### Notice of Meeting for the Georgetown Economic Development Corporation of the City of Georgetown February 17, 2020 at 4:00 PM at 808 Martin Luther King Jr Street, 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.

### Legislative Regular Agenda

- A Consideration and approval of the Dec 16, 2019 GEDCO minutes--Hugh Brown, Secretary
- B Presentation, discussion and possible action on the draft 2030 Plan Update. Sofia Nelson, Planning Director
- C Consideration of the January 31, 2020 financial report.--Leigh Wallace, Finance Manager, GEDCO, Finance Director, COG.
- D Discussion and possible action regarding the Staff Report David Morgan, City Manager
  - Performance Agreement Report
  - Activity Report
  - · Other Staff Items
- E Action out of Executive Session

### **Executive Session**

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

### F Sec. 551.071: CONSULTATION WITH ATTORNEY

Consultation with attorney regarding legal issues related to agenda items and other matters in which (1) when the governmental body seeks the advice of its attorney about: (A) pending or contemplated litigation; or (B) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter - Charlie McNabb, City Attorney

### G Section 551.072. DELIBERATION REGARDING REAL PROPERTY

Discussion and possible action to deliberate the purchase, exchange, lease or value of real property for purposes authorized by the Development Corporation Act which discussion in open session would have a detrimental effect on negotiations with third persons.

## H Section 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS.

Deliberation regarding commercial or financial information that the corporation has received from a business prospect that the Georgetown Economic Development Corporation seeks to have locate, stay,

or expand in or near the territory of the City of Georgetown and with which the Corporation is conducting economic development negotiations; and/or deliberation regarding the offer of a financial or other incentive to a business prospect that the Corporation seeks to have locate, stay, or expand in or near the territory of the City of Georgetown.

-Project Tortilla

### Adjournment

Adjourn meeting

### **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, Georget	own, TX 78626, a place readily
accessible to the general public as required by law, on the day of	, 2020, at
, and remained so posted for at least 72 continuous hours prece	eding the scheduled time of said
meeting.	
Robyn Densmore, City Secretary	

### **SUBJECT:**

Consideration and approval of the Dec 16, 2019 GEDCO minutes--Hugh Brown, Secretary

### **ITEM SUMMARY:**

### **FINANCIAL IMPACT:**

N/A

### **SUBMITTED BY:**

Amy Mertink, Board Liaison

### **ATTACHMENTS:**

**Description** Type

Dec minutes Backup Material

# Minutes of the Meeting of the Georgetown Economic Development Corporation City of Georgetown, Texas December 16, 2019

The Georgetown Economic Development Corporation of the City of Georgetown, Texas, met on Monday December 16, 2019. Steve Bohnenkamp, Steve Fought, Kevin Cummins, Hugh Brown, Valerie Nicholson, Ron Garland, Tom Members Present: Menke Members Absent: Michaela Dollar, Director of Economic Development; Paul Diaz, Budget Manager; Amy Mertink, Finance Staff Admin; Laurie Brewer, Assistant City Manager; Conchita Gusman, Business Retention Manager; David Present: Morgan, City Manager; Katherine Clayton, Budget Analyst Guest Present: **MINUTES** Called to Order at 4:08 pm A. Consideration and approval of the minutes for the Georgetown Economic Development Corporation Meeting held on November 18, 2019--Hugh Brown, Secretary Motion to approve by Valerie Nicholson, 2<sup>nd</sup> by Ron Garland. Approved 7-0 B. Consideration of the November 30, 2019 financial report.--Leigh Wallace, Finance Manager, GEDCO, Finance Director, COG. Paul Diaz reviewed the financial report. No voting needed. C. Discussion and possible action regarding the Staff Report – David Morgan, City Manager • Performance Agreement Report Activity Report Other Staff Items Michaela Dollar reviewed the performance agreement report. Michaela Dollar also reviewed the activity report. No voting needed. -----GEDCO entered into Executive Session at 4:42 pm and returned to Regular Session at 4:55pm-----D. Action out of Executive Session. Motion to approve incentives for Project Beige as discussed in executive session by Tom Menke, 2<sup>nd</sup> by Hugh Brown, approved 7-0 Meeting adjourned at 4:58 pm Attest:

GEDCO Minutes December 16, 2019 Page 1 of 1

Hugh Brown, Secretary

Steve Bohnenkamp, President

#### **SUBJECT:**

Presentation, discussion and possible action on the draft 2030 Plan Update. – Sofia Nelson, Planning Director

### **ITEM SUMMARY:**

The 2030 Comprehensive Plan Update is nearing completion and staff is providing City of Georgetown Boards and Commissions an opportunity to review the full draft plan, ask questions and possibly recommend adoption to the City Council. The schedule for adoption of the update is below:

- 2/18 P&Z meeting Public Hearing and Recommendation
- 2/25 City Council Public Hearing and 1st Reading
- 3/10 City Council Public Hearing and 2nd Reading

At this meeting, staff will provide a short overview of the draft 2030 Comprehensive Plan Update including goals and policies for Land Use, Williams Drive Gateway Plan, Gateways & Image Corridors, Housing and the Implementation Plan. A draft of the 2030 Comprehensive Plan update's implementation plan, the final part of the plan update, was presented to the Council in January. The implementation plan outlines three major strategies:

- Regulatory framework
- Decision framework
- Plans, programs and partnerships

Each strategy relates to the goals outlined in the 2030 Plan update, which were drafted using public input from community surveys including the first On the Table, in which more than 1,400 people participated in conversations to envision Georgetown's future and an accompanying online public survey taken by an additional 1,460 people.

The full plan is available for review online at 2030.georgetown.org.

### **FINANCIAL IMPACT:**

n/a

### **SUBMITTED BY:**

Nat Waggoner, AICP, Long Range Planning Manager

### **SUBJECT:**

Consideration of the January 31, 2020 financial report.--Leigh Wallace, Finance Manager, GEDCO, Finance Director, COG.

### **ITEM SUMMARY:**

The corporate bylaws require the Finance Manager to present the monthly financial reports to the Board. Included in these reports will be:

- •Financial reports
- •Sales Tax revenues
- •Monthly expenditures
- •Any other relevant financial information

Sales tax revenue is 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 in the month of July is also included.

### **FINANCIAL IMPACT:**

N/A

### **SUBMITTED BY:**

Leigh Wallace, Finance Director

### **ATTACHMENTS:**

	Description	Type
D	Financial Report	Backup Material
D	Check Report	Backun Material



### GEDCO MONTHLY REPORT AS OF JANUARY 31, 2020

Please note the January period is still open. These figures are preliminary and unaudited.

*Operating revenue* is comprised of sales tax and allocated interest. Sales tax revenue is budgeted at \$1.98 million and is two months in arrears. Through the period, the City has received two months of sales tax collection and totals \$356,715. This amount is well ahead of the budget at this point in the year. Both October and November returns saw large increases relative to the prior 12-month time period. Year to date, sales tax is up 18.56% compared to the same period in FY2019. The increase in sales tax is a combination of a few one-time in nature payments, new businesses, and continued growth in our core sectors. Allocated interest totals \$40,910.

*Operating expense* includes administrative charges, marketing costs, and special services. Administrative charges spent year to date include \$81,590, or 33.33% of budget. Marketing efforts total \$37,000, or 37% of budget. Expenses for special services total \$9,108, or 30.36% of budget for FY2020.

Non-operating revenue is budgeted at zero. It is anticipated this fund will not be issuing any debt in FY2020.

**Non-operating expense** is budgeted at \$9.17 million and includes funding for debt service, known economic development projects, as well as funding for new economic development projects which may occur through the fiscal year. Through the month, the only non-operating expense includes \$356,235 for Holt Cat. GEDCO will make the debt service payments later in the fiscal year.

#### Fund Schedule Development

In the upcoming weeks, the accounting staff along with the City's outside independent auditor Weaver and Associates will begin the Year-End Audit and Comprehensive Annual Financial Report or CAFR process. Following the completion of the CAFR, staff will update fund schedules with audited fund balances. Currently, the fund balance is only the budgeted figure and not the actual. It is anticipated staff will have that information around the end of February.

City Council approved a CIP Rollforward resulting in \$287,190 being moved forward from FY2019 to FY2020 budget to allow for projects to continue in the new fiscal year. This adjustment includes moving revenues and expenses budgeted but not spent in FY2019. The approved CIP Rollforward did include Holt Cat's current project, totaling \$175,000.

Later in the year as part of the FY2021 Budget Development Process, the Budget Office will develop year-end projections for FY2020. This occurs in April and May. After those projections are completed, staff will add an additional column to show those figures to the fund schedule and their proximity to budget.

### Fund Schedule as of January 31, 2020

	FY2020
420 - GEDCO	Budget
Beginning Fund Balance	8,305,736

		FY2020	FY2020 YTD	FY2020 YTD	FY2020	
Operating Revenue	"T	Budget	Actuals	Encumbrances	Actuals	% of Budget
Interest		76,000	40,910	-	40,910	53.83%
Sales Tax		1,984,375	356,715	-	356,715	17.98%
Operating Revenue Total		2,060,375	397,625	-	397,625	19.30%

		FY2020	FY2020 YTD	FY2020 YTD	FY2020	
Operating Expense	Ţ	Budget	Actuals	Encumbrances	Actuals	% of Budget
Administrative Charges		244,771	81,590	-	81,590	33.33%
Marketing		100,000	40,361	(3,361)	37,000	37.00%
Special Services		30,000	6,615	2,493	9,108	30.36%
Miscellaneous Expense		550	-	-	-	0.00%
Operating Expense Total		375,321	128,566	(868)	127,698	34.02%

