

City of Fort Worth
Public Improvement District 15 – Sun Valley
Advisory Board Meeting
Meeting Agenda
July 17, 2024

1. Call to Order - 12:05pm
2. Review and take action on Minutes from the May 6, 2024 meeting
 - a. Motion to approve – Sandra McGlothlin
 - b. 2nd – Becki Cate
 - c. All approved
3. District Update
 - a. Pavement Condition Index Study complete
 - i. Reviewed report and letter draft to city council
 - ii. Only concern is on when drainage updates will be completed; Dusty and Bowie will reach out to SouthPoint Connectors to get an ETA on completion
 - iii. After that PID members will review letter and sign, it will be sent to Mayor and our councilmember Jeanette Martinez with a cc to all other city council members as well as City Manager and TPW Director.
 - b. Street lights – City added two on Kaltenbrun near highway, do we want more?
 - i. No more needed currently; will report to city if any current ones go dark
 - c. New PTZ camera locations for next year – agreed these locations are good; PTZ data only available for 5 days, however if a critical incident is reported the system will flag data and hold for 90 days; if you want to link private cameras to PTZ it is \$3k per camera per year
 - i. Mosson and Marie Jones
 - ii. Saunders and Marie Jones
 - d. Discuss, edit, approve 24/25 budget options

- i. City hasn't finalized 2024 TAD values, Chelsea provided 3 possible values. Once city sends final budget on 7/29/24 for approval
- ii. Sandra motioned to approve existing budget options
- iii. Troy seconded
- iv. All approved budget

4. Security Update

- a. PID will work on getting Officer Kight contacts for businesses in PID in case of emergency
- b. Homeless encampment referred to Hope unit but not much else being done at the moment because property owner isn't complaining
- c. Game room at 5025 Sun Valley shut down, vehicle traffic has diminished
- d. Chelsea to follow up with AUS on proper patrol procedures for AUS security guards
- e. Lacy is working on getting FWPD security without going through AUS by 10/1/24
 - i. Sandra motioned to approved this
 - ii. Troy seconded
 - iii. All passed

5. Other Business

- a. Want to do an annual meeting where we invite councilmember Jeannette Martinez so we can show what PID has been doing and talk about streets

Meeting Adjourned at 1:40pm

City of Fort Worth
 Five Year Service Plan
 Public Improvement District No. 15 - Sun Valley
 Fiscal Year 24/25 - 28/29

