



CITY OF DEL RIO, TEXAS
DEL RIO ECONOMIC DEVELOPMENT CORP.
MEETING
COUNCIL CHAMBERS - CITY HALL
109 WEST BROADWAY
AUGUST 14, 2017 - 12:00 P.M.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. INVOCATION
4. PLEDGE OF ALLEGIANCE
5. APPROVAL OF MINUTES
 - a. Approval of Minutes for July 6, 2017 Meeting
6.

OTHER BUSINESS
(ACTION MAY BE TAKEN ON THESE MATTERS)

 - a. Discussion and Approval of Proposed EDC Budget for FY 2017-2018
 - b. Update and Possible Action on Proposed Timelines for Project A
 - c. Financial Report
 - d. Confirm September 2017 Meeting
7. ADJOURNMENT

I, Alma Levrie, City Secretary, hereby certify that the above agenda was posted on the bulletin board in the Municipal Building and on the bulletin board immediately outside the Municipal Building on or before 12:00 p.m. on the 11th day of August 2017.

A handwritten signature in cursive script, appearing to read "Alma Levrie", is written over a horizontal line.

Alma Levrie, City Secretary

DR ECONOMIC DEVELOPMENT CORP

5.a.

Meeting Date: 08/14/2017

Subject

Approval of Minutes for July 6, 2017 Meeting

Attachments

July Minutes

CITY OF DEL RIO, TEXAS
DEL RIO ECONOMIC DEVELOPMENT CORP. MEETING
COUNCIL CHAMBERS-CITY HALL
109 W. BROADWAY ST.
JULY 6, 2017 @ 12:00 P.M.

MINUTES

1. CALL TO ORDER

Frank Larson called the meeting to order at 12:02 p.m.

2. ROLL CALL

The following members were present: Frank Larson, Manuel Pacheco, Antonio Rodriguez, Jerry Simpton, James Wacaser, Rachel Beavan

The following members were absent: Roberto Garza-Crosby, Lucas Gilliam, Don Newton

Others Present: Ori Fernandez, Suzanne West, Gloria M. Barrientos, Sally Devan, Manuel Chavez, Karen Gleason (media)

3. INVOCATION

Frank Larson gave the invocation.

4. INFORMATIONAL ITEM: Introduction of New EDC Board Member

Deputy City Secretary Susie Vela gave Rachel Beavan the Oath of Office for the EDC Board of Directors.

5. APPROVAL OF MINUTES

May minutes were approved unanimously 6-0.

OTHER BUSINESS

6. Update on the funding for Project A – Frank Larson, DREDC President

Frank Larson stated that the project is moving along well. The start-up date has not been identified. He proceeded to state that a financial commitment would either be done in August or September. How the EDC would become the funding agency is

something that needs to be looked at before then and would be discussed at the next EDC meeting in August.

Rachel Beavan asked for clarification on the "Grow Your Own Program" versus this potential project. Frank Larson stated that this would be a program that would grant college credit and a certification to be able to work on airplanes. Jerry Simpton stated that this program would qualify them for a higher GS rating and higher pay scale.

James Wacaser asked if this program included a plan for retention. Frank Larson stated that there is nothing binding, but the hope is that everyone that goes through the program would stay and work at Laughlin Air Force Base. He said the program is looking for an enrollment of 20 or better, but no one knows yet what the attrition rate will be. Overall, this program will be a benefit not only to Laughlin but to the entire community.

7. Update on Sections 3.05 and 3.06 of Bylaws

Ori Fernandez stated that the inclusion of the following statement was added to Section 3.05 "Powers and Duties of the Secretary": "In the event there is no acting secretary, the president or vice-president will review and finalize the official minutes of the Board prior to approval by Board action." She also stated that the following wording would be added to Section 3.06 "Conflict of Interest": "and will not be present in the room where the matter will be discussed and voting will take place." This was requested by the board at the last meeting and is now included.

