

**Notice of Meeting for the
Georgetown Transportation Enhancement Corp and the Governing Body
of the City of Georgetown
April 17, 2019 at 3:30 PM
at GMC Building, 300-1 Industrial Avenue, Georgetown, TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Call to Order
- B Introduction of New Board Members and Visitors
- C Review Board/Meeting Procedures - Emily Koontz, GTEC Board Liaison
- D Industry/CAMPO/TxDOT Updates
- E Presentation on the Sales Tax Model in preparation for the FY2020 Budget --Paul Diaz, Budget Manager
- F Presentation of Georgetown Transportation Enhancement Corporation monthly financial reports for March 2019 and discussion regarding the Fiscal Year 2018 external audit and Comprehensive Annual Financial Report for the City and GTEC.
Leigh Wallace, Finance Director, COG, Finance Manager, GTEC.

Legislative Regular Agenda

- G Nominations and election of President of the GTEC Board consistent with Section 3.02 of the GTEC Bylaws. – David Morgan – General Manager - GTEC
- H Nominations and election of Vice-President of the GTEC Board consistent with Section 3.02 of the GTEC Bylaws.--David Morgan-General Manager, GTEC Board
- I Nominations and election of Secretary of the GTEC Board consistent with Section 3.02 of the GTEC Bylaws.--David Morgan-General Manager, GTEC Board
- J Review and possible action related to the Day and Time of GTEC Board Meetings. – David Morgan - General Manager, GTEC Board
- K Consideration and possible approval of the minutes from the February 20, 2019 GTEC Board Meeting. --David Morgan - General Manager, GTEC Board
- L Discussion and possible action to recommend to Council a resolution of the Georgetown Transportation Enhancement Corporation authorizing the bylaws of the corporation, clarifying the roles of the General Manager and Finance Manager and authorizing those individuals to delegate duties and responsibilities.
Leigh Wallace, Finance Director, COG, Finance Manager, GTEC.

CERTIFICATE OF POSTING

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public at all times, on the _____ day of _____, 2019, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Call to Order

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Laura Wilkins - Board Liaison

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Introduction of New Board Members and Visitors

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Emily Koontz - Board Liaison

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Review Board/Meeting Procedures - Emily Koontz, GTEC Board Liaison

ITEM SUMMARY:

The following documents will be provided, at the meeting, for your reference:

- Bylaws
- Roster
- Board Member Tidbits & Don't Forgets

Review:

- Attendance Policy
- Quorum Requirements
- Sign in Sheet
- Parking
- Attorney General Trainings - <https://www.texasattorneygeneral.gov/og/open-government-training>
 1. Open Meeting Act
 2. Public Meetings Act

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Industry/CAMPO/TxDOT Updates

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Laura Wilkins - Board Liaison

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Presentation on the Sales Tax Model in preparation for the FY2020 Budget --Paul Diaz, Budget Manager

ITEM SUMMARY:

Annually through the budget process, Finance presents the sales tax model and methodology used to develop the projections for sales tax.


FINANCIAL IMPACT:

None

SUBMITTED BY:

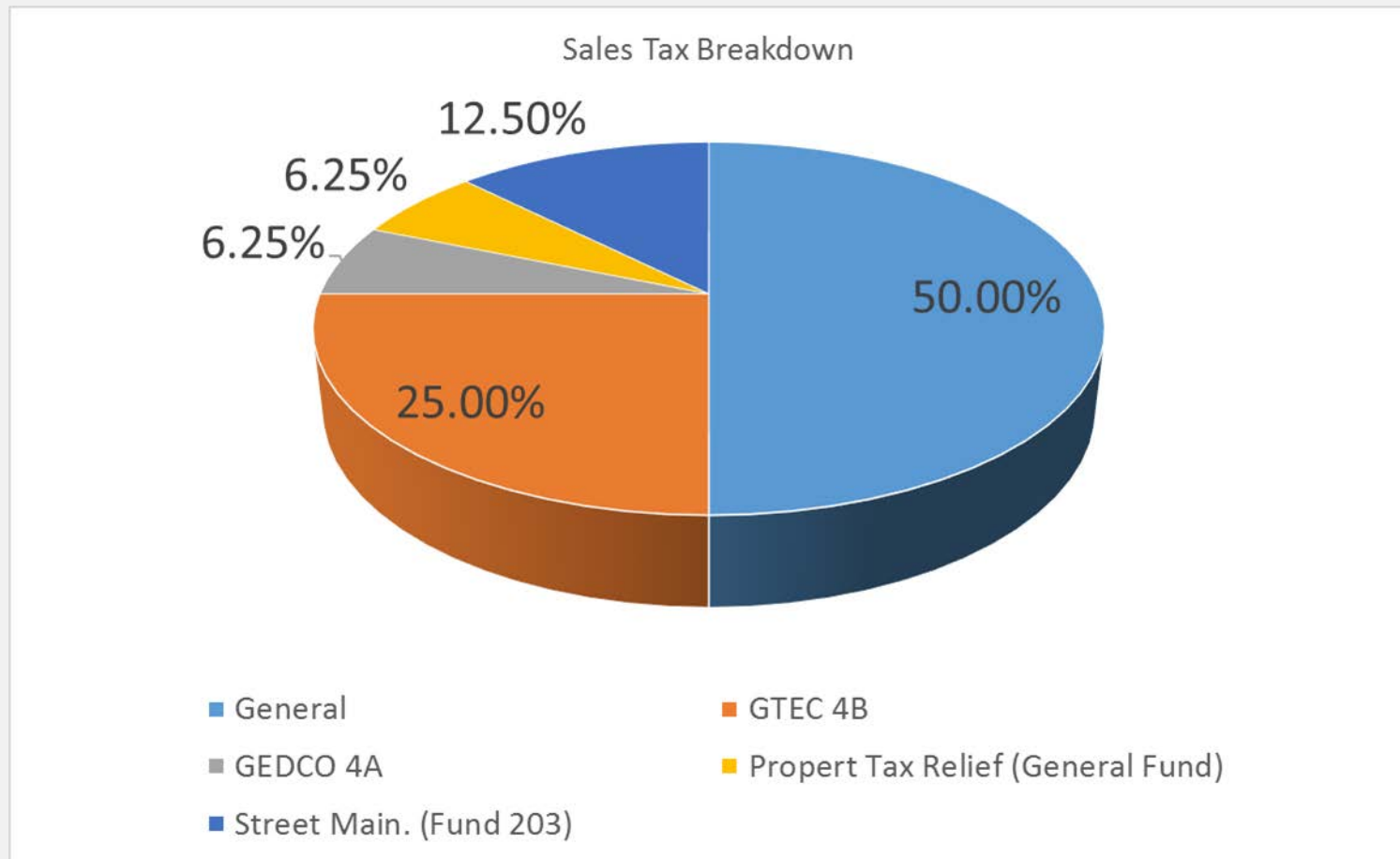
Paul Diaz, Budget Manager

ATTACHMENTS:

