

**Notice of Meeting for the
Georgetown Village Public Improvement District
of the City of Georgetown
January 14, 2019 at 6:00 PM
at West Side Service Center, located at 5501 Williams Dr Georgetown, TX 78633**

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 113 East 8th Street 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 Consideration and possible action on the Minutes of the regular meeting of November 12, 2018. Karen Frost, Recording Secretary
- C Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial reports for the month of December 2018.-- La'Mar Kemp, Senior Accountant
- D Discussion and possible action regarding the Parks Master Plan. Eric Nuner, Parks Department
- E Project Updates - Octavio Garza, Public Works Director

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found at the Board meeting. Clearly print your name, the letter of the item on which you wish to speak, and present it to the Staff Liaison, preferably prior to the start of the meeting. You will be called forward to speak when the Board considers that item.

On a subject not posted on the agenda: Persons may add an item to a future Board agenda by filing a written request with the Staff Liaison no later than one week prior to the Board meeting. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. For Board Liaison contact information, please logon to <http://government.georgetown.org/category/boards-commissions/>.

- F *At the time of posting, no one had signed up to speak.*

Adjournment

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, 113 E. 8th Street, 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
Georgetown Village Improvement District
January 14, 2019

SUBJECT:

Consideration and possible action on the Minutes of the regular meeting of November 12, 2018. Karen Frost, Recording Secretary

ITEM SUMMARY:

FINANCIAL IMPACT:

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SUBMITTED BY:

Karen Frost, Recording Secretary

ATTACHMENTS:

	Description	Type
□	Minutes 11.12.2018	Backup Material

City of Georgetown, Texas
Georgetown Village Public Improvement District Advisory Board Meeting
Minutes
Monday, November 11, 2018 at 6:00 p.m.
West Side Service Center located at 5501 Williams Dr. Georgetown, TX 78633

Members present: Marsi Liddell; Cara McKinney; Marlene McMichael, Vice-chair; Gary Newman, Developer Rep;

Members Absent: Norma Baker; and William Laing, Alternate; Melinda Marler, Chair; and Penny Evans, Developer Rep

Staff present: Jim Briggs, General Manager of Utilities; Octavio Garza, Public Works Director; La'Mar Kemp, Senior Accountant; and Karen Frost, Recording Secretary.

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

The meeting was called to order by Vice-Chair McMichael at 6:00 p.m.

B. Consideration and approval of the minutes of September 10, 2018.

Motion by Liddell, second by Newman to approve the minutes as presented. Approved 4 – 0.

C. Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial reports for the month of October 2018.-- La'Mar Kemp, Senior Accountant

Kemp provided an overview. He explained the tax assessments would begin coming in to the city account in January. And \$87,000 has been allocated for the landscape maintenance contract.

D. Discussion and possible action regarding the Parks Master Plan. Karen Frost for Eric Nuner, Parks Department

Frost explained the process that would be used for identifying the consultant to design the master plan. Nuner provided a general schedule that stated the Request for Qualifications would be written and distributed in December/ January. Once those applicants are sent in, the Parks Department will review and choose three Landscape Architects to interview. Once one is chosen, the contract and task orders will be implemented and the work will begin and the LA will discuss goals and ideas with the Board. Once a design is agreed upon, the work for that will go out to bid and a contractor will be hired for the work.

The Board had previously asked that a board member be present for the writing of the RFQ and the interviews of the Architects. **Marsi Liddell volunteered, it was seconded by Newman and the Board concurred 4 – 0.** McMichael requested being copied on any transmittals regarding this process. The Board agreed they would also like to be included in the communications.

- E. Discussion and possible action regarding maintenance of open space lot in Creekside at Georgetown Village P.U.D. Phase 1. Octavio Garza, Public Works Director

Travis Baird explained that staff is seeking a recommendation from the Board in regards to the state of the 3.54 acre open space lot. The builder and current owner of the lot, is trying to get the city to accept the property. The lot is no functional now and cannot be maintained because of the small trees, bush and rubbish on the lot. Staff is asking for direction for the board and recommends not accepting the lot by the city until it is cleaned and prepared. The Board unanimously agreed that the builder should be held to the same standards as everyone else and made to clean the property before the city accepts maintenance of the property.

Motion by Newman to have KB Homes clean the 3.54 acre open space lot prior to the city accepting the property. Second by McKinney. Approved 4 – 0.

- F. Project Updates - Octavio Garza, Public Works Director

Garza reported that 12 of 49 sidewalks remain to be “fixed” due to tree roots lifting the sidewalk and causing cracks. Thirty-seven of those sidewalks required replacement and have been replace. He explained they may not all be completely ADA compliant, but the compliance specialist deemed they were acceptable due to alternate routes being available.

