

**Notice of Meeting for the
Georgetown Village Public Improvement District
of the City of Georgetown
April 12, 2021 at 6:00 PM
at Virtual**

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.

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 Consistent with Governor Greg Abbott's suspension of various provisions of the Open Meetings Act, effective August 1, 2020 and until further notice, to reduce the chance of COVID-19 transmission, all City of Georgetown Advisory Board meetings will be held virtually. Public comment will be allowed via teleconference; no one will be allowed to appear in person.

Join Zoom Meeting

<https://georgetowntx.zoom.us/j/91435120917>

Meeting ID: 914 3512 0917

Dial by your location

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

Citizen comments are accepted in three different formats:

1. Submit written comments to cindy.medrano@georgetown.org by 1 p.m. on the date of the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.
2. Log onto the meeting at the link above and click "reactions" then "raise your hand" during the item
3. Use your home/mobile phone to call the toll-free number

To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on "Reactions" then "Raise your Hand" option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.

Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in you being immediately removed from the meeting.

B Call to Order

C Pledge of Allegiance - Marlene McMichael, Chair

D **Public Wishing to Address the Board**

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 <http://georgetown.org/boardscommissions/>

At the time of posting, no persons had signed up to address the Board.

E Staff Updates -Wayne Reed, Assistant City Manager

F Georgetown Village Public Improvement District (GVPID) monthly financial report for the month of March, 2021 - Nathan Parras, Assistant Finance Director

Legislative Regular Agenda

G Consideration and possible action to approve the Minutes for the Regular Board Meeting March 8, 2021 - Sabrina Poldrack, Board Liaison

H Election of Board Name Officers – Marlene McMichael, Board Chair

I Review and discuss board purpose and bylaws – Marlene McMichael, Board Chair

J Review of the City Council's Boards and Commissions Attendance Policy – Marlene McMichael, Board Chair

K Discuss dates/times for future Georgetown Village PID advisory board meetings – Marlene McMichael, Board Chair

L Consideration and possible action to recommend approval to replace the specialized GV PID traffic control signs and replace with City-standard signs. – Dan Southard, Public Works Operations Manager

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 _____, 2021, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Georgetown Village Improvement District
April 12, 2021

SUBJECT:

Georgetown Village Public Improvement District (GVPID) monthly financial report for the month of March, 2021 - Nathan Parras, Assistant Finance Director

ITEM SUMMARY:

Presentation of the financial report for the month March, 2021.

FINANCIAL IMPACT:

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SUBMITTED BY:

Nathan Parras, Assistant Finance Director

ATTACHMENTS:

Description		Type
📎	Financial Summary	Backup Material
📎	Presentation	Backup Material
📎	2021-2022 Budget Schedule	Backup Material

VILLAGE PID MONTHLY REPORT AS OF MARCH 31, 2021

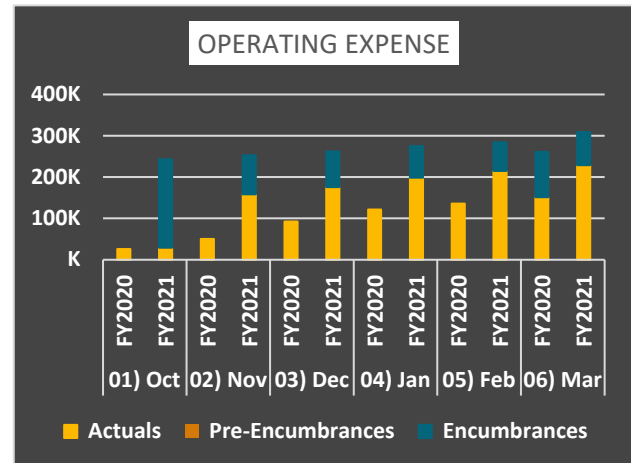
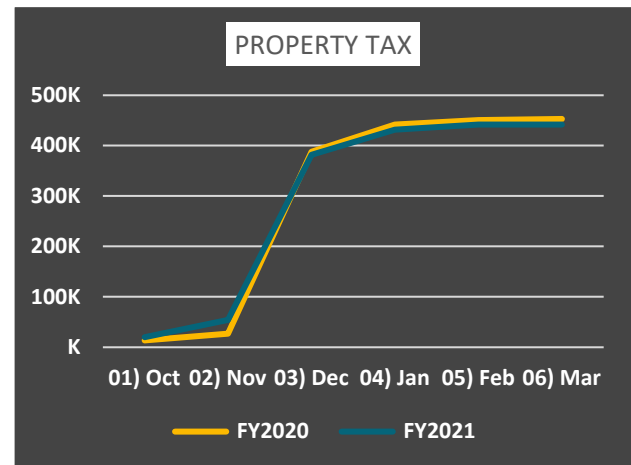
Revenues are comprised of property tax and allocated interest. January and February are when the city receives the bulk of property tax revenues. The city anticipates receiving \$455,100 in Property Tax Revenue this year, as well as \$1,000 in Allocated Interest.

Year-to-date, property tax revenue totals \$441,659. Property tax revenue year-to-date is down 2.5%, or \$11,276 compared to this time last year. There are multiple factors such as payment collections, collection rates, and protested values that can affect property tax revenue. Staff will continue to monitor property tax revenue through the summer.

Expenses include administrative charges, capital, contractual services, insurance, maintenance, and marketing. Year-to-date operational expenses with encumbrances total \$200,326 or 60% of budget. The Parks Department has contracted for Parks Capital Improvements which total \$108,928 year to date.

Ending Fund Balance

For FY2021, it is anticipated that the Village PID will have an ending fund balance of \$539,311. After accounting for the contingency reserve of \$113,750, this fund will have an available fund balance of \$425,561.



