

**Notice of Meeting for the  
Georgetown Village Public Improvement District  
of the City of Georgetown  
October 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 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

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### **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 Change in financial reporting and Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial report for the month of September 2019. - Paul Diaz
- C [Update and presentation from the August Sub-Committee Meeting. \(September meeting was cancelled\) -- Eric Nuner, Assistant Parks Director](#)

### **Legislative Regular Agenda**

#### **D 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 on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item on which you wish to speak and present it to the Staff Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior to the meeting being called to order** may speak.

**On a subject not posted on the agenda**: Persons may add an item to a future Regular scheduled 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. **Only those persons who have submitted a timely request will be allowed to speak**. For Board Liaison contact information, please logon to <https://government.georgetown.org/gvpid/>

*-At time of posting, no person/s had signed up to address The Board*

- E Consideration and possible action to approve the **Updated** Minutes for Regular June 2019 & July 2019 Meeting and the Minutes of the Regular Meeting for August 12, 2019, - Tina Davis, Board Liaison
- F Consideration and possible action to approve the **Corrected Minutes** of the Sub-Committee for May 2019 & Minutes of the Sub Committee for June 2019 & August 2019- Tina Davis, Board Liaison

## **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, 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 \_\_\_\_\_, 2019, at \_\_\_\_\_, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

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Robyn Densmore, City Secretary

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

**SUBJECT:**

Change in financial reporting and Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial report for the month of September 2019. - Paul Diaz

**ITEM SUMMARY:**

Change in financial reporting and presentation of the financial report for the month September, 2019

**FINANCIAL IMPACT:**

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**SUBMITTED BY:**

Paul Diaz, Budget Manager

**ATTACHMENTS:**

Description		Type
☐	GVPID Aug Financial	Backup Material
☐	GVPID Sept Monthly Fund Schedule Expense	Backup Material
☐	GVPID Sept Monthly Fund Schedule Revenue	Backup Material
☐	GVPID Sept Monthly Fund Schedule	Backup Material

**Financial Statement  
Village PID  
August 31, 2019**

	18/19 Budget	YTD Activity	Variance
<b>Revenues:</b>			
Ad Valorem Taxes	\$ 426,392	\$ 427,009	\$ 617
Interest Earned	4,000	16,548	12,548
Total Revenues	<u>430,392</u>	<u>443,558</u>	<u>13,166</u>
<b>Expenditures:</b>			
Administrative Fee- General Fund	38,210	28,738	9,472
Office Supplies	300	275	25
Brochures, Advertising	142	142	0
Insurance	500	-	500
Contracts & Leases, Primary	90,160	87,611	2,549
Contracts & Leases, Secondary	15,000	-	15,000
Special Services	4,858	2,550	2,308
Utilities/Irrigation	41,000	34,844	6,156
Maintenance, Sidewalks	30,000	29,897	103
Maintenance, Irrigation	6,000	2,950	3,050
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	11,943	3,981
Total Expenditures	<u>308,894</u>	<u>198,951</u>	<u>109,943</u>
<b>Capital:</b>			
Park Improvements - Madrone Park	160,000	103,250	56,750
Park Improvements - Shell Rd	195,227	-	195,227
Park Improvements - Parklets	279,794	-	279,794
Park Improvements - Rowan Park	143,141	-	143,141
Total Expenditures	<u>778,162</u>	<u>103,250</u>	<u>674,912</u>
Current Year Variance	(656,664)	141,357	798,021
Beginning Fund Balance	<u>763,359</u>	<u>797,650</u> <sup>[A]</sup>	<u>34,291</u>
<b>Current Funds Available</b>	<u><b>\$ 106,695</b></u>	<u><b>\$ 939,007</b></u>	<u><b>\$ 832,312</b></u>
Contingency Reserve	106,000	106,000	-
<b>Current Funds Available</b>	<u><b>\$ 695</b></u>	<u><b>\$ 833,007</b></u>	<u><b>\$ 832,312</b></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 9/03/19

<sup>[A]</sup> 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 =====						
<u>PRIMARY REVENUE</u>						
4-0001-40-100 AD VALOREM TAX	426,392.00	0.00	427,009.47	100.14	0.00 (	617.47)
TOTAL PRIMARY REVENUE	426,392.00	0.00	427,009.47	100.14	0.00 (	617.47)
<u>INTEREST</u>						
4-0001-42-100 ALLOCATED INTEREST	4,000.00	0.00	16,185.50	404.64	0.00 (	12,185.50)
4-0001-42-152 GISD TAX (PID) INTEREST	0.00	0.00	362.91	0.00	0.00 (	362.91)
TOTAL INTEREST	4,000.00	0.00	16,548.41	413.71	0.00 (	12,548.41)
<u>DEVELOPMENT FEE</u>						
TOTAL REVENUE	430,392.00	0.00	443,557.88	103.06	0.00 (	13,165.88)
VILLAGE PID =====						
<u>OTHER</u>						
*** TOTAL REVENUES ***	430,392.00	0.00	443,557.88	103.06	0.00 (	13,165.88)
	=====	=====	=====	=====	=====	=====

234-VILLAGE PID

REVENUE

EXPENSES

ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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234-VILLAGE PID  
COMMUNITY SERVICES

EXPENSES	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
VILLAGE PID =====						
<u>OPERATIONS</u>						
5-0211-51-110 GENERAL FUND ALLOCATION	38,210.00	0.00	28,738.44	75.21	0.00	9,471.56
5-0211-51-111 OFFICE SUPPLIES	300.00	0.00	199.98	91.66	75.00	25.02
5-0211-51-130 BROCHURES, ADVERTISING	142.00	0.00	141.90	99.93	0.00	0.10
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	73,063.54	97.17	14,547.54	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	4,858.00	0.00	1,912.50	52.49	637.50	2,308.00
5-0211-51-430 UTILITIES	41,000.00	3,873.53	34,844.14	84.99	0.00	6,155.86
5-0211-51-501 MAINT, SIDEWALKS	30,000.00	0.00	39,794.09	99.66 (	9,897.20)	103.11
5-0211-51-502 MAINT, IRRIGATION	6,000.00	545.00	1,738.75	49.17	1,211.50	3,049.75
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	0.00	11,943.00	75.00	0.00	3,981.00
TOTAL OPERATIONS	308,894.00	11,692.28	192,376.34	64.41	6,574.34	109,943.32
<u>CAPITAL</u>						
5-0211-52-820 PARK IMPROVEMENTS- MADRONE	160,000.00	23,280.00	41,330.00	64.53	61,920.00	56,750.00
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
5-0211-52-823 IMPROVEMENT - SHELL RD	195,227.00	0.00	0.00	0.00	0.00	195,227.00
TOTAL CAPITAL	778,162.00	23,280.00	41,330.00	13.27	61,920.00	674,912.00
TOTAL VILLAGE PID	1,087,056.00	34,972.28	233,706.34	27.80	68,494.34	784,855.32
TOTAL COMMUNITY SERVICES	1,087,056.00	34,972.28	233,706.34	27.80	68,494.34	784,855.32
*** TOTAL EXPENSES ***	1,087,056.00	34,972.28	233,706.34	27.80	68,494.34	784,855.32
	=====	=====	=====	=====	=====	=====
*** REVENUES OVER/(UNDER) EXPENSES(	656,664.00)(	34,972.28	209,851.54	21.53-(	68,494.34)(	798,021.20)
*** END OF REPORT ***						

