



CITY OF GRAND PRAIRIE
BROOKFIELD PUBLIC IMPROVEMENT DISTRICT
ANNUAL MEETING
OUTLAW'S BAR-B-QUE, 2334 S. BELTLINE ROAD
TUESDAY, NOVEMBER 30, 2021, 6:30 PM

AGENDA

The meeting will be held at Outlaw's Bar-B-Que, 2334 S. Beltline Road, Grand Prairie, Texas. The complete agenda packet has been posted on the city's website (www.gptx.org/pid) for those who would like to view it in its entirety.

CALL TO ORDER

CITIZENS' FORUM/CITIZEN COMMENTS

Citizens may speak for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

AGENDA ITEMS

Citizens may speak for up to five minutes on any item on the agenda by completing and submitting a speaker card.

1. Approve Meeting Minutes

- August 9, 2021

2. Open Meetings Act

3. Projects and Contracts

a. Screening Walls - Brightstar Construction Project Update

- i. Carrier Parkway
- ii. Robinson Road
- iii. Warrior Trail
- iv. Proposal - power washing stone caps on fences

b. Landscape Maintenance – Prime Landscaping Service Update

- i. S. Carrier Parkway
- ii. Robinson Road
- iii. W. Warrior Trail
- iv. Oakbrook and Carrier Bed
- v. Jasmine Bed Enhancement Project – Glenbrook and Robinson
- vi. Robinson North of Warrior Bed
- vii. Robinson and Carrier Beds
- viii. Structural Pruning
 1. Carrier Parkway
 2. Robinson Road

3. Warrior Trail

c. Entry Lighting and Sign Improvements

- i. Carrier Parkway
- ii. Robinson Road
- iii. Warrior Trail

d. Wrought Iron Street Sign Maintenance

- i. Elmbrook Drive
- ii. Robinson Road
- iii. Meadowbrook Drive
- iv. Brookfield Drive
- v. Carrier Parkway
- vi. Glenbrook Drive
- vii. Willowbrook Circle
- viii. Stonebrooke Drive
- ix. Cedarbrook Drive
- x. Deerbrook Circle
- xi. Oakbrook Drive
- xii. Windbrook Drive

e. Decorations

- i. Carrier Parkway
- ii. Robinson Road
- iii. Warrior Trail

4. Budget to Actual Reports and FY 2022 Budget

- 9/30/20
- 9/30/21
- 10/31/22

5. Advisory Board Nomination and Election

- Two Board Positions

6. Selection of Officers

- President
- Vice President
- Secretary/Treasurer

7. Next Meeting Date

CITIZENS' FORUM/CITIZEN COMMENTS


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ADJOURNMENT

The meeting facility is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8091 or email LHarriss@gptx.org at least three (3) business days prior to the scheduled meeting to request an accommodation.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Brookfield PID Board meeting agenda was prepared and posted November 24, 2021.



Lee Harriss, Special District Administrator



Brookfield Public Improvement District

PID Advisory Board Meeting Meeting Minutes

Meeting Date: August 9, 2021

Meeting Location: Outlaws Bar-B-Que
2334 S. Beltline Road
Grand Prairie, TX

Board Members: Carmelita Loyd, Board President – NOT PRESENT
Dennis Hale, Vice President
Elizabeth Duenas, Secretary

Others Present: Tony Hernandez – Prime Landscape
Regino Martinez and Nick Wilson – Brightstar Construction
Tamara Moore – FirstService Residential
Lee Harriss – City of Grand Prairie

CALL TO ORDER: The meeting was called to order at 6:50 PM and quorum of the Board confirmed.

APPROVAL OF 05.11.2021 MEETING MINUTES: Dennis Hale made motion to approve minutes as presented in the meeting packet. All Approved.

PROJECTS & CONTRACTS

- Screening Walls – Brightstar Construction Project Update
 - Brightstar provided project status update. Wrought iron fence painting and reset of posts completed. Awaiting delivery of wall panels to facilitate screening wall repair/replacement project. Expecting delivery of panels to the site by August 18.
 - Dennis shared feedback with Brightstar regarding crew activity on site. Crews that were facilitating wrought iron painting left behind paint on the grass. Brightstar to address with crews and ensure necessary precautions are taken to prevent overspray.
 - Motion made by Dennis Hale to approve proposal to replace 4 screening wall capstones located between 1003 – 1004 Willowbrook Dr and 801-804 Deerbrook Cir at \$1194. All approved.
- **Landscape Maintenance & Contract**
 - Tony Hernandez, landscape account manager, provided service update to Board. Tony informed board that previously approved landscape enhancement proposals awaiting install until after the screening wall work is completed may have material cost increase considering the amount of time that has passed since the proposals were prepared and presented to the Board. Motion made by Dennis to approved up to 5% increase in material cost for enhancement proposals approved and pending install. All approved.
- **Decorations**
 - Board discussed option to install holiday decorations in 2021. Board decided not to proceed with holiday decorations in 2021 considering 2021 expenses.



