



**CRESCENT HEIGHTS PUBLIC IMPROVEMENT  
DISTRICT ANNUAL MEETING  
OUTLAW'S BAR-B-QUE, 2334 S. BELTLINE ROAD  
WEDNESDAY, AUGUST 30, 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. Consider Minutes of September 12, 2022 Meeting
2. Discussion of Landscaping, Entry Monument, Monument Lighting, and Wall Located on:
  - Eli Drive/SW 3<sup>rd</sup> Street
  - Michelle Drive/Twelve Oaks Blvd.
3. Discussion of Budget to Actual Financial Reports for September 30, 2022 and August 19, 2023
4. Consider FY 2024 Budget and Assessment Rate
5. Nomination and Election of Advisory Board Members - 3 Open Positions
6. 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 August 24, 2023.*

*Lee Harris, CPA  
Special District Administrator, Finance Department*





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 07/30/2023  
**REQUESTER:** Lee Harriss  
**PRESENTER:** Cynthia Olivia, Vice President  
**TITLE:** Consider Minutes of September 12, 2022 Meeting

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**MINUTES OF  
CRESCENT HEIGHTS PID BOARD MEETING  
SEPTEMBER 12, 2022  
6:30 PM  
OUTLAW'S BAR-B-QUE  
2334 S. BELTLINE ROAD**

**Call to Order** – The meeting was called to order at 6:35 pm. Present were board members Yigal Lelah and Cynthia Olivia, and others including Special District Administrator Lee Harriss, Deputy City Attorney Mark Dempsey, Attorney Akeem Ayinde, and three others. Absent was board member Ronny Arbov.

**Citizen's Forum** – There were no citizen comments.

**1. Projects/Contracts:**

- Mr. Dempsey gave a presentation about the Open Meetings Act.
- Discussion of landscape maintenance areas, sprinkler systems, decorations, and maintenance of Twelve Oaks Boulevard.

**2. Financial Reports** – Ms. Harriss reviewed the financial report and FY 2023 budget.

**3. Homeowner Josue Flores** was elected to the PID board, and the following officers were selected:

- Josue Flores – President
- Cynthia Olivia – Vice President
- Yigal Lelah – Secretary/Treasurer

**Citizen's Forum** – There were no citizen comments.

**Adjournment** - The meeting adjourned at 7:40 pm.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 07/30/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Cynthia Olivia, Vice President

**TITLE:** Discussion of Landscaping, Entry Monument, Monument Lighting, and Wall Located on:

- Eli Drive/SW 3<sup>rd</sup> Street
- Michelle Drive/Twelve Oaks Blvd.

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 07/30/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Cynthia Olivia, Vice President

**TITLE:** Discussion of Budget to Actual Financial Reports for September 30, 2022 and August 19, 2023

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**Budget/Actual Report for Fiscal 2022**  
**322892**  
**Crescent Heights Public Improvement District**  
**as of 9/30/22**

	<u>10/1/2021 - 9/30/2022</u>				<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
<b>CHPID</b>					
<b>322892</b>					
<b>Beginning Resource Balance</b>	<b>1,500</b>	<b>1,795.99</b>			
<b>Revenues</b>					
Spec Assess Delinquent	42610	-	-	0%	-
Special Assessment Income	42620	10,114	10,114.02	0.02	100%
Interest On Pid Assessment	42630	-	17.26	17.26	0%
Devlpr Particip/Projects	46110	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Interest Earnings	49410	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trsfr-In Risk Mgmt Funds (Prop	49686	-	-	-	0%
Trsf In/Parks Venue (3170)	49780	909	909.00	-	100%
<b>Total Revenues</b>	<b>11,023</b>	<b>11,040.28</b>	<b>17.28</b>	<b>100%</b>	<b>81.60</b>
<b>Expenditures</b>					
Office Supplies	60020	-	-	-	0%
Decorations	60132	-	-	-	0%
Beautification	60490	-	-	-	0%
Graffiti Cleanup	60775	-	-	-	0%
Wall Maintenance	60776	-	-	-	0%
Professional Engineering Servi	61041	-	-	-	0%
Mowing Contractor	61225	10,000	1,400.00	8,600.00	14%
Legal Services	61360	-	-	-	0%
Collection Services	61380	260	261.00	(1.00)	100%
Miscellaneous Services	61485	-	51.52	(51.52)	0%
Fees/Administration	61510	-	-	-	0%
Postage And Delivery Charges	61520	-	-	-	0%
Light Power Service	62030	-	-	-	0%
Water/Wastewater Service	62035	-	-	-	0%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Irrigation System Maintenance	63065	-	-	-	0%
Roadway Markings/Signs Maint	63115	-	-	-	0%
Decorative Lighting Maintenanc	63146	-	-	-	0%
Property Insurance Premium	64080	100	167.00	(67.00)	167%
Liability Insurance Premium	64090	250	19.54	230.46	8%
Fencing	68061	-	-	-	0%
Architect'L/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	-	-	-	0%
Irrigation Systems	68635	-	-	-	0%
<b>Total Expenditures</b>	<b>10,610</b>	<b>1,899.06</b>	<b>8,710.94</b>	<b>18%</b>	<b>30.00</b>
<b>Ending Resource Balance</b>	<b>1,913</b>	<b>10,937.21</b>			