Description	Type
 Sales Tax Presentation	Presentation

Sales Tax Methodology

City Sales Tax Breakdown



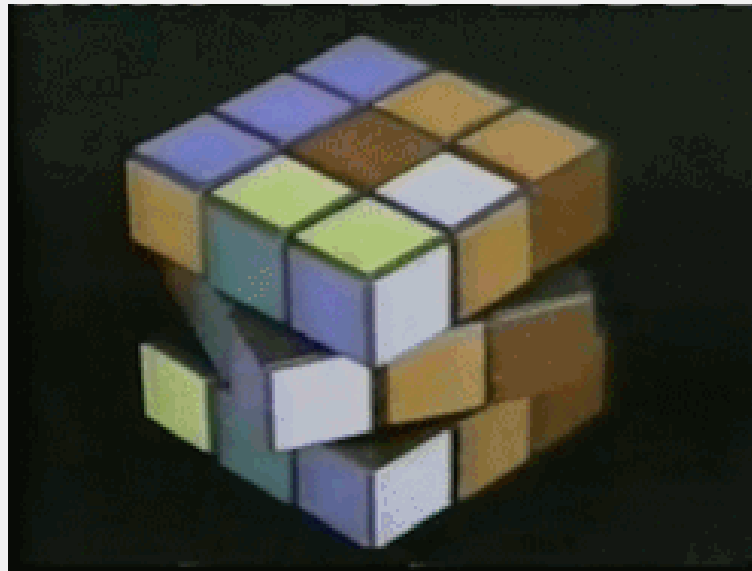
Lots of Data

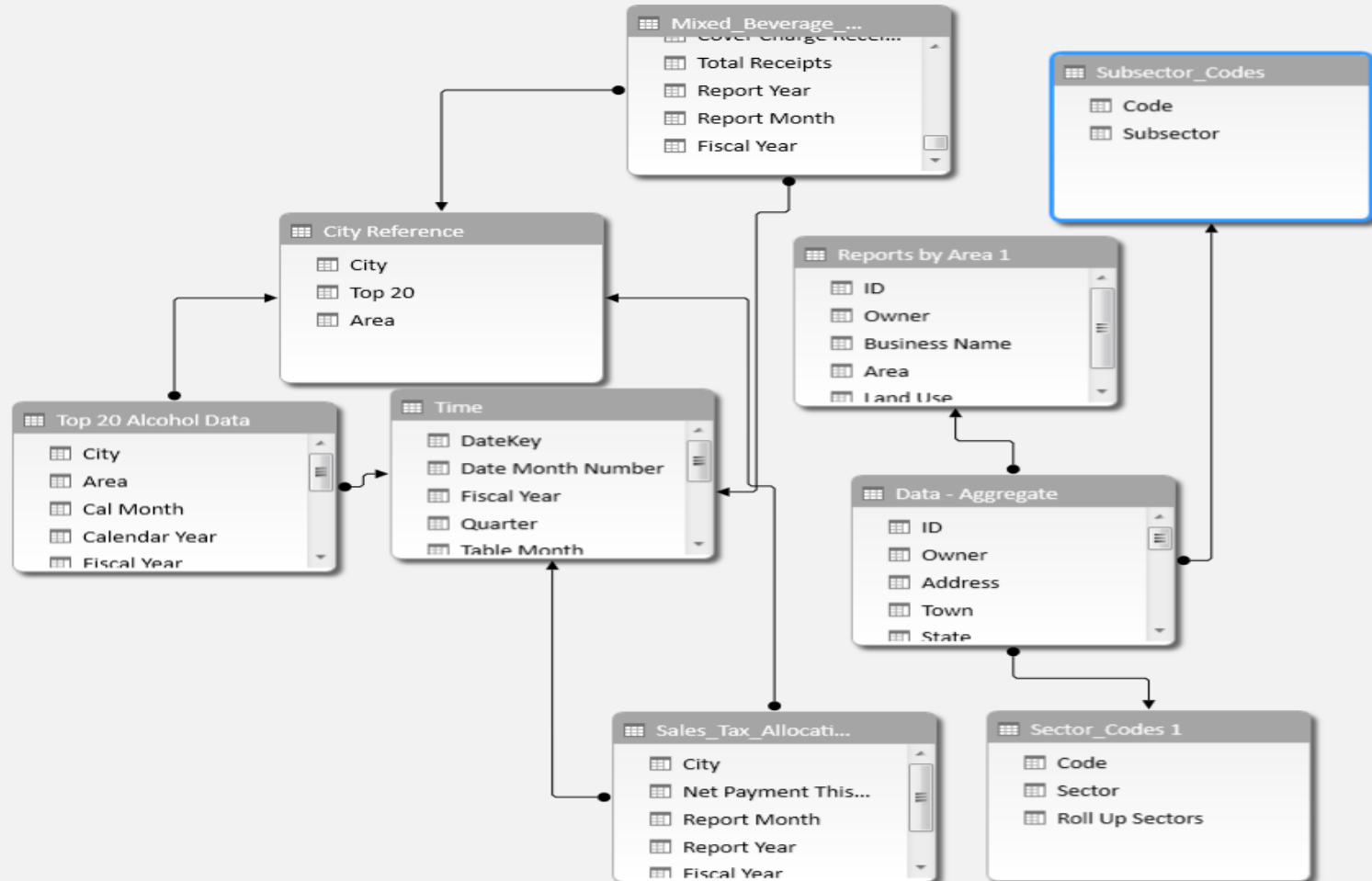
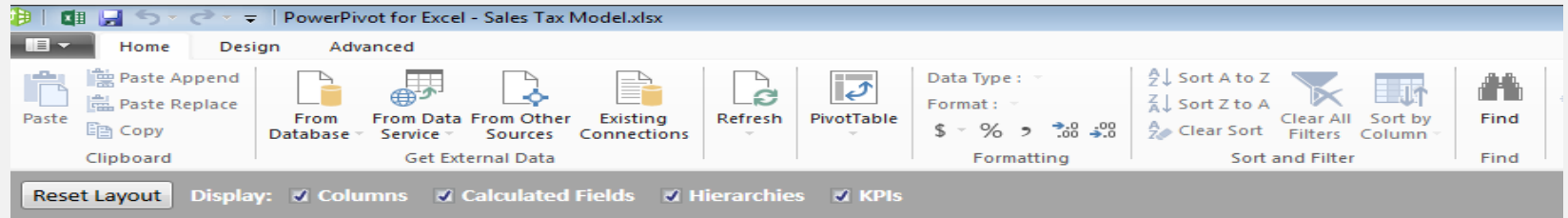
- Two Major Sources
 - Confidential Report from the State: This is specific to Georgetown. (Over 200,000 rows of data)
 - NAICS Codes
 - All Cities Data (230,00 rows of data)



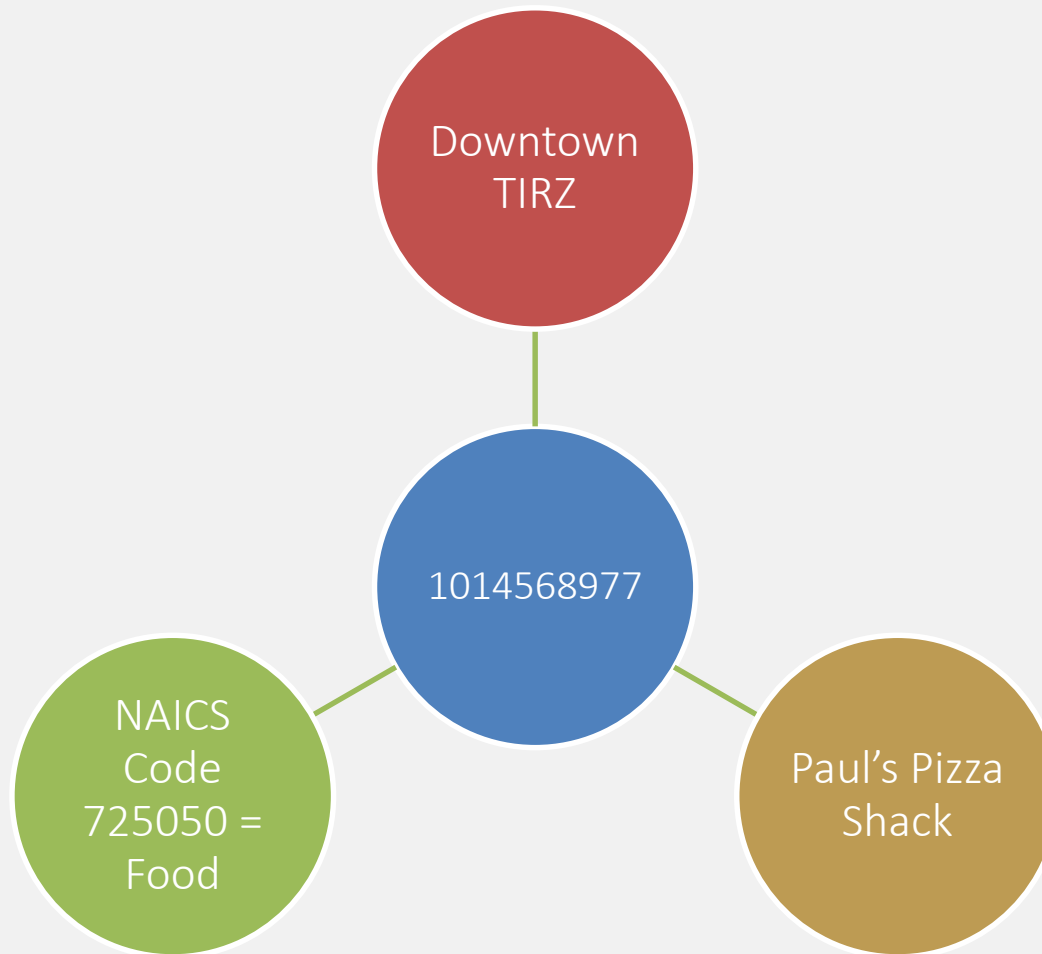
What is the shape of data?

What is the shape of data?





Connection via PowerPivot



PowerPivot Slices

Sector

Administrative and ...
Agriculture
Arts, Entertainment,...
City
Construction
Educational
Finance and Insurance
Food
Health Care

Subsector

Accommodation
Administration of E...
Administration of E...
Administration of H...
Administrative and ...
Air Transportation
Ambulatory Health ...
Amusement, Gamb...
Apparel Manufactu...
Beverage and Toba...

Fiscal Year

20112012
20132014
20152016
20172018

GT Period

01) Oct02) Nov
03) Dec04) Jan
05) Feb06) Mar
07) Apr08) May

Sum of Sales Tax Revenue

Column Labels

Row Labels

201120122013

01) Oct1,137,757.571,403,227.991

02) Nov1,247,447.371,210,680.941,319,755.111

03) Dec1,862,571.571,795,704.541,862,980.602

04) Jan1,075,141.821,174,048.711,322,748.611

05) Feb902,353.791,186,460.661,219,289.541

06) Mar1,742,220.421,700,263.271,872,467.681

07) Apr1,153,913.521,309,428.951,357,122.181

08) May1,186,025.981,312,732.821,538,517.161

09) Jun1,601,667.281,605,600.961,840,038.021

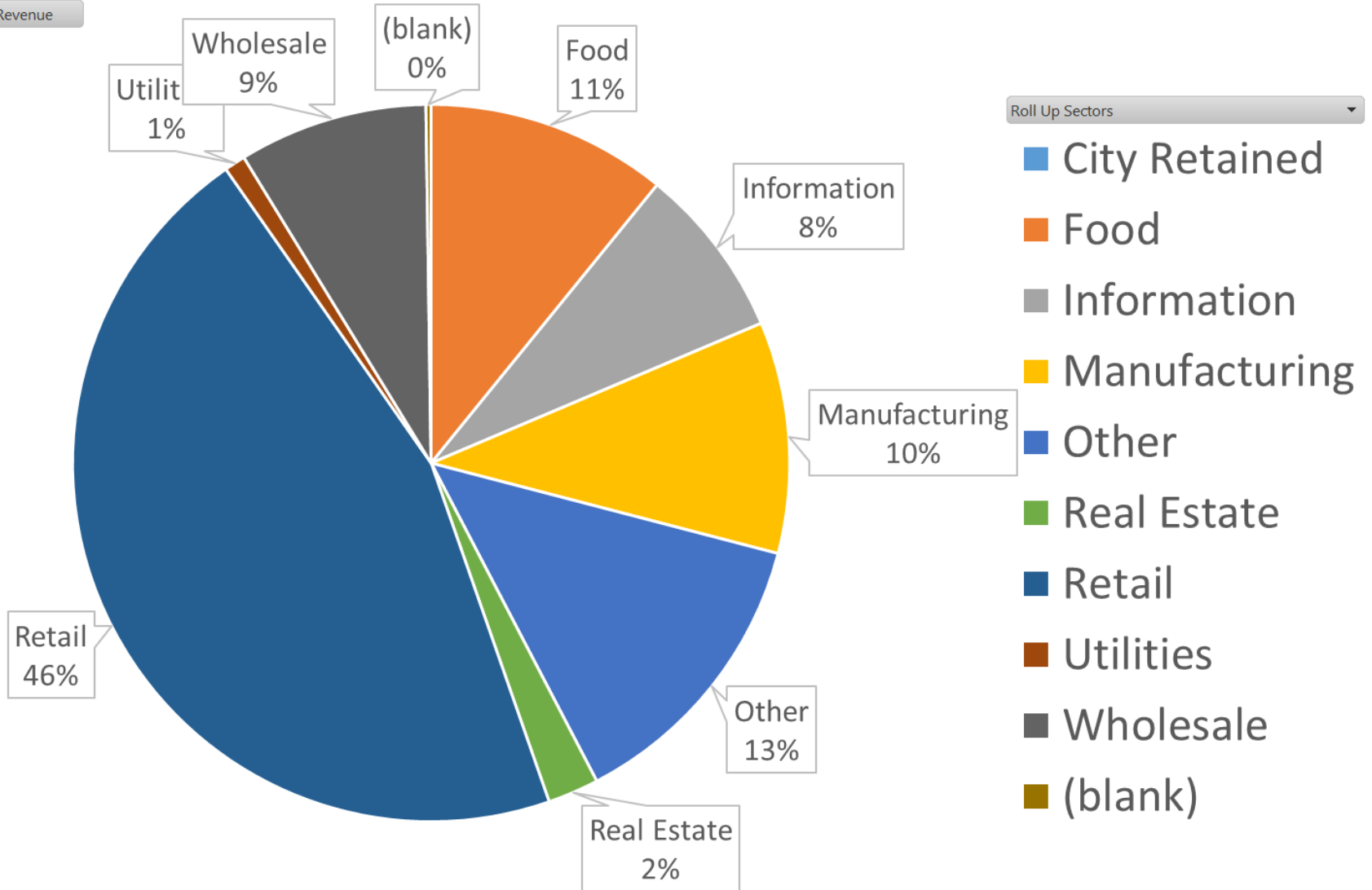
10)Jul1,118,781.721,450,535.591,472,600.331