## Expenses Detail

Row Labels	FY2019 Budget	FY2019 YTD	% of Budget	FY2019 Projected
234-5-0211-51-110 GENERAL FUND ALLOCATION	38,210	38,291	100.21%	38,210
234-5-0211-51-111 OFFICE SUPPLIES	300	279	93.12%	300
234-5-0211-51-130 BROCHURES, ADVERTISING	142	142	99.93%	-
234-5-0211-51-200 INSURANCE	500	-	0.00%	500
234-5-0211-51-310 CONTRACT & LEASES, PRIMARY LAN	90,160	87,611	97.17%	90,160
234-5-0211-51-311 CONTRACT & LEASES, SECONDARY L	15,000	-	0.00%	15,000
234-5-0211-51-330 SPECIAL SERVICES	4,858	2,550	52.49%	2,550
234-5-0211-51-430 UTILITIES	41,000	41,201	100.49%	41,000
234-5-0211-51-501 MAINT, SIDEWALKS	30,000	29,897	99.66%	30,000
234-5-0211-51-502 MAINT, IRRIGATION	6,000	3,152	52.54%	6,000
234-5-0211-51-503 MAINT , PONDS	6,300	-	0.00%	6,300
234-5-0211-51-504 MAINT, REPAIRS	10,000	-	0.00%	10,000
234-5-0211-51-506 MAINT, ALLEYS	500	-	0.00%	500
234-5-0211-51-507 MAINT, STREET TREES	50,000	3,120	6.24%	50,000
234-5-0211-51-950 JOINT SERVICES ALLOCATION	15,924	15,924	100.00%	15,924
234-5-0211-52-820 PARK IMPROVEMENTS- MADRONE PAR	355,227	103,250	29.07%	355,227
234-5-0211-52-821 PARK IMPROVEMENTS PARKLETS	279,794	-	0.00%	279,794
234-5-0211-52-822 PARK IMPROVEMENTS-ROWAN PARK	143,141	-	0.00%	143,141
<b>Grand Total</b>	<b>1,087,056</b>	<b>325,418</b>	<b>29.94%</b>	<b>1,084,606</b>

## Revenue Detail

Row Labels	FY2019 Budget	FY2019 YTD	% Of Budget	FY2019 Projected
234-4-0001-40-100 AD VALOREM TAX	426,392	427,709	100.3%	426,392
234-4-0001-42-100 ALLOCATED INTEREST	4,000	18,469	461.7%	12,000
234-4-0001-42-152 GISD TAX (PID) INTEREST	-	496	0.0%	200
<b>Grand Total</b>	<b>430,392</b>	<b>446,673</b>	<b>103.8%</b>	<b>438,592</b>

## Fund Schedule

	FY2019 Budget	FY2019 Year to Date		FY2019 Projected
<b>Beginning Fund Balance</b>	<b>797,650</b>	<b>797,650</b>		<b>797,650</b>

	FY2019 Budget	FY2019 Year to Date	% Of Budget	FY2019 Projected
<b>Revenues</b>				
Tax Revenue	426,392	427,709	100.31%	426,392
Interest	4,000	18,964	474.11%	12,200
<b>Grand Total</b>	<b>430,392</b>	<b>446,673</b>	<b>103.78%</b>	<b>438,592</b>

	FY2019 Budget	FY2019 Year to Date	% of Budget	FY2019 Projected
<b>Expenses</b>				
Capital	778,162	103,250	13.27%	778,162
Contract & Leases	105,160	87,611	83.31%	105,160
Maintenance	102,800	36,169	35.18%	102,800
Administrative Charges	54,134	54,215	100.15%	54,134
Operations	46,800	44,173	94.39%	44,350
<b>Grand Total</b>	<b>1,087,056</b>	<b>325,418</b>	<b>29.94%</b>	<b>1,084,606</b>

	FY2019 Budget	FY2019 Year to Date		FY2019 Projected
<b>Ending Fund Balance</b>	<b>140,986</b>	<b>918,905</b>		<b>151,636</b>
CAFR Adjustment	-	-		-
Contingency Reserve	106,000	106,000		106,000
Shell Landscape	-	-		-
<b>Available Fund Balance</b>	<b>34,986</b>	<b>812,905</b>		<b>45,636</b>

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

**SUBJECT:**

Update and presentation from the August Sub-Committee Meeting. (September meeting was cancelled) --  
Eric Nuner, Assistant Parks Director

**ITEM SUMMARY:**

City staff and Covey Landscape Architects will provide an update on the progress of design process for the proposed GVPID capital improvement projects.

**FINANCIAL IMPACT:**

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**SUBMITTED BY:**

Eric Nuner - Assistant Parks & Rec Director

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
☐	GVPID October Board Meeting	Backup Material
☐	GVPID-OPCC	Backup Material





**Large Parks**  
**City Parks-**

- ① Rowan
- ② Madrone (Alternate)

**Parklets**

- ① Adkins Park
- ② Greenside
- ③ Green Grove
- ④ Hanover
- ⑤ Fairfield
- ⑥ Westbury
- ⑦ Shell
- ⑧ Chestnut
- ⑨ Village Glen
- ⑩ Spring Court
- ⑪ Cedar Elm

**Shell Road & Enhanced Entries**



































**Opinion of Probable Cost**  
**Georgetown Village PID Improvements**

ITEM NO.	ESTIMATED QUANTITY	UNIT	COMMON NAME	UNIT PRICE	TOTAL PRICE
1	4228	LF	STEEL EDGING	\$ 6.00 #	\$ 25,368.00
2	11	CY	RIVER ROCK	\$ 250.00	\$ 2,642.50
3	865	SF	5' WIDTH SIDEWALK	\$ 6.00	\$ 5,190.00
4	13	each	MONUMENT SIGN	\$ 3,000.00	\$ 39,000.00
5	14	each	EXISTING MUTT MITT STATION	\$ 400.00	\$ 5,600.00
6	18	each	EXISTING BENCH	\$ 800.00	\$ 14,400.00
7	14	each	EXISTING TRASH RECEPTACLE	\$ 600.00	\$ 8,400.00
8	592	FF	RETAINING WALL	\$ 40.00	\$ 23,680.00
9	5	SF	FILTER FABRIC	\$ 125.00	\$ 625.00
10	2	each	ACCESSIBLE RAMP	\$ 1,400.00	\$ 2,800.00
11	6	each	MEDIUM BOULDER	\$ 500.00	\$ 3,000.00
12	146	CY	SHREDDED HARDWOOD MULCH	\$ 60.00	\$ 8,740.20
13	6	each	LARGE BOULDER	\$ 500.00	\$ 3,000.00
14	219	CY	DECOMPOSED GRANITE	\$ 120.00	\$ 26,227.20
15	19	each	LIMESTONE BLOCK	\$ 500.00	\$ 9,500.00
16	8	each	RELOCATED PICNIC TABLE	1,000.00	8,000.00
17	3	each	RELOCATED CHESS TABLE	\$ 1,000.00	\$ 3,000.00
18	415	CY	BED PREP (12" DEEP)	\$ 65.00	\$ 26,975.00
19	620	CY	TOP SOIL	\$ 65.00	\$ 40,302.19
20	100	CY	BERMS	\$ 65.00	\$ 6,500.00
21	105402	SF	IRRIGATION	\$ 1.50	\$ 158,103.00

