

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 04/22/25M&C FILE NUMBER: M&C 25-0372

LOG NAME: 17PID12 MIDYEAR FY25

SUBJECT

(CD 7) Adopt Ordinance Amending the Fort Worth Public Improvement District 12 – Chapel Hill Fiscal Year 2024-2025 Adopted Budget and Five-Year Service Plan and Adopt Appropriation Ordinance

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the attached ordinance amending the Public Improvement District 12 – Chapel Hill Fiscal Year 2024-2025 Budget and Five-Year Service Plan to reflect amendments associated with a mid-year review and direct the City Secretary to record the same in the real property records of Tarrant County, Texas no later than the seventh (7th) day after adoption by the City Council; and
2. Adopt the attached appropriation ordinance reallocating estimated receipts and appropriations in the Fort Worth Public Improvement District 12- Chapel Hill Fund by decreasing appropriations in the transfers & other categories in the amount of \$55,500.00, and increasing appropriations in the General operating & maintenance category by the same amount, for the purpose of funding mid-year budget adjustments.

DISCUSSION:

The City of Fort Worth's Department of Economic Development administers the City's Public Improvement Districts (PIDs). The City's PID Policy outlines the need to proactively work with the City's PID management companies to oversee the services being provided within each of the PIDs. PID 12 – Chapel Hill (or the Chapel Hill PID) is managed by FirstService Residential Texas PID, LLC (FirstService).

On September 17, 2024, City Council adopted Ordinance No. 27164-09-2024, approving the Fiscal Year (FY) 2024-2025 Budget, Five-Year Service Plan, Assessment Plan, and Tax Year 2024 Assessment Roll for the Chapel Hill PID. After conducting a mid-year review of the Chapel Hill PID's budget, City staff and FirstService Residential Texas PID, LLC, have identified the need to reallocate funds in Chapel Hill PID's budget in the amount of \$55,500.00, for the purpose of mid-year budget adjustments. The primary factors contributing to expenditure adjustments include increased spending on utilities, adding security as a line item to fund security patrols, and decreasing the amount contributed to the fund balance.

Revenue Adjustments:

Line Item	Previously Approved FY25 Budget Item	Recommended Mid-Year Adjustment	Amended FY25 Budget Item
PID Assessments	\$421,111.00	\$0.00	\$421,111.00
COFW Assessment	\$1,035.00	\$0.00	\$1,035.00
Totals	\$422,146.00	\$0.00	\$422,146.00

Expenditure Adjustments:

Line Item	Previously Approved FY25 Budget Item	Recommended Mid-Year Adjustment	Amended FY25 Budget Item
Management Fee	\$15,072.00	\$0.00	\$15,072.00
Utilities	\$16,800.00	\$5,500.00	\$22,300.00
Security	\$0.00	\$50,000.00	\$50,000.00
Landscaping	\$149,936.00	\$0.00	\$149,936.00
Common Area Maintenance	\$82,000.00	\$0.00	\$82,000.00
Communications	\$8,000.00	\$0.00	\$8,000.00
Audit/Annual Review	\$3,000.00	\$0.00	\$3,000.00
Capital Improvements	\$83,200.00	\$0.00	\$83,200.00

City Administrative Fee	\$8,422.00	\$0.00	\$8,422.00
Contribution to Fund Balance	\$55,716.00	(\$55,500.00)	\$216.00
Totals	\$422,146.00	\$0.00	\$422,146.00

Upon approval of the above recommendation, the total budgeted expenses for FY 2024-2025 will be \$422,146.00. The revised Budget and Five-Year Service Plan will take effect upon approval by City Council. The City and FirstService will amend the existing management contract to reflect the mid-year adjustment (City Secretary Contract No.62187).

The Chapel Hill PID is located in COUNCIL DISTRICT 7.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendations and adoption of the ordinance, funds will be available in the current operating budget, as appropriated, in the FWPID #12 - Chapel Hill Fund. Prior to any expenditure being incurred, the Economic Development Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Jessica McEachern 5804

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Expedited