

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
CITY MANAGER'S OFFICE**

**PUBLIC HEARING
TIME CERTAIN
ITEM NO. 3
2:00PM**

TO: Mayor and City Council

FROM: Melissa Byrne Vossmer, Assistant City Manager

THROUGH: Terry M. Brechtel, City Manager

COPIES: J. Rolando Bono, Deputy City Manager, File

SUBJECT: Public Hearing and Approval of the Downtown Public Improvement District Service & Assessment Plan

DATE: September 4, 2003

SUMMARY AND RECOMMENDATIONS

This agenda item is a public hearing to consider oral or written objections to the levying of a supplemental special assessment to fund services and improvements for the Public Improvement District in the Downtown Area (PID). An ordinance approving the FY 2004 Service and Assessment Plan for the Public Improvement District in the downtown area will be requested at the end of the public hearing.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The Downtown Strategic Plan, adopted by the City of San Antonio in 1996, listed the creation of a Public Improvement District as a strategy for making downtown a better place to work, live or visit. The idea of a Public Improvement District to provide supplemental street/sidewalk cleaning, landscaping and visitor information had actually been circulating for some time prior to the Strategic Plan. In the spring of 1998 an initiative to create a PID was started by a group of downtown property owners and led by the Downtown Alliance. That initiative resulted in a petition requesting the creation of the PID which was signed by over half of the downtown property owners and represented well over half of the downtown property value.

The PID was created on April 29, 1999 to permit the provision of supplemental services in the downtown area. The City Council established the method of assessment for the PID to be based on a percentage of the appraised value of real property in 1999. Subject to separate Council action, the assessment rate will be \$0.12 per \$100.00 valuation. While this is the fifth and final year for the Downtown PID, the State enabling legislation provides for a five-year span for PIDs and requires the host City to approve an annual service and assessment plan that includes the annual budget and a five-year forecast. If the downtown property owners wish to continue the PID services beyond FY 2004 they will have to repeat the petition process over the next few months and establish a new PID for another five years.

The City is contracting for the provision of services and improvements to the PID with Centro San Antonio Management Corporation (a Texas non-profit corporation), as authorized under Ordinance No. 90059, approved by City Council on July 1, 1999. The provisions of the Service and Assessment Plan have been negotiated and agreed to between City staff and Centro San Antonio Management Corporation. Under this management agreement, Centro San Antonio will provide three "Amigo" programs (maintenance, landscaping and

Ambassadors), a marketing program and the management and operations of these programs. These services are detailed in the attached Service and Assessment Plan. There are no substantive changes from previous years in this year's plan.

The Centro San Antonio Board has approved and recommends the attached FY 2004 Service and Assessment Plan. The Plan reflects a total annual budget of \$1.51 million. The services provided by the PID continue to be very popular with downtown property owners, business, residents, employees and visitors.

The budget includes:

- \$155,000 for a management program to provide the staff, office space, and overhead necessary for the daily services of the PID
- \$130,000 for District Operations including the Operations Manager and operations center
- \$460,000 for the Maintenance Amigo program to include sidewalk maintenance and washing services and graffiti abatement services
- \$460,000 for the Ambassador Amigo program to provide directions and assistance to downtown visitors
- \$124,000 for the Landscape Amigo program to maintain light-pole mounted planters throughout the district, stair-rail planters along the River Walk, and clusters of sidewalk planters, for which Centro San Antonio will be solely responsible
- \$80,000 for a marketing and promotions program to seek a variety of positive media exposure for the District, publish a calendar of events and fund the Rediscover Downtown SA program
- \$100,000 for an unallocated contingency, which may be used for the services under any of the above programs with City approval

POLICY ANALYSIS

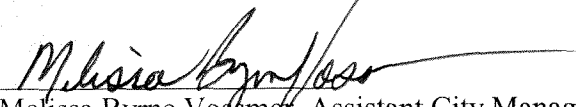
Council action would approve the Service and Assessment Plan and continue the Council policy of making downtown a more desirable place in which to live, work or visit.

FISCAL IMPACT


Under Ordinance No. 90059, the City will provide an annual net contribution of \$75,500 to the PID and CPS will provide an annual contribution of \$16,032, as required under State law. This item will authorize the payment of special assessment revenues to Centro San Antonio for services under this Plan.

COORDINATION

This item has been coordinated with the City Attorney's Office, the City Clerk's Office, and the Finance, Public Works, and Parks & Recreation Departments.


Melissa Byrne Vogsmeier, Assistant City Manager

Approved:


Terry M. Brechtel, City Manager



MEMO

BOARD OF DIRECTORS

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Roger Flores II

VICE-CHAIR
June Reedy

SECRETARY
Joanna Foster

TREASURER
Steve Stendebach

Mark Conklin

Alfredo Flores, Jr.

Larry Karam

Zeke Kennedy

Jim Koenig

NanEtte Richardson

Siegfried Richter

David Staas

Marie Thurston

Hector Venegas

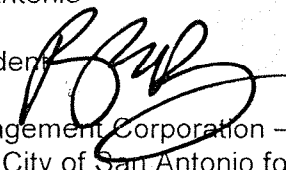
Gary Younger

PRESIDENT
Ben E. Brewer III

DISTRICT
OPERATIONS MANAGER
Bernie L. Cantu

DATE: August 22, 2003

TO: Cris Young, City of San Antonio

FROM: Ben E. Brewer, III - President 

RE: Centro San Antonio Management Corporation –
Recommendations to the City of San Antonio for the
San Antonio Downtown Public Improvement District for FY2004

The Board of Directors of the Centro San Antonio Management Corporation, has approved the following actions:

1. The Board of Directors hereby recommends approval of the Service and Assessment Plan for Fiscal Years 2004-2008 as attached hereto and recommends adoption by the City Council of the City of San Antonio.
2. The Board of Directors hereby recommends approval of the President's recommendation for District Service Contracts for FY2004 as detailed in the memorandum attached hereto.

Please do not hesitate to call if you have any questions regarding the Board actions or the attachments.

105 S. St. Mary's

Suite 1214

San Antonio, Tx 78205

210-225-1831

Fax 210-225-1569



MEMO

BOARD OF DIRECTORS

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Roger Flores II

VICE-CHAIR
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SECRETARY
Joanna Foster

TREASURER
Steve Stendebach

DATE: August 20, 2003

TO: Centro San Antonio Board of Directors

FROM: Ben E. Brewer, III
President

RE: Service Contracts for FY2004

Mark Conklin

Alfredo Flores, Jr.

