

**Notice of Meeting for the
Georgetown Village Public Improvement District
of the City of Georgetown
January 13, 2020 at 6:00 PM
at West Side Service Center located at 5501 Williams Drive, Georgetown, TX. 78628**

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.

*** * * REVISED AGENDA * * ***

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 - Marlene McMichael, Chair
- B Georgetown Village Public Improvement District (GVPID) monthly financial report for the month of December 2019 - Paul Diaz
- C Project Update - Eric Nuner
- D Update/s from City Staff (if any) - Wayne Reed - NO ACTION TAKEN

Legislative Regular Agenda

- E Tree Trimming Update - Ray Miller

F 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

- G Consideration and possible action to approve the Minutes for the Regular Board Meeting November, 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 _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

VILLAGE PID MONTHLY REPORT AS OF DECEMBER 31, 2019

Operating revenues are comprised of allocated interest and property tax. Allocated interest revenues to date total \$3,105 or 60.89% of budget. Revenues from property taxes total \$26,606, or 5.88%, of budget. The majority of property tax revenue is typically received in the months of January and February.

Operating expenses include administrative charges, capital, maintenance, operations, contracts and leases. Operating expenses also include encumbrances, funds the department has set aside to pay for contracts and leases, irrigation maintenance, as well as special services. Combining all expenses listed, year to date the expenses total \$140,328 or 46.65% of budget. The administrative charges are typically processed monthly. However, at the time of this report, those charges have not been processed due to the workload requirements to close out FY2019. After the close out of FY2019, these charges will be booked monthly. By the end of FY2020, the actual expenses will be at the budgeted amount. Operational expenses total zero through the month. Overall, expenses are in line with the budget.

Fund Schedule Development

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

Staff will complete a second reading of a CIP Rollforward Amendment to Council in January. Staff is proposing to recognize a positive beginning fund balance adjustment of \$767,542. This adjustment is comprised of \$9,878 of additional revenue and \$757,665 of expense budgeted but not spent in FY2019. Staff is proposing to rollforward capital improvement projects into FY2020 so these projects can be completed. The following projects are proposed to be moved to FY2020: Madone Park for \$56,750, parklets for \$279,794, Rowan Park for \$143,141, and Shell road for \$195,227. Pending the approval of the budget amendment in January, staff will update the fund schedule to reflect the CIP Rollforward Amendment.

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

Please note in the fund schedule located on the next page year to date expenses + encumbrances = FY2020 Actuals.

Fund Schedule as of December 31, 2019

234 - Village PID	FY2020 Budget	FY2020 Actuals
Beginning Fund Balance	151,636	

Revenues	FY2020 Budget	FY2020 Year-to-Date	FY2020 Encumbrance	FY2020 Actuals	FY2020 % Of Budget
Interest	5,100	3,105	-	3,105	60.89%
Tax Revenue	452,210	26,606	-	26,606	5.88%
Grand Total	457,310	29,712	-	29,712	6.50%

Expenses	FY2020 Budget	FY2020 Year-to-Date	FY2020 Encumbrance	FY2020 Actuals	FY2020 % of Budget
Administrative Charges	48,744	-	-	-	0.00%
Capital	-	17,625	(13,125)	4,500	0.00%
Contract & Leases	105,160	14,948	73,522	88,469	84.13%
Maintenance	102,300	19,927	5,048	24,975	24.41%
Operations	44,624	20,339	2,045	22,384	50.16%
Grand Total	300,828	72,838	67,490	140,328	46.65%

	FY2020 Budget
Ending Fund Balance	308,118
CAFR Adjustment	-
Contingency Reserve	113,053
Shell Landscape	-
Available Fund Balance	195,065

City of Georgetown, Texas
Georgetown Village Improvement District
January 13, 2020

SUBJECT:

Consideration and possible action to approve the Minutes for the Regular Board Meeting November, 2019
- Tina Davis, Board Liaison

ITEM SUMMARY:

Minutes from the November GVPID meeting.

FINANCIAL IMPACT:

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SUBMITTED BY:

Tina Davis, Board Liaison

ATTACHMENTS:

	Description	Type
□	GVPID Minutes-November	Backup Material

City of Georgetown, Texas
Georgetown Village Public Improvement District Advisory Board Meeting
Minutes
Monday, November 11, 2019 at 6:00 p.m.
West Side Service Center located at 5501 Williams Dr. Georgetown, TX 78633

Board Members Present: Penny Evans, Marsi Liddell, Vice Chair; Cara McKinney, Secretary; Michael Charles; Norma Baker; Gary Newman; Steve Taylor, Alternate

Board Members Absent: Marlene McMichael

Staff Members Present: Wayne Reed, Assistant City Manager; Paul Diaz, Budget Manager; Ray Miller, Public Works Director; Seth Gipson, Performance Management Program Manager; Eric Nuner, Assistant Parks Director; Tina Davis, Board Liaison