COG - Village PID Financial Report

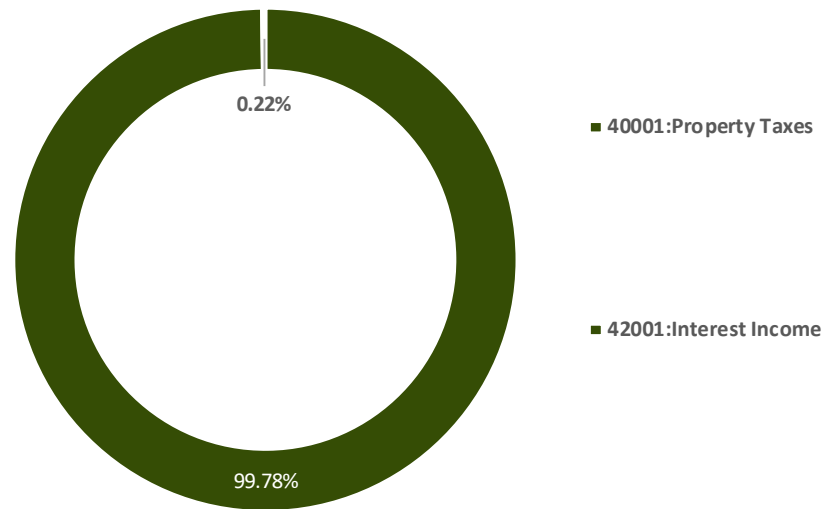
Period: Mar-21

	Budget	Period	Actuals	Budget vs. Actuals	
	FY2021	Mar-21	YTD Actuals w/Encumbrances	Variance	% Variance
Beginning Fund Balance	584,597	-	584,597	-	100.00%
Revenue					
40001:Property Taxes	455,100	-	441,659	(13,441)	97.05%
42001:Interest Income	1,000	-	1,128	128	112.76%
Revenue Total	456,100	-	442,787	(13,313)	97.08%
Expense					
53004:Insurance Expense	1,000	-	-	1,000	0.00%
51001:Administrative Expense	28,418	4,286	25,717	2,701	90.49%
51002:Publishing & Printing	2,100	-	-	2,100	0.00%
51004:Contractual Services	20,000	-	20,000	-	100.00%
51007:Contracts & Leases	138,000	7,936	97,591	40,409	70.72%
51008:Utilities	56,000	968	25,631	30,369	45.77%
52501:Office Supplies	300	-	79	221	26.37%
52509:Maintenance Expense	89,950	-	31,308	58,642	34.81%
60009:Capital Outlay - Improvements	165,618	675	108,728	56,890	65.65%
Expense Total	501,386	13,865	309,054	192,332	61.64%
Excess (Deficiency) of Total Revenue over Total Requirements	(45,286)	(13,865)	133,732	88,446	-295.31%
Ending Fund Balance	539,311		718,329	179,018	133.19%
Reserves					
Contingency Reserve	113,750		113,750	-	100.00%
Debt Service Reserve	-				
Reserve Total	113,750	-	113,750	-	100.00%
Available Fund Balance	425,561		604,579	179,018	142.07%



Village PID Revenue

- **FY2021 Revenue Budget**



- **Revenue Budget Sources**

- The FY2021 revenue budget for the Village PID is \$456,100
- 99% of budgeted revenue is Property Tax, \$455,100
- Interest Income accounts for \$1,000

Village PID Revenue

COG - Village PID Financial Report

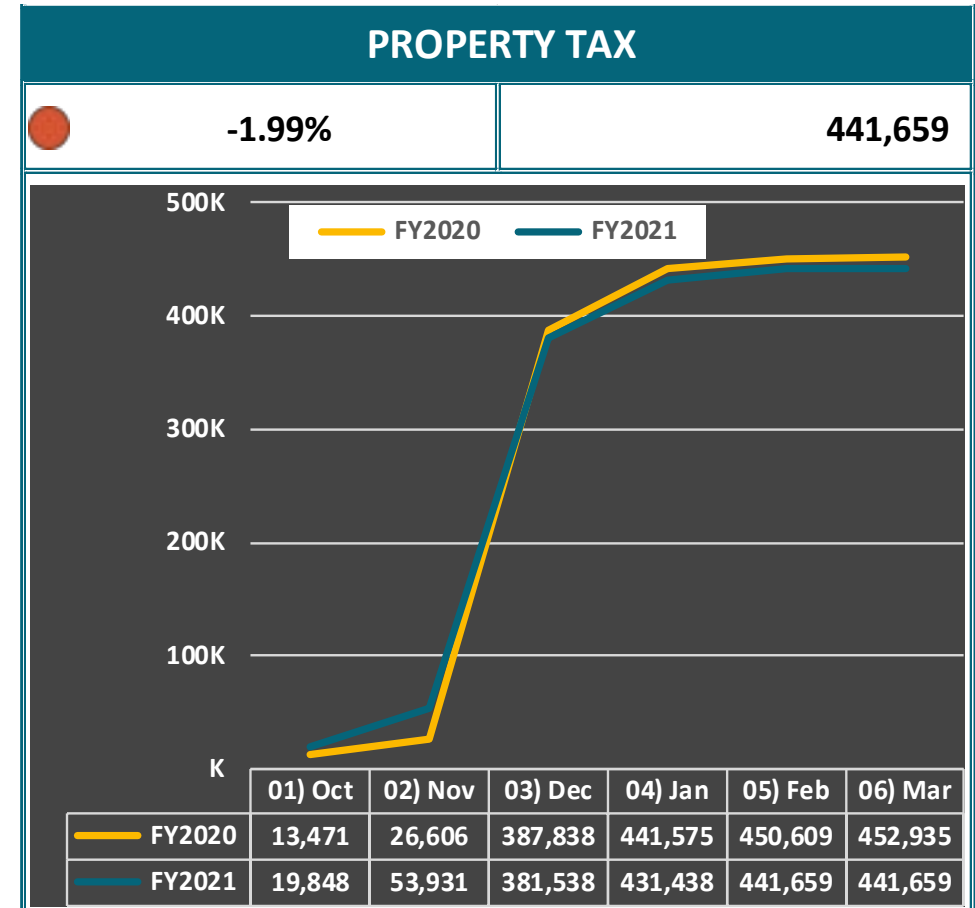
Period: Mar-21

	Budget	Period Comparison				Year-to-Date Comparison			
	FY2021	Mar-20	Mar-21	% Variance		YTD Actuals w/Encumbrances: Mar-20	YTD Actuals w/Encumbrances: Mar-21	% Variance	
Revenue									
40001:Property Taxes	455,100	2,327	-	●	-100.00%	452,935	441,659	●	-2.49%
42001:Interest Income	1,000	1,539	-	●	-100.00%	10,946	1,128	●	-89.70%
Revenue Total	456,100	3,866	-	●	-100.00%	463,881	442,787	●	-4.55%