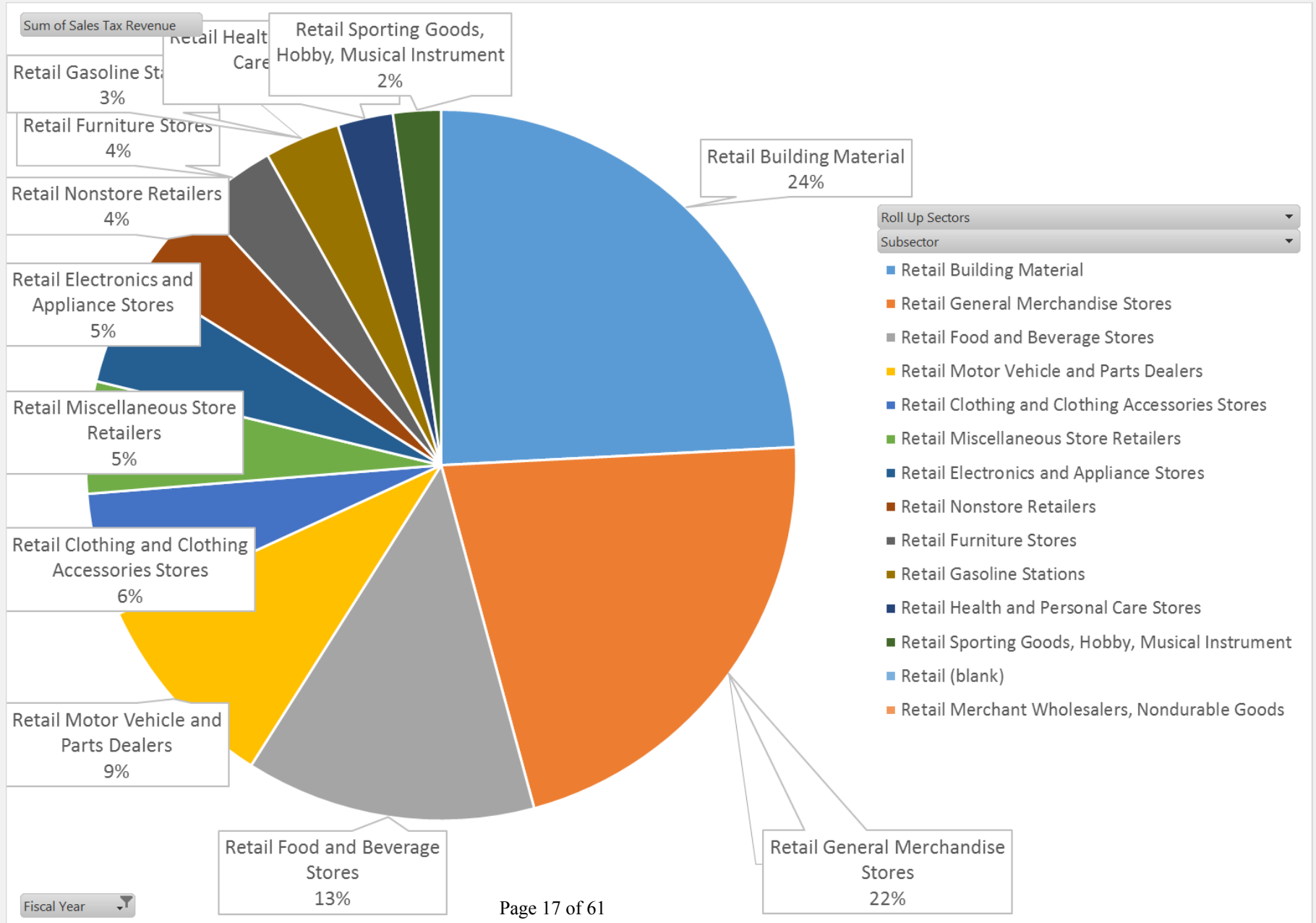
11)Aug1,216,361.311,392,247.381,535,055.121

12)Sep1,440,117.891,417,171.022,020,593.601

Grand Total14,546,602.6716,692,632.4118,764,395.9420

Sum of Sales Tax Revenue



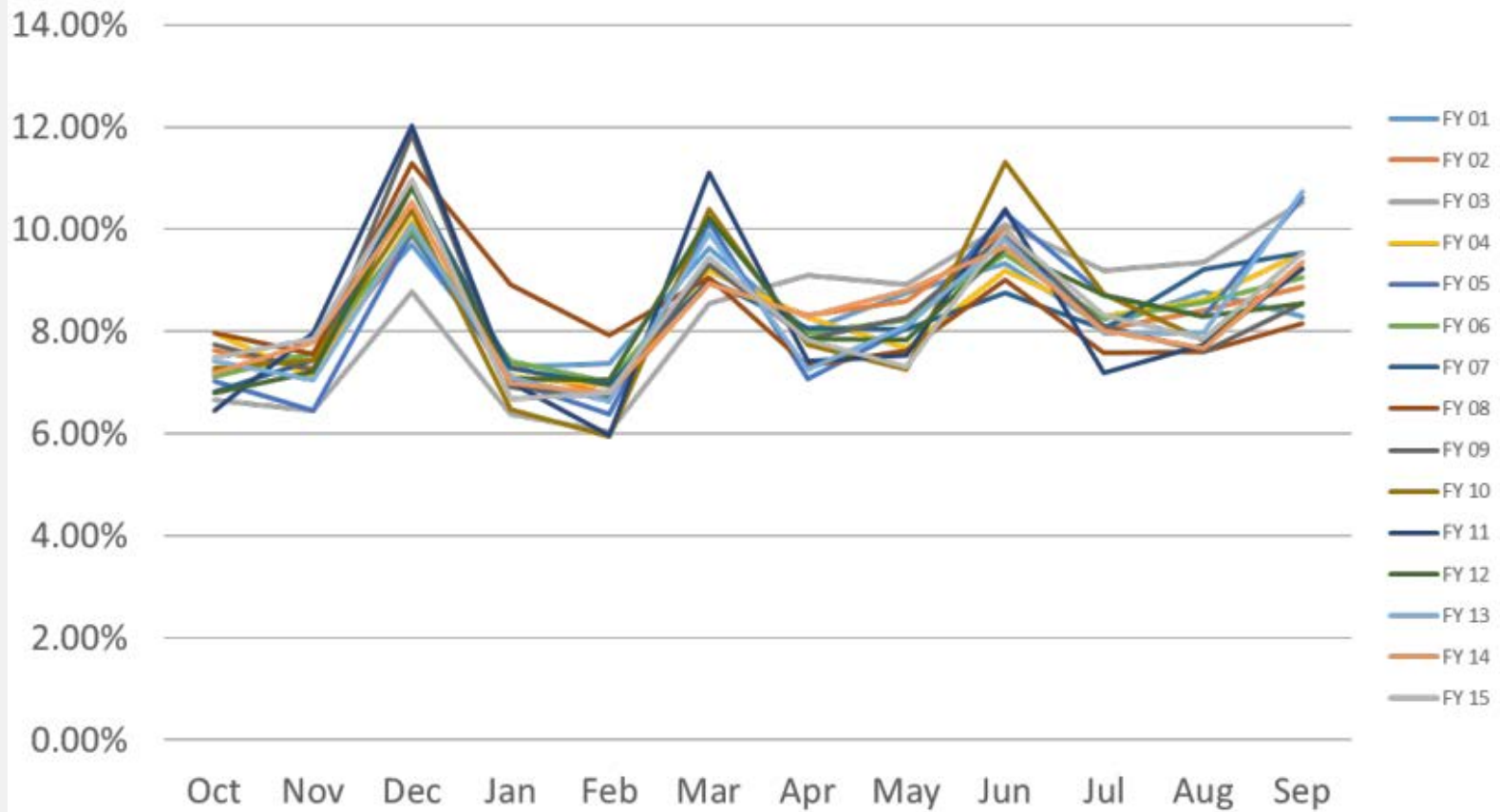


Forecasting Tools

- Different trend analysis
 - Regression types
 - Different timeframes
- Correlation Models
 - Aggregate
 - Sector Based



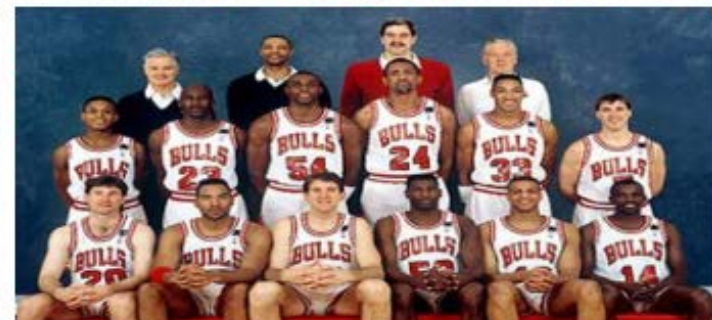
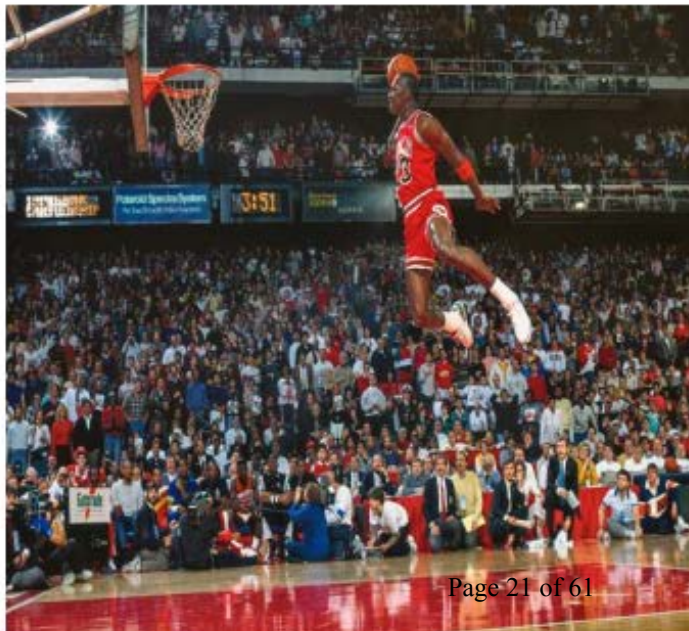
Consistency in Data