**Crescent Heights Public Improvement District**

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

**Budget/Actual Report for Fiscal 2023**  
**322892**  
**Crescent Heights Public Improvement District**  
**as of 8/19/23**

	<u>10/1/2022 - 9/30/2023</u>				<u>% Used</u>	<u>Current Month</u>	<u>Estimate 9/30/23</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>				
<b>CHPID</b>							
<b>322892</b>							
<b>Beginning Resource Balance</b>	<b>2,000</b>	<b>10,937.21</b>					<b>10,937.21</b>
<b>Revenues</b>							
Spec Assess Delinquent	42610	-	0.01	0.01	0%	-	0.01
Special Assessment Income	42620	20,686	21,340.77	654.77	103%	-	21,340.77
Interest On Pid Assessment	42630	-	4.79	4.79	0%	-	4.79
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%	-	-
Trsf In/Parks Venue (3170)	49780	1,588	1,324.00	(264.00)	83%	-	1,588.00
<b>Total Revenues</b>	<b>22,274</b>	<b>22,669.57</b>	<b>395.57</b>	<b>102%</b>		<b>-</b>	<b>22,933.57</b>
<b>Expenditures</b>							
Office Supplies	60020	100	-	100.00	0%	-	-
Decorations	60132	1,000	-	1,000.00	0%	-	-
Beautification	60490	3,000	-	3,000.00	0%	-	3,000.00
Graffiti Cleanup	60775	-	-	-	0%	-	-
Wall Maintenance	60776	1,000	-	1,000.00	0%	-	-
Professional Engineering Servi	61041	-	-	-	0%	-	-
Mowing Contractor	61225	11,000	5,750.00	5,250.00	52%	-	11,000.00
Legal Services	61360	-	-	-	0%	-	-
Collection Services	61380	264	258.10	5.90	98%	-	258.10
Miscellaneous Services	61485	500	(7.56)	507.56	-2%	-	20.00
Fees/Administration	61510	-	-	-	0%	-	-
Postage And Delivery Charges	61520	100	-	100.00	0%	-	-
Light Power Service	62030	200	790.69	(590.69)	395%	-	841.69
Water/Wastewater Service	62035	1,600	4,868.33	(3,268.33)	304%	341.01	5,218.33
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-	-
Irrigation System Maintenance	63065	1,000	1,945.00	(945.00)	195%	-	1,945.00
Roadway Markings/Signs Maint	63115	-	-	-	0%	-	-
Decorative Lighting Maintenanc	63146	250	-	250.00	0%	-	-
Property Insurance Premium	64080	200	-	200.00	0%	-	-
Liability Insurance Premium	64090	100	40.70	59.30	41%	-	40.70
Fencing	68061	-	-	-	0%	-	-
Architect'L/Engineering Servcs	68240	-	-	-	0%	-	-
Landscaping	68250	-	-	-	0%	-	-
Irrigation Systems	68635	-	-	-	0%	-	-
<b>Total Expenditures</b>	<b>20,314</b>	<b>13,645.26</b>	<b>6,668.74</b>	<b>67%</b>		<b>341.01</b>	<b>22,323.82</b>
<b>Ending Resource Balance</b>	<b>3,960</b>	<b>19,961.52</b>					<b>11,546.96</b>

**Crescent Heights Public Improvement District**

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





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 07/30/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Cynthia Olivia, Vice President

**TITLE:** Consider FY 2024 Budget and Assessment Rate

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**Exhibit A**  
**GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 18**  
**Crescent Heights**  
**Five Year Service Plan 2024 - 2028 BUDGET**

Income based on Assessment Rate of \$0.16 per \$100 of appraised value.  
 The FY 2023 rate was \$0.16 per \$100 of appraised value  
 Service Plan projects a 10% increase in assessed value per year.