Brookfield Public Improvement District

PID Advisory Board Meeting Meeting Minutes

FINANCIAL UPDATE AND FY 2022 BUDGET: Lee Harriss reviewed PID fund balance sheet and actual/budget report with board. The board approved the proposed budget for FY 2022.

NEXT MEETING DATE: Board discussed and agreed on next board meeting date of 11.09.2021 – 6:30PM

CITIZENS FORUM: No questions received from citizens

ADJOURNMENT: With no further business, the meeting was adjourned at 8:19 PM.

Brookfield PID Mowing Areas



Budget/Actual Report for Fiscal 2020
321492
Brookfield Public Improvement District
as of 9/30/20

	<u>10/1/2019 - 9/30/2020</u>			<u>Current</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>Month</u>
		BRPID		
		321492		
Beginning Resource Balance	133,000	132,268.22		
Revenues				
Spec Assess Delinquent	42610	-	0.01	0.01
Special Assessment Income	42620	38,818	38,850.01	32.01
Interest On Pid Assessment	42630	-	24.33	24.33
Devlpr Particip/Projects	46110	-	-	-
Miscellaneous	46395	-	-	-
Interest Earnings	49410	-	-	-
Int Earnings - Tax Collections	49470	-	-	-
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	-
Trsf In/Parks Venue (3170)	49780	2,149	2,148.96	(0.04)
Total Revenues	40,967	41,023.31	56.31	179.13
Expenditures				
Office Supplies	60020	420	366.74	53.26
Beautification	60490	3,000	2,109.00	891.00
Wall Maintenance	60776	5,000	3,000.00	2,000.00
Professional Engineering Servi	61041	3,000	-	3,000.00
Mowing Contractor	61225	12,332	11,026.35	1,305.65
Collection Services	61380	473	473.00	-
Roadway Markings/Signs Maint	63115	-	-	-
Miscellaneous Services	61485	-	47.03	(47.03)
Fees/Administration	61510	4,200	5,173.50	(973.50)
Postage And Delivery Charges	61520	-	-	-
Light Power Service	62030	500	326.74	173.26
Water/Wastewater Service	62035	4,200	4,612.48	(412.48)
Bldgs And Grounds Maintenance	63010	-	-	-
Irrigation System Maintenance	63065	1,500	425.50	1,074.50
Decorative Lighting Maintenanc	63146	-	-	-
Property Insurance Premium	64080	250	233.00	17.00
Liability Insurance Premium	64090	85	85.05	(0.05)
Fencing	68061	-	-	-
ArchitectL/Engineering Servcs	68240	-	-	-
Landscaping	68250	-	-	-
Signs	68390	12,000	-	12,000.00
Irrigation Systems	68635	-	-	-
Total Expenditures	46,960	27,878.39	19,081.61	7,607.82
Ending Resource Balance	127,007	145,413.14		

Brookfield Public Improvement District

These are Brookfield PID assessments collected from PID residents to pay for PID maintenance.

Budget/Actual Report for Fiscal 2021
321492
Brookfield Public Improvement District
as of 9/30/21 Preliminary

	<u>10/1/2020 - 9/30/2021</u>			<u>Current</u> <u>Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
BRPID				
321492				
Beginning Resource Balance	142,000	145,413.14		
Revenues				
Spec Assess Delinquent	42610	-	0.04	0.04
Special Assessment Income	42620	43,346	43,530.50	184.50
Interest On Pid Assessment	42630	-	20.46	20.46
Devlpr Particip/Projects	46110	-	-	-
Miscellaneous	46395	-	-	-
Interest Earnings	49410	-	-	-
Int Earnings - Tax Collections	49470	-	-	-
Trsf-In Risk Mgmt Funds (Prop	49686	-	4,486.55	4,486.55
Trsf In/Parks Venue (3170)	49780	2,430	2,430.00	-
Total Revenues	45,776	50,467.55	4,691.55	202.50
Expenditures				
Office Supplies	60020	420	-	420.00
Decorations	60132	-	-	-
Beautification	60490	3,000	2,506.50	493.50
Wall Maintenance	60776	5,000	44,850.00	(39,850.00)
Professional Engineering Servi	61041	3,000	-	3,000.00
Mowing Contractor	61225	12,332	13,967.02	(1,635.02)
Collection Services	61380	473	473.00	-
Roadway Markings/Signs Maint	63115	-	350.00	(350.00)
Miscellaneous Services	61485	-	-	-
Fees/Administration	61510	9,600	9,600.00	-
Postage And Delivery Charges	61520	-	-	-
Light Power Service	62030	500	357.13	142.87
Water/Wastewater Service	62035	4,200	2,999.94	1,200.06
Bldgs And Grounds Maintenance	63010	-	-	-
Irrigation System Maintenance	63065	1,500	369.90	1,130.10
Decorative Lighting Maintenc	63146	-	-	-
Property Insurance Premium	64080	250	244.00	6.00
Liability Insurance Premium	64090	100	73.17	26.83
Fencing	68061	-	-	-
Architect/L/Engineering Servcs	68240	-	-	-
Landscaping	68250	-	-	-
Signs	68390	-	-	-
Irrigation Systems	68635	-	-	-
Total Expenditures	40,375	75,790.66	(35,415.66)	7,186.98
Ending Resource Balance	147,401	120,090.03		

Brookfield Public Improvement District

These are Brookfield PID assessments collected from PID residents to pay for PID maintenance.