Larry Karam

Zeke Kennedy

Jim Koenig

NanEte Richardson

Siegfried Richter

David Staas

Marie Thurston

Hector Venegas

Gary Younger

Based on the performance of the contractors listed below, and conference with the Operation Manager, I hereby recommend that Centro San Antonio renew the contract for services with these contractors for FY2004 (October 1, 2003 thru September 30, 2004).

Marketing & Public Relations – Cavazos Public Relations, Inc.

Public Service Representatives – Securitas Security Services USA, Inc.
(formerly Burns)

Maintenance – Central Parking System of Texas, Inc.

Landscaping/Streetscaping – Grounds Control of Texas, L.P.

PRESIDENT
Ben E. Brewer III

DISTRICT
OPERATIONS MANAGER
Bernie L. Cantu

105 S. St. Mary's
Suite 1214
San Antonio, Tx 78205

210-225-1831

Fax 210-225-1569

**SAN ANTONIO DOWNTOWN PUBLIC IMPROVEMENT DISTRICT
SERVICE AND ASSESSMENT PLAN
FOR FISCAL YEARS 2004-2008**

I. INTRODUCTION

This service and Assessment Plan (the "Plan") is prepared in conformance with Public Improvement District Assessment Act, Texas Local Government Code, Ann. Sec. 372.001, et seq., as amended (the "Act"). The Year Five Plan is for five years commencing October 1, 2003, and will continue to be updated annually as provided in the above referenced legislation.

II. BOUNDARIES

The boundaries of the San Antonio Downtown Public Improvement District (the "District") are as indicated on the map included as Exhibit A.

III. IMPROVEMENTS AND/OR SUPPLEMENTAL SERVICES PLAN

The objective of the Plan is to enhance the experience of pedestrian as well as vehicular traffic in the Downtown area by supplementing existing City services to assure a cleaner, safer and friendlier environment. The Plan anticipates that the City will continue to provide at least its current level of services to the District. The District may contract for some service while hiring its own employees for others.

The District is managed by the Centro San Antonio Management Corporation, a non-profit Texas corporation (the "Corporation"), pursuant to a Contract for Improvements and/or Services in the San Antonio Public Improvement District in the Downtown Area (the "Management Agreement"). The 15-member Board of Directors (the "Board") will meet at least quarterly to assure performance of its duties and will be directed in the conduct of its affairs by Roberts Rules of Order as well as its Articles of Incorporation and by-laws. The Board is constituted by its formal action taken at the organizational meeting held on June 29, 1999. Any vacancy which may occur on the Board will be filled by the Board with individuals with comparable demographic characteristics as the person who vacated the Board. The President of the Downtown Alliance/San Antonio will serve on the Board as an ex-officio, non-voting member. The regularly scheduled Board meetings will be held in San Antonio at the Downtown Alliance Office, 105 S. St. Marys, Suite 1214. The Board meetings for FY 2004 will be held on or about November 12th, 2003; February 11th, 2004; May 12th, 2004, and August 18th, 2004.

The improvements and/or services in the Plan include reimbursement of costs for the management of the District, supplemental maintenance and landscaping/streetscaping services, marketing and promotion of the District, public service representatives and other such improvements as may be described in the annual plan below.

YEAR FIVE PLAN (October 1, 2003 – September 30, 2004)

PROGRAMS:

Management/Administration & District Operations

The Corporation has budgeted \$155,000 for Management/Administration, and \$130,000 for District Operations, and will provide the following administrative and management services for operations of the District:

- Provide the staff for administration and management of the District as necessary to supervise the daily services provided by the District;

The Corporation has hired an Operations Manager who will supervise the daily services provided by the District. The Manager will assist in administering contracts by sub-contractors and oversee other employees of the Corporation as applicable.

The Corporation has entered into an agreement with the Downtown Alliance / San Antonio to provide additional staff and support services such as clerical, bookkeeping and management oversight.

- Provide management, financial and program monitoring systems for operation of the District as required by the Management Agreement;
- Provide reports to the City concerning operations of the District as required by the Management Agreement;
- Recruit, hire, pay and supervise the work force which the Corporation will utilize to furnish services in the District;
- Provide office space and an operations center for the District's administrative and management personnel and for the Corporation's and/or its subcontractor's employees and equipment, as necessary;

The Corporation will occupy office space and share office services with the Downtown Alliance / San Antonio located at 105 S. St. Mary's, Ste. 1214 in San Antonio, Texas. The Corporation has budgeted for the possibility of moving expenses associated with the Downtown Alliance having to relocate from its current office location during this fiscal year. The Corporation also occupies approximately 1200 sq.ft. of street-level space for use as an Operations Center located at 219 E. Travis St. in San Antonio, Texas specifically for daily services described under "Maintenance and Landscaping/Streetscaping" and "Public Service Representatives". The Operations Center includes space for equipment and uniforms, a briefing center/workroom, a shared kitchen/breakroom, equipment storage area, lockers and access to restrooms and dressing rooms.

The Corporation owns a small, light-duty, pick-up truck for use by the District's contractors. The truck enables the contractors to better monitor the provision of the District services and facilitate trash and equipment pick-up and removal.

- Coordinate with the City's designated representative concerning the needs for levels of service such as maintenance, horticultural services, infrastructure improvements, levels of police patrols, park police and other such municipal services necessary to be performed within the District;
- Participate in private or public meetings concerning operation and activities related to the District;
- Enter into and supervise contracts with subcontractors to provide landscaping, sidewalk cleaning, public service representatives or other services which the District elects to provide through subcontract;

The Corporation issued Requests for Proposals for contract services for "Maintenance", "Landscaping/Streetscaping" and "Public Service Representatives", and originally entered into agreements with those contractors on 12/7/99. The Corporation re-issued Requests for Proposals for FY2003 for the above-listed contract services, and for Marketing/Public Relations. The Corporation reviewed the proposals and entered into new contracts with the existing contractors for specific services. The Corporation proposes to renew the contracts with the existing contractors for FY2004.

As required and pursuant to the Management Agreement, the Corporation will obtain proposals for the various services to be provided under this plan. To the extent that such proposals will not allow the Corporation and District to provide all of the services outlined in this Plan for any of the programs outlined below, the Corporation, working in conjunction with the City Manager's office as provided in the Management Agreement, shall reduce the scope of services to fall within the budget for such program.

- Assist the City by providing information about District improvements and/or supplemental services related to potential downtown development proposals and projects;
- Function as the Information Center for all matters relating to the operation of the District and advise the City in a timely manner of any problems with City-owned equipment or facilities in the District;
- Provide a recommended and updated *Service and Assessment Plan* to the City Manager's Office annually.