Village PID Revenue

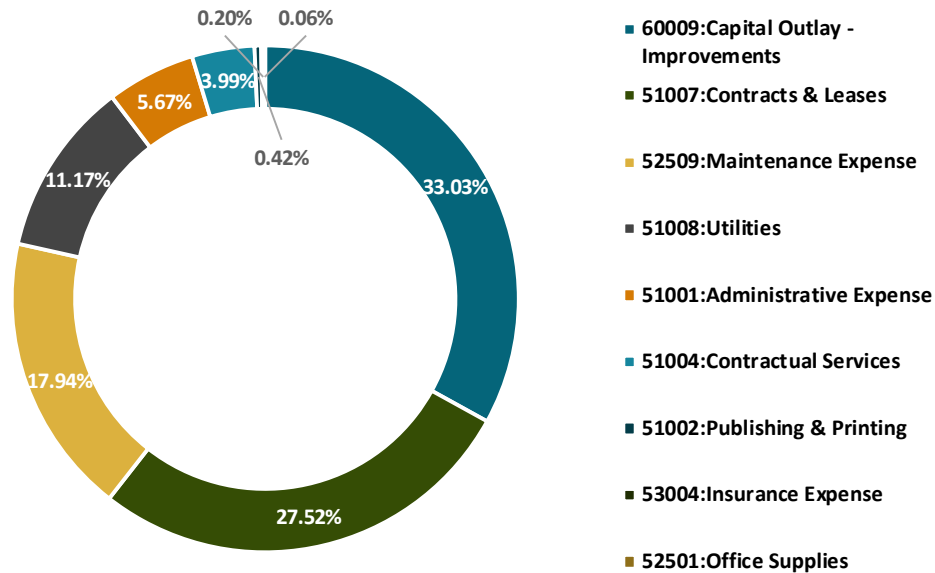
- **Property Tax**

- Year-to-date Property Tax revenue totals \$441,659, 97% of budget
- FY2021 year-to-date collections are 2.5% less than FY2020 year-to-date collections
- The Majority of Property Tax revenue is collected early in the calendar year



Village PID Expense

- **FY2021 Expense Budget**



- **Expense Budget Sources**

- The FY2021 expense budget for the Village PID is \$501,386
- 12% of the FY2021 budget is related to capital improvements for various park related projects
- Contracts and Leases total 10%, or \$138,000
- Remaining operational expenses include; utilities, maintenance, and administrative expense

Village PID Expense

COG - Village PID Financial Report

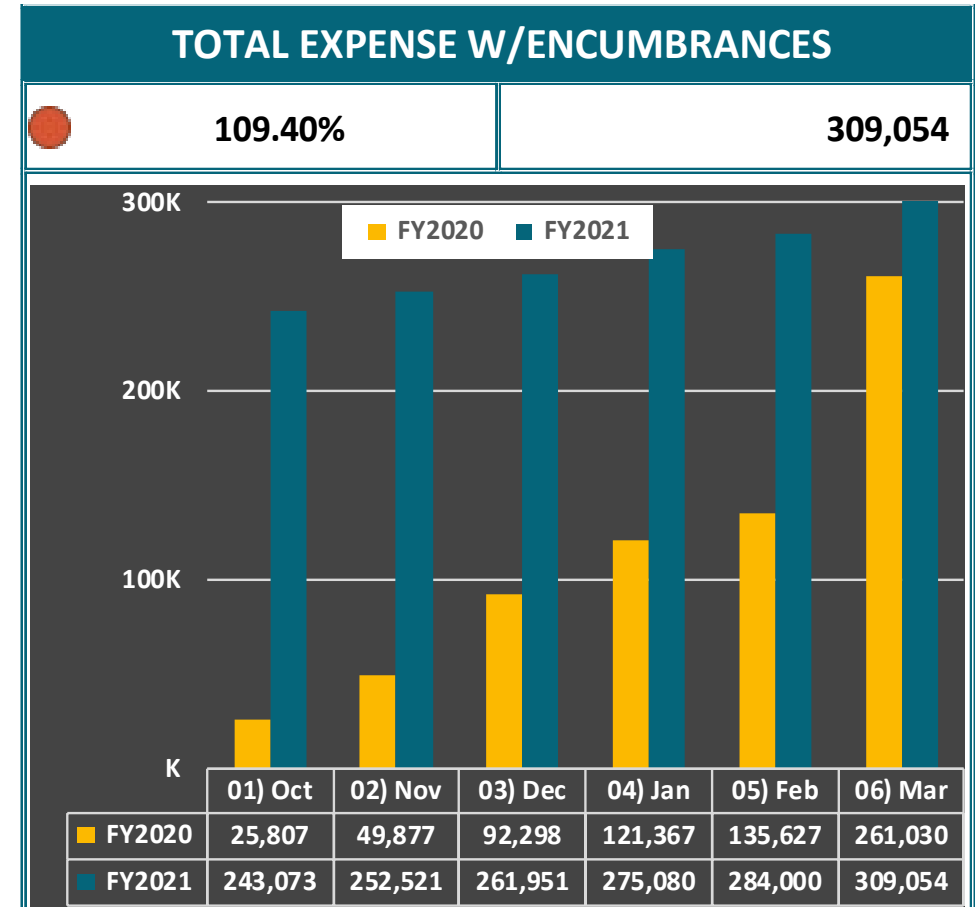
Period: Mar-21

	Budget	Period Comparison				Year-to-date Actuals Comparison		
	FY2021	Mar-20	Mar-21	% Variance		YTD Actuals w/Encumbrances: Mar-20	YTD Actuals w/Encumbrances: Mar-21	% Variance
Expense								
Operations	335,768	14,694	13,189	● -10.24%		136,348	200,326	● 46.92%
Operating Capital	165,618	1,000	675	● -32.46%		33,875	108,728	● 220.97%
Expense Total	501,386	15,694	13,865	● -11.66%		170,223	309,054	● 81.56%

Village PID Expense

- **FY2021 Total Expense**

- Year-to-date expense totals \$309,054
 - \$228,478 Actuals
 - \$80,576 Encumbrances
- Capital Outlay totals \$108,928
 - Various park improvements



Questions

FY2022 GVPID Service Plan, Assessment Plan and Budget Schedule

April 12, 2021	GVPID Advisory Board Regular meeting recommendation on the annual Budget, 5-year Service Plan and Assessment Plan (On remaining items still needing board direction)
June/July	City Council review of proposed budgets
June 14, 2021	GVPID Advisory Board Regular Meeting Final Recommendation to City Council on the 5-year Service Plan, Assessment Plan and Budget provided by P3Works LLC
July 20 and 21, 2021	Council has Special Working Sessions on Budget
July 22, 2021	Resolution authorizing the filing of the Assessment Roll in the City Secretary's Office, and setting the public hearing date for the assessment plan and service plan for August 24, 2021
July 26, 2021	Send public hearing notification to the Sun to be published in the August 11 th edition
August 10, 2021	Council Special Meeting to approve City Manager's Budget and set Max Tax Rate.
August 11, 2021	Public Hearing Notification Published in the Sun (before the 10 th day before the date of the hearing) Mail out notices to all the property owners within the GVPID
August 24, 2021	Public Hearing and First Reading of the Ordinance approving the Service Plan, Assessment Roll and Levy of Assessment
September 14, 2021	Second Reading of the Ordinance approving the Service Plan, Assessment Roll and Levy of Assessment
September 14 & 28 2021	Council Public Hearings on Tax Rate and Budget

Green – GVPID action

Blue – P3

Black – CC action

City of Georgetown, Texas
Georgetown Village Improvement District
April 12, 2021

SUBJECT:

Consideration and possible action to approve the Minutes for the Regular Board Meeting March 8, 2021 -
Sabrina Poldrack, Board Liaison

ITEM SUMMARY:

Minutes from the March GVPID meeting.