	FY2020
	Budget
Available Operating Fund Balance	9,990,790

Non-Operating Revenue	FY2020 T Budget	FY2020 YTD Actuals	FY2020 YTD Encumbrances	FY2020 Actuals	% of Budget
Bond Proceeds	-	-	-	-	0.00%
Non-Operating Revenue Total	-	-	-	-	0.00%

	FY2020	FY2020 YTD	FY2020 YTD	FY2020	
Non-Operating Expense	Budget	Actuals	Encumbrances	Actuals	% of Budget
Economic Dev. Projects	4,850,000	356,235	-	356,235	7.35%
Economic Dev. Projects - Undetermined	4,017,104	-	-	-	0.00%
Debt Service	311,880	-	-	-	0.00%
Non-Operating Expense Total	9,178,984	356,235	-	356,235	3.88%

	FY2020
	Budget
Ending Fund Balance	811,806
CAFR Adjustment	-
Contingency Reserve	489,298
Debt Service Reserve	210,318
Available Fund Balance	112,190

2/04/2020 12:54 PM A/P HISTORY CHECK REPORT PAGE: 1

VENDOR SET: 01 CITY OF GEORGETOWN

BANK: \* ALL BANKS

DATE RANGE: 1/01/2020 THRU 1/31/2020

TOTALS:

CHECK CHECK CHECK NO STATUS AMOUNT CHECK VENDOR I.D. NAME STATUS DATE AMOUNT DISCOUNT 70291 V-QUEST OFFICE MACHINES & SUPP C-CHECK V-QUEST OFFICE MACHINES VOIDED 1/10/2020 256752 816.80CR 1/10/2020 256754 C-CHECK VOID CHECK C-CHECK VOID CHECK 1/10/2020 256759 C-CHECK VOID CHECK V 1/17/2020 256861 VOID CHECK V 257075 C-CHECK 1/31/2020 C-CHECK VOID CHECK 1/31/2020 257107 VOID CHECK V C-CHECK 1/31/2020 257108 C-CHECK VOID CHECK V 1/31/2020 257109 C-CHECK VOID CHECK V 1/31/2020 257153 \* \* T O T A L S \* \* NO INVOICE AMOUNT DISCOUNTS CHECK AMOUNT REGULAR CHECKS: 0 0.00 0.00 0.00 HAND CHECKS: 0 0.00 0.00 0.00 DRAFTS: 0.00 0.00 0.00 0 EFT: 0 0.00 0.00 0.00 NON CHECKS: 0.00 0.00 0.00 9 VOID DEBITS 0.00 VOID CHECKS: VOID CREDITS 0.00 816.80CR 816.80CR TOTAL ERRORS: 0 NO INVOICE AMOUNT DISCOUNTS CHECK AMOUNT VENDOR SET: 01 BANK: \* TOTALS: 9 816.80CR 0.00 0.00

816.80CR

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0.00

2/04/2020 12:54 PM A/P HISTORY CHECK REPORT PAGE: 2

VENDOR SET: 01 CITY OF GEORGETOWN BANK: JPM JP MORGAN CHASE DATE RANGE: 1/01/2020 THRU 1/31/2020

VENDOR	I.D.	NAME	STATU	CHECK IS DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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104951	I-8450 420 5-0902-51-350	AUSTIN CHAMBER OF COMMERCE OPP AUSTIN 2020 PROMO & MKTING PROGRAMS	R OPP AU	1/10/2020 STIN 2020	10,000.00		256665	10	0,000.00
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57631	I-APP 17-37-9000027 420 9-0980-90-030	HOLT CAT HOLT CAT	R HOLT C	1/31/2020 AT	356,235.00		257104	35€	5,235.00
REG	T O T A L S * *  BULAR CHECKS: HAND CHECKS: DRAFTS: EFT: NON CHECKS:	NO 3 0 0 0 0 0		0.00	INVOICE AMOUNT 369,118.88 0.00 0.00 0.00 0.00	(	0.00 0.00 0.00 0.00 0.00		AMOUNT 0,118.88 0.00 0.00 0.00 0.00
		VOID CREDI	TS	0.00	0.00	(	0.00		

TOTAL ERRORS: 0

\*\* G/L ACCOUNT TOTALS \*\*

NAME

G/L ACCOUNT

AMOUNT

				-	
	420 5-0902-51-350	PROMO & MKTING PROGRAMS	12,883.88		
	420 9-0980-90-030	HOLT CAT	356,235.00		
		*** FUND TOTAL ***	369,118.88		
	NO		INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: JPM	M TOTALS: 4		369,030.88	0.00	369,118.88
BANK: JPM TOTALS:	4		369,030.88	0.00	369,118.88
REPORT TOTALS:	4		369,030.88	0.00	369,118.88

2/04/2020 12:54 PM A/P HISTORY CHECK REPORT PAGE:

SELECTION CRITERIA

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FUNDS: Include: 420

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999

DATE RANGE: 1/01/2020 THRU 1/31/2020

CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99

INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: YES
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: YES
MANUAL ONLY: NO
STUB COMMENTS: NO
REFORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: \* - All

PRINT STATUS: \* - All

### **SUBJECT:**

Discussion and possible action regarding the Staff Report – David Morgan, City Manager

- Performance Agreement Report
- Activity Report
- Other Staff Items

### **ITEM SUMMARY:**

The GEDCO Board has requested that staff provide a project progress and status report at each meeting on all of the active projects discussed by the Board.

