public Meetings Act

The Council shall comply with the provisions of the Open Public Meetings Act in the conduct of all meetings to which said Act is applicable.

Section 3 – Executive Sessions

The Council may discuss topics in executive session, which topics are specified in state law or relate to potential or pending litigation and are subject to attorney-client privilege. The City Attorney shall inform the Council whenever any proposed discussion in executive session is not legally allowed.

No member of the City Council, employee of the City or any other person present during executive session of the City Council shall disclose to any person the content or substance of any discussion which took place during said executive session, except during discussion of this issue in open meeting immediately following the executive session.

Section 4 – Work Sessions and Council Retreats

Special meetings designated as work sessions or Council retreats shall be advertised and conducted in the same manner as regular meetings. Work sessions and retreats are for the purpose of in-depth review and discussion of specified issues. Council actions shall not be taken at designated work sessions or retreats.

Section 5 – Quorum

At all meetings of the Council a majority of the Council members shall constitute a quorum for the transaction of business.

Section 6 – Attendance

Attendance via telephone conference call or video conference call – To participate in a meeting, all members of the Council shall be present, except that a meeting held by telephone conference call or video conference may be held if:

1. an emergency or public necessity exists within the meaning of Section 551.045 of the Government Code, and
2. the convening at one location of a quorum of the government body is difficult or impossible, and
3. the other requirements of Section 551.125 are met

Additionally, a member may attend a meeting via videoconference if a quorum of the government body is physically present at one location of the meeting, the proper communication equipment is available, and the other requirements of Section 551.127 of the Government Code are met.

Section 7 – Chair of the Council

The Mayor shall be the Chair of the Council and shall preside at all Council meetings. A Mayor Pro-Tem shall be selected annually at the first regular meeting of a new Council. In the absence of Mayor, the Mayor Pro-Tem shall preside. If neither the Mayor nor the Mayor Pro-Tem is present at a meeting, the presiding officer for that meeting shall be selected by a majority of the vote of those Council Members present, providing there is a quorum.

The Chair of the Council may vote on all matters coming before the Council and may offer seconds to motions.

The Chair of the Council shall state all questions coming before the Council, provide opportunity for discussion from the Council Member, and announce the decisions of the Council on all subjects. Procedural decisions shall be made by the Chair of the Council, who may request advice on such matters from the City Attorney.

Section 8 – Agenda

The City Manager shall prepare the agenda of business for all Council meetings. Topics may be added to the agenda:

1. When deemed appropriate by the City Manager
2. At the direction of the Mayor
3. As directed by at least two City Council Members

Every agenda action item must be supported by a written staff report informing the Council and staff of the issue, background and/or analysis, and recommendation and/or conclusion, unless the item is self-explanatory or unless the City Manager has waived this requirement. All written materials for the agenda shall be delivered to the City Secretary by twelve o'clock noon of the Thursday preceding the Council meeting. Except for announcements, late items that the City Manager does not receive by the stated deadlines shall not be considered by the Council except upon specific authorization of the City Manager.

Agendas will be made available to the public at least 72 hours prior to regular Council Meetings, work sessions or retreats, in the following ways:

1. A copy is placed on the City website at www.fbgtx.org
2. Copies are placed on the front counter at City Hall in the Utility Cashier services area
3. A copy is posted on the front door at City Hall

Section 9 – Order of Business

The Mayor may determine the order of business for a particular City Council meeting. The agenda should be arranged to best serve the needs and/or convenience of the Council and the public. The items of business for regular Council meetings may include the following:

1. Call to Order
2. Pledge of Allegiance
3. Ceremonial Matters/Proclamations/Employee Recognition
4. Public Comment: The Mayor will invite citizens to address the Council. All persons wishing to be heard are asked to give their names and addresses and topic. To allow the Council to complete its legislative agenda, comments should be limited to no more than 3 minutes per person. At the discretion of the Mayor, or upon vote of the Council, this time period may be lengthened or shortened. Following any public comment, the Mayor or any member of the City Council may direct staff to research the issue or concern raised by the public and report back to the Council. In addition, this concern can be added to the next Council agenda as specified in Section 8. The Council shall not deliberate or discuss issues raised in Public Comment if it was not listed on the agenda. Written comments may be submitted into the record of a Council meeting by presenting the written document to the City Secretary prior to the meeting, and by making copies of the same available to those in attendance, and a copy of the document will be provided to each Council Member, but the document will not be read aloud; or a

document may be distributed to the City Council, with a copy to the City Secretary, by a speaker, while the speaker is addressing the Council.

5. Consent Agenda
6. Public Hearings
7. Ordinances and Resolutions
8. Other Considerations
9. City Manager's Report
10. Council Comments
11. Executive Session
12. Adjournment

Section 10 – Voting

Each Council Member shall vote on all questions put to the Council unless a conflict of interest or appearance of fairness problem requires a Council Member to excuse him/herself, and the same shall be noted in the minutes.

Section 11 – Reconsideration of Previous Vote

The City Council may at times want to reconsider a vote previously taken. In order to proceed with reconsideration, a motion should be made for reconsideration and such motion should be voted on and passed by a majority of the Council before the agenda item can be discussed or reconsidered.

Section 12 – Decorum and Debate

When a measure is presented for consideration to the Council, the Mayor shall recognize the appropriate individual to present the matter. When two or more members wish to speak, the Mayor shall name the member who is to speak first. No member of the Council shall interrupt another while speaking except to make a point of order or privilege.

No Council Member shall be permitted to indulge in personalities, use language personally offensive, or use language tending to hold a member of the Council up to contempt.

Section 13 – Questions of Parliamentary Procedure

Questions of parliamentary procedure not covered by these Rules shall be governed by the 11th Edition of Robert's Rules of Order, Newly Revised (2011 Edition)

Section 14 – Notice of Public Hearings

Notice of all public hearings to be conducted by the City Council or any of its advisory boards and commissions shall be given by publishing written notice, as required by law, ordinance or

other statute, or if there is not particular requirement, then at least once in the City's official newspaper prior to the date of the hearing.

Section 15 – Adoption of Ordinances

All City ordinances will require two readings of the City Council prior to adoption. However, in certain cases the Council may elect to waive the second reading and pass the ordinance as presented. Following the first reading of the ordinance, the Council will take one of the following options:

1. The City Council will waive the second reading to the ordinance and consider adopting it as presented.
2. The City Council will proceed with the second reading of the ordinance at the subsequent City Council meeting with any revisions made by the City Council during the first reading of the ordinance.
3. The City Council will schedule a public hearing at a subsequent City Council meeting to allow public comment on the proposed ordinances prior to the second reading and adoption of the ordinance.
4. The City Council will table the ordinance and provide staff with direction on one of the following options:
 - a. Submit the ordinance to other outside organizations or committees for review and comments prior to adoption.
 - b. Refer the ordinance to the next scheduled Council retreat for further discussion.
 - c. Instruct staff to make changes to the ordinance for further discussion at the next regular City Council meeting prior to the second reading of the ordinance being scheduled.
5. The City Council will disapprove the ordinance.