He also explained that the cost to each of the remaining 12 will be different because they will be including the removal of trees. The board asked for the costs and he stated he would bring back more detailed estimates of the costs. He also stated they are looking at different varieties of trees that could be used for street trees, with roots that would not cause such sidewalk problems.

Newman reported the developer is working with the new Section 9 Homeowners Association, and since the bond election failed for the natatorium they will be looking into the pool amenity center again. The developer representatives are estimating they will be leaving this board soon, as soon as KB Homes and Ashton Woods are built out.

McKinney requested that the trash can in Madrone Park be moved closer to the pavilion, where the trash is actually generated and left.

Adjournment

Motion by Lidell to adjourn. Second by McKinney. The meeting was adjourned at 6:38 p.m.

Approved, Marlene McMichael, Vice-Chair

Attest,

City of Georgetown, Texas
Georgetown Village Improvement District
January 14, 2019

SUBJECT:

Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial reports for the month of December 2018.-- La'Mar Kemp, Senior Accountant

ITEM SUMMARY:

FINANCIAL IMPACT:

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SUBMITTED BY:

La'Mar Kemp, Senior Accountant

ATTACHMENTS:

	Description	Type
□	Financials of GVPID 12.2018	Backup Material

**Financial Statement
Village PID
December 31, 2018**

	18/19 Budget	YTD Activity	Variance
Revenues:			
Ad Valorem Taxes	\$ 426,392	\$ 22,242	\$ (404,150)
Interest Earned	4,000	1,940	(2,060)
Total Revenues	<u>430,392</u>	<u>24,182</u>	<u>(406,210)</u>
Expenditures:			
Administrative Fee- General Fund	38,210	9,553	28,657
Office Supplies	300	-	300
Insurance	500	-	500
Contracts & Leases, Primary	90,160	87,611	2,549
Contracts & Leases, Secondary	15,000	-	15,000
Special Services	5,000	2,550	2,450
Utilities/Irrigation	41,000	12,468	28,532
Maintenance, Sidewalks	30,000	444	29,556
Maintenance, Irrigation	6,000	-	6,000
Maintenance, Ponds	6,300	-	6,300
Maintenance, Repairs	10,000	-	10,000
Maintenance, Alleys	500	-	500
Maintenance, Street Trees	50,000	-	50,000
Administrative Fee - Joint Service	15,924	3,981	11,943
Total Expenditures	<u>308,894</u>	<u>116,607</u>	<u>192,287</u>
Capital:			
Park Improvements - Shell Landscape	195,227	-	195,227
Park Improvements - Parklets	279,794	-	279,794
Park Improvements - Rowan Park	143,141	-	143,141
Total Expenditures	<u>618,162</u>	<u>-</u>	<u>618,162</u>
Current Year Variance	(496,664)	(92,424)	404,240
Beginning Fund Balance	763,359	770,544 ^[A]	7,185
Current Funds Available	<u>\$ 266,695</u>	<u>\$ 678,120</u>	<u>\$ 411,425</u>
Contingency Reserve	106,000	106,000	-
Park Improvements - Rowan Park - Madrone Park	160,000	160,000	-
Current Funds Available	<u>\$ 695</u>	<u>\$ 412,120</u>	<u>\$ 411,425</u>

Notes:

- The majority of property tax collections occur in January.
- YTD activity includes encumbrances.
- Year End YTD activity becomes audited activity each following January.
- Fiscal year is from October 1 to September 30.
- Unaudited financial statements prepared by the City of Georgetown, as of 1/08/19

^[A] Unaudited beginning fund balance.

234-VILLAGE PID

REVENUES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
REVENUE =====						
PRIMARY REVENUE						
4-0001-40-100 AD VALOREM TAX	426,392.00	17,805.05	22,241.86	5.22	0.00	404,150.14
TOTAL PRIMARY REVENUE	426,392.00	17,805.05	22,241.86	5.22	0.00	404,150.14
INTEREST						
4-0001-42-100 ALLOCATED INTEREST	4,000.00	1,356.28	1,923.98	48.10	0.00	2,076.02
4-0001-42-152 GISD TAX (PID) INTEREST	0.00	8.42	16.42	0.00	0.00 (16.42)
TOTAL INTEREST	4,000.00	1,364.70	1,940.40	48.51	0.00	2,059.60
DEVELOPMENT FEE						
TOTAL REVENUE	430,392.00	19,169.75	24,182.26	5.62	0.00	406,209.74
VILLAGE PID =====						
OTHER						
*** TOTAL REVENUES ***	430,392.00	19,169.75	24,182.26	5.62	0.00	406,209.74
	=====	=====	=====	=====	=====	=====