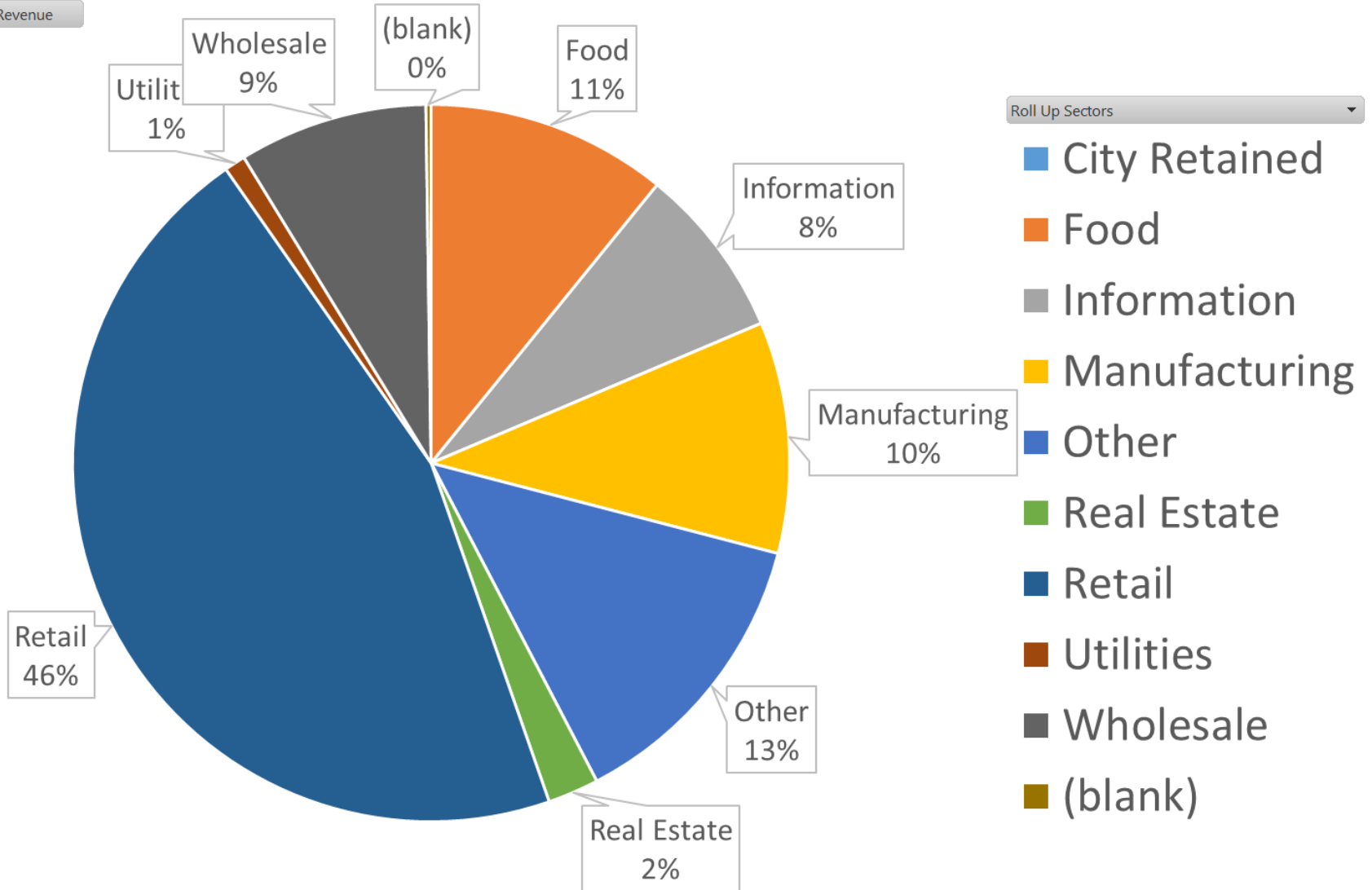
Month	Monthly %	Running Month	Multiple Factor
1 - Oct	7.28%	7.28%	13.73
2 - Nov	7.25%	14.53%	6.88
3 - Dec	10.36%	24.89%	4.02
4 - Jan	7.18%	32.07%	3.12
5 - Feb	6.77%	38.84%	2.57
6 - Mar	9.66%	48.49%	2.06
7 - Apr	7.83%	56.32%	1.78
8 - May	8.06%	64.38%	1.55
9 - Jun	9.80%	74.18%	1.35
10 - Jul	8.18%	82.35%	1.21
11 - Aug	8.34%	90.69%	1.10
12 - Sep	9.31%	100.00%	1.00

Another Way to Think about this Concept

Player	Point per Game	% of Total	Project Total
Jordan	40.1	51%	= $1.96 * 40 = 78.62$
Pippen	20.5	25%	= $4.00 * 21 = 82.00$
Rest of the Team	19.9	26%	= $3.84 * 19 = 76.53$



Sum of Sales Tax Revenue



Sector Based Correlation

Sector	Percentage	Multiplier	Two Year Trend	Aggregate Forecast
Retail	46%	2.174	11,951,161	25,980,785
Information	8%	12.500	1,996,126	24,951,571
Food	11%	9.091	2,969,567	26,996,068

Sector	Percentage	Multiplier	Three Year Trend	Aggregate Forecast
Retail	46%	2.174	12,201,161	26,524,264
Information	8%	12.500	2,046,576	25,582,196
Food	11%	9.091	2,969,567	26,996,068

Sector	Percentage	Multiplier	Four Year Trend	Aggregate Forecast
Retail	46%	2.174	12,021,161	26,132,959
Information	8%	12.500	2,016,626	25,207,821
Food	11%	9.091	2,924,567	26,586,977

Median	26,132,959
Average	26,106,523
STD	700,867

Multi-Level Analysis

- Georgetown Data
- Austin MSA region
- Top Twenty cities in Texas (Up 6.97%)
- Regions in Texas
- All Cities in Texas

Scorecard

Fiscal	Actual	Projected	Variance	Variance %
FY2015	20,984,850	21,000,000	(15,150)	-0.07%
FY2016	23,437,496	22,900,000	537,496	2.35%
FY2017	25,102,936	25,300,000	(197,064)	-0.78%
FY2018	27,254,787	27,100,000	154,787	0.57%
Total	96,780,070	96,300,000	480,070	0.50%

What We Are Seeing

- All four year end models are all in agreement.
 - Aggregate Linear 6M 29,931,760
 - Aggregate Linear 12 M 29,938,399
 - Aggregate Linear 18M 29,954,560
 - Correlation 30,052,209
 - Spread of only \$120,000 (5.72% - 6.15% over budget)
 - Standard deviation of less than \$49,000.

Next Steps

- Bring forward your year end and next year projections.
- Present FY2020 Budget



City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Presentation of Georgetown Transportation Enhancement Corporation monthly financial reports for March 2019 and discussion regarding the Fiscal Year 2018 external audit and Comprehensive Annual Financial Report for the City and GTEC.

Leigh Wallace, Finance Director, COG, Finance Manager, GTEC.

ITEM SUMMARY:

I. The Bylaws of GTEC (Article V, Section 6.02) require the Finance Manager to report the financial activity of the Corporation to the Board.

- Financial reports
- Sales Tax revenues
- Any other relevant financial information

Sales tax is received two months in arrears; therefore the revenues reflect only the amount received, not actually earned, as of the report date. A report on payments made to vendors for the month of March is also included.

II. The Fiscal Year 2018 external audit was completed by Weaver & Tidwell. GTEC is considered a “Blended Component Unit” of the City and is included in the audit. Staff will discuss the results of the audit and present the financial statements for GTEC.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Leigh Wallace Finance Director, COG Finance Manager, GTEC

ATTACHMENTS:

Description		Type
☐	GTEC_Financials_CAFR	Backup Material
☐	GTEC Packet	Backup Material

**GEORGETOWN TRANSPORTATION ENHANCEMENT CORPORATION
AGENDA ITEM COVER SHEET**

SUBJECT:

Presentation of Georgetown Transportation Enhancement Corporation monthly financial reports for March 2019 and discussion regarding the Fiscal Year 2018 external audit and Comprehensive Annual Financial Report for the City and GTEC.

Leigh Wallace, Finance Director, COG, Finance Manager, GTEC.

ITEM SUMMARY:

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ATTACHMENTS:

Monthly Financial Report
Sales Tax History
Disbursement Report
Independent Auditor’s Report
Audited Year-End Financials
 Balance Sheet-Governmental Funds
 Statement of Revenues, Expenditures and Changes in Fund Balance-
 Governmental Funds
 Schedule of Revenues and Expenditures (Budget Basis)

SUBMITTED BY:

Leigh Wallace
Finance Director, COG
Finance Manager, GTEC

Georgetown Transportation Enhancement Corporation Fund

Year-End Projection to Approved: Mar FY2019

	APPROVED BUDGET	CURRENT PERIOD	YEAR TO DATE (W/ENCUMB)	YEAR-END PROJECTION
BEGINNING FUND BALANCE	18,078,282			18,078,282
Operating Revenue				
Sales Tax	7,073,100	495,298	2,383,731	7,073,100
Interest	190,000	25,246	210,365	210,365
Operating Revenue Total	7,263,100	520,543	2,594,096	7,283,465
Operating Expenditure				
Administrative Support	391,697	32,575	195,570	391,697
Operating Expenditure Total	391,697	32,575	195,570	391,697
TOTAL NET OPERATIONS	6,871,403	487,969	2,398,526	6,891,768
Non-Operating Revenue				
Debt Proceeds	7,200,000	-	-	7,200,000
Non-Operating Revenue Total	7,200,000	-	-	7,200,000
Non-Operating Expenditure				
Pecan Center Dr to Airport Rd (FY15)	2,445,036	2,000	(334)	2,445,036
Arterial SE1:Inner Loop/SH130	7,200,000	-	-	7,200,000
Rivory TIA Improvements	359,496	5,885	(11,986)	359,496
FM 971 / Fontana	63,102	10,966	-	63,102
Rivory-Extension Williams Dr to NW Blvd (FY16)	730,635	6,800	460,784	730,635
IH 35 / HWY29 Intersection	606,653	-	160,375	606,653
SW Bypass 2243 to IH35	128,144	-	-	128,144
FM1460 Widening	500,783	-	60	500,783
Wolf Ranch Pkwy Extension	283,350	-	-	283,350
Mays St	4,500,000	-	4	4,500,000
Available for Projects TBD	1,768,275	-	-	1,768,275
SE Inner Loop Widening (Rock Ride ROW)	900,000	-	948,251	948,251
Debt Service	3,438,747	-	521,942	3,438,747
Non-Operating Expenditure Total	22,924,221	25,651	2,079,097	22,972,472
TOTAL NET NON-OPERATIONS	(15,724,221)	(25,651)	(2,079,097)	(15,772,472)
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER TOTAL REQUIREMENTS	(8,852,818)	462,318	319,429	(8,880,704)
ENDING FUND BALANCE	9,225,464			9,197,578
Column1	Column2	Column3	Column4	Column5
RESERVES				
Contingency	1,768,275			1,768,275
Reserves Total	1,768,275			1,768,275
AVAILABLE FUND BALANCE	7,457,189			7,429,303