Staff Members Absent: None

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 Vice Chair 6:01 PM.**

B. Change in Financial reporting and Presentation of the Georgetown Village Public Improvement District (GVPID) monthly financial report for the month of October 2019. – Paul Diaz. – Paul explained as a result of the City’s reorganization, the Budget Office will take over the accounting reporting structure that was previously presented by Accounting and he will present the GVPID monthly financial report at the Board Meetings. The GVPID revenue is generated by \$.14 property tax. Once billed, the property tax typically begins to come in in January/February. Currently nothing has been collected for property tax revenue. Budget expects to see GVPID’s amount to budget at 95% in January/February. Overall GVPID’s financials are right on pace with 3-5 year trend with budget and actuals. Estimating \$5K in property tax will generate \$450 for FY20. Expenses for FY2020 is allocated at \$300K broken down into 3 categories; Contract & Leases approximately \$105K, Maintenance approximately \$103K, Operations approximately \$45K and Administrative Charges approximately \$48K. Current expenses FY 2020 to date Contract & Leases, \$7674, Maintenance \$17,432, Operations \$7974 for a total of \$33,080. Questions asked, if a budget analysis was preformed, if an informal audit was completed prior to Budget taking over the GVPID Financial reporting and dose the City do effective tax rate calculations? Answers: an analysis is not initiated unless the projected amounts show a noticeable variance. An informal audit was not done prior to the Budget department taking over for the Accounting department because they are both under the Finance Department and effective tax rate calculations are mandatory per state statue on the truth and taxation calculation for the overall tax rate we set for the City. There is not a portion that is applied to the effective tax

rate for GVPID because the PID gets to set the amount. Michael asked for a follow up on the appraisal rules. Seth answered: He is working to get the information and recreate the document prior to presenting it.

- C. GVPID Meeting – Discussion: Marsi asked for clarification on the protocol for scheduling/cancelling meetings and adding items to the agenda. Wayne answered: According to By-laws, the Board shall meet at a predictable time, day and location. If there are a lack of action items to vote on, the Staff or Chair can cancel the meeting. City staff makes every effort to notify the Board and citizens of a cancelled meetings. Wayne agreed to look into an additional way to notify everyone when a meeting has been cancelled. Michael suggested a public notice on Nextdoor or the City’s website. Agenda items can be added by City staff, given to the Chair person or sent to the Liaison for the Assistant City Manager to approve prior to being added to the Agenda. The person requesting the item is responsible for preparing the coversheet and presenting the item.
- D. Tree Trimming & Street Tree Removal – Ray Miller – Discussion: Ray presented a handout to the Board with pictures and the address of specific trees that present a traffic obstacle to the public by restricting a safe view to drivers and pedestrians. This information was given to the Board for their feedback, to see if the Board would agree to use GVPID funds to cover the cost of removing trees. Ray states there are a total of 17 trees recommended for trimming and 10 trees recommended for removal with an estimate of \$3500 to complete the project. Marsi asked what criteria was used to determine if a tree is removed. Ray states, the criteria used to determine a tree removal was based on the location of the tree to the crosswalk, corner and/or intersection. Cara asked if there were any alternatives to removing trees. Ray explained there really are no alternatives to not remove trees that were never placed within the mandatory guidelines. The guidelines dictate where the location of trees can or cannot be placed in conjunction to signage. Wayne explained to the Board, in an emergency situation where it was determined that an accident was caused by a sign blockage because of a tree, the City would likely take responsibility for the cost. Michael is not in agreement with spending PID funds on private property. The trees presented in the handout are in the right of way. Ray agreed to re-evaluate the threes that were in question to see if there is a possibility of relocating the sign but only for areas where permitted. Marsi asked if trees could be pruned vs removed. Ray explained the tree would continue to grow and cause future obstruction. Marsi suggest sending a letter to the particular homeowner to explain when and why the tree is scheduled to be removed. Wayne agreed (at the next meeting) to bring a draft copy of the letter from the City that will be sent giving the homeowner City contact information and an explanation on the decision to remove the tree. Ray agreed to bring back further evaluation of the trees in question to the next meeting and a plan of action so the Board is informed and answer any additional questions before making a decision on if they are in agreement with this being a GVPID expense or not. Carl Conn addressed the Board: Took pictures of the intersection closes to his home and suggested speed bumps in addition to the white line and stop sign. Has witness people in the past run the stop sign and believes removing the tree closest to his home would not prevent anyone from running the stop sign. He believes the speed bump will provide everyone visibility as

an alternative to removing trees. He would like the Board to consider not removing the tree located. Wayne agreed to accept the pictures from Mr. Conn via email. Ray explained “typically speed bumps are not placed on publically maintained streets because of emergency vehicles and in reality most people speed up prior to the speed bump. Cara suggested flashing stop signs. Ray agreed to look at the possibility of flashing lights for cost effectiveness.

Legislative Regular Agenda

E. Public Wishing to Address the Board

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Carl Conn Jr. addressed the Board on item D

F. Consideration and possible action to approve the Minutes for the Regular Board Meeting October 2019 - Tina Davis, Board Liaison

Motion by McKinney, seconded by Charles to approve the Minutes for the Regular Meeting for October, 2019. No discussion. **Approved 0-0-1 (Marlene McMichael absent)**

Adjournment

Motion to adjourn by McMichael, second by Charles. The meeting adjourned at 7:01 p.m.

Marlene McMichael, Chair

Cara McKinney, Secretary

Board Liaison