

**Notice of Meeting for the
Georgetown Transportation Enhancement Corp
of the City of Georgetown
July 21, 2021 at 3:30 PM
at Georgetown Public Library - Friends Room**

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.

The Georgetown Transportation Enhancement Corporation is now meeting in person with a quorum present and public is welcome to attend. If special accommodations are needed due to COVID-19 and attending virtually is needed, please reach out to the Staff Liaison, Cindy Medrano at 512-930-8486 for assistance.

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 **July 2021** GTEC Updates - Wesley Wright, P.E., Systems Engineering Director
- D Consideration of the June 1, 2020 financial report - Nathan Parras, Assistant Finance Director
- E Sales Tax Presentation - Nathan Parras, Assistant Finance Director

Legislative Regular Agenda

- F Consideration and possible approval of the minutes from the April 21, 2021 GTEC Board Meeting. -- David Morgan - General Manager, GTEC Board
- G Discussion and possible action to recommend the FY2022 proposed GTEC budget and administrative services contract – Nathan Parras, Assistant Finance Director

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 as required by law, on the _____ day of _____, 2021, 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
July 21, 2021

SUBJECT:

July 2021 GTEC Updates - Wesley Wright, P.E., Systems Engineering Director

ITEM SUMMARY:

July 2021 GTEC updates

DB Wood Rd Widening:

Survey and utility locates complete; Design is underway; public meeting held in June with RFI and answers to questions to be posted in July

Northwest Boulevard:

- Preparing for paving east side tie in and level-up to Austin Ave, temporary signal parts ordered .
- Estimated completion summer 21

Rabbit Hill Road Improvements:

Returning to initial project limits with the landowner donation of ROW. Multiple relocations –Georgetown Electric has not scheduled move; ONCOR electric move currently underway.

Southeast Inner loop/ Southwestern Blvd

Southwestern:

- Preparing plan/profile sheets.
 - Finalizing Storm Conveyance System for the project
 - Evaluating Water Quality Treatment Options;
 - Preparing Utility plan/profile sheets (water/wastewater)
 - Identifying utility conflicts
- ROW needs ascertained to be forwarded to
Travis by 1-17

SE Inner Loop:

Contractor working on drainage culvert extension South side 95%,
Working on grading North side and new drainage installation complete,
Base installation underway South side
Sidewalk installation underway
Project construction 65% complete

SH 29 Access Improvements:

reengineered electric hookup and installation location to be approved. Temporary install complete; signal active

Signal Improvements- Various locations

Shell Road at Verde Vista and Williams Drive at Estrella Drive design complete schedules are;

Advertise: July 4 & July 11

Prebid – Monday, July 12th at 2:00 for RRFB's, 2:30 for Traffic Signal

Questions cut off/addendum – Friday, July 16th at noon.

Bid opening – Thursday, July 22nd at 2:00 for RRFB's, 2:30 for Traffic Signals

LOR/Bid Tab – Monday, July 26th

Poles and mast arms being ordered for Rockride intersect, low bid in is EARTC approved at board and council in March; construction to begin with pole delivery to City

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Wesley Wright, P.E., Systems Engineering Director

ATTACHMENTS:

Description	Type
□ July GTEC updates	Cover Memo

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

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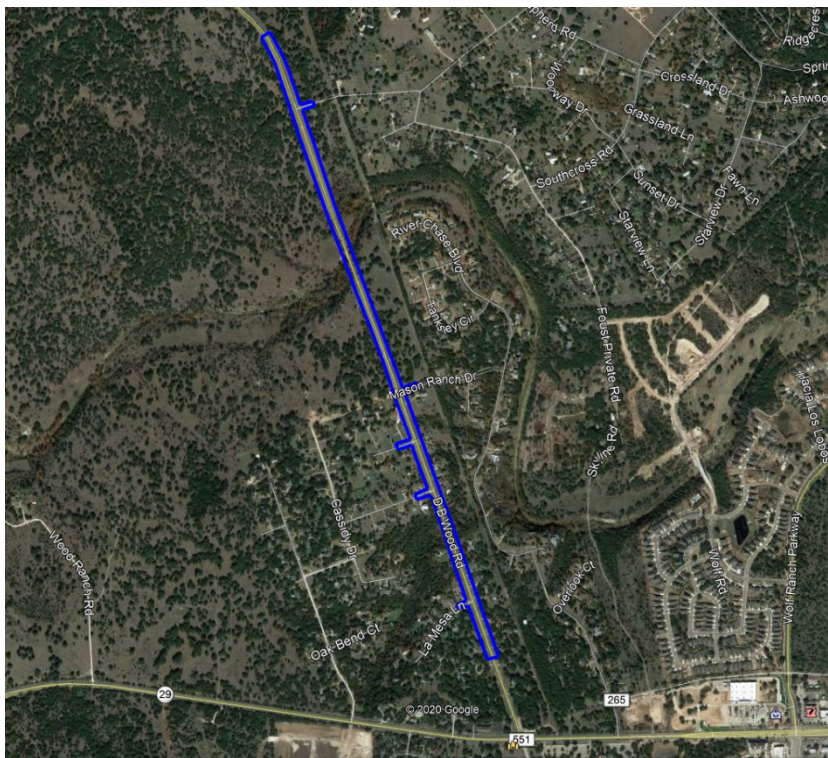
**D B Wood widening –
Project No. PRJ000188 TIP No.
July 2021**

Project Description Design and preparation of Plans, Specifications, Estimate, Bidding Documents and construction phase services for DB Wood Widening/Reconstruction from TxDOT/County SH 29 intersection improvements to just North of Oak Ridge Rd. Converting from ditch to storm.
Along with expansion of the Bridge at fork of San Gabriel

Purpose To better manage traffic movement.

Project Manager Joel Weaver

Engineer Kimely-Horn and Associates. Inc.



Element	Status / Issues
Design	Design is underway; public meeting held in June with RFI and answers to questions to be posted in July
Surveying	Initial Survey is complete
Environmental/ Archeological	
Rights of Way	
Utility Relocations	TBD
Construction	
Other Issues	None

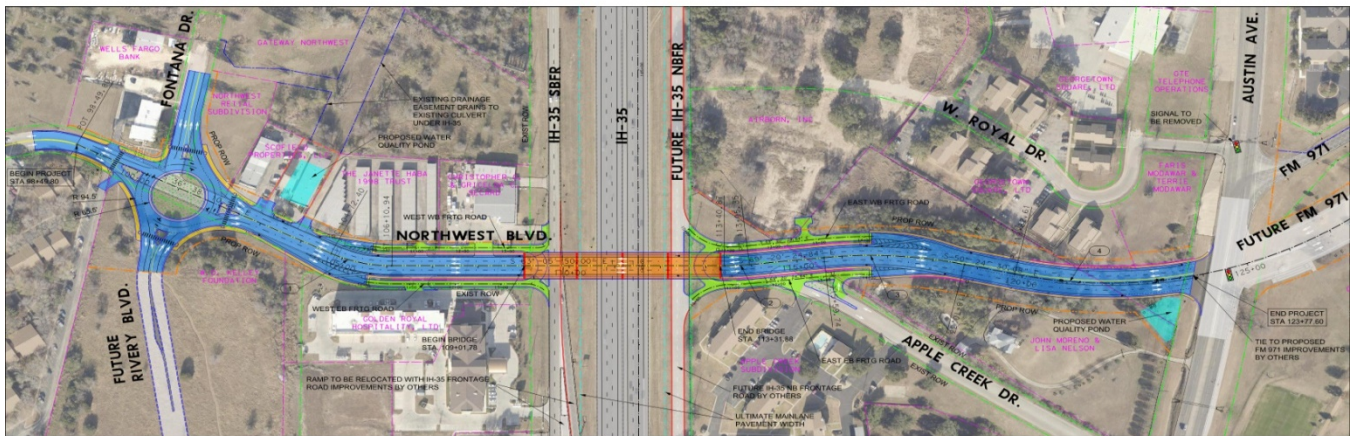
**Northwest Boulevard
(Fontana Drive to Austin Avenue)
Project No. 5QX TIP No. AF
July 2021**

Project Description Construction of overpass and surface roads to connect Northwest Boulevard with Austin Avenue and FM 971.

Purpose This project will relieve congestion at the Austin Avenue/Williams Drive intersection and provide a more direct access from the west side of IH 35 corridor to Georgetown High School and SH 130 via FM 971.

Project Manager Joel Weaver and Wesley Wright, P.E.

Engineer Klotz Associates



Element	Status / Issues
Design	Design Complete
Environmental/ Archeological	Complete
Rights of Way	ROW Documents are being finalized. All offers have been made. 8 Parcels required. 5 acquired, 1 in closing, 2 in condemnation.
Utility Relocations	TBD
Construction	<ul style="list-style-type: none"> Preparing for paving east side tie in and level-up to Austin Ave, temporary signal parts ordered . Estimated completion summer 21
Other Issues	

SH 29 Access Improvements – Traffic Signal
Project No. PRJ000214 TIP No. None
July 2021

Project Description Design and preparation of Plans, Specifications, Estimate, Bidding Documents and construction phase services for the proposed corridor improvements along SH-29-University Avenue between IH35 and Scenic Drive including a right-turn deceleration lane, auxiliary lane, median improvements, drainage improvements and traffic signal relocation.

Purpose To better manage traffic movements at the intersection.

Project Manager Joel Weaver

Engineer Kimely-Horn and Associates. Inc.



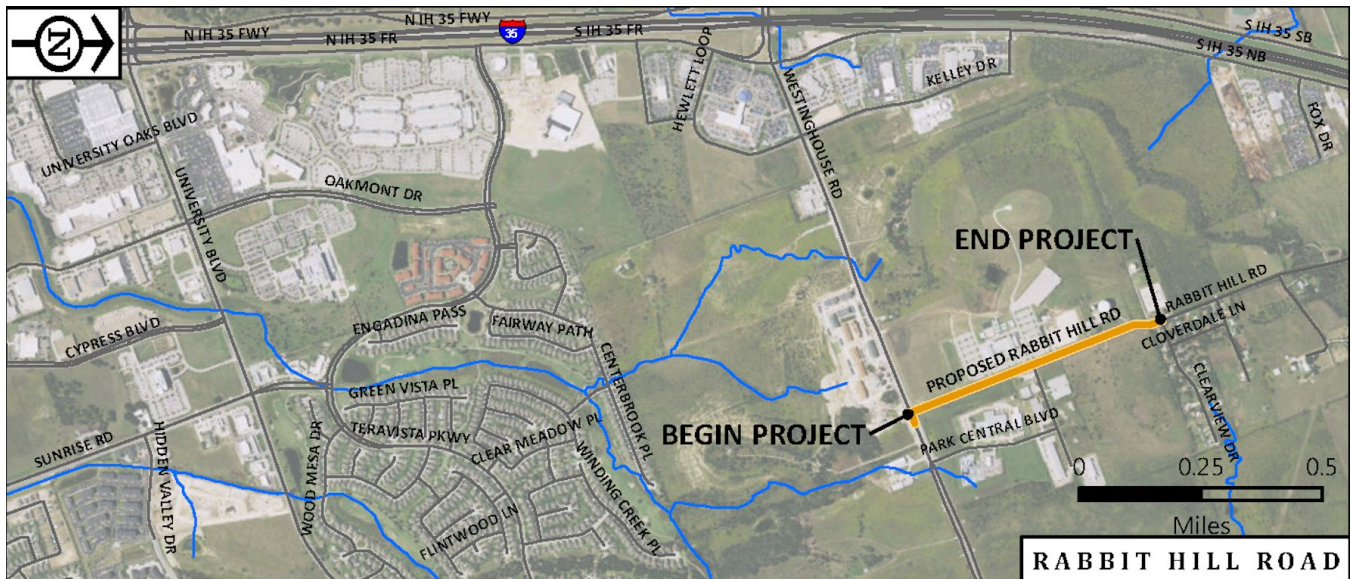
Element	Status / Issues
Design	Design is complete
Surveying	Survey is complete
Environmental/ Archeological	
Rights of Way	
Utility Relocations	TBD
Construction	reengineered electric hookup and installation location to be approved. Temporary install complete; signal active
Other Issues	None

Rabbit Hill Road Improvements Project
(Westinghouse Road to S. Clearview Drive)
Project No. 5RQ TIP No. BZ
July 2021

Project Description Reconstruct Rabbit Hill Road from Westinghouse Road northward to S. Clearview Dr. Widening along Westinghouse Road will also be included in the schematic for additional turning lanes to/from Westinghouse Road. The project length along the anticipated alignment is approximately 0.75 miles

Project Managers Joel Weaver and Wesley Wright, P.E.