TOTAL SITEWORK: (Items 1 - 21) \$ 421,053.09

**Opinion of Probable Cost**  
**Georgetown Village PID Improvements**

ITEM NO.	ESTIMATED QUANTITY	UNIT	COMMON NAME	UNIT PRICE	TOTAL PRICE
1	3	each	SHADE TREE	\$ 1,400.00 #	\$ 4,200.00
2	28	each	ORNAMENTAL TREES	\$ 1,200.00	\$ 33,600.00
5	235	s.f.	3-GALLON SHRUBS	\$ 35.00	\$ 8,225.00
8	25	l.f.	1-GALLON SHRUBS	\$ 15.00	\$ 375.00
16	50273	SF	HYDROMULCH	\$ 0.15	\$ 7,540.95

**TOTAL PLANTS: (Items 1 - 16) \$** 53,940.95

**TOTAL SITEWORK: \$** 421,053.09

**TOTAL PLANTS: \$** 53,940.95

**Sub-Total: \$** - 474,994.04

**Excavation and Hauloff Allowance: \$** - 25,000.00

**Traffic Control: \$** - 20,000.00

**Tree Protection: \$** - 15,000.00

**Complete Electrical and Lighting at Entries: \$** - 30,000.00

**Sub-Total: \$** - 564,994.04

**Mobilization, Insurance, Bonds (not to exceed 5% of bid): \$** - 28,249.70

**Grand Total: \$** - 593,243.74

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

**SUBJECT:**

**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 on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item on which you wish to speak and present it to the Staff Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior to the meeting being called to order** may speak.

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*-At time of posting, no person/s had signed up to address The Board*

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

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**SUBMITTED BY:**

Marlene McMichael, Chair Person

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

**SUBJECT:**

Consideration and possible action to approve the **Updated** Minutes for Regular June 2019 & July 2019 Meeting and the Minutes of the Regular Meeting for August 12, 2019, - Tina Davis, Board Liaison

**ITEM SUMMARY:**

**Updated** Minutes for Regular June 2019 & July 2019 Meeting and the Minutes of the Regular Meeting for August 12, 2019




**FINANCIAL IMPACT:**

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**SUBMITTED BY:**

Tina Davis, Board Liaison

**ATTACHMENTS:**

<b>Description</b>		<b>Type</b>
	GVPID Minutes 06.10.2019 and update	Backup Material
	GVPID Minutes 07.15.2019 and updates	Backup Material
	GVPID Minutes 08.12.2019	Backup Material

City of Georgetown, Texas  
Georgetown Village Public Improvement District Advisory Board Meeting  
**Minutes**  
Monday, June 10, 2019 at 6:00 p.m.  
West Side Service Center located at 5501 Williams Dr. Georgetown, TX 78633

**Board Members Present:** Marlene McMichael, Chair; Marsi Liddell, Vice Chair; Cara McKinney, Secretary; Gary Newman, Developer Rep; Michael Charles; Norma Baker;

**Board Members Absent:** Penny Evans, Developer Rep; Steve Taylor, Alternate 1; Howard Davis, Alternate 2

**Staff Members Present:** Wayne Reed, Assistant City Manager; Octavio Garza, Public Works Director; Eric Nuner, Assistant Parks Director; Seth Gipson, Management Analyst; Christi Rawls, Assistant Controller; Lacy Grobler, Senior Accountant; Tina Davis, Board Liaison

**Staff Members Absent:** None

**Others Present:** Evan Cuyler, Covey Landscape Architect, Ronnie Stafford, Covey Landscape Architect

**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 - **called to order by Chair 6:02 PM.**
- B. Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial report for the months of April & May 2019 – Christi Rawls, Assistant Controller - Rawls gave overview of April ( *May meeting was cancelled*) and May financials.
- C. Update from May GVPID Sub-Committee Meeting (NO ACTION TAKEN) – Marlene McMichael, Chair- McMichael, McKinney and Liddell gave update from May 10, 2019 GVPID Sub-Committee meeting with Covey Landscape Architects. Focus of meeting was on the reuse of existing benches in the Parks & Parklets and the timeline of how the meetings will run prior to presenting project to the GVPID Board. Sub-Committee will meet again June 25<sup>th</sup> and present plans to the GVPID Board in August.
- D. Update on City's Street Maintenance Program - Octavio Garza, Public Works Director - Garza confirms, "all streets in Georgetown Village will be done with a high performance product". Project Manager, Chris Pousson will reach out to the HOA and the GVPID Board in late July with the schedule of how & when the street restoration will be done. Notice will be sent out through social media and flyers with information on any street closures. Pousson will be available at the Open House meeting June 13<sup>th</sup> to answer any questions about this project. At the request of McMichael, Wayne gave a detailed list of who would be at the Open House June 13<sup>th</sup> to answer questions and update the Community regarding projects within Georgetown Village.

## Legislative Regular Agenda

- E. Public Wishing to Address the Board – Brian Ortego signed up to address the Board – Ortego spoke 3 minutes on the following items. {E & G} – (E) Ortego would like better communication with the GVPID as a whole. States the items discussed at today's meeting, (sidewalks, tree trimming and the upcoming Open House) could have been placed on the Agenda for the May meeting. (that was cancelled) In the future, suggest adding specific items to the Agenda for discussion, (such as landscape or the idea of having a Project Manager to check for contract compliance) to give the GVPID an opportunity to have input and allow it to be more effective and informative for the Public. Would like to add the Sycamore entrance with improvements back to the Capitol Improvement Project, if it's been eliminated, replace Summers Green Park with new benches & trash cans (splitting the cost between PID & Parks and Rec) and include alley ways in the Street Maintenance Program. Garza verified the alley ways are not included in the Street Maintenance Program. Brief Discussion that alley way's maintenance are the responsibility of the GVPID. Reed confirmed the City will check to see when they were updated previously to prevent spending money for treatment that is not currently needed.
- F. Consideration and possible action to approve the Minutes of the regular meeting of April, 2019. **Motion by Baker, seconded by McKinney** to approve the minutes as presented.  
**Approved 7-0-0**
- G. Consideration and possible recommendation to City Council regarding the FY2020 Georgetown Village Public Improvement District (PID) Budget – Reed called attention to the revise/updated budget (that was presented at the meeting today) and gave short overview of proposed budget before opening the floor up for questions. Brief discussion and clarification on the Budget. Public Speaker Ortega addressed the Board. Would like the GVPID Board to consider continuing to be conservative in estimating the annual operational expenses, suggest spending more on a higher level of contract maintenance to prevent the overall capital investment from deteriorating over time and to consider improvements to Summers Green Park. Board members had a discussion on the landscape Budget and ask questions that were answered by Staff on the following: when the Contingency Reserve would roll back into the Budget, the Budget is enough to update & maintain the improvements and City Parks & Shell Road landscape will be maintained by the City at no cost to the GVPID. **Motion by Liddell, seconded by Baker** to recommend to Council to approve the Budget. **Approved 7-0-0**
- Adjournment-Motion by McMichael, seconded by Newman** to adjourn meeting at 7:17 p.m.