Jerry Simpton made a motion to approve the above changes/additions to the bylaws. Antonio Rodriguez seconded the motion. The motion unanimously passed 6-0.

8. Proposed Code of Ethics

Ori Fernandez stated that the Code of Ethics being proposed is a public statement by the EDC that sets clear expectations and principles to guide and inspire professional excellence. "The purpose of having a code of ethics is to protect the credibility of the EDC by ensuring high standards of honesty, integrity, and conduct of staff."

There were no questions on this matter.

Manuel Pacheco made a motion to accept and adopt this Code of Ethics. Rachel Beavan seconded the motion. The motion unanimously passed 6-0.

9. Proposed Confidentiality and Non-Disclosure Agreement

Ori Fernandez stated that this agreement will help keep economic development projects confidential between the DREDC and other parties. It will also help uphold the high standards and integrity of the DREDC.

There were no questions on this matter.

James Wacaser made a motion to accept and adopt the agreement.

Manuel Pacheco seconded the motion.

The motion unanimously passed 6-0.

10. Proposed EDC Budget for FY 2017-2018

Ori Fernandez stated this was a working document and could be changed. She stated she tried to be conservative with her estimates.

Frank Larson stated that some funds should be reduced substantially in some accounts so that the largest amount of money could be available for investments and projects.

Another issue that came up was the naming of the accounts. The City has certain codes and names that they use, but the EDC feels that a more appropriate name should be used to distinguish the funds for incentives and projects and the funds used to contract the services of City employees.

Jerry Simpton asked where the City employee contractual services are accounted for and said it is confusing and should be made clearer. Frank Larson agreed and stated the line item should be named "City Services Expense." "Legal" should be listed as "legal" instead of "Consultant Services." Defining these line items better will avoid confusion and make things more transparent. Separate line item for "City Services" is being requested by Jerry Simpton.

Frank Larson asked when the board has to approve the budget. Ori Fernandez stated that by next meeting everything would be cleaned up and presented to the board for their approval. Frank Larson also asked that the agendas be tabbed and numbered so that it could make it easier for the board to navigate through the agenda items.

11. Financial Report

Ori Fernandez displayed the fixed amount for city employee services through the invoices that were attached to the agenda packet, which is a total of \$3,659.50 a month.

Ori Fernandez gave the financial report with the following information stated:
The total balance for the EDC is \$295,073.57. The EDC portion of the sales tax for June 2017 was \$40,830.84.

She stated that the reconciliation statements that Lucas Gilliam requested last meeting are now attached. Frank Larson stated that it was good but not necessary. Jerry Simpton stated that he would like to see the running balance every month instead of a reconciliation. Starting and ending balances for the month would suffice.

Rachel Beavan asked if it's possible to have a line item that says "City Services," echoing what Jerry Simpton stated earlier. Frank Larson stated that there is no code that could clearly define these services, so an asterisk could help identify this. He further stated that the more complete and defined we can offer, the better we are doing our jobs.

Antonio Rodriguez asked about a charge dated on June 14, 2017 on the bank statement for \$21,957.00. Ori Fernandez confirmed that this charge was to get the invoice charges for City employee services caught up.

No action was taken.

12. Confirm August 2017 Meeting Date

Frank Larson recommended to meet August 10 in order to have enough time to potentially take action on Project A. Meeting was confirmed for Thursday, August 10 at 12 noon.

13. ADJOURNMENT

James Wacaser made a motion to adjourn the meeting.
Antonio Rodriguez seconded the motion.
The motion unanimously passed 6-0.

There was no further business to come before the EDC Board; therefore, Frank Larson adjourned the meeting at 12:48 p.m.

ATTEST:

FRANK H. LARSON
DREDC President

JERRY SIMPTON
DREDC Vice-President

DR ECONOMIC DEVELOPMENT CORP

6.a.

