

AGENDA FOR REGULAR MEETING

CITY OF KERRVILLE, TEXAS

ECONOMIC IMPROVEMENT CORPORATION

MONDAY, APRIL 27, 2015 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, APRIL 27, 2015, 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 Economic Improvement Corporation. 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 March 23, 2015.

3. MONTHLY REPORTS:

3A. Monthly financials for March 2015. (staff)

3B. Projects update. (staff)

River Trail and Parks projects

Cailloux Theater Support Facility

4. INFORMATION AND POSSIBLE ACTION:

4A. Change meeting date for May. (staff)

5. 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:

- River Trail Project

6. ITEMS FOR FUTURE AGENAS:

7. ANNOUNCEMENTS:

8. ADJOURNMENT:

The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service 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 April 22, 2015, at 4:00 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 March 23, 2015.

**CITY OF KERRVILLE, TEXAS ECONOMIC IMPROVEMENT CORPORATION
REGULAR MEETING**

March 23, 2015

On Monday, March 23, 2015, the regular meeting of the directors of the City of Kerrville, Texas Economic Improvement Corporation, was called to order at 4:02 p.m. by David Wampler, President, in the Council Chambers at City Hall, at 701 Main Street, Kerrville, Texas.

The invocation was offered by Mr. Howard.

Members Present:

David Wampler, President
Larry Howard, Secretary
Gary Cochrane
Stacie Keeble
Sheri Pattillo
James Wilson

Members Absent:

Kenneth Early, Vice President

City Executive Staff Present:

Todd Parton, City Manager
Kristine Day, Deputy City Manager
Mike Hayes, City Attorney
Cheryl Brown, Deputy City Secretary
Ashlea Boyle, Special Projects Manager
Sandra Yarbrough, Director of Finance
Brian Crenwelge, Project Manager
Malcolm Matthews, Parks and Recreation Director

Visitors Present: Visitor list available in the City Secretary's Office for the required retention period.

1. **VISITORS/CITIZENS FORUM:** No one spoke

2. **APPROVAL OF THE MINUTES:**

3A. Mr. Cochrane moved to approve the minutes for the regular meeting held February 23, 2015. Mr. Wilson seconded, and the motion passed 6-0.

3. **MONTHLY REPORTS**

Monthly financials for November 2014

3A. Ms. Yarbrough reported a beginning balance of \$3,079,513; with \$341,984 revenue, and \$159,720 expenditures; leaving an ending cash balance on February 28, 2015 of \$3,261,777. There was an 8.33% tax revenue increase over 2014. She reviewed the capital projects status summary and the cash and investments fund.

3B. Capital projects update:

River trail and parks projects:

Mr. Crenwelge reported:

All dates are based upon contractor estimated schedules.

Park Improvements: J.M. Lowe was working on the punch list for the project. The remaining concrete work for curbing and sidewalks was proceeding. A walk-through was scheduled for March 24, 2015. City staff was working on the parking lot and street areas.

Kraftsman was set to finish the spray plaza by the end of March.

KPUB finished the street lighting in the park.

Package F from G Street to Kerrville-Schreiner Park: GG&G completed 9,845 linear feet of river trail, which was an increase of 1,900 linear feet from the previous month.

Cailloux Theater Support Facility:

The bid sets were tentatively scheduled to be issued on April 21, 2015.

3C. Update regarding "GO Team" activities:

Ms. Boyle reported the "GO Team" had not met since the last EIC meeting.

4. INFORMATION AND POSSIBLE ACTION:

4A. Update on the West Side Route of the River Trail:

Ms. Day gave a presentation of the west side of the River Trail, reviewing the connections, bridges, plans reviewed by staff. The plan for the trail connection from Nature Center to Lowry Park was to include a bridge over Town Creek and Lowry Park trailhead; with advertisement for bids on April 15, 2015 and April 22, 2015, with a pre-bid conference on April 28, 2015, and bid opening on May 5, 2015. The projected date of awarding of the project by City Council was set for May 26, 2015. Construction was set to begin mid-June, with the project taking approximately 6-9 months. The trail connection from Lowry Park down Guadalupe Street was surveyed in mid-January. Appraisals for three properties received February 27, 2015. Easements were prepared in early March, with offer letters sent to property owners on March 13, 2015. The right-of-way agent contacted property owners on March 17, 2015. In all, there were five easements signed to date. There was a request from several owners for re-staking, which was set to be one on or about March 23, 2015. There was a plan to review the acquisition process with the City Council at the April 14, 2015 meeting.

