

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 22nd day of July 2020, the Tutbury Public Improvement District (PID) Advisory Board held an Advisory Board meeting at 11:00 A.M. by video conference at the Jim Simms Building, 808 S. Buchanan, Amarillo, Texas, with the following people present:

MEMBERS PRESENT	TOTAL NO. MEETINGS HELD	TOTAL NO. MEETINGS ATTENDED
Kathi Clift	6	6
Cheryl Orman	3	3
Steve Wolfe	2	2

CITY OF AMARILLO STAFF

Kelley Shaw, Development Services, City of Amarillo
Kim Conley, Development Services, City of Amarillo
Matthew Poston, Budget Analyst, City of Amarillo

ITEM 1: Approval of Minutes from the July 9, 2019 meeting

Mr. Shaw opened the meeting and established a quorum. Mr. Shaw explained the reason for the meeting and called for approval of the minutes from the July 9, 2019 meeting. Mr. Steve Wolfe motioned to approve the minutes for the previous meeting. Ms. Cheryl Orman seconded the motion and it was approved unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance

Mr. Shaw stated that the replacement lights the Mr. Wolfe had mentioned would be around \$1100. The board discussed the replacement of the lights and whether this improvement should be made through HOA funds or through PID funds. Mr. Shaw explained that the PID has a current fund balance of about \$33,000 and could use PID funds for the replacement, but it is up to the discretion of the board. Mr. Wolfe stated that, with installation fees, the lights were likely closer to \$2,000. Mr. Shaw also verified that the budget has plenty to support the replacement without a budget amendment, the city would only need to receive an invoice for the work.

Mr. Shaw then mentioned that the landscape maintenance contract expires at the end of August. Ms. Orman stated that the landscape committee would be the ones to meet and negotiate a contract. Mr. Shaw informed the board that the current contract is around \$5,700 a year and the flowerbed contract with Ms. Linda Loper is approximately \$2,200 a year. He suggested to update the budget for repair and maintenance to include the cost from Ms. Loper. Mr. Shaw stated that as long as the expenses used do not go over the budgeted total for maintenance and operations, a budget amendment will not be needed. He also stated that if the funds are not spent, they will go back into the surplus.

ITEM 3: Consider for Recommendation 2020/21 Budget and 5-Year Service Plan

Mr. Shaw explained that the values included in the 2018/19 column are actual, while the numbers in the 2019/20 column are revised estimates, and the numbers in the 2020/21 column are budgeted numbers for this upcoming fiscal year. Mr. Shaw then went on to review the 2020/21 column by line item with a total of \$10,800 for maintenance and \$14,938 coming in from total assessments and therefore for now continues to build the surplus. The projected surplus is \$33,271. Mr. Shaw explained that the City uses a 2% inflationary factor for future years and in next year's budget, the Board would look at actuals and see what number would be good.

The board discussed increasing the budget for repairs and maintenance for Linda Loper and increasing the budget for the Custom Gardens contract up to \$7,000. Mr. Shaw stated this would leave the PID with a total maintenance and operations budget of \$25,000. Mr. Matt Poston briefly explained the increase in administrative fees for the city and the indirect cost plan used to formulate the amounts. Mr. Shaw explained that as long as the fund balance is positive, a budget can be approved. He also stated that the budget can be amended or changed at the next annual budget meeting.

Mr. Wolfe motioned to approve the 2020/21 budget and 5-Year Service Plan with the suggested changes to the maintenance contract budget and repair and maintenance budget. The motion was seconded by Ms. Kathi Clift and was approved unanimously.

ITEM 4: Discuss Future Agenda Items

The Board did not express any concerns or suggest future agenda items.

ITEM 5: Adjourn Meeting

Being no other business, the meeting was adjourned.