### **FINANCIAL IMPACT:**

N/A

### **SUBMITTED BY:**

David Morgan, City Manager

### **ATTACHMENTS:**

	Description	Type
D	Activity Report	Backup Material
D	Project updates	Backup Material

# Economic Development Activity Report

February 2020

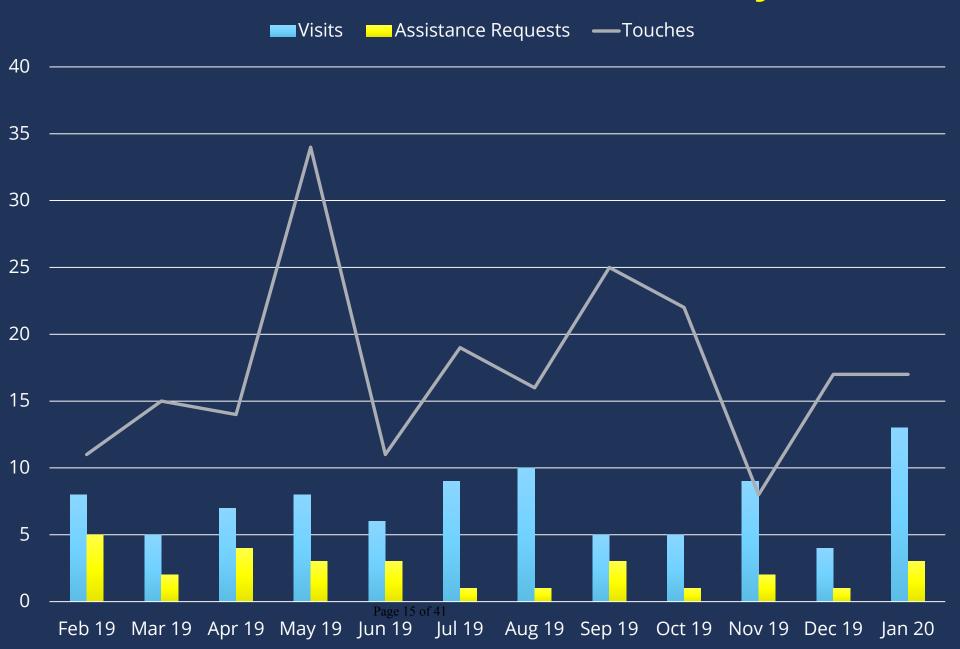


## Strategic Goal 1

# Support existing businesses and industries



## **Business Retention Activity**



# Additional BRE Activity

- Champion Site Prep expansion/retention agreement approved by council 1/28
- Manufacturers Alliance meeting 1/15
- Began planning a small business program in line with national small business week in May