Meeting Date: 08/14/2017

Subject

Discussion and Approval of Proposed EDC Budget for FY 2017-2018

Attachments

Proposed Budget for FY 17-18

**CITY OF DEL RIO
FY 17-18 BUDGET PREPARATION WORKSHEET
ECONOMIC DEVELOPMENT CORPORATION**

ACCT#	ACCOUNT NAME	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	5 YR AVG ACTUAL	2016-2017 ORIGINAL BUDGET	2016-2017 AMENDED BUDGET	Y-T-D BALANCE	Y-T-D ENC	BUDGET BALANCE	2017-2018 REQUESTED BUDGET
229-4-00-10-4130	GENERAL SALES & USE TAX ALLOCATION	-	-	-	-	-	-	500,000	500,000	295,074	-	204,926	500,000
229-4-00-60-4610	INTEREST INCOME	-	-	-	-	-	-	-	-	36	-	(36)	
	SUBTOTAL	-	-	-	-	-	-	500,000	500,000	295,110	-	204,890	500,000
SUPPLIES													
229-5-58-01-5210	SMALL OFFICE FURNITURE	-	-	-	-	-	-	-	-	-	-	-	-
229-5-58-01-5211	GENERAL SUPPLIES	-	-	-	-	-	-	-	20,000	-	-	20,000	500
229-5-58-01-5214	BOOKS & PAMPHLETS	-	-	-	-	-	-	-	-	-	-	-	-
229-5-58-01-5218	MARKETING/PROMO ACTIVITIES	-	-	-	-	-	-	-	-	-	-	-	1,000
229-5-58-01-5226	CLOTHING AND UNIFORM	-	-	-	-	-	-	-	-	-	-	-	-
229-5-58-01-5227	POSTAGE & FEDERAL EXPRESS	-	-	-	-	-	-	-	-	-	-	-	50
229-5-58-01-5229	MISCELLANEOUS SUPPLIES	-	-	-	-	-	-	-	2,000	-	-	2,000	500
229-5-58-01-5246	FOOD SUPPLIES & ICE	-	-	-	-	-	-	-	3,000	182	-	2,818	2,000
	SUBTOTAL	-	-	-	-	-	-	-	25,000	182	-	24,818	4,050
CONTRACT SERVICES													
229-5-58-01-5321	LEGAL SERVICES	-	-	-	-	-	-	-	20,000	-	-	20,000	-
229-5-58-01-5323	CONSULTANT SERVICES	-	-	-	-	-	-	-	20,000	-	-	20,000	3,000
229-5-58-01-5329	OTHER PROFESSIONAL SERVICES	-	-	-	-	-	-	500,000	390,000	-	-	390,000	-
229-5-58-01-5331	MARKETING/PROMO ACTIVITY	-	-	-	-	-	-	-	-	-	-	-	20,000
229-5-58-01-5384	TRAVEL EXPENSE	-	-	-	-	-	-	-	20,000	-	-	20,000	3,000
229-5-58-01-5386	PROFESSIONAL TRAINING	-	-	-	-	-	-	-	20,000	1,825	-	18,175	1,000
229-5-58-01-5394	DUES & MEMBERSHIP	-	-	-	-	-	-	-	1,500	-	-	1,500	2,500
229-5-58-01-5395	ADVERTISEMENTS & NOTICES	-	-	-	-	-	-	-	1,500	-	-	1,500	5,000
229-5-58-01-5396	PUBLICATIONS & SUBSCRIPTIONS	-	-	-	-	-	-	-	2,000	-	-	2,000	2,000
229-5-58-01-5399	MISCELLANEOUS CONTRACT EXPENSE	-	-	-	-	-	-	-	-	-	-	-	412,733
	SUBTOTAL	-	-	-	-	-	-	500,000	475,000	1,825	-	473,175	449,233
INTERFUND TRANSFERS													
229-5-58-01-5701	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-	-	20,000	46,717
	SUBTOTAL	-	-	-	-	-	-	-	-	-	-	20,000	46,717
	REVENUES	-	-	-	-	-	-	500,000	500,000	295,110	-	204,890	500,000
	EXPENDITURES	-	-	-	-	-	-	500,000	500,000	2,007	-	517,993	500,000
	NET INCOME	-	-	-	-	-	-	-	-	293,103	-	(313,103)	-

DR ECONOMIC DEVELOPMENT CORP

6.b.