Budget/Actual Report for Fiscal 2022
321492
Brookfield Public Improvement District
as of 10/31/21 Preliminary

	<u>10/1/2021 - 9/30/2022</u>			<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	
BRPID				
321492				
Beginning Resource Balance	49,000	120,090.03		
Revenues				
Spec Assess Delinquent	42610	-	-	-
Special Assessment Income	42620	48,081	1,368.76	(46,712.24)
Interest On Pid Assessment	42630	-	-	-
Devlpr Particip/Projects	46110	-	-	-
Miscellaneous	46395	-	-	-
Interest Earnings	49410	-	-	-
Int Earnings - Tax Collections	49470	-	-	-
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	-
Trsf In/Parks Venue (3170)	49780	2,430	197.00	(2,233.00)
Total Revenues	50,511	1,565.76	(48,945.24)	1,565.76
Expenditures				
Office Supplies	60020	420	-	420.00
Decorations	60132	2,500	-	2,500.00
Beautification	60490	43,000	-	43,000.00
Wall Maintenance	60776	5,000	61,080.51	(56,080.51)
Professional Engineering Servi	61041	3,000	-	3,000.00
Mowing Contractor	61225	12,332	-	12,332.00
Collection Services	61380	499	-	499.00
Roadway Markings/Signs Maint	63115	-	-	-
Miscellaneous Services	61485	-	-	-
Fees/Administration	61510	9,600	-	9,600.00
Postage And Delivery Charges	61520	-	-	-
Light Power Service	62030	500	-	500.00
Water/Wastewater Service	62035	4,200	795.08	3,404.92
Bldgs And Grounds Maintenance	63010	-	-	-
Irrigation System Maintenance	63065	1,500	-	1,500.00
Decorative Lighting Maintenan	63146	-	-	-
Property Insurance Premium	64080	250	-	250.00
Liability Insurance Premium	64090	100	-	100.00
Fencing	68061	-	-	-
Architect/L/Engineering Servcs	68240	-	-	-
Landscaping	68250	-	-	-
Signs	68390	-	-	-
Irrigation Systems	68635	-	-	-
Total Expenditures	82,901	61,875.59	21,025.41	61,875.59
Ending Resource Balance	16,610	59,780.20		

Brookfield Public Improvement District

These are Brookfield PID assessments collected from PID residents to pay for PID maintenance.

Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 4
Brookfield
Five Year Service Plan 2022 - 2026 BUDGET

Income based on Assessment Rate of \$0.11 per \$100 of appraised value.
Service Plan projects a 1% increase in assessed value per year.

INCOME:	Value	Assess Rate	Revenue
Appraised Value	\$43,709,650	\$ 0.11	\$ 48,081

Description	Account	2022	2023	2024	2025	2026
Beginning Balance (Estimated)		\$ 49,000	\$ 16,610	\$ 27,700	\$ 39,277	\$ 51,343
P.I.D. Assessment	42620	\$ 48,081	\$ 48,561	\$ 49,047	\$ 49,538	\$ 50,033
City Contribution	49780	2,430	2,430	2,430	2,430	2,430
TOTAL INCOME		\$ 50,511	\$ 50,991	\$ 51,477	\$ 51,968	\$ 52,463
Amount Available		\$ 99,511	\$ 67,601	\$ 79,177	\$ 91,244	\$ 103,806

EXPENSES:		2022	2023	2024	2025	2026
Description						
Office Supplies	60020	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420
Beautification	60490	43,000	3,000	3,000	3,000	3,000
Wall Maintenance	60776	5,000	5,000	5,000	5,000	5,000
Decorations	60132	2,500	2,500	2,500	2,500	2,500
Professional Engineering Svcs*	61041	3,000	-	-	-	-
Mowing Contractor	61225	12,332	12,332	12,332	12,332	12,332
Collection Service (\$2.90/Acct)	61380	499	499	499	499	499
Admin./Management	61510	9,600	9,600	9,600	9,600	9,600
Electric Power	62030	500	500	500	500	500
Water Utility	62035	4,200	4,200	4,200	4,200	4,200
Irrigation System Maint.	63065	1,500	1,500	1,500	1,500	1,500
Property Insurance Premium	64080	250	250	250	250	250
Liability Insurance Premium	64090	100	100	100	100	100
		-	-	-	-	-
TOTAL EXPENSES		\$ 82,901	\$ 39,901	\$ 39,901	\$ 39,901	\$ 39,901
Ending Balance**		\$ 16,610	\$ 27,700	\$ 39,277	\$ 51,343	\$ 63,905

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.	
\$200,000	\$ 220	
\$225,000	\$ 248	
\$250,000	\$ 275	Avg. Property Value: \$ 254,126
\$275,000	\$ 303	Avg. Property Assessment: \$ 280
\$300,000	\$ 330	No. of Properties: 172

*Reserve study

**Future wall repairs and replacements