Passed and approved by the City of Fredericksburg City Council July 1, 2013

Amended by the City of Fredericksburg City Council February 3, 2014

Amended by the City of Fredericksburg City Council June 4, 2018

EXISTING MULTIFAMILY HOUSING
5/15/2019

Name	Year Built	#/Units	Total #/Units Vacant	#/Units Off Mkt	Target Market	Type of Units	Rent	Occupancy	Rental Subsidy	Water	Electric
Evergreen Villa 805 E. Highway St. 997-9458 (Heather)	1990	23	0		Senior (62+)	1 BR	30% of Income Range \$66-\$302	100%	Yes/HUD 202	Landlord	Tenant
Fredericksburg Seniors Apts. 591 E. Highway St. 997-6803 (Christopher)	1991	48	1		Senior (62+)	(40) 1 BR (8) 2 BR/1 BA	\$491 - \$631 \$551 - \$706	98%	No	\$10/mo	Tenant
Luckenbach Retirement Apts. 202 Billie Drive 997-8028 (Janet)	1967	30	3	3	Senior (55+)	(21) 1 BR (9) 2 BR	\$600 - \$650 \$825	90%	No	Landlord	Tenant
Towne Park 1125 S. Adams 990-9086 (Sonja)	2003	48	2		Senior (55+)	(16) 2 BR/1 BA (32) 2 BR/2 BA	\$398 - \$877	96%	Yes, Tax Credit	Landlord	Tenant
Towne Park Phase II 1125 S. Adams 990-9086 (Sonja)	2006	44	2		Senior (55+)	1 BR	\$337 - \$736 \$800	95%	39 Tax Credit Units 5 Market Units	Landlord	Tenant
Vineyard Crossing 1003 E. Highway St. 713-455-2100 (Kris Gant)	Unknown	16	0		Mixed	(8) 1 BR (8) 2 BR/2 BA	\$985 \$1,185	100%	No	Landlord	Tenant
Driftwood Apartments 101 E. Driftwood Drive 997-8722 (Shana)	1981	52	4	4	Family	(16) 1 BR (8) 2 BR/1 BA (8) 2 BR/2 BA (20) 2 BR/ 2.5 BA	\$700 - \$750 \$795 \$795 \$875 - \$975	92%	No	Landlord	Tenant
Highland Oaks Apartments 1019 Friendship Lane 990-0304 (Sonya)	1998	132	50	31	Mixed	(80) 2 BR/1 BA (32) 2 BR/2 BA (20) 3 BR/2 BA	\$950 - \$1,000 \$1,100 \$1,300	62%	No	Tenant	Tenant
Friendship Place 709 S. Creek St. 990-8885 (Julie)	2005	76	1		Family	(20) 1 BR (32) 2 BR/2 BA (24) 3 BR/2 BA	\$567 - \$700 \$674 - \$834 \$958	99%	Yes, Tax Credit	Tenant	Tenant
Terraces at Creek Street	2008	80	0		Family	(21) 1 BR	\$995 - \$1,014 *	100%	No	Tenant	Tenant

707 S. Creek St.

990-0300 (Barbara)

* Economic leasing, rates fluctuate daily based on availability and demand

(40) 2 BR/2 BA
(16) 3 BR/2 BA

\$1,231 *
\$1,395 *

Brentwood Oaks Apartments

604 S. Eagle St.

990-0296 (Emily)

Family

(8) 1 BR
(25) 2 BR/2 BA
(15) 2 BR/2 BA
(24) 3 BR/2 BA
(2) 3 BR/2 BA

Landlord
Tenant

Tax Credit Units
Tax Credit Units
Market Units
Tax Credit Units
Market Units

99%

Sunrise Townhomes

705 S. Creek St.

990-0300 (Barbara)

Mixed

(16) 2 BR/2 BA
(4) 2 BR/2 BA
(4) 3 BR/2 BA
(12) 3 BR/2 BA

Tenant
Tenant

Market Units
Income Limited Units
Market Units
Income Limited Units

100%

Orchard Grove Apartments

108 E. Lower Crabapple Rd.

998-5933 (Bethany)

Mixed

(24) 1 BR
(48) 2 BR/2 BA
(240) 3 BR/2 BA

Tenant
Tenant

No

98%

Rolling Hills Townhomes

1625 N. Adams St.

998-5445 (Julie)

Mixed

(27) 2 BR/2 BA
(1) 3 BR/2 BA
(20) 3 BR/2 BA

Tenant
Tenant

No

100%

Totals

803 66 38

Overall occupancy 92%
Adjusted occupancy 97%

PENDING MULTIFAMILY HOUSING

Vineyard Crossing (Phase 2)

1003 E. Highway St.

713-455-2100 (Kris Gant)

Mixed

(16) 1 BR
(8) 2 BR/2 BA

Tenant
Tenant



Date: May 17, 2019

To: Mayor and City Council

From: Kent Myers, City Manager

Subject: Mid-Year Budget Report

Over the past several weeks we have conducted a mid-year review of the City Budget. We have reviewed each revenue and expense item to determine whether they are still meeting the budget projections that were made last summer. This report is intended to summarize the outcome of this mid-year review process.

This report also identifies several budget amendments that we plan on proposing to the City Council for your approval in June that will address major changes in revenues and expenses that we have experienced this year. In addition, I have included information on several new items that the Council should discuss to determine whether you want to add to the Budget at this time.

General Fund

Following review of the General Fund revenues for the first six months of this fiscal year, it appears that the total revenues are meeting our budget projections. Some of the revenues are anticipated to be below the amounts that we included in the Budget. This includes RV Park fees (\$83,000), building permit fees (\$50,000), lease income (\$11,000) and payments in lieu of taxes (\$79,000). However, these decreases should be more than offset with revenues that are projected to be above budget including sales taxes (\$300,000) and interest income (\$30,000). We will continue to monitor these revenues but, at this time, we do not recommend any budget amendments for General Fund revenues.

In terms of General Fund expenses for the past six months, all departments have been doing a great job in controlling these expenses. We only have a few expense items that are slightly over budget. This includes the Municipal Court which is projected to be about \$14,000 over budget due to their move to their new offices. However, expenses that are over budget should be offset by savings in several expense accounts. This includes the Friendship Lane improvements which

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should be about \$50,000 under budget. In addition, several departments should have salary savings due to vacant positions.

One expense item that will require a budget amendment is our General Fund contribution to the Golf Course. Our recent annual audit report identified the amount of deficit in the Golf Course last year (\$201,865). While we can leave this deficit on our books, it is recommended that we cover this prior year deficit with a budget amendment.

In addition, this year we budgeted \$230,000 in General Fund contributions to Touchstone. As shown in the Attachment A to this report, our contributions to the Golf Course this year total \$359,645. This includes funding at the beginning of the year (\$75,000) and the incentive pay (\$25,721) that is included in Touchstone's contract with the City. Currently, Touchstone has about \$80,000 in their City account which should be sufficient to cover net expenses for the remainder of the year. Therefore, we will need a second budget amendment for \$129,645.

In terms of new General Fund expenses, the only item that has been requested for the Council's consideration is \$5,000 to cover the extension of the contract with Retail Coach. I have included as Attachment B a summary of the accomplishments of Retail Coach during the first year of their contract. Also attached is a copy of their proposal for Year 2 at a total cost of \$20,000. The CVB Board recently approved \$10,000 and the EDC Board approved \$5,000 leaving \$5,000 in funding requested from the City.

Electric Fund

The revenues in the Electric Fund are slightly below budget. However, with the summer months ahead, we anticipate that these revenues will increase over the next six months and will meet our budget projections. Our Electric Fund expenses are also slightly below budget due to a vacant position and savings in several expense accounts. Therefore, we are not recommending any budget amendments to the Electric Fund.

As you may recall, we were not able to secure lease-purchase funding for the Electric Services building several months ago. Since that time, the architect has continued to work on the plans for the new building. In the next 30-60 days we anticipate having revised cost estimates to present to the City Council. Then we will present financing options for the Council's consideration.

Water Fund

Our water and sewer revenues are currently below budget for several reasons. This includes the decrease in water use that has occurred the past several months due to the rainy weather. In addition, we had initially budgeted a 25% increase in both water and sewer rates. During the final discussion of the rates, it was agreed to adopt only a 12% increase in water rates and a 5% increase in wastewater rates. These rates became effective on March 1 and we had budgeted a rate increase to be effective January 1.

Due to these factors, we are now projecting a deficit in water revenues (\$311,000) and sewer revenues (\$646,000). We have several smaller revenue accounts that will be increasing over budget including interest income (\$30,000), sale of fixed assets (\$25,000) and a FEMA grant (\$37,000). With these adjustments to the revenue accounts, our total revenues are projected to be \$865,000 under budget.

With the Water Fund revenue decreases we have experienced this year, we have reviewed our expenses and have identified several expenses that can be reduced or eliminated from this year's Water Fund Budget. This includes sewer plant maintenance (\$50,000), Bell Street water main project (\$250,000) and the San Antonio Street sewer main project (\$131,000). This will result in total decrease in expenses of \$431,000 this year.