Meeting Date: 08/14/2017

Subject

Update and Possible Action on Proposed Timelines for Project A

Attachments

No file(s) attached.

DR ECONOMIC DEVELOPMENT CORP

6.c.

Meeting Date: 08/14/2017

Submitted For: Oriana Fernandez, Economic Development

Submitted By: Oriana Fernandez, Economic Development

Subject

Financial Report

Attachments

EDC July Bank Reconciliation

July 2017 Financials

**Economic Development Corporation
Bank Reconciliation
July 31, 2017**

Balance per Texas Community Bank, July 31, 2017

\$ 295,480.95

Balance per books as of July 31, 2017

GL 229-1101

\$ 295,480.95



6721 McPherson Road
 P.O. Box 450269
 Laredo, TX 78045
 (956) 722-8333



NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

[Texas Community Bank Home](#)

CITY OF DEL RIO
 ECONOMIC DEVELOPMENT CORP
 109 W BROADWAY
 DEL RIO TX 78840

Date 7/31/17
 Primary Account
 Enclosures

Page 1

CHECKING ACCOUNT

SMALL BUSINESS NOW ACCOUNT		Number of Enclosures	0
Account Number	[REDACTED]	Statement Dates	7/03/17 thru 7/31/17
Previous Balance	256,726.80	Days in the statement period	29
1 Deposits/Credits	42,702.88	Average Ledger	271,012.96
1 Checks/Debits	3,959.50	Average Collected	271,012.96
Service Charge	.00		
Interest Paid	10.77		
Current Balance	295,480.95	2017 Interest Paid	46.75

DEPOSITS AND ADDITIONS

Date	Description	Amount
7/21	Trsf from [REDACTED] ACC PYBLE	42,702.88
	Confirmation number: [REDACTED]	
7/31	INTEREST DEPOSIT	10.77

CHECKS AND WITHDRAWALS

Date	Description	Amount
7/18	Transf to [REDACTED] ACC PYBLE	3,959.50-
	Confirmation number: [REDACTED]	

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
7/03	256,726.80	7/21	295,470.18
7/18	252,767.30	7/31	295,480.95



6721 McPherson Road
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Date 7/31/17
 Primary Account
 Enclosures

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SMALL BUSINESS NOW ACCOUNT [REDACTED] (Continued)

INTEREST RATE SUMMARY	
Date	Rate
7/02	0.050000%

POST DATE TRAN # REFERENCE PACKET-----DESCRIPTION----- VEND INV/JE # NOTE -----AMOUNT----- -----BALANCE-----

1101 CASH IN OPERATING
B E G I N N I N G B A L A N C E 256,726.80

7/11/17	7/19	B65031		13924	MONTHLY CONTRACT SVCS TRFR	JE# 060692		3,959.50CR	252,767.30
7/21/17	7/25	B65138	Misc	000000	13954 MONTHLY SALES TAX TRFR	JE# 060824		42,702.88	295,470.18
7/31/17	8/01	B65241			13988 EDC JULY INTEREST	JE# 060945		10.77	295,480.95
				=====	JULY ACTIVITY	DB: 42,713.65	CR: 3,959.50CR	38,754.15	

--*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*

** REPORT TOTALS **	---	DEBITS ---	----	CREDITS ---
BEGINNING BALANCES:		256,726.80		0.00
REPORTED ACTIVITY:		42,713.65		3,959.50CR
ENDING BALANCES:		299,440.45		3,959.50CR
TOTAL FUND ENDING BALANCE:		295,480.95		

**CITY OF DEL RIO
MEMORANDUM**

To: Economic Development Corporation Committee

From: Gilbert E. Sanchez
Finance Director

Date: July 21, 2017

Re: Financial Report

The Sales Tax allocation for the City of Del Rio and the Economic Development Corporation Portion computation is listed below. The balances are as of July 31, 2017.

Month Collected	Sales Tax Allocation	EDC Portion
December 2016 (October Sales)	\$457,663.46	\$38,138.62
January 2017 (November Sales)	\$505,206.31	\$42,100.53
February 2017 (December Sales)	\$616,902.94	\$51,408.58
March 2017 (January Sales)	\$446,580.02	\$37,215.00
April 2017 (February Sales)	\$450,925.18	\$37,577.10
May 2017 (March Sales)	\$573,634.76	\$47,802.90
June 2017 (April Sales)	\$489,970.08	\$40,830.84
July 2017 (May Sales)	<u>\$512,434.57</u>	<u>\$42,702.88</u>
Totals	\$4,053,317.32	\$337,776.45

If you have any questions on this matter, please let me know. Thank you.

Attachments: Municipal Advisory Council of Texas Sales Tax Report

1374 - Del Rio, City of (General Obligation Debt)
 Report - Del Rio, City of (General Obligation Debt) / Sales Tax Data

The Charts below contain sales tax revenue allocated each month by the State Comptroller. For example, the February allocations reflect December sales, collected in January and allocated in February.

*Excludes any sales tax retained by the municipality and not remitted to the Comptroller.

- [View Grid Based on Calendar Year](#)
- [View Grid With All Years](#)

[Download to Excel](#)

Change Fiscal
Year End

09/30/2018

By Fiscal Year 10/01 - 09/30

Year	October	November	December	January	February	March	April	May	June	July	August	September
2017	\$511,238	\$519,590	\$457,663	\$505,206	\$616,903	\$446,580	\$450,925	\$573,635	\$489,970	\$512,435	\$0	\$0
2016	\$445,150	\$538,576	\$469,101	\$523,768	\$628,987	\$460,940	\$446,024	\$621,364	\$495,410	\$490,008	\$597,670	\$483,316
2015	\$499,906	\$463,503	\$467,339	\$460,600	\$653,412	\$430,713	\$451,973	\$569,736	\$470,086	\$446,347	\$597,723	\$490,074
2014	\$447,201	\$478,016	\$438,305	\$456,811	\$595,700	\$412,703	\$440,174	\$532,416	\$499,749	\$462,938	\$555,874	\$489,796
2013	\$475,715	\$468,071	\$439,890	\$451,060	\$621,123	\$428,308	\$429,618	\$517,788	\$440,907	\$436,558	\$517,092	\$453,435
2012	\$440,617	\$456,066	\$387,688	\$420,195	\$552,669	\$374,250	\$424,976	\$513,057	\$421,204	\$420,140	\$499,072	\$454,918
2011	\$386,902	\$462,632	\$371,040	\$408,798	\$565,219	\$378,227	\$354,209	\$501,779	\$409,336	\$413,474	\$507,379	\$388,656
2010	\$363,995	\$441,993	\$368,242	\$345,964	\$532,293	\$343,843	\$379,988	\$507,878	\$377,154	\$376,041	\$475,358	\$386,078
2009	\$361,181	\$456,049	\$397,626	\$366,051	\$536,190	\$366,546	\$364,752	\$441,377	\$390,038	\$354,056	\$470,427	\$390,094
2008	\$381,427	\$450,982	\$318,342	\$384,959	\$562,834	\$389,303	\$365,541	\$484,359	\$374,655	\$389,869	\$471,786	\$431,187

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DR ECONOMIC DEVELOPMENT CORP

6.d.

Meeting Date: 08/14/2017

Subject

Confirm September 2017 Meeting

Attachments

No file(s) attached.