Maintenance

The Corporation has budgeted \$460,000 for the maintenance program. To the extent the Corporation can obtain subcontracts to perform the services within such budget, the following maintenance services will be provided in the District (see Exhibit B for estimated service zones and personnel):

The Corporation will subcontract sidewalk maintenance and washing services and graffiti abatement during FY2004. If the Corporation does not exercise its option to renew the existing contract, bids will be received from three firms, if available, and a

selection will be made on or about 8/22/03. The contract will be executed on or about 9/12/03 and maintenance services are expected to begin on October 1, 2003.

The Corporation will retain supervisory authority over subcontracted personnel, and an operations/services manager will oversee contract administration to assure that services are performed in accordance with subcontracts, the Management Agreement and all applicable laws.

- All maintenance personnel and equipment will be distinctly identified (uniformed) as working for the District;

The Corporation will specify and require uniforms consisting of shorts, short-sleeve shirts and hats for summer months, and long pants, jackets and rain-suits or ponchos for cooler months and wet weather. The contractors or employees providing maintenance services will be required to wear uniforms while on duty. All equipment such as rolling trash bins, bicycles or other vehicles that the Corporation or the contractor may provide will be identified with the District logo.

- Utilizing "white-wing" crews circulating throughout the District, sidewalks within the District will be inspected and swept to remove litter;

Sidewalk maintenance personnel equipped with brooms, dustpans, rolling trash bins, and two-way communication devices will perform a variety of maintenance activities throughout the District. It is anticipated that the "white-wing" crews will:

- Inspect sidewalks within the District's public right-of-ways (including parks) for needed maintenance and report to the Operations Center;
- Request needed maintenance requiring City crews to the District Operations Manager, who will in turn contact and report the request to the appropriate City designated representative;
- Sweep sidewalks within the District's public right-of-ways, removing litter and placing in appropriate trash receptacles;
- Inspect sidewalks within the District public right-of-ways and remove weeds from sidewalk cracks when weather or special events interrupt standard work schedules. This service may also be accomplished utilizing volunteer service labor or adult probation labor services.
- Report needed maintenance requiring "other" District crews to the Operations Center.

The proposed budget is intended to provide sidewalk maintenance personnel, consisting of six, two-person crews in the respective sub-areas shown in Exhibit B. The crews will perform sidewalk maintenance services on sidewalks throughout the District from 8:00 a.m. to 9:00 p.m. on weekdays (various shifts), and from 9:00 a.m. to 6:00 p.m. on Saturday and Sunday's (excluding special events or holidays when expanded or reduced hours may apply). The budget includes a supervisor, a crew

leader, and a project manager at 40 hours each for a total of 120 hours during each week.

- Utilizing power washing equipment, 2-member crews will circulate throughout the District, inspecting and washing sidewalks to supplement the City sidewalk washing schedule: The proposed budget is intended to provide a uniformed 2-member crew which will provide sidewalk washing services an average of 30 hours per week in selected areas in public right-of-ways throughout the District. The locations and frequency of service shall depend on weather, season of the year and the need for such services. All areas within the District will be periodically inspected for sidewalk washing and scheduling. Power washing equipment will not block vehicular traffic operations or impede pedestrian traffic at any time during peak weekday traffic hours.
- Inspect for and remove graffiti from public areas in the District (including street furniture, benches, drinking fountains, fountains, public art, street planters, trash receptacles, and other public streetscape improvements, pedestrian lighting, District and traffic signage, equipment and signal cabinets, kiosks, and other related improvements in public areas) and coordinate with the City's graffiti removal program. The District will attempt to remove graffiti within a 24-hour period from the time of discovery. Graffiti includes paint, handbills and stickers, but does not include scratched or etched surfaces:

The "white-wing" crews described above will provide limited graffiti abatement of small tags, stickers, handbills and posters from painted and metal surfaces on an on-going basis as they perform litter pick-up. For graffiti abatement of a larger scale or area that is not regularly being addressed by the "white wing" crews, the District will report the graffiti and coordinate with the designated City representative to determine how and by what means the graffiti can be abated.

- The Corporation does not intend to empty existing trash receptacles in the public right-of-ways unless an overflow situation exists. In this instance, the trash receptacle is emptied, re-bagged and the full bag is placed next to the receptacle for pick-up by City crews.
- The Corporation does not intend to provide special event maintenance services unless by contract which is not addressed in this Plan. Normal schedules and services will be adjusted to accommodate special events that occur within the District.

Landscaping / Streetscaping

The Corporation has budgeted \$124,000 for the landscaping/streetscaping program. To the extent the Corporation can obtain subcontracts to perform the services and purchase items within such budget, the following landscaping/streetscaping services will be provided in the District (see Exhibit C for estimated areas covered):

The Corporation will subcontract landscaping/streetscaping services during FY2004. If the Corporation does not exercise its option to renew the existing contract, bids will be received from three firms, if available, and a selection will be made on or about 8/22/03. The contract will be executed on or about 9/12/03 and landscaping/streetscaping services are expected to begin on October 1, 2003.

The Corporation will retain supervisory authority over subcontracted personnel, and an operations/services manager will oversee contract administration to assure that services are performed in accordance with subcontracts, the Management Agreement and all applicable laws.

- All landscaping/streetscaping personnel and equipment will be distinctly identified (uniformed) as working for the District;

The Corporation will specify and require uniforms consisting of shorts, short-sleeve shirts and hats for summer months, and long pants, jackets, rain-suits or ponchos for cooler months and wet weather. The contractors or employees providing landscaping services will be required to wear uniforms while on duty. All equipment or other vehicles that the Corporation or the contractor may provide will be identified with the District logo.

- Install and maintain approved supplemental landscaping and planters in the District as follows;
 - This Plan assumes that all supplemental landscaping and planters installed in the District will be done with the approval of the City's Historic Design and Review Commission.
 - All landscape/streetscape improvements installed in Years One, Two, Three and Four shall continue to be maintained as defined below. Care will be taken to avoid impeding vehicular and pedestrian traffic when maintaining these improvements, and days and hours of maintenance service will be restricted as described for additional improvements listed below. The planters are located on light poles, stair rails and in large pot clusters throughout the District boundary. The service will include installation, planting and annual maintenance (watering, fertilizing, pruning, wound treating and disease control). The light-pole planters and stair rail planters will be replanted twice during the year. The small plants in the sidewalk clusters will also be replanted twice during the year. All dead plants, or plants that have been stolen, will be replaced on an as required basis. A three or four-person crew will circulate throughout the District and additional contract areas to maintain these improvements on a daily basis or as required.
 - The Corporation does not propose to install any additional railing planters on stair rails between street and river levels, or light-pole planters on light poles in the District in Year Five.
 - The Corporation does not propose to install more clusters of sidewalk planters in the District in Year Five.
 - The Corporation may also install supplemental plant materials in planters and planting beds in other City parks and along the River Walk, or in the public right-of-way, if sufficient budget funds are available and with the approval of the City.
- The Corporation will advise the City's designated representative in a timely manner of the need for capital improvements, replacements, repairs and/or relocations of City landscaping/streetscape improvements or other City property in the District.