234-VILLAGE PID
 COMMUNITY SERVICES
 VILLAGE PID

EXPENSES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
OPERATIONS						
5-0211-51-110 GENERAL FUND ALLOCATION	38,210.00	3,184.17	9,552.51	25.00	0.00	28,657.49
5-0211-51-111 OFFICE SUPPLIES	300.00	0.00	0.00	0.00	0.00	300.00
5-0211-51-200 INSURANCE	500.00	0.00	0.00	0.00	0.00	500.00
5-0211-51-310 CONTRACT & LEASES, PRIMARY	90,160.00	7,273.75	22,147.29	97.17	65,463.79	2,548.92
5-0211-51-311 CONTRACT & LEASES, SECONDA	15,000.00	0.00	0.00	0.00	0.00	15,000.00
5-0211-51-330 SPECIAL SERVICES	5,000.00	0.00	637.50	51.00	1,912.50	2,450.00
5-0211-51-430 UTILITIES	41,000.00	12,382.94	12,467.94	30.41	0.00	28,532.06
5-0211-51-501 MAINT, SIDEWALKS	30,000.00	0.00	10,342.35	1.48 (9,898.20)	29,555.85
5-0211-51-502 MAINT, IRRIGATION	6,000.00	0.00	0.00	0.00	0.00	6,000.00
5-0211-51-503 MAINT, PONDS	6,300.00	0.00	0.00	0.00	0.00	6,300.00
5-0211-51-504 MAINT, REPAIRS	10,000.00	0.00	0.00	0.00	0.00	10,000.00
5-0211-51-506 MAINT, ALLEYS	500.00	0.00	0.00	0.00	0.00	500.00
5-0211-51-507 MAINT, STREET TREES	50,000.00	0.00	0.00	0.00	0.00	50,000.00
5-0211-51-950 JOINT SERVICES ALLOCATION	15,924.00	1,327.00	3,981.00	25.00	0.00	11,943.00
TOTAL OPERATIONS	308,894.00	24,167.86	59,128.59	37.75	57,478.09	192,287.32
CAPITAL						
5-0211-52-820 PARK IMPROVEMENTS- MADRONE	195,227.00	0.00	0.00	0.00	0.00	195,227.00
5-0211-52-821 PARK IMPROVEMENTS PARKLETS	279,794.00	0.00	0.00	0.00	0.00	279,794.00
5-0211-52-822 PARK IMPROVEMENTS-ROWAN PA	143,141.00	0.00	0.00	0.00	0.00	143,141.00
TOTAL CAPITAL	618,162.00	0.00	0.00	0.00	0.00	618,162.00
TOTAL VILLAGE PID	927,056.00	24,167.86	59,128.59	12.58	57,478.09	810,449.32
TOTAL COMMUNITY SERVICES	927,056.00	24,167.86	59,128.59	12.58	57,478.09	810,449.32
*** TOTAL EXPENSES ***	927,056.00	24,167.86	59,128.59	12.58	57,478.09	810,449.32
*** REVENUES OVER/(UNDER) EXPENSES (496,664.00) (4,998.1(34,946.33)	18.61 (57,478.09) (404,239.58)

*** END OF REPORT ***

City of Georgetown, Texas
Georgetown Village Improvement District
January 14, 2019

SUBJECT:

Discussion and possible action regarding the Parks Master Plan. Eric Nuner, Parks Department

ITEM SUMMARY:

We have the Request For Qualifications for the PID projects completed and plan to notify the three (3) firms on our Landscape Architecture Master Services Agreement. They will have until 1/31 to submit their Qualifications's. At that time, the selection committee will begin scoring the respondents. This will allow for time to review the SOQ's, oral presentation (if necessary), and for Task Order negotiations during February. We will then present a recommendation to the board on 3/11.

FINANCIAL IMPACT:

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SUBMITTED BY:

Karen Frost, Recording Secretary for Eric Nuner

City of Georgetown, Texas
Georgetown Village Improvement District
January 14, 2019

SUBJECT:

Project Updates - Octavio Garza, Public Works Director

ITEM SUMMARY:

Continued work on sidewalks along Westbury Lane, due to street tree root damage:
Map is attached for reference.

Phase 1 Westbury Ln from Shell Rd to Greenside Ln

Remove and replace 250 Ln Ft of existing concrete sidewalk for trip hazard correction. Replace sod and repair irrigation as needed.