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Marlene McMichael, Chair

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Cara McKinney, Secretary

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Tina Davis, Board Liaison

City of Georgetown, Texas  
Georgetown Village Public Improvement District Advisory Board Meeting  
**Minutes** (update, show Evans as present)  
Monday, June 10, 2019 at 6:00 p.m.  
West Side Service Center located at 5501 Williams Dr. Georgetown, TX 78633

**Board Members Present:** Marlene McMichael, Chair; Marsi Liddell, Vice Chair; Cara McKinney, Secretary; Gary Newman, Developer Rep; Michael Charles; Norma Baker; Penny Evans, Developer Rep

**Board Members Absent:** Steve Taylor, Alternate 1; Howard Davis, Alternate 2

**Staff Members Present:** Wayne Reed, Assistant City Manager; Octavio Garza, Public Works Director; Eric Nuner, Assistant Parks Director; Seth Gipson, Management Analyst; Christi Rawls, Assistant Controller; Lacy Grobler, Senior Accountant; Tina Davis, Board Liaison

**Staff Members Absent:** None

**Others Present:** Evan Cuyler, Covey Landscape Architect, Ronnie Stafford, Covey Landscape Architect

**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 - **called to order by Chair 6:02 PM.**
- B. Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial report for the months of April & May 2019 – Christi Rawls, Assistant Controller - Rawls gave overview of April ( *May meeting was cancelled*) and May financials.
- C. Update from May GVPID Sub-Committee Meeting (NO ACTION TAKEN) – Marlene McMichael, Chair- McMichael, McKinney and Liddell gave update from May 10, 2019 GVPID Sub-Committee meeting with Covey Landscape Architects. Focus of meeting was on the reuse of existing benches in the Parks & Parklets and the timeline of how the meetings will run prior to presenting project to the GVPID Board. Sub-Committee will meet again June 25<sup>th</sup> and present plans to the GVPID Board in August.
- D. Update on City's Street Maintenance Program - Octavio Garza, Public Works Director - Garza confirms, "all streets in Georgetown Village will be done with a high performance product". Project Manager, Chris Pousson will reach out to the HOA and the GVPID Board in late July with the schedule of how & when the street restoration will be done. Notice will be sent out through social media and flyers with information on any street closures. Pousson will be available at the Open House meeting June 13<sup>th</sup> to answer any questions about this project. At the request of McMichael, Wayne gave a detailed list of who would be at the Open House June 13<sup>th</sup> to answer questions and update the Community regarding projects within Georgetown Village.

## Legislative Regular Agenda

- E. Public Wishing to Address the Board – Brian Ortego signed up to address the Board – Ortega spoke 3 minutes on the following items. {E & G} – (E) Ortego would like better communication with the GVPID as a whole. States the items discussed at today's meeting, (sidewalks, tree trimming and the upcoming Open House) could have been placed on the Agenda for the May meeting. (that was cancelled) In the future, suggest adding specific items to the Agenda for discussion, (such as landscape or the idea of having a Project Manager to check for contract compliance) to give the GVPID an opportunity to have input and allow it to be more effective and informative for the Public. Would like to add the Sycamore entrance with improvements back to the Capitol Improvement Project, if it's been eliminated, replace Summers Green Park with new benches & trash cans (splitting the cost between PID & Parks and Rec) and include alley ways in the Street Maintenance Program. Garza verified the alley ways are not included in the Street Maintenance Program. Brief Discussion that alley way's maintenance are the responsibility of the GVPID. Reed confirmed the City will check to see when they were updated previously to prevent spending money for treatment that is not currently needed.
- F. Consideration and possible action to approve the Minutes of the regular meeting of April, 2019. **Motion by Baker, seconded by McKinney** to approve the minutes as presented.  
**Approved 7-0-0**
- G. Consideration and possible recommendation to City Council regarding the FY2020 Georgetown Village Public Improvement District (PID) Budget – Reed called attention to the revise/updated budget (that was presented at the meeting today) and gave short overview of proposed budget before opening the floor up for questions. Brief discussion and clarification on the Budget. Public Speaker Ortega addressed the Board. Would like the GVPID Board to consider continuing to be conservative in estimating the annual operational expenses, suggest spending more on a higher level of contract maintenance to prevent the overall capital investment from deteriorating over time and to consider improvements to Summers Green Park. Board members had a discussion on the landscape Budget and ask questions that were answered by Staff on the following: when the Contingency Reserve would roll back into the Budget, the Budget is enough to update & maintain the improvements and City Parks & Shell Road landscape will be maintained by the City at no cost to the GVPID. **Motion by Liddell, seconded by Baker** to recommend to Council to approve the Budget. **Approved 7-0-0**
- Adjournment-Motion by McMichael, seconded by Newman** to adjourn meeting at 7:17 p.m.

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Marlene McMichael, Chair

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Cara McKinney, Secretary

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Tina Davis, Board Liaison



City of Georgetown, Texas  
Georgetown Village Public Improvement District Advisory Board Meeting  
**Minutes**  
Monday, July 15, 2019 at 6:00 p.m.  
West Side Service Center located at 5501 Williams Dr. Georgetown, TX 78633

**Board Members Present:** Marlene McMichael, Chair; Michael Charles; Cara McKinney; Penny Evans, Developer Rep; Steve Taylor

**Board Members Absent:** Norma Baker; Marsi Liddell; Gary Newman, Developer Rep

**Staff Members Present:** Wayne Reed, Assistant City Manager; Ray Miller; Transportation Planning Coordinator; Seth Gipson, Management Analyst; Lacy Grobler, Senior Accountant; Christi Rawls, Assistant Controller; Paul Diaz, Budget Manager; Jamie Beran, Parks Superintendent; Heather Brewer-McFarling; Urban Forester; Tina Davis, Board Liaison

**Staff Members Absent:** 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 - **called to order by Chair 6:03 PM.**
- B. GVPID Landscape Maintenance Services – Jamie Beran – When City took over PID landscape in 2016 they continued using the hired contractor who did not have a unit price for mowing in their contract. In 2017 when the City went out for bid on its landscape maintenance for mowing of City parks and facilities, it redefined a map to outline GVPID parks and Georgetown parks to show who was responsible for financing the landscape of specific parks and it matched up unit pricing, schedules and frequency of maintenance. The current contract is with Heart of Texas. It includes service for mulch and is up for 2 additional renewals. All City parks, GVPID parks, Shell Road, Parklets and non-irrigated areas are on the same cycle now. These areas are also on the same 43 cycle schedule. Beran said he will check into concerns that some areas were not being landscaped as scheduled.
- C. Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial reports for the month of June, 2019 – Laci Grobler - Grobler gave overview of June financials.
- D. June GVPID Sub-Committee Meeting – **UPDATE- NOT ACTION TAKEN** – Board asked and Davis agreed to correct “D” caption from May to June GVPID Sub-Committee Meeting update. Met June 25<sup>th</sup>, mapped out more on what will happen in Parklets, and Shell Road. GVPID would like to have enough additional beds on Shell Road to indicate improvements all the way down to Bellaire Drive, have a irrigated ball field on the East side. Will have final designs to show at September 9<sup>th</sup> GVPID Board Meeting for approval. Sub-Committee agreed to ask about a water fountain in Madrone Park at their August 14<sup>th</sup> meeting.

## Legislative Regular Agenda

### E. 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 on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item on which you wish to speak and present it to the Staff Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior to the meeting being called to order may speak**.