Engineer CP&Y, Inc.



Element	Status / Issues		
Design	Engineering complete prepping docs for summer posting.		
Environmental/ Archeological	Efforts underway and any issues are expected to be identified in the coming month.		
Rights of Way	Two properties acquired as part of Mays St. Extension. Two remaining, negotiations ongoing and Council has approved condemnation.	Total Parcels:	4
		Possession:	2
		Pending:	2
Utility Relocations	Multiple relocations expected –Georgetown Electric has not scheduled move; ONCOR electric move currently underway.		
Construction	Project to go out for bids in May 2021		
Other Issues	Returning to initial project limits with the landowner donation of ROW. Engineering new schedule to post when electric move underway		

Signal Improvements – Various Locations

Project No. PRJ000214 TIP No. None

July 2021

Project Description	Design and preparation of Plans, Specifications, Estimate, Bidding Documents, and construction phase services for the construction of signal improvements for the intersections of Williams Drive & Estrella Crossing, Shell Road & Verde Vista and SE Inner Loop & Rockride Lane.
Purpose	To better manage traffic movements at the intersection.
Project Manager	
Engineer	KPA

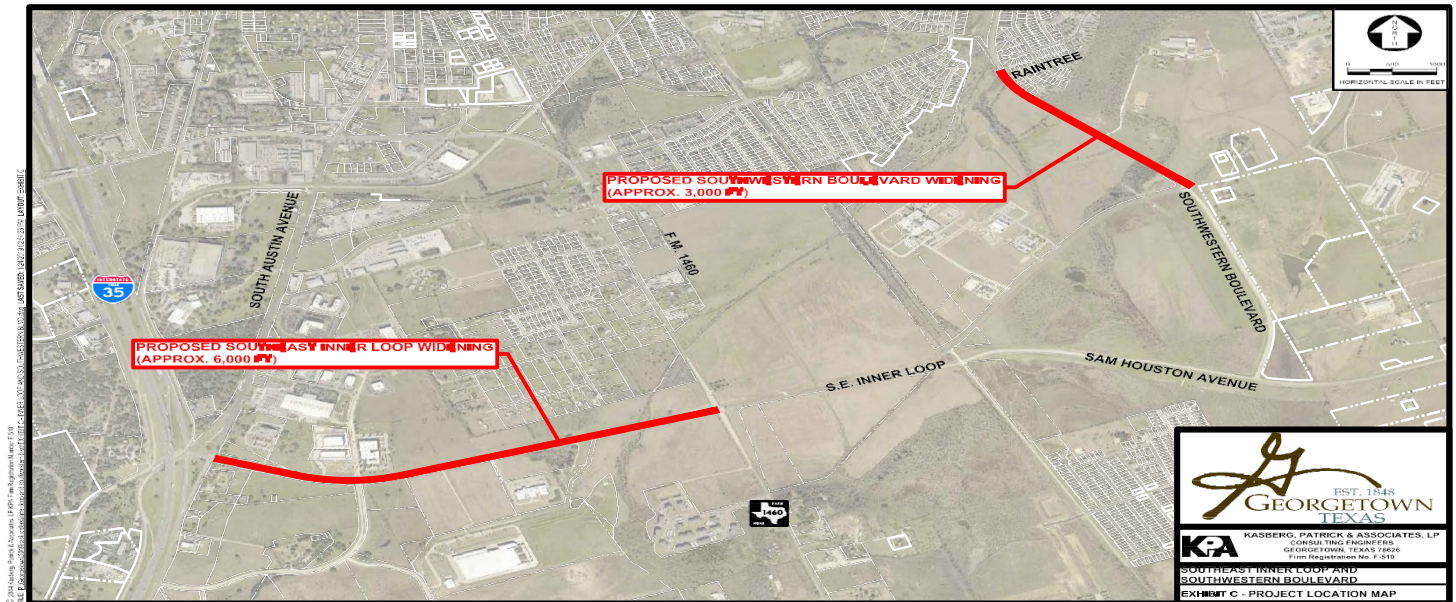
Element	Status / Issues
Design	Shell Road at Verde Vista and Williams Drive at Estrella Drive schedules are; Advertise: July 4 & July 11 Prebid – Monday, July 12 th at 2:00 for RRFB's, 2:30 for Traffic Signal Questions cut off/addendum – Friday, July 16 th at noon. Bid opening – Thursday, July 22 nd at 2:00 for RRFB's, 2:30 for Traffic Signals LOR/Bid Tab – Monday, July 26 th
Surveying	Shell location being surveyed.
Environmental/ Archeological	TBD
Rights of Way	TBD
Utility Relocations	TBD
Construction	Rockride intersection bid- low bidder EARTC, project to kick off when poles delivered
Other Issues	None

**Widening of: SE Inner Loop - FM 1460 to Austin Avenue Roadway &
Southwestern Boulevard – Raintree Drive to SE Inner Loop Roadway
July 2021**

Project Description FM 1460 to Austin Avenue Roadway Widening Project & Southwestern Boulevard – Raintree Drive to SE Inner Loop Roadway Widening Project (See Attached Exhibit C). The professional services will consist of providing final roadway, drainage, water, wastewater, incidental designs, as well as, utility coordination, ROW support, environmental phase I investigations, archeological investigations, geotechnical investigations, ROW & Temporary Construction Easement (TCE) metes and bounds documents, bidding documents, bidding services, and construction administration services.

Project Managers Joel Weaver and Wesley Wright, P.E.

Engineer KPA & Associates



City of Georgetown, Texas
Transportation Enhancement Corp
July 21, 2021

SUBJECT:

Consideration of the June 1, 2020 financial report - Nathan Parras, Assistant Finance Director

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.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Nathan Parras, Assistant Finance Director

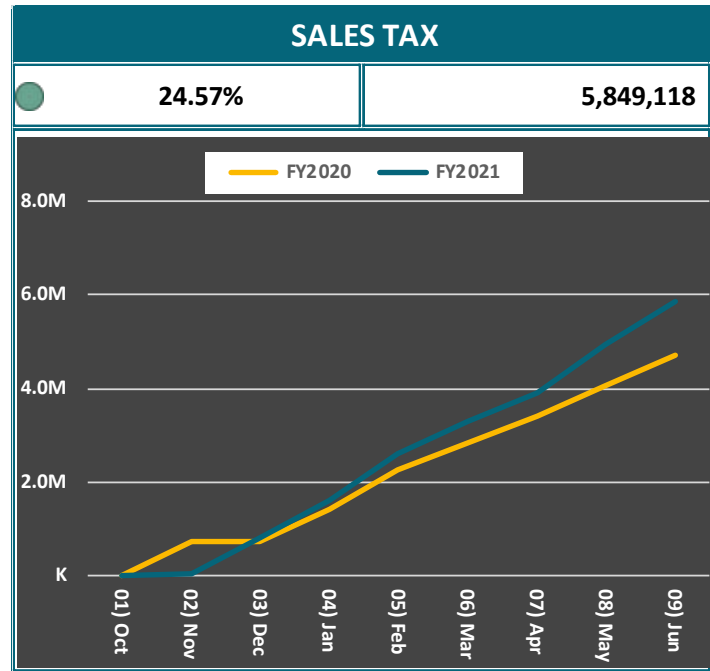
ATTACHMENTS:

Description		Type
☐	GTEC Executive Summary	Executive Summary
☐	June Financial	Backup Material
☐	June Presentation	Presentation

GTEC MONTHLY REPORT AS OF JUNE 30, 2021

Operating revenue is comprised of sales tax and allocated interest. The budget for sales tax collections for GTEC is \$8,255,000. Year-to-date sales tax revenue totals \$5,849,118, or 70.86% of budget. Through this period, sales tax collections are up \$1,153,611, or 25% over year-to-date collections from the prior fiscal year. The City continues to see and monitor the strong performance in sales tax.

Operating expenses year to date total \$636,432, or 20% of budget through the period. Operating expenses are predominately made up of administrative expenses and transfers to other City funds. Administrative expenses include the allocation for City staff to support the GTEC fund. Year-to-date administrative expense \$268,108, or 66.67% of budget. GTEC will transfer out \$2,763,242 for their portion of debt that is paid out of the General Debt Service fund.



Non-Operating revenue has a budget of \$8,000,000 and is made up of bond proceeds. Year to date the fund has collected \$7,405,000 in bond proceed revenues and \$731,229 in bond premiums. The bond proceeds are budgeted for the Aviation Drive project.

Non-Operating expense budget totals \$23,514,238. Year-to-date non-operating expenses total \$1,784,723, or 7.59% of budget through the period. Non-Operating expenses include funding for strategic partnerships, capital improvement projects, and debt service payment. GTEC's debt service payment includes principal reduction of \$620,000, and an interest expense of \$219,550. The debt service payment is made annually in the spring and aligns all other debt service payments for the City. CIP expense totals \$20,476,813 in the current year. This amount includes the CIP Roll Forward amendment approved by Council in January.

Ending fund balance for FY2021 is anticipated to be \$20,664,256. After accounting for the contingency reserve of \$1,984,375, and the debt service reserve of \$3,494,232, this fund will have an available fund balance of \$15,185,649.