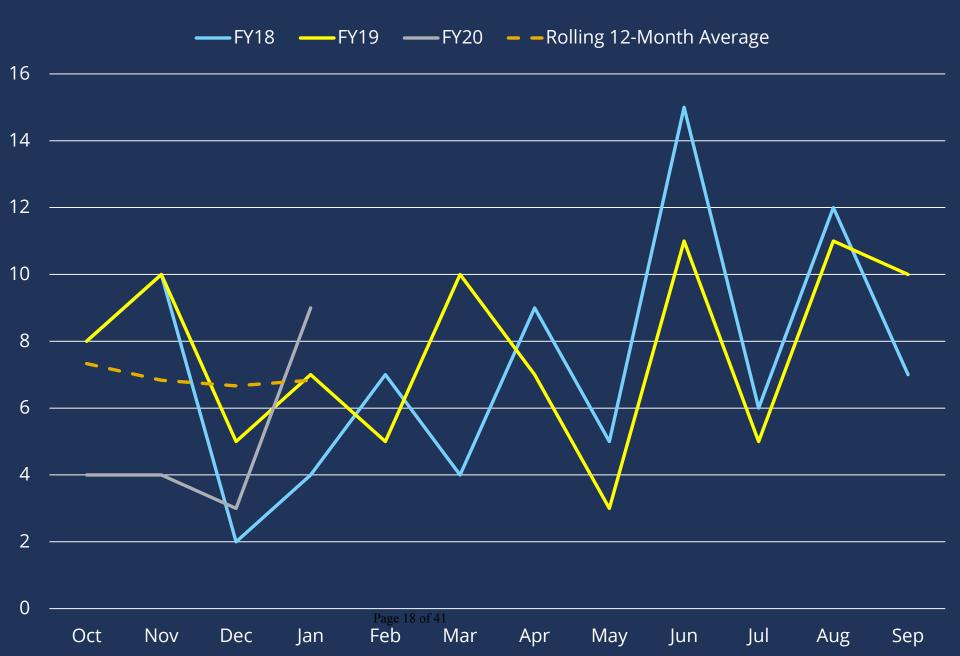


## Strategic Goal 2

# Enhance targeted recruitment of identified industries

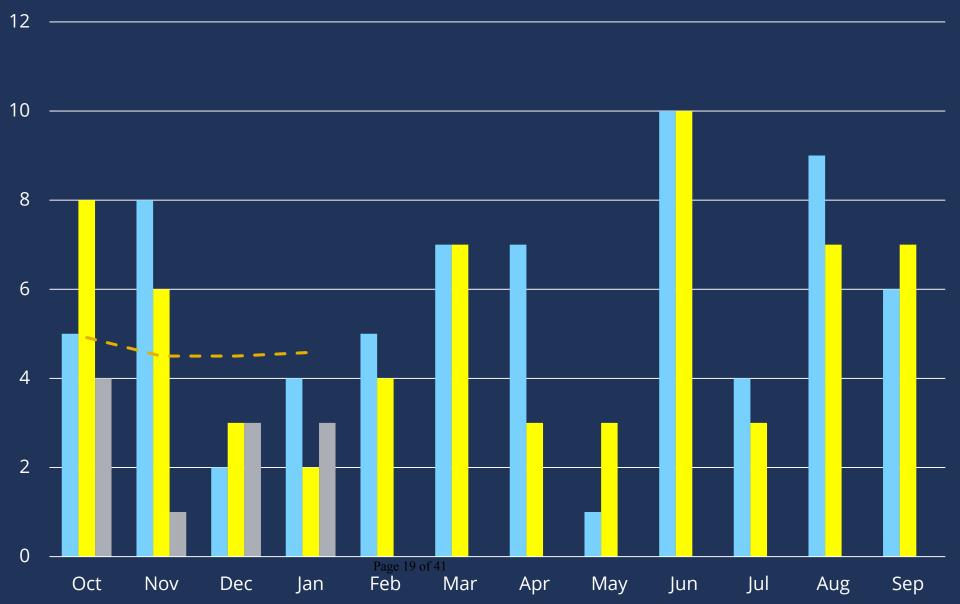


## Leads

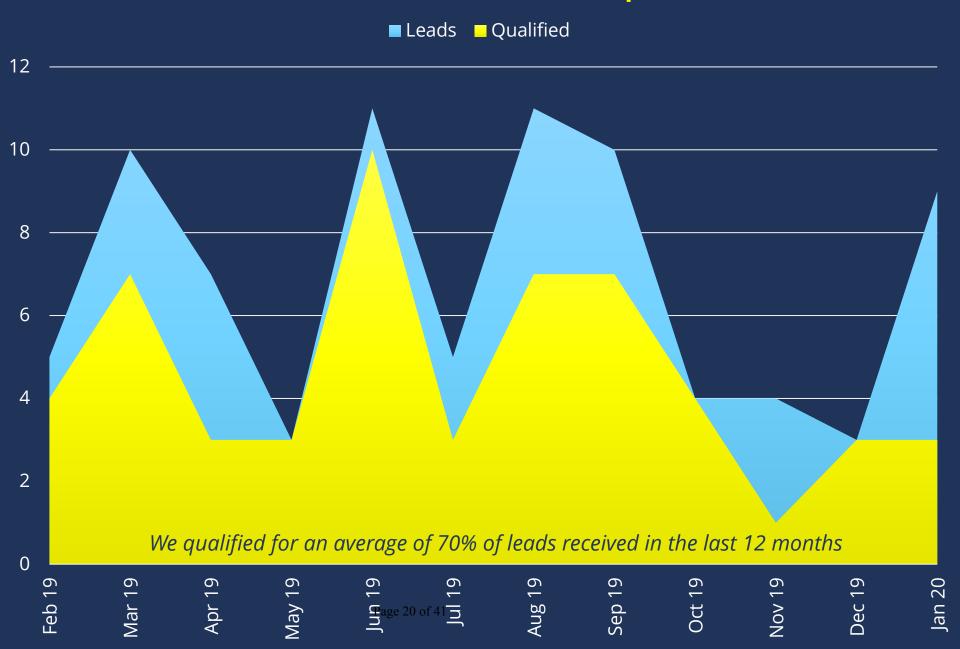


## **Qualified Leads**

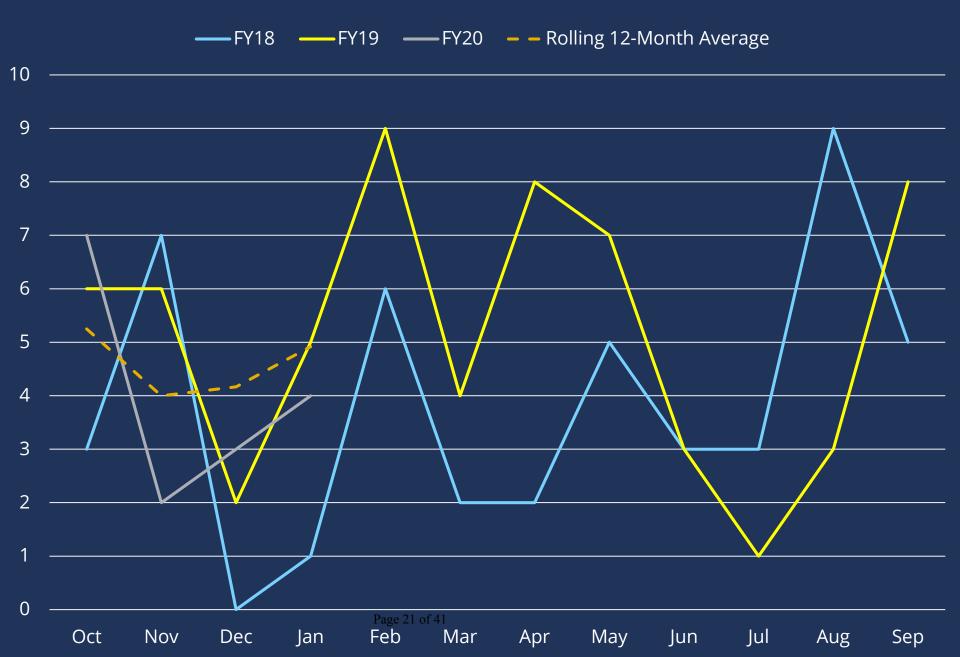




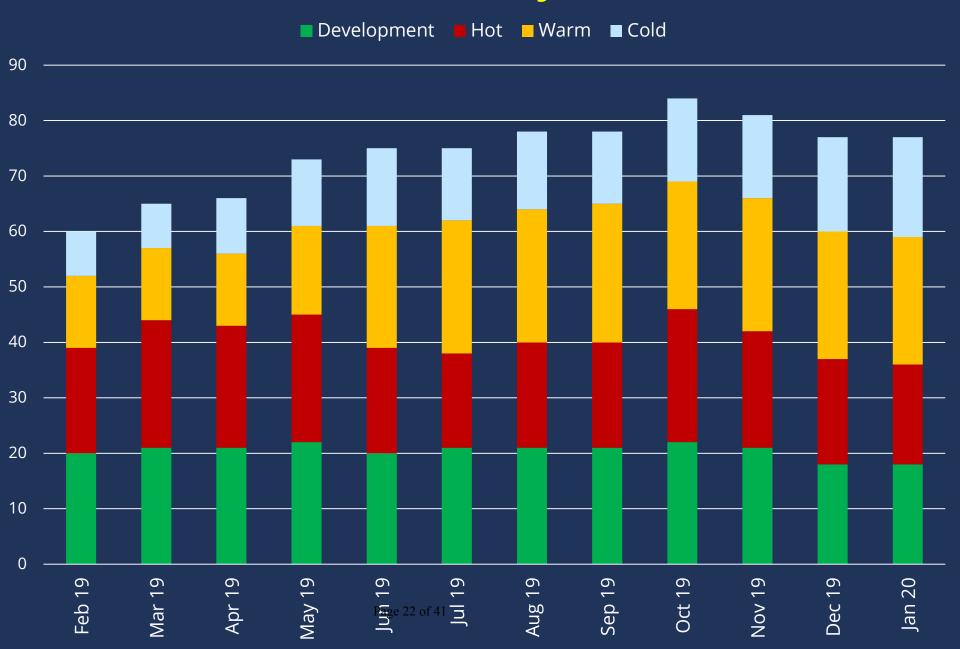
## Qualified Leads Comparison



## Site Visits



## **Active Projects**



## Recruitment Activity

- Participated in the ICSC Red River Dealmaking in January
- Kicking off direct targeting campaign with ROI, Inc.



## Strategic Goal 3

# Diversify workforce development and recruitment initiatives



# Workforce Development Activity

- Manufacturers Alliance 1/15
- Strengthening GISD relationship with existing programs and accountability workshops
- Planning GISD high schools job fair for February
- Working with Rural Area Capital Workforce Commission on a Manufacturing Workforce Development Grant program



# Strategic Goal 4

# Encourage speculative development



# Speculative Development Activity

- Continuing to work with prospective industrial speculative development
- Working with existing projects through development process
- Looking for proactive infrastructure scenarios



## Overall Objective

# Tell our story to a broader local audience



## Other Activity

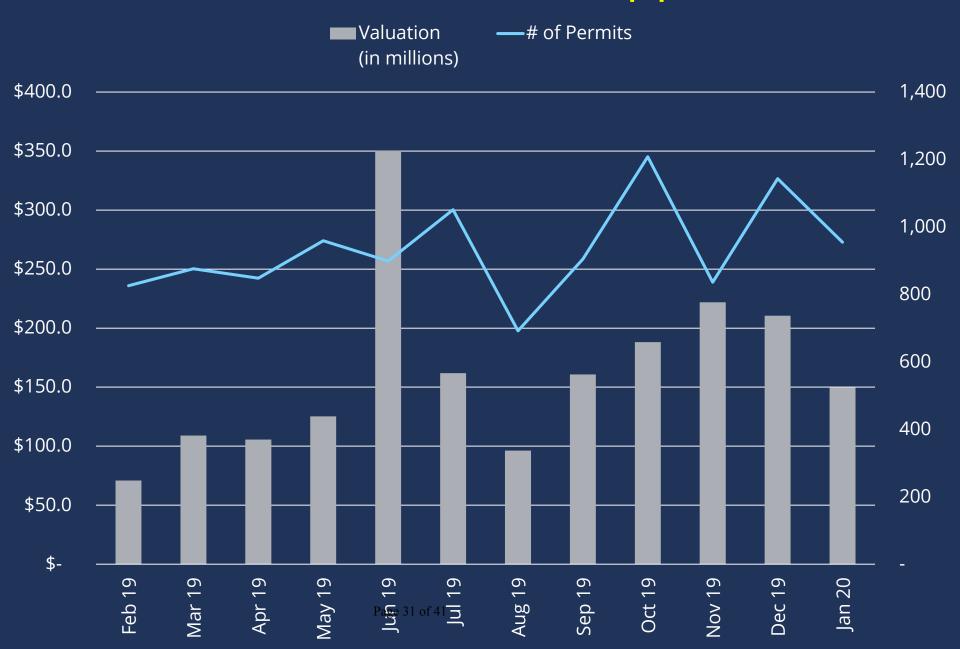
- Compiled 2019 Economic Development Annual Report
- Updated retail analysis information and marketing materials
- Commercial Developers Twelve@12 on 2/13
- Prepping for the WilCo EDP Site Selector fam tour in April



