



Board of Commissioners Agenda Memo

From: Tim James, P.E. – City Manager

Date: August 20, 2012

Item: Discuss and take any action necessary on Professional Services agreement with Bundy, Young, Sims & Potter, Inc. for a facility master plan.

Background

As part of the budget discussions the last two years, the Board of Commissioners have discussed the need for maintaining and improving existing City facilities as well as the potential for new facilities in the future. In order to develop a plan for the necessary maintenance improvements of existing facilities and for the potential construction of new facilities in the future, it was recommended that the City establish a facility master plan. The facility master plan will include an evaluation of the current condition of each facility, the viability of renovation, and the spatial requirements for the intended use. The plan will also include an overall plan for facility needs and cost estimate for facility considerations.

Fiscal Impact

The proposal is based on an hourly rate with a not-to-exceed amount of \$5,600 and the funds are available in the current FY 2012 operating budget for professional services.

Options

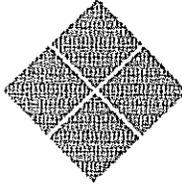
- Approve the design proposal
- Deny the design proposal
- Take no Action

Staff Recommendation

Staff recommends that the Commission approve the professional services agreement with Bundy, Young, Sims & Potter, Inc.

Attachments

- Professional Services agreement with Bundy, Young, Sims & Potter



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

August 1, 2012

Mr. Tim James, City Manager
City of Burkburnett
501 Sheppard Road
Burkburnett, Texas 76354

Re: City of Burkburnett – Long Range Facility Master Plan/Study – BYSP #12059
Letter of Agreement for Architectural Services

Dear Tim:

In response to the Request for a study of the existing city facilities (City Hall, Police Station, Fire Station, Library, and Community Center,) we submit the following proposal.

Facility Master Plan/Study

The first step of the Study will consist of an initial survey and investigation of each of the city buildings listed above to help determine the current shape of each structure and the viability of renovation. During the survey and investigation, we will discuss spatial requirements and needs with staff to help determine if current facilities are sized appropriately or if additional space should be considered. We will also consider and develop options for the potential of re-use of each building through a change in function (i.e. moving one city department into an existing city facility & planning/building a new space for the displaced department.) After these discussions, we will develop comparative budgeting cost estimates for each of the facilities that will help the city determine the direction of future Masterplanning (whether to renovate in place or to consider planning and building a new replacement structure(s).)

We propose an hourly fee and expect it would not exceed **five thousand six hundred dollars (\$5600.00)** which we propose to use as a cap based on the following hourly rate schedule:

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

We invoice on a monthly basis and bill reimbursable expenses at 1.1 times their cost (i.e. printing, travel mileage, fed-ex, phone calls.) I am excited about this project and look forward to working with the staff, 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: August 20, 2012

Item: Discuss and take any action necessary on FY 2013 Burkburnett Development Corporation Board Member appointments.

Background

As provided in the Burkburnett Development Corporation (BDC) By-Laws, the Board of Commissioners appoints the Board of Directors for the Burkburnett Development Corporation. Directors Jerry Johnson and Darren Broadus have reached their term limit and are not eligible for re-appointment. The BDC met on August 14th and recommended two possible replacements for the Board of Directors: Randy Brewster and Tag Davis. The BDC also recommended that Jeff Briscoe replace Aaron King as an Ex Officio member of the Board of Directors.

Fiscal Impact

There is no fiscal impact

Options

- Appoint the Board of Directors as proposed by the BDC
- Appoint a different Board of Directors
- Take no Action

Staff Recommendation

Staff has no specific recommendation.

Attachments

- Board of Directors as proposed by the BDC

Burkburnett Development Corporation Board 2012-2013

Voting:

| Name | Title | Source | Term 1 | Term 2 | Term 3 |
|-----------------|----------------|-------------------|--------|--------|--------|
| Keith Myers | President | | 2010 | 2012 | 2014 |
| Scott Dolan | Vice President | | 2010 | 2012 | 2014 |
| John Robertson | Secretary | | 2013 | | |
| Bill Lindenborn | | City Commissioner | 2011 | 2013 | |
| Randy Brewster | | City Commissioner | 2014 | | |
| Tag Davis | | | 2014 | | |
| Russel Miller | | | 2013 | | |

Ex Officio:

| Name | Title | Source | Term1 | Term 2 | Term 3 |
|--------------|----------|--------|-------|--------|--------|
| Jeff Kindt | At Large | | 2013 | | |
| Jeff Briscoe | At Large | | 2014 | | |
| Ed Godsey | At Large | | 2013 | | |
| Bob Franklin | At Large | | 2010 | 2012 | 2014 |



Board of Commissioners Agenda Memo

From: Tim James, P.E. – City Manager

Date: August 20, 2012

Item: Discuss and take any action necessary on Resolution 533.