Public Services Representatives

The Corporation has budgeted \$460,000 for a public service representative program. To the extent the Corporation is able to provide the services within such budget, the following public service representative services will be provided (see Exhibit D for estimated coverage areas, times and personnel), either directly or through a subcontractor:

The Corporation will subcontract public service representative services during FY2004. If the Corporation does not exercise its option to renew the existing contract, bids will be received from three firms, if available, and a selection will be made on or about 8/22/03. The contract will be executed on or about 9/12/03 and maintenance services are expected to begin on October 1, 2003.

The Corporation will retain supervisory authority over subcontracted personnel, and an operations/services manager will oversee contract administration to assure that services are performed in accordance with subcontracts, the Management Agreement and all applicable laws.

- All Public Service Representatives (PSR's) will be distinctly identified (uniformed) as working for the District;

The Corporation will specify and require uniforms consisting of shorts, short-sleeve shirts and hats for summer months, and long pants, jackets, rain-suits or ponchos for cooler months and wet weather. The contractors or employees providing the PSR services will be required to wear uniforms while on duty. Any equipment, bicycles or other vehicles that the Corporation or the contractor may provide related to this service will be identified with the District logo.

- The PSR's will be trained to provide information, to provide directions, to attempt to render assistance, and to observe and report undesirable conditions;

The Corporation and/or the contractor for this service will maintain and conduct a specially developed training program for the PSR's which is anticipated to consist of both classroom and in-field training covering such subjects as personal conduct, CPR and First Aid certification, public relations, downtown directions and attractions, effective communications, use of equipment, etc. It is anticipated that various City departments will continue to cooperate and assist in the training of the public service representatives (SAPD Foot & Bicycle Patrol, SAPAR Park Rangers, SAFD, EMS, COSA City Attorneys office, etc.).

- The PSR's will be equipped with two-way communication capability;

The Corporation will purchase and/or lease two-way radios for all PSR's to carry and utilize while on duty in the District. PSR's will be in contact with the District operations center and will be able to contact other District and City service providers via the operations center.

- The PSR's will not be, or function as, deputized law enforcement officers, but will work in close coordination with public and private law enforcement individuals and agencies within and surrounding the District;
- The PSR's will circulate throughout the District in assigned sub-areas daily as estimated in Exhibit D. The schedule in the sub-areas will fluctuate to meet daily, seasonal or special event needs and conditions;

The proposed budget is intended to provide PSR's, consisting of two PSR's in each of the respective sub-areas shown in Exhibit D, from 1:00 p.m. until 6:00 p.m., Monday thru Saturday, and one PSR in each of the sub-areas from 9:00 a.m. until 1:00 p.m. and 6:00 p.m. until 10:00 p.m., Monday thru Saturday, and from 10:00a.m. until 9:00 p.m. on Sundays. There will also be two PSR's on duty, in addition to those described above, that will be on duty during all shifts and days of the week that will be strategically positioned at key high-pedestrian traffic intersections in the District. Actual personnel and assignment to sub-areas may vary depending on time-of-day, weather, season, special events, holidays or public activity. In addition, one supervisor of the PSR's and one person assigned to staff the Operations Center will be on duty at all times.

- The Corporation will, as a part of the PSR program, discuss with the City's designated representative concerning the needs for levels of police foot and bicycle patrols, police cruisers, park police and the overall law enforcement presence in the District.

Marketing and Promotions

The Corporation has budgeted \$80,000 for a marketing and promotion program. To the extent the Corporation is able to provide the services within such budget, the following marketing and promotion services will be provided for the District, either directly or through a subcontractor:

- Maintain a public relations/public service plan and campaign describing the services and activities of the District to reach downtown workers, residents, visitors, surrounding neighborhoods and the greater San Antonio metropolitan area. It is anticipated that the Corporation will publish a newsletter, either printed or electronically, on a regular basis throughout the year, to describe the services and activities in the District;
- Seek a wide variety of positive media exposure for and the area surrounding the District;
- Organize, publish and distribute a calendar of events in and surrounding the District;
- Cooperate and communicate with businesses, organizations and governmental entities in and surrounding the District, and serve as a communication resource for information about the District.
- Continue to fund and coordinate the REDISCOVER DOWNTOWN SA Marketing and Education program that the district initiated in Year Three. The plan for Year Five proposes that the Corporation continue to coordinate the promotion of the program, communicating with the program members and participating businesses.

DID Funds Special Projects

The Corporation has not budgeted funds in Year Five for special projects utilizing the reallocated DID Funds that were transferred to the District during Year Two. The Board of Directors of the Downtown Improvement District (DID) agreed that any remaining DID funds should be transferred to the Public Improvement District with the stipulation that those funds be utilized within the boundary of the DID and on projects that directly benefit the property owners of the DID. The establishment of this new program provides the Corporation a means of accurately tracking any expenditures and use of the funds as directed by the DID Board.

Other

The Corporation may at some time during Year Five provide additional services and/or programs within the District as desired and directed by the Board of Directors and approved by the City.

YEAR FIVE PROJECTED BUDGET

BEGINNING BALANCE	454,500
Assessments (Private)*	1,137,194
Assessments (City and CPS)	91,532
Contracts & Other Revenue (VIA)	30,000
Interest on Deposits	9,000
Delinquent Payments, Penalties & Interest	13,000
TOTAL REVENUE	1,280,726
AMOUNT AVAILABLE	1,735,226
EXPENDITURES	
Management/Administration (DTA)	
Wages, Benefits & Taxes (\$105,000)	
Management/Administration - G&A (\$50,000)	
Management Subtotal (DTA billed to Centro)	155,000
District Operations (Centro SA)	
Op Manager - Wages, Benefits (\$76,000)	
Op Center - Rent, Equip., Supplies (\$54,000)	
Total District Operations	130,000
Maintenance	
Contractor Expense	
District Expense	
Maintenance Subtotal	460,000
Landscaping/Streetscaping	
Contractor Expense	
District Expense	
Landscaping/Streetscaping Subtotal	124,000
Public Service Representatives	
Contractor Expense	
District Expense	
PSR Subtotal	460,000
Marketing & Promotions	
Contractor & District Expense (\$50,000)	
Rediscover Expense (\$30,000)	
Marketing & Promotions Subtotal	80,000
Unallocated Contingency	
Unallocated Contingency Subtotal	100,000
TOTAL EXPENSES	1,509,000
ENDING BALANCE	226,226

* Assumed 90% collection at assessment rate of \$.12 per \$100 of appraised value

PLAN FOR YEARS SIX THROUGH NINE (Oct. 1, 2004 – Sept. 30, 2008)**PROGRAMS:****A. Management / Administration**

The Corporation will provide the following administrative and management services for operations:

- Provide the staff, administrative services, office space, and work force necessary to furnish services in the District;
- Provide management, supervision, and financial and program monitoring systems for operation of the District as required by the Management Agreement;
- Coordinate with and provide regular reports to the City's designated representative on operations, services provided, activities and conditions within the District as required by the Management Agreement;
- Enter into and supervise contracts with subcontractors;
- Serve as an information resource for businesses, services, activities and physical improvements within the District;
- Provide a recommended and updated *Service and Assessment Plan* to the City Manager's Office annually.

B. Maintenance and Landscaping / Streetscaping**Maintenance**

To the extent addressed in the approved Plan and budget, the Corporation shall provide the following maintenance services, either directly or through a subcontractor:

- All maintenance personnel and equipment will be distinctly identified (uniformed) as working for the District;
- Provide sidewalk sweeping, litter removal and sidewalk washing to maintain an attractive pedestrian environment within the District, coordinated with and supplementing the City's maintenance services;
- Inspect for and remove graffiti from public areas in the District (including street furniture, benches, drinking fountains, fountains, public art, street planters and other public streetscape improvements, trash receptacles, pedestrian lighting, District signage, kiosks, and other related improvements in public areas) as provided in the Plan and coordinated with the City's graffiti removal schedules.

Landscaping / Streetscaping

To the extent addressed in the approved Plan and budget, the Corporation shall provide the following landscaping/streetscaping services, either directly or through a subcontractor:

- All landscaping/streetscaping personnel and equipment will be distinctly identified (uniformed) as working for the District;
- Care for and maintain all landscaping (including planters) funded, added, and/or installed by the District, its agents, servants, employees or subcontractors within the District boundary including watering, fertilizing, pruning, plant replacement, and treatment of wounds, disease control, and insect control;
- Expand program to install approved supplemental landscaping and planters in the District to the extent budgeted and able to be adequately maintained.

Public Service Representatives

To the extent addressed in the approved Plan and budget, the Corporation shall provide the following public service representative program, either directly or through a subcontractor:

- All Public Service Representatives (PSR's) will be distinctly identified (uniformed) as working for the District;
- PSR's will be trained and knowledgeable about businesses and services located in and surrounding the District, equipped with communication devices and circulating throughout the District;
- The PSR's shall work in close coordination with various public and private law enforcement individuals and agencies within the District, but they will not be or function as deputized law enforcement officers.
- The District will, as a part of the PSR program, consult with the City's designated representative concerning the needs for levels of police foot patrols, police bike patrols, mounted police patrols, police cruisers, park rangers, and the overall law enforcement presence in the District.

Marketing and Promotions

To the extent addressed in the approved Plan and budget, the Corporation shall provide a marketing and promotions program which shall include the following services:

- Maintain a public relations/public service plan and campaign to describe the District; the services being provided; and activities, attractions, and events occurring within and surrounding the District;
- Seek a wide variety of positive media exposure for the District and surrounding areas;
- Serve as a communication resource for information about the District.

E. Other Services and/or Improvements

The Year Six through Year Nine Projected Budget that follows this section projects annual revenue increases of two percent per year in Private Assessments, and two percent increases in revenue for City/CPS Assessments and Outside Contracts for Years Six, Seven Eight and Nine. Expenses for Management/Administration/Operations and for Contractual Services (Maintenance, Landscaping/Streetscaping, Public Service Representatives and Marketing) is projected to increase by two percent in Year Six through Year Nine. This results in negative fund balances being projected in Years Eight and Nine. The projections for Years Six, Seven, Eight and Nine are hypothetical as these years occur after the current term of the district is scheduled to terminate at the end of Year Five. In the event that the district is re-authorized, a new budget will be established that will be based on the new district's boundary, assessment rate, assessed valuation, assessment collections and services to be delivered. The remaining fund balance from the fifth year will be carried forward for use in the first year of the re-authorized District term.

In the event that the District is not re-authorized to be continued after the fifth year, property of the Corporation and District will be sold and funds from the sale of property added to any remaining fund balance from the fifth year. The remaining fund balance will first be used to pay for expenses necessary to dissolve the District, and any remaining funds will be used as mutually agreed upon by the City and the Corporation's Board of Directors.

The Corporation may provide additional services and/or programs other than those described above when desired and directed by the Board of Directors and agreed to by the City.

YEAR SIX THROUGH NINE PROJECTED BUDGET

FISCAL YEAR	YEAR SIX 2005	YEAR SEVEN 2006	YEAR EIGHT 2007	YEAR NINE 2008
BEGINNING BALANCE	226,250	115,600	2,137	(114,195)
REVENUE				
Assessments (Private) *	1,137,950	1,160,709	1,183,923	1,207,602
Assessments (City & CPS)**	91,500	93,330	95,197	97,101
Contracts & Other Revenue**	30,000	30,600	31,212	31,836
P&I, Interest on Deposits	30,000	30,000	30,000	30,000
TOTAL REVENUE	1,289,450	1,314,639	1,340,332	1,366,538
AMOUNT AVAILABLE	1,515,700	1,430,239	1,342,469	1,252,343
EXPENDITURES				
Mgmt/Admin/Operations***	285,600	291,312	297,138	303,081
Maintenance***	469,000	478,380	487,948	497,707
Landscaping/Streetscaping***	126,500	129,030	131,611	134,243
Public Service Representatives***	469,000	478,380	487,948	497,707
Marketing & Promotions***	50,000	51,000	52,020	53,060
Operations Subtotal	1,400,100	1,428,102	1,456,664	1,485,797
TOTAL EXPENDITURES	1,400,100	1,428,102	1,456,664	1,485,797
ENDING BALANCE	115,600	2,137	(114,195)	(233,454)

* Assumed 90% collection at assessment rate of \$.12 per \$100 of appraised value
& assumes 2% growth in private valuation per year

** Assumed 2% growth in 2005,2006 ,2007 & 2008

*** Assumed 2% increase in expenses per year

ASSESSMENT PLAN

The assessment year will be concurrent with the City's Tax Year, January 1, through December 31. The Assessment levy against private property is estimated in Year Five to be **\$1,263,549**. For budgeting purposes, a 90% collection rate is assumed yielding approximately **\$1,137,194**. The assessment levy on private properties is expected to grow at an approximate rate of 2% per year each year thereafter through FY2008.

Each property in the District is to be assessed based on the valuation on the property as determined by the Bexar Appraisal District and as certified by the City of San Antonio Tax Assessor/Collector. Notice of the levy of assessment is to be given as provided in Section 372.001 in the Act. The Assessment Levy Statement will be sent to each property owner in the District and the assessment levy will be due and payable at the same time property taxes are due and payable to the City of San Antonio Treasury. Penalty and interest will accrue on delinquent accounts in accordance with ad valorem penalty and interest schedules of the City of San Antonio. Payments become delinquent as of February 1st after assessment is levied. Interest on any delinquent installment shall be added to each subsequent installment until all delinquent installments are paid.

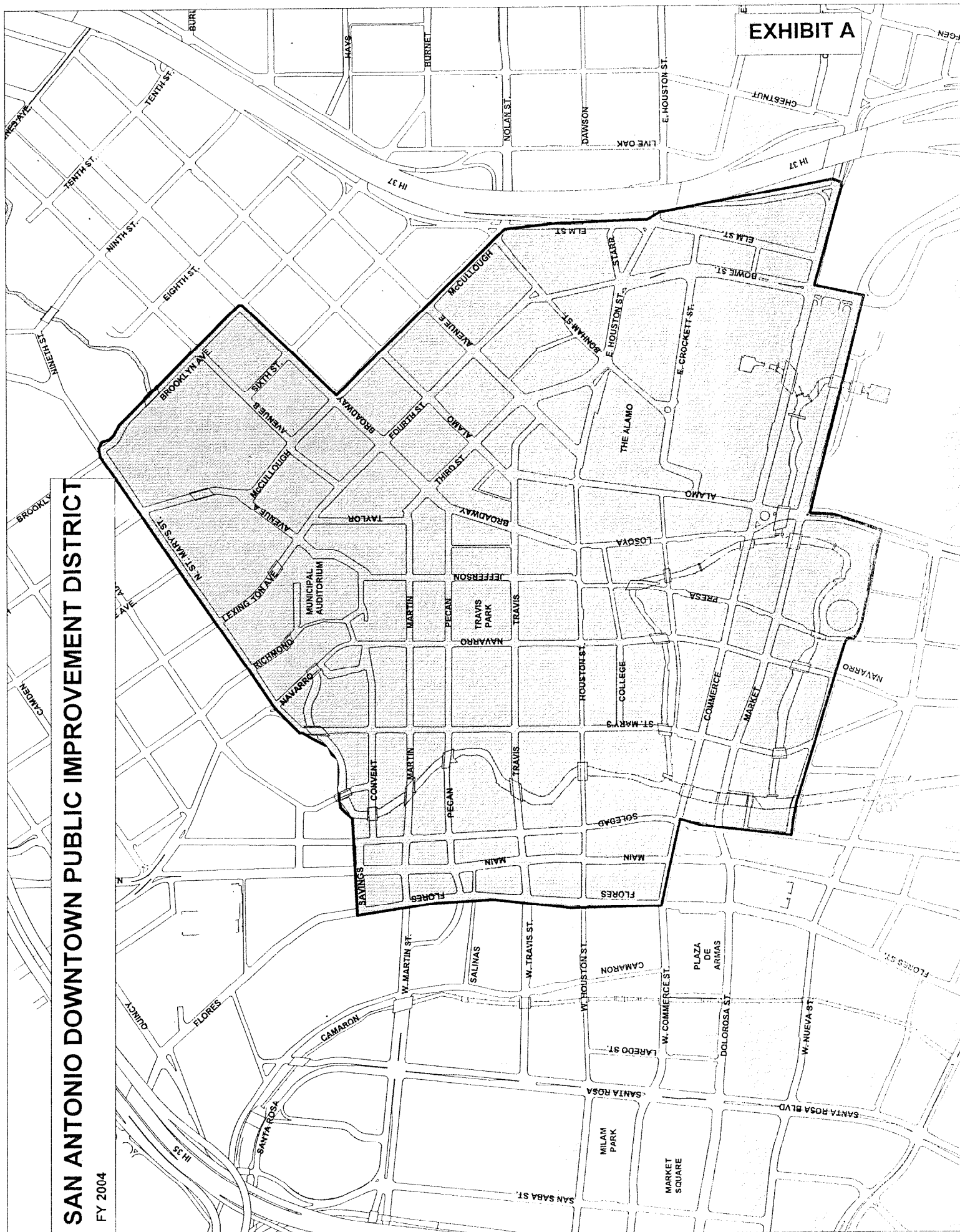
Of **529** property accounts in the District, **103** are certified as exempt, leaving **426** accounts to be assessed in FY2004. **357** accounts in the District are certified to date for a value of **\$1,031,058,150** for the 2003 assessment year. The remaining **69** accounts in the District, which are not yet certified, have a previous year value of **\$21,899,440**. This Plan assumes that the uncertified accounts will at least remain at the previous year value. When the value of the certified accounts is added to the value of the uncertified accounts, the total value of private properties in the District is **\$1,052,957,590**.

The value of taxable properties, when combined with City Exempt property values totaling **\$76,276,667** (CSA & CPS), provides a total valuation of the District upon which to base the assessment for FY2004, of **\$1,129,234,257**. The valuations on which the Budget is based in this plan for the remaining one year of the current district's authorization are estimated to be sufficient to provide the improvements and/or services as described above in this plan.

SAN ANTONIO DOWNTOWN PUBLIC IMPROVEMENT DISTRICT

FY 2004

EXHIBIT A



SUPPLEMENTAL MAINTENANCE SERVICE AREAS

SCHEDULE OF SERVICES

8:00 A. M. TO 5:00 P. M. - MONDAY THRU FRIDAY - 8 PEOPLE

12:00 P. M. TO 9:00 P.M. - MONDAY THRU FRIDAY - 4 PEOPLE

9:00 A. M. TO 6:00 P. M. - SATURDAY AND SUNDAY - 12 PEOPLE

6:00 A. M. TO 3:00 P. M. - MONDAY THRU FRIDAY POWER WASHING - 2 PEOPLE

MAINTENANCE CREWS IN EACH OF THE 6 AREAS PER SHIFT

1 SUPERVISOR OR 1 PROJECT MANAGER PER SHIFT

(Totals approximately 830 hours per week)

F Y 2004

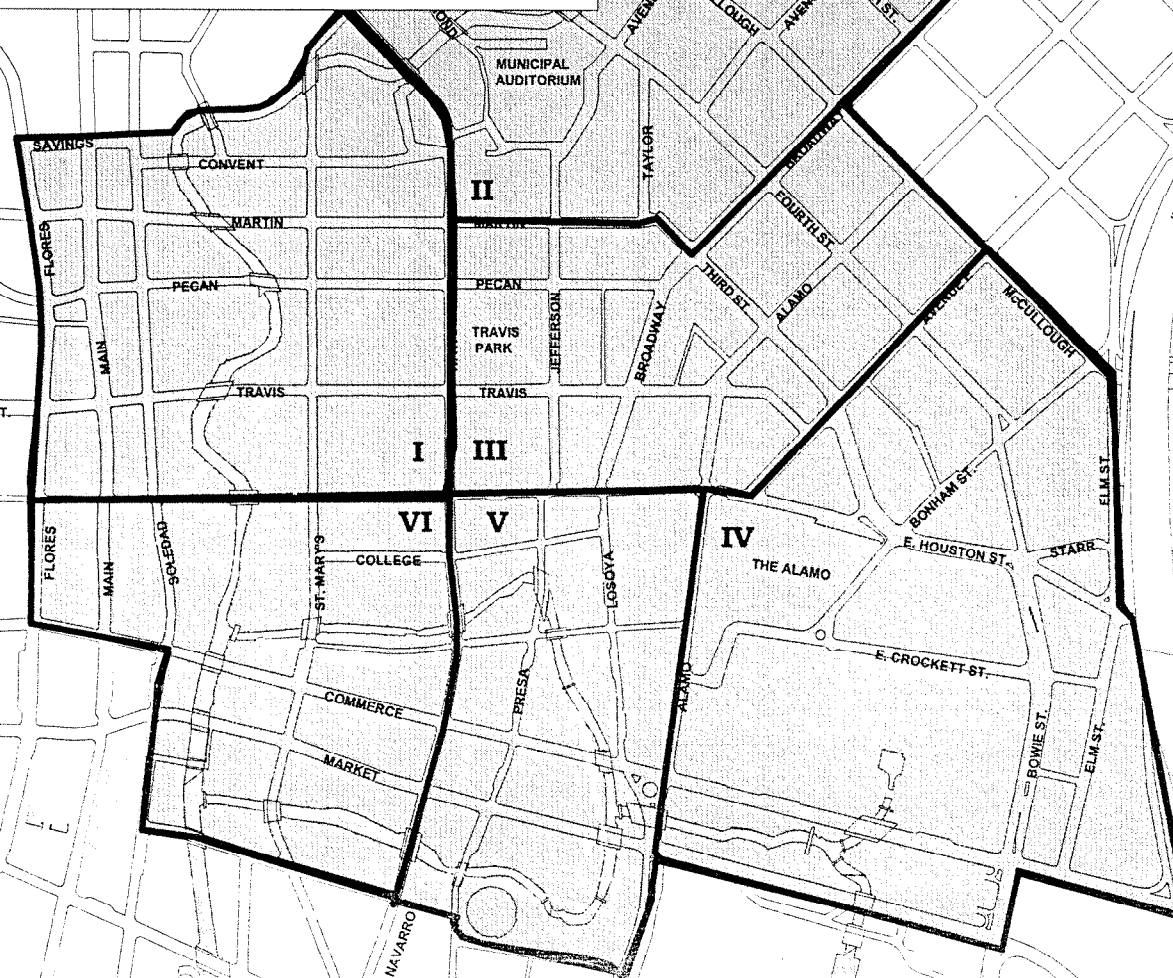


EXHIBIT B

STREETSCAPE/LANDSCAPE IMPROVEMENTS



EXISTING PEDESTRIAN LIGHT POLE PLANTER POTS IN THE DISTRICT



EXISTING PEDESTRIAN LIGHT POLE PLANTER POTS - ADD ALTERNATE



EXISTING PLANTER CLUSTERS



EXISTING RIVERWALK STAIR RAIL PLANTERS

F Y 2004

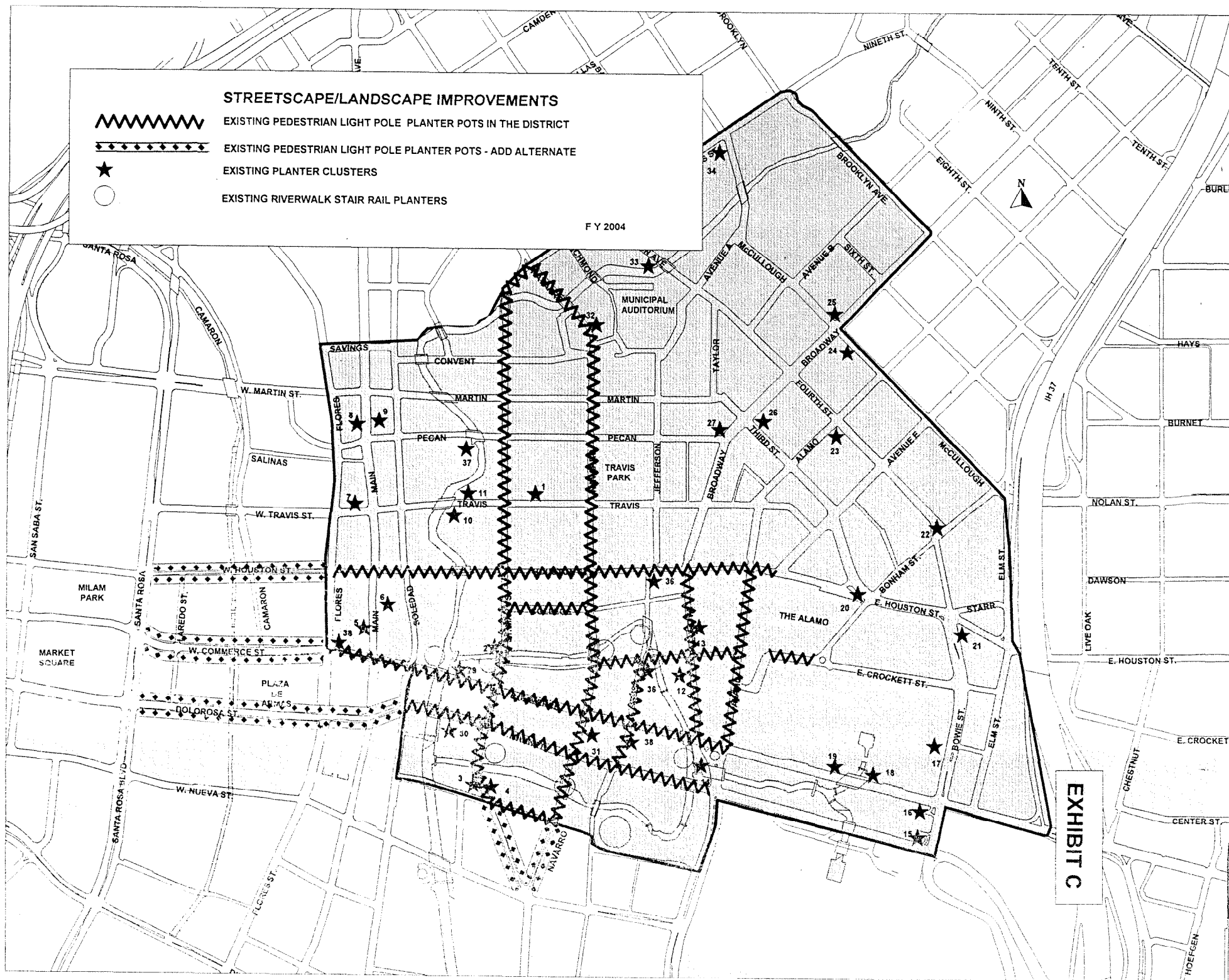


EXHIBIT C

PUBLIC SERVICE REPRESENTATIVES FOUR SERVICE AREAS

10 A. M. TO 1 P. M. & 7 P. M. TO 10 P. M. - MONDAY THRU SATURDAY -
1 PSR IN EACH AREA

NOON TO 9 P. M. MONDAY THRU SATURDAY - 2 PSR'S IN EACH AREA

10 A. M. TO 10 P. M. ALL DAYS - 1 PSR AT ALAMO PLAZA & 1 PSR AT
RIVERWALK STREETCAR STATION

1 SUPERVISOR AND 1 OPERATIONS CENTER DISPATCHER AT ALL TIMES
(TOTALS APPROXIMATELY 620 HOURS PER WEEK) FY 2004

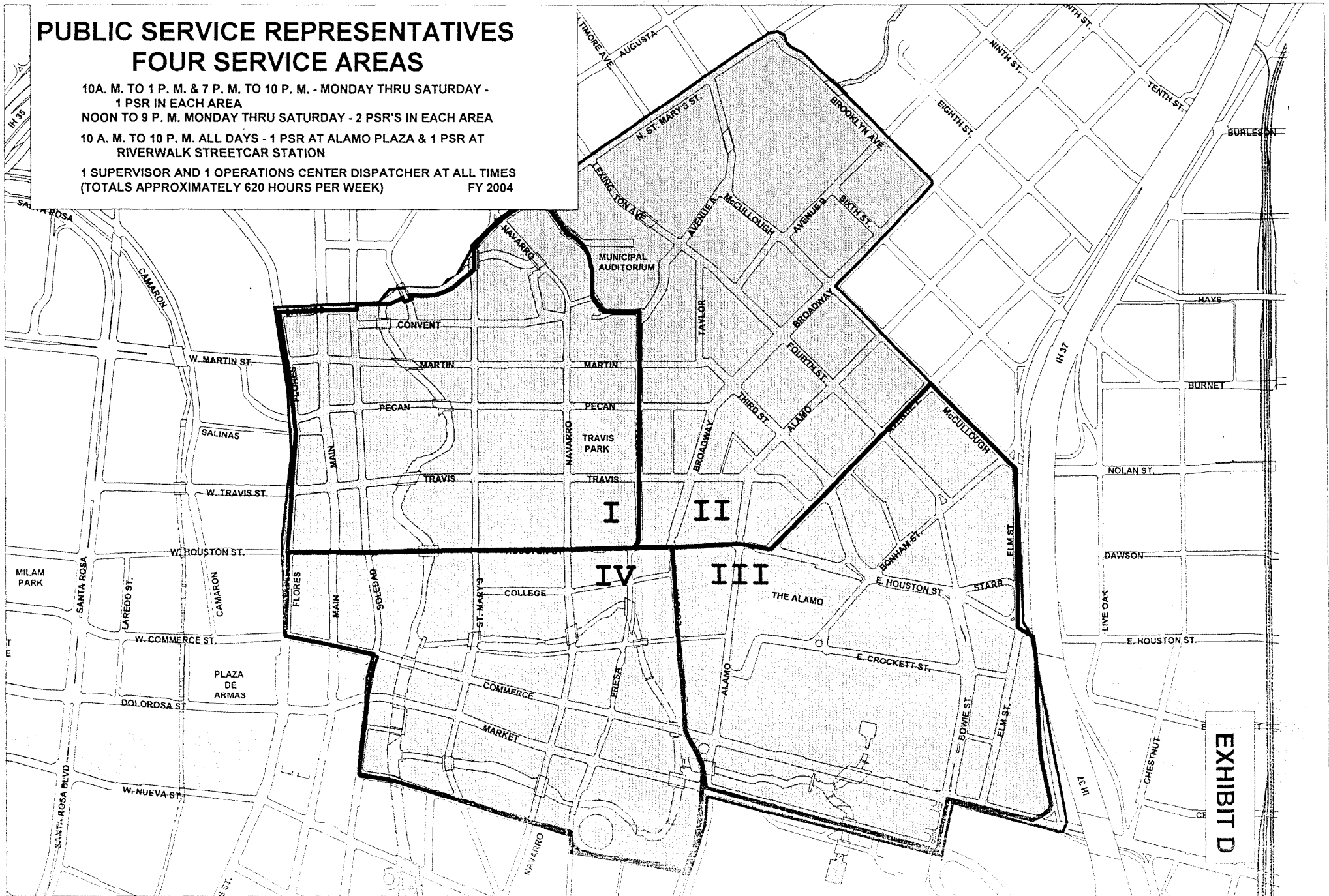


EXHIBIT D

CITY OF SAN ANTONIO

City Manager's Office

Interdepartmental Correspondence

TO: Yolanda Ledesma, City Clerk

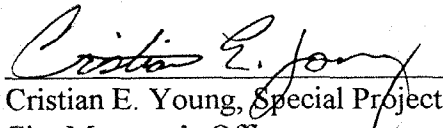
FROM: Cristian E. Young, Downtown Operations, City Manager's Office

COPY: Gary Johnson; Melissa Byrne Vossmer; File

SUBJECT: Public Improvement District Property Roll

DATE: August 21, 2003

In accordance with the Public Improvement District Assessment Act (V.T.C.A., Local Government Code, Section 372.016, as amended), the Downtown Operations Division of the City Manager's Office hereby submits to the City Clerk the roll for real property in the Public Improvement District in the Downtown Area (PID). This roll has been furnished to the City Manager's Office by the Finance Department and is based on the current certified roll of the Bexar Appraisal District. The PID roll is being filed with the City Clerk's Office for public access and inspection.



Cristian E. Young, Special Projects Coordinator
City Manager's Office

CY

Attachment