



**SOUTHWEST VILLAGE PUBLIC IMPROVEMENT
DISTRICT BOARD MEETING**
GRAND PRAIRIE MEMORIAL LIBRARY, 901 CONOVER DR. GRAND
PRAIRIE, TX 75051
THURSDAY, MAY 09, 2024 AT 6:30 PM

AGENDA

CALL TO ORDER

CITIZENS' FORUM

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

AGENDA ITEMS

1. Code Compliance update presentation reviewing changes to the Code Compliance Division policies and procedures over the past year.
2. Consider Minutes of August 31, 2024 Meeting
3. Discuss concerns about landscape maintenance and irrigation system maintenance provided by BrightView Landscapes at Preakness Drive and Timberlake Drive.
4. Consider proposal from Brightview to add fescue grass seed under the Bradford Pear trees at the entrance of Preakness Dr and remove the silt on the sidewalk in the amount of \$2,018.02
5. Consider proposal from Brightview to add fescue grass seed under the Bradford Pear trees at the entrance of Preakness Dr and remove the silt on the sidewalk in the amount of \$1,020
6. Consider FY 2025 Budget and Assessment Rate
7. Discussion of Budget to Actual Financial Report for April 29, 2024

CITIZENS' FORUM

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

ADJOURNMENT

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted May 6, 2024.

A handwritten signature in black ink, appearing to read "Lee Harris", is written over a solid black horizontal line.

Lee Harris, CPA
Special District Administrator, Finance Department



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/25/2024

REQUESTER: Lee Harriss, Special District Administrator

PRESENTER: Patricia White Wren, President

TITLE: Code Compliance update presentation reviewing changes to the Code Compliance Division policies and procedures over the past year.

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/09/2024
REQUESTER: Lee Harriss
PRESENTER: Patricia White Wren, President
TITLE: Consider Minutes of August 31, 2024 Meeting

MINUTES OF
Southwest Village PID Meeting
Grand Prairie Municipal Airport
3116 S Great Southwest Pkwy.
Grand Prairie, Texas
Thursday, August 31, 2023

Call To Order

The meeting was called to order at 6:31 p.m. Those present were board members Patricia White Wren, Beverly Garrison, and Michael Tunnell and others: Rechelle Bogle and Lindsay Dunn with First Service Residential and Chad McGowan and Lee Harriss with the City of Grand Prairie.

Citizens' Forum

There were no comments.

Code Compliance Update Presentation reviewing changes to the Code Compliance Division policies and procedures over the past year

Code Compliance Manager Chad McGowan discussed Code Compliance Division policies and procedures.

Consider the approval of meeting minutes of the 6.29.23 meeting

The minutes were approved.

Discussion of Brick Wall Improvements and/or Maintenance – Timberlake Drive and Preakness Drive

The board discussed the fencing and the gate.

Consider installing Holiday décor not to exceed \$1,000 on Timberlake Drive and Preakness Drive (no quotes have been obtained yet)

This was approved. Wren will approve the final design.

Discussion of Budget to Actual Financial Report for August 19, 2023

Ms. Harriss presented the report.

Consider FY 2024 Budget and Assessment Rate

The board approved the budget, and the appraised values will be updated in August. An attendee inquired about the change in the amount of the city's budget between FY 2009 and FY 2023.

Citizens' Forum

There were no comments.

Adjournment: The meeting adjourned at 7:43 p.m.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/25/2024

REQUESTER: Brenda Waters – PID Manager, FSR

PRESENTER: Patricia Wren

TITLE: Discuss concerns about landscape maintenance and irrigation system maintenance provided by BrightView Landscapes at Preakness Drive and Timberlake Drive.