COG - GTEC Financial Report

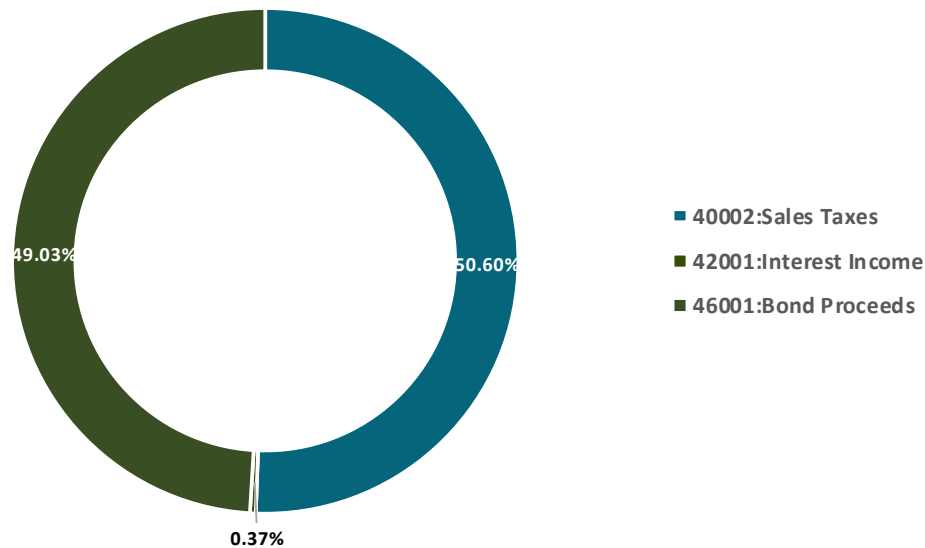
Period: Jun-21

	Budget	Period	YTD Actuals	Budget Vs. Actuals	
	FY2021	Jun-21	YTD Actuals w/Encumbrances	Variance	% of Budget
Beginning Fund Balance	31,029,698	-	31,029,698	-	100.00%
Operating Revenue					
40002:Sales Taxes	8,255,000	895,369	5,849,118	(2,405,882)	70.86%
42001:Interest Income	60,000	1,544	21,248	(38,752)	35.41%
Operating Revenue Total	8,315,000	896,913	5,870,366	(2,444,634)	70.60%
Operating Expense					
53001:Public Notices & Recording Fees	300	-	-	300	0.00%
53016:Travel Expense	500	-	-	500	0.00%
51001:Administrative Expense	402,162	-	268,108	134,054	66.67%
51005:Professional Services	-	-	(55,939)	55,939	0.00%
60010:Capital Outlay	-	-	4,140	(4,140)	0.00%
80001:Transfers Out	2,763,242	-	420,122	2,343,120	15.20%
Operating Expense Total	3,166,204	-	636,432	2,529,772	20.10%
Total Net Operations	5,148,796	896,913	5,233,934	85,138	101.65%
Non-Operating Revenue					
46001:Bond Proceeds	8,000,000	-	7,405,000	(595,000)	92.56%
46002:Bond Premium	-	-	731,229	731,229	0.00%
Non-Operating Revenue Total	8,000,000	-	8,136,229	136,229	101.70%
Non-Operating Expense					
53011:Economic Development Agreements	1,984,375	-	-	1,984,375	0.00%
62001:CIP Expense	20,476,813	3,408	1,628,924	18,847,890	7.95%
55001:Principal Reduction	620,000	-	-	620,000	0.00%
55002:Interest Expense	219,550	-	110,525	109,025	50.34%
55003:Handling Fees	1,500	-	-	1,500	0.00%
55004:Bond Issuance Costs	212,000	-	45,275	166,725	21.36%
Non-Operating Expense Total	23,514,238	3,408	1,784,723	21,729,515	7.59%
Net Non-Operations Total	(15,514,238)	(3,408)	6,351,506	21,865,744	-40.94%
Excess (Deficiency) of Total Revenue over Total Requirements	(10,365,442)	893,506	11,585,440	1,219,998	-11.77%
Ending Fund Balance	20,664,256	893,506	42,615,138	21,950,882	206.23%
Reserves					
Contingency Reserve	1,984,375	-	1,984,375	-	100.00%
Debt Service Reserve	3,494,232	-	3,494,232	-	100.00%
Reserves Total	5,478,607	-	5,478,607	-	100.00%
Available Fund Balance	15,185,649	-	37,136,531	21,950,882	244.55%



GTEC Revenue

- FY2021 Revenue Budget



- Revenue Budget Sources

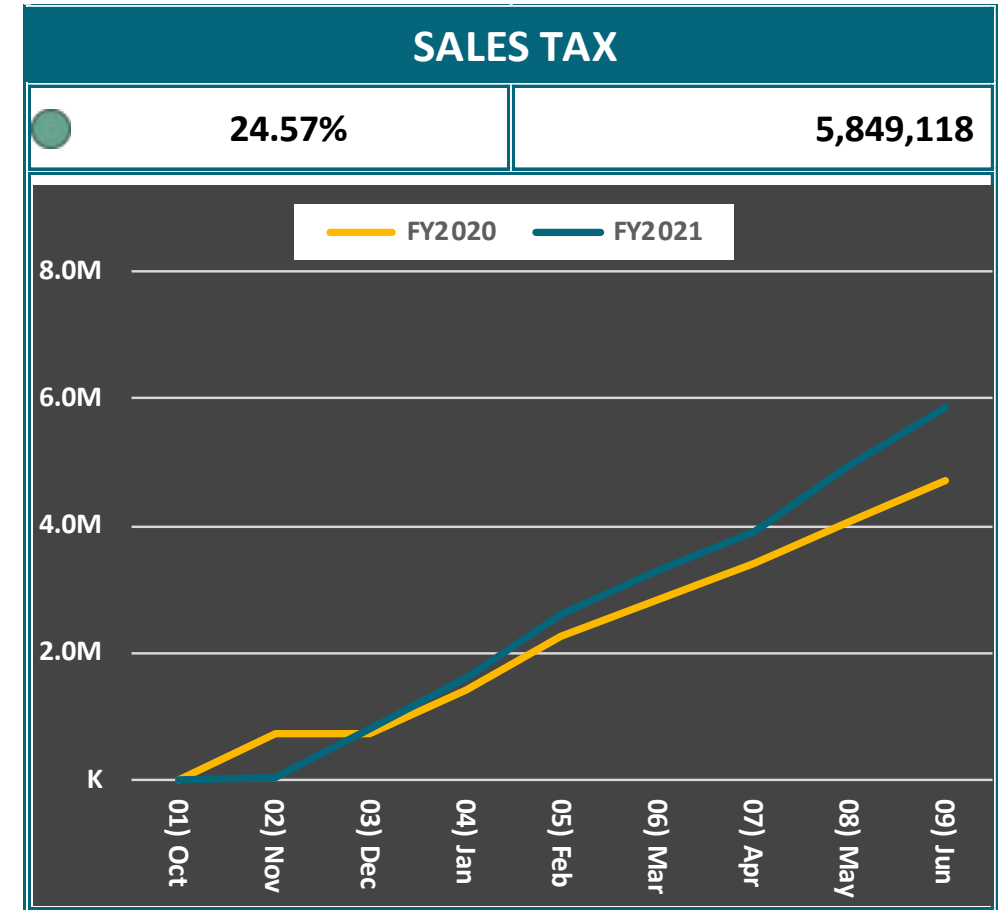
- The FY2021 revenue budget for the GTEC is \$16.3 million
- 99% of budgeted operating revenue is sales tax, \$8.3 million
- Interest Income accounts for \$60,000
- Bond proceeds total \$8 million

GTEC Revenue

COG - GTEC Financial Report							
Period: Jun-21							
	Budget	YTD Comparison				YTD Budget Comparison	
	FY2021	Jun-20	Jun-21	Variance	% Variance	Variance from Budget	% of Budget
Operating Revenue							
40002:Sales Taxes	8,255,000	4,695,507	5,849,118	1,153,611	24.57%	(2,405,882) ●	70.86%
42001:Interest Income	60,000	250,899	21,248	(229,651)	-91.53%	(38,752) ●	35.41%
Operating Revenue Total	8,315,000	4,946,406	5,870,366	923,960	18.68%	(2,444,634) ●	70.60%
Non-Operating Revenue							
46001:Bond Proceeds	8,000,000	4,740,000	7,405,000	2,665,000	56.22%	(595,000) ●	92.56%
46002:Bond Premium	-	-	731,229	731,229	0.00%	731,229 ●	0.00%
Non-Operating Revenue Total	8,000,000	4,740,000	8,136,229	3,396,229	71.65%	136,229 ●	101.70%

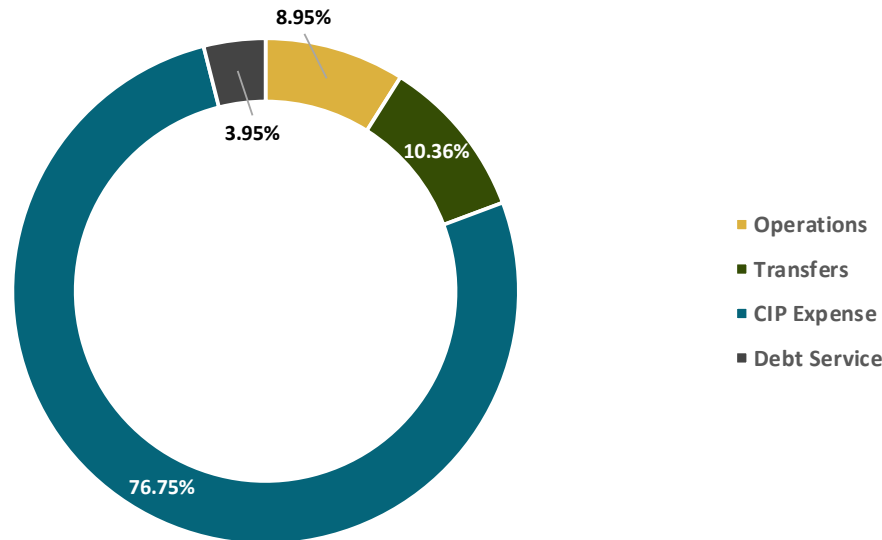
GTEC Revenue

- Sales Tax
 - Year-to-date sales tax revenue totals \$5.85 million, 70.86% of budget
 - FY2021 year-to-date collections are 18.7% more than FY2020 year-to-date collections
 - There is a two-month lag on sales tax collections.



GTEC Expense

- FY2021 Expense Budget



- Expense Budget Sources

- The FY2021 expense budget for the GTEC is \$26.7 million
- 11.9% of budgeted expenses are for operations
- 76.8% of budgeted expenses are for CIP expense
- 10.4% of budget is for transfer out to other City funds.
- 2.3% budget is for debt service payment

GTEC Expense

COG - GTEC Financial Report								
Period: Jun-21								
	Budget	YTD Actuals w/Encumbrances Comparison				YTD Budget Comparison		
	FY2021	YTD Actuals w/Encumbrances: Jun-20	YTD Actuals w/Encumbrances: Jun-21	Variance	% Variance	Variance from Budget		% of Budget
Operating Expense								
51001:Administrative Expense	402,162	307,067	268,108	38,959	-12.69%	134,054	●	66.67%
51005:Professional Services	-	264,149	(55,939)	320,088	-121.18%	55,939	●	0.00%
53001:Public Notices & Recording Fees	300	660	-	660	-100.00%	300	●	0.00%
53010:Uniform Expense	-	383	-	383	-100.00%	-	●	0.00%
53016:Travel Expense	500	-	-	-	0.00%	500	●	0.00%
60004:Capital Outlay - Equipment	-	34,777	-	34,777	-100.00%	-	●	0.00%
60010:Capital Outlay	-	217,800	4,140	213,659	-98.10%	(4,140)	●	0.00%
80001:Transfers Out	2,763,242	365,635	420,122	(54,488)	14.90%	2,343,120	●	15.20%
Operating Expense Total	3,166,204	1,190,471	636,432	554,039	-46.54%	2,529,772	●	20.10%
Non-Operating Expense								
53011:Economic Development Agreement	1,984,375	-	-	-	0.00%	1,984,375	●	0.00%
55001:Principal Reduction	620,000	-	-	-	0.00%	620,000	●	0.00%
55002:Interest Expense	219,550	121,675	110,525	11,150	-9.16%	109,025	●	50.34%
55003:Handling Fees	1,500	750	-	750	-100.00%	1,500	●	0.00%
55004:Bond Issuance Costs	212,000	40,000	45,275	(5,275)	13.19%	166,725	●	21.36%
62001:CIP Expense	20,476,813	138,086	1,628,924	(1,490,838)	1079.65%	18,847,890	●	7.95%
Non-Operating Expense Total	23,514,238	300,511	1,784,723	(1,484,213)	493.90%	21,729,515	●	7.59%

Questions

City of Georgetown, Texas
Transportation Enhancement Corp
July 21, 2021

SUBJECT:

Sales Tax Presentation - Nathan Parras, Assistant Finance Director

ITEM SUMMARY:

Review of the sales tax methodology and projections.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

