



Board of Commissioners Agenda Memo

From: Tim James, P.E. – City Manager

Date: July 16, 2012

Item: Discuss and take any action necessary on Cemetery Pavilion Design Proposal from Bundy, Young, Sims & Potter, Inc.

Background

The Board of Commissioners authorized Bundy, Young, Sims & Potter, Inc to provide Architectural services for the Cemetery in November 2011. The scope of services included a conceptual layout of Phase III of the Cemetery and for the Cemetery Pavilion. The first step in the process was to complete the conceptual layout of the Cemetery and then move to the conceptual design of the Pavilion. The Phase III layout was approved by the Board of Commissioners on April 16th and the conceptual design of the Pavilion was approved by the Board of Commissioners on June 18th. This proposal provides for design development through construction for the Cemetery Pavilion.

Fiscal Impact

The proposal is based on an hourly rate with a not-to-exceed amount of \$9,000. The funds for the design and construction of the Cemetery Pavilion will come from the Cemetery fund account and not from the City's operating budget. Currently there is \$ 176,784.34 in the Cemetery Money Market account that has been set aside for Cemetery projects. Included in the total amount is \$65,450 that was collected during the special sale of cemetery lots last year and \$5,016.17 that has been donated to the City for the Pavilion project. This balance does not reflect the in-kind donations that have been pledged to the Pavilion project.

Options

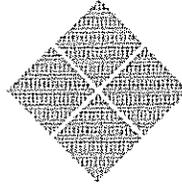
- Approve the design proposal
- Deny the design proposal
- Take no Action

Staff Recommendation

Staff recommends that the Commission approve the design proposal with Bundy, Young, Sims & Potter, Inc.

Attachments

- Pavilion design proposal



BUNDY, YOUNG, SIMS & POTTER, INC.
Architects ♦ Planners ♦ Interior Design

July 9, 2012

Mr. Mike Whaley, Director of Public Works
City of Burkburnett
501 Sheppard Road
Burkburnett, Texas 76354

Re: Burkburnett Cemetery Improvements – BYSP #11033
Letter of Agreement for Architectural Services

Dear Mike:

In response to the Request for Proposals for the architectural design and planning for improvements to the Burkburnett Cemetery, we submit the following proposal which identifies two steps to the design process.

Step 1 – Conceptual Design COMPLETE

After initial meetings with a committee or representatives of the City of Burkburnett, we would develop conceptual design drawings of the proposed improvements. This would be in sketch form so that we can get into the design solutions quickly. In the early stages of a project we typically work on an hourly basis up until the point at which the scope and cost of the project are determined, unless a preset budget exists. We assume that part of our charge will be to assist you in developing a predictable cost estimate and budget, so working in the early stage of design will best be done this way. I estimate that Conceptual Design would not exceed **four thousand dollars (\$4000)** which we propose to use as a cap based on the following rate schedule:

Principal -	\$175 per hour
Architect -	\$125 per hour
CAD Operator -	\$ 75 per hour
Interior Designer -	\$100 per hour
Clerical -	\$ 50 per hour

Step 2 – Design Development through Construction

This step of the project includes the Pavilion which is briefly described as a pre-engineered metal building frame with slab-on-grade concrete foundation and masonry on the North Wall, masonry columns, a masonry Storage Room and a masonry Electrical Room. The Pavilion shall include lighting and power, sidewalks around and within the Pavilion boundary, a free-standing stone podium and two memorial monuments. Based on this scope description we would provide basic services for the architectural and engineering design, drawings and construction observation for an hourly fee that would not exceed *nine thousand dollars (\$9,000.00)*. The design process is broken down into the following 5 phases:

<u>Phase</u>	<u>Percent of fee</u>
Schematic Design	15%
Design Development	20%
Working Drawings	40%
Bid Negotiation	5%
<u>Construction Observation</u>	<u>20%</u>
Total Fee	100%

We invoice on a monthly basis as the design process progresses and bill reimbursable expenses at 1.1 times their direct cost (i.e. printing, travel mileage, fed-ex, phone calls). I am excited about this project and look forward to working with the committee, please don't hesitate to contact me with questions. If this letter meets your approval, please sign below and return one original to our office.

Very truly yours,



Rick Sims AIA
Vice-President

Approved - by

Date



Board of Commissioners Agenda Memo

From: Tim James, P.E. – City Manager

Date: July 16, 2012

Item: Discuss and take any action necessary on Parks and Recreation Community Needs Assessment results

Background

The Parks and Recreation Board distributed a Community Needs Assessment survey to the residents and will present the results to the Board of Commissioners. The results have been presented to the Parks and Recreation Board and they recommended bringing the results to the Board of Commissioners. There was a tremendous amount of work done by the Parks and Recreation Board for the distribution, collection, and analysis of this survey.

Fiscal Impact

none

Options

- N/A

Staff Recommendation

N/A

Attachments

None



Board of Commissioners Agenda Memo

From: Tim James, P.E. – City Manager

Date: July 16, 2012

Item: Discuss and take any action necessary on Resolution 530

Background

On May 30, 2012 the Burkburnett Development Corporation (BDC) recommended entering into an economic incentive agreement with Burk Market. The proposed agreement would provide a loan to Burk Market for up to \$30,000 for the purchase of infrastructure and improvements with proof of receipts. The BDC Board would provide a principal credit towards the loan not to exceed the sum of \$10,000 per year for three consecutive years upon proof of operations of the Burk Market. The BDC would also agree to provide Burk Market an amount equal to with one-fifth of the 2% sales tax generated by Burk Market each year for three consecutive years, not to exceed \$17,600 per year for improvements beginning one year from the effective date of the agreement. Burk Market will be required to provide sales tax reports to the BDC for review and approval. Resolution 530 will require two readings. The first reading was conducted on June 18th. This will constitute the final reading.

Fiscal Impact

The incentive agreement will be funded by the BDC

Options

- Approve Resolution
- Deny Resolution
- Make recommendations on modifications to proposed economic incentive agreement
- Take no Action

Staff Recommendation

Resolution 530 has been reviewed by the City Attorney and Staff recommends approval

Attachments

N/A



Board of Commissioners Agenda Memo

From: Tim James, P.E. – City Manager

Date: July 16, 2012

Item: Discuss and take any action necessary on forming an Ad Hoc Charter Review Committee

Background

During the June 18th Board of Commissioners meeting, staff was directed to research the necessary steps to form an Ad Hoc Charter Review Committee. I have researched information regarding the appointment of a Charter Review Committee. Since the City of Burkburnett is a home-rule municipality and the Board of Commissioners is requesting to review the City Charter rather than the submittal of a petition by citizens, there are no state laws governing the appointment or review of the existing Charter. However, there are state laws that outline procedures for the presentation of proposed amendments to the voters that will need to be followed if the Board of Commissioners elects to move forward with any proposed amendments. I have spoken with several Cities regarding their process of selecting a Charter Review Committee and have found that each City has approached the selection of a Charter Review Committee in different way. Therefore, I have not located any set format used by a City. All of the Cities that I spoke with related the importance of careful planning and direction during both the selection and review process. The first step in forming an Ad Hoc Charter Review Committee would be for the Board of Commissioners to establish a method of selecting and appointing members. Once the members of the Charter Review Committee have been appointed, the Board of Commissioners would need to establish the parameters of the Charter review. The Board could direct the Committee to review the entire Charter or just selected portions. Once the Charter Review Committee has completed the review, the Board of Commissioners would review the recommendations and elect to submit all, some, or none of the recommendations to the citizens for a vote.

Fiscal Impact

The review of the City Charter will require the use of the City Attorney for portions of the review. It is not known at this time how much time will be required by the City Attorney so no cost estimate can be provided. There will be costs associated with the submittal of any proposed Charter Amendments to the citizens for a vote. If the proposed amendments include changes to the elections process, there may be considerable costs associated with these proposed amendments since it is lengthy process that would require the City Attorney to perform a lot of work and coordination with the Dept of Justice.

Options

- The Board of Commissioners can establish a process for the selection of the Charter Review Committee
- The Board of Commissioners can defer any action on the establishment for the selection of a Charter Review Process until the August meeting
- Take no Action

Staff Recommendation

Staff has no specific recommendation

Attachments

N/A