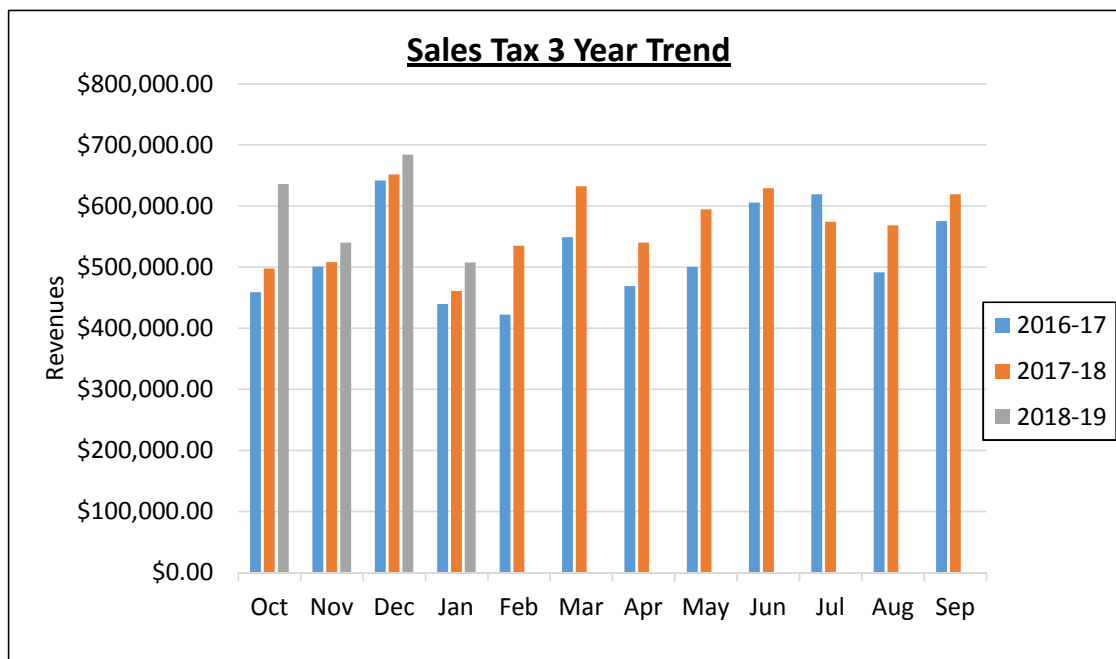
Georgetown Transportation Enhancement Corporation

Month [a]	2014-15	2015-16	2016-17	2017-18	2018-19	Variance To FY 18	% Var. To FY 18
Oct	392,374	424,201	458,993	497,912	636,131	138,219	27.76%
Nov	411,566	451,065	500,856	508,257	540,315	32,058	6.31%
Dec	575,095	592,798	642,167	651,758	684,264	32,506	4.99%
Jan	350,778	386,252	440,023	461,162	507,941	46,779	10.14%
Feb	356,428	432,468	422,226	535,188			
Mar	495,804	533,967	549,206	632,448			
Apr	410,683	435,906	469,044	540,144			
May	382,794	481,672	500,753	595,044			
Jun	522,356	571,069	605,936	629,252			
Jul	435,977	478,136	619,557	574,462			
Aug	411,552	530,326	491,386	568,616			
Sep	500,805	541,513	575,588	619,457			
Total	\$ 5,246,212	\$ 5,859,373	\$ 6,275,735	\$ 6,813,700	\$ 2,368,651	\$ 249,562	
YTD	\$ 1,729,813	\$ 1,854,316	\$ 2,042,039	\$ 2,119,089	\$ 2,368,651	\$ 249,562	11.78% [b]

Notes:

[a] Sales tax revenue from the State Comptroller is received two months in arrears.

[b] YTD compared thru current month.



Check Report Summary
For the Month Ending
March 31, 2019

<u>Kasberg, Patrick & Associates, LLP</u>	8,800.00	
Williams Drive Gateway		
Rivery Extension		6,800.00
Pecan Center Drive / Airport Road		2,000.00
<u>Klotz Associates, Inc</u>	10,965.74	
FM 971 / Fontana (NW Bridge)		10,965.74
<u>M & S Engineering</u>	5,885.00	
Rivery TIA Improvements		5,885.00
<u>Terracon Consultants, Inc.</u>	659.00	
Rivery TIA Improvements		659.00
<u>Williamson County Clerk</u>	450,000.00	
Rivery Ext		450,000.00
	<u>476,309.74</u>	<u>476,309.74</u>

Independent Auditor's Report

To the Honorable Mayor and
Members of the City Council
City of Georgetown, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Georgetown, Texas (the City), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

The Honorable Mayor and
Members of the City Council
City of Georgetown, Texas

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the City adopted the provisions of Government Accounting Standards Board Statement No. 75, *Accounting and Reporting for Postemployment Benefits Other than Pensions*, during the year ended September 30, 2018. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, Texas Municipal Retirement System pension schedules, Other Post-employment Benefits schedules, and Modified Approach for Street Infrastructure Capital Assets as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual major and nonmajor fund financial statements and schedules and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is also not a required part of the basic financial statements.

The Honorable Mayor and
Members of the City Council
City of Georgetown, Texas

The combining and individual major and nonmajor fund financial statements and schedules and the schedule of the expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual major and nonmajor fund financial statements and schedules and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections listed in the table of contents have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2019 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Austin, Texas
March, 15, 2019

City of Georgetown, Texas

Balance Sheet – Governmental Funds

September 30, 2018

	General	Georgetown Transportation Enhancement Corporation	Debt Service	General Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 3,994,952	\$13,371,917	\$2,113,446	\$ 18,939,065	\$ 5,451,470	\$ 43,870,850
Investments	5,992,430	5,200,191	-	28,408,599	8,177,210	47,778,430
Accounts receivable, net						
Property taxes	290,680	-	280,908	-	-	571,588
Sales tax	2,590,379	1,151,282	-	-	657,451	4,399,112
Grants	-	1,189,987	-	-	127,607	1,317,594
Note receivable	197,633	-	-	-	-	197,633
Other	1,998,570	-	-	444,925	2,988,038	5,431,533
Due from other funds	1,416,151	-	-	-	-	1,416,151
Prepaid items	24,133	-	-	-	-	24,133
Inventories	9,291	-	-	-	-	9,291
TOTAL ASSETS	\$16,514,219	\$20,913,377	\$2,394,354	\$ 47,792,589	\$17,401,776	\$ 105,016,315
LIABILITIES						
Accounts payable and accrued liabilities	\$ 4,003,924	\$ 637,401	\$ 8,008	\$ 2,803,360	\$ 1,523,724	\$ 8,976,417
Due to other funds	-	-	-	-	1,416,151	1,416,151
Unearned revenue	272,868	-	-	1,636,065	1,812,539	3,721,472
Total liabilities	4,276,792	637,401	8,008	4,439,425	4,752,414	14,114,040
DEFERRED INFLOWS OF RESOURCES						
Deferred property taxes	290,680	-	275,925	-	-	566,605
Total deferred inflows of resources	290,680	-	275,925	-	-	566,605
FUND BALANCE						
Nonspendable	231,057	-	-	-	-	231,057
Restricted	-	-	2,110,421	29,208,307	5,149,391	36,468,119
Committed	9,902,000	18,632,226	-	-	5,987,421	34,521,647
Assigned	682,350	1,643,750	-	14,144,857	1,740,817	18,211,774
Unassigned	1,131,340	-	-	-	(228,267)	903,073
Total fund balance	11,946,747	20,275,976	2,110,421	43,353,164	12,649,362	90,335,670
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE	\$16,514,219	\$20,913,377	\$2,394,354	\$ 47,792,589	\$17,401,776	\$ 105,016,315

The Notes to the Financial Statements are an integral part of this statement.

City of Georgetown, Texas

Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds For the Fiscal Year Ended September 30, 2018

	General Fund	Georgetown Transportation Enhancement Corporation	Debt Service	General Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES						
Property taxes	\$13,344,564	\$ -	\$13,541,712	\$ -	\$ -	\$26,886,276
Penalties and interest	107,273	-	-	-	-	107,273
Property assessment	-	-	-	-	1,643,160	1,643,160
Sales tax	14,827,611	6,813,700	-	-	3,395,641	25,036,952
Franchise taxes	5,274,758	-	-	-	-	5,274,758
Other taxes	338,782	-	-	-	1,325,212	1,663,994
Licenses and permits	2,747,720	-	-	-	-	2,747,720
Charges for service	13,488,592	-	-	-	2,637,678	16,126,270
Fines and forfeitures	352,296	-	-	-	104,983	457,279
Donations and grants	405,853	11,222	-	296,368	6,394,595	7,108,038
Investment income	145,865	305,665	142,856	557,318	171,115	1,322,819
Other revenue	531,222	-	-	904,250	1,448,399	2,883,871
Total revenues	51,564,536	7,130,587	13,684,568	1,757,936	17,120,783	91,258,410
EXPENDITURES						
Current						
Culture / recreation	10,319,911	-	-	-	2,484,342	12,804,253
Development	2,910,130	-	-	-	312,732	3,222,862
Fire services	13,526,334	-	-	-	2,553,145	16,079,479
General government	4,913,556	363,312	-	-	-	5,276,868
Highways and streets	4,868,555	-	-	-	7,402,478	12,271,033
Police	15,804,410	-	-	-	131,227	15,935,637
Environmental services	7,795,346	-	-	-	116,544	7,911,890
Capital outlay	-	3,191,250	-	25,139,499	250,312	28,581,061
Debt service						
Principal retirement	-	560,000	10,502,889	-	-	11,062,889
Interest and fiscal charges	-	281,600	5,800,641	642,525	-	6,724,766
Total expenditures	60,138,242	4,396,162	16,303,530	25,782,024	13,250,780	119,870,738
Excess (deficiency) of revenues over (under) expenditures	(8,573,706)	2,734,425	(2,618,962)	(24,024,088)	3,870,003	(28,612,328)
OTHER FINANCING SOURCES (USES)						
Transfers in	9,165,637	553,201	3,082,646	1,807,914	1,797,259	16,406,657
Transfers out	(1,970,809)	(2,493,762)	-	(2,129,839)	(3,299,310)	(9,893,720)
Premiums on issuance of bonds	-	-	1,845,096	1,992,525	-	3,837,621
Issuance of bonds	-	-	-	34,250,000	-	34,250,000
Payment to refunding escrow agent	-	-	(15,027,285)	-	-	(15,027,285)
Refunding bonds issued	-	-	12,890,000	-	-	12,890,000
Total other financing sources (uses)	7,194,828	(1,940,561)	2,790,457	35,920,600	(1,502,051)	42,463,273
Net change in fund balances	(1,378,878)	793,864	171,495	11,896,512	2,367,952	13,850,945
FUND BALANCES, beginning of year	13,325,625	19,482,112	1,938,926	31,456,652	10,281,410	76,484,725
FUND BALANCES, end of year	\$11,946,747	\$ 20,275,976	\$ 2,110,421	\$43,353,164	\$ 12,649,362	\$90,335,670

The Notes to the Financial Statements are an integral part of this statement.