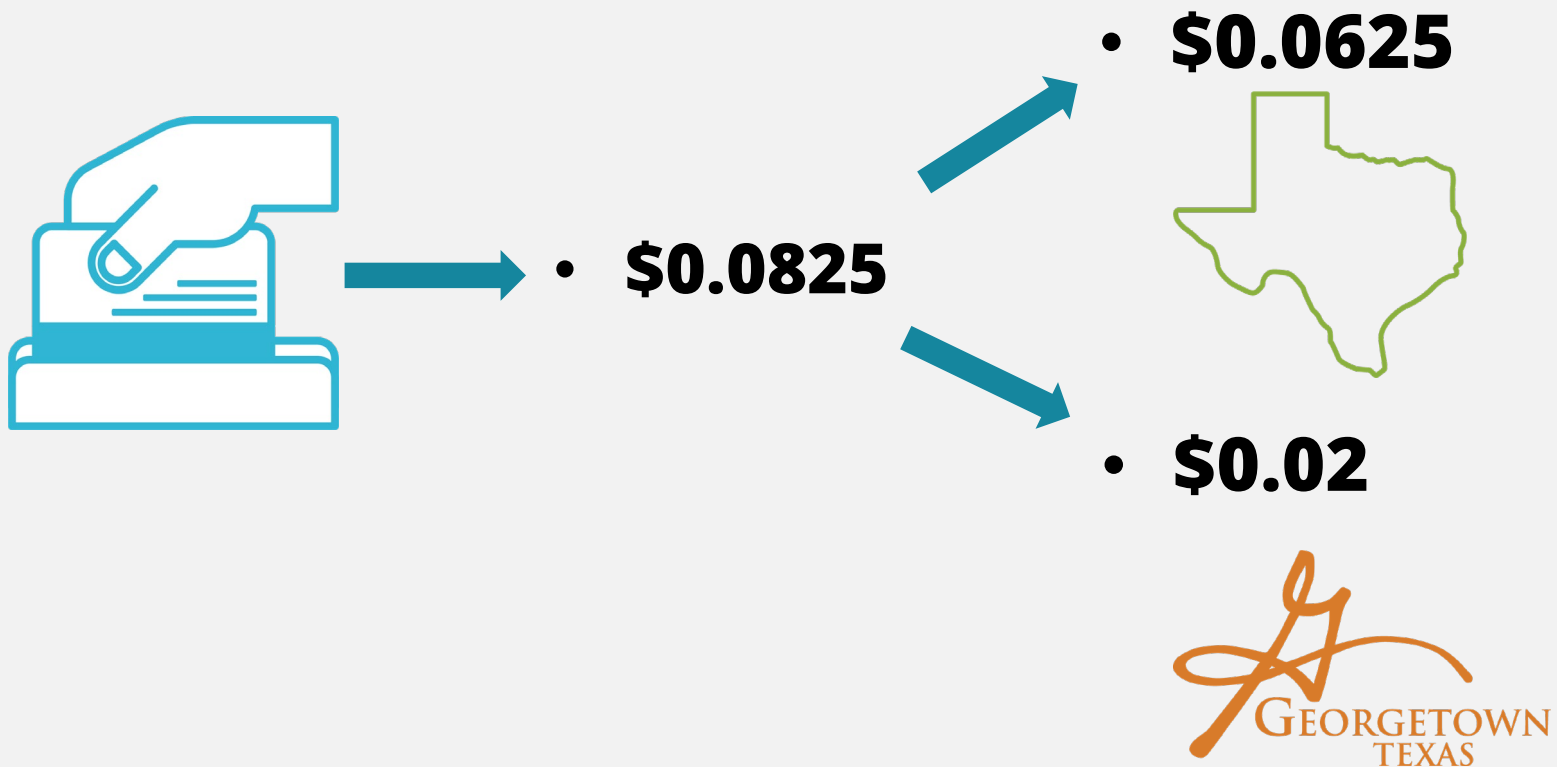
Nathan Parras, Assistant Finance Director

ATTACHMENTS:

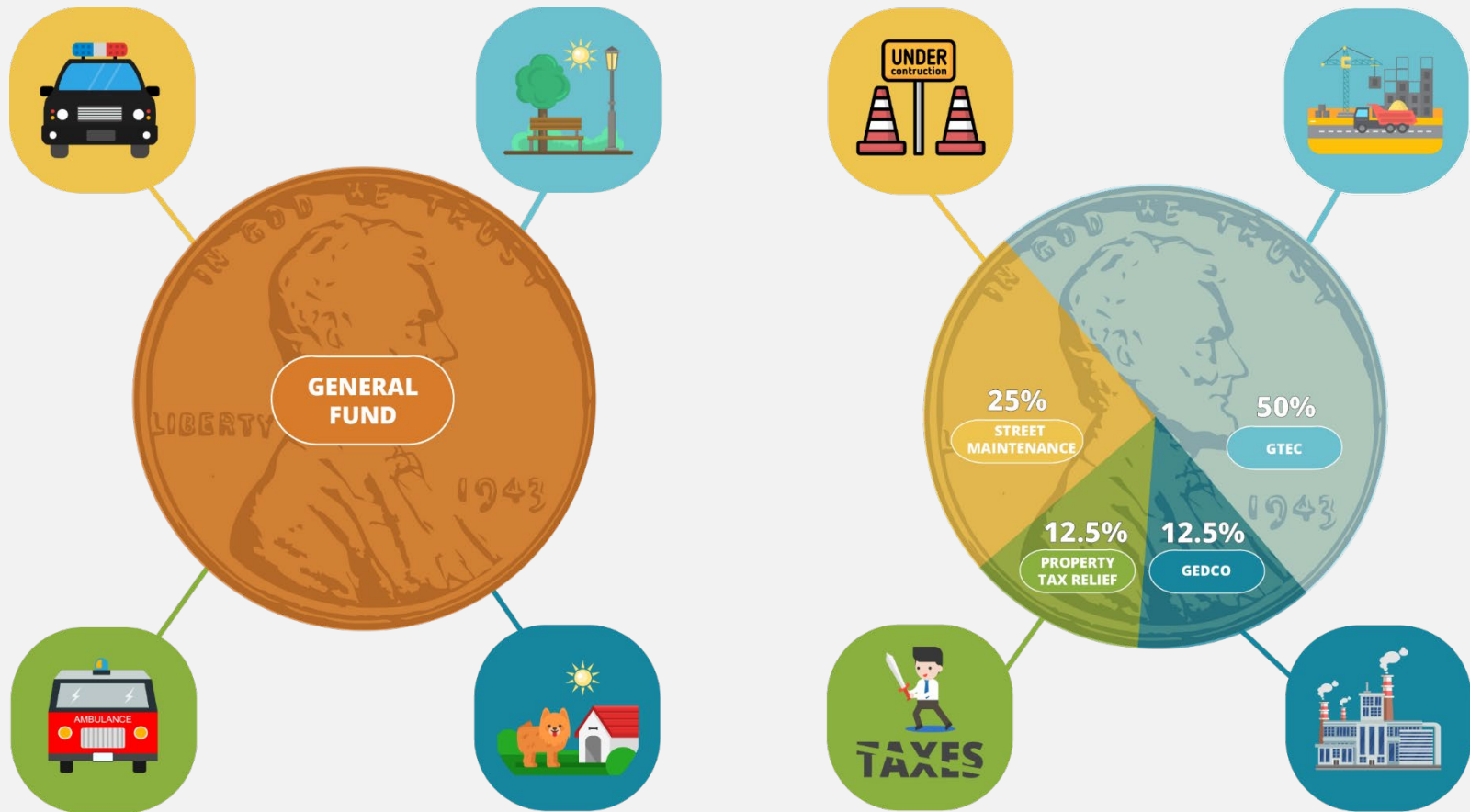
Description		Type
	Sales Tax Presentation	Presentation

Sales Tax Methodology

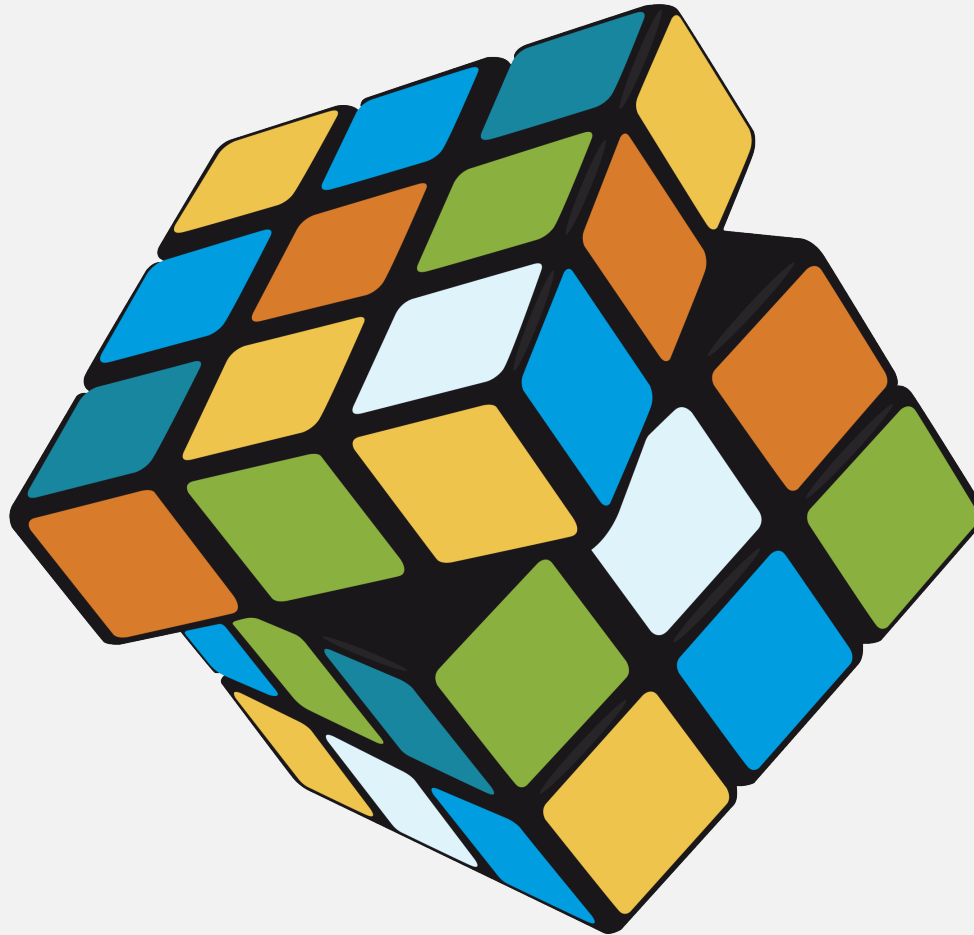
Overview of Sales Tax



Sales Tax Break Down – The City of Georgetown's Two Cents



Sales Tax Model – Shape of Data

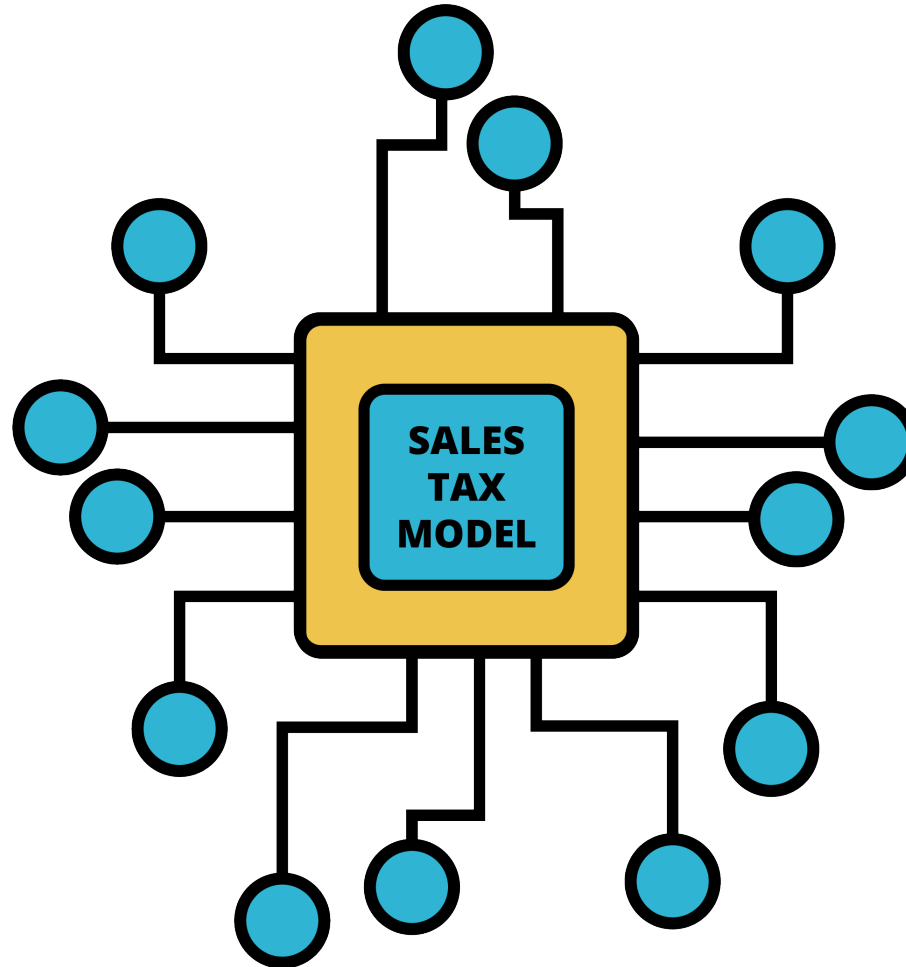


Sales Tax Model – Large Data Sources

- Two Major Sources of Data:
 - Confidential Report from the State Comptrollers Office (200,000 rows of data per month)
 - All Cities Data (230,000 rows of data annually)

