



**SOUTHWEST VILLAGE PUBLIC IMPROVEMENT
DISTRICT ANNUAL MEETING
GRAND PRAIRIE MEMORIAL LIBRARY, 901 CONOVER DR. GRAND
PRAIRIE, TX 75051
THURSDAY, JUNE 29, 2023 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. Crime Statistics Overview and Crime Prevention Questions and Answers
2. Consider the approval of meeting minutes of the 10.18.22 meeting
3. Discuss landscape maintenance and irrigation system maintenance provided by BrightView Landscapes at Preakness Drive and Timberlake Drive.
4. Consider proposal to install new lighting at the monument sign in the amount of \$15,095.98 from Bob's Owens Electric at Peakness Drive.
5. Discussion of Wall Construction and Maintenance at Timberlake Drive and Preakness Drive
6. Review Budget to Actual Financials Report as of 5/31/23 and 9/30/22
7. Nomination and Election of Advisory Board Member - 1 open position
8. Appoint One Advisory Board Member to Fill Remaining Term of Vacant Position, Which Expires in 2024
9. Selection of Officers - President, Vice President, Secretary/Treasurer

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 June 16, 2023.

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: 06/29/23

REQUESTER: Lee Harriss

PRESENTER: Jim West, Investigator, Crime Prevention Unit, Community Services Division, Special Operations Bureau, Grand Prairie Police Dept.

TITLE: Crime Statistics Overview and Crime Prevention Questions and Answers

RECOMMENDED ACTION: None



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/25/2023
REQUESTER: Rechelle Bogle
PRESENTER: Patricia Wren, President
TITLE: Consider the approval of meeting minutes of the 10.18.22 meeting

ANALYSIS:

Please approve or deny the drafted meeting minutes from October 18, 2022.



Southwest Village Public Improvement District #14
Advisory Board Meeting Minutes

October 18, 2022

Advisory Board Members Present: Patricia Wren, President - absent
Michael Tunnell, Secretary/Treasurer - present
Nina Cooper, Vice President - present

Others Present: Robin Willits, FirstService Residential
Lee Harriss, City of Grand Prairie PID Administrator
Chuong Phung, Assistant City Attorney

The Advisory Board of the Southwest Village PID #14 held an Advisory Board Meeting on October 18, 2022, at the Betty Warmack Library, 760 Bardin Road, Grand Prairie, Texas.

CALL TO ORDER/ESTABLISHMENT OF QUORUM: The meeting was called to order at 6:38PM.

CITIZENS' FORUM/CITIZEN COMMENTS: No citizens present.

WELCOME AND INTRODUCTIONS: Management introduced the Advisory Board, FirstService representatives, and City of Grand Prairie representatives.

OPEN MEETINGS ACT PRESENTATION: Chuong Phung, Assistant City Attorney gave a presentation on the Texas Opens Meeting Act (TOMA).

APPROVAL OF MEETING MINUTES: Management presented a copy of the August 15, 2022, meeting minutes to the membership present. Nina Cooper made a motion to approve the meeting minutes with one correction to change the wording on the first paragraph from Board of Directors to Advisory Board. Michael Tunnell seconded. All approved. Motion carried.

HOLIDAY DÉCOR: Management presented two bids for holiday décor to the Advisory Board. Michael Tunnell made a motion to approve John Garner to do that holiday décor using the same décor he used last year, garland and wreaths for \$320.00. Nina Cooper seconded the motion. All approved. Motion carried.

WALL MAINTENANCE IMPROVEMENTS AND/OR MAINTENANCE: Timberlake Drive and Preakness Drive

- a. Consider proposal from Future Outdoors for 742' RhinoRock concrete fence and mow strip, \$129,958.00. Nina Cooper made a motion to accept the proposal from Future Outdoors as presented. Patricia Wren seconded the motion. All approved. Motion carried.

ELECTIONS:

- a. One position: Michael Tunnell's position is open. There were no other candidates for this position. Michael is elected by acclamation.
- b. Selection of Officers: Nina Cooper made a motion to keep the officers as they were the previous year: Patricia Wren, President; Nina Cooper, Vice President; Michael Tunnell, Secretary/Treasurer. Patricia Wren seconded the motion. All approved. The motion carried.

FINANCIAL REPORT: Lee Harriss presented financial report to the board.