FINANCIAL IMPACT:

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SUBMITTED BY:

Sabrina Poldrack, Board Liaison

ATTACHMENTS:

Description		Type
☐	Minutes 03.08.2021	Backup Material

City of Georgetown, Texas
Georgetown Village Public Improvement District Advisory Board Meeting
Minutes
Monday, March 08, 2021 at 6:00 p.m.
Meeting held virtually on Zoom

Board Members Present: Marlene McMichael, Chair; Marsi Liddell, Vice Chair; Michael Charles; Steve Taylor, and Melinda Marler

Board Members Absent: Cara McKinney, Chris Blackburn

Staff Members Present: Wayne Reed, Assistant City Manager; Eric Nuner, Parks and Recreation Assistant Director; Ray Miller, Public Works Director; Nathan Parras, Assistant Finance Director; Travis Baird, Real Estate Services Manager; Sabrina Poldrack, Board Liaison, Allison Snyder, P3 Works LLC

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. Consistent with Governor Greg Abbott's suspension of various provisions of the Open Meetings Act, effective August 1, 2020 and until further notice, to reduce the chance of COVID-19 transmission, all City of Georgetown Advisory Board meetings will be held virtually. Public comment will be allowed via teleconference; no one will be allowed to appear in person.

B. **Call to Order - called to order by Marlene McMichael, Board Chair at 6:00 PM.**

C. **Pledge of Allegiance**

- Marsi Liddell led everyone in reciting the Pledge of Allegiance.

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

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 <http://georgetown.org/boardscommissions/> At the time of posting, two public comments have been submitted.

- Mr. Brian Ortego submitted two comments on January 12 & 31, 2021, both regarding the Georgetown Village PID 5-yr Service & Assessment engagement process, which were read at the meeting by the Board Liaison.

E. Board Member Updates – Marlene McMichael, Board Chair

- Marsi Liddell's terms has expired, and she is stepping down from her position. She thanked staff and board members for the work they have all contributed to.
- Melinda Marler has been recommended to Council to move up from an alternate to a full position.
- Michael Charles' term has expired and has been recommended to Council for reappointment for his current full position.
- Marlene McMichael's term has expired and has been recommended to Council for reappointment for her current full position.

F. Introduction of PID Administrator, P3 Works – Wayne Reed, Assistant City Manager

- Reed introduced Allison Snyder with P3 Works, LLC as one of the members of a team of consultants who has been hired by the City to assume majority of the administrator role for Georgetown Village PID. P3 Works, LLC will be an extension of the City and will assist with the PIDs yearly budget process, update the annual Service and Assessment Plan, and will also be the customer service contact for the PIDs residents when inquiries arise. Funding for P3 Works, LLC consulting services was approved in the FY21 budget.
- Board members questioned what P3 Works, LLC's position will be when residents in the PID have inquiries and are not sure if the City or the HOA need to give them direction. Snyder stated that her team will work with the City to understand how the Georgetown Village PID functions so that P3 Works, LLC can appropriately direct the residents.
- Board members would like contact information mailed out or posted on signage in the park areas or by the mailbox area to provide the residents with P3 Works, LLC contact information. Staff stated they would work to get a quote for both options and bring it back to the Board for approval. The contact information for P3 Works, LLC has been posted to the City's website and staff will work to get this contact information posted to a social media site.

G. Transfer of Assets Update– Travis Baird, Real Estates Services Manager

- Baird updated the Board on the "Transfer Update" map that was included in the agenda packet. As shown on map, "Tracts 4 – 8" have been conveyed to the City and are now under maintenance of the PID. "Tracts 2 & 3" are being evaluated and rehabilitated by the Developer for future conveyance to the City. It was mentioned that plat notes are being inspected for "Tract 2", as the notes state conveyance is to be made to the HOA. "Tract 1" was set for conveyance to City but also included in the plat notes was that conveyance is to be made to the HOA. City is working with Developer and HOA on a direction and solution for both "Tracts 1 & 2".
- Board members did not have any questions on this item.

H. Presentation and discussion on the GVPID Landscape Maintenance Contract for FY22 - Eric Nuner, Assistant Parks and Rec Director

- Nuner reviewed the current level of service and presented three different options for level of service on landscape maintenance to the Board and requested feedback. The current contract will expire on September 30, 2021. Nuner will use the guidance received at this meeting and return to the Board at the April meeting with a proposed Landscape Maintenance Contract for a vote of recommendation to proceed with the RFP process to bid out the contract. Bidding process will be completed by June 2021 and staff will return to Board by July 2021 for their review and discussion of the bids received. This item will then return to the Board a final time in August or September 2021 for recommendation of approval for the bid award and will move forward to the Parks Board and City Council for final approval.
- Consensus from the Board was the support of increasing maintenance cycles and overseeding on rye grass on Shell Road.
- The Board wants to make sure the areas to be overseeded are continuously maintained so they do not get out of control for safety concerns, such as the open area between Serenada neighborhood and the Village neighborhood on Rosedale Boulevard.
- Mr. Brian Ortego's citizen comment was the interest in having a master planned community look to the PID with increased mowing cycles and seasonal colors located at the entrances.