Background

The BDC met on August 14th and recommended economic development incentives for Southern Star, Inc. in the amount of \$55,000. The agreement will require two readings. This represents the first reading.

Fiscal Impact

The funds for the agreement would be provided through the BDC budget.

Options

- Approve the economic development incentive with Southern Star, Inc.
- Recommend alternate incentives
- Take no Action

Staff Recommendation

Staff recommends that the Commission approve the economic development incentives with Southern Star, Inc.

Attachments

- Resolution 533

RESOLUTION NUMBER 533

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS AUTHORIZING AN ECONOMIC INCENTIVE AGREEMENT BETWEEN THE BURKBURNETT DEVELOPMENT CORPORATION AND SOUTHERN STAR, INC OF BURKBURNETT PROVIDING FOR ECONOMIC INCENTIVES IN RETURN FOR THE EXPANSION AND RETENTION OF BUSINESS ENTERPRISES WITHIN BURKBURNETT, TEXAS.

WHEREAS, the Burkburnett Development Corporation (the "BDC") is a Type B economic development corporation created by the City of Burkburnett, Texas (the "City"), which has a population of less than 20,000; and

WHEREAS, the BDC has proposed entering into an agreement with Southern Star, Inc of Burkburnett wherein the BDC will convey to Southern Star, Inc of Burkburnett property located at 1 Commerce Drive, Burkburnett, Texas 76354 (Lot 1, Block 2, Burkburnett Development Corporation, an Addition to the City of Burkburnett, Wichita County, Texas), which represents an economic incentive package worth \$55,000.00 provided for the expansion of business within Burkburnett, Texas, the terms of which are more specifically described below; and

WHEREAS, Southern Star, Inc estimates it will construct and complete improvements to the subject property, relocate and begin operations as soon as possible, no later than 12 months from the date of this resolution, and will provide twenty five (25) or more jobs each year at such location; and

WHEREAS, this resolution has been given two readings before the Board of Commissioners: one on August 20, 2012 and another on the date this resolution was approved; and

WHEREAS, this resolution was approved in a meeting, which was open to the public and preceded by proper notice as required by Chapter 551 of the Texas Government Code;

NOW, THEREFORE, be it

RESOLVED, that the BDC is hereby authorized to enter into *an agreement* with Southern Star, Inc. of Burkburnett to provide \$55,000.00 in economic incentives, by conveying title to 1 Commerce Drive, Burkburnett, Texas 76354 (Lot 1, Block 2, Burkburnett Development Corporation, an Addition to the City of Burkburnett, Wichita County, Texas), to Southern Star Inc. of Burkburnett, for which Southern Star of Burkburnett shall execute a Promissory Note for the principle sum of Fifty Five Thousand and no/100 (\$55,000.00), which shall be secured by a Deed of Trust. Said Note shall bear interest at the rate of 0% per annum and shall be paid in five (5) years; provided, however, that the BDC shall apply a credit of \$11,000.00 per year on the principle of the Note for each year that Southern Star, Inc. of Burkburnett shall maintain twenty-five or more jobs at such location. Southern Star, Inc. of Burkburnett shall submit to an annual audit by the BDC for the purpose of assessing compliance with this agreement. In the event that Southern Star, Inc. of Burkburnett is found not to have maintained the requisite jobs in any one year, it shall have the election of paying \$11,000.00 in principal reduction within thirty (30) days of said audit or the BDC shall accelerate and call the Note due in order to foreclose on said property; and

BE IT FURTHER RESOLVED that the officers of the City are hereby authorized and directed to take such action as may be reasonably necessary to carry this resolution into effect.

First reading on August 20, 2012.

APPROVED on this the ____ day _____, 2012, Second and Final Reading.

Carl Law, Mayor

Janelle Dolan, City Clerk