ANALYSIS:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/25/2024

REQUESTER: Brenda Waters – PID Manager, FSR

PRESENTER: Patricia Wren

TITLE: Consider proposal from Brightview to add fescue grass seed under the Bradford Pear trees at the entrance of Preakness Dr and remove the silt on the sidewalk in the amount of \$2,018.02

ANALYSIS:



Proposal for Extra Work at Southwest Village PID

Property Name	Southwest Village PID	Contact	Courtney Lynas
Property Address	992 Preakness Drive Grand Prairie, TX 75051	To Billing Address	Grand Prairie City of 326 W Main St Grand Prairie, TX 75050
Project Name	Placement of Fescue Seed		
Project Description	Placement of Fescue Seed under Bradford pears		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Prepping of ground for seed placement and removal of slit on sidewalks	\$473.55	\$473.55
Placement of Seed			Subtotal	\$1,390.67
5.00	BAG	Placement of 5 50 lbs bags of Fescue Seed	\$278.13	\$1,390.67

For internal use only

SO# 8357542
 JOB# 337200001
 Service Line 130

Subtotal	\$1,864.22
Sales Tax 8.25%	\$153.80
Total Price	\$2,018.02

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
 849 E Dallas Rd, Dallas, TX 76051 ph. fax

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

	Property Manger
Signature _____	Title _____
Courtney Lynas	March 08, 2024
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

	Account Manager
Signature _____	Title _____
William Houston	March 08, 2024
Printed Name _____	Date _____

Job #: 337200001

SO #: 8357542 **Proposed Price:** \$2,018.02



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/25/2024

REQUESTER: Brenda Waters – PID Manager, FSR

PRESENTER: Patricia Wren

TITLE: Consider proposal from Brightview to add fescue grass seed under the Bradford Pear trees at the entrance of Preakness Dr and remove the silt on the sidewalk in the amount of \$1,020

ANALYSIS:

Proposal for Tree Care at Trimming of Bradford Pears at entrance

Property Name	Trimming of Bradford Pears at entrance	Contact	Courtney Lynas
Property Address	992 Preakness Drive Grand Prairie , TX 75051	To Billing Address	City of Grand Prairie 326 W. Main St. Grand Prairie, TX 75050
Project Name	Trimming of Bradford Pears at entrance		
Project Description	Trimming of the Bradford Pears along front entrance		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Trimming of Bradford Pears along front entrance. Lift up canopy, dead limbs and disposal fee included	\$1,020.00	\$1,020.00

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SO# 8357567
JOB# 495100000
Service Line 300

Subtotal	\$1,020.00
Sales Tax 8.25%	\$84.15
Total Price	\$1,104.15

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
2315 Southwell RD, Dallas, TX 75229 ph. (972) 831-1850 fax (214) 369-4878

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
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Customer

	Property Manager
Signature _____	Title _____
Courtney Lynas	March 08, 2024
Printed Name _____	Date _____

BrightView Tree Care Services, Inc. "Contractor"

	Account Manager
Signature _____	Title _____
William Houston	March 08, 2024
Printed Name _____	Date _____

Job #:	495100000		
SO #:	8357567	Proposed Price:	\$1,104.15



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/25/2024

REQUESTER: Lee Harriss

PRESENTER: Patricia White Wren, President

TITLE: Consider FY 2025 Budget and Assessment Rate

Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 14
Southwest Village
Five Year Service Plan 2025 - 2029 BUDGET

Income based on Assessment Rate of \$0.19 per \$100 of appraised value.
 The FY 2024 rate was \$0.19 per \$100 of appraised value
 Service Plan projects a 10% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$47,056,594	\$ 0.19	\$ 89,408		
Description	Account	2025	2026	2027	2028	2029
Beginning Balance (Estimated)		\$ 20,000	\$ 42,002	\$ 79,044	\$ 123,937	\$ 177,576
P.I.D. Assessment	42620	\$ 89,408	\$ 98,348	\$ 108,183	\$ 119,001	\$ 130,902
		-	-	-	-	-
TOTAL INCOME		\$ 89,408	\$ 98,348	\$ 108,183	\$ 119,001	\$ 130,902
Amount Available		\$ 109,408	\$ 140,350	\$ 187,227	\$ 242,938	\$ 308,478