<b>INCOME:</b>		Value	Assess Rate	Revenue		
<b>Appraised Value</b>		\$26,525,200	\$ 0.16	\$ 42,440		
		<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Beginning Balance (Estimated)</b>		<b>\$ 11,000</b>	<b>\$ 18,764</b>	<b>\$ 27,985</b>	<b>\$ 41,048</b>	<b>\$ 58,377</b>
<b>Description</b>	<b>Acct. No.</b>					
P.I.D. Assessment	42620	\$ 42,440	\$ 46,684	\$ 51,353	\$ 56,488	\$ 62,137
City Contribution	49780	1,588	1,588	1,588	1,588	1,588
<b>TOTAL INCOME</b>		<b>\$ 44,028</b>	<b>\$ 48,272</b>	<b>\$ 52,941</b>	<b>\$ 58,076</b>	<b>\$ 63,725</b>
<b>Amount Available</b>		<b>\$ 55,028</b>	<b>\$ 67,037</b>	<b>\$ 80,926</b>	<b>\$ 99,124</b>	<b>\$ 122,102</b>

<b>EXPENSES:</b>		<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Description</b>						
Office Supplies	60020	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Decorations	60132	1,000	1,000	1,000	1,000	1,000
Beautification	60490	3,000	5,000	5,000	5,000	5,000
Wall Maintenance	60776	1,000	1,000	1,000	1,000	1,000
Mowing Contractor	61225	11,000	11,550	12,128	12,734	13,371
Collection Service (\$2.90/Acct)	61380	264	264	264	264	264
Misc.	61485	500	500	500	500	500
Postage	61520	100	100	100	100	100
Electric Power	62030	250	263	276	289	304
Water Utility	62035	4,200	4,410	4,631	4,862	5,105
Streets,Roads,Highway Maint.*	63030	12,300	12,300	12,300	12,300	12,300
Irrigation System Maint.	63065	1,000	1,000	1,000	1,000	1,000
Roadway Markings/Signs Maint	63115	1,000	1,000	1,000	1,000	1,000
Decorative Lighting Maintenance	63146	250	250	250	250	250
Property Insurance Premium	64080	200	210	221	232	243
Liability Insurance Premium	64090	100	105	110	116	122
		-	-	-	-	-
<b>TOTAL EXPENSES</b>		<b>\$ 36,264</b>	<b>\$ 39,051</b>	<b>\$ 39,878</b>	<b>\$ 40,746</b>	<b>\$ 41,658</b>
<b>Ending Balance*</b>		<b>\$ 18,764</b>	<b>\$ 27,985</b>	<b>\$ 41,048</b>	<b>\$ 58,377</b>	<b>\$ 80,444</b>

**Avg. Annual Assessment by Home Value:**

Value	Yrly Assmnt.		
\$100,000	\$ 160		
\$150,000	\$ 240		
\$200,000	\$ 320	Avg. Property Value:	\$ 291,486
\$250,000	\$ 400	Avg. Assessment:	\$ 466
\$300,000	\$ 480	No. of Properties (at completion):	91
\$350,000	\$ 560		
\$400,000	\$ 640		

\*The estimated cost to reconstruct ½ of the roadway along the property lines with 8" of concrete paving would be approximately \$350,000; an annual maintenance cost would be 10% of that or \$35,000 per year.  
 The estimated cost to reconstruct ½ of the roadway along the property lines with 6" of concrete paving would be approximately \$123,000; an annual maintenance cost would be 10% of that or \$12,300 per year.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 07/30/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Cynthia Olivia, Vice President

**TITLE:** Nomination and Election of Advisory Board Members - 3 Open Positions

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 07/30/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Cynthia Olivia, Vice President

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

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