City of Georgetown, Texas

Georgetown Transportation Enhancement Corporation (GTEC) Schedule of Revenues and Expenditures (Budget Basis) – Budget and Actual (Non-GAAP) – Reconciled to GAAP Basis Fiscal Year Ended September 30, 2018

	Original Budget	Final Budget	Actual Budgetary Basis	Variance to Budget
REVENUES				
Sales tax	\$ 6,575,000	\$ 6,575,000	\$ 6,813,700	\$ 238,700
Grants	-	-	11,222	11,222
Investment earnings	127,000	127,000	306,483	179,483
Total revenues	6,702,000	6,702,000	7,131,405	429,405
EXPENDITURES				
Operations	364,814	364,814	363,312	1,502
Principal, interest and fiscal charges	842,950	842,950	843,700	(750)
Capital outlay	2,053,750	15,216,240	4,147,232	11,069,008
Total expenditures	3,261,514	16,424,004	5,354,244	11,069,760
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	3,440,486	(9,722,004)	1,777,161	11,499,165
OTHER FINANCING SOURCES (USES)				
Transfers in	553,201	553,201	553,201	-
Transfers out	(2,487,185)	(2,487,185)	(2,493,762)	(6,577)
Total other financing sources (uses)	(1,933,984)	(1,933,984)	(1,940,561)	(6,577)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES) - BUDGETARY BASIS	1,506,502	(11,655,988)	(163,400)	11,492,588
Fund balance, beginning of period	9,788,621	18,241,681	17,696,565	(545,116)
FUND BALANCE - BUDGETARY BASIS, end of period	<u>\$ 11,295,123</u>	<u>\$ 6,585,693</u>	17,533,165	<u>\$ 10,947,472</u>
ADJUSTMENTS TO GAAP				
Reverse bond interest			2,100	
Net changes in unrealized gains/(losses) on investments			(818)	
Reduce restricted fund balance			560,000	
Reserve for encumbrances			1,736,189	
Reverse voided purchase orders			445,340	
FUND BALANCE - GAAP BASIS, end of period			<u>\$ 20,275,976</u>	

**GEORGETOWN TRANSPORTATION ENHANCEMENT CORPORATION
AGENDA ITEM COVER SHEET**

SUBJECT:

Presentation of Georgetown Transportation Enhancement Corporation monthly financial reports for March 2019 and discussion regarding the Fiscal Year 2018 external audit and Comprehensive Annual Financial Report for the City and GTEC.

Leigh Wallace, Finance Director, COG, Finance Manager, GTEC.

ITEM SUMMARY:

- I. The Bylaws of GTEC (Article V, Section 6.02) require the Finance Manager to report the financial activity of the Corporation to the Board.

- Financial reports
- Sales Tax revenues
- Any other relevant financial information

Sales tax is received two months in arrears; therefore the revenues reflect only the amount received, not actually earned, as of the report date. A report on payments made to vendors for the month of March is also included.

- II. The Fiscal Year 2018 external audit was completed by Weaver & Tidwell. GTEC is considered a “Blended Component Unit” of the City and is included in the audit. Staff will discuss the results of the audit and present the financial statements for GTEC.

ATTACHMENTS:

Monthly Financial Report
Sales Tax History
Disbursement Report
Independent Auditor’s Report
Audited Year-End Financials
 Balance Sheet-Governmental Funds
 Statement of Revenues, Expenditures and Changes in Fund Balance-
 Governmental Funds
 Schedule of Revenues and Expenditures (Budget Basis)

SUBMITTED BY:

Leigh Wallace
Finance Director, COG
Finance Manager, GTEC

Georgetown Transportation Enhancement Corporation Fund

Year-End Projection to Approved: Mar FY2019

	APPROVED BUDGET	CURRENT PERIOD	YEAR TO DATE (W/ENCUMB)	YEAR-END PROJECTION
BEGINNING FUND BALANCE	18,078,282			18,078,282
Operating Revenue				
Sales Tax	7,073,100	495,298	2,383,731	7,073,100
Interest	190,000	25,246	210,365	210,365
Operating Revenue Total	7,263,100	520,543	2,594,096	7,283,465
Operating Expenditure				
Administrative Support	391,697	32,575	195,570	391,697
Operating Expenditure Total	391,697	32,575	195,570	391,697
TOTAL NET OPERATIONS	6,871,403	487,969	2,398,526	6,891,768
Non-Operating Revenue				
Debt Proceeds	7,200,000	-	-	7,200,000
Non-Operating Revenue Total	7,200,000	-	-	7,200,000
Non-Operating Expenditure				
Pecan Center Dr to Airport Rd (FY15)	2,445,036	2,000	(334)	2,445,036
Arterial SE1:Inner Loop/SH130	7,200,000	-	-	7,200,000
Rivory TIA Improvements	359,496	5,885	(11,986)	359,496
FM 971 / Fontana	63,102	10,966	-	63,102
Rivory-Extension Williams Dr to NW Blvd (FY16)	730,635	6,800	460,784	730,635
IH 35 / HWY29 Intersection	606,653	-	160,375	606,653
SW Bypass 2243 to IH35	128,144	-	-	128,144
FM1460 Widening	500,783	-	60	500,783
Wolf Ranch Pkwy Extension	283,350	-	-	283,350
Mays St	4,500,000	-	4	4,500,000
Available for Projects TBD	1,768,275	-	-	1,768,275
SE Inner Loop Widening (Rock Ride ROW)	900,000	-	948,251	948,251
Debt Service	3,438,747	-	521,942	3,438,747
Non-Operating Expenditure Total	22,924,221	25,651	2,079,097	22,972,472
TOTAL NET NON-OPERATIONS	(15,724,221)	(25,651)	(2,079,097)	(15,772,472)
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER TOTAL REQUIREMENTS	(8,852,818)	462,318	319,429	(8,880,704)
ENDING FUND BALANCE	9,225,464			9,197,578
Column1	Column2	Column3	Column4	Column5
RESERVES				
Contingency	1,768,275			1,768,275
Reserves Total	1,768,275			1,768,275
AVAILABLE FUND BALANCE	7,457,189			7,429,303

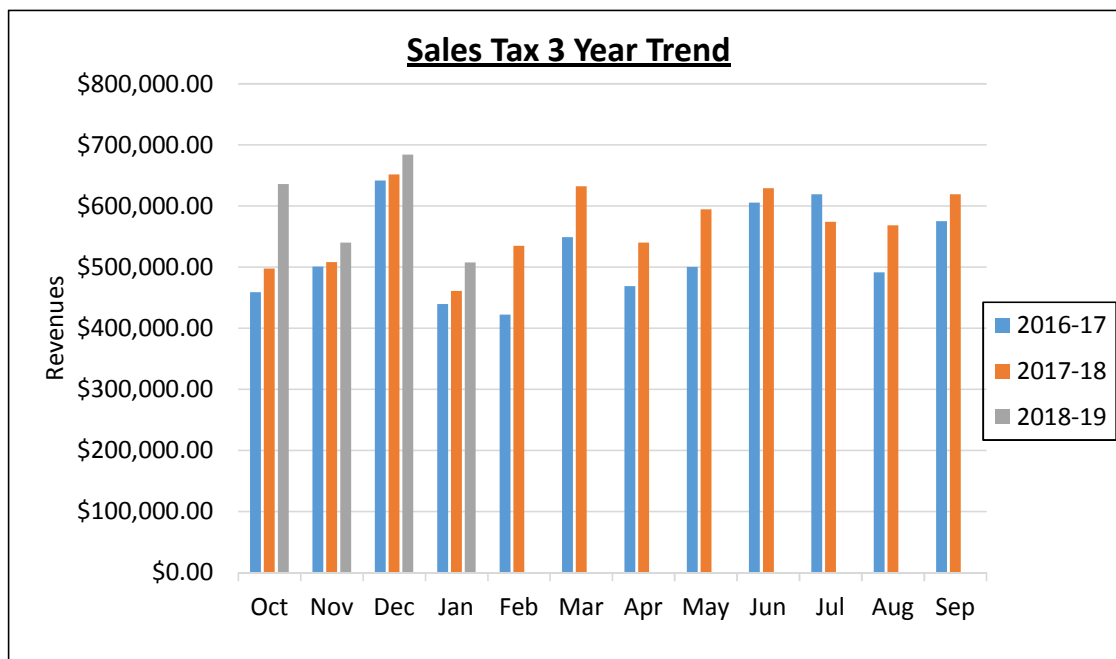
Georgetown Transportation Enhancement Corporation

Month [a]	2014-15	2015-16	2016-17	2017-18	2018-19	Variance To FY 18	% Var. To FY 18
Oct	392,374	424,201	458,993	497,912	636,131	138,219	27.76%
Nov	411,566	451,065	500,856	508,257	540,315	32,058	6.31%
Dec	575,095	592,798	642,167	651,758	684,264	32,506	4.99%
Jan	350,778	386,252	440,023	461,162	507,941	46,779	10.14%
Feb	356,428	432,468	422,226	535,188			
Mar	495,804	533,967	549,206	632,448			
Apr	410,683	435,906	469,044	540,144			
May	382,794	481,672	500,753	595,044			
Jun	522,356	571,069	605,936	629,252			
Jul	435,977	478,136	619,557	574,462			
Aug	411,552	530,326	491,386	568,616			
Sep	500,805	541,513	575,588	619,457			
Total	\$ 5,246,212	\$ 5,859,373	\$ 6,275,735	\$ 6,813,700	\$ 2,368,651	\$ 249,562	
YTD	\$ 1,729,813	\$ 1,854,316	\$ 2,042,039	\$ 2,119,089	\$ 2,368,651	\$ 249,562	11.78% [b]

Notes:

[a] Sales tax revenue from the State Comptroller is received two months in arrears.