I. 5-year Capital Improvement Discussion - Wayne Reed, Assistant City Manager

- Reed reviewed the purpose of this discussion, which is to utilize the feedback from the Board to allow staff to continue finalizing the proposed 5-year plan, which will be included in the PIDs FY22 budget and Service and Assessment Plan. Reed reminded the Board that the 5-year plan will be reviewed and can be updated on an annual basis.
- Reed asked the Board what their opinion was on the PIDs current traffic control signs, since in previous meetings the Board stated they would consider replacing the customized signs with the City-standard signs so that the City would then take over the cost to maintain them. Reed stated there would be a one-time "change out" cost to replace the signs, which would be paid with PID funding. After discussion, the Board requested more information on the total cost to change the signs out, as the amount presented only represented the actual sign cost and not any hardware that will also be required to be replaced. Staff will present this information back to the Board at the next meeting.
- Reed mentioned that the Board already gave direction on level of service for the lawn maintenance during the discussion in Item H above, so additional discussion was not needed for this.
- Reed then asked if the Board was in support of the capital improvement projects listed on 5-year plan as presented. After much discussion from the Board, the

members support the capital improvement project list as presented to them. Staff will use this direction and return to the Board with a proposed Service and Assessment Plan and FY22 Budget for recommendation of approval.

J. Georgetown Village Public Improvement District (GVPID) monthly financial report for the month of December 2020 - Nathan Parras, Assistant Finance Director

- Parras notified the Board that the Finance Department is using a more standardized approach for presenting monthly financials to Boards across the City for consistency. Parras presented the Board with their February 2021 monthly report and there were not any questions or comments from the Board.

Legislative Regular Agenda

K. Consideration and possible action to approve the Minutes for the Regular Board Meeting January 11, 2021 – Sabrina Poldrack, Board Liaison

Motion to approve minutes by Michael Charles, **seconded** by Steve Taylor. Approved 4-0-2 Cara McKinney and Chris Blackburn Absent

Adjournment

Motion to adjourn by Marsi Lidell, **seconded** by Michael Charles. Approved 4-0-2 Cara McKinney and Chris Blackburn Absent

The meeting adjourned at 7:51 PM

Marlene McMichael, Chair

Cara McKinney, Secretary

Sabrina Poldrack, Board Liaison

City of Georgetown, Texas
Georgetown Village Improvement District
April 12, 2021

SUBJECT:

Review and discuss board purpose and bylaws – Marlene McMichael, Board Chair

ITEM SUMMARY:

FINANCIAL IMPACT:

None

SUBMITTED BY:

Cindy Medrano

ATTACHMENTS:

Description		Type
	Approved Bylaws 2017	Backup Material

CITY OF GEORGETOWN
GEORGETOWN VILLAGE PUBLIC IMPROVEMENT DISTRICT NO. 1
ADVISORY BOARD
BYLAWS

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. Georgetown Village Public Improvement District No. 1 Advisory Board ("Advisory Board").

Section 1.2. Purpose. The Advisory Board is established for the purpose of providing recommendations on the ongoing Service Plan and Assessment Plan, consistent with Chapter 372 of the Texas Local Government Code, to the City Council for those public improvements within the Georgetown Village Public Improvement District No. 1 ("District") identified in the approved Assessment Plan, as amended. The Service Plan shall be for five (5) years, and shall be reviewed and updated annually. The Assessment Plan shall be included in the annual review of the Service Plan. The Advisory Board is also responsible for providing recommendations on the annual budget for the construction and maintenance of the assessed public improvements within the District to the City Council. *See Code of Ordinances Chapter 2.115.*

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Advisory Board will be comprised of seven (7) Members, and up to two (2) alternates.

Section 2.2. Eligibility. Five (5) of the members shall be resident homeowners in the Georgetown Village subdivision ("GV Members"). Whenever possible, each GV Member shall represent a different section within the Georgetown Village subdivision. Two (2) members shall be representatives of the entity that is developing the Georgetown Village PUD Concept Plan approved by City Council on January 14, 1997, last amended on March 28, 2000 ("Development Members"). At such time as the development of the Georgetown Village PUD Concept Plan is complete, the two (2) Development Members shall resign and be replaced by two (2) GV Members.

Alternate Members shall be resident homeowners in the Georgetown Village subdivision.

Members may also serve as members on other City Council appointed Advisory Boards, committees or commissions.

Section 2.3. Appointment of Advisory Board Members. Members of the Advisory Board, to include alternates, shall be appointed by the Mayor and confirmed by City Council in accordance with the City Charter.

Alternate Members shall serve as alternates with voting privileges for any absent GV Member in the event a quorum is not present for any reason. Each individual appointed as an Alternate Member shall be appointed as either Alternate Member 1 or Alternate Member 2, and each shall rotate as the Alternate Member serving as a GV Member when needed.

Section 2.4. Terms of Office. The terms of office for each member shall be two (2) years. A GV Member may serve two (2) consecutive terms. After serving a maximum consecutive four-year period, and after a period of two (2) years has elapsed since the end of the GV Member's last term, the GV Member may reapply and be appointed to serve for an additional term in accordance with this section. There are no limits on the number of terms for the Development Members. Alternate Members shall be eligible to be appointed to the position of GV Member upon the expiration of the term of a GV Member. Refer to *Ordinance Section 2.36.030A* for additional provisions regarding terms of office.

Section 2.5. Vacancies. Vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the City Charter. An Alternate Member may serve as a GV Member representing the same homeowner group, if available, until the vacancy is filled. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

Section 2.6. Compensation and Expenditure of Funds. Members serve without compensation. The Advisory Board and its members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City Council.

Section 2.7. Compliance with City Policy. Members shall comply with City Ordinances, Rules and Policies applicable to the Advisory Board and the members, including but not limited to *Code of Ordinances Chapter 2.20, Ethics*, and *Chapter 2.36, City Commissions, Committees and Advisory Boards*.

Section 2.8. Removal. Any member may be removed from their position on the Advisory Board for any reason, or for no reason, by a majority vote of the City Council.

ARTICLE III. ADVISORY BOARD OFFICERS

Section 3.1. Officers. The Advisory Board Officers are Chair, Vice-Chair and Secretary.

Section 3.2. Election of Officers. The Chair of the Board is appointed by the City Council. All other officers shall be elected by a majority vote of the Advisory Board at its first meeting after the annual appointment process.

Section 3.3. Terms of Office for Advisory Board Officers. Advisory Board Officers serve for a term of one year. In the event of vacancy in the office of Chair, the Vice-Chair shall serve as

Chair until the City Council appoints a replacement Chair. A vacancy in the other offices shall be elected by majority vote of the Advisory Board at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, an Advisory Board Officer shall continue to serve until the vacancy is filled. Alternates may not serve as Officers.

Section 3.4. Duties. The Chair presides at all meetings and performs all other duties pertaining to the office, including voting. The Vice-Chair in the absence of the Chair performs all duties of the Chair. The Secretary keeps records of proceedings of all meetings. Staff Liaison will keep custody of all records and documents of the Advisory Board.