The net impact to the Water Fund from these changes will be a decrease of \$434,000 in this Budget. Fortunately, the Water Fund is in good financial shape with over \$1.5 million available in fund balance. Therefore, it is recommended that we amend the budget to add \$434,000 from prior year fund balance to the Water Fund.

Tourism Fund

So far this year, our HOT funds have been exceeding our budget projections. To date, our collections are about \$350,000 ahead of last year's HOT revenues collected. In terms of expenses, the City Council previously approved the payment of all local organizations this year rather than making quarterly payments to the larger organizations. This will have a budget impact of \$11,144 and we recommend a budget amendment to cover this increase.

One new item that needs to be considered by the City Council is the replacement of our Christmas decorations at Marktplatz. These decorations are in poor shape and, if not replaced this year, will have a significant impact on next year's holiday lighting. The reason that this is being added to the mid-year budget discussion is that the lights need to be ordered in the next month or two to get delivered and installed in time for the annual lighting event.

I have included cost information (Attachment C) that Andrea has prepared showing four options for either renting or purchasing new lights. We recommend the purchase of 20-foot lighting at a total cost of \$96,740. The City Attorney has reviewed the statutes and determined that the replacement of holiday lights is an allowable expense from HOT funds.

Animal Control Donation Fund

Several months ago, the City was notified that a local couple had established in their estate that all funds would be provided to the City for the benefit of our animal control services. To date, we have received \$400,000 from this estate and anticipate another \$400,000 to \$500,000 within the next year. We have created a separate fund (Animal Control Donation Fund) to account for all revenues and expenses related to the proceeds from this estate.

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We recommend that the budget be amended to add \$400,000 in revenues for this new account. In addition, the Police Department has proposed some initial expenses from these proceeds with a total cost of \$84,500 (see attachment D). They have also suggested that some of these funds be used to add a part-time position at the Shelter. As shown in the attached report, some of the costs for this position would be offset with savings in overtime costs. In addition, this position would allow us to open the Shelter on the weekends and increase our adoption program.

Other City Funds

We have reviewed the other City funds such as the Solid Waste Fund and the EMS fund. They are all doing very well with total revenues and expenses now projected to be within budget. Our Solid Waste and EMS revenues are slightly over budget and the expenses in these funds are slightly below budget. Our new drainage fees have started to be collected and we will soon start expending funds for the new vegetation management program. And it should be noted that our Health Insurance Fund is doing very well with a decrease in major claims filed thus far this year.

Following Council discussion on this mid-year budget report we will prepare the final budget amendments for your consideration.

Attachment A

FY 2019 Transfers from General Fund to Touchstone for Golf Operations
Touchstone Golf Requested the following funds be transferred from the
City of fredericksburg to Lady Johnson Golf Course Checking Account

Date	GL Number	Description	Amount	Note:
10/02/18	01-20-3240-00	City Contribution - Golf Course	75,000.00	
12/11/18	01-20-3240-00	City Contribution - Golf Course	149,915.00	
01/09/19	01-20-3240-00	City Contribution - Golf Course	109,009.00	
01/09/19	01-00-1493-00	Due to Touchstone	25,721.00	Paid Incentive Fee due Touchstone at 9/30/18
			359,645.00	

*Attachment
B
Retail Coach*

Fredericksburg Year One Summary

As promised, here is a summary of events from the first year of our partnership. The Retail Coach Team made seven trips to Fredericksburg for tours/market analysis, project updates, and workshops during year one.

Timeline

Project Start Date: March 8, 2018

Cell Phone Analysis Completed: April 20, 2018

Data Reports Delivered: April 23, 2018

ICSC Recon Conference: May 20-23, 2018

First Downtown/Local Retailer Workshop: June 13, 2018

Second Downtown/Local Retailer Workshop: June 19, 2018

National and Regional Retail Recruitment Started: July 3, 2018

Retail Live Conference: August 31, 2018

ICSC Fort Worth Conference: January 9-11

Joint Council/P&Z Meeting: February 7, 2019

Provided 2019 Demographics Update: February 8, 2019

Year 1 Highlights

- We have received feedback from several retailers and restaurants who attended one of the two Downtown/Local Business Workshops that are utilizing the data provided and cell phone analysis to better their businesses. Two in particular, Dogologie and Parts unknown have made changes to the products they carry and also improved their marketing efforts for their stores. In fact, Parts Unknown has now expanded into a larger space.
- From a national retailer/restaurant recruitment standpoint, we have received a lot of good feedback and have a number of prospects looking to locate in Fredericksburg: CVS Pharmacy, Arby's, Chick Fil A (likely at least two years out), Dunkin Donuts (Need a

franchisee), Fuzzy's Taco Shop (Need a franchisee), Taco Cabana, Chicken Express (they are locating in Fredericksburg).

- We have also put together a recruitment strategy for unique retailers and restaurants that fit Downtown Fredericksburg. We have looked at unique communities throughout the country, including Charleston, SC, Oxford, MS, Corning, NY, and many others. We want to continue this outreach during year two and expect to have results.

Going Forward

During year 2, our focus will continue to be on the following:

- Local/Downtown Retailer workshops
- Unique Retailer/Restaurant recruitment for Downtown
- Regional and national retailer recruitment for other parts of the community
- Hotel and Conference Center (and surrounding area) retailer and restaurant recruitment

As I mentioned to the City Council at the March 2018 City Council Meeting, retail recruitment is a process and it typically takes 12-18 months for a business to locate in a community, depending on the retailer or restaurant. Having started recruitment in July of 2018, we are not even at 12 months yet, so our team expects to see more results (other than Chicken Express) in the next six months or so.

We have gotten to know many of the players in the retail real estate industry in Fredericksburg and have built great relationships with local/downtown business owners as well. These relationships will be very important as we move forward in this process.

Our plan is also to represent Fredericksburg at the upcoming ICSC Recon Conference in Las Vegas on May 19-22, 2019. With retailers such as Southern Living attending this conference, we will be able to have sit down meetings with many of the above-mentioned retailers interested in Fredericksburg.

The proposal we have provided for Year 2 goes over the process in detail, but please feel free to reach out to me with any questions moving forward.

Aaron Farmer
Senior Vice President
The Retail Coach
662-231-0608
afarmer@theretailcoach.net



Retail Strategy Year 2

FREDERICKSBURG, TEXAS

March 27, 2019

Scope of Services



Phase 1: Market Analysis and Data Update

TRC will perform extensive market research to evaluate the metro area and local economy. Using a “macro to micro” approach, economic, and competitive forces that may impact the community’s retail strategy will be analyzed. We will gather market-specific data to identify competition, potential customer bases, and retail brand opportunities. All reports from 2018 will be updated with 2019/2020 data, including:

- Community Demographic Profile
- Retail Trade Area Demographic Profile
- Mobile Phone Analysis (on up to 5 locations withing Fredericksburg)
- Retail Gap (Leakage) Analysis



Phase 2: Sites, Marketing, and Branding

The most critical step in attracting targeted retailers is providing accurate and current site-specific and marketing information to corporate site selectors, real estate brokers and developers.

2.1 | RETAIL MARKET PROFILE (2019 Update)

TRC will develop a retail market profile tailored to the specific needs of targeted retailers' essential location criteria. The profile serves as a community introduction and includes:

- Retail trade area map
- Traffic count map
- Demographic profile summary
- Appropriate logo and contact information

2.2 | RETAIL FEASIBILITY PACKAGES (2019 Update)

TRC will create a retailer-specific retailer feasibility package to address retailers' essential location criteria. The feasibility package includes:

- Community overview
- Real estate sites
- Location map
- Retail trade area map
- Existing retailer aerial map
- Retailer location map
- Retail trade area demographic profile summary
- Retail gap analysis summary table
- Retail trade area psychographic profile
- Retail trade area demographic profile
- Community demographic profile
- Area traffic generators
- Retail site profiles
- GIS interactive maps
- Appropriate logo and contact information

TRC will create an online community dashboard, which is available at www.theretailcoach.net, for visual presentation and easy downloading of marketing information and data sets.