EXPENSES:		2025	2026	2027	2028	2029
Description						
Office Supplies	60020	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Decorations	60132	1,000	1,000	1,000	1,000	1,000
Beautification	60490	5,000	5,000	5,000	5,000	5,000
Wall Maintenance	60776	10,000	2,000	2,000	2,000	2,000
Mowing Contractor	61225	19,630	20,219	20,825	21,450	22,094
Collection Service	61380	394	394	394	394	394
Misc.	61485	100	100	100	100	100
Admin./Management	61510	11,422	11,993	12,592	13,222	13,883
Postage	61520	20	20	20	20	20
Electric Power	62030	420	441	463	486	511
Water Utility	62035	7,350	7,718	8,103	8,509	8,934
Irrigation System Maint.	63065	3,500	3,675	3,859	4,052	4,254
Playground/Picnic Area Maintenance	63135	2,800	2,940	3,087	3,241	3,403
Decorative Lighting Maintenance	63146	200	210	221	232	243
Property Insurance Premium	64080	150	158	165	174	182
Liability Insurance Premium	64090	400	420	441	463	486
Fencing*	68061	-	-	-	-	150,000
Trf To Capital Lending Res (4026)**	90061	5,000	5,000	5,000	5,000	5,000
TOTAL EXPENSES		\$ 67,405	\$ 61,306	\$ 63,291	\$ 65,362	\$ 217,524
Ending Balance*		\$ 42,002	\$ 79,044	\$ 123,937	\$ 177,576	\$ 90,953

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.		
\$150,000	\$285		
\$200,000	\$380		
\$250,000	\$475	Avg. Property Value:	\$ 370,524
\$300,000	\$570	Avg. Property Assessment:	\$ 704
\$350,000	\$665	No. of Properties:	127
\$400,000	\$760		

*Future fence replacement
 **RhinoRock: \$100,000--\$5,000/year for 20 years (FY23-FY42)



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/09/2024

REQUESTER: Lee Harriss

PRESENTER: Patricia White Wren, President

TITLE: Discussion of Budget to Actual Financial Report for April 29, 2024

Budget/Actual Report for Fiscal 2024
322492
Southwest Village Public Improvement District
as of 4/29/24

	<u>10/1/2023 - 9/30/2024</u>				<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
SVPID 322492					
Beginning Resource Balance	3,000	6,411.71			
Revenues					
Spec Assess Delinquent	42610	-	-	0%	-
Special Assessment Income	42620	81,280	81,108.17	(171.83)	100%
Interest On Pid Assessment	42630	-	98.11	98.11	0%
Insurance Recovery Property	42770	-	-	-	0%
Devlpr Particip/Projects	46110	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Interest Earnings	49410	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trsf-In Cap Rsrv Lndg Fund (4	49681	-	-	-	0%
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	-	0%
Trsf In/Parks Venue (3170)	49780	-	-	-	0%
Total Revenues	81,280	81,206.28	(73.72)	100%	-
Expenditures					
Office Supplies	60020	20	-	20.00	0%
Decorations	60132	1,000	650.00	350.00	65%
Public Relations	60160	-	-	-	0%
Beautification	60490	5,000	623.55	4,376.45	12%
Wall Maintenance	60776	10,000	-	10,000.00	0%
Mowing Contractor	61225	19,630	3,535.00	16,095.00	18%
Legal Services	61360	-	-	-	0%
Collection Services	61380	394	390.60	3.40	99%
Miscellaneous Services	61485	100	-	100.00	0%
Fees/Administration	61510	11,422	5,830.32	5,591.68	51%
Postage And Delivery Charges	61520	20	-	20.00	0%
Light Power Service	62030	420	130.49	289.51	31%
Water/Wastewater Service	62035	7,350	3,138.19	4,211.81	43%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Irrigation System Maintenance	63065	3,500	-	3,500.00	0%
Playgrounds/Picnic Areas Maint	63135	2,800	-	2,800.00	0%
Decorative Lighting Maintenanc	63146	200	-	200.00	0%
Property Insurance Premium	64080	90	97.00	(7.00)	108%
Liability Insurance Premium	64090	400	171.75	228.25	43%
Fencing	68061	-	-	-	0%
Row/Easement Title Purchase	68091	-	-	-	0%
Architect'L/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	-	-	-	0%
Irrigation Systems	68635	-	-	-	0%
Trf To Capital Lending Res (40	90061	5,000	5,000.00	-	100%
Total Expenditures	67,346	19,566.90	47,779.10	29%	2,165.31
Ending Resource Balance	16,934	68,051.09			

Southwest Village Public Improvement District

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