**On a subject not posted on the agenda**: Persons may add an item to a future Regular scheduled 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. **Only those persons who have submitted a timely request will be allowed to speak**. For the Board Liaison contact information, please logon to <https://government.georgetown.org/gvpid/>

*-At time of posting, no person/s had signed up to address the Board.*

F. Consideration and possible action to approve the Minutes of the GVPID Sub-Committee Meeting of May 10, 2019 – Tina Davis – Davis agreed to remove Penny Evans from “present”, she is not part of the Sub-Committee. Motion to approve the minutes with correction by McMichael, seconded by McKinney. **Approved 5-0-0**

G. Consideration and possible action to approve the Minutes of the regular meeting June 10, 2019 – Davis agreed to correct the minutes to show Evans as “present”. Motion to approve minutes with correction by Charles, seconded by McKinney. **Approved 5-0-0**

H. Discussion and possible recommendation on street tree pruning and care in Georgetown Village Public Improvement District (GVPID) - Heather Brewer-McFarling – McFarling demonstrated (with a map) of the trees that were pruned 2 yrs. Ago. Have a winning bid of \$17,040 to finish pruning the trees (that were not pruned 2 years ago) on the green road ways. Need GVPID to confirm if they want to complete the project or not. There is a bid “not to exceed \$6000” to remove the metal T-post in front of street trees that have not been removed. Beran explained the removal of T-post will show uniformity throughout Georgetown Village. Discussion to remove stakes from the ground. McFarling will bring a list of trees that are blocking stop signs to the next meeting. Motion called by McMichael for those in favor to complete tree pruning project for \$17,040. **Approved 4-1-0**; Motion to approve removal of T-post as a one-time project not to exceed \$6000 by Taylor, seconded by McKinney. **Approved 4-1-0**

- I. Discussion and possible action to recommend the FY 2020 proposed budget – Paul Diaz Gibson, handed out amended budget at the meeting today. Diaz invited everyone to upcoming budget presentation by City Manager. Gave overview of GVPID budget, how FY '18 ended after comprehensive financial audit with \$797,000 in fund balance, projected to be right at budget for FY '19 based on tax rate of \$.14 ending \$45,000 and the budget for FY '20 projecting end balance of \$195,000. Discussion on budget. Motion to recommend the amendment and FY 2020 proposed budget to Council by McKinney seconded by McMichael. **Approved 5-1-0**
- J. Discussion and possible recommendation to the City Council on the annual review of the Georgetown Village Public Improvement District No. 1 (GVPID) Service and Assessment Plan. Noted the updated plan handed out earlier today. Gave general overview of what services are projected over a 5 yr. period using the handout. Discussion on future service and assessment plan - Seth Gipson- Motion to recommend Assessment Plan approved by McMichael with the amendment from street trees to trees, seconded by Mckinney. **Approved 5-1-0**

## **Adjournment**

**Motion to adjourn by McMichael. The meeting adjourned at 7:11 p.m.**

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Marlene McMichael, Chair

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Board Liaison

City of Georgetown, Texas  
Georgetown Village Public Improvement District Advisory Board Meeting  
**Minutes (Final)**  
**(Update)** Removed Alternate vote from count, correct month item D, detailed items H, I, J)  
Monday, July 15, 2019 at 6:00 p.m.  
West Side Service Center located at 5501 Williams Dr. Georgetown, TX 78633

**Board Members Present:** Marlene McMichael, Chair; Cara McKinney; Penny Evans, Developer Rep; Michael Charles (arrived at 6:04); Steve Taylor, Alternate

**Board Members Absent:** Norma Baker; Marsi Liddell; Gary Newman, Developer Rep

**Staff Members Present:** Wayne Reed, Assistant City Manager; Ray Miller; Transportation Planning Coordinator; Seth Gipson, Management Analyst; Lacy Grobler, Senior Accountant; Christi Rawls, Assistant Controller; Paul Diaz, Budget Manager; Jamie Beran, Parks Superintendent; Heather Brewer-McFarling; Urban Forester; Tina Davis, Board Liaison

**Staff Members Absent:** 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 - **called to order by Chair 6:03 PM.**

B. GVPID Landscape Maintenance Services – Jamie Beran – When City took over PID landscape in 2016 they continued using the hired contractor who did not have a unit price for mowing in their contract. In 2017 when the City went out for bid on its landscape maintenance for mowing of City parks and facilities, it redefined a map to outline GVPID parks and Georgetown parks to show who was responsible for financing the landscape of specific parks and it matched up unit pricing, schedules and frequency of maintenance. The current contract is with Heart of Texas. It includes service for mulch and is up for 2 additional renewals. All City parks, GVPID parks, Shell Road, Parklets and non-irrigated areas are on the same 43 cycle schedule along with some walkways, frontage road and islands. Question by Charles on the frequency and concern for lack of mowing on Beretta. Beran will check into this area of concern. Question by Taylor: Creekside Park belongs to Georgetown Parks and Recreation and the green area across from it belongs to GVPID? Beran confirmed. Charles questions the fire ant treatment schedule in April and October. Beran confirms fire ants typically go away in the summer because there is less moisture that causes them to burrow down. April and October is an accepted schedule but open for interpretation. Heart of Texas will spot treat. Beran kind of mimics the schedule with parks and ballfields to keep the cost down.

C. Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial reports for the month of June, 2019 – Laci Grobler - Grobler presented overview of June 2019 financials. Reports 60% of budget has been spent with 75% of budget year

complete. Available fund balance of \$680,612. The budget amendment to move \$160,000 above the line in 2019 for Madrone Park improvements was still pending as of June 2019 but has sense posted and it will be seen above the line in the July. McMichael clarifies funds will be spent if needed. Grobler verifies any remaining funds available after this year will roll over to next year.

- D. June GVPID Sub-Committee Meeting – **UPDATE- NOT ACTION TAKEN** – Board asked the minutes to reflect a correction to item “D” from May to June GVPID Sub-Committee Meeting update. Davis agreed to make the correction to item “D”. McMichael gave update of June 25<sup>th</sup> Sub-Committee meeting. McMichael and Liddell present June 25<sup>th</sup>. Discussion with Covey mapped out more of what will happen in Parklets, and they are happy with the plan. Discussion on Shell Road improvement. Covey concerned about the cost of getting everything done on Shell Road and creating new planting beds. Board no longer insistent about there being a bunch of new beds but does stress there has to be enough to indicate some improvement along Shell Road all the way down to Bellaire Drive. Board asked for an irrigated ball field on the East side. Will have final designs to show at September 9<sup>th</sup> GVPID Board Meeting for approval. Charles questioned if a water fountain is included in the Madrone Park design. McKinney answered, “if it’s in the budget”. Sub-Committee agreed to ask about the water fountain at their August 14<sup>th</sup> Sub-Committee meeting.

#### **Legislative Regular Agenda**

E. **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 on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item on which you wish to speak and present it to the Staff Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior to the meeting being called to order may speak**.

**On a subject not posted on the agenda**: Persons may add an item to a future Regular scheduled 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. **Only those persons who have submitted a timely request will be allowed to speak**. For the Board Liaison contact information, please logon to <https://government.georgetown.org/gvpid/>

*-At time of posting, no person/s had signed up to address the Board.*

- F. Consideration and possible action to approve the Minutes of the GVPID Sub-Committee Meeting of May 10, 2019 – Tina Davis – Davis agreed to remove Penny Evans from “present”, she is not part of the Sub-Committee. **Motion** to approve the minutes with correction by McMichael, **seconded** by McKinney. **Approved 4-0-3** (Absent: Baker, Liddell, Newman)

G. Consideration and possible action to approve the Minutes of the regular meeting June 10, 2019 – Davis agreed to correct the minutes to show Evans as “present”. **Motion** to approve minutes with correction by Charles, **seconded** by McKinney. **Approved 4-0-3**

