



Capital Campaign November 2024 Town Halls

Brief summary of proposed renovation, cost estimates, Capital Campaign status, & Board recommendations

Why proposed renovation is urgently needed

- No current occupancy permit for Fellowship Hall
- New emergency exit & fire alarm/smoke detection system required by fire marshal
- Exterior siding badly deteriorated with known & suspected damage to studs, etc.
- No insulation - renovations will bring most walls up to current code requirements for existing buildings & improve energy-efficiency
- HVAC split system, ducts, & vents for kitchen / lounge need to be replaced
- Outdated plumbing & electrical systems
- Appliances do not meet current energy efficiency standards
- Restrooms are not ADA compliant
- Kitchen and lounge are extremely cramped and outdated
- Poorly maintained facilities are a turn-off to visitors & prospective members\renters
- December 16th permitting deadline to be grandfathered under current construction codes; failure to meet will require additional design work under new codes to be adopted by state in 2025 and increased project costs (materials & labor)

Proposed renovation includes

- Replacement of all exterior siding & any damaged wood studs throughout building
 - Store-front windows with new structural framing on northeast corner of building (lounge area)
 - All remaining siding replaced with new siding, waterproofing, sheathing, insulation, etc.
 - Rock walls remain unchanged
- Replacement of “skinny” windows on west side of meeting room
- New emergency exit doors (in meeting room) and new fire alarm system & smoke detection for whole building required by fire marshal / current codes
- New accessible entrance on north side in lounge with new accessible sidewalk to parking lot centered between Fellowship Hall & Office
- Renovation of larger restroom to meet accessibility standards (smaller restroom will remain the same)
- Enlargement of kitchen / lounge by removing foyer with following: new HVAC split system, ducts, & vents; new electrical system & panel with proper grounding, new lighting, more electrical outlets; rough-in for future access control system; new plumbing & water heater; new energy-efficient appliances; water softener system to extend life of appliances (for details including floor plans & wall elevations (see slides 18-29))

Last stage of design work (construction documents) to be completed by December 2024

3 design “phases” required prior to permitting / bidding & initiation of construction

Design Phases*			Bidding	Construction
9 weeks	7 weeks	12 weeks	few weeks	estimated 6-12 mos
Schematic Design Completed \$38,934	Design Development Completed \$22,860	Construction Documents (in progress) \$52,091	Bid & Negotiation / Permitting \$11,848	Construction Administration \$30,840

*Consulting engineers (civil, MEP, structural, & fire protection engineers) involved in all 3 design stages

Tentative construction plan / timeline if approved by Congregation

- Negotiated contract with selected general contractor Keller-Martin, Inc
- Derrick Architects - construction administration (to ensure work / invoices are correct)
- Tentative timeline
 - December 2024 - Completion of Construction Documents
 - December 16th - Permitting documents submitted to Balcones Heights
 - January 2025 – subcontractor bidding / selection
 - February 2025 – Construction start
 - Estimate for completion 6-7 months best case scenario
 - possibly 8-10 months depending on material wait time
 - 12 months worst case scenario
 - December 2025 - Target date for completing Capital Campaign commitments

Construction estimates provided by proposed general contractor (Keller-Martin, Inc) after inspection of Fellowship Hall & review of design plans with Derrick Architects

Board is recommending that construction will be limited to base scope of work – Alternate 1 (entrance canopy) & 2 (removal of structural concrete) will not be included at this time

First Unitarian Universalist Church - Fellowship Hall Budget								
						Canopy	Replace Structural Concrete	SF
TAX RATE @ 25%	0.00							
DURATION IN MONTHS	6.00							3,492
DESCRIPTION	LABOR	MATERIAL	SUBCONTRACT	BASE BID TOTALS		#1	#1	\$ per
General conditions	-	-	127,000	127,000		1,000	1,000	36.37
Allowances	Plan Development		50,000	50,000				14.32
Allowances	Contingency		20,000	20,000				5.73
Allowances	Replace Wood Studs		10,000	10,000				2.86
SWPPP	-	-	1,000	1,000				0.29
Landscaping & Irrigation	-	-	By Owner	0				0.00
Demolition	-	-	48,500	48,500			4,000	13.89
Striping, bumpers, HIC signs	-	-	2,500	2,500				0.72
Sitework	-	-	10,000	10,000			1,000	2.86
Asphalt Patch	-	-	3,500	3,500				1.00
Fencing	-	-	3,000	3,000				0.86
Concrete	-	-	40,000	40,000				11.45
Structural Steel	-	15,000	-	15,000		15,000		4.30
Erection	-	-	10,000	10,000		10,000		2.86
Masonry	-	-	5,000	5,000				1.42
Carpentry	42,673	28,566	-	71,271				20.41
Millwork	-	-	75,000	75,000				21.46
Caulking & Sealants	-	-	22,300	22,300		200		6.39
Insulation	-	-	drywall	0				0.00
Roofing & Sht Metal	-	-	3,000	3,000		7,000		0.86
Hollow metal	-	N/A	-	0				0.00
Wood Doors	-	10,000	-	10,000				2.86
Finish Hardware	-	w/Doors	-	0				0.00
Access Doors	-	500	-	500				0.14
Aluminum & Glass	-	-	64,000	64,000				18.33
Aluminum Windows	-	-	1,500	1,500				0.43
Drywall & Ceilings	-	-	28,000	28,000				8.02
Ceramic Tile	-	-	25,000	25,000				7.16
Rubber Base	-	-	1,000	1,000				0.29
Painting	-	-	41,000	41,000		1,000		11.74
Stained Concrete	-	-	3,000	3,000			(3,000)	0.86
Toilet partitions & Acc.	-	-	2,500	2,500				0.72
Storage	-	-	1,000	1,000				0.29
Fire Extinguishers	w/Dep	850	-	850				0.24
Louvers	w/Dep	1,500	-	1,500				0.43
Appliances	-	By Owner	-	0				0.00
Blinds	-	-	N/A	0				0.00
Fire Sprinkler	-	-	N/A	0				0.00
Plumbing	-	-	48,000	48,000				13.75
HVAC	-	-	100,000	100,000				28.64
Electrical	-	-	100,000	100,000				28.64
Fire Alarm	-	-	18,000	18,000				4.98
Structured Cabling	-	-	By Owner	0				0.00
Access Control	-	-	9,000	9,000				2.58
	-	-	-	0				0.00
	-	-	-	0				0.00
SUBTOTALS	42,673	56,448	671,600	670,721	670,721	34,200	4,000	277.98

Cost estimates to complete renovation

COST CATEGORY	2024	2025 base construction contract without alternatives
Remaining Architect Fees (CD, Permitting, CA)	\$59,700	\$30,840
Construction	N/A	\$1,114,346
Contingencies – Contractor (5%) Owner (10%)	N/A	\$167,152
Total needed by January 2025 for contracting	-----	\$1,312,338
Required Soft Costs (TAS, Inspections)	N/A	\$12,000
Kitchen Appliances for Occupancy Permit	N/A	\$20,000
Additional Soft Costs (Furniture, Landscaping)	N/A	\$20,000
Additional needed by December 2025	-----	\$52,000
GRAND TOTAL	\$59,700	\$1,364,399

With current design scope, \$1,312,388 needed for base construction contract / architect administration in January 2025

Capital Campaign - Results to Date 11/14/2024

Total Commitments (80 households)	\$1,352,657.54
Total Contributions (113 households) per Quickbooks	\$1,219,317.04
Total Expenditures*	\$318,435.85
Current Balance Capital Campaign Reserve	\$900,781.19
Remaining / anticipated CC commitment (pledge) payments	\$217,122.00
Minimum anticipated CC funds for project	\$1,117,903.19

(assumes no new or increased commitments or special fundraising)

*includes payments to architects, engineers & other consultants for earlier feasibility assessment, SD & DD design fees, plus initial CC projects (\$119,473) and Sanctuary CU & FH Heat Pump

†excludes \$45,800 from 2 households that may not complete commitments

Two different “gaps”

Initial gap:

- To proceed with construction in January, First UU must have estimated \$1,312,338 (which will be paid out in monthly “draws” while Capital Campaign commitments continue to be received over the course of construction)
- To address, Board recommends obtaining congregational approval to:
 - withdraw funds from Trust Fund (*any new / increased commitments would reduce amount needed to be withdrawn / or that could be returned to the Trust Fund*)
 - apply for short-term, interest only line of credit from Frost

Residual gap:

- may occur at the end of construction, maximum anticipated <\$99,000
- Board expects any residual debt to be minimized or eliminated by:
 - New and/or increased contributions, including special fundraisers
 - Return of all / most of \$119,989 in owner contingencies

*(contractor contingencies = unforeseen conditions; if not spent, returns to church at end of project / owner contingencies = church plan changes (if no changes, returns to church at end of project)

Capital Campaign Projections

		Prior to Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Jul-Sep 2025	Oct-Dec 2025	TOTALS
Beginning balance			\$ 854,414	\$ 1,055,716	\$ 762,478	\$ 495,080	\$ 227,682	
CC pledges received/anticipated		\$ 1,121,832	\$ 52,977	\$ 52,977	\$ 52,977	\$ 52,977	\$ 52,977	\$ 1,386,715
Additional funds received (fundraising, etc)		\$ 47,690	\$ 5,000	\$ 5,000				\$ 57,690
Fence, Wifi, Fees, etc		\$ (298,997)	\$ (59,700)	\$ (30,840)				\$ (389,537)
Heat pump replacement		\$ (16,111)	\$ (37,000)					\$ (53,111)
Construction payments made/due				\$ (278,587)	\$ (278,587)	\$ (278,587)	\$ (278,587)	\$ (1,114,346)
Value added (things to be done later)								\$ -
Owner contingencies paid/due	10%	\$ -	\$ -	\$ (27,859)	\$ (27,859)	\$ (27,859)	\$ (27,859)	\$ (111,435)
Builder contingencies paid/due	5%			\$ (13,929)	\$ (13,929)	\$ (13,929)	\$ (13,929)	\$ (55,717)
Required soft costs paid/due							\$ (12,000)	\$ (12,000)
Kitchen appliances paid/due							\$ (20,000)	\$ (20,000)
Furniture/landscaping paid/due							\$ (20,000)	\$ (20,000)
TFFE funds drawn			\$ 240,026					\$ 240,026
Frost Bank loan drawn (paid)								\$ -
Interest on Frost bank loan paid	10%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Available funds (shortage)		\$ 854,414	\$ 1,055,716	\$ 762,478	\$ 495,080	\$ 227,682	\$ (91,715)	\$ (91,715)

Line of Credit (LOC) calculation

Fees due		\$	30,840
Construction		\$	1,114,346
Owner contingencies		\$	111,435
Builder contingencies		\$	55,717
Construction costs		\$	1,312,338
Cash on hand at end of Dec 2024		\$	(1,055,716)
LOC needed to start construction		\$	256,622
Trust fund balance at Oct 29		\$	266,695
Balance to take from from trust fund at	90%	\$	240,026

Current Gap Estimates Summary

Gap		Approval to use up to \$240,026 in Trust Funds?	Amount
Current	11/14/2024	no	\$560,240
Initial	01/15/2025	no	\$418,040
Initial	01/15/2025	yes	\$178,014
Residual	12/31/2025	no	\$338,118
Residual	12/31/2025	yes	\$98,092

although the Board is confident that \$111,434.6 in owner contingencies will be returned to the church at the end of construction, Frost Bank has indicated that they will only be willing to approve LOC if the congregation approves use of Trust Funds and obtains \$25,000 in new commitments in the next month to reduce best case scenario residual gap anticipated to be < \$100,000 at the end of construction

Special Congregational Meeting

- Called for Sunday, November 17 at 12:00 pm
- Hybrid meeting with online voting; proxy voting also available
- Four townhalls prior to meeting
- Special Meeting Agenda
 - Opening words
 - Summary of updated renovation cost estimates, status of Capital Campaign, Board recommendations for proceeding with project *(including appeal for a minimum of \$25,000 in new commitments within next month)*
 - Motions
 - Instructions for voting

Congregational Meeting - Proposed Motions

Motion 1: That the Congregation approve to expend up to \$240,026 (i.e., 90% of the corpus valued at \$266,695.25 at the end of August) from the Trust Fund of the Endowments for the proposed kitchen/lounge renovation, which is a major, non-recurring, and large-scale capital improvement, as allowed by the Trust Fund Agreement. Excess funds available due to unused owner contingencies or to new or increased contributions will be transferred to the Trust Fund at the end of construction.

Motion 2: That the Congregation approve applying to Frost Bank for a short-term line of credit in an amount not to exceed \$400,000 to initiate construction for the proposed Kitchen/Lounge renovation to be repaid upon completion of construction or converted to a longer-term loan if needed to retire a maximum anticipated residual debt of \$95,000, with said loan to be secured by a mortgage on the Fellowship Hall; and to authorize the President of the Board of Trustees of the Congregation to sign, acknowledge, and deliver on behalf of the Congregation any and all documents deemed necessary to complete the line of credit application, including, but not limited to, a promissory note and a mortgage or deed of trust.

If you are able to increase or make a new commitment within the next 30 days

- please contact capitalcampaign@uusat.org as soon as possible
- fill out a new commitment form at:
<https://firstuusa.breezechms.com/form/5eb15d91>
- If you have questions about your original Capital Campaign commitment or about your balance, please contact capitalcampaign@uusat.org

All donors will be recognized!





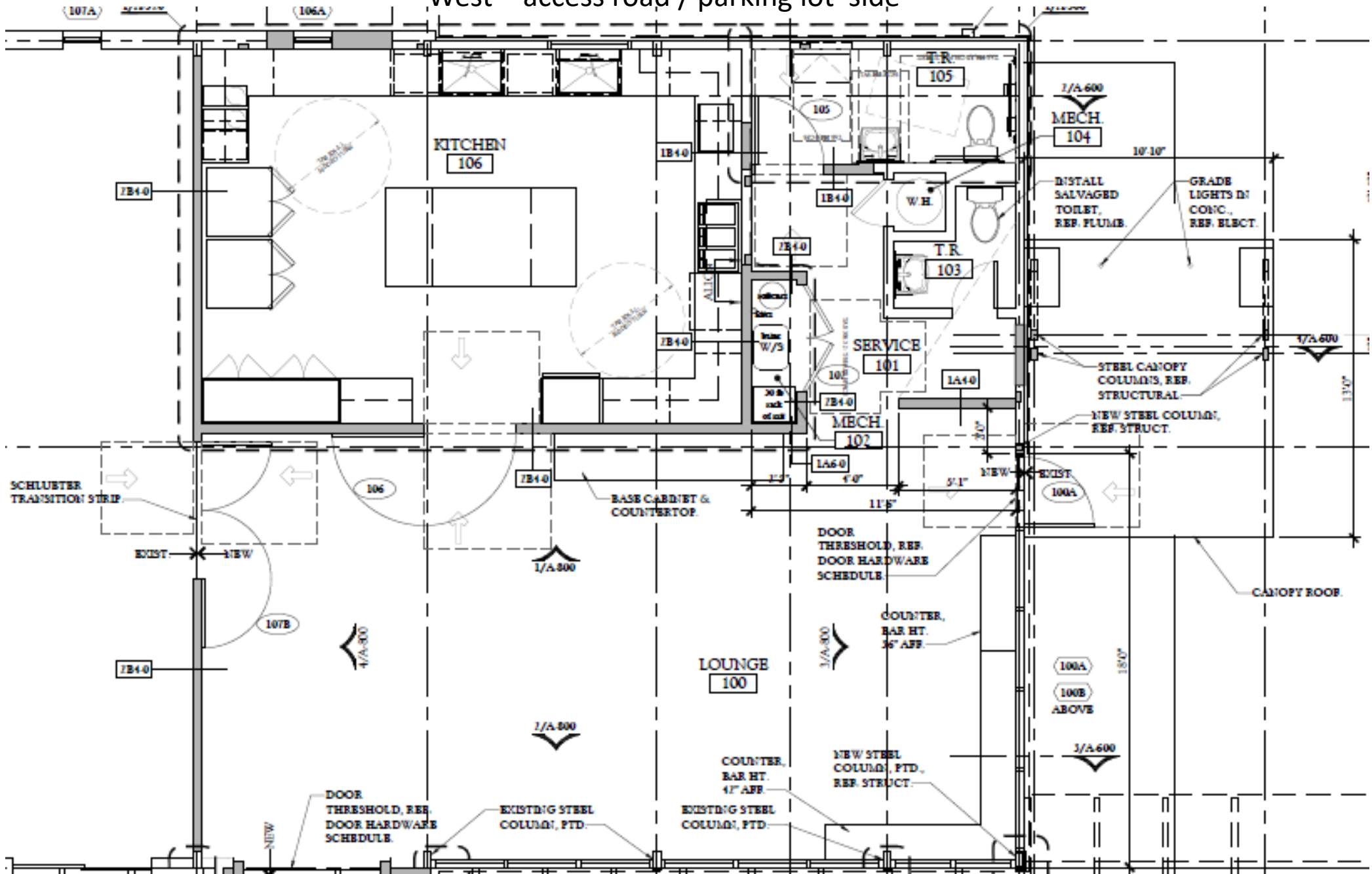


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Proposed Renovation - Kitchen/Lounge Details



West – access road / parking lot side



Meeting Room (South)

North side

East – patio side

Kitchen / Lounge Redesign Conceptual Plan

Kitchen Highlights

- increase from 250 sf to 406 sf
- homestyle (non-industrial)
- 3 large ovens
- 2 refrigerators
- 2 dishwashers
- 1 accessible sink
- 1 deep sink
- Icemaker
- 8' x 4' island
- 6 burner cooktop
- Additional window

Lounge Highlights

- increase from 554 sf to 655 sf
- café ambiance
- natural light!
- garden storefront window
- additional window on patio
- varied seating options
- bar countertop
- outlets for crockpots, laptops, & phones
- room for centerline buffet tables accessible on both sides

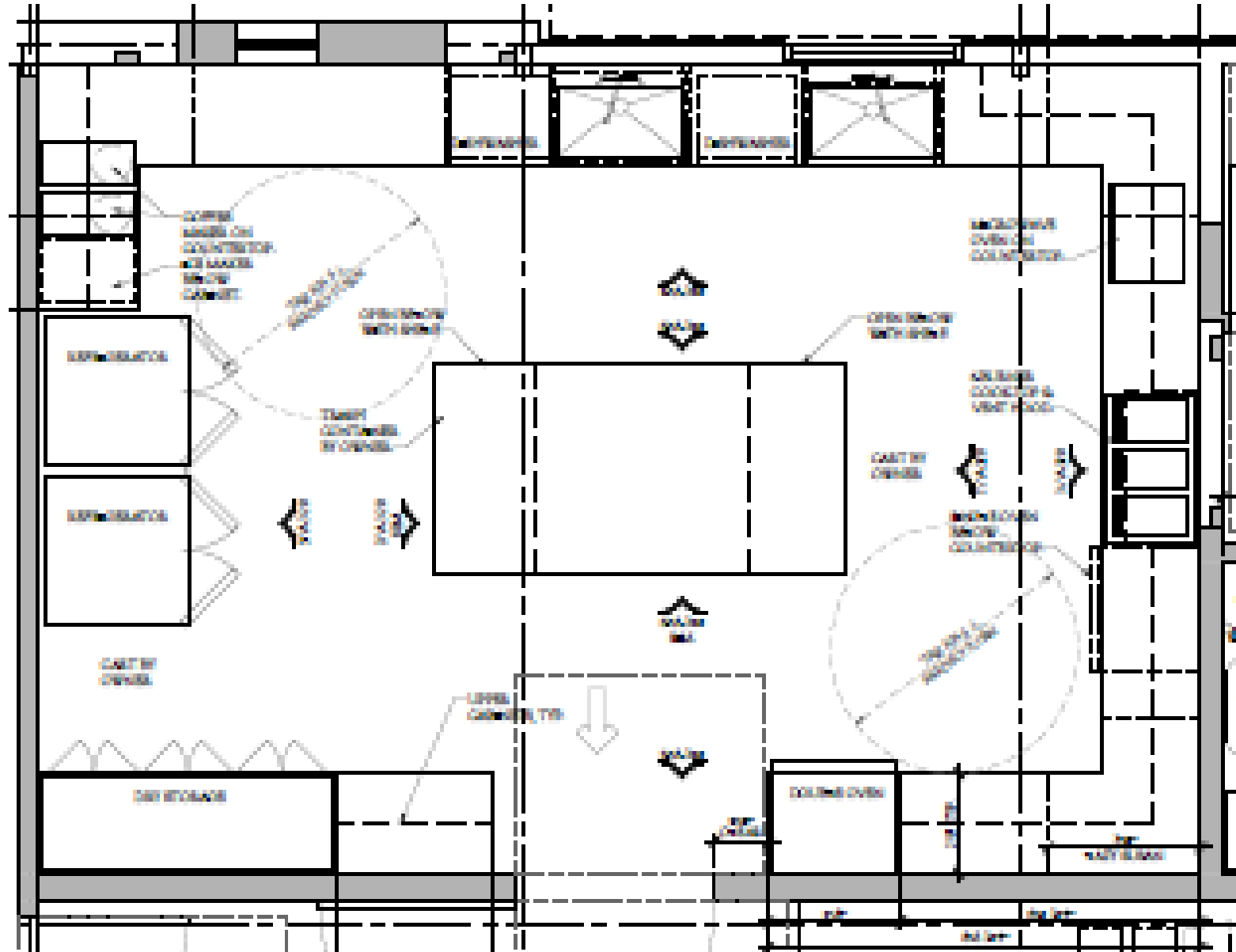
New Appliances

- 6-burner induction cooktop
- countertop microwave
- 30" double wall convection oven
- 30" single wall convection oven
- one 33" single compartment kitchen sink (9" depth)
- one 33" ADA single compartment kitchen sink (6" depth)
- two 27 cu. ft. side by side refrigerators
- under-cabinet icemaker
- water heater
- water softener system

West Side (parking lot / access road)

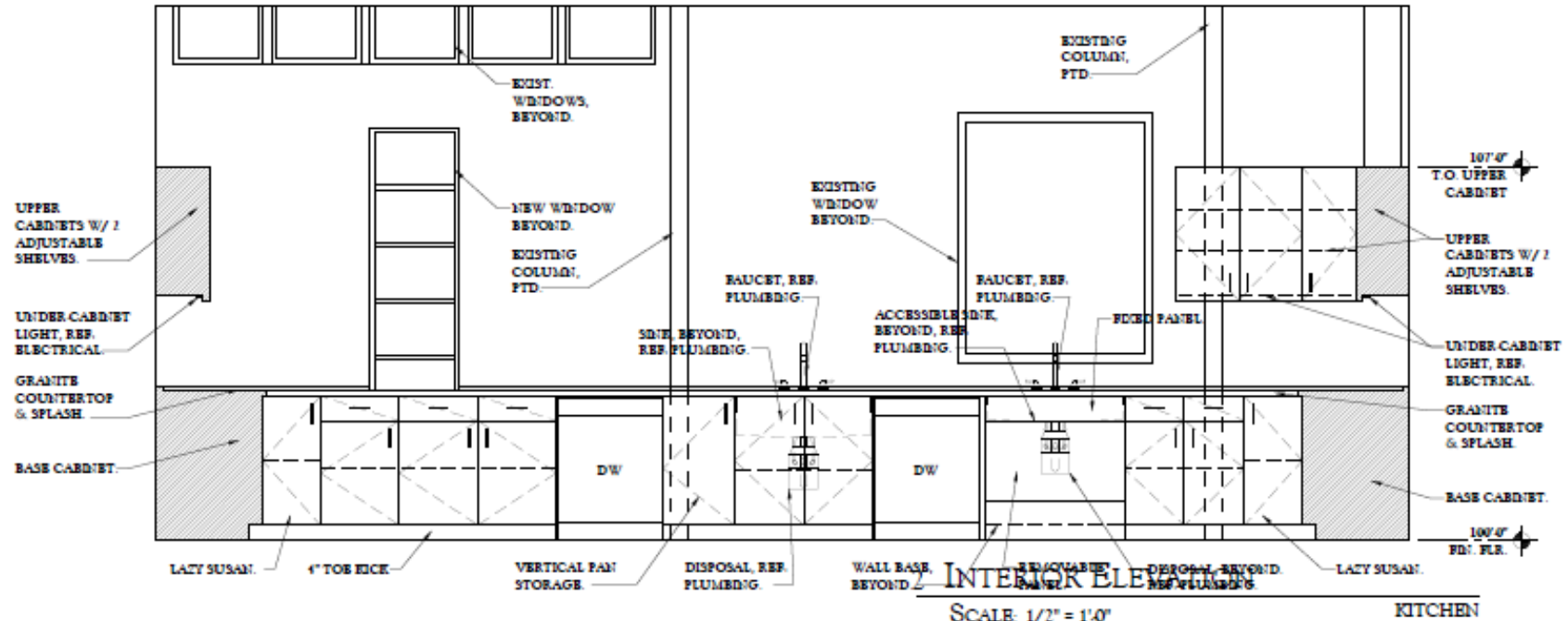
South Side

North side

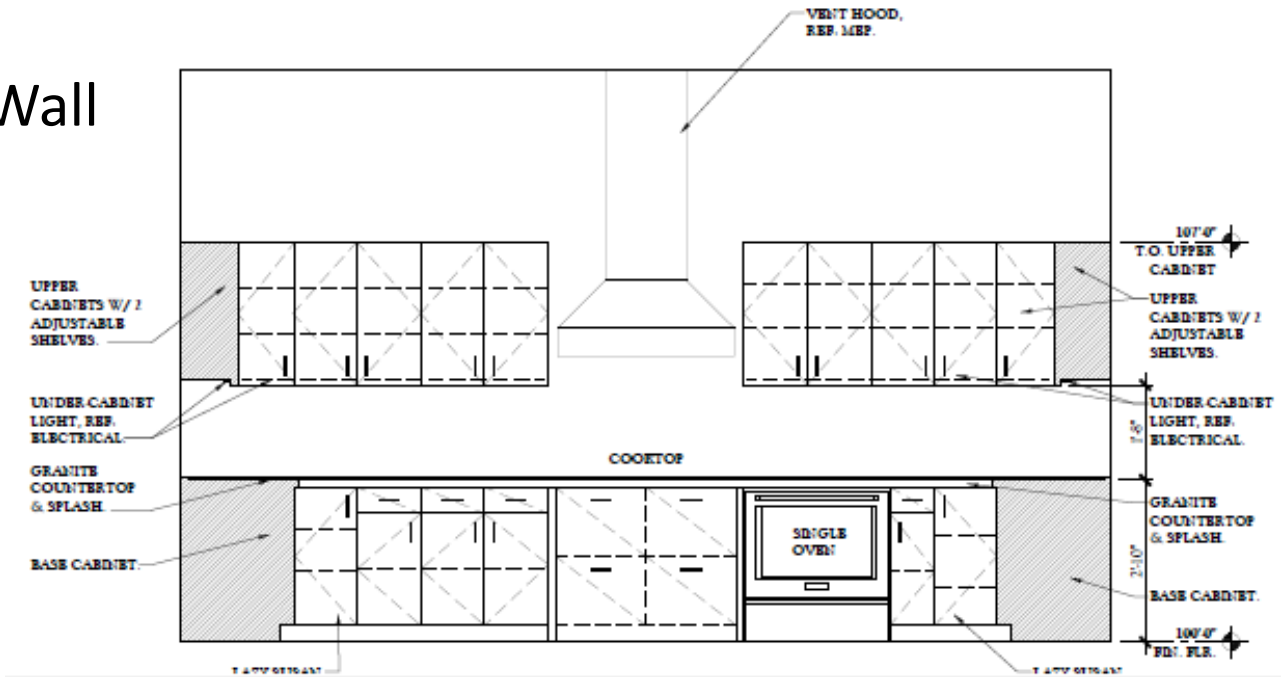


East side – new door to lounge

West Wall



North Wall



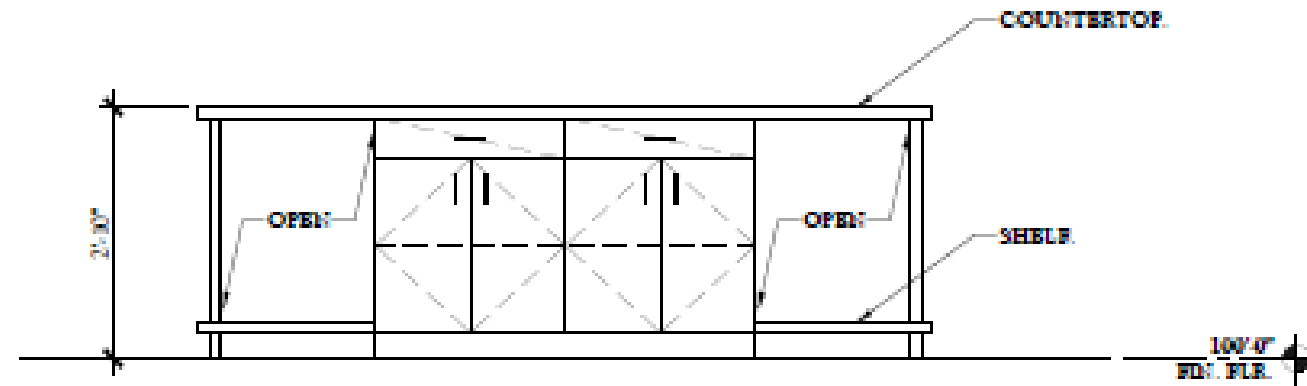
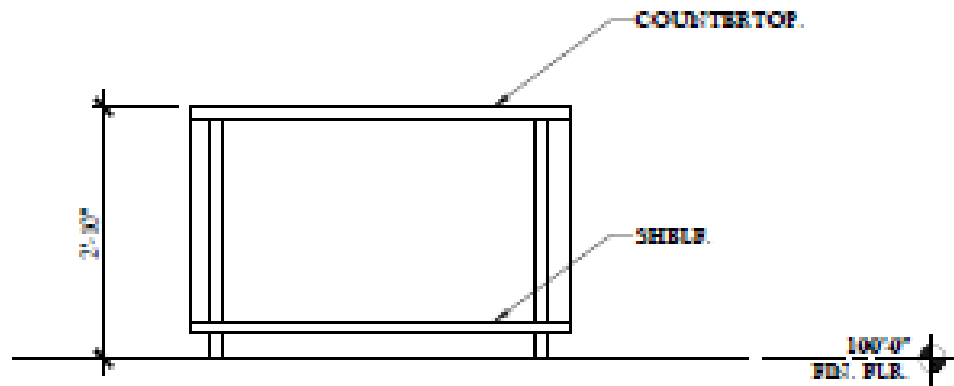
East Wall



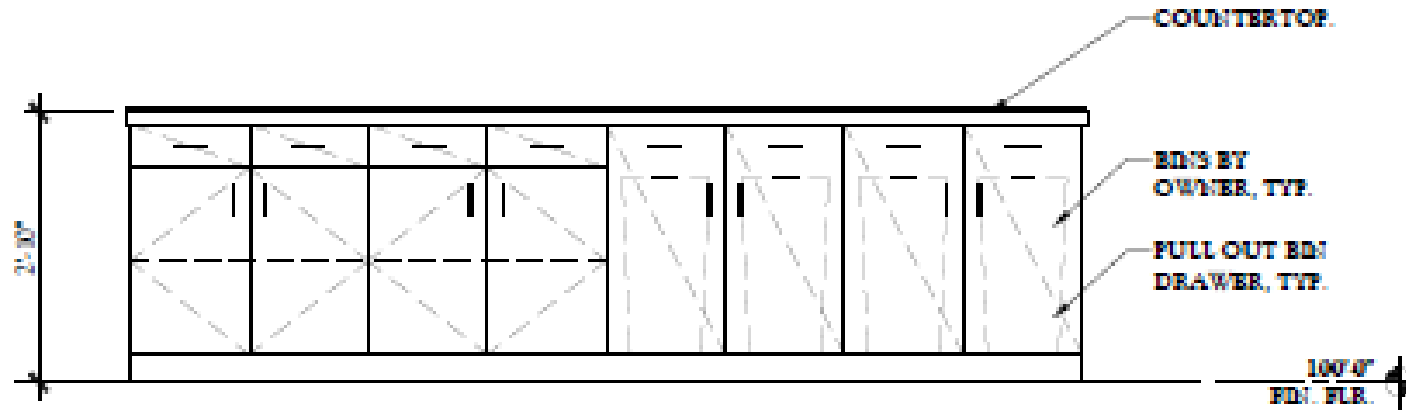
South Wall

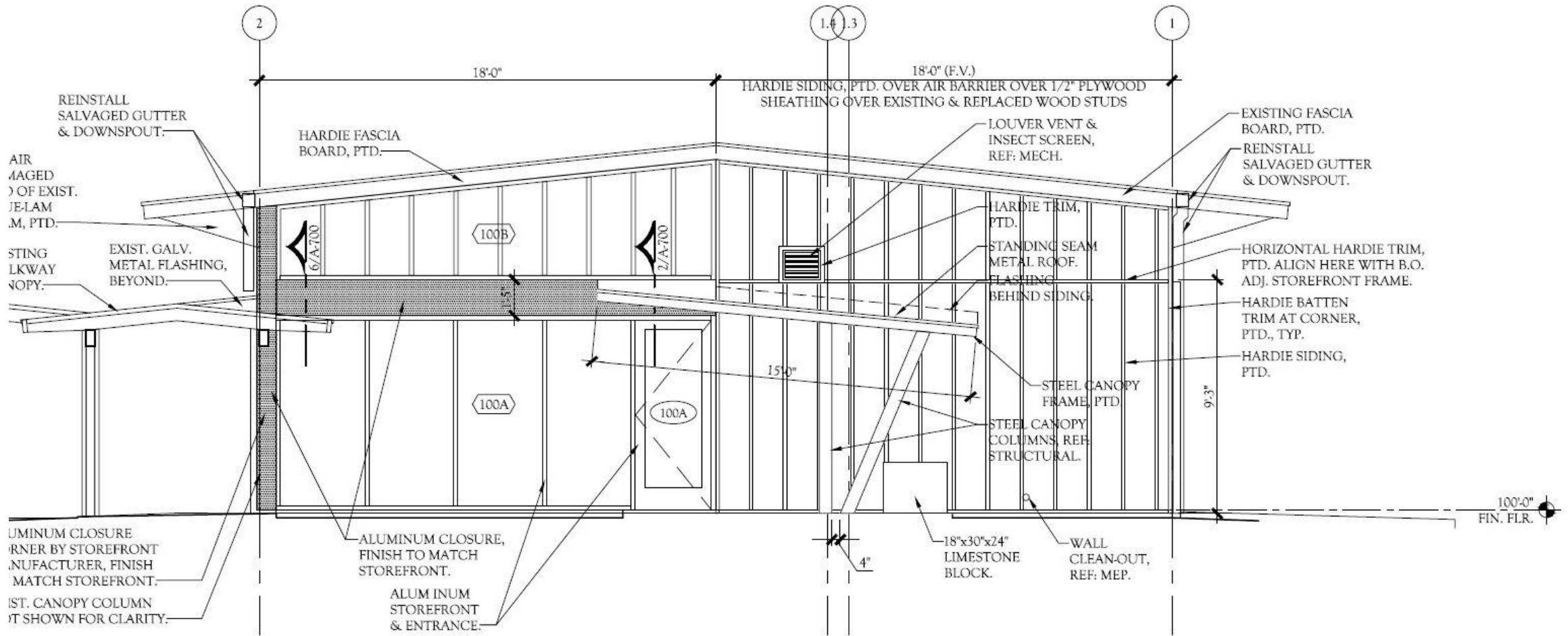


Island for Kitchen



Built-in Recycling Station for Lounge

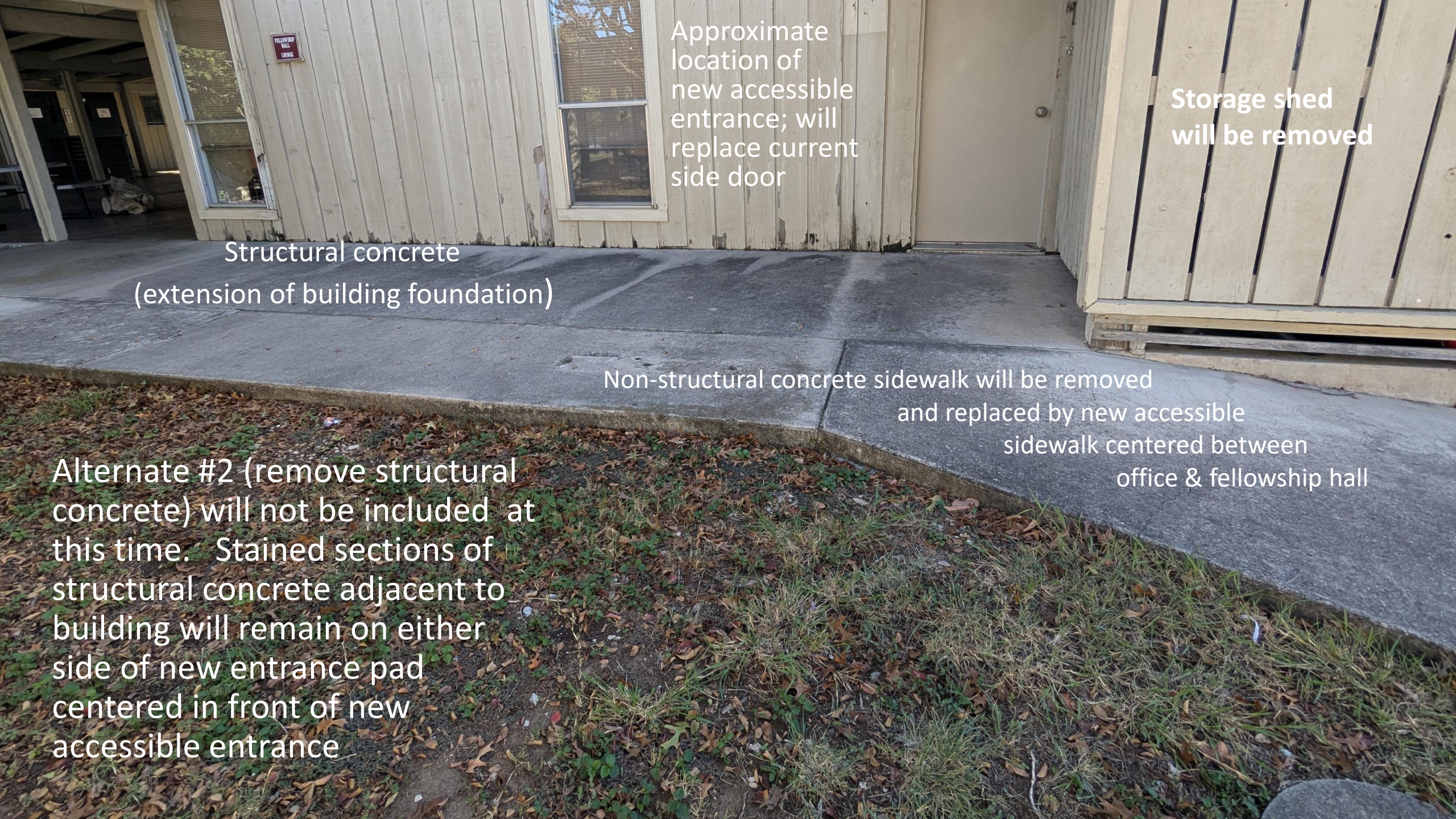




4 NORTH ELEVATION

SCALE: 1/4" = 1'-0"

Alternate 1 (entrance canopy)
will not be included at this time due to cost (\$43,298)



Approximate location of new accessible entrance; will replace current side door

Storage shed will be removed

Structural concrete (extension of building foundation)

Non-structural concrete sidewalk will be removed and replaced by new accessible sidewalk centered between office & fellowship hall

Alternate #2 (remove structural concrete) will not be included at this time. Stained sections of structural concrete adjacent to building will remain on either side of new entrance pad centered in front of new accessible entrance

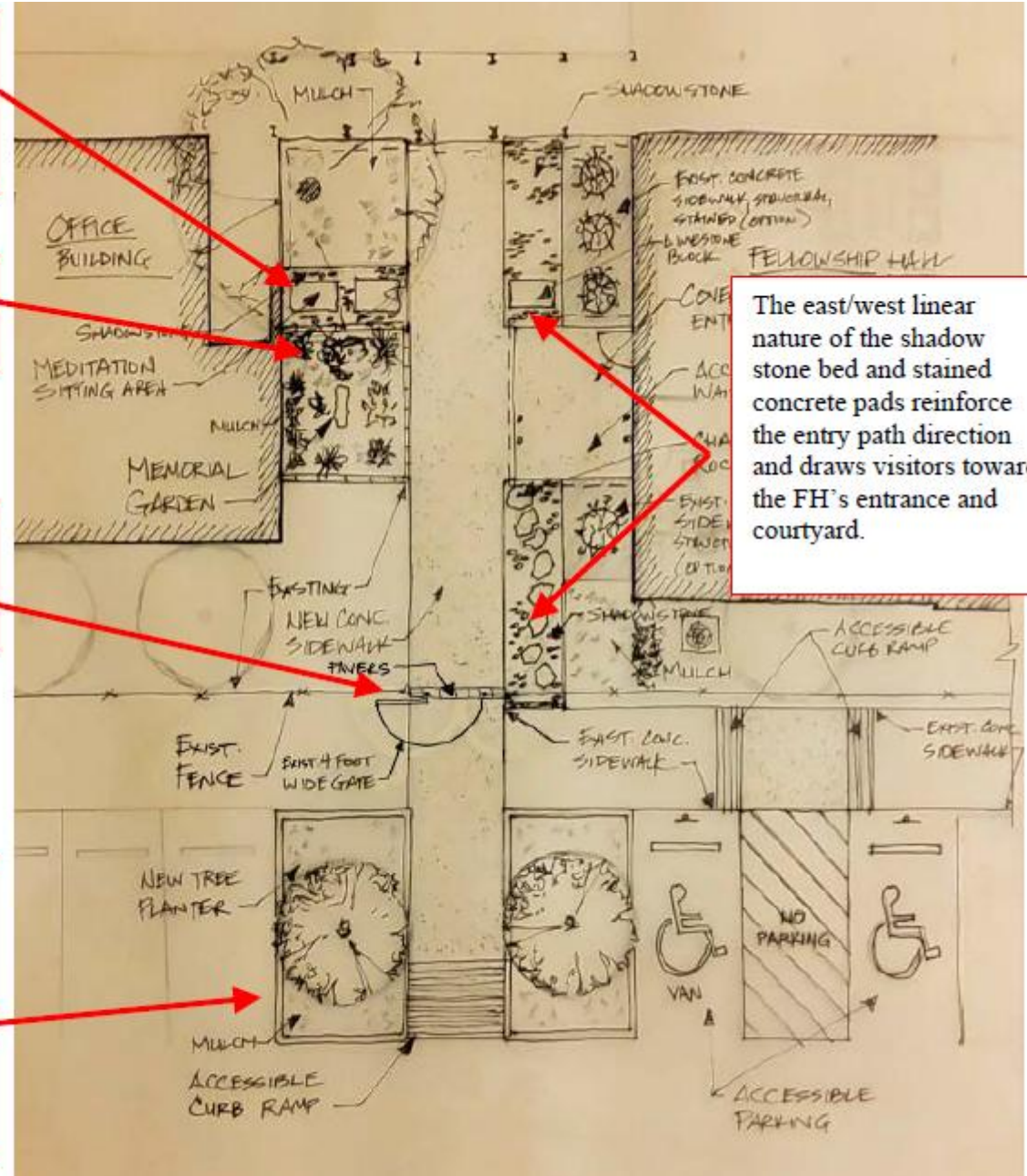
New entry
“courtyard” between
Fellowship Hall & office
building with new
centered accessible
sidewalk leading from
west parking lot to
new accessible
entrance to lounge

The placement of the limestone butter sticks expresses the “gateway” into the courtyard by their north/south orientation and their continuation on both sides of the sidewalk.

Memorial Garden’s boundary is the same size as the Covered Entry Canopy for symmetry and balance.

A different material, brick or pavers, used at the gate so visitors “feel” going through the gate. This is important for blind visitors and wheelchair users.

The new tree planters identify the entrance, and is used as a “gateway” transition between the parking and the entry sidewalk. The tree height is used as “visual directional signs” in the parking lot, and helps provide a transition of scale from the automobile scale to the human scale through nature.



The east/west linear nature of the shadow stone bed and stained concrete pads reinforce the entry path direction and draws visitors toward the FH’s entrance and courtyard.