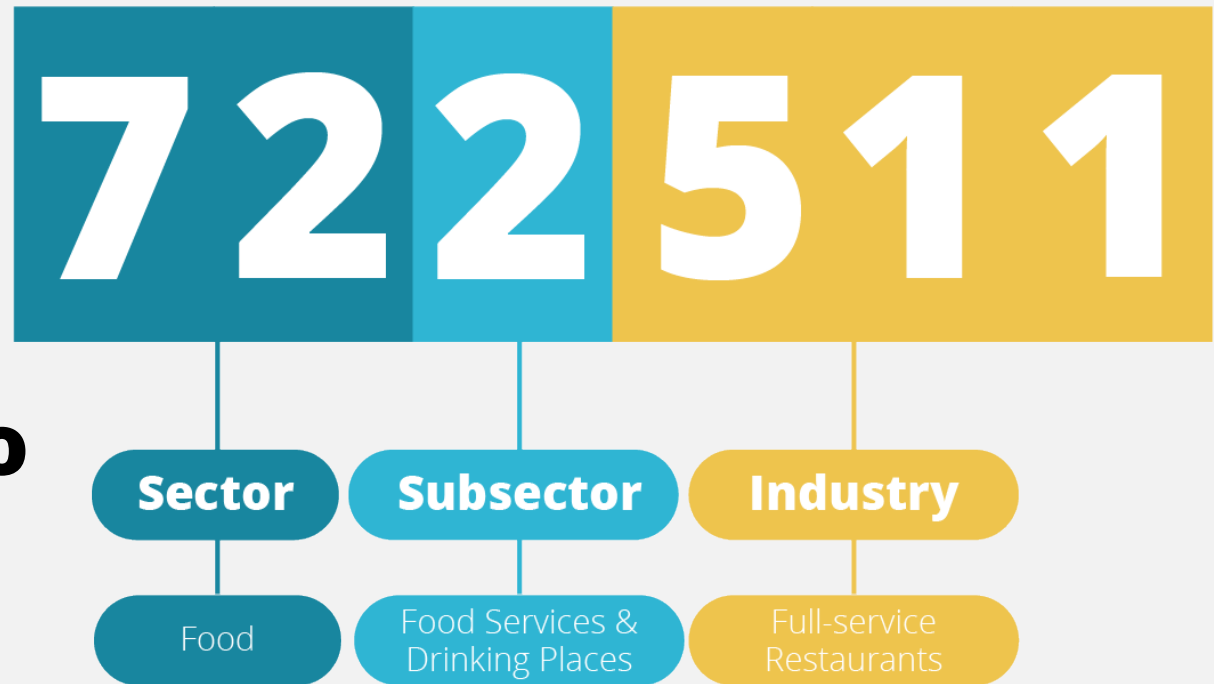


Sales Tax Model – Excel Power Pivot

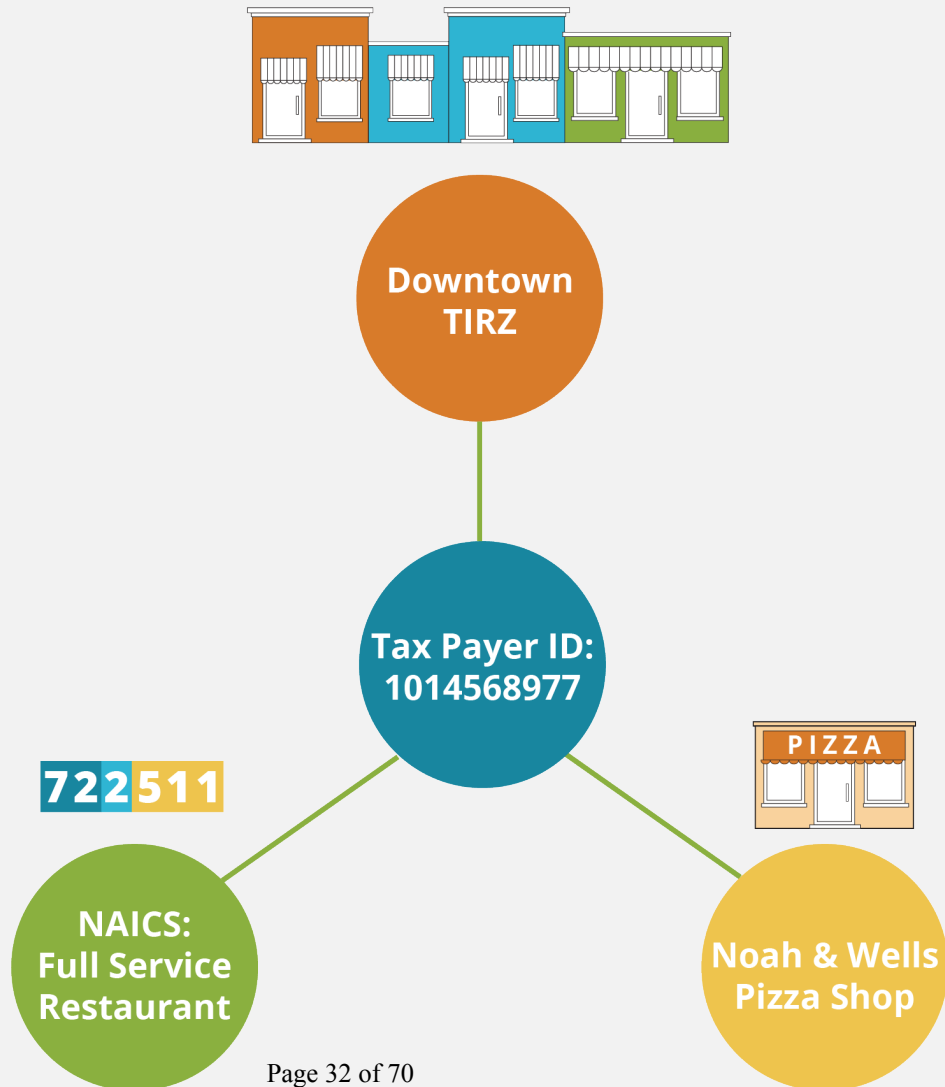


Sales Tax Model - NAICS

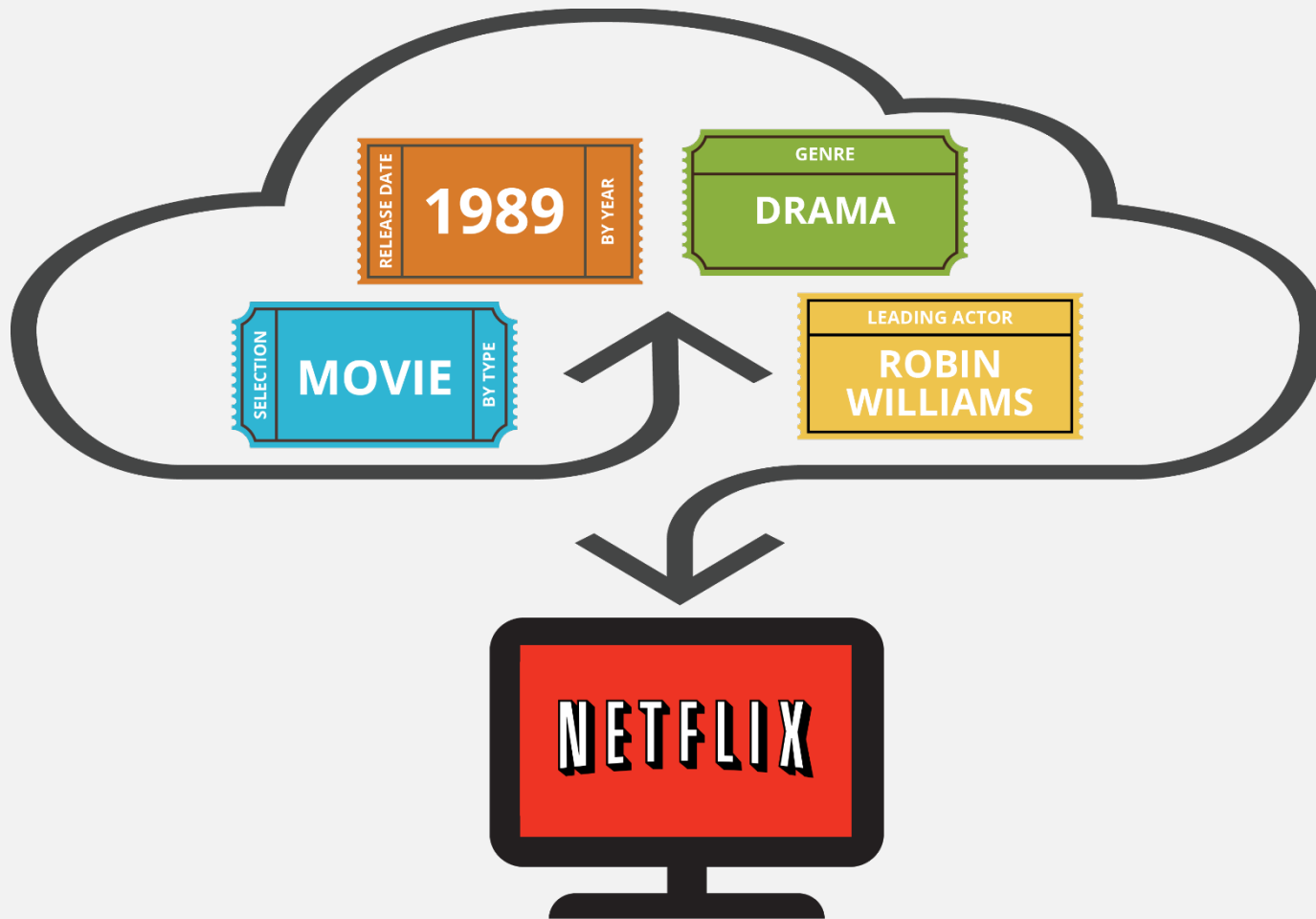
**North
American
Industrial
Classificatio
n
System**