H. Discussion and possible recommendation on street tree pruning and care in Georgetown Village Public Improvement District (GVPID) - Heather Brewer-McFarling – McFarling demonstrated (with a map) of the trees that were pruned 2 yrs. Ago. Have a winning bid of \$17,040 to finish pruning the trees (that were not pruned 2 years ago) on the green road ways. Need GVPID to confirm if they want to complete the project or not. Charles questions if this is private property and the use of PID money for project. McMichael says it is not intended to be a PID problem. It's in the covenant if property is bought out however not an ongoing PID project. Charles questions if this can be done in 3 phases with section 9 and Creekside as phase 3, seeing is as a waste of funds to prune new trees. Liddell points out that some part of the East side is older, not part of section 9 and needs to be completed. McMichael called for those in favor to complete tree pruning project for \$17,040. **Motion** by Cara, **seconded** by Taylor - **Approved 3-1-3** (Charles opposed to the use of PID dollars on private property. (Absent: Baker, Liddell, Newman)

There is a bid “not to exceed \$6000” to remove the metal T-post in front of street trees that have not been removed by the homeowners. Beran explained the removal of T-post will show uniformity throughout Georgetown Village. Discussion to remove stakes from the ground to prevent the trees from choking or dying. Question by Taylor- the removal is only for the street trees and the homeowners will have to cover the expense for their yard trees. McFarling verified that to be true. Liddell agrees this proposal is less than 1<sup>st</sup> phase that had more growth, believe this is better to do the entire neighborhood, McMichael suggest finishing the project, McKinney agrees and suggest educating homeowners for the future. McFarling is compiling a list of list of trees that are blocking stop signs to the next meeting. **Motion** to approve removal of T-post as a one-time project not to exceed \$6000 by Taylor, **seconded** by Cara. **Approved 3-1-3** (Charles opposed to the use of PID dollars on private property. (Absent: Baker, Liddell, Newman)

I. Discussion and possible action to recommend the FY 2020 proposed budget – Paul Diaz

Gibson notes the Board approved a recommendation for the budget at the June meeting but as the City continues its budget process, projections were looked at for the PID budget. Additional information was received from the central appraisal district which affected some of the line items. For transparency purpose an amended budget was handed out at the start of today's meeting to give the Board an opportunity to recommend the updated budget for City Council for their consideration later this year. Charles noted previously receiving a financial projection report from Jim Briggs that lined out the expected value of each house and questioned if another report could be provided. Diaz answered: The City gets aggregate reports. The detailed report is provided by Williamson Central Appraisal District (WCAD). Diaz will see if WCAD can provide a current report and bring back at a later meeting. Diaz invited everyone to upcoming budget presentation by City Manager. Gave overview of

GVPID budget. FY '18 ended after comprehensive annual financial audit with \$797K in fund balance. Village PID Fund was part of the FY '19 Mid-Year Budget amendment that recognized and additional \$34K in fund balance. Liquidated the Shell Road Reserve held blow line and appropriated the funds, increasing the total expense from \$927K to just below \$1.1M. Revenues: right at budget for FY '19 based on tax rate of \$.14, \$12K. Interest: about 100 basis point, projecting \$12K. Expense Types: Administrative Charges; projected at budget, Capital Improvement: Madrone, Rowan and Shell Rd, projected at budget-(staff will add any unsent funds to the CIP Roll Forward in December amendment), Contracts and Leases, projected slightly below budget. Project \$151K ending fund balance at end of FY '19, Contingency reserve of \$106K with available fund balance of \$45K. FY '20 Revenues: property tax revenue is budgeted at \$453K, based on tax rate of \$.14 and assessed value of \$323M. Expenses: no capital improvements scheduled at this time, admin charge allocations total \$48K, Contracts and Leases, \$252K. Anticipated fund balance at end of FY '20, \$305K. Discussion on budget. Liddell question money in 2020 tree maintenance budget to see if the amount included street trees. Gibson confirmed the amount was budgeted \$50,000 for tree maintenance and street trees this year but will be reduced to \$35,000 for the remaining year and down to \$15,000 in 2022. Question by Liddell, if the budget amount for 2023-2024 for pond maintenance is to change the sand or add filtration. Gibson will check on specifics and follow up with an answer. Charles question: If Diaz could advise the Board on when the tax rate would be up for review. Diaz says it is part of the annual budget process. Charles would like it to be noted that as part of the budgetary conversation, it was asked, noted and would be reported back to the home owners. Liddell question: What are the above ground improvements in 2022-2024? Gipson will get additional information and update at a later meeting. No further discussion on proposed budget. **Motion** to recommend the amendment and FY 2020 proposed budget to Council by McKinney, **seconded** by McMichael. **Approved 4-0-3**

- J. Discussion and possible recommendation to the City Council on the annual review of the Georgetown Village Public Improvement District No. 1 (GVPID) Service and Assessment Plan - Seth Gipson - Gibson noted the updated plan handed out prior to start of meeting. Purpose of the Assessment Plan is to outline the annual indebtedness of the District and share what types of services will be provided in a 5 year projected period. Project actual 5 year service plan \$1.77M, \$355K annually. Method of assessment is based on the value of real property, property improvements are determined by Williamson Central Appraisal District (WCAD). The assessment rule will be an attachment when the certified rule received from Williamson Central Appraisal District (WCAD). The list of properties will be included as a part of the document. McMichael question: What is street tree trimming in the budget? Gipson verified it is for park tree trimming. McMichael notes, budget list "street trees". Per Liddell's request will make change to show "park trees" instead of "street trees" for clarity. Charles Question: Is \$35K anticipated for tree maintenance in FY '20? Gipson, says it's estimated. Additional discussion: to change "street trees" to "trees". Charles Questions specials services line item. Gipson answered: related cost for the appraisal district to send out tax bills and other notices. McKinney Question: Maintenance on alleys in 2022-2024: Gipson estimates \$15K will be for overlay on alleys then, not needed at this time. Reed notes

the only way to have high performance seal on the alleys in the future is to recommend to Council (to add those dollars for that to occur in the future-at that time when streets are done) with the expected work be done on the public streets this summer. If it's not recommended, it will not be done. It was done 3-4 years ago. Can't guarantee life expectancy, only estimate it will last 5-7 years. This will be a PID expense, not expected to be more than \$50K. **Motion** to recommend the Service and Assessment Plan with the amendment from street trees to trees by Charles, **seconded** by Mckinney. **Approved 4-0-3** (Absent: Baker, Liddell, Newman)

## Adjournment

**Motion to adjourn by McMichael. The meeting adjourned at 7:11 p.m.**

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Marlene McMichael, Chair

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Cara McKinney, Secretary

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Tina Davis, Board Liaison





City of Georgetown, Texas  
Georgetown Village Public Improvement District Advisory Board Meeting  
**Minutes**  
Monday, August 12, 2019 at 6:00 p.m.  
West Side Service Center located at 5501 Williams Dr. Georgetown, TX 78633

**Board Members Present:** Marlene McMichael - Chair; Norma Baker; Marsi Liddell; Gary Newman - Developer Rep.; Penny Evans; Cara McKinney; Steve Taylor – Alternate; Michael Charles (arrived at 6:03 pm)

**Board Members Absent:** NONE

**Staff Members Present:** Wayne Reed – Assistant City Manager; Ray Miller – Transportation Planning Coordinator; Seth Gibson – Management Analyst; Travis Baird – Real Estate Services Manager; Laci Grobler - Senior Accountant; Laura Wilkins, Executive Assistant

**Staff Members Absent:** Eric Nuner – Assistant Parks Director, Christi Rawls – Assistant Controller

**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 - **called to order at 6:00 PM** by McMichael
- B. Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial reports for the month of July 2019. - Laci Grobler

Ms. Grobler presented the budget report for the month of July, 2019. Notes: 62.7% of the budget has been spent with 83% of the budget year completed. Available fund balance of \$834,233.00. Question from Liddell – what was the Year-to-Date expense of \$103,250 for? Reed explained that Eric Nuner is out today - he has been approving the invoices so would know this answer. Question if Eric would be at the Subcommittee meeting on Wednesday? He is expected to be there. Liddell asked that we follow up with them with those details.