2.3 | RETAIL SITE PROFILES

TRC will create a retail site profile for each identified site with current site-specific information, including:

- Location
- Aerial photographs
- Site plan
- Demographic profile
- Property size and dimensions
- Traffic count
- Appropriate contact information

2.4 | RETAIL CONFERENCES

TRC will represent Fredericksburg and market its real estate sites to retailers and real estate developers at retail industry conferences attended.



Phase 3: Retail Recruitment Plan

3.1 | RECRUITMENT OF RETAILERS

Step 1: Identification of Retail Prospects

TRC must target retail brands that are a good “fit” for the community which means the retail trade area population, disposable incomes, ethnicities, ages, and education levels should meet the retailers’ ideal location criteria.

TRC will identify regional and national retailers whose essential location criteria fit within findings from the metro analysis, community core analysis, retail trade area demographic and psychographic profiles, and retail gap analysis. These retailers will be matched with the specific real estate sites identified. **An emphasis will be made on the Downtown area to include recruitment of unique and complimentary retailers with less than 10 existing locations.**

TRC team will review a preliminary target list with Fredericksburg staff and work together to prepare a final target list of retailers for recruitment.

Step 2: Recruitment

- Introductory emails and retail market profiles are sent to each targeted retailer.
- Personal telephone calls are placed to measure interest level.
- Personal emails and retailer feasibility packages are sent to each targeted retailer.
- Personal emails and retail site profiles for prime sites are sent to the appropriate targeted retailer.
- Personal emails are sent to inform targeted retailers of significant market changes.
- A retailer status report is provided with each retailer’s complete contact information and comments resulting from recruitment activities.
- Personal emails are sent to decision makers once per quarter to continue to seek responses regarding their interest level.

A retailer status report is provided with retailer responses resulting from our continued recruitment activities.



Phase 4: Developer Recruitment Plan

4.1 | RECRUITMENT OF REAL ESTATE DEVELOPERS

Much of recruitment success comes from establishing a network of national retail developers over the past 16 years.

Developer networking and developer recruitment have become key components in a community's retail recruitment and development success. Retailers have specific property requirements based on their site location criteria. A mid- to high-tier retailer might show interest in a community; however, there may not be sufficient ready-to-lease properties matching their needs and brand requirements. Relationships with developers are important in these situations to capitalize on retailer interest and opportunity.

Step 1: Identification of Developer Prospects

Identify 20 retail real estate developers active in the Region and the United States.

Step 2: Recruitment

- Introductory emails and developer opportunity packages are sent to developers.
- Personal telephone calls are placed to measure interest level.
- Personal emails are sent to inform developers of the status of interested retailers and any significant community changes.
- A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities.



Phase 5: Retail Coaching

5.1 | EXISTING BUSINESS SEMINAR

The Retail Coach will hold a seminar to explain how and why the use of the Retail Economic Development Plan information is important and how local business can use this information to expand their business and/or open a new business.

TRC will also work individually with businesses interested in learning where their specific customers are coming from and what items should be carried in their stores bases on consumer propensity.

H. H. H. H. H. C

Kent Myers

From: Andrea Schimdt
Sent: Thursday, March 14, 2019 3:03 PM
To: Kent Myers
Cc: Clinton Bailey
Subject: FW: Revised Christmas estimate
Attachments: Marketplatz (Marketsquar PURCHASE OPTION A - TRUNKS TO 15 FOOT.pdf; Marketplatz (Marketsquar RENTAL OPTION A - TRUNKS TO 15 FOOT.pdf; Marketplatz (Marketsquar PURCHASE OPTION B - TRUNKS TO 20 FOOT.pdf; Marketplatz (Marketsquar RENTAL OPTION B - TRUNKS TO 20 FOOT.pdf

Kent,

I received the Christmas lights estimates. There are 4 options which all include wrapping the trunks and rewrapping the canopies. None of them include removing the old existing lights or trimming the trees. The parks crew could do this part during the summer if funding is approved for one of these options. Both rentals would include putting up the lights in early November and removing them in January. The one-time purchase options includes putting up the lights only. They do not recommend leaving lights up year round due to the damage from tree growth, wind, storms, tree trimming, etc. In locations that use their lights year round, they recommend weekly maintenance and new lights every 9 months.

1. Annual rental - wrapping trees to 15': \$76,000 (w/3 yr. contract) or \$84,000 for one year
2. Annual rental - wrapping trees to 20': \$87,050 (w/3 yr. contract) or \$95,550 for one year
3. One time purchase - wrapping trees to 15': \$83,540
4. One time purchase - wrapping trees to 20': \$96,740

I am going to set up a meeting with Ernie and Penni plus include Lee since Electric handles the street lights, wreaths and buildings on Main Street for input. After discussing the options with them we can come back with some recommendations.

Andrea Schmidt
Parks & Recreation Director
City of Fredericksburg
Phone: 830-990-2018

From: Antonio Garcia [mailto:antonio@xmaslightco.com]
Sent: Tuesday, March 12, 2019 4:52 PM
To: Andrea Schimdt <awarren@fbgtx.org>
Subject: RE: Revised Christmas estimate

Andrea-

Attached are the proposals you requested if you need anything else or have any questions just let me know.

Sincerely,

Antonio Garcia
General Manager
The Christmas Light Company, LLC

Project Expectations

1 | PROJECT REPORTING

The Retail Coach will utilize a reporting process to provide written or electronic project updates on a bimonthly basis.

2 | PROJECT TIMELINE & PRICING

TRC team is available to begin this work immediately upon agreement of terms. The project period is 12 months.

3 | PROJECT PRICING

Project Fees

The total fee for completion of this work is \$20,000 payable in two installments:

- a) \$10,000 upon execution of the agreement;
- b) \$10,000 upon 180 days.

Project fees are payable within 30 days after receipt of the invoice.

Should Fredericksburg request a special assignment or additional work not specifically referenced in the contract, TRC will prepare a written authorization to be signed by Fredericksburg in advance of commencing any additional work.

Reimbursable Project Expenses

It is estimated that reimbursable expenses will not exceed \$500. Reimbursable expenses include:

- a) All travel costs;
- b) Cost of special renderings and maps, if any;



Phone: (214) 515-XMAS (9627)
Fax: (214) 275-4213

8019 Military Parkway
Dallas, Texas 75227

2019 Holiday Lighting For Marktplatz (Market Square)

Bid Includes: Permanent Installation & "One-Time Equipment Purchase"

(PURCHASE OPTION A - TRUNKS WRAPPED TO 15 FOOT) **(One-Time Equipment Purchase & Permanent Installation)**

("ONE-TIME" EQUIPMENT PURCHASE)

- I. Cool white 70 LED mini lights per set @ \$11.00 (per set) X 640 sets = \$7,040
- II. Cool white LED bulbs & line @ \$1.25 (per ft.) X 16,000 bulbs = \$20,000
- III. Polarized commercial grade outdoor extension cords = \$500

(LABOR FOR PERMANENT INSTALLATION ONLY)

- I. Various Trees through-out park area (see map provided by parks & recreation)
 - A. (16) Extra-large oak trees
 - 1. Re-Wrap trunks & main branches to 15 feet (PEC Style)
 - a. Cool white LED mini lights
 - 2. Re-Wrap Canopies (PEC Style)
 - a. Cool white LED C-9 bulbs
- II. Includes All Boom Rentals

SUB-TOTAL FOR EQUIPMENT PURCHASE:	\$27,540.00
SUB-TOTAL FOR LABOR:	\$56,000.00
GRAND TOTAL:	\$83,540.00+tax

- III. OPTIONAL - Removal (Per Year) **\$9,000.00**



Phone: (214) 515-XMAS (9627)
Fax: (214) 275-4213

8019 Military Parkway
Dallas, Texas 75227

2019 Holiday Lighting For

Marktplatz (Market Square)

Bid Includes: Installation, Service, Removal & Equipment Rental

(RENTAL OPTION A - TRUNKS WRAPPED TO 15 FOOT)

(FULL RENTAL PACKAGE: Installation, Service, Removal & Rental)