[b] YTD compared thru current month.



Check Report Summary
For the Month Ending
March 31, 2019

<u>Kasberg, Patrick & Associates, LLP</u>	8,800.00	
Williams Drive Gateway		
Rivery Extension		6,800.00
Pecan Center Drive / Airport Road		2,000.00
<u>Klotz Associates, Inc</u>	10,965.74	
FM 971 / Fontana (NW Bridge)		10,965.74
<u>M & S Engineering</u>	5,885.00	
Rivery TIA Improvements		5,885.00
<u>Terracon Consultants, Inc.</u>	659.00	
Rivery TIA Improvements		659.00
<u>Williamson County Clerk</u>	450,000.00	
Rivery Ext		450,000.00
	<u>476,309.74</u>	<u>476,309.74</u>

Independent Auditor's Report

To the Honorable Mayor and
Members of the City Council
City of Georgetown, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Georgetown, Texas (the City), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

The Honorable Mayor and
Members of the City Council
City of Georgetown, Texas

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the City adopted the provisions of Government Accounting Standards Board Statement No. 75, *Accounting and Reporting for Postemployment Benefits Other than Pensions*, during the year ended September 30, 2018. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, Texas Municipal Retirement System pension schedules, Other Post-employment Benefits schedules, and Modified Approach for Street Infrastructure Capital Assets as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual major and nonmajor fund financial statements and schedules and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is also not a required part of the basic financial statements.

The Honorable Mayor and
Members of the City Council
City of Georgetown, Texas

The combining and individual major and nonmajor fund financial statements and schedules and the schedule of the expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual major and nonmajor fund financial statements and schedules and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections listed in the table of contents have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2019 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Austin, Texas
March, 15, 2019

City of Georgetown, Texas

Balance Sheet – Governmental Funds

September 30, 2018

	General	Georgetown Transportation Enhancement Corporation	Debt Service	General Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 3,994,952	\$13,371,917	\$2,113,446	\$ 18,939,065	\$ 5,451,470	\$ 43,870,850
Investments	5,992,430	5,200,191	-	28,408,599	8,177,210	47,778,430
Accounts receivable, net						
Property taxes	290,680	-	280,908	-	-	571,588
Sales tax	2,590,379	1,151,282	-	-	657,451	4,399,112
Grants	-	1,189,987	-	-	127,607	1,317,594
Note receivable	197,633	-	-	-	-	197,633
Other	1,998,570	-	-	444,925	2,988,038	5,431,533
Due from other funds	1,416,151	-	-	-	-	1,416,151
Prepaid items	24,133	-	-	-	-	24,133
Inventories	9,291	-	-	-	-	9,291
TOTAL ASSETS	\$16,514,219	\$20,913,377	\$2,394,354	\$ 47,792,589	\$17,401,776	\$ 105,016,315
LIABILITIES						
Accounts payable and accrued liabilities	\$ 4,003,924	\$ 637,401	\$ 8,008	\$ 2,803,360	\$ 1,523,724	\$ 8,976,417
Due to other funds	-	-	-	-	1,416,151	1,416,151
Unearned revenue	272,868	-	-	1,636,065	1,812,539	3,721,472
Total liabilities	4,276,792	637,401	8,008	4,439,425	4,752,414	14,114,040
DEFERRED INFLOWS OF RESOURCES						
Deferred property taxes	290,680	-	275,925	-	-	566,605
Total deferred inflows of resources	290,680	-	275,925	-	-	566,605
FUND BALANCE						
Nonspendable	231,057	-	-	-	-	231,057
Restricted	-	-	2,110,421	29,208,307	5,149,391	36,468,119
Committed	9,902,000	18,632,226	-	-	5,987,421	34,521,647
Assigned	682,350	1,643,750	-	14,144,857	1,740,817	18,211,774
Unassigned	1,131,340	-	-	-	(228,267)	903,073
Total fund balance	11,946,747	20,275,976	2,110,421	43,353,164	12,649,362	90,335,670
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE	\$16,514,219	\$20,913,377	\$2,394,354	\$ 47,792,589	\$17,401,776	\$ 105,016,315

The Notes to the Financial Statements are an integral part of this statement.

City of Georgetown, Texas

Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds For the Fiscal Year Ended September 30, 2018

	General Fund	Georgetown Transportation Enhancement Corporation	Debt Service	General Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES						
Property taxes	\$13,344,564	\$ -	\$13,541,712	\$ -	\$ -	\$26,886,276
Penalties and interest	107,273	-	-	-	-	107,273
Property assessment	-	-	-	-	1,643,160	1,643,160
Sales tax	14,827,611	6,813,700	-	-	3,395,641	25,036,952
Franchise taxes	5,274,758	-	-	-	-	5,274,758
Other taxes	338,782	-	-	-	1,325,212	1,663,994
Licenses and permits	2,747,720	-	-	-	-	2,747,720
Charges for service	13,488,592	-	-	-	2,637,678	16,126,270
Fines and forfeitures	352,296	-	-	-	104,983	457,279
Donations and grants	405,853	11,222	-	296,368	6,394,595	7,108,038
Investment income	145,865	305,665	142,856	557,318	171,115	1,322,819
Other revenue	531,222	-	-	904,250	1,448,399	2,883,871
Total revenues	51,564,536	7,130,587	13,684,568	1,757,936	17,120,783	91,258,410
EXPENDITURES						
Current						
Culture / recreation	10,319,911	-	-	-	2,484,342	12,804,253
Development	2,910,130	-	-	-	312,732	3,222,862
Fire services	13,526,334	-	-	-	2,553,145	16,079,479
General government	4,913,556	363,312	-	-	-	5,276,868
Highways and streets	4,868,555	-	-	-	7,402,478	12,271,033
Police	15,804,410	-	-	-	131,227	15,935,637
Environmental services	7,795,346	-	-	-	116,544	7,911,890
Capital outlay	-	3,191,250	-	25,139,499	250,312	28,581,061
Debt service						
Principal retirement	-	560,000	10,502,889	-	-	11,062,889
Interest and fiscal charges	-	281,600	5,800,641	642,525	-	6,724,766
Total expenditures	60,138,242	4,396,162	16,303,530	25,782,024	13,250,780	119,870,738
Excess (deficiency) of revenues over (under) expenditures	(8,573,706)	2,734,425	(2,618,962)	(24,024,088)	3,870,003	(28,612,328)
OTHER FINANCING SOURCES (USES)						
Transfers in	9,165,637	553,201	3,082,646	1,807,914	1,797,259	16,406,657
Transfers out	(1,970,809)	(2,493,762)	-	(2,129,839)	(3,299,310)	(9,893,720)
Premiums on issuance of bonds	-	-	1,845,096	1,992,525	-	3,837,621
Issuance of bonds	-	-	-	34,250,000	-	34,250,000
Payment to refunding escrow agent	-	-	(15,027,285)	-	-	(15,027,285)
Refunding bonds issued	-	-	12,890,000	-	-	12,890,000
Total other financing sources (uses)	7,194,828	(1,940,561)	2,790,457	35,920,600	(1,502,051)	42,463,273
Net change in fund balances	(1,378,878)	793,864	171,495	11,896,512	2,367,952	13,850,945
FUND BALANCES, beginning of year	13,325,625	19,482,112	1,938,926	31,456,652	10,281,410	76,484,725
FUND BALANCES, end of year	\$11,946,747	\$ 20,275,976	\$ 2,110,421	\$43,353,164	\$ 12,649,362	\$90,335,670

The Notes to the Financial Statements are an integral part of this statement.

City of Georgetown, Texas

Georgetown Transportation Enhancement Corporation (GTEC) Schedule of Revenues and Expenditures (Budget Basis) – Budget and Actual (Non-GAAP) – Reconciled to GAAP Basis Fiscal Year Ended September 30, 2018

	Original Budget	Final Budget	Actual Budgetary Basis	Variance to Budget
REVENUES				
Sales tax	\$ 6,575,000	\$ 6,575,000	\$ 6,813,700	\$ 238,700
Grants	-	-	11,222	11,222
Investment earnings	127,000	127,000	306,483	179,483
Total revenues	6,702,000	6,702,000	7,131,405	429,405
EXPENDITURES				
Operations	364,814	364,814	363,312	1,502
Principal, interest and fiscal charges	842,950	842,950	843,700	(750)
Capital outlay	2,053,750	15,216,240	4,147,232	11,069,008
Total expenditures	3,261,514	16,424,004	5,354,244	11,069,760
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	3,440,486	(9,722,004)	1,777,161	11,499,165
OTHER FINANCING SOURCES (USES)				
Transfers in	553,201	553,201	553,201	-
Transfers out	(2,487,185)	(2,487,185)	(2,493,762)	(6,577)
Total other financing sources (uses)	(1,933,984)	(1,933,984)	(1,940,561)	(6,577)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES) - BUDGETARY BASIS	1,506,502	(11,655,988)	(163,400)	11,492,588
Fund balance, beginning of period	9,788,621	18,241,681	17,696,565	(545,116)
FUND BALANCE - BUDGETARY BASIS, end of period	<u>\$ 11,295,123</u>	<u>\$ 6,585,693</u>	17,533,165	<u>\$ 10,947,472</u>
ADJUSTMENTS TO GAAP				
Reverse bond interest			2,100	
Net changes in unrealized gains/(losses) on investments			(818)	
Reduce restricted fund balance			560,000	
Reserve for encumbrances			1,736,189	
Reverse voided purchase orders			445,340	
FUND BALANCE - GAAP BASIS, end of period			<u>\$ 20,275,976</u>	

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Nominations and election of President of the GTEC Board consistent with Section 3.02 of the GTEC Bylaws. – David Morgan – General Manager - GTEC

ITEM SUMMARY:

Per the Bylaws of the Georgetown Transportation Enhancement Corporation Board – “Section 3.02 – Officers. The officers of the corporation shall be a president, vice president and secretary. The board, at each annual meeting, shall elect these officers. The board may appoint such other officers as it deems necessary, who shall have the authority, and shall perform such duties as from time to time may be prescribed by the board.”