## **Legislative Regular Agenda**

### **C. 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 on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item on which you wish to speak and present it to the Staff

Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior to the meeting being called to order** may speak.

**On a subject not posted on the agenda:** Persons may add an item to a future Regular scheduled 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. **Only those persons who have submitted a timely request will be allowed to speak.** For Board Liaison contact information, please logon to <https://government.georgetown.org/gvpid/>

*-At time of posting, no person/s had signed up to address The Board*

- D. Consideration and possible action to recommend acceptance of 5 lots in Phases 1, 2, & 3 the Georgetown Village, including water quality, drainage, and open space lots, located along Bowline Drive, Crown Anchor Bend, and Sheepshank Drive. - Travis Baird, Real Estate Services Manager

Baird presented the item. Continuation of work being done as development occurs. Acceptance of lots by the City for maintenance. Most often these lots are drainage related – also include some parklets/pocket parks. Mowing and on-going maintenance. Worked with KB Homes to make certain the lots the City accepts are at acceptable standards and in good condition. McKinney - question on lot on Sheepshank was in poor condition – asked if that been resolved? Baird responded that yes – City worked with KB and that one received extra work to be brought up to acceptable level. All have been inspected. McMichael – has the one at Crown Anchor been upgraded to our standard? Answered by Baird – it was inspected by Jaime Beran in the Parks Department. Other discussion for clarification – parklets, access/maintenance ways, drainage ways, etc. Baird – we will apply a different terminology, other than parklet, to those areas to avoid confusion. Charles – asked that Mr. Taylor give feedback as he lives in Creekside. Taylor says he believes it is fine – has been improved with plantings, etc. – looks like part of the neighborhood. Likes the buffer near where the new proposed subdivision is going in. Liddell – question that is related but possibly off-topic: Rosedale backs up against the detention pond at Serenada – the large lot – has not been mowed. Newman – they have paid to have that mowed – it should have been done. Baird – City took over the ponds near the ponds at Rosedale at Naranjo and Rosedale at Madrid – have not taken over Rosedale and Bellaire or the large one Naranjo in the SE quadrant. Baird – will follow-up on this. Question from Newman – how are the lots transferred to the City? Answered by Baird – these are done by deed. McKinney – when does actual mowing pick up by the City once deeded? Baird – have started picking up the maintenance once they reached an acceptable condition so it would not fall back. **MOTION** by Charles, second by Liddell – to accept the 5 lots in Phases 1,2, and 3 of Georgetown Village, including water quality drainage and open space lots, located along Bowline Drive, Crown Anchor Bend, and

Sheepshank Drive, following confirmation that KB Homes has conveyed the last lot.  
**APPROVED 7-0** (none opposed/ none absent)

- E. Consideration and possible action to approve the Minutes of the regular meeting  
July 15, 2019 – Tina Davis, Board Liaison

Mr. Charles raised a question about the listing of the vote on minutes. ITEM H. Would like for more information to be included (who voted for; who voted against; who was absent or abstained). Also, if any voted against or abstained, list that person's reasoning for voting against or abstaining. Specifically, a notation on this item about his concern of the use of PID dollars in an area that had previously been deemed private property. Mr. Charles voted against on Items H, I and J. He was opposed for the same reason (use of PID dollars on private property) on those items. Discussion for clarification followed. Charles would like the minutes revised to include his reasoning for voting against on these items to provide full disclosure. The minutes will be revised to reflect this request. Question by McKinney on item B – last sentence: Have we checked on this to be certain everyone is on the same page? Reed responded that since Parks representatives are not here tonight, we will follow-up with Parks on that. **MOTION** by Baker, second by Evans to approve the July 15 minutes with the corrections noted. **APPROVED 6-0-1** (none opposed - Liddell abstained as she was not present at the July 15, 2019 meeting)

## Adjournment

**MOTION to adjourn by Liddell, second by Baker. APPROVED 7-0 (none opposed) The meeting adjourned at 6:29 p.m.**

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Marlene McMichael, Chair

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Cara McKinney

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Board Liaison

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

**SUBJECT:**

Consideration and possible action to approve the **Corrected Minutes** of the Sub-Committee for May 2019 & Minutes of the Sub Committee for June 2019 & August 2019- Tina Davis, Board Liaison

**ITEM SUMMARY:**

**Corrected Minutes** of the Sub-Committee for May 2019 & Minutes of the Sub Committee for June 2019 & August 2019

**FINANCIAL IMPACT:**

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**SUBMITTED BY:**

Tina Davis, Board Liaison

**ATTACHMENTS:**

<b>Description</b>		<b>Type</b>
📎	GVPID Sub Committee Minutes 5.10.2019	Backup Material
📎	GVPID Sub Committee 6.25.2019	Backup Material
📎	GVPID Sub Committee Minutes 8.14.2019	Backup Material

City of Georgetown, Texas  
Georgetown Village Public Improvement District **Sub-Committee Meeting**  
**Minutes**  
Friday, May 10, 2019 at 12:00 p.m.  
Covey Landscape Architects, 1008 S. Main Street, Georgetown, TX 78628

**Board Members Present:** Marlene McMichael, Chair; Marilyn "Marsi" Liddell, Vice Chair; Cara McKinney; Penny Evans, Developer Rep;

**Sub-Committee Members Absent:** None

**Staff Members Present:** Eric Nuner, Assistant Parks and Recreation Director; Dave Melaas, Parks Project Manager; Laura Wilkins, Executive Assistant; Tina Davis, Board Liaison

**Staff Members Absent:** Seth Gibson

**Others Present:** Ronnie Stafford, Covey Landscape Architect; Evan Cuyler, Covey Landscape Architect; Travis Crow, Covey Landscape Architect

**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 - **called to order by Chair 12:04 PM.**

B. Discussion on Georgetown Village Capital Improvement Projects – Eric Nuner, Assistant Parks and Recreation Director – Eric turns discussion over to Ronnie of Covey Landscape Architects, who explains the overall goal and the process of the concept design, master plan and design development phase of the project. The Master Plan involves Covey Landscape Architects looking at the site, taking inventory and determining what's existing and what's not, gathering all of the information and monitoring the contractor to insure they are following approved guidelines. During the process, Covey will meet with Sub-Committee first to discuss, answer questions and hear suggestions from the GVPID Board regarding the project. The Sub-Committee will update the GVPID Board. As the design goes through the different phases it will ultimately end up as a full detailed document (to show quantity, location, materials to be used, color and lettering, etc.) that a contractor can read and bid on. Once the design is approved by GVPID Board, Covey will take it to bid and a Vendor is awarded/selected. Generally, this is the lowest bidder. If the GVPID Board approves the financial recommendation, they will move forward for recommendation to Council for final approval. Payments made during the process will not be made without the work being verified and approved first by Melaas and Covey Landscape Architects. Final payment will be made after everyone has agreed and signed their approval on the completed project.

There was also discussion on the design of Parklets and the most cost effective way to proceed while keeping it unified. (ie: repurposing existing benches, staying with grass and

trees only or adding shrub, etc.) Nuner plans to put in the mid-year budget amendment of \$160,000.00 to take the money out of reserve for Madrone (in Capital Reserve) and get it into a fund to have the ability to use it if needed. Covey will meet again with the Sub-Committee June 25<sup>th</sup>, 10:00 a.m. – 12:00 p.m. and bring new designs for the Parks and Parklets, with line item cost based on discussion today.