I. Various Trees through-out park area (see map provided by parks & recreation)

A. (16) Extra-large oak trees

1. Re-Wrap trunks & main branches to 15 feet (PEC Style)
 - a. Cool white LED mini lights
2. Re-Wrap Canopies (PEC Style)
 - a. Cool white LED C-9 bulbs

II. Includes All Boom Rentals

III. Complete Removal Each Year

SUB-TOTAL:	\$84,000.00
<LESS> 3 Year Contract Discount"	\$8000.00
GRAND TOTAL:	\$76,000.00+tax



Phone: (214) 515-XMAS (9627)
Fax: (214) 275-4213

8019 Military Parkway
Dallas, Texas 75227

2019 Holiday Lighting For

Marktplatz (Market Square)

Bid Includes: Permanent Installation & "One-Time Equipment Purchase"

(PURCHASE OPTION B – TRUNKS WRAPPED TO 20 FOOT) **(One-Time Equipment Purchase & Permanent Installation)**

("ONE-TIME" EQUIPMENT PURCHASE)

- I. Cool white 70 LED mini lights per set @ \$11.00 (per set) X 1040 sets = \$11,440
- II. Cool white LED bulbs & line @ \$1.25 (per ft.) X 16,000 bulbs = \$20,000
- III. Polarized commercial grade outdoor extension cords = \$500

(LABOR FOR PERMANENT INSTALLATION ONLY)

- I. Various Trees through-out park area (see map provided by parks & recreation)
 - A. (16) Extra-large oak trees
 - 1. Re-Wrap trunks & main branches to 20 feet (PEC Style)
 - a. Cool white LED mini lights
 - 2. Re-Wrap Canopies (PEC Style)
 - a. Cool white LED C-9 bulbs
- II. Includes All Boom Rentals

SUB-TOTAL FOR EQUIPMENT PURCHASE:	\$31,940.00
SUB-TOTAL FOR LABOR:	\$64,800.00
GRAND TOTAL:	\$96,740.00^{+tax}

- III. **OPTIONAL - Removal (Per Year)** **\$9,600.00**



Phone: (214) 515-XMAS (9627)
Fax: (214) 275-4213

8019 Military Parkway
Dallas, Texas 75227

2019 Holiday Lighting For

Marktplatz (Market Square)

Bid Includes: Installation, Service, Removal & Equipment Rental

(RENTAL OPTION B - TRUNKS WRAPPED TO 20 FOOT)

(FULL RENTAL PACKAGE: Installation, Service, Removal & Rental)

I. Various Trees through-out park area (see map provided by parks & recreation)

A. (16) Extra-large oak trees

1. Re-Wrap trunks & main branches to 20 feet (PEC Style)
 - a. Cool white LED mini lights
2. Re-Wrap Canopies (PEC Style)
 - a. Cool white LED C-9 bulbs

II. Includes All Boom Rentals

III. Complete Removal Each Year

SUB-TOTAL:	\$95,550.00
<LESS> 3 Year Contract Discount"	\$8500.00
GRAND TOTAL:	\$87,050.00+tax

A. Heckman

2019 Police Department Midyear Budget Changes

Account 01-22- 4410 Gasoline Oil & Lubrication

For FY2019 we budgeted \$60,000. As of the 6 Month ending we have spent \$39,043.

The Police Department operates approximately 38 Vehicles with an average of 450,000 miles per year. The last two years expenditures resulted in an average expenditure of \$64,000. With a fuel price drop expected the budget was set at the \$60,000. Since January of 2019 fuel prices have increased \$.50 a gallon. We expect to exceed our fuel purchase and request an additional \$20,000.

Account 42-00-4214 income from Wallner Donation to Animal Control

Received \$400,000

Sun screen for west facing court yard	\$7,200
Employee carport covering (Metal \$8,600, Screen \$7,200)	\$8,600
Roof extension on Sally Port area	\$2500
Net capture gun	\$4,000
Animal tagging machine	\$3,500
Office furniture	\$2,200
IT equipment and software	\$3,100
Truck	\$32,000
Animal truck bed	\$19,000
Lawn Care (half year)	\$2,400
Total	\$84,500

Third animal control position

A third person with revolving weekend work would reduce over time and allow operational hours at the kennel on weekends which could increase pet adoption.

Current year OT cost for weekend cleaning	\$18,000
New employee annual cost (salary 35,642 Benefits 15,908)	\$51,550
Reduced employee cost of	\$33,550



Date: May 20, 2019

To: Mayor and City Council

From: Kent Myers, City Manager *KM*

Subject: 2020 City Budget

Over the next several months the City will develop our 2020 City Budget. This memo provides some preliminary information related to next year's Budget.

As in the past the preparation of the Budget will be a time-consuming process. It will involve Council work sessions, public hearings and meetings with each City Department. It will likely involve a lot of "give and take" as the Council tries to secure funding to support your priorities. It would be helpful if the Council can articulate these priorities early in the budget process starting with Friday's Retreat. When the final Budget is proposed to the City Council in September, it is hoped that it addresses most of your priorities and that you will vote to approve the Budget.

It should be recognized that, if SB2 and HB2 are approved, the proposed Budget that is presented and approved will need to comply with the new property revenue caps. At this early stage in the budget process, it is not known how these caps will impact the Budget. However, as we move through the process, we can determine whether we will need to consider additional revenue sources to fund certain expense items.

In terms of utility rates and user fees, we are not currently anticipating the need for increases in most of these rates and fees. As you will recall, last year the Council approved increases in water, sewer and stormwater fees. There are, however, several new fees that we would like to propose and discuss with the Council that could help to reduce our reliance on property taxes.

With regard to sales tax revenues, there are no major sales tax generators that we anticipate being operational in the next 12 months. Therefore, we will need to be very conservative in projecting sales tax revenues in next year's budget.

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

In terms of City staffing, the most critical staffing needs involve the Police and Development Services departments. Both departments have been experiencing increases in their workload that are starting to strain their ability to provide quality services. In terms of the Finance Department, we will have the operational assessment report on this Department completed in the next 30 days. This will help identify any future staffing needs in this Department. One service that is currently provided by the Finance Department that we will be proposing for outsourcing is the collection of HOT taxes. If we can contract out these services, it would likely result in a positive impact on staffing in the Finance Department and may help delay the need for additional staffing.

Other issues that will need to be dealt with in the budget discussions include future funding for sports facilities and major street improvements. We also need to determine how to finance the proposed Electric services facility.

One final item that I would like the Council to consider is the funding of outside organizations such as the CVB, EDC and Chamber. In the past, these organizations have presented their budget requests along with their programs for the coming year which are already defined. This year I would like the Council to discuss any priorities that you have for these organizations early in the budget process. We can then communicate these priorities to these organizations so that they might be addressed in the programs or services they provide during the coming year.

City of Fredericksburg

FY 2019 Budget Calendar

May 22	Tuesday	Council Meeting- Budget Schedule, Budget Process, Budget Challenges, and Budget Priorities-Cardinal Room (1 PM)
May 24	Thursday	City Manager Provides Budget Guidance to Department Heads
May 7-30		Develop Proposed Capital Improvement Plan
May 25- June 8		Department Heads Prepare Proposed Operating and Capital Budgets
June 13-22		Meetings with City Manager, Finance Department, and City Departments
July 2	Monday	Five-Year Capital Improvement Plan (CIP) and Water/Wastewater Rate Study Presentation to Council
July 2	Monday	Public Hearing for Citizen Input on 2019 Budget
June 25- July 3		City Manager and Finance Director Prepare Balanced Budget
July 5	Thursday	Present Balanced Proposed City Budget to City Council
July 8	Monday	City Council Workshop on Proposed General Fund Budget- City Hall (4 PM)
July 22	Monday	City Council Workshop on Proposed Enterprise Fund Budget Including Stormwater Fee and Water/Wastewater Rate Discussion- City Hall (4 PM)
July 31	Wednesday	Receive Certified Property Values from GCAD
August 7	Wednesday	Publish Notice of Public Hearing on Budget
August 7	Wednesday	Calculation of Effective and Rollback Tax Rates by Tax Assessor/Collector City
August 7	Wednesday	Publish Effective and Rollback Tax Rates
August 13	Monday	Budget Workshop with County Commissioners- City Hall Fire Department Training Room (8:30 AM- 10:30 AM)
August 13	Monday	Budget Meeting (Tentative) City Hall (4PM)
August 20	Monday	Council Public Hearing on Proposed Budget/Effective Tax Rate Submitted to Council/Approve Proposed Tax Rate
August 22	Wednesday	Publish Notice of Public Hearings on Tax Rate Increase (if necessary)
August 29	Wednesday	First Public Hearing on Tax Increase (if necessary)-City Hall 6 PM
August 29	Wednesday	Publish Notice of Public Hearings on Tax Rate Increase (if necessary)