4B. Report on Options for the River Trail Route from Town Creek to the Proposed Athletics Complex:

Mr. Parton gave a brief report regarding this proposed project. Mr. Matthews gave a presentation showing several options for trail placement.

5. 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 and 551.087 (deliberation regarding economic development negotiations):

- River Trail Project

At 4:16 p.m. the open session recessed and the EIC went into executive closed session at 4:17 p.m. At 4:47 p.m. the executive closed session recessed and the EIC returned to open session at 4:47 p.m. Mr. Wampler announced that no action was taken in executive session.

ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION:

None.

8. **ITEMS FOR FUTURE AGENDAS:** None

9. **ANNOUNCEMENTS:** None

10. **ADJOURNMENT:**

Mr. Wampler adjourned the meeting at 4:47 p.m.

APPROVED: _____

David Wampler, President

ATTEST:

Cheryl Brown
Deputy City Secretary

Agenda Item:

3A. Monthly financials for March 2015. (staff)

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

SUBJECT: EIC Financials

FOR AGENDA OF: April 27, 2015 **DATE SUBMITTED:** April 20, 2015

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

EXHIBITS: Monthly Financials
AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: *[Signature]*

Expenditure	Current Balance	Amount	Account
Required:	in Account:	Budgeted:	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 - Summary
For the month ending March 31, 2015

Beginning Cash Balance		\$ 2,911,781
Income:		
Sales Tax	\$ 223,251	
Interest Revenue	\$ 266	
Fox Tank - reimbursement	\$ 14,000	
Total Income	\$ 237,516	
Expenses:		
Administrative Service Fee	\$ 8,333	
Transfer for Debt Service - 2012	\$ 42,667	
Transfer - Park Improvements	\$ 25,000	
Total Expenses	\$ 76,000	
Revenues Over (Under) Expenditures		\$ 161,517
Ending Cash Balance		\$ 3,073,297

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Improvement Fund - Revenue and Expense Statement
For the month ending March 31, 2015

	Annual Budget	Current Period	Y-T-D Actual	% of Budget	Budget Balance
BEGINNING CASH BALANCE	\$ 2,873,663		\$ 2,873,663		
REVENUE:					
Sales and Use Tax	\$ 2,931,638	\$ 223,251	\$ 1,552,604	52.96%	\$ 1,379,034
Interest	\$ 5,000	\$ 266	\$ 2,524	50.48%	\$ 2,476
Other Income - Fox Tank		\$ 14,000	\$ 14,000		\$ (14,000)
			\$ 186,475		\$ (186,475)
TOTAL REVENUE	\$ 2,936,638	\$ 237,516	\$ 1,755,603	59.78%	\$ 1,381,510
	Annual Budget	Current Period	Y-T-D Actual & Encumbrance	% of Budget	Budget Balance
EXPENDITURES:					
Administrative					
Local Meetings	\$ 100	\$ -	\$ -	0.00%	\$ 100
Advertising	\$ 100	\$ -	\$ 20	20.00%	\$ 80
Administrative Services Fee	\$ 100,000	\$ 8,333	\$ 50,000	50.00%	\$ 50,000
Transfer to Debt Service Fund - River Trail	\$ 512,000	\$ 42,667	\$ 256,000	50.00%	\$ 256,000
Economic Development Governing Body	\$ 175,000	\$ -	\$ 166,250	95.00%	\$ 8,750
River Trail Contribution	\$ 150,000	\$ 25,000	\$ 150,000	100.00%	\$ -
Total Administrative	\$ 937,200	\$ 76,000	\$ 622,270	66.40%	\$ 314,930
Category I - Business Development					
ED Set Aside	\$ 500,000	\$ -	\$ 500,000	100.00%	\$ -
Unspecified	\$ -	\$ -	\$ -	0.00%	\$ -
Total Category I	\$ 500,000	\$ -	\$ 500,000	100.00%	\$ -
Category II - Quality of Life					
Special Events	\$ 100,000	\$ -	\$ 83,700	83.70%	\$ 16,300
Streetscape	\$ 500,000	\$ -	\$ -	0.00%	\$ 500,000
Baseball Complex	\$ 500,000	\$ -	\$ -	0.00%	\$ 500,000
Boardwalk	\$ 250,000	\$ -	\$ -	0.00%	\$ 250,000
Theater Expansion			\$ 350,000		
Unspecified	\$ -	\$ -	\$ -	0.00%	\$ -
Total Category II	\$ 1,350,000	\$ -	\$ 433,700	32.13%	\$ 916,300
Category III - Public Infrastructure					
Unspecified	\$ -	\$ -	\$ -	0.00%	\$ -
Total Category III	\$ -	\$ -	\$ -	0.00%	\$ -
Contingency	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -		\$ -
TOTAL EXPENDITURES	\$ 2,787,200	\$ 76,000	\$ 1,555,970	55.83%	\$ 1,231,230
NET REVENUES TO EXPENDITURES	\$ 149,439	\$ 161,516	\$ 199,633		
ENDING CASH BALANCE	Budget \$ 3,023,101		Actual \$ 3,073,297		