# **Economic Indicators**



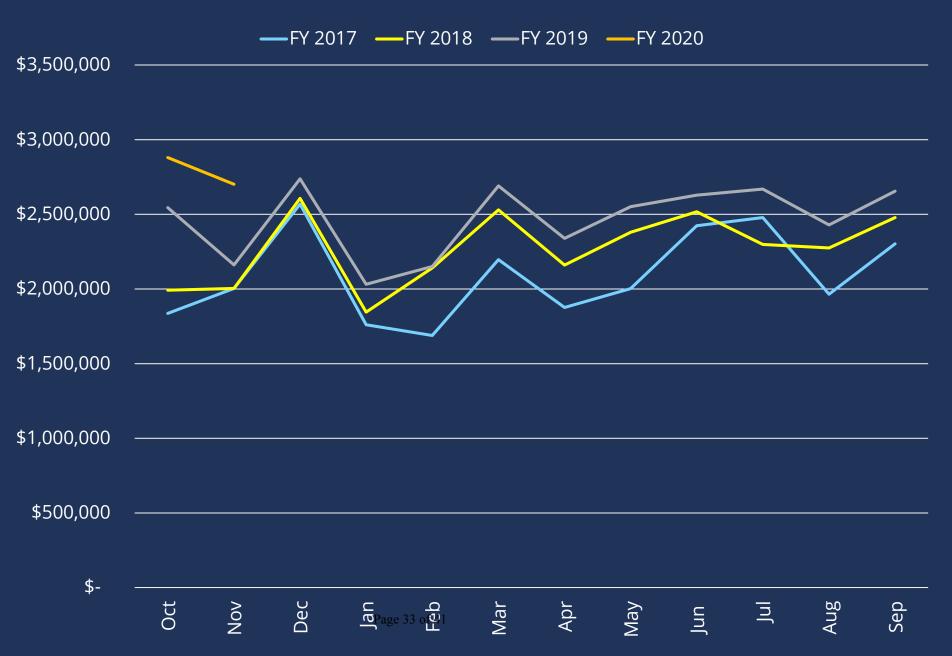
## Construction Permit Applications



## Certificates of Occupancy Issued



## Sales Tax Collections



## Unemployment Rate



#### **GEDCO - AGREEMENTS STATUS REPORT** February 17, 2020 Start Date (Council Name Description Approved) **End Date** \$ Encumbered \$ Expended Grant for Qualified Expenditures and job creation related to the relocation of the corporate offices to 12/31/2021 \$ 320,000 | \$ Radiation Detection Corporation 7/23/2013 320.000 Georgetown. Provide a grant of the equipment obtained in the TLCC brand acquisition to KJ Scientific (KJS) to retain the business in Georgetown. The retention equipment grant is for five years with KJS obligated to pay a pro-rated amount of \$10,000 per year KJ Scientific (KJS) should they relocate outside of the City. 2/27/2018 12/31/2022 \$ 50,000 \$ 50,000.00 GEDCO to provide up to \$360,000 infrastructure grant for fire suppression system pump house installation. 9/10/2019 \$ 360,000 356,235 Holt Caterpillar Infrastructure reimbursement grant of \$500,000 for qualified expenditures related to the development of 90,000 SF of speculative business park space in Georgetown Development I, LLC Georgetown at the Westinghouse Business Center. 10/9/2018 6/1/2021 \$ 500,000 Infrastructure reimbursement grant of \$200,000 for qualified expenditures and a \$120,000 job creation grant for the creation of 30 jobs over 6 years within 6 years of the certificate of related to the development of their headquarters \$ WBW Development location in Downtown Georgetown. 2/12/2019 occupancy date 320,000 Infrastructure reimbursement grant for \$600,000 to assist with construction of an access road and turn lane to maintain access to the Georgetown 3/8/2019 3/31/2022 \$ Confido III, LLC airport as area land development continues. 600,000 Infrastructure reimbursement grant of \$250,000 to assist with improvements (utilities and access points) for construction of 89,500 square feet of 4871 Williams Dr., LLC (Sedro Crossing) commercial building space. 3/26/2019 12/31/2023 \$ 250.000

GEDCO - AGREEMENTS STATUS REPORT					
February 17, 2020					
Name	Description	Start Date (Council Approved)	End Date	\$ Encumbered	\$ Expended
Cockrum Commercial (Sedro Crossing)	Infrastructure reimbursement grant of \$250,000 to assist with improvements (utilities and access points) for construction of 60,000 square feet of new professional office space on Williams Dr.	3/26/2019	12/31/2023	\$ 250,000	
Atmos Energy	Infrastructure reimbursement grant of \$148,499.36 for the installation of 776 feet gas main along 7th, 8th, and 9th streets.	4/6/2019		\$ 148,499	\$ 143,674
Texas Speed & Performance	Job creation grant of \$2K per job up to 100 jobs in 5 years.	11/12/2019	11/12/2024	\$ 200,000	
Motion Commercial Properties	Infrastructure reimbursement grant in connection with the construction of 2 bldgs: \$500K infrastructure reimbursement bldg #1 \$500K infrastructure reimbursement bldg #2	Certificate of occupancy issue date	anniversary of	\$1,000,000 	
Atmos Energy (Lakeway Extension)	Extension of natural gas line for any GEDCO applicable project	12/10/2019	12/10/2024	\$ 400,000	
Costco	Agreement to partner with Atmos for natural gas line extension and reimbursement of cost to GEDCO by Costco if retail store construction is not completed.	12/10/2019	12/10/2024	N/A	
Champion Site Prep	Infrastructure reimbursement grant associated with the development of 30,000sf headquarters facility representing a \$13M capital investment where the company shall remain for at least 5 years	1/28/2020	within 5 years of the certificate of occupancy date	\$ 500,000	

### **SUBJECT:**

Action out of Executive Session

### **ITEM SUMMARY:**

### **FINANCIAL IMPACT:**

TBD

### **SUBMITTED BY:**

### **SUBJECT:**

### Sec. 551.071: CONSULTATION WITH ATTORNEY

Consultation with attorney regarding legal issues related to agenda items and other matters in which (1) when the governmental body seeks the advice of its attorney about: (A) pending or contemplated litigation; or (B) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter - Charlie McNabb, City Attorney

### **ITEM SUMMARY:**

### **FINANCIAL IMPACT:**

N/A

### **SUBMITTED BY:**

### **SUBJECT:**

### Section 551.072. DELIBERATION REGARDING REAL PROPERTY

Discussion and possible action to deliberate the purchase, exchange, lease or value of real property for purposes authorized by the Development Corporation Act which discussion in open session would have a detrimental effect on negotiations with third persons.

### **ITEM SUMMARY:**

### **FINANCIAL IMPACT:**

N/A

### **SUBMITTED BY:**

### **SUBJECT:**

## Section 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS.

Deliberation regarding commercial or financial information that the corporation has received from a business prospect that the Georgetown Economic Development Corporation seeks to have locate, stay, or expand in or near the territory of the City of Georgetown and with which the Corporation is conducting economic development negotiations; and/or deliberation regarding the offer of a financial or other incentive to a business prospect that the Corporation seeks to have locate, stay, or expand in or near the territory of the City of Georgetown.

-Project Tortilla

### **ITEM SUMMARY:**

### **FINANCIAL IMPACT:**

N/A

### **SUBMITTED BY:**

### **SUBJECT:**

Adjourn meeting

### **ITEM SUMMARY:**

### **FINANCIAL IMPACT:**

N/A

### **SUBMITTED BY:**

Amy Mertink, Board Liaison