Sales Tax Model - Tables



Sales Tax Model - Slicers



Sales Tax Model - Slicers

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

2011

2012

2013

2014

2015

2016

2017

2018

GT Period

01) Oct

02) Nov

03) Dec

04) Jan

05) Feb

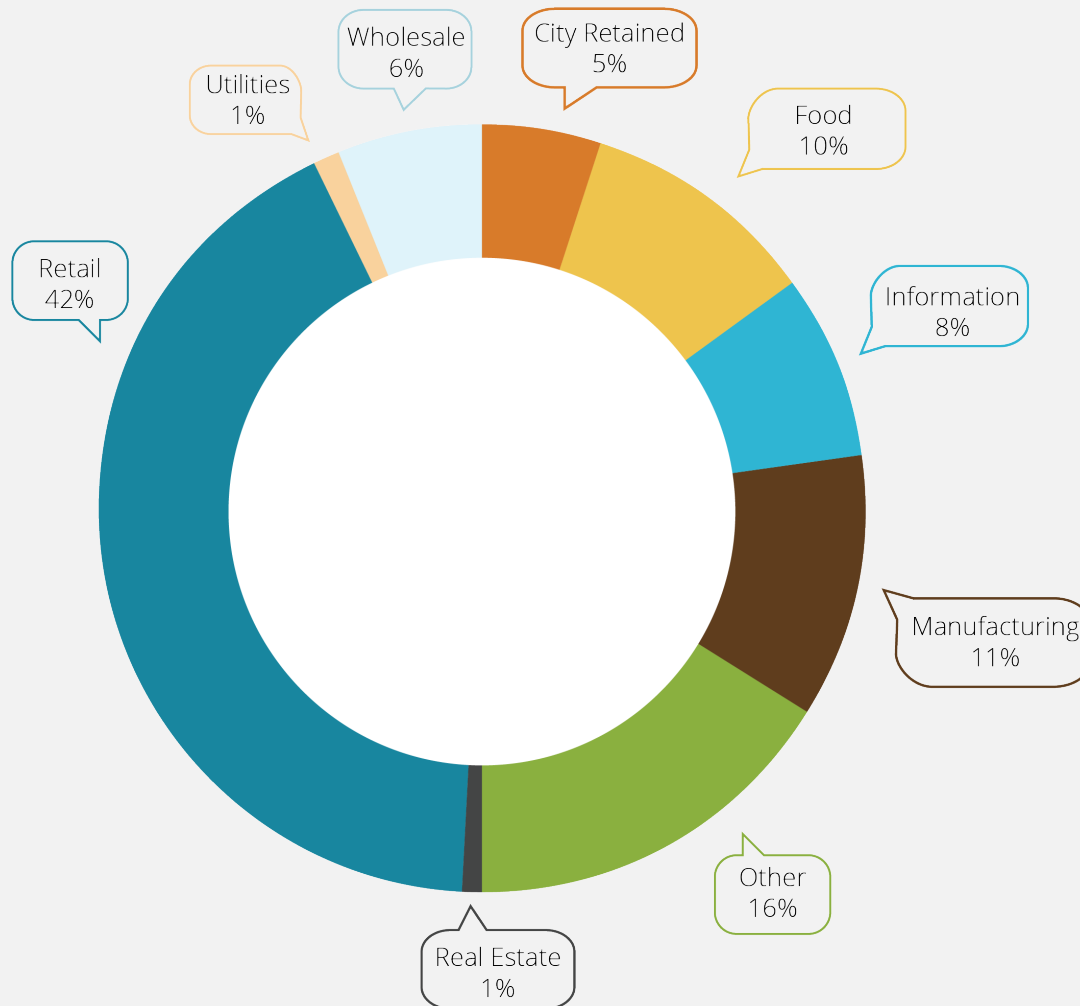
06) Mar

07) Apr

08) May

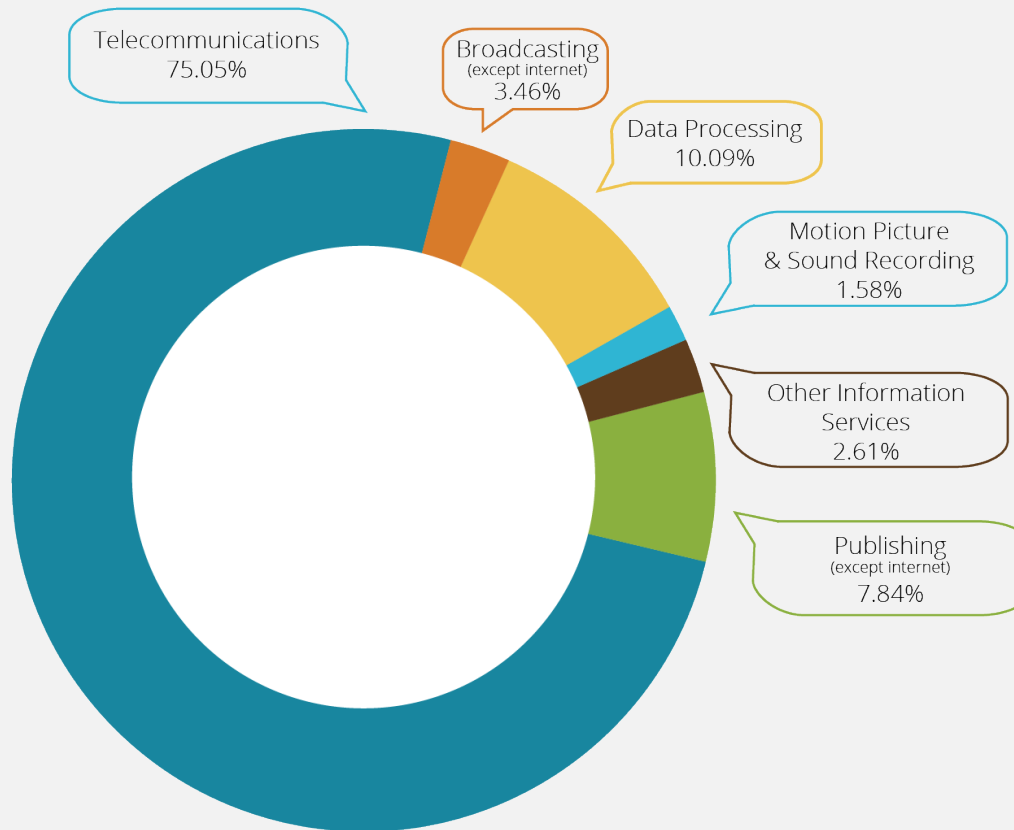
Sum of Sales Tax Revenue				
Column Labels				
Row Labels	2011	2012	2013	
01) Oct		1,137,757.57	1,403,227.99	1
02) Nov	1,247,447.37	1,210,680.94	1,319,755.11	1
03) Dec	1,862,571.57	1,795,704.54	1,862,980.60	2
04) Jan	1,075,141.82	1,174,048.71	1,322,748.61	1
05) Feb	902,353.79	1,186,460.66	1,219,289.54	1
06) Mar	1,742,220.42	1,700,263.27	1,872,467.68	1
07) Apr	1,153,913.52	1,309,428.95	1,357,122.18	1
08) May	1,186,025.98	1,312,732.82	1,538,517.16	1
09) Jun	1,601,667.28	1,605,600.96	1,840,038.02	1
10)Jul	1,118,781.72	1,450,535.59	1,472,600.33	1
11)Aug	1,216,361.31	1,392,247.38	1,535,055.12	1
12)Sep	1,440,117.89	1,417,171.02	2,020,593.60	1
Grand Total	14,546,602.67	16,692,632.41	18,764,395.94	20

Sales Tax Model - Sector



- **FY2020 core sectors - 63%**
 - **Food**
 - **Retail**
 - **Information**

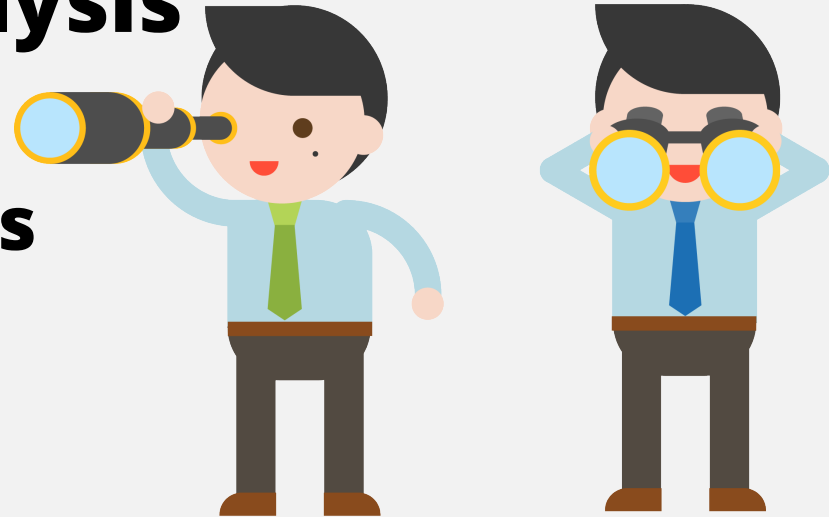
Sales Tax Model - Subsector



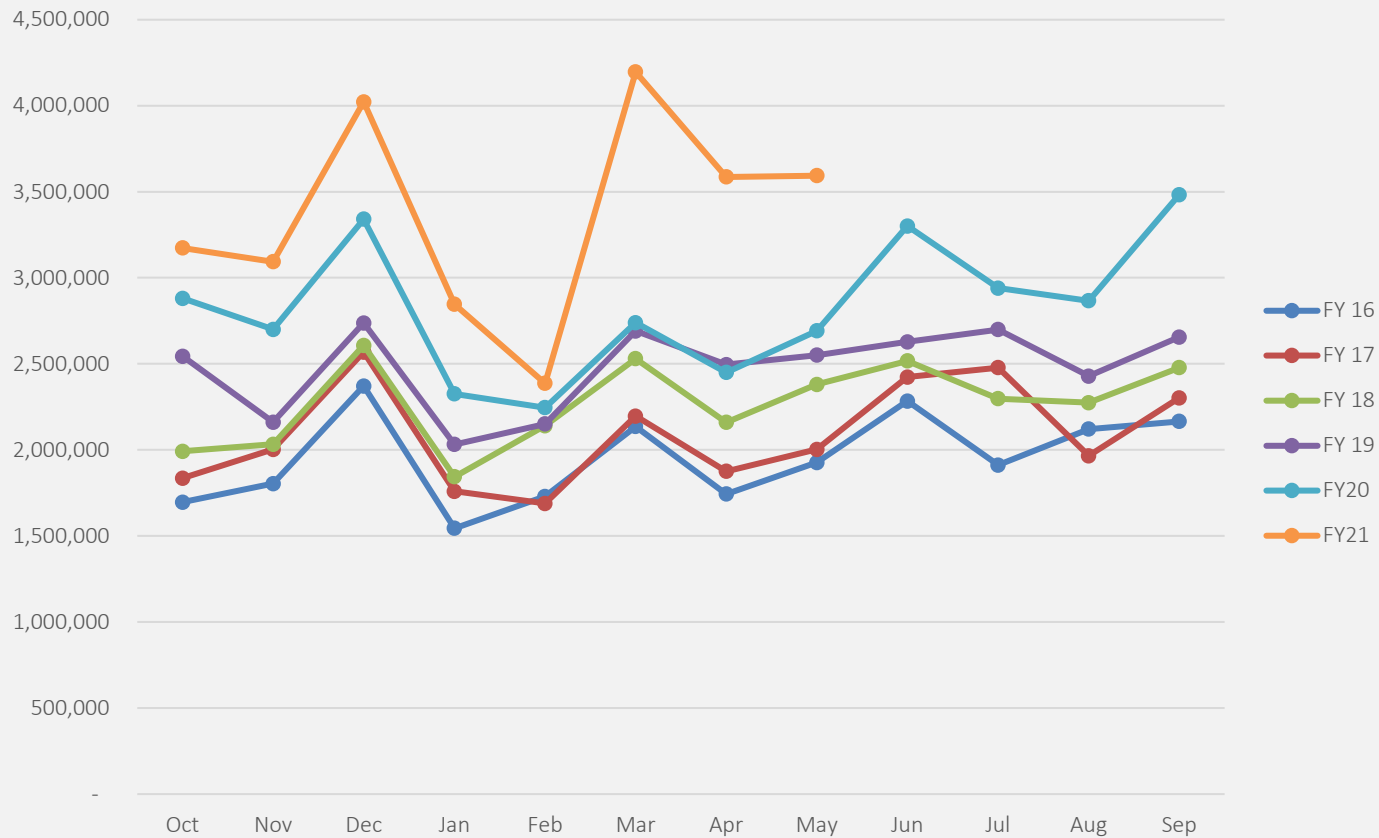
- **Information Subsector**

Forecasting – Multiple Views

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



Forecasting – Consistency in Data



Forecasting - Multiplier

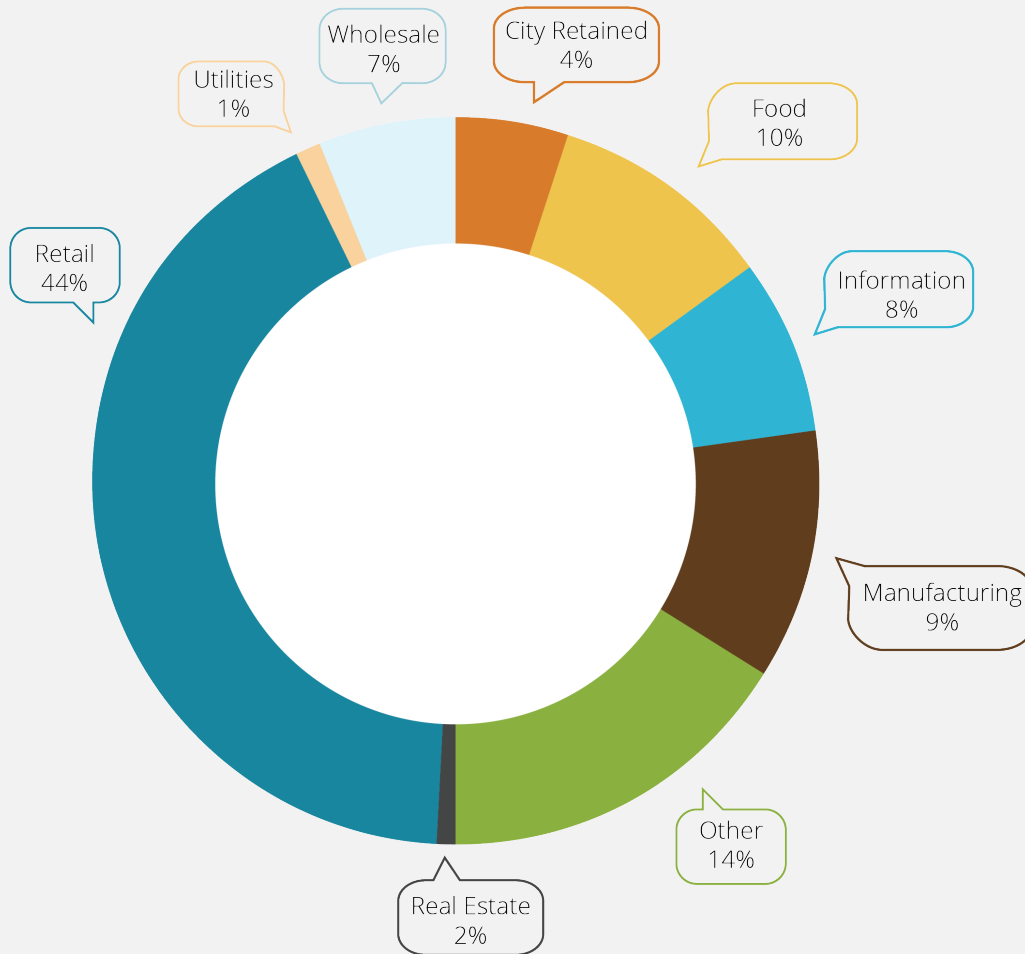
Month	Month %	Running Month %	Multiplier
01) Oct	7.28%	7.28%	13.74
02) Nov	7.25%	14.53%	6.88
03) Dec	10.36%	24.89%	4.02
04) Jan	7.18%	32.07%	3.12
05) Feb	6.77%	38.84%	2.57
06) Mar	9.65%	48.49%	2.06
07) Apr	7.83%	56.32%	1.78
08) May	8.06%	64.38%	1.55
09) Jun	9.80%	74.18%	1.35
10) Jul	8.18%	82.35%	1.21
11) Aug	8.34%	90.69%	1.10
12) Sep	9.31%	100.00%	1.00

Forecasting – Another way to think about this...

Player	Average Points Per Game	% of Total Points	Projected Team Total
Tim Duncan	19	40%	87.5
Tony Parker	15.5	30%	93.3
Manu Ginobili	13.3	27%	88.9



Forecasting – Major Sectors

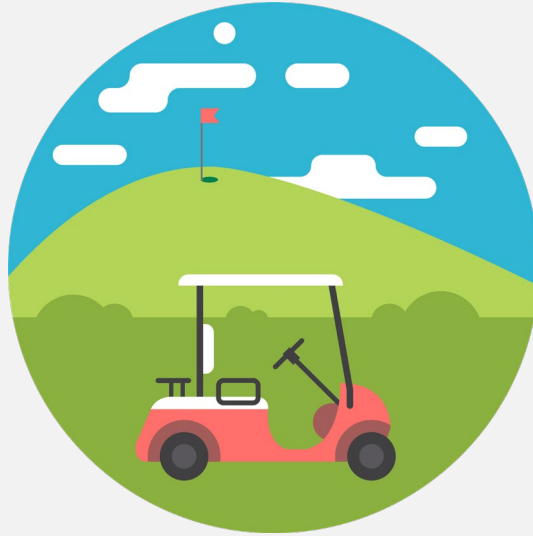


- **Four Year Average of Sectors**
 - **Food**
 - **Retail**
 - **Information**

Forecasting

- **Multi-Level Analysis**
 - **Georgetown Data**
 - **Austin MSA region**
 - **Top Twenty cities in Texas**
 - **Regions in Texas**
 - **All Cities in Texas**

Forecasting – Score Card



Fiscal Year	Actual	Projection	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%
FY2019	\$29,478,587	\$29,750,000	(271,413)	-0.91
FY2020*	\$33,965,302	\$31,900,000	(2,065,302)	-6.08
Total	\$160,223,958	\$157,950,000	(2,273,958)	1.42

Forecasting

- **FY2020: all four-year end models are all in agreement.**
 - **Aggregate Linear 6M 40.2M**
 - **Aggregate Linear 12 M 39.3M**
 - **Aggregate Linear 18M 38.5M**
 - **Correlation 41.6M**

Forecasting

Fund	FY2021 Projection	FY2022 Budget
100 – General Fund	\$22,921,875	\$23,953,359
203 – Street Maintenance Fund	\$5,093,750	\$5,322,969
400 – GTEC Fund	\$10,187,500	\$10,645,938
420 - GEDCO	\$2,546,875	\$2,661,484
Total Sales Tax	\$40,750,000	\$42,583,750

Questions

City of Georgetown, Texas
Transportation Enhancement Corp
July 21, 2021

SUBJECT:

Consideration and possible approval of the minutes from the April 21, 2021 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
□	04.21.21 GTEC Minutes	Backup Material

**Minutes of the Meeting of
Georgetown Transportation Enhancement
Corporation and the Governing Body of the City of
Georgetown, Texas
Wednesday, April 21, 2021**

The Georgetown Transportation Enhancement Corporation of the City of Georgetown, Texas, met on **Wednesday, April 21, 2021.**

Board Members Present: Mike Triggs, Keith Fruge, John Marler, Bob Whetsell, Shawn Hood, William Boughton

Board Members Absent: Colin McGahey

Staff Present: David Morgan, Laurie Brewer, Wayne Reed, Michaela Dollar, Noah Koontz, Wesley Wright, Nathan Parras, Chris Pousson, Dan Southard, Katherine Clayton, Will Parrish, Travis Baird

Others Present: None

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 3:32 PM by David Morgan
- B. Introduction of New Board Members and Visitors
 - New board members and staff were introduced.
- C. Review Board/Meeting Procedures – Noah Koontz, GTEC Board Liaison
 - Board Liaison reviewed board meeting procedures with the new board members including absences and quorum.
- D. April 2021 GTEC Updates – Wesley Wright, P.E., Systems Engineering Director
 - Wright presented the board with transportation updates. The board had no questions.
- E. Presentation of Georgetown Transportation Enhancement Corporation

preliminary monthly financial reports for January 20, 2021. – Nathan Parras, Assistant Finance Director; Leigh Wallace, Finance Director

- Parras presented the board with the monthly financial report. The board had no questions.

Legislative Regular Agenda:

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

- **John Marler nominated as GTEC President MOTION by Mike Triggs second by Bob Whetsell. APPROVED unanimously 6-0-1 absent: McGahey.**

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

- **Colin McGahey nominated as GTEC Vice-President MOTION by Mike Triggs second by Keith Fruge. APPROVED unanimously 6-0-1 absent: McGahey.**

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

- **Keith Fruge nominated as GTEC Secretary MOTION by Mike Triggs second by John Marler. APPROVED unanimously 6-0-1 absent: McGahey.**

I. Review and possible action related to the Day and Time of the GTEC Board Meetings. – Noah Koontz, GTEC Board Liaison

- **MOTION to keep GTEC meetings to the third Wednesday of every month at 3:30pm by Keith Fruge second by William Boughton. APPROVED unanimously 6-0-1 absent: McGahey.**

- J. Consideration and possible approval of the minutes from the January 20,2021 GTEC Board Meeting – Noah Koontz, GTEC Board Liaison

- **MOTION by Bob Whetsell second by Bob Marler. APPROVED unanimously 6-0-1** absent: McGahey.

- K. Consideration and possible action to formally terminate and agreement between the City and GTEC related to the funding of the Mays Street/Rabbit Hill project – Laurie Brewer, Assistant City Manager

- Brewer presented the item to the board.
- Fruge asked if there were other similar situations with other projects that GTEC has financed.
- Brewer replied that the Rivery project was one that is in a similar situation.
- **MOTION by Keith Fruge second by Shawn Hood. APPROVED unanimously 6-0-1** absent: McGahey.

- L. Public hearing by the Georgetown Transportation Enhancement Corporation (GTEC) regarding the expenditure of 4B sales tax funds for the proposed Titan NorhtPark35 Project – Michaela Dollar, Economic Development Director

- Dollar presented the item to the board.
- The item was opened for public hearing. There was no public comment.
- The item was closed for public hearing.

M. 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 Deliberation Regarding Economic Development Negotiations
Project Diana – Michaela Dollar, Economic Development Director

N. 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 Deliberation Regarding Economic Development Negotiations
Project Access – Michaela Dollar, Economic Development Director

O. Consideration and possible action from Executive Session – Project Diana –
Michaela Dollar, Economic Development Director

- **MOTION by Keith Fruge second by Shawn Hood. APPROVED
unanimously 6-0-1 absent: McGahey.**

P. Consideration and possible action from Executive Session – Project Access –
Michaela Dollar, Economic Development Director

- **MOTION by Keith Fruge second by Shawn Hood. APPROVED
unanimously 6-0-1 absent: McGahey.**

ADJOURNMENT:

- **MOTION by John Marler second by Shawn Hood. APPROVED unanimously 6-0-1 absent: McGahey.**

Meeting adjourned at 3:50 PM.

Approved:

Attest:

John Marler - President

Keith Fruge – Secretary

Cindy Medrano – Board Liaison

City of Georgetown, Texas
Transportation Enhancement Corp
July 21, 2021

SUBJECT:

Discussion and possible action to recommend the FY2022 proposed GTEC budget and administrative services contract – Nathan Parras, Assistant Finance Director

ITEM SUMMARY:

The proposed FY2022 GTEC budget includes projects identified for funding along with administrative costs and total funding requirements.

The proposed FY2022 budget identifies revenues and specific projects planned for the upcoming year, as well as costs associated with past debt issuances.

- Proposed FY2022 Budget Presentation and Fund Schedule
- Proposed FY2022 Administrative Contract

FINANCIAL IMPACT:

SPECIAL CONSIDERATIONS

Council is scheduled to act on all components of the FY2022 budget in September 2021.

SUBMITTED BY:

Nathan Parras, Assistant Finance Director

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	GTEC Administrative Services Contract	Backup Material
<input type="checkbox"/>	FY2022 GTEC Budget and Contract Presentation	Presentation
<input type="checkbox"/>	GTEC Summary	Backup Material

**ADMINISTRATIVE SERVICES CONTRACT
BETWEEN THE CITY OF GEORGETOWN, TEXAS
AND THE GEORGETOWN TRANSPORTATION ENHANCEMENT
CORPORATION**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

THIS CONTRACT FOR SERVICES ("Contract") is made by and between the City of Georgetown, 808 Martin Luther King Jr., Georgetown, Texas 78626, hereinafter called "City" and the Georgetown Transportation Enhancement Corporation, having its principal business address at 808 Martin Luther King Jr., Georgetown, Texas 78626, hereinafter called "Corporation" for the purpose of contracting for administrative services of the staff and employees of the City.

WITNESSETH

WHEREAS, on May 5, 2001 the City established the Corporation pursuant to Vernon's Rev. Civ. Stat. Ann., Article 5190.6. Section 4(B) to pay the costs of streets, roads, drainage, and other related transportation system improvements, including the payment of maintenance and operating expenses associated with such authorized projects.

WHEREAS, on October 9, 2001 the City approved the Articles of Incorporation and Bylaws of the Corporation.

WHEREAS, Section 3.08 of said Bylaws provide that the City and the Corporation shall execute an administrative services contract for the services to be provided to the Corporation by the City by the general manager, finance manager, Secretary, and other City services or functions, pursuant to Vernon's Rev. Civ. Stat. Ann. Section 2(4), as amended, which authorizes the Corporation to pay administrative, legal and engineering services expenses which are necessary or incidental to placing a project into operation; and

WHEREAS. the City and Corporation desire to contract for administrative services described as follows: the services provided by the City Manager, Finance Director, City Secretary, and the staff and employees of the City's Finance and Administration Division, the Transportation Division, and the City Attorney's Office,

AGREEMENT

NOW, THEREFORE, the City and Corporation, in consideration of the mutual covenants and agreements herein contained, do hereby mutually agree as follows:

ARTICLE I SCOPE OF SERVICES TO BE PROVIDED BY CITY

The City will furnish items and perform those services for fulfillment of the Contract as identified in the Bylaws of the Corporation as set forth in bylaws of the corporation.

ARTICLE 2 CONTRACT PERIOD

This Contract shall begin at the start of business on October 1, 2021 and terminate at the close of business on September 30, 2022 unless extended by written supplemental agreement duly executed by the Corporation and the City prior to the date of termination. Any work performed or cost incurred after the date of termination shall be ineligible for reimbursement.

ARTICLE 3 CONTRACT PRICE

Corporation shall pay City for the services contemplated herein as follows:

1. For all administrative and legal services, the monthly fee of \$20,618 as identified in Attachment A.
2. external third party legal services will be billed separately as needed.

The allocation of costs will be identified annually in Attachment A – GTEC Allocation Breakdown

ARTICLE 4 PAYMENT PROCEDURES

The Corporation shall pay the City \$20,618 per month on the first of each month, beginning on October 1, 2021, during the term of this Agreement. In addition, the Corporation shall pay for all external legal or other professional services invoices pursuant to the Article 3 within thirty (30) days of receipt.

ARTICLE 5 OWNERSHIP OF DOCUMENTS

All data, basic sketches, charts, calculations, plans, specifications, and other documents created or collected under the terms of this Contract are the exclusive property of the Corporation and shall be furnished to the Corporation upon request. Release of information shall be in conformance with the Texas Public Information Act.

ARTICLE 6 SUSPENSION

As authorized by Section 3.08 of the Corporation's Bylaws, the City may suspend services under this Contract without committing a breach of its terms upon the occurrence of any of the following:

- (1) The City Manager does not approve of the utilization of any or all services;
- (2) The City Manager feels the City is not receiving reasonable compensation for any or all services; or
- (3) The performance of a service materially interferes with the other duties of the affected City personnel.

ARTICLE 7 TERMINATION

The Contract may be terminated before the stated termination date by any of the following conditions:

- (1) By mutual agreement and consent, in writing of both parties.
- (2) By either party, upon the failure of the other party to fulfill its obligations as set forth herein.
- (3) By either party for reasons of its own and not subject to the mutual consent of the other party, upon not less than thirty (30) days written notice to the other party.

The termination of this Contract and Payment of an amount in settlement as prescribed in Article 3, above shall extinguish all rights, duties, and obligations of the City and the Corporation under this Contract.

ARTICLE 8 INDEMINIFICATION

Corporation's Indemnification. The Corporation agrees, to the extent permitted by law, to save harmless the City and its officers and employees from all claims and liability due to activities of itself, its agents, or employees, performed under this Contract and which are caused by or result from error, omission, or negligent act of the Corporation or of any person employed by the Corporation. The Corporation shall also save harmless the City from any and all expense, including,

but not limited to, attorney fees which may be incurred by the City in litigation or otherwise resisting said claim or liabilities which may be imposed on the City as a result of such activities by the Corporation, its agents, or employees. This indemnity shall not include claims based upon or arising out of the willful misconduct of City, its officers or employees. Further, this indemnity shall not require payment of a claim by City or its officers or employees as a condition precedent to City's recovery under this provision.

City's Indemnification. The City agrees, to the extent permitted by law, to save harmless the Corporation from all claims and liability due to activities of itself, its agents, or employees, performed under this Contract and which are caused by or result from error, omission, or negligent act of the City or of any person employed by the City. The City shall also save harmless the Corporation from any and all expense, including, but not limited to, attorney fees which may be incurred by the Corporation in litigation or otherwise resisting said claim or liabilities which may be imposed on the Corporation as a result of such activities by the City, its agents, or employees. This indemnity shall not include claims based upon or arising out of the willful misconduct of Corporation, its officers or employees. Further, this indemnity shall not require payment of a claim by Corporation or its officers or employees as a condition precedent to Corporation's recovery under this provision.

ARTICLE 9 SEVERABILITY

In the event any one or more of the provisions contained in this Contract shall for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE 10 PRIOR CONTRACTS SUPERSEDED

This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein.

ARTICLE 11 NOTICES

All notices to either party by the other required under this Contract shall be personally delivered or mailed to such party at the following respective addresses:

For City: City Manager
City of Georgetown
P.O. Box 409
Georgetown, Texas 78627

For Corporation: General Manager
Georgetown Transportation Enhancement Corporation
P.O. Box 409
Georgetown, Texas 78627

ARTICLE 12
SIGNATORY WARRANTY

The undersigned signatory or signatories for the parties hereby represent and warrant that the signatory is an officer of the organization for which he or she has executed this Contract and that he or she has full and complete authority to enter into this Contract on behalf of the firm. The above-stated representations and warranties are made for the purpose of inducing the other party to enter into this Contract.

IN WITNESS HEREOF, the City and the Corporation have executed these presents in duplicate on this the _____ day of _____, 2021.

GEORGETOWN TRANSPORTATION ENHANCEMENT CORPORATION

By: _____
Printed Name: _____
Title: _____

ATTEST:

By: _____
Printed Name: _____
Title: _____

CITY OF GEORGETOWN

By: _____
Printed Name: Josh Schroeder
Title: Mayor

ATTEST:

By: _____
Printed Name: Robyn Densmore
Title: City Secretary

APPROVED AS TO FORM:

Printed Name: Skye Masson
Title: City Attorney

Attachment A

The GTEC Administrative Allocation for departments such as Transportation Administration, City Manager's Office, Finance and Accounting, and the Legal Department totals \$247,416 for FY2022. This equates to \$20,618 per month.



GTEC Budget Process

- GTEC - “component unit” of the City
 - GTEC Board recommends budget to City Council
 - City Council adopts in August/September
- Guided by GTEC Fiscal and Budgetary Policy
- Transportation Improvement Program (TIP) adopted annually
 - 5 Year project plan
 - Projects meet legal criteria for 4B sales tax and the voter referendum language
 - Project timing may be adjusted annually

GTEC Budget Process

- GTEC budget developed annually –
 - Revenue estimates for upcoming year
 - Sales Tax
 - Interest
 - Expenses for upcoming year of projects from TIP, and roll overs from previous years
 - Debt service – from previously issued debt for projects
 - Administrative costs
 - Staff, overhead, project management

Revenue

- Sales tax is projected to end FY2021 at \$10,187,500
 - Exceeds budget due to strong fiscal year
 - 20% increase over prior year actuals
- FY2022 Sales Tax is projected to be \$10,645,938, which is an increase of 4.5% over FY2021 projections
- Interest revenue is budgeted at \$24,000 in FY2022

Revenue

- Bond Proceeds total \$5.2 million
 - Capella - \$1.5 million
 - Costco - \$2.0 million
 - Project Diana - \$1.7 million

Expenditures

- Administrative Costs/Overhead - \$247,416
 - General Fund (City Managers Office, Public Works, Etc.)
 - \$73,318
 - Joint Service Fund (Accounting, Finance Admin, Legal, Etc.)
 - \$174,098
- 38.5% reduction based on updates to allocation methodology
 - General Fund – decrease because the Planning Department is no longer allocated out to other funds
 - Joint Service Fund – decrease due to an update to the distribution of Legal Department workload.

Expenditures

- Transportation Expenditures
 - Capella - \$1.5 million
 - Costco - \$2.0 million
 - Project Diana - \$1.7 million
- Debt Service
 - \$839,750 for previously issued debt
 - \$104,750 for new issuance costs and handling fees
- Funding for undetermined projects
 - \$2.5 million

Conclusion

- Discussion
- Recommendation to Council

GEORGETOWN TRANSPORTATION ENHANCEMENT CORP FUND

The purpose of the Georgetown Transportation Enhancement Corporation Fund (GTEC), a Sales Tax Corporation, is to promote economic and community development within the City and the State of Texas through the payment of costs for streets, roads, drainage, and other related transportation system improvements including the payment of maintenance and operating expenses associated with such authorized projects. The funding source for GTEC is ½ cent of the City's sales tax rate.

FISCAL YEAR 2021

Total revenues are projected to be \$18.3 million, which includes \$8.1 million of bond proceeds budgeted for the Aviation Drive Project. Sales tax collections are projected to end the year at \$10.2 million, 20% more than budget. Sales tax collections remained strong throughout the year due to strong economic growth despite the pandemic.

Total expenses are projected to be \$26.6 million. Projects in progress for this year include Aviation Drive, Southeast Inner Loop, Rabbit Hill Road, and Highway 29.

Total fund balance is projected to be \$22.6 million by September 30th 2021, which includes a debt service reserve of \$3.5 million and a contingency reserve of \$2 million.

FISCAL YEAR 2022

Budgeted revenues are expected to total \$15.9 million, a 4.5% increase over 2021 projections. Bond proceeds are budgeted at \$5.2 million to fund proposed roadway improvements for Capella, Costco, and Project Diana. Interest revenue is expected to continue to decrease because of low rates..

Budgeted expenses total \$12 million. This includes \$5.2 million for the capital projects previously mentioned. A reserve of \$2.5 million is appropriated in Operations for economic development projects that may come up during the fiscal year. GTEC's total self-supporting debt service payments include \$900K in the fund, and \$3.2 million of transfers out to the General Debt service fund. The Joint Services Fund allocation decreased due to an updated distribution of Legal Department workload. The General Fund allocation decreased because the Planning Department is no longer allocated out to other funds.

Total fund balance is projected to be \$26.4 million by September 30th 2022. This fund is budgeted to meet the policy of allocating 25% of sales tax as a contingency reserve. This fund also meets a debt service reserve of \$3.9 million.

FUND SCHEDULE

GTEC

	FY2020	FY2021		FY2022		
	Actuals	Amended Budget	Projected	Base Budget	Changes	Proposed Budget
Beginning Fund Balance	21,649,668	31,029,698	31,029,699	22,698,301	-	22,698,301
Revenue						
40002:Sales Taxes	8,491,326	8,255,000	10,187,500	10,645,938	-	10,645,938
42001:Interest Income	272,223	60,000	24,544	24,000	-	24,000
46001:Bond Proceeds	4,740,000	8,000,000	7,405,000	5,200,000	-	5,200,000
46002:Bond Premium	-	-	731,229	-	-	-
Revenue Total	13,503,548	16,315,000	18,348,273	15,869,938	-	15,869,938
Expense						
Operations	470,487	2,387,337	2,386,565	2,747,716	-	2,747,716
Operating Capital	234,936	-	0	-	-	-
Capital	135,633	20,476,813	20,476,813	5,200,000	-	5,200,000
Debt Service	879,100	1,053,050	1,053,050	944,500	-	944,500
Transfers	2,403,361	2,763,242	2,763,242	3,232,111	-	3,232,111
Expense Total	4,123,518	26,680,442	26,679,671	12,124,327	-	12,124,327
Ending Fund Balance	31,029,699	20,664,256	22,698,301	26,443,912	-	26,443,912
Reserves						
Contingency	1,984,375	1,984,375	1,984,375	2,617,664	-	2,617,664
Debt Service Reserve	3,602,792	3,494,232	3,494,232	3,918,959	-	3,918,959
Reserves Total	5,587,167	5,478,607	5,478,607	6,536,623	-	6,536,623
Available Fund Balance	25,442,532	15,185,649	17,219,694	19,907,289	-	19,907,289