



**CRESCENT HEIGHTS PUBLIC IMPROVEMENT
DISTRICT BOARD MEETING
OUTLAW'S BAR-B-QUE, 2334 S. BELTLINE ROAD
WEDNESDAY, APRIL 10, 2024 AT 10:00 AM**

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 August 30, 2024 Meeting
2. Discussion of Landscaping, Entry Monument, Monument Lighting, and Wall Located on:
 - Eli Drive/SW 3rd Street
 - Michelle Drive/Twelve Oaks Blvd.
3. Consider proposals for landscape maintenance on Freetown Road, SW 3rd Street, and Twelve Oaks Blvd. from:
 - LandWorks in the amount of \$6,603 per year
 - McShane Landscaping in the amount of \$12,000 per year
4. Discussion of Budget to Actual Financial Report for March 31, 2024
5. Consider FY 2025 Budget and Assessment Rate

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 April 5, 2024.

Lee Harris, CPA

Special District Administrator, Finance Department



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 03/26/24
REQUESTER: Lee Harriss
PRESENTER: Cynthia Olivia, President
TITLE: Consider Minutes of August 30, 2024 Meeting

**MINUTES OF
CRESCENT HEIGHTS PID BOARD MEETING
AUGUST 30, 2023
6:30 PM
OUTLAW'S BAR-B-QUE
2334 S. BELTLINE ROAD**

Call to Order – The meeting was called to order at 6:40 pm. Present were board members Yigal Lelah and Cynthia Olivia, and others including Special District Administrator Lee Harriss and two others.

Citizen’s Forum – Sprinkler system needs to be repaired.

Consider Minutes of September 12, 2022 Meeting - The minutes were approved.

Discussion of Landscaping, Entry Monument, Monument Lighting, and Wall Located on Eli Drive/SW 3rd Street and Michelle Drive/Twelve Oaks Blvd.

The irrigation leak is being repaired, and the landscaper has no employees.

Discussion of Budget to Actual Financial Reports for September 30, 2022 and August 19, 2023 - Ms. Harriss reviewed the financial reports.

Consider FY 2024 Budget and Assessment Rate – the budget was approved with two changes: (1) increase beatification to \$7,000 and (2) decrease mowing contractor to \$7,000.

Nomination and Election of Advisory Board Members - 3 Open Positions

Homeowners Cynthia Olivia, Suleman Braimah, and Shina Ademiluyi were elected to the PID board.

Selection of Officers:

- Cynthia Olivia – President
- Suleman Braimah - Vice President
- Shina Ademiluyi - Secretary/Treasurer

Citizen’s Forum – There were no citizen comments.

Adjournment - The meeting adjourned at 7:22 pm.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 4/10/2024

REQUESTER: Lee Harriss

PRESENTER: Cynthia Olivia, President

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

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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/10/2024

REQUESTER: Lee Harriss

PRESENTER: Cynthia Olivia, President

TITLE: Consider proposals for landscape maintenance on Freetown Road, SW 3rd Street, and Twelve Oaks Blvd. from:

- LandWorks in the amount of \$6,603 per year
- McShane Landscaping in the amount of \$12,000 per year

ANALYSIS:

LandWorks



2609 Skyway Drive
Grand Prairie, Texas 75052

972-606-0311
972-606-4535 Fax

03.19.2024

**Crescent Heights PID
Maintenance Matrix
Bid Form**

Functions	Frequency	Per Service Cost	Total Yearly Cost
<i>MOWING/MAINTENANCE</i>			
Mowing	36	110.00	3,960.00
Edging	36	Included Above	Included Above
Monofilament Trim	36	Included Above	Included Above
Lawn Post-Emergent	2	120.00	240.00
Lawn Pre-Emergent	2	120.00	240.00
Fertilization - Lawn	3	215.00	645.00
Debris Disposal	36	N/C	N/C
Spray Lines	6	21.00	126.00
<i>GENERAL SERVICES</i>			
Sprinkler Check	12	96.00	1,152.00
Fire Ant Control	2	120.00	240.00
TOTAL ANNUAL COST			6,603.00
MONTHLY COST			550.25

- * Contract includes the submission of Irrigation Inspection Reports
- * No Tax PID



Patrick McShane
PO BOX 530287
Grand Prairie, TX 75053

mowready@gmail.com

Service CONTRACT

The Purpose of this estimate is to state the terms and conditions under which **McShane Landscaping will provide lawn and landscape maintenance for:**

**CRESCENT HEIGHTS PID
SW 3rd ST
Grand Prairie, Tx 75051**

MOWING- All lawn areas at designated entrances and all common areas will be mowed at a frequency in the graph located on the following page. Mowing will include edging all curbs, roadways, sidewalks as well as trimming grass around fence, trees and flower beds.

SHRUB AND TREE TRIMMING- Shrubs, hedges and ground cover will be trimmed according to the horticultural practices to maintain a clean attractive appearance. Tree up to height of eight feet will be pruned.

BED AND WEED CONTROL- Weeds and grasses will be cleared and be removed from flower beds and sidewalks.

SEASONAL COLOR- Done in April and October only if contract indicates
Done on per request at \$35 per flat.

MULCH- Will be added to beds and kept fresh looking through out the contract as requested by customer. At the time of color changes. \$85 per yard

FERTILIZER- Fertilizer will be applied four times a year at the proper amounts needed to maintain a healthy **GREEN LAWN**, The graph on the following page will show the approximate times these applications will be done.

IRRIGATION CHECKS- Will be performed on abi- monthly basis as indicated on the graph. A double check test will be done annually included in this price as the city requires it.

SPRINKLER REPAIR-Head replacement included in contract price. Broken water line repair \$75 per hour. If damage occurs to sprinklers during service by *McShane Landscaping* it will be repaired at no charge.

LEAF REMOVAL- Will be performed as needed trash and debris removal at the time of service.

EXCEPTIONS-Work requested by customer beyond the stated above or at a frequency beyond what is defined in the projected annual maintenance program shall be contracted with **McSHANE LANDSCAPING for a negotiated amount. Weather and seasonal conditions beyond our control may** alter the number of trips made. **McSHANE LANDSCAPING** will make every effort to keep with the annual maintenance program.

Agreement Terms: April 1, 2024- March 31, 2025

Payment Terms: INVOICED ON THE LAST SERVICE OF THE MONTH DUE, NET 15, \$1000 per month

Please remit payment to: McShane Landscaping P.O. Box 530287 Grand Prairie TX, 75053

TURF	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MOWING	2	2	2	3	5	4	3	4	4	3	2	2
EDGING	2	2	2	3	5	4	3	4	4	3	2	2
TRIMMING	2	2	2	3	5	4	3	4	4	3	2	2
SHRUBS TREES AND BEDS												
SHRUB TRIMMING	1			1			1			1		
WEED BEDS	1	1	1	1	1	1	1	1	1	1	1	1
TREE TRIMMING				1						1		
APPLICATIONS FOR TURF												
FERTILIZATