

AGENDA FOR REGULAR MEETING

CITY OF KERRVILLE, TEXAS

ECONOMIC IMPROVEMENT CORPORATION

MONDAY, SEPTEMBER 22, 2014 AT 4:00 P.M.

KERRVILLE CITY HALL COUNCIL CHAMBERS

701 MAIN STREET, KERRVILLE, TEXAS

**AGENDA FOR REGULAR MEETING OF THE
CITY OF KERRVILLE, TEXAS
ECONOMIC IMPROVEMENT CORPORATION
MONDAY, SEPTEMBER 22, 2014, 4:00 P.M.
KERRVILLE CITY HALL COUNCIL CHAMBERS
701 MAIN STREET, KERRVILLE, TEXAS**

CALL TO ORDER

INVOCATION

1. VISITORS / CITIZENS FORUM:

Any citizen with business not scheduled on the agenda may speak to the Board of Directors. No deliberation or action can be taken on these items because the Open Meetings Act requires an item be posted on an agenda 72 hours before the meeting. Visitors are asked to limit their presentation to three minutes.

2. APPROVAL OF THE MINUTES:

2A. Minutes of the regular meeting held August 25, 2014.

3. MONTHLY REPORTS:

3A. Monthly financials for August 2014. (staff)

3B. Projects update. (staff)

River Trail and Parks projects

Cailloux Theater Expansion Project

Cailloux Theater Lighting Project

3C. Update regarding "GO Team" activities. (staff)

4. EXECUTIVE SESSION:

The Economic Improvement Corporation may, as permitted by law, adjourn into executive session at any time to discuss any matter listed above including if they meet the qualifications in Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Texas Government Code, including the following matters:

Sections 551.071 (consultation with attorney), and 551.072 deliberation regarding real property:

3B. River Trail Project

5. ADJOURNMENT

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the city hall of the city of Kerrville, Texas, and said notice was posted on the following date and time September 19, 2014, at 3:30 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Cheryl Brown

Deputy City Secretary, City of Kerrville, Texas

Agenda Item:

2A. Minutes of the regular meeting held August 25, 2014.

KERRVILLE MAIN STREET ADVISORY BOARD

August 28, 2014

On Thursday August 28, 2014, the Kerrville Main Street Advisory Board meeting was called to order by Mindi Franklin, Chair, at 3:30 p.m., at Kerrville City Hall, 701 Main Street, in the Upstairs Conference Room. Mr. Cobbs offered the invocation.

Members Present:

Mindi Franklin, Chair
Stan Cobbs
Tami Edwards
David Martin (arrived at 3:33 p.m.)
Melissa Southern

Members Absent:

Scott Bolton, Vice Chair
William Rector

City Staff Present:

Ashlea Boyle, Special Projects Manager

Ex-Officio Member Present:

Keri Wilt, Historic Downtown Business Association

VISITORS/CITIZENS FORUM: No one spoke.

DISCUSSION AND POSSIBLE ACTION

4A. Program of Work Committee Reports:

Economic Restructuring:

The report was deferred, due to Mr. Bolton’s absence.

Design:

Ms. Boyle reported that Mr. Martin revised the letter of interest to be sent to artists regarding the public art project. The City’s Legal Department was reviewing the letter. Ms. Southern stated that she wanted to be on the design committee.

Mr. Martin reported that the letter reviewed the call to artists, which was to be put on the Main Street website. He reviewed the requirements and application. He opined that the timeline for the call to artists, due to the times for the parade and Mardi Gras on Main getting close.

Organization:

Mr. Cobbs stated that there was a need for more volunteers, and he had nothing to report at this time. Ms. Southern also indicated that she would be willing to serve on the organization committee.

Promotions:

Ms. Edwards stated there was nothing to report. Ms. Franklin reported that all the board members need to actively recruit volunteers for planning Mardi Gras on Main. Ms. Boyle stated she is drafting a press release asking for volunteers for Mardi Gras and all of the Main Street committees. A meeting for planning Mardi Gras/Promotions

Committee was set for September 4, 2014 at 9:00 a.m. in the upstairs conference room at City Hall.

Downtown Parking Committee Update:

Mr. Martin reported that the committee was working on updating the downtown parking report, and hoped to have it ready for the City Council's review on September 23, 2014.

Discuss possible revisions to the Main Street Advisory Board Bylaws:

Ms. Boyle reported that the bylaws had been revised, and a copy was at the board members' places.

Mr. Cobbs moved to approve the bylaws as presented. Ms. Southern seconded, and the motion passed 5-0.

MONTHLY REPORTS

Staff Reports by Ashlea Boyle:

-Interviews were still being conducted for the Main Street Manager position, for which applications were still being reviewed. There was an interview set up for September 2, 2014 with an applicant who was currently a main street director with another city.

-Kerrville Triathlon Festival was scheduled for the 26th – 28th of September.

-Sock Hop was scheduled for September 27, 2014. A Main Street booth was to be set up at the event.

-Main Street's Holiday Parade was scheduled for November 22, 2014.

-River trail update: Work was continuing on the park improvements and river trail construction.

5B. Historic Downtown Business Alliance activities by HDBA President Keri Wilt:

Ms. Wilt reported the details of the Sock Hop. She also reported that there was to be an unveiling of the fossil statue in the downtown area on Saturday, August 30, 2014 at 9:00 a.m.

Ms. Boyle introduced Ms. Southern as the newest Main Street Advisory Board member.

6. ITEMS FOR FUTURE AGENDAS

None were mentioned.

7. ANNOUNCEMENTS

Ms. Boyle announced that the Bank of America building is under contract, but she did not have any further information.

ADJOURN: The meeting adjourned at 4:00 p.m.

Date approved _____

Mindi Franklin, Chairperson

Ashlea Boyle, Special Projects Manager

Agenda Item:

3A. Monthly financials for August 2014. (staff)

**TO BE CONSIDERED BY THE EIC
CITY OF KERRVILLE, TEXAS**

SUBJECT: EIC Financials

FOR AGENDA OF: September 22, 2014 **DATE SUBMITTED:** September 15, 2014

SUBMITTED BY: Sandra G. Yarbrough **CLEARANCES:**
Director of Finance

EXHIBITS: Monthly Financials
AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

Expenditure Required:	Current Balance in Account:	Amount Budgeted:	Account Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OR FINANCE:

SUMMARY STATEMENT

The City of Kerrville staff will present and update the EIC on a monthly basis as to the status of the EIC's financial position.

RECOMMENDED ACTION

Recommend acceptance of the financials.

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Improvement Fund

Cash Balance as of August 1, 2014		\$ 3,473,125
Deposits:		
Sales Tax	\$ 266,321	
Interest Revenue	\$ 444	
	<u>\$ 266,765</u>	
Expenses:		
Administrative Service Fee	\$ 8,333	
Transfer for Debt Service - 2012	\$ 14,167	
Transfer - Park Improvements	\$ 25,000	
Total Expenses	<u>\$ 47,500</u>	
Revenues Over (Under) Expenditures		<u>\$ 219,266</u>
Ending Cash Balance as of August 31, 2014		<u><u>\$ 3,692,390</u></u>

City of Kerrville
Economic Improvement Corporation
Sales Tax Improvement Fund - Revenue and Expense Statement
For the month ending August 31, 2014

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 2,598,336		\$ 2,598,336		
REVENUE:					
Sales and Use Tax	\$ 2,750,000	\$ 266,321	\$ 2,667,269	96.99%	\$ 82,731
Interest	\$ 5,000	\$ 444	\$ 4,264	85.27%	\$ 736
Transfer In	\$ -	\$ -	\$ 96,643	6911.00%	\$ (96,643)
TOTAL REVENUE	<u>\$ 2,755,000</u>	<u>\$ 266,765</u>	<u>\$ 2,768,175</u>	<u>100.48%</u>	<u>\$ 83,468</u>
	Annual Budget	Current Period	Y-T-D Actual & Encumbrance	% of Budget	Budget Balance
EXPENDITURES:					
Administrative					
Advertising/Supplies	\$ 500		\$ 110	22.00%	\$ 390
Transfer to Debt Service Fund	\$ 68,000		\$ 69,853	102.72%	\$ (1,853)
Transfer to Debt Service Fund - River Trail	\$ 170,000	\$ 14,167	\$ 155,833	91.67%	\$ 14,167
Economic Development Governing Body	\$ 60,000	\$ -	\$ 60,000	100.00%	\$ -
Annual Disclosure Fee	\$ 3,500		\$ 3,500	100.00%	\$ -
River Trail Contribution	\$ 300,000	\$ 25,000	\$ 275,000	91.67%	\$ 25,000
Administrative Services Fee	\$ 100,000	\$ 8,333	\$ 91,666	91.67%	\$ 8,334
Total Administrative	<u>\$ 702,000</u>	<u>\$ 47,500</u>	<u>\$ 655,962</u>	<u>93.44%</u>	<u>\$ 46,038</u>
Category I - Business Development					
Revolving Loan Fund	\$ 100,000	\$ -	\$ -	0.00%	\$ 100,000
ED Set Aside	\$ 250,000	\$ -	\$ -	0.00%	\$ 250,000
Fox Tank - Reimbursement Agreement	\$ -		\$ 150,000		\$ (150,000)
Unspecified	\$ 146,750	\$ -	\$ -	0.00%	\$ 146,750
Total Category I	<u>\$ 496,750</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>100.00%</u>	<u>\$ 346,750</u>
Category II - Quality of Life					
Special Events	\$ 100,000		\$ 118,159	118.16%	\$ (18,159)
Downtown Wireless	\$ 100,000	\$ -	\$ -	0.00%	\$ 100,000
Streetscape	\$ 250,000	\$ -	\$ -	0.00%	\$ 250,000
History Center	\$ 400,000	\$ -	\$ -	0.00%	\$ 400,000
Baseball Complex	\$ 500,000	\$ -	\$ -	0.00%	\$ 500,000
Unspecified	\$ 365,000	\$ -	\$ 750,000	205.48%	\$ (385,000)
Total Category II	<u>\$ 1,715,000</u>	<u>\$ -</u>	<u>\$ 868,159</u>	<u>50.62%</u>	<u>\$ 846,841</u>
Category III - Public Infrastructure					
Village West - Water (1/2 cost)	\$ 500,000	\$ -	\$ -	0.00%	\$ 500,000
Village West - Wastewater	\$ 750,000	\$ -	\$ -	0.00%	\$ 750,000
Total Category III	<u>\$ 1,250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ 1,250,000</u>
Contingency	\$ -				\$ -
TOTAL EXPENDITURES	<u>\$ 4,163,750</u>	<u>\$ 47,500</u>	<u>\$ 1,674,121</u>	<u>40.21%</u>	<u>\$ 2,489,629</u>
NET REVENUES TO EXPENDITURES	<u>\$ (1,408,749)</u>	<u>\$ 219,266</u>	<u>\$ 1,094,054</u>		
ENDING CASH BALANCE: August 31, 2014	Budget \$ 1,189,586		Actual \$ 3,692,390		

CITY OF KERRVILLE
Economic Improvement Corporation
SALES TAX REVENUE ANALYSIS

	Actual FY 2011	Actual 2012	FY 2012	Actual FY 2013	Actual FY 2013	Approved 2014	FY 2014	Actual FY 2014	Difference Projected vs Actual	% of Projected Variance
October	\$ 184,602	\$ 219,934	\$ 219,934	\$ 226,663	\$ 226,663	\$ 227,546	\$ 227,546	\$ 241,503	\$ 13,957	5.78%
November	\$ 207,677	\$ 203,379	\$ 203,379	\$ 210,744	\$ 210,744	\$ 211,566	\$ 211,566	\$ 233,371	\$ 21,806	9.34%
December	\$ 169,550	\$ 208,227	\$ 208,227	\$ 204,782	\$ 204,782	\$ 205,583	\$ 205,583	\$ 214,424	\$ 8,841	4.12%
January	\$ 195,030	\$ 204,051	\$ 204,051	\$ 217,647	\$ 217,647	\$ 218,496	\$ 218,496	\$ 229,761	\$ 11,265	4.90%
February	\$ 241,320	\$ 264,744	\$ 264,744	\$ 284,177	\$ 284,177	\$ 285,276	\$ 285,276	\$ 296,036	\$ 10,760	3.63%
March	\$ 169,754	\$ 186,812	\$ 186,812	\$ 205,749	\$ 205,749	\$ 206,552	\$ 206,552	\$ 207,869	\$ 1,317	0.63%
April	\$ 157,729	\$ 185,835	\$ 185,835	\$ 215,800	\$ 215,800	\$ 216,643	\$ 216,643	\$ 218,030	\$ 1,387	0.64%
May	\$ 234,742	\$ 223,320	\$ 223,320	\$ 251,468	\$ 251,468	\$ 252,446	\$ 252,446	\$ 268,682	\$ 16,236	6.04%
June	\$ 186,441	\$ 195,775	\$ 195,775	\$ 234,781	\$ 234,781	\$ 235,696	\$ 235,696	\$ 267,530	\$ 31,834	11.90%
July	\$ 190,696	\$ 210,758	\$ 210,758	\$ 216,641	\$ 216,641	\$ 217,488	\$ 217,488	\$ 222,961	\$ 5,473	2.45%
August	\$ 238,491	\$ 239,007	\$ 239,007	\$ 245,964	\$ 245,964	\$ 246,923	\$ 246,923	\$ 266,321	\$ 19,398	7.28%
September	\$ 179,133	\$ 203,486	\$ 203,486	\$ 224,905	\$ 224,905					
Total	\$ 2,355,166	\$ 2,545,329	\$ 2,545,329	\$ 2,739,321	\$ 2,739,321	\$ 2,524,216	\$ 2,524,216	\$ 2,666,490	\$ 142,274	5.34%