	<u>FY 23/24</u>	<u>3%</u>	<u>4%</u>	<u>5%</u>	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>FY 26/27</u>	<u>FY 27/28</u>	<u>Notes</u>
REVENUES									
PID Assessments	\$ 155,417	\$ 160,080	\$ 161,634	\$ 163,188	\$ 161,634	\$ 168,099	\$ 174,823	\$ 181,816	
Total Budgeted Revenues	\$ 155,417	\$ 160,080	\$ 161,634	\$ 163,188	\$ 161,634	\$ 168,099	\$ 174,823	\$ 181,816	
Use of Fund Balance	8				(2,443)	(5,550)	(6,387)	(10,310)	
Total Funds Available for Use	\$ 155,425	\$ 160,080	\$ 161,634	\$ 163,188	\$ 159,191	\$ 162,549	\$ 168,436	\$ 171,506	
EXPENSES									
Management Fee	\$ 28,851	\$ 29,757	\$ 29,757	\$ 29,757	\$ 29,672	\$ 31,051	\$ 32,604	\$ 34,234	
Safety & Security	\$ 118,466	\$ 117,906	\$ 117,906	\$ 117,906	\$ 3,000	\$ 4,000	\$ 4,500	\$ 5,000	
Infrastructure Improvement		\$ 5,173	\$ 6,738	\$ 8,261	\$ 5,196	\$ 5,196	\$ 5,196	\$ 5,196	
					\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	
					\$ 99,190	\$ 99,190	\$ 102,440	\$ 102,440	
Communications	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	\$ 750	\$ 750	\$ 1,000	
					\$ 3,000	\$ 3,500	\$ 3,700	\$ 4,000	
City Audit	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,250	\$ 3,500	
City Administration Fee	\$ 3,108	\$ 3,202	\$ 3,233	\$ 3,264	\$ 3,233	\$ 3,362	\$ 3,496	\$ 3,636	
Total Budgeted Expenses	\$ 155,425	\$ 160,038	\$ 161,634	\$ 163,188	\$ 159,191	\$ 162,549	\$ 168,436	\$ 171,506	
Contribution to Fund Balance	\$ -				\$ 2,443	\$ 5,550	\$ 6,387	\$ 10,310	
Total Expenses	\$ 155,425				\$ 161,634	\$ 168,099	\$ 174,823	\$ 181,816	
Net Change in Fund Balance	\$ (8)				\$ 2,443	\$ 5,550	\$ 6,387	\$ 10,310	
Estimated Fund Balance, Beginning of Year	\$ 27,607				\$ 27,599	\$ 30,042	\$ 35,592	\$ 41,978	
Estimated Fund Balance, End of Year	\$ 27,599				\$ 30,042	\$ 35,592	\$ 41,978	\$ 52,288	
Reserve Requirements	\$ 23,915				\$ 23,915	\$ 23,915	\$ 23,915	\$ 23,915	
Over (Under) Reserve	\$ 3,684				\$ 6,127	\$ 11,677	\$ 18,063	\$ 28,373	

Expense (Service Plan Detail)	FY24 Expense Amount (\$)	Notes:
Management Fee		
Salaries and Benefits; payroll tax, group health, payroll flex, workers comp etc	\$ 24,282.00	2.5% increase + \$149 increase in workers comp
Phone	\$ 240.00	
Postage	\$ 50.00	
Rent	\$ 1,200.00	
Admin professional service fees	\$ 3,600.00	
Insurance	\$ 385.00	actual cost
Total:	\$ 29,757.00	
Infrastructure Improvement		
Geotechnical Engineering Service - Pavement Condition Index Study for Sun Valley area roads by CMJ Engineering	\$ 5,173.00	repayment of cost incurred in 23/24
Total:	\$ 5,173.00	
Safety & Security		
FWPD offduty patrol - 832 hrs a year @\$68 per hour	\$ 56,576.00	Increasing hourly rate from \$65 to \$68
Private Security - 832 hrs a year@ \$30 per hour	\$ 24,960.00	decreaseing from 3 to 2 patrols/wk
Equipment Rental - Allied Security patrol vehicle rental \$885 per month	\$ 10,620.00	New vehicle cost of \$885/month
Vehicle Maintenance - such as tires, oil changes and fuel for the patrol vehicle; based on monthly average	\$ 1,500.00	Getting brand new vehicle so maintenance should be limited to regular maintenance
Flock License Plate Reading Cameras - service for 5 cameras at \$3,000 ea.	\$ 15,000.00	Cost increases \$500 per camera this year
PTZ Cameras - 2 new cameras at \$3,000 ea.	\$ 6,000.00	
Street Lights - 2 new lights at \$1,500 ea.	\$ 3,000.00	
Contingency for hosting of PID meetings and printing	\$ 250.00	
Total:	\$ 117,906.00	
Communications		
PID District Website - hosting \$500	\$ 500.00	waiting on new site
Printing - Covers cost of printing signs such as security cameras in the area. There is not a set vendor for this item and this is an average on what is spent on printing	\$ 500.00	
Total:	\$ 1,000.00	
City Audit		
City Audit	\$ 3,000.00	
Total:	\$ 3,000.00	
City Administrative Fee		
2% fee per PID Policy	\$ 3,244.00	
Total:	\$ 3,244.00	
Grand Total:	\$ 160,080.00	