ARTICLE IV. MEETINGS

Section 4.1. Time and Date of Regular Meeting. The Advisory Board shall meet once a month on the same week of the month, the same day of the week, at the same time, and at the same place. The regular date, time and place of the Advisory Board meeting will be decided by the members at the first meeting of the Advisory Board after the annual appointment process.

Section 4.2. Agenda. Items may be placed on the agenda by the Chair, the City Manager or designee, or at the request of a member. The party (or individual) requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Staff Liaison no later than one week before the Advisory Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the members in advance of the scheduled Advisory Board meeting. Agenda packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

Section 4.3. Special Meetings. Special meetings may be called by the Chair or two of the members.

Section 4.4. Quorum. A quorum shall consist of four (4) members and shall be required for the Advisory Board to convene a meeting and to conduct business at a meeting. No business meeting may be convened, nor business conducted, without a quorum.

Section 4.5. Call to Order. Advisory Board meetings will be called to order by the Chair or, if absent, by the Vice-Chair. In the absence of both the Chair and Vice-Chair, the meeting shall be called to order by the Secretary, and a temporary Chair shall be elected to preside over the meeting.

Section 4.6. Conduct of Meeting. Advisory Board meetings will be conducted in accordance with these Bylaws and City Council Meeting Rules and Procedures, as applicable to the Advisory Board. See *Code of Ordinances Chapter 2.24, City Council Meeting Rules and Procedures*.

Section 4.7. Voting. Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City's Ethics Ordinance, or other applicable Laws, Rules and Policies. In such instances, the member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The member may remain at the dais or leave the dais, at the member's option, while the matter is being considered and voted on by the other Advisory Board members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Advisory Board members present at the meeting.

Section 4.8. Minutes. A recording or written minutes shall be made of all open sessions of Advisory Board meetings. The Staff Liaison is the custodian of all Advisory Board records and documents.

Section 4.9. Attendance. Members are required to attend Advisory Board meetings prepared to discuss the issues on the agenda. A member shall notify the Staff Liaison if the member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the member being replaced on the Advisory Board. See *Ordinance Section 2.36.010D*. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Advisory Board meetings and Subcommittee meetings. If a member is removed from the Advisory Board that position shall be considered vacant and a new member shall be appointed to the Advisory Board in accordance with Section 2.5 above.

Section 4.10. Public Participation. In accordance with City policy, the public is welcome and invited to attend Advisory Board meetings and to speak on any item on the agenda. A person wishing to address the Advisory Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Chair prior to the start of the meeting. If any written materials are to be provided to the Advisory Board, a copy shall also be provided to the Staff Liaison for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three minutes to speak, but may take up to six minutes if another individual who signs up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Staff Liaison no later than one week before the scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to inform the Advisory Board and the public. A person who disrupts the meeting may be asked to leave and be removed.

Section 4.11. Open Meetings. Public notice of Advisory Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Advisory Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

Section 4.12. Closed Sessions. The Advisory Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility matters, and economic development negotiations. A recording or certified agenda shall be made of all closed sessions of Advisory Board meetings.

ARTICLE V. REPORTS TO CITY COUNCIL

At the request of the City Council, the Advisory Board shall meet with City Council to determine how the Advisory Board may best serve and assist City Council. City Council may hear reports from the Advisory Board during a regularly scheduled Council meetings.

ARTICLE VI. SUBCOMMITTEES

Section 6.1. Formation. When deemed necessary by a majority of the Advisory Board, Subcommittees may be formed for specific projects related to Advisory Board matters. Subcommittees comprised of non-Members may only be formed with the prior consent and confirmation of the City Council.

Section 6.2. Expenditure of Funds. No Subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Advisory Board.

Section 6.3. Open Meetings. Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

ARTICLE VII. BYLAW AMENDMENTS

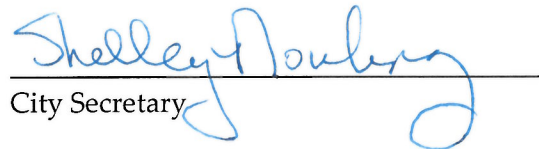
These Bylaws may be amended by majority vote of the Advisory Board Members at any regular meeting of the Advisory Board. The Advisory Board's proposed amendments to the Bylaws must be approved by City Council at the next available Council meeting after the Advisory Board's approval, pending notice. Bylaw amendments are not effective until approved by City Council.

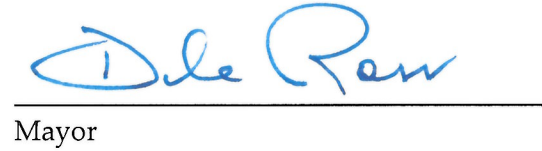
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Approved and adopted at a meeting of the City Council on the 14th day of February, 2017.

ATTEST:

THE CITY OF GEORGETOWN

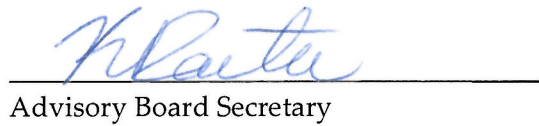

City Secretary


Mayor

Approved and adopted at a meeting of the Advisory Board on the 13 day of March, 2017.

ATTEST:

ADVISORY BOARD


Advisory Board Secretary


Advisory Board Chair

City of Georgetown, Texas
Georgetown Village Improvement District
April 12, 2021

SUBJECT:

Review of the City Council's Boards and Commissions Attendance Policy – Marlene McMichael, Board Chair

ITEM SUMMARY:

FINANCIAL IMPACT:

None

SUBMITTED BY:

Cindy Medrano

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Attendance Policy	Ordinance
<input type="checkbox"/>	Attendance Policy (Military Service)	Ordinance

ORDINANCE NO. 2012-52

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GEORGETOWN
("CITY") AMENDING CHAPTER 2.36 OF THE CODE OF ORDINANCES RELATED
TO THE ATTENDANCE POLICY FOR CITY COMMISSIONS, COMMITTEES AND
BOARDS; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS;
PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION AND
SETTING AN EFFECTIVE DATE.

WHEREAS, the current attendance policy for City commissions, committees and boards is a Member's attendance at a minimum of 75 percent of regularly scheduled meetings and subcommittee meetings; and

WHEREAS, the Council desires to amend the attendance policy to allow a limited number of excused absences for a Member's personal medical care or medical care of a Member's immediate family member that will not count against the Member's 75 percent attendance requirement.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, TEXAS THAT:

Section 1. The meeting at which this ordinance was approved was in all things conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 2. Chapter 2.36, Section 2.36.010 of the Code of Ordinances is amended as shown below.