CITY OF KERRVILLE
Economic Improvement Corporation
Sales Tax Revenue Analysis - FY15
For the month ending March 31, 2015

Revenue Month	Actual FY 2012	Actual FY 2013	Actual FY 2014	Approved FY 2015	Actual FY 2015	FY14 vs FY15	Budget vs Actual
October	\$ 219,934	\$ 226,663	\$ 241,503	\$ 243,616	\$ 238,933	\$ (2,570)	-1.92%
November	\$ 203,379	\$ 210,744	\$ 234,150	\$ 236,201	\$ 257,654	\$ 23,504	9.08%
December	\$ 208,227	\$ 204,782	\$ 214,424	\$ 216,303	\$ 251,851	\$ 37,427	16.43%
January	\$ 204,051	\$ 217,647	\$ 229,761	\$ 231,772	\$ 245,845	\$ 14,073	6.07%
February	\$ 264,744	\$ 284,177	\$ 296,036	\$ 298,620	\$ 334,359	\$ 35,739	11.97%
March	\$ 186,812	\$ 205,749	\$ 207,869	\$ 209,693	\$ 223,251	\$ 13,557	6.47%
April	\$ 185,835	\$ 215,800	\$ 218,030	\$ -	\$ -	\$ -	0.00%
May	\$ 223,320	\$ 251,468	\$ 268,682	\$ -	\$ -	\$ -	0.00%
June	\$ 195,775	\$ 234,781	\$ 267,530	\$ -	\$ -	\$ -	0.00%
July	\$ 210,758	\$ 216,641	\$ 222,961	\$ -	\$ -	\$ -	0.00%
August	\$ 239,007	\$ 245,964	\$ 266,321	\$ -	\$ -	\$ -	0.00%
September	\$ 203,486	\$ 224,905	\$ 238,926	\$ -	\$ -	\$ -	0.00%
YTD Total	\$ 2,545,329	\$ 2,739,321	\$ 2,906,194	\$ 1,436,205	\$ 1,551,892	\$ 121,731	8.06%

CITY OF KERRVILLE
Economic Improvement Corporation
Capital Projects Fund - Summary
For the month ending March 31, 2015

Beginning Cash Balance		\$ 1,798,148
Income:		
	\$	-
Total Income:	<hr/>	-
Expenses:		
Habitat for Humanity		
Cailloux Theater Lighting		
Transfer Out - Return Funds		
Total Expenses:	<hr/>	-
Revenues Over (Under) Expenditures		<hr/>
Ending Cash Balance		<u><u>\$ 1,798,148</u></u>

CITY OF KERRVILLE
Economic Improvement Corporation
Project Status Summary
For the month ending March 31, 2015

Fiscal Years	Projects	Agreement Commitment	EIC Funded To Date	Total Funded	Expenses to Date	Project Balance
2012-13	Downtown Streetscape	\$ 35,100	\$ 35,100	\$ 35,100	\$ 33,807	\$ 1,293
2012-13	Cailloux Theater Lighting	\$ 200,652	\$ 200,652	\$ 200,652	\$ 149,379	\$ 51,273
2013-14	Cailloux Theater Expansion	\$ 850,000	\$ 850,000	\$ 850,000	\$ 38,493	\$ 811,507
2013-14	Habitat for Humanity	\$ 375,000	\$ 375,000	\$ 375,000	\$ 14,624	\$ 360,376
2014-15	Special Events FY15	\$ 100,000	\$ 83,700	\$ 83,700	\$ 10,000	\$ 73,700
2014-15	James Avery	\$ 610,000				\$ -
2014-15	Ed Set Aside	\$ 500,000	\$ 500,000	\$ 500,000		\$ 500,000
TOTALS		\$ 2,870,752	\$ 1,660,752	\$ 1,660,752	\$ 421,679	\$ 1,798,148