September 5	Wednesday	Second Public Hearing on Tax Increase (if necessary)-City Hall 6 PM
September 5	Wednesday	Publish Notice of Tax Revenue Increase (if necessary)
September 12	Wednesday	Publish Notice of Tax Revenue Increase (if necessary)
September 17	Monday*	Council Adopts Separate Budget and Tax Rate Ordinances

Kent Myers

From: Garret Bonn
Sent: Thursday, May 16, 2019 8:47 AM
To: Kent Myers
Cc: Clinton Bailey
Subject: RE: Transportation Bond Projects - Draft Proposal from Kimley Horn
Attachments: Transportation_Project_Prioritizing_Results.pdf

The prioritizing exercise results and costs from the January workshop are attached. Since we have added in a second phase of the E. Morse St. project that was not included in the Transportation Master Plan, here is an updated summary of costs for the two project packages being discussed:

E. Morse St – Total Cost Estimate - \$5,605,299 (2017 dollars) - \$6,062,691 (2019 dollars – assumes 4% annual inflation)

- Morse St Phase I (Lee St. to 1631) - \$1,646,601
- Morse St Phase II (1631 to Main St. near Eagle & Oakhaven intersection) - \$3,175,612
- Lee St (Travis to Morse) - \$783,086

Cherry/Post Oak – Total Cost Estimate - \$4,986,585 (2017 dollars) - \$5,393,490 (2019 dollars – assumes 4% annual inflation)

- Cherry St. Extension (Creek St. to Bowie) - \$1,544,859
- Post Oak Rd. Reconstruction/Widening (Live Oak to Bowie) - \$3,006,979
- Post Oak Rd. Extension (Villages of Windcrest to Live Oak) - \$434,747

Garret Bonn, P.E., CFM

Assistant City Engineer

City of Fredericksburg

126 West Main Street
Fredericksburg, TX 78624
Direct 830.990.2020
Office 830.997.7521
Fax 830.997.1861
www.fbgtx.org

From: Kent Myers
Sent: Thursday, May 16, 2019 8:13 AM
To: Garret Bonn <gbonn@fbgtx.org>
Cc: Clinton Bailey <cbailey@fbgtx.org>
Subject: RE: Transportation Bond Projects - Draft Proposal from Kimley Horn

We will include this proposal in the Council Retreat agenda packet. Please send me the latest information on the streets improvements that have been prioritized by the Council with the estimated costs.

Kent Myers
City Manager

Council Retreat Agenda Packet Page 24



City of Fredericksburg

Transportation Project Prioritizing Sheet

City Council Retreat - January 15, 2019

City Council Voting Results

#1	#2	#3	#4	#5	#6	#7
East Morse Street & Bridge	Lee Street Extension	South Cherry Street Extension	Post Oak Rd Extension	Frederick Rd Extension Ph. 1	Post Oak Rd / Cherry St Widening	Frederick Rd Extension Ph. 2

Average Project Score

5.4	5	4.6	4.4	3	2.8	1.4
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2017 ESTIMATED PROJECT COST TOTAL \$ 22,310,767

Rank	Mayor Langerhans	Council member Neffendorf	Council member Luckenbach	Council member Kiehne	Council member Musselman	Points Assigned
1	East Morse Street & Bridge	Frederick Rd Extension Ph.1	East Morse Street & Bridge	South Cherry Street Extension	East Morse Street & Bridge	7
2	Lee Street Extension	Post Oak Rd Extension	South Cherry Street Extension	Post Oak Rd Extension	Lee Street Extension	6
3	South Cherry Street Extension	East Morse Street & Bridge	Lee Street Extension	Post Oak Rd / Cherry St Widening	South Cherry Street Extension	5
4	Post Oak Rd Extension	Lee Street Extension	Friendship Lane Extension	Lee Street Extension	Post Oak Rd Extension	4
5	Post Oak Rd / Cherry St Widening	Friendship Lane Extension	Post Oak Rd / Cherry St Widening	Frederick Rd Extension Ph.1	Post Oak Rd / Cherry St Widening	3
6	Frederick Rd Extension Ph.1	Frederick Rd Extension Ph. 2	Post Oak Rd Extension	Frederick Rd Extension Ph. 2	Frederick Rd Extension Ph.1	2
7	Frederick Rd Extension Ph. 2	Frederick Rd Extension Ph. 2	Frederick Rd Extension Ph.1	East Morse Street & Bridge	Frederick Rd Extension Ph. 2	1



City of Fredericksburg

Transportation Project Prioritizing Sheet

City Council Retreat - January 15, 2019

Project Number	Name	2017 Estimated Cost
S2	Annual Sidewalk Improvements	\$ 1,000,000
NEW14	Bicycle Routes	\$ 500,000
S11	East Morse Street & Bridge	\$ 1,646,601
S7	East Ufer Sidewalks	\$ 50,336
S17	Frederick Rd Extension Ph. 2	\$ 9,336,533
S16	Frederick Rd Extension Ph.1	\$ 5,557,962
NEW15	Friendship Lane Extension	\$ 20,070,346
NEW5	Friendship Lane Reconstruction	\$ 1,229,254
NEW12	Hwy St/290 E Improvements	\$ 25,000
NEW13	Hwy St/S. Washington Improvements	\$ 25,000
NEW8	Lee Street Extension	\$ 783,086
S15	Live Oak Street / Adams Street Intersection Re-alignment	\$ 562,340
S4	Main Street Sidewalk Repairs	\$ 500,000
NEW1	Main Street Signal Timing	\$ 58,500
S13	Morning Glory Drive Extension	\$ 207,123
NEW2	Multi Use Trails	\$ 500,000
NEW11	N Llano/Travis Improvements	\$ 150,000
NEW7	Post Oak Rd / Cherry St Widening	\$ 3,006,979
S6	Post Oak Rd Extension	\$ 434,747
NEW3	Relief Route	\$ 200,000,000
NEW10	S. Washington / Longhorn / Walnut Intersection	\$ 750,000
NEW6	SH 16 Widening	\$ 4,161,502
S14	South Cherry Street Extension	\$ 1,544,859
S9	Sunrise Street Extension	\$ 420,596
S10	Sunrise Street Extension	\$ 574,435
NEW9	Tivydale Road Widening	\$ 4,516,187
NEW4	US 290 / US 87 Intersection Realignment "The Y"	\$ 1,545,436



CHAPTER 8: PROJECT FUNDING

The recommended improvements in the Transportation Master Plan will vary in cost depending on the necessary funds for project design, right-of-way acquisition, and construction. This chapter describes funding sources that are currently utilized and additional sources that could be considered.

Current Process

The City uses the Capital Improvement Plan (CIP) to allocate funding for transportation improvements. The CIP budget is currently funded through the general fund. The Street portion of the CIP represents a substantial portion of the total CIP budget. Sidewalks and trails are maintained and constructed using Parks and Recreation Department funds.

CIP projects include new street sections, street reconstruction, sidewalk installation, and intersection realignments in various locations throughout the city based on need and the existing Thoroughfare Plan.²²

Alternative Funding Sources

While the City will undoubtedly provide a significant share of the costs, combining funds from multiple sources can help ease the burden on taxpayers. The following sections outline some of the potential funding sources for the recommended transportation action items.