SCHEDULE OF MEETINGS/NEXT MEETING DATE: Management will set next Advisory Board meeting after the wall contract has been accepted so the contractor can attend the meeting.

CITIZEN FORUM AND OPEN DISCUSSION – No citizens present.

ADJOURNMENT: With no further business, the meeting was adjourned at 7:55 PM.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/29/2023

REQUESTER: Lee Harriss

PRESENTER: Patricia Wren, President

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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/25/2023

REQUESTER: Rechelle Bogle

PRESENTER: Patricia Wren, President

TITLE: Consider proposal to install new lighting at the monument sign in the amount of \$15,095.98 from Bob's Owens Electric at Peakness Drive.

ANALYSIS:

Proposal submitted by Bob's Owns Electric to install new lighting and electrical source at Peakness Dr.



Bob Owens Electric Co.

Industrial • Commercial • Residential

2652 BRENNER DRIVE DALLAS, TEXAS 75220

PHONE (972) 243-0008 FAX (972) 243-0029

TECL - 3636

Southwest Village PID

12-22-2022

Customer Name/Address

First Service Residential
9800 Hillwood Parkway Ste. 210
Ft. Worth, Tx. 76177
Robin Willits 817.380.7003
(robin.willits@fsresidential.com)

Job Name/Location

Main Entrance
Near 1701 Preakness Dr.
Grand Prairie, Tx. 75051

Provide necessary labor and material to complete the following:

1. Trench/ bore approx. 320' from the nearest service point, cross the street then south to the north corner of the entrance monument, then around to front of monument (includes conduit and wiring, city permits)
2. Install a new meter pedestal at the north back corner of entrance monument to provide power for lighting and outlets
3. Install (2) new led flood lights (5yr manufacturer warranty) on HD posts with Gfci outlets to provide lighting for the monument and power for holiday lighting

Cost **\$15,059.98** + tax

Standard Exclusions

1. The pricing stated in this scope is valid for 30 days only.
2. The pricing stated in this scope is under the condition that the energy distributor allows for the proposed location to be used.
3. Selecting and/or modifying individual items in this scope will result in additional charges.
4. Utility companies' charges and/or fees.
5. Patching and/or repairing sheetrock and painting.
6. Asbestos abatement or working in asbestos areas.
7. Any Electrical Code upgrades required, unless stated above
8. Functionality and warranty of any and/or all existing electrical equipment.
9. All solar equipment is covered only by the manufacturer's warranty.
10. Excludes excavating and bore through rock. May require extra charge.

Jason Hosford



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/25/2023

REQUESTER: Rechelle Bogle

PRESENTER: Patricia Wren, President

TITLE: Discussion of Wall Construction and Maintenance at Timberlake Drive and Preakness Drive

ANALYSIS:

Discussion of progress of the project.

The survey has been ordered and lines have been marked on May 15th, 2023. Awaiting scheduling with Future Outdoors, LLC.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/29/2023

REQUESTER: Rechelle Bogle

PRESENTER: Patricia Wren, President

TITLE: Review Budget to Actual Financials Report as of 5/31/23 and 9/30/22

Budget/Actual Report for Fiscal 2022
322492
Southwest Village Public Improvement District
as of 9/30/22

	<u>10/1/2021 - 9/30/2022</u>				<u>Current</u> <u>Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
SVPID 322492					
Beginning Resource Balance	45,000	50,170.53			
Revenues					
Spec Assess Delinquent	42610	-	112.68	112.68	0%
Special Assessment Income	42620	52,656	52,407.15	(248.85)	100%
Interest On Pid Assessment	42630	-	(11.48)	(11.48)	0%
Devlpr Particip/Projects	46110	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Interest Earnings	49410	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trsf-In Risk Mgmt Funds (Prop	49686	-	2,385.00	2,385.00	0%
Trsf In/Parks Venue (3170)	49780	-	-	-	0%
Total Revenues	52,656	54,893.35	2,237.35	104%	0.01
Expenditures					
Office Supplies	60020	20	-	20.00	0%
Decorations	60132	800	320.00	480.00	40%
Public Relations	60160	-	-	-	0%
Beautification	60490	4,500	25,478.45	(20,978.45)	566%
Wall Maintenance	60776	2,000	14,520.00	(12,520.00)	726%
Mowing Contractor	61225	18,190	18,158.83	31.17	100%
Legal Services	61360	-	-	-	0%
Collection Services	61380	368	393.70	(25.70)	107%
Miscellaneous Services	61485	700	23.00	677.00	3%
Fees/Administration	61510	10,383	10,383.36	(0.36)	100%
Postage And Delivery Charges	61520	20	-	20.00	0%
Light Power Service	62030	400	306.97	93.03	77%
Water/Wastewater Service	62035	7,000	6,953.92	46.08	99%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Irrigation System Maintenance	63065	3,500	1,299.83	2,200.17	37%
Playgrounds/Picnic Areas Maint	63135	2,800	-	2,800.00	0%
Decorative Lighting Maintenan	63146	200	-	200.00	0%
Property Insurance Premium	64080	70	71.00	(1.00)	101%
Liability Insurance Premium	64090	150	130.95	19.05	87%
Fencing	68061	20,000	-	20,000.00	0%
Row/Easement Title Purchase	68091	-	-	-	0%
Architect/L/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	-	-	-	0%
Irrigation Systems	68635	-	-	-	0%
Total Expenditures	71,101	78,040.01	(6,939.01)	110%	15,416.87
Ending Resource Balance	26,555	27,023.87			