Cash Balance on 3/31/2015 \$ 1,798,148

General Capital Improvement Projects - supported by EIC

Fiscal Years	Projects	Agreement Commitment	Total Funded	Expense To Date	To Balance
2011-12	River Trail	\$ 6,000,000	\$ 5,988,946	\$ 3,509,843	\$ 2,479,103
2011-12	Louise Hays/Lehman Monroe parks	\$ 2,000,000	\$ 2,600,000	\$ 2,274,283	\$ 325,717
	Funding Agreement - C2011-76Totals	\$ 8,000,000	\$ 8,588,946	\$ 5,784,126	\$ 2,804,820

Notes:

6/24/14 - Project adjustments - \$600,000.00 moved from River Trail project to Louise Hays/Lehman Monroe park improvements per EIC and City Council meetings - additional funding to replenish River Trail project to be requested by city staff from EIC at future EIC meeting.

9/22/14 - Project replenished - \$600,000.00 approved at EIC meeting related to Louise Hays/Lehman Monroe park improvements (see note above) reported on 9/30/14 financial report at October 2014 meeting.

Cash and Investments
For the month ending March 31, 2015

Cash and Investment Balances by Fund			
<u>City G/L</u> <u>Fund</u>	<u>Fund Name</u>	<u>Balance</u>	<u>Period</u>
40	Sales Tax Improvement Fund (operating fund)	\$ 3,073,297	3/31/2015
75	EIC Projects Fund (capital projects fund)	\$ 1,798,148	3/31/2015
Total Cash and Investments		\$ 4,871,445	3/31/2015

Cash and Investments by Type - Placement - Amount					
<u>Type</u>	<u>Investment Placement</u>	<u>Amount</u>	<u>Interest Earned</u>	<u>Interest Earned</u> <u>(Annualized)</u>	<u>Period</u> <u>Ending</u>
Cash	Wells Fargo Checking	\$ 1,124,821	\$ -	0.00%	3/31/2015
ST Investment	EIC TexPool	\$ 1,624,101	\$ 66.21	0.05%	3/31/2015
ST Investment	EIC TexStar	\$ 1,625,314	\$ 83.41	0.06%	3/31/2015
HILCO FCU	CD	\$ 248,523	\$ 116.03	0.56%	3/31/2015
Kerr County FCU	CD	\$ 248,686	\$ -	0.00%	3/31/2015
Total Cash and Investments		\$ 4,871,445	\$ 265.65	0.07%	3/31/2015

Agenda Item:

3B. Projects update. (staff)

River Trail and Parks projects

Cailloux Theater Support Facility

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

SUBJECT: Projects Update

FOR AGENDA OF: April 27, 2015

DATE SUBMITTED: April 22, 2015

SUBMITTED BY: Ashlea Boyle *AB*
Special Projects Manager

CLEARANCES: Todd Parton
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 Support Facility

RECOMMENDED ACTION

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

EIC Projects Update April 27, 2015

Package F River Trail:

GG&G has completed the concrete portion of the trail from G Street to Kerrville Schreiner Park.

Park Improvements:

J.M. Lowe has completed the park improvement buildings.

The Street Department is paving Louise Hays Park and the G Street parking lot.

The Parks Department is working on Playground equipment, landscaping and the Dog Park.

Spray Plaza:

Kraftsman will be finished with the spray plaza by mid-May.

Lowry Park Trail:

The Lowry Park Trail project is currently advertising for bids with a bid opening scheduled for May 12th.

Cailloux Theater Support Facility:

The plans will be ready for review by mid- May.

Agenda Item:

4A. Change meeting date for May due to Memorial Day holiday. (staff)

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

SUBJECT: Select regular meeting date for May 2015

FOR AGENDA OF: April 27, 2015 **DATE SUBMITTED:** April 22, 2015

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

EXHIBITS:

AGENDA MAILED TO:

APPROVED FOR SUBMITTAL BY CITY MANAGER: 

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

PAYMENT TO BE MADE TO:

REVIEWED BY THE DIRECTOR OF FINANCE:

SUMMARY STATEMENT

The regular meeting date for the May EIC meeting falls on the Memorial Day Holiday. A new date should be selected at this meeting by the EIC board.

RECOMMENDED ACTION

Staff recommends that the EIC select a new meeting date for the May meeting due to the holiday.