

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 8th day of July, 2014, The Greenways Public Improvement District (PID) Advisory Board met at 3:00 PM in Room 306, on the Third Floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following people present:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Shane Brooks	Yes	5	5
Don Carthel	Yes	1	1
Boyd Johnston	Yes	13	12
Stephen Carter	Yes	2	1
Grant Smith	Yes	9	8

CITY OF AMARILLO STAFF:

Kathleen Collins, Comprehensive Planner
Laura Hastings, Finance Director
Stephanie Coggins, Accounting Department
Clint Stoddard, Parks Superintendent

OTHERS IN ATTENDANCE:

Eddie Scott, Developer
Muff London, Developer
Mike Price, Greenways HOA Board
Ray Churchman, Lot Owner

ITEM 1: Approval of Minutes from the February 12, 2014 meeting

Ms. Collins opened the meeting and requested approval of the February 12, 2014 meeting minutes. Mr. Smith moved to approve the minutes as presented with Mr. Brooks seconding the motion, and minutes were approved.

ITEM 2: Discuss PID projects and maintenance and operation

Ms. Collins gave a general overview of the Greenways Public Improvement District (PID) noting the linear park features, entry features, fences, and decorative lighting located in common areas throughout this community. Ms. Collins invited Ms. London to discuss public improvements scheduled to be installed in FY 2014/15.

Ms. London anticipates a small park area will be installed in the half moon area near Bayswater Rd. and Greenways Dr. to act as a buffer between a storm sewer and residential lots. Also a short segment of fencing will be constructed adjacent to the recently platted unit.

ITEM 3: Discuss and consider FY 2014/15 budget and 5-year service plan

Ms. Collins stated the projected beginning fund balance is estimated to be \$12,654. With that, Ms. Collins asked Mr. Stoddard to review the costs related items the Parks Department oversees. Mr. Stoddard explained each line item along with the associated expenses, noting materials such as fertilizer, grass seed, electricity, and water as well as contract labor overseen by a City Parks member. He also mentioned that funds are built into the budget for lighting and sidewalk repairs, brick wall maintenance, and entry feature maintenance.

Ms. Collins reviewed the remaining items in the budget, line by line. She mentioned State law requires information pertaining to PID hearings be published in a local newspaper and all property owners are to be individually notified of such hearings. Therefore, the postage and advertising lines reflect these expenses. She noted the Randall County Tax Office collects

PID assessments along with property taxes for the fee contained in the professional collection contract. Ms. Collins continued the budget review by discussing debt service payments. The proposed total expenditures for FY 2014/15 are \$537,624. Total revenue is anticipated to be \$530,748. The limited surplus will cover the difference of \$6,876.

Ms. Hastings noted the water charge in previous years has been a moving target. Therefore, for the 2014/15 budget, City staff has set the water budget nearly 6% higher than that spent in 2012/13. Ms. Hastings stated the City's policy is to try to target a three-month operating reserve. She noted the ending fund balance has not been tracking along with the targeted operating reserve, however, once the original set of bonds matures in 2016/17, the ending fund balance will begin to increase. Ms. Hastings mentioned rate increases from previous years has allowed additional debt to be issued for developer reimbursement. While expenditures will need to be monitored very closely, City staff recommends maintaining PID assessment the same as those in FY 2013/14.

Mr. Brooks asked if water expenses were reduced due to multiple rains. Mr. Stoddard stated the water expenses from October 1st to mid-May are similar to last year's costs because our area didn't begin receiving rain until June. Mr. Stoddard mentioned the irrigation system in the Greenways common areas have rain sensors, however, it must rain at least 1/4 of an inch before the sprinklers will turn off. Therefore, residence may see sprinklers on during a rain storm. Mr. Stoddard also mentioned the linear parks within the common areas are watered between 1/4 and 1/3 of an inch every other day.

The Advisory Board continued to compare the revised estimates of FY 2013/14 with the proposed expenses of FY 2014/15 and after much discussion Mr. Johnston moved to approve the budget and 5-year service plan as presented, seconded by Mr. Brooks and carried unanimously.

ITEM 4: Discuss PID maintenance responsibility shifting from City Parks Department to a private source

Ms. Collins invited Mr. Stoddard to discuss this item. Mr. Stoddard stated the mowing contract for three PIDs—Brennan, Greenways, and Colonies—was originally bid on a three-year term with the option of two one-year extensions. He mentioned that the three-year contract will expire this fall. Therefore, it is the decision of the PID boards to either extend the mowing contract for one more year or the PID board may hire a private contractor to maintain the common areas. Mr. Stoddard also mentioned City Parks Department will continue to be involved with the maintenance and operation of common areas if the current contract is extended. However, they will sunset these services in September 2015.

Mr. Smith asked what the City's responsibility will be after the Parks Department removes themselves. Ms. Collins stated the City's function will be predominantly administrative. City Staff will receive invoices from the PID Advisory Board, HOA, or other private source overseeing day-to-day PID operations for work performed, submit payment to the company performing the work, as well as monitoring the annual budget. City staff will continue to receive, review and publicly bid reimbursable common area projects, prepare the annual budget and 5-year service plan with the direction of the Advisory Board, HOA, or other private source, and City Council will continue to approve the budget and annual assessment rates through the direction of the Advisory Board.

Mr. Price asked if a scope of operation for the mowing contract was prepared prior to public bidding and if so, can these documents be supplied to the PID board. Mr. Stoddard stated specifications were created prior to the public bid and copies are available.

Ms. London voiced several concerns with the work performed by the existing mowing contractor. She mentioned she was curious to see how a private contractor's bid would compare to the existing set-up, so she went out and got a private bid for the PID maintenance. In looking at the itemized list submitted by the private bidder, mowing expenses would be less, fertilization and aeration is about the same, and tree maintenance would be excessively higher than the PID owners could afford. Mr. Brooks suggested extending the mowing contract one more year in order to allow the PID Advisory Board more time to prepare for the transition.

ITEM 5: Discuss appointment/reappointment of PID Advisory Board member recommended by Greenways Homeowner's Association whose term expires September 30, 2014

Ms. Collins stated that the Greenways HOA recommended Mr. Johnston serve as a property owner on the Greenways PID Advisory Board. He served in this capacity for nine years. Ms. Collins thanked him for his services and asked if he would be willing to serve another three-year term. Mr. Johnston said he would not serve another term. With that, Ms. Collins requested that the HOA recommend someone to replace Mr. Johnston by September 1, 2015.

ITEM 6: Discuss future agenda items

Ms. London suggested the PID Advisory Board meet in a work session in the near future to discuss the parameters of the maintenance contract.

ITEM 7: Adjourn meeting

There being no further business, the meeting was adjourned at 4:18 PM.