CITY OF KERRVILLE
Economic Improvement Corporation
EIC Capital Projects Fund

Cash Balance as of August 1, 2014		\$	928,184
Revenues:			
			-
			-
Total Revenues/Transfer In	<u>\$</u>		<u>-</u>
Expenses:			
Cailloux Theater -Lighting			3,834
Cailloux Theater - Expansion			3,239
Texas Hill Country Wine			<u>18,643</u>
Total Expenses	<u>\$</u>		<u>25,715</u>
Revenue Over (Under) Expenditures		<u>\$</u>	<u>(25,715)</u>
Ending Cash Balance as of August 31, 2014		<u>\$</u>	<u>902,469</u>

Cash and Investments

Ending August 31, 2014

Cash and Investment Balances by Fund			
<u>Fund</u>	<u>Fund Name</u>	<u>Balance</u>	<u>Period</u>
40	Sales Tax Improvement Fund	\$ 3,692,390	8/31/2014
43	EIC Debt Service Fund	\$ -	8/31/2014
75	EIC Projects Fund	\$ 902,469	8/31/2014
Total EIC Cash Balance		\$ 4,594,858	8/31/2014

<u>Type</u>	<u>Investment Vehicle</u>	<u>Amount</u>	<u>Interest Earned</u>	<u>Interest Earned (Annualized)</u>	<u>Period Ending</u>
Cash	Wells Fargo Checking	\$ 851,187	\$ -	0.00%	8/31/2014
ST Investment	EIC TexPool	\$ 1,623,739	\$48.70	0.04%	8/31/2014
ST Investment	EIC TexStar	\$ 1,624,872	\$48.24	0.04%	8/31/2014
HILCO FCU	CD	\$ 247,621	\$136.61	0.66%	8/31/2014
Kerr County FCU	CD	\$ 247,439	\$209.97	1.02%	8/31/2014
Total Cash & Investments		\$ 4,594,858	\$443.52	0.12%	

Agenda Item:

3B. Projects update. (staff)
River Trail and Parks projects
Cailloux Theater Expansion Project
Cailloux Theater Lighting Project

**TO BE CONSIDERED BY THE
ECONOMIC IMPROVEMENT CORPORATION
CITY OF KERRVILLE, TEXAS**

SUBJECT: Projects Update

FOR AGENDA OF: September 22, 2014 **DATE SUBMITTED:** September 18, 2014

SUBMITTED BY: Ashlea Boyle *AB* **CLEARANCES:** Todd Parton
Special Projects Manager City Manager

EXHIBITS: Project Status Reports

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: *TP*

Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	Number:
\$	\$	\$	

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OF FINANCE:

SUMMARY STATEMENT

Staff will provide reports on the following projects:
River Trail and Parks Projects
Cailloux Theater Expansion (support facility)
Cailloux Theater Lighting Project

RECOMMENDED ACTION

This report is for informational purposes only. No action required.

EIC Projects Update September 22, 2014

Package B River Trail:

The contractor has poured a total of 5,900 linear feet of concrete, an increase of 2,034' linear feet from last month.

Zimmerman construction is working on the rock veneer and hand rails for the Rio Robles Bridges crossing working on concrete flat work underneath Hwy. 16 Bridge and the trail head for the Dog Park.

JM Lowe and Company has finished the foundation for the small group pavilion, restroom, number 2, and the ADA ramp for the existing pavilion. Masons have begun work on restroom number 2.

Freed and Barker has begun footings for the centennial stage cover and will begin curbing this month.

The City of Kerrville has completed the site work for three parking lots for the project and will begin work on the parking lot under the Hwy. 16 Bridge.

The City of Kerrville Utility Construction Department has completed the trenching for the UGE in the park.

Kraftsman has completed setting the concrete vaults for the mechanical enclosures for the spray feature and has begun working on plumbing.

Package F River Trail:

The contractor has poured total 5,400 linear feet of concrete, an increase of 2,790' from last month.

Work is completed on the crossing #1 at the west end of the trail.

The trail has been poured under G Street towards the parking lot.

The piers for the Camp Meeting Creek Bridge will be drilled this week.

The initial site work has begun from Loop 543 Bridge to Kerrville Schreiner Park trailhead.

Cailloux Theater Support Facility:

Peter Lewis and Associates has a professional services agreement with the City of Kerrville for design and services for the Cailloux Support Facility.

Peter Lewis and Associates are working on construction documents.

Maxwell Engineering will submit a site plan this week.

Construction plans will be a 100% complete and ready for bid on November 4th.

Cailloux Lighting Project:

Texas Scenic Co. Inc. will receive a notice to proceed this week when the signed contract is returned.

Agenda Item:

3C. Update regarding "GO Team" activities. (staff)