### **Legislative Regular Agenda**

#### **C. 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 on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item you wish to speak on and present it to the Staff Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior to the meeting being called to order** may speak.

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<https://government.georgetown.org/gupid/>

*-No one signed up to speak prior to posting the Agenda.*

### **Adjournment**

**Motion to adjourn by McMichael, seconded by Liddell. The meeting adjourned at 1:44 p.m.**

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Marlene McMichael, Chair

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Cara McKinney, Secretary

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Tina Davis, Board Liaison

City of Georgetown, Texas  
Georgetown Village Public Improvement District **Sub-Committee Meeting**  
**Minutes (Update/Final) removed Evans as “present”**  
Friday, May 10, 2019 at 12:00 p.m.  
Covey Landscape Architects, 1008 S. Main Street, Georgetown, TX 78628

**Board Members Present:** Marlene McMichael, Chair; Marilyn “Marsi” Liddell, Vice Chair; Cara McKinney;

**Sub-Committee Members Absent:** None

**Staff Members Present:** Eric Nuner, Assistant Parks and Recreation Director; Dave Melaas, Parks Project Manager; Laura Wilkins, Executive Assistant; Tina Davis, Board Liaison

**Staff Members Absent:** Seth Gibson

**Others Present:** Ronnie Stafford, Covey Landscape Architect; Evan Cuyler, Covey Landscape Architect; Travis Crow, Covey Landscape Architect

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There was also discussion on the design of Parklets and the most cost effective way to proceed while keeping it unified. (ie: repurposing existing benches, staying with grass and



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*-No one signed up to speak prior to posting the Agenda.*

### **Adjournment**

**Motion to adjourn by McMichael, seconded by Liddell. The meeting adjourned at 1:44 p.m.**

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Marlene McMichael, Chair

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Cara McKinney, Secretary

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Tina Davis, Board Liaison

City of Georgetown, Texas  
Georgetown Village Public Improvement District **Sub-Committee Meeting**  
**Minutes**  
Tuesday, June 25, 2019 at 10:00 a.m.  
Covey Landscape Architects, 1008 S. Main Street, Georgetown, TX 78628

**Board Members Present:** Marlene McMichael, Chair; Marilyn "Marsi" Liddell, Vice Chair

**Sub-Committee Members Absent:** Cara McKinney, Secretary

**Staff Members Present:** Eric Nuner, Assistant Parks and Recreation Director; Dave Melaas, Parks Project Manager; Tina Davis, Board Liaison

**Others Present:** Ronnie Stafford, Covey Landscape Architects; Tyler Richburg, Covey Landscape Architects; Travis Crow, Covey Landscape Architects

**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 - called to order by Chair 10:02 a.m.

B. Parks and Parklets update and discussion – Eric Nuner, Assistant Parks and Recreation Director – Crow explained the Parklets were looked at overall for their individual use and placed in one of three categories, (passive park, active park or gathering park) for the purpose of determine the best way to approach the Master Plan. Strafford states the initial plan to have the same items in each park is not possible because each park has existing trees, pathways and slope or hills. If there are seating areas the American Disabilities Act must be followed. Certain items will be placed in the parks based on one of the three park categories they fall under. Park benches will be reused as needed throughout the various parks. Pictures shown with various types of material that would be used. Limestone blocks, small wall or natural boulders for some of the seating areas and using rock gravel in tan or white in the planting areas material that would be used. Limestone blocks, small wall or natural boulders for some of the seating areas and using rock gravel in tan or white in the planting areas. Sub-Committee will update GVPID Board at July 15<sup>th</sup> meeting. Covey will bring sketches of Parks and Parklets along with examples of materials they plan to use to next Sub-Committee meeting August 14, 2019.

**Legislative Regular Agenda**

**C. Public Wishing to Address the Board**

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*-No one signed up to speak prior to posting the Agenda.*

#### **Adjournment:**

**Motion to adjourn by McMichael, seconded by Liddell. The meeting adjourned at 12:16 p.m.**

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Marlene McMichael, Chair

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Cara McKinney, Secretary

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Tina Davis, Board Liaison

City of Georgetown, Texas  
Georgetown Village Public Improvement District **Sub-Committee Meeting**  
**Minutes**  
August, 14 2019 at 10:00 a.m.  
Covey Landscape Architects, 1008 S. Main Street, Georgetown, TX 78628

**Board Members Present:** Marlene McMichael, Chair; Marilyn "Marsi" Liddell, Vice Chair; Cara McKinney, Secretary

**Staff Members Absent:** Eric Nuner

**Staff Members Present:** Dave Melaas, Parks Project Manager; Tina Davis, Board Liaison

**Others Present:** Ronnie Stafford, Covey Landscape Architects; Tyler Richburg, Covey Landscape Architects

**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 - called to order by Chair 10:03 a.m.

B. Parks and Parklets update and discussion – Eric Nuner, Assistant Parks and Recreation Director – Stafford shows design work in detail as this phase goes from conceptual "bubbles" to labeled construction design phase, showing contractor staging area with materials to be used and items to be installed, proposed sidewalks, existing trees & benches. In construction document guidelines, any/all disturbed areas of existing parks must be fixed, due diligence is a requisite. The best time for planting is February. Traffic control for work will occur but will only be temporary-residents will be notified. Less active parks will have bolder type seating. Live Oak, Red Oak, or Mexican Sycamore trees will be planted. Cost estimate will be run at very end. Board discussed and questioned \$103K spent on Madrone Park that was shown in the financial report given by Laci Grobler at the August 12, 2019 GVPID Board Meeting. Sub-Committee expected an update of the Madrone funds today. The recording from August 12<sup>th</sup> reflects Wayne Reed providing and update of the \$103K after speaking with Eric Nuner who is currently out on vacation. Grobler agreed to provide later update. Irrigation audit has been done since last meeting. No irrigation in Rowan and Madrone. Shell Rd. has irrigation, (except for North East corner at Bellaire) but no water meter. Electricity would have to be pulled from the signals. In predevelopment meeting with City, Covey discuss how to avoid impact with meter feeds. McMichael would like Covey to ask City to consider cost-feels City allowed developers to change original standards. Covey makes no guarantees on who will pay this expense. Power currently available at all entryways for low lighting except for Bellaire. McKinney notes there is a request for a drinking fountain at Rowan Park and possibly Madrone in the future after the playscape is complete. Stafford and Melaas estimate cost to be \$4000. Stafford will check with City about water fountain. Went through each park design, Sub-Committed expressed

their thoughts on circular bolders, square blocks & flat sitting blocks, location of trash cans, benches and possibly trees. Madrid to Bellaire on Shell Rd. will have a proposed sidewalk going in. Covey would like to have one more meeting to show cost estimate after running budget numbers and prior to bid but would like to speak with Nuner first before scheduling. Will update community on project plan after predevelopment meeting with City and bid process. Meeting ended with design more detailed to show what each park will look like at project completion. No next meeting date set. Sub-Committee pleased with results at this point.

### **Legislative Regular Agenda**

#### **C. Public Wishing to Address the Board**

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*-No one signed up to speak prior to posting the Agenda.*

#### **Adjournment:**

**Motion to adjourn by McMichael, seconded by Liddell. The meeting adjourned at 12:16 p.m.**

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Marlene McMichael, Chair

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Cara McKinney, Secretary

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Tina Davis, Board Liaison