106 Westbury Ln

112 Westbury Ln

118 Westbury Ln

154 Westbury Ln (also along Greenside Ln entering Delaney).

Work shall be bid in February 2019 followed with March 2019 Construction.

Estimated construction costs \$25,000

FINANCIAL IMPACT:

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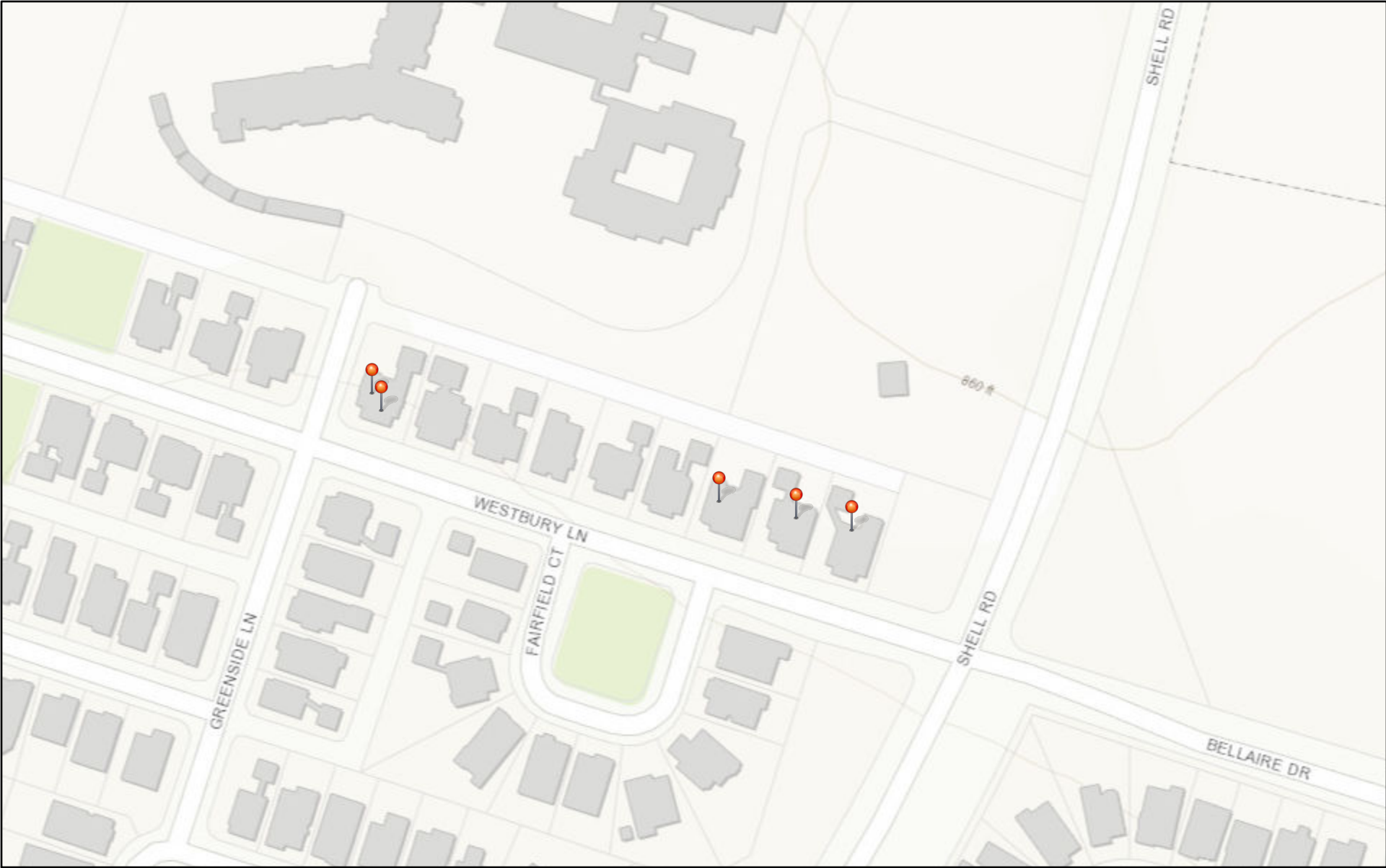
SUBMITTED BY:

Octavio Garza, Public Works Director

ATTACHMENTS:

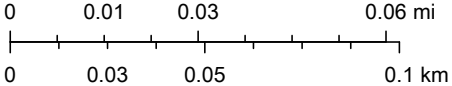
	Description	Type
☐	Phase 1 Westbury Ln Sidewalk Reconstruction	Backup Material

Phase 1 Westbury Ln Sidewalk Reconstruction



1/10/2019, 10:25:43 AM

1:2,257



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS,