

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 9<sup>th</sup> day of April, 2014, The Colonies Public Improvement District (PID) Advisory Board met at 3:00 PM in Room 305, on the Third Floor of City Hall, 509 East 7<sup>th</sup> Avenue, Amarillo, Texas, with the following people present:

<b>VOTING MEMBERS</b>	<b>MEMBERS PRESENT</b>	<b>TOTAL NO. MEETINGS HELD SINCE APPOINTMENT</b>	<b>TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT</b>
Joe Norman, Chair	Yes	30	28
Tracy Byars	Yes	18	18
Eric White	Yes	18	14
Craig Bryan	Yes	17	15
Lew Bradshaw	Yes	15	11

**CITY OF AMARILLO STAFF:**

Kathleen Collins, Comprehensive Planner  
Rod Tweet, Director of Parks & Recreation  
Clint Stoddard, Parks Superintendent

**OTHERS IN ATTENDANCE:**

Matt Griffith, Developer  
Cleve Turner, TurnerLand Architecture  
James Shelton, TurnerLand Architecture

**ITEM 1: Approval of Minutes from the February 13, 2014 meeting**

Ms. Collins opened the meeting and asked if there were any corrections to the February 13, 2014 meeting minutes. Hearing none, Mr. White moved to approve the minutes as presented with Mr. Byars seconding the motion, and minutes were approved.

**ITEM 2: Consider for recommendation The Colonies Unit No. 50-A Aberdeen Parkway linear park and Hillside screen wall and landscape improvement bid submittals**

Ms. Collins stated six bids were submitted for the Colonies Unit No. 50-A project. She asked Mr. Turner to review the bids related to the project.

Mr. Turner stated this project involves construction of an eight foot tall cast stone screening wall, entry features at three entrances as well as landscaping and decorative lighting. The wall will be placed in Xcel Energy's easement and the contractors will be working under high voltage power lines.

The total cost of the project was estimated at \$1,400,000. Mr. Turner mentioned Amarillo Utility Contractors submitted the low bid of \$1,145,274.80 with an estimated time of completion being 180 calendar days. Colonies PID Advisory Board members compared values of individual line items. After much discussion, Mr. White recommended the Board approve Amarillo Utility Contractors' submittal. Mr. Bryan seconded the motion, and motion carried unanimously.

**ITEM 3: Discuss and consider for recommendation the rate at which commercial property is assessed**

During the February 13<sup>th</sup> meeting, Mr. Griffith requested this item be placed on a future agenda in order to discuss the current rate and discuss possible alternative rates for commercial properties.

Ms. Collins stated the commercial rate is currently set as an amount equal to \$0.07 multiplied by the total square footage of the lot for lots two acres or less. Commercial lots greater than two acres will be assessed an additional \$500 per acre, with a maximum assessment of \$10,000 per lot. Mr. Griffith commented that businesses located in the Colonies subdivision need to pay their part, however, the current commercial assessment rate may be excessive for developments that are not as likely to benefit from Colonies PID amenities. His proposal involves keeping the maximum assessment at \$10,000 and the additional assessment of \$500 the same, but, he would like the Advisory Board to consider reducing the amount to equal \$0.07 multiplied by the total square footage of lots one acre or less.

Mr. Bryan asked if changes to the amount would have a negative impact on the overall budget. Ms. Collins stated the reduction in revenue would be minor whereas only five of the sixteen commercial lots are over one acre. Mr. White asked if rates were revised, would commercial properties over one acre enjoy the revised rate? Mr. Griffith stated all commercial properties would be assessed based on the revised rate, if the Board chooses to amend it. Mr. Bryan made a motion to table this item in order to compare Colonies and Greenways commercial assessment rates. Mr. White seconded the motion and motion passed.

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

Ms. Collins stated that City staff has discussed shifting the day-to-day maintenance and operations from the current position held by City Parks staff and publicly contracted Reeder Landscaping to a private source. Ms. Collins asked for comments from the Board.

Mr. Bryan mentioned that on behalf of the Colonies Homeowners Association (HOA), he requested information from a few private companies. One company has submitted a basic bid and they have met with a second party. He stated there are management companies that professionally manage HOAs which have benefits of meeting regularity, continuity of the HOA board, as well as other things. Mr. Bryan mentioned one component of that could be a contract management function on behalf of the management company where they would actually do the contracting for the PID maintenance and operations. He stated it would take time to phase this in because the HOA would need to hold meetings and approve the contract. He noted one of the two companies is Associa, a nationally known company out of Dallas that manages HOAs all over the country and the other is Bill Chudej with the local firm, FIMC.

Mr. Griffith mentioned that there may also be a possibility of Mr. Cleve Turner to be the PID manager. Oversee creation of bid specifications for maintenance and operation contracts, put out such contracts annually or biannually, all of this assuming City Parks Department wants to make that transition. Mr. Stoddard stated the Parks Department wants to make this transition by fall of 2015.

Clint noted a couple issues that are coming up that the PID Advisory Board needs to be aware of. First, the maintenance contract with Reeder Landscaping was originally compiled as a three-year bid with an option of two one-year extensions. He stated we are nearing the end of the third year of this contract. Two options include hiring a private management company by the end of FY 13/14 or renewing Reeder's contract for one more year to allow more time for the transition. Mr. Bryan asked if the HOA would pay someone manage PID funds or would fees be built into the PID budget to pay the manager? Ms. Collins stated the expense of a management company would be included in the PID budget and compensated thru annual property owner assessments. Mr. Bryan questioned if the management company and maintenance contractors would need to be publicly bid? Ms. Collins noted that since the funds associated with these types of contracts are not reimbursable, they would not require public bids. Mr. Stoddard mentioned that there is more flexibility in this method than what is

currently provided. He also mentioned City staff are beginning the budget process and need direction of whether it is preferred Reeder perform maintenance operations one more year or an alternative method. He noted that in the future, either the PID Advisory Board or the private management company will be setting the budgets for revenue and expenses.

Mr. Turner stated that he has audited all Colonies common area spaces and has an itemized list of repairs. The estimated value of repairs would be above and beyond what is budgeted annually. Mr. Griffith noted that the next phase of development, Colonies Unit 53, has common area improvements that will require public bidding. He asked if it would be possible for an alternate bid item encompassing the comprehensive repairs be added to the Colonies Unit 53 bid package? He also asked if this would be a reimbursable cost? The intention of this would allow the new contractor a clean slate to work with. Mr. Bryan mentioned this would be a fully functional product if repairs are made before the changeover.

ITEM 5: Discuss future agenda items  
None.

ITEM 6: Adjourn Meeting  
Meeting was adjourned at 4:10 PM