FINANCIAL IMPACT:

n/a

SUBMITTED BY:

David Morgan - General Manager, GTEC Board

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Nominations and election of Vice-President of the GTEC Board consistent with Section 3.02 of the GTEC Bylaws.--David Morgan-General Manager, GTEC Board

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

David Morgan - General Manager, GTEC Board

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Nominations and election of Secretary of the GTEC Board consistent with Section 3.02 of the GTEC Bylaws.--David Morgan-General Manager, GTEC Board

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

David Morgan - General Manager, GTEC Board

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Review and possible action related to the Day and Time of GTEC Board Meetings. – David Morgan - General Manager, GTEC Board

ITEM SUMMARY:

Per the GTEC Bylaws **Section 2.03 Time & Date of Regular Meeting**. The board shall meet on a regular basis, at a specified time, day and location as approved annually by the board. All meetings shall be called and held in accordance with the Texas Open Meetings Act, Chapter 551, Government Code, as amended. The president of the board may cancel the meeting if there is no business to be conducted. **Currently, the GTEC Board meets on the third Wednesday of each month at 3:30 PM.**

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

David Morgan - General Manager, GTEC Board

ATTACHMENTS:

Description	Type
 GTEC Dates 2019	Backup Material

**GEORGETOWN TRANSPORTATION ENHANCEMENT
CORPORATION (GTEC)
Meeting Schedule
March 2019 – February 2020**

All Regular Meetings will be held on the **third Wednesday** of every month at **3:30 p.m.** at the Georgetown Municipal Complex, located at 300-1 Industrial Avenue.

Please contact Emily Koontz at 512-930-6556 if you have any questions regarding meeting dates or times.

MARCH 20, 2019

APRIL 17, 2019

MAY 15, 2019

JUNE 19, 2019

JULY 17, 2019

AUGUST 21, 2019

SEPTEMBER 18, 2019

OCTOBER 16, 2019

NOVEMBER 20, 2019

DECEMBER 18, 2019

JANUARY 15, 2020

FEBRUARY 19, 2020

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Consideration and possible approval of the minutes from the February 20, 2019 GTEC Board Meeting. --
David Morgan - General Manager, GTEC Board

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

David Morgan - General Manager, GTEC Board

ATTACHMENTS:

Description		Type
□	GTEC Minutes 02.20.19	Backup Material

**Minutes of the Meeting of
Georgetown Transportation Enhancement Corporation
and the Governing Body of the
City of Georgetown, Texas
Wednesday, February 20, 2019**

The Georgetown Transportation Enhancement Corporation of the City of Georgetown, Texas, met on **Wednesday, February 20, 2019.**

Board Members Present: Jay Warren – President, John Hesser – Vice-President, Colin McGahey – Secretary, Al Hajka

Board Members Absent: Joe Pondrom, Bob Whetsell, Rachael Jonrowe

Staff Present: David Morgan, Laurie Brewer, Jim Briggs, Wesley Wright, Michaela Dollar, Octavio Garza, Ray Miller, Nathan Parras, Emily Koontz

Others Present: None

Minutes

Regular Session:

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A. Call to Order: Meeting was called to order at 3:30 PM by Warren
- B. Introduction of Visitors: No visitors
- C. Industry/CAMPO/TxDOT Updates: Miller gave updates. Presentation is included in the packet.
- D. June 2018 GTEC Updates -- Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager - Wright gave updates. All updates included in the packet.
- E. Presentation of Georgetown Transportation Enhancement Corporation preliminary monthly financial reports for October, November and December 2018. Leigh Wallace, Finance Director, COG, Finance Manager, GTEC. Parras gave updates. Reports included in the packet. Warren asked why October was such a huge month and Parras replied that it partly the data center and partly the technology center.

Legislative Regular Agenda:

F. Consideration and possible approval of the minutes from the GTEC Regular Board Meeting held January 16, 2019. – David Morgan – General Manager, GTEC Board.
Motion by Hesser, second by McGahey to approve the minutes as presented –
APPROVED 4-0-3 (Pondrom, Whetsell, Jonrowe - absent)

G. **EXECUTIVE SESSION**

In compliance with the Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Codes, Annotated, the item listed below will be discussed in closed session and is subject to action in the regular session.

Sec. 551.087 Deliberations Regarding Economic Development Negotiations

Project Access and Project Big C - Michaela Dollar, Economic Development Director

H. Action from Executive Session – Project Access and Project Big C

Motion by Hesser, second by Hajka to approve incentives for Project Access as discussed in executive session. **APPROVED 4-0-3** (Pondrom, Whetsell, Jonrowe - absent)

Motion by Hesser, second by McGahey to approve incentives for Project Big C as discussed in executive session. **APPROVED 4-0-3** (Pondrom, Whetsell, Jonrowe - absent)

ADJOURNMENT:

MOTION by Hesser, second by McGahey to adjourn the meeting. **APPROVED 4-0-3**
(Pondrom, Whetsell, Jonrowe - absent)

Meeting adjourned at 4:12 PM.

Adjournment

Approved:

Attest:

Jay Warren- President

Colin McGahey – Secretary

Emily Koontz – Board Liaison

City of Georgetown, Texas
Transportation Enhancement Corp
April 17, 2019

SUBJECT:

Discussion and possible action to recommend to Council a resolution of the Georgetown Transportation Enhancement Corporation authorizing the bylaws of the corporation, clarifying the roles of the General Manager and Finance Manager and authorizing those individuals to delegate duties and responsibilities.

Leigh Wallace, Finance Director, COG, Finance Manager, GTEC.

ITEM SUMMARY:

The purpose of this item is to amend the bylaws of GTEC so that the General Manager (City Manager) and Finance Manager (Finance Director) may apply financial procedures and internal controls consistent with other operations of the City. These controls continue to follow industry standards, state law and are reviewed by the City's external auditor.

The current language of the bylaws restricts the General Manager and Finance Manager from delegating duties. This means both positions are manually receipting invoices for GTEC's major capital projects and right of way acquisition before payment is authorized, in addition to project managers, Director, and Assistant City Manager. In future, the approvals will be consistent with the City's policy and procedures on approving invoices. Engineering Department staff, Director and Assistant City Manager will receipt for the invoices based on amount. These changes to the bylaws will allow for streamlined processing of payments now, as well as in the new financial software currently being implemented by the City.

City of Georgetown Invoice Approval Limits:

Approval Level	Requisition/Invoice Limits	Signature Authority
I	\$3,000 Maximum	Departmental Staff
II	\$10,000 Maximum	Supervisors/Executive Assistants
III	\$25,000 Maximum	Managers
IV	\$50,000 Maximum	Directors or Assistant Directors
V	Unlimited	City Manager or Assistant City Manager

Amendments to the bylaws are subject to City Council approval.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Leigh Wallace, Finance Director, COG, Finance Manager, GTEC.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution_Bylaws_GTEC	Resolution Letter
<input type="checkbox"/> Redline GTEC Bylaws	Backup Material

RESOLUTION NO. _____

A RESOLUTION OF THE GEORGETOWN TRANSPORTATION ENHANCEMENT CORPORATION (GTEC) OF THE CITY OF GEORGETOWN, TEXAS AUTHORIZING THE BYLAWS OF THE CORPORATION CLARIFYING THE DUTIES AND RESPONSIBILITIES OF THE GENERAL MANAGER AND THE FINANCE MANAGER AND AUTHORIZE THOSE INDIVIDUALS TO DELEGATE SUCH DUTIES AND RESPONSIBILITIES TO THOSE RESPONSIBLE FOR THEM.

BE IT RESOLVED:

Sections 6.01 and 6.02 of the Bylaws are amended to read as follows:

Section 6.01 GENERAL MANAGER

The City Manager of the City of Georgetown, Texas, shall be the General Manager of the Corporation and be in charge of the properties and affairs of the Corporation, shall administer all work orders, requisitions for payment, purchase orders, contract administration/oversight, and other instruments or activities as prescribed by the Board in the name of the Corporation.

The General Manager shall employ such full or part-time employees as are needed to carry out the programs of the Board. These employees shall be employees of the City or another city-authorized entity focused on economic development, and they shall perform those duties as are assigned to them. These employees shall be compensated as prescribed in Article III, Section 3.08 of these Bylaws. The General Manager shall have the authority, and subject to provisions of the City Charter and policies and procedures of the City, to hire, fire, direct, and control the work, as functionally appropriate, of such employees, as well as to delegate such of the General Manager's responsibility as the General Manager deems appropriate.

Section 6.02 FINANCE MANAGER

The Finance Manager shall be the City's Director of Finance & Administration. The Finance Manager shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Corporation in compliance with City of Georgetown's financial policies. When necessary or proper, the Finance Manager, or designee, shall endorse and sign, on behalf of the Corporation, for collection or issuance, checks, notes and other obligations drawn upon such bank

or banks or depositories as shall be designated by the City Council consistent with these Bylaws. The Finance Manager shall see to the entry in the books of the Corporation of full and accurate accounts of all monies received and paid out on account of the Corporation. The Finance Manager shall, at the expense of the Corporation, give such bond for the faithful discharge of the duties in such form and amount as the City Council shall require, by resolution. The Finance Manager shall also coordinate an annual audit of the Corporation's Financial Statements by an independent outside audit firm approved by the City Council. With approval of the General Manager, the Finance Manager may delegate such of the Finance Manager's responsibility as the Finance Manager deems appropriate.

The Finance Manager shall submit a report to the Board each month, in sufficient detail, of all checks or drafts issued on behalf of the Corporation for the previous month. The Finance Manager shall provide a quarterly financial report to the City Council concerning activities of the Corporation in a format consistent with other financial reports of the City.

Except as amended herein, the Bylaws shall remain unchanged.

This Resolution shall become effective on the ____ day of _____, 2019.

PASSED AND APPROVED on the ____ day of _____, 2019.

ATTEST:

CITY OF GEORGETOWN, TEXAS

Robyn Densmore, City Secretary

By: _____
Dale Ross, Mayor

APPROVED AS TO FORM:

Charlie McNabb, City Attorney

Section 6.01 GENERAL MANAGER

The City Manager of the City of Georgetown, Texas, shall be the General Manager of the Corporation and be in ~~general~~-charge of the properties and affairs of the Corporation, shall administer all work orders, requisitions for payment, purchase orders, contract administration/oversight, and other instruments or activities as prescribed by the ~~board~~-Board in the name of the Corporation.

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The Finance Manager shall ~~periodically~~-submit a report to the ~~board~~Board each month, in sufficient detail, of all checks or drafts issued on behalf of the Corporation for the previous month. The Finance Manager shall provide a quarterly financial report to the City Council concerning activities of the Corporation in a format consistent with other financial reports of the City.