City Revenue Streams

Property Tax

Property taxes are commonly used to fund the costs of transportation projects, along with their operation and maintenance. Property in the City of Fredericksburg is assessed each year by the Gillespie County Appraisal District. The 2016 city tax rate for Fredericksburg is \$0.24 per \$100 in valuation.

Local Sales Tax

Local sales taxes are widely used for funding transportation projects. In addition to being fairly consistent and predictable, they are also inflation sensitive. A major drawback to using sales tax is that it is not possible to link the use of roadways to payment of the tax.

Vehicle Registration Fees

Municipal governments are allowed to impose vehicle registration fees for the funding of transportation programs within their jurisdictions. These fees generate stable revenue and require minimal administrative expense. They are generally considered a user-based tax.

²² City of Fredericksburg Capital Improvement Projects Plan



Bonds

A municipality has the authority to issue bonds to finance the construction of public improvements. Bonds can be an efficient and effective means of financing large public projects. If the issuance of the bonds is subject to voter approval, advance planning will be required.

A candidate bond program could be funding the local match for construction and right-of-way acquisition for the truck relief route.

- General Obligation (GO) / Local Obligation (LO)
- Backed by Property Tax / Portion of Traffic Violation Fines

Economic Development Corporations / Dedicated Sales Tax

Fredericksburg is eligible to adopt section 4A and 4B sales taxes for economic development. The funds raised by 4A taxes must be spend on projects that create or retain primary jobs. If a road project is needed to promote or develop new or expanded business enterprises, then 4A funds can be used.

Section 4B taxes do not have to be tied to jobs to be used for roadway projects. These taxes can be up to half of one percent for each. However, there is a two percent limit to the total amount of all local sales and use taxes collected by a city.

Permits and Fees

There are a number of ways that development permits and fees can be used to provide funds for ongoing and future road improvement and maintenance.

Transportation Utility Fee

The City of Austin has established a fee that treats the road network as a utility. This fee assists with street maintenance, repairs, traffic signals, construction, and operations. Users are billed each month on their waste collection bill.

Stormwater Utility (SWU) Fees

Since streets form a part of the drainage system, certain maintenance activities may be eligible for funding through the SWU. These include the cleaning of streets and maintaining areas where drainage is affected. They can also be used to construct new roadways or storm drains that will improve the drainage system.

Roadway Impact Fees

Impact fees are a mechanism for funding the public infrastructure necessitated by new development. Across the country, they are used to fund police and fire facilities, parks, schools, roads and utilities. In Texas, the legislature has allowed their use for water, wastewater, roadway and drainage facilities. In the most basic terms, impact fees are meant to recover the incremental cost of each new unit of development in terms of new infrastructure needs. In the case of transportation impact fees, the infrastructure need is increased capacity on arterial roadways. Often in cities with impact fee systems, only capacity improvements identified in the Capital Improvement Plan are eligible to utilize impact fee funds. Transportation impact fees are assessed when a final plat is recorded, and are collected when a



building permit is issued. Therefore, funds are not collected until development-impacts are introduced to the transportation system. Funds are collected within designated service areas and can be used only within the same service area.

Site Specific

As development occurs, the City requires ROW dedications by landowners and developers. The subdivision regulations also require a Traffic Impact Analysis for developments that generate a substantial amount of traffic, as discussed in the next section.

Traffic Impact Analysis

These analyses identify mitigation measures needed to maintain acceptable operations at nearby intersections. Most cities require developers to pay for their “pro-rata share” of these improvements. The requirement for a Traffic Impact Analysis is established in the City of Fredericksburg Subdivision Ordinance.

Boundary Street Policies

The City can adopt a boundary street policy which requires developers to construct one half of the cross-section for Thoroughfare Plan street adjacent to their property and the full cross-section for streets running through their development.

Rough Proportionality

Case law and state legislation requires that Cities verify that transportation improvements required of developers be “roughly proportionate” to the demand that the development places on the roadway network. There are several spreadsheets available from the cities of Austin, San Antonio, and Fort Worth that can be used to perform this check.

Potential Partner Agencies

Especially for transportation projects whose impact exceeds the boundary of Fredericksburg’s city limits, partnerships with other agencies can be feasible and advantageous.

Gillespie County

It is fairly common for Counties and Cities to partner on roadway projects that cross jurisdictional lines. A large number of Gillespie county residents live and work in the city’s corporate limits and Extraterritorial Jurisdiction (ETJ). By working closely with Gillespie County, roadways in the ETJ that continue on to other county destinations can be better planned.

TxDOT

With primary access to and through Fredericksburg being on TxDOT roadways, the City can provide local match funds to help leverage state projects. These would require Advance Funding Agreements between the City and TxDOT. In addition to roadway projects, TxDOT has the ability to build smaller projects using Hazard Elimination Program and Safe Routes to School funding.



TxDOT can also provide funding assistance through the State Infrastructure Bank (SIB). The overall goal of the SIB program is to provide innovative financing methods to communities and assist them in meeting their infrastructure needs. The SIB program allows borrowers to access capital funds at or lower-than-market interest rates. For a project to be eligible for a SIB loan, it must be on the state's highway system and included in the statewide Transportation Improvement Plan.

Work eligible for the program's funding in Texas includes planning and preliminary studies, feasibility, economic and environmental studies, right-of-way acquisition, surveying, appraisal and testing, utility relocation, engineering and design, construction, inspection, and construction engineering.

Regional Mobility Authorities (Tolls)

Often the amount of available state funding is inadequate to address pressing transportation needs. Constructing new roadways as turnpikes or tollways provides an additional revenue stream, which can be a catalyst for congestion relief.

Grants from Outside Agencies

Periodically, outside agencies and organizations provide opportunities for grants and other funding to help promote projects consistent with their goals. Transportation and sustainability have been the subjects of a number of grant programs in the past, but there are other objectives as well.

As with other types of outside funding, the city or organization seeking a grant is often required to provide in-kind services or some percentage of the total funding for a project that is approved. The important thing is to be creative, proactive and persistent when looking for grant funds.

Special Districts

Special improvement districts are authorized through state legislation for the funding of public improvements. These include Transportation Reinvestment Zones (TRZ), Roadway Improvement Districts (RID), Public Improvement Districts (PID), and Municipal Utility Districts (MUD). These districts allow for the sale of bonds to make infrastructure improvements and then pay off the bonds over time through special taxes or the increase in tax values in the district.

Tax Increment Financing

Tax increment financing encourages economic development within a defined geographic area or zone. It is primarily focused on infrastructure development. Enabled by Transportation Infrastructure Zones (from the Texas Transportation Code) or Tax Increment Reinvestment Zones (TIRZ, from the Texas Tax Code), tax increment financing sets aside property tax revenues due to assessed valuation growth to stimulate economic development in a zone.²³

Public-Private Partnerships

Due to widespread public opposition to raising taxes to fund major infrastructure investments, alternative funding sources like public-private partnerships (PPPs) are often pursued. In these types of projects, the city, developer and other agencies (i.e. school district, utility providers, TxDOT, etc.) agree on the scope and cost of the project to construct, with each agreeing to pay a percentage of the cost.

²³ *Tax Increment Financing: Council Work Session Presentation*, City of Austin Financial Services Department, June 2013

May 13, 2019

Mr. Garret Bonn
Assistant City Engineer
City of Fredericksburg
126 West Main Street
Fredericksburg, TX 78624

Re: *Professional Services Agreement*
Traffic Study – Fredericksburg Potential Bond Projects

Dear Mr. Bonn:

Kimley-Horn and Associates, Inc. ("Kimley-Horn", or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the City of Fredericksburg ("Client" or "the City") for providing Traffic Engineering support services related to the preparation of a traffic study and council workshop regarding the proposed potential transportation bond projects.

PROJECT UNDERSTANDING

The Client wishes to study existing and future traffic conditions surrounding several potential roadway projects in the City to aid in determination of a potential transportation bond. Projects to be studied include roadway projects identified in the 2017 Transportation Master Plan (TMP) and are clustered in the northeast and southwest areas of the City. The combination of projects to be studied in the northeast area of the City are the Morse Street extension (Project S11), Morse Street Phase 2 (not on TMP, connects FM 1631 to US 290), and Lee Street extension (Project NEW8). The combination of projects to be studied in the southwest part of the city are the S Cherry Street extension (Project S14), Post Oak Road widening (Project NEW7), and Post Oak Road Extension (S6).