Southwest Village Public Improvement District

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

Budget/Actual Report for Fiscal 2023
322492
Southwest Village Public Improvement District
as of 5/31/23

	<u>10/1/2022 - 9/30/2023</u>				<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
SVPID					
322492					
Beginning Resource Balance	20,000	27,023.87			
Revenues					
Spec Assess Delinquent	42610	-	233.46	233.46	0%
Special Assessment Income	42620	71,402	71,391.06	(10.94)	100%
Interest On Pid Assessment	42630	-	208.64	208.64	0%
Devlpr Particip/Projects	46110	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Interest Earnings	49410	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trsf-In Risk Mgmt Funds (Prop	49686	-	-	-	0%
Transfer in-Contingency	100,000	-	(100,000.00)	-	0%
Trsf In/Parks Venue (3170)	49780	-	-	-	0%
Total Revenues	171,402	71,833.16	(99,568.84)	42%	-
Expenditures					
Office Supplies	60020	20	-	20.00	0%
Decorations	60132	800	320.00	480.00	40%
Public Relations	60160	-	-	-	0%
Beautification	60490	5,000	1,072.00	3,928.00	21%
Wall Maintenance	60776	2,000	10,946.89	(8,946.89)	547%
Mowing Contractor	61225	18,736	13,595.00	5,141.00	73%
Legal Services	61360	-	-	-	0%
Collection Services	61380	394	393.70	0.30	100%
Miscellaneous Services	61485	700	28.50	671.50	4%
Fees/Administration	61510	11,422	5,449.54	5,972.46	48%
Postage And Delivery Charges	61520	20	-	20.00	0%
Light Power Service	62030	420	199.67	220.33	48%
Water/Wastewater Service	62035	7,350	3,250.08	4,099.92	44%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Irrigation System Maintenance	63065	3,500	2,091.38	1,408.62	60%
Playgrounds/Picnic Areas Maint	63135	2,800	976.34	1,823.66	35%
Decorative Lighting Maintenanc	63146	200	-	200.00	0%
Property Insurance Premium	64080	80	81.00	(1.00)	101%
Liability Insurance Premium	64090	150	377.85	(227.85)	252%
Fencing	68061	130,000	1,400.00	128,600.00	1%
Row/Easement Title Purchase	68091	-	-	-	0%
Architect/L/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	-	-	-	0%
Irrigation Systems	68635	-	-	-	0%
Transfer to Contingency Fund	5,000	-	5,000.00	-	0%
Total Expenditures	188,592	40,181.95	148,410.05	21%	14,387.53
Ending Resource Balance	2,810	58,675.08			

Southwest Village Public Improvement District

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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/29/23

REQUESTER: Lee Harriss

PRESENTER: Patricia Wren, President

TITLE: Nomination and Election of Advisory Board Member - 1 open position



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/29/23

REQUESTER: Lee Harriss

PRESENTER: Patricia Wren, President

TITLE: Appoint One Advisory Board Member to Fill Remaining Term of Vacant Position, Which Expires in 2024



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/29/23

REQUESTER: Lee Harriss

PRESENTER: Patricia Wren, President

TITLE: Selection of Officers - President, Vice President, Secretary/Treasurer