Sec. 2.36.010. - Duties of members.

A. Commission, committee, and board members (hereinafter referred to as "Members") will represent unconflicted loyalty to the interests of the residents of Georgetown. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board Member acting as an individual.

B. Unless otherwise specified by federal law, state law, the City Charter, or other provisions of this Code of Ordinances, committees, commissions, and boards are responsible to and shall act as an advisory body to the Council and shall perform such duties and exercise such additional powers as may be described by ordinances and the Local Government Code not inconsistent with the provisions of the City Charter. Committees, commissions, and boards play a unique and important role in this advisory capacity, assisting the Council to carry out its responsibilities for making the decisions which shape City policy.

C. Each Member is responsible to attend meetings prepared to discuss the issues on the agenda.

D. Attendance by Members is integral to success of the commission, committee or board. It is Council policy to require a minimum of 75 percent attendance of each Member at each regularly scheduled meeting including subcommittee meetings. A Member shall be allowed two excused absences for the Member's personal medical care or required medical care of a Member's immediate family member (as defined by City Ordinance) that shall not count against the 75 percent attendance requirement. Written notice shall be sent to a Member and the Member's City Council representative when it appears the Member may violate the attendance policy by being absent from more than 25 percent of regularly scheduled meetings, including subcommittee meetings. Excessive absenteeism may result in the Member being replaced by the Council. If a Member is removed from

Ordinance Number: 2012-52
Description: Boards Attendance Ordinance
Date Approved: Aug. 14 2012

Page 1 of 3

a committee, commission or board, that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.36.040.

E. Committees, commissions, and boards, and their Members, shall comply with applicable City ordinances, rules and policies.

F. Members shall act and conduct themselves in a manner which will promote trust in their integrity, impartiality, and their devotion to the best interests of the City. During meetings, Members shall preserve order and decorum and shall conduct themselves in a manner which will not, either by conversation or activity, delay or interrupt the proceedings. Members shall not indulge in personalities, use offensive language, arraign the motives of other Members, charge deliberate misrepresentation, or use language tending to hold any Members, Council Members, the public, or the staff, in contempt. Members will comply with the directions of the presiding office.

G. Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City's Ethics Ordinance (Chapter 2.20, Code of Ordinances), or other applicable Laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member's option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

H. Members are encouraged to be active in discussions and activities of the commission, committee or board, seeking to be innovative, creative, and freely sharing the skills and knowledge which prompted their appointment.

I. Communication between the Council and the committees, commissions and boards is important to fulfilling their purpose. Committees, commissions and boards shall meet with City Council, as requested, to determine how to best serve and assist City Council. City Council shall hear reports from the committees, commissions and boards at regularly scheduled Council meetings.

J. Unless otherwise required by law, committees, commissions, and boards shall meet once a month. Meetings will be conducted in accordance with the bylaws of the committee, commission or board, and City Council Meeting Rules and Procedures (Chapter 2.24, Code of Ordinances), as applicable. A quorum shall consist of a majority of the Members and is required for the committee, commission or board to convene a meeting and to conduct business at a meeting. Committee, commission and board meetings shall be noticed, conducted and recorded in accordance with the provisions of the Texas Open Meetings Act.

K. Committees, commissions, and boards, and their Members, have no authority to expend funds or make obligations on behalf of the City unless authorized and approved by City Council.

L. Members shall serve without compensation, but may be reimbursed for expenses reasonably incurred by them in the performance of their duties as Members when authorized by their respective committee, commission or board and the City Council.

Section 3. If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this

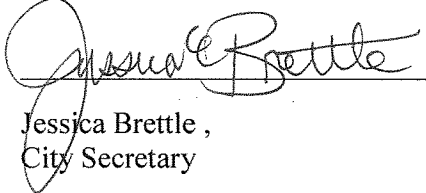
ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

Section 4. The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This ordinance shall become effective in accordance with the provisions of the Charter of the City of Georgetown.

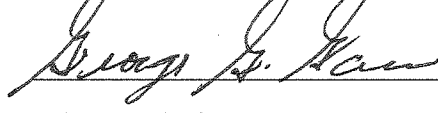
PASSED AND APPROVED ON FIRST READING on the 24th day of July, 2012.

PASSED AND APPROVED ON SECOND READING on the 14 day of August, 2012.

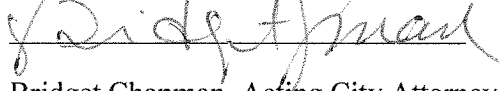
ATTEST:


Jessica Brettle,
City Secretary

THE CITY OF GEORGETOWN:


George G. Garver,
Mayor

APPROVED AS TO FORM:


Bridget Chapman, Acting City Attorney

ORDINANCE NO. 2012-85

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GEORGETOWN ("CITY") AMENDING CHAPTER 2.36 OF THE CODE OF ORDINANCES RELATED TO THE ATTENDANCE POLICY FOR CITY COMMISSIONS, COMMITTEES AND BOARDS; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION AND SETTING AN EFFECTIVE DATE.

WHEREAS, the attendance policy for City commissions, committees and boards is a Member's attendance at a minimum of 75 percent of regularly scheduled meetings and subcommittee meetings; and

WHEREAS, the Council previously amended Chapter 2.36 to allow for a limited number of excused absences for a Member's medical care or the medical care of a Member's immediate family member; and

WHEREAS, the Council now desires to amend the attendance policy to allow a limited number of excused absences for a Member's military service that will not count against the Member's 75 percent attendance requirement.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, TEXAS THAT:

Section 1. The meeting at which this ordinance was approved was in all things conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 2. Chapter 2.36, Section 2.36.010 of the Code of Ordinances is amended as shown below.

Sec. 2.36.010. - Duties of members.

A. Commission, committee, and board members (hereinafter referred to as "Members") will represent unconflicted loyalty to the interests of the residents of Georgetown. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board Member acting as an individual.

B. Unless otherwise specified by federal law, state law, the City Charter, or other provisions of this Code of Ordinances, committees, commissions, and boards are responsible to and shall act as an advisory body to the Council and shall perform such duties and exercise such additional powers as may be described by ordinances and the Local Government Code not inconsistent with the provisions of the City Charter. Committees, commissions, and boards play a unique and important role in this advisory capacity, assisting the Council to carry out its responsibilities for making the decisions which shape City policy.

C. Each Member is responsible to attend meetings prepared to discuss the issues on the agenda.

D. Attendance by Members is integral to success of the commission, committee or board. It is Council policy to require a minimum of 75 percent attendance of each Member at each regularly scheduled meeting including subcommittee meetings. A Member shall be allowed two excused absences for the Member's personal medical care, required medical care of a Member's immediate family member (as defined by City Ordinance), or Member's military service that shall not count against the 75 percent attendance requirement. Written notice

shall be sent to a Member and the Member's City Council representative when it appears the Member may violate the attendance policy by being absent from more than 25 percent of regularly scheduled meetings, including subcommittee meetings. Excessive absenteeism may result in the Member being replaced by the Council. If a Member is removed from a committee, commission or board, that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.36.040.

E. Committees, commissions, and boards, and their Members, shall comply with applicable City ordinances, rules and policies.

F. Members shall act and conduct themselves in a manner which will promote trust in their integrity, impartiality, and their devotion to the best interests of the City. During meetings, Members shall preserve order and decorum and shall conduct themselves in a manner which will not, either by conversation or activity, delay or interrupt the proceedings. Members shall not indulge in personalities, use offensive language, arraign the motives of other Members, charge deliberate misrepresentation, or use language tending to hold any Members, Council Members, the public, or the staff, in contempt. Members will comply with the directions of the presiding office.

G. Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City's Ethics Ordinance (Chapter 2.20, Code of Ordinances), or other applicable Laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member's option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

H. Members are encouraged to be active in discussions and activities of the commission, committee or board, seeking to be innovative, creative, and freely sharing the skills and knowledge which prompted their appointment.

I. Communication between the Council and the committees, commissions and boards is important to fulfilling their purpose. Committees, commissions and boards shall meet with City Council, as requested, to determine how to best serve and assist City Council. City Council shall hear reports from the committees, commissions and boards at regularly scheduled Council meetings.

J. Unless otherwise required by law, committees, commissions, and boards shall meet once a month. Meetings will be conducted in accordance with the bylaws of the committee, commission or board, and City Council Meeting Rules and Procedures (Chapter 2.24, Code of Ordinances), as applicable. A quorum shall consist of a majority of the Members and is required for the committee, commission or board to convene a meeting and to conduct business at a meeting. Committee, commission and board meetings shall be noticed, conducted and recorded in accordance with the provisions of the Texas Open Meetings Act.

K. Committees, commissions, and boards, and their Members, have no authority to expend funds or make obligations on behalf of the City unless authorized and approved by City Council.

L. Members shall serve without compensation, but may be reimbursed for expenses reasonably incurred by them in the performance of their duties as Members when authorized by their respective committee, commission or board and the City Council.

Section 3. If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

Section 4. The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This ordinance shall become effective in accordance with the provisions of the Charter of the City of Georgetown.

PASSED AND APPROVED ON FIRST READING on the 13th day of November, 2012.

PASSED AND APPROVED ON SECOND READING on the 11 day of December 2012.

ATTEST:




Jessica Brettle,
City Secretary

THE CITY OF GEORGETOWN:



George G. Garver,
Mayor

APPROVED AS TO FORM:



Bridget Chapman, Acting City Attorney

City of Georgetown, Texas
Georgetown Village Improvement District
April 12, 2021

SUBJECT:

Consideration and possible action to recommend approval to replace the specialized GV PID traffic control signs and replace with City-standard signs. – Dan Southard, Public Works Operations Manager

ITEM SUMMARY:

At the March 8th meeting staff presented the cost for the one-time change out of the traffic control signs to be \$6,144. However, during the discussion of this item it was stated by the Public Works Director that the \$6,144 only included the cost to replace the blades, not the full cost to bring the signs to City standards. Staff recognized they needed to return to the Board with a full cost replacement amount, which is what is being presented at this April 2021 meeting. Below is the overview of the project as presented previously, except for the updated financial impact.

There is a proposed CIP project to replace traffic control signs, specifically street name signs. The original traffic control signs are nonstandard and have unique characteristics, which are not consistent with the City's standards (see attached photos). The unique features include poles (painted brown), street name blades are brown, and each street name blade displays a GV Neighborhood logo; further, the original signs were constructed of a lower quality reflective material, which has resulted in fading that has diminished their effectiveness. Also, the poles are shorter than City standard. For instance, the bottom of stop signs must be 7 feet from the ground. In the GV Neighborhood, most stop signs, if not all, are less than 7 feet. Therefore, these signs are on a schedule for replacement. The PID has two options as follows:

1. Maintain Unique Characteristics. If the PID desires to maintain the unique features of its traffic control signs, it will need to fund the on-going repair and replacement of these assets, which has a projected budget of \$4,000/ yr. As with all routine maintenance, if the funds are completely expensed at end of fiscal year, they rollforward to the new fiscal year.
2. Comply with City Standards. If the PID desires to comply with the City's current standards, the PID will need to fund the one-time replacement of all traffic control signs. Therefore, the City will monitor signs and replace with General Fund.

Lastly, the Public Works Department has replaced stop signs and speed control signs as needed using General Fund, not PID funds.

FINANCIAL IMPACT:

Should the PID Board recommend Option 2 (Comply with City Standards), the total cost of the project is projected to be \$19,041.49.

The financial impact to be covered by the GV PID assessment for the one-time change out cost is \$13,569.89

The remaining \$5,471.60 would be absorbed by the City in the General Fund.

SUBMITTED BY:

Dan Southard, Public Works Operation Manager

ATTACHMENTS:

	Description	Type
	Sign Replacement Costs	Backup Material
	Current GVPIID Traffic Control Signs	Backup Material

PID TO FUND GV PID Traffic Sign/Hardware	FOOTINGS	STREET BLADES	POLE	CAPS	STREET SIGN BRACKETS	CONCRETE
Size (if applicable)	n/a	9x30	12FT	n/a	n/a	80lb
Total Amount to Update	112	197	116	99	98	117
Price Per Each	\$18.50	\$32.00	\$20.23	\$12.00	\$12.00	\$4.13
Total \$	\$2,072.00	\$6,304.00	\$2,346.68	\$1,188.00	\$1,176.00	\$483.21
PID FUNDED GRAND TOTAL \$13,569.89						

CITY TO FUND GV PID Traffic Sign/Hardware	STOP SIGN BRACKETS	ALLWAY-STOP	STOP SIGN	YIELD SIGN
Size (if applicable)	n/a	n/a	30x30	30x30
Total Amount to Update	140	23	107	8
Price Per Each	\$2.24	\$9.00	\$45.00	\$17.00
Total \$	\$313.60	\$207.00	\$4,815.00	\$136.00
CITY FUNDED GRAND TOTAL \$5,471.60				