SCOPE OF SERVICES

Task 1 – Project Management / Meetings

- a) Project management duties will consist of coordination and communication with the Client, monthly reporting, and accounting activities related to the performance of the study.
- b) Kimley-Horn will hold one (1) kickoff meeting in Fredericksburg with the Client.
- c) Kimley-Horn will conduct one (1) project conference call via phone for review of the draft results, prior to the Council workshop.

Kimley-Horn's involvement in more than one (1) in person meeting will be deemed Additional Services and billed in accordance with our current rate schedule.

Task 2 – Data Collection

Kimley-Horn will verify the existing roadway network and intersection characteristics in the study areas for up to twenty (20) study intersections. During the data collection phase, Kimley-Horn will conduct research and field investigations to collect the following information:

- Existing Roadway Network;
- Intersection Geometries;
- Lane Assignments;
- Traffic Control;
- Signal Timings; and
- Posted Speed Limits.

- Available Data:
 - Aerial Photography available from public sources
 - Transportation Plan Information for Area Roadways
 - Historical Traffic Count Data

- Count Collection:
 - Weekday (6 am – 8 am) Peak Hour Turning Movement Counts at up to eighteen (18) intersections and Weekend (11am – 1 pm) Peak Hour Turning Movement Counts at up to thirteen (13) intersections
 - 24-hour tube counts on one Weekday at up to four (4) locations

- Existing Traffic Conditions (by field observation)
 - Verification of automated traffic data
 - Queue lengths at study intersections
 - Approach / movement delay

Task 3 – Analysis of Existing Conditions

Kimley-Horn will evaluate existing conditions. Analysis results from this task will be used as a benchmark against which future conditions will be compared.

- a) Based on turning movement count data, peak hour demand volumes and peak hour factors will be calculated for the study intersections.
- b) Intersection Analysis – All the intersection analysis will be accomplished through the use of Synchro™ analysis software. While this software was developed primarily to analyze signalized intersections, its un-signalized intersection routine now includes a process defined by the *Highway Capacity Manual*. Analysis of existing traffic operations will be conducted at up to twenty (20) intersections.
- c) Segment Capacity Analysis – Segment capacity analysis will be assessed for roadways where tube counts are collected at up to eleven (11) locations.

Deliverable: Existing conditions analysis

Task 4 – Analysis of Future Conditions**a) No Build Condition Analysis:**

Kimley-Horn will evaluate one (1) build out year for a scenario where no projects are built to establish baseline conditions for comparison of all other future scenarios. Kimley-Horn will analyze up to ten (10) existing intersections for build-out conditions of Study Area 1 and up to ten (10) existing intersections for build-out conditions of Study Area 2. Kimley-Horn will determine future traffic volumes from growth of existing traffic based on historical traffic growth in the area.

Deliverable: LOS table and writeup for one (1) build out year scenario for each study area.

b) Future Conditions Analysis:

Kimley-Horn will evaluate implementation of projects in two (2) study areas. Study Area 1 will include assessment of the East Morse Street Extension Phases 1 and 2, and Lee Street extension. Study Area 2 will include assessment of the S Cherry Street extension, Post Oak Road widening, and Post Oak Road extension projects. Kimley-Horn will analyze one (1) build out year for each study area. Redistribution of the existing trips will be determined based on existing traffic patterns regionally through each study area. The build out scenarios will be based on re-distribution of future traffic in each study area as a result of implementation of projects within each study area. Each scenario studied will include a mixture of projects as defined by the City.

Kimley-Horn will analyze up to ten (10) existing intersections for build-out conditions of Study Area 1 and up to ten (10) existing intersections for build-out conditions of Study Area 2. Future traffic conditions will be based on Task 4b redistribution and growth of existing traffic based on historical traffic growth in the area.

Kimley-Horn will analyze build out conditions and mitigations required at study intersections to restore operating conditions to an acceptable Level of Service in each Study Area as a build-out mitigated scenario.

All intersection analysis will be accomplished using the Synchro™ software. Analysis will include several Measures of Effectiveness (MOEs), including vehicle delays, Level of Service (LOS), 95th percentile queues. These MOEs will be calculated at the intersection level.

Segment capacity analysis will be assessed for roadways where tube counts are collected at up to eleven (11) locations for the build-out scenario with redistributed volumes and limited to volume to capacity ratio analysis for roadway segments.

Deliverables:

- a) Existing trip redistribution for build out in each study area
- b) LOS tables and write up for no build, build-out, and build-out with intersection mitigations
- c) Segment Capacity Analysis at up to eleven (11) locations with volume to capacity ratios

Task 5 – Prepare Technical Report

Kimley-Horn will document the findings of the above scope of services in a technical report. Kimley-Horn will submit a preliminary PDF of the Study for the Client to review. Kimley-Horn will also provide an excel spreadsheet showing development of all traffic volumes at study intersections and segment locations for all analysis periods and conditions (existing, no-build, build-out). Network-level and intersection level MOEs in each Study Area will be summarized and assembled with planning level cost information in Task 6 for comparisons of cost-effectiveness of improvements by the Client. Kimley-Horn will incorporate Client comments before the study is presented at a Council Workshop.

Deliverable: Report summarizing analysis

Task 6 – Prepare Planning Level Cost Estimates

Kimley-Horn will prepare planning level cost estimates for the potential transportation projects as an update to the 2017 Transportation Master Plan based on updated construction costs. Planning level cost estimates will include additional intersection projects identified not included in the 2017 Transportation Master Plan in the build out + intersections conditions.

SERVICES NOT INCLUDED

The following services are not included in this Agreement.

- Signal Warrant analysis;
 - Travel demand modeling;
 - Safety improvements memorandum or safety assessments;
 - Internal site circulation studies;
 - Analyses of additional intersections that exceed the number of study intersections specified in the above scope;
 - Analyses of additional project combination build-out scenarios;
 - Analyses of additional study areas or modification to the study areas; and
 - Attendance at Council meetings beyond the workshop included in the scope.
- Study Revisions due to:
 - Modifications of projects included in the study; and/or
 - Additional analyses or major re-works that are required as the result of City, County, TxDOT and/or citizen comments that are inconsistent with Kimley-Horn's original direction (i.e., the direction that was documented following Kimley-Horn's initial coordination with the Client).

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

INFORMATION TO BE PROVIDED BY CLIENT

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project.

At the outset of the project, the Client shall provide Kimley-Horn with all potential project information, if different from the 2017 Transportation Master Plan. This project information will be the basis of Kimley-Horn's analyses. Any analysis revisions that are necessitated by subsequent revisions to the potential project information will be considered to be additional services.

SCHEDULE

Kimley-Horn will provide our services based on a mutually agreed upon schedule. Kimley-Horn will begin work on receipt of notice to proceed for existing conditions assessments and meeting kickoff. Kimley-Horn will obtain traffic count data upon receipt of NTP from client. Kimley-Horn will complete our analyses and submit the draft report to the client within thirty (30) working days after the gathering of all traffic counts. Kimley-Horn will meet with the Client to receive their comments as soon as practicable following the completion of their review. Kimley-Horn will submit the final report to the Client within as expeditiously as practicable following the City Council workshop and receipt of all comments.

FEE AND EXPENSE

Kimley-Horn will perform the services in Tasks 1 – 6 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task 1 – Project Management / Meetings	\$ 4,000
Task 2 – Data Collection (Includes \$5,685 for Counts)	\$ 8,685
Task 3 – Existing Conditions Analysis	\$ 4,000
Task 4 – Future Conditions Analysis	\$ 7,000
Task 5 – Technical Report	\$ 4,500
Task 6 – Cost Estimates	\$ 2,500

Total Lump Sum Fee	\$30,685
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Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

CLOSURE

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute a copy of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

ACCEPTED:

CITY OF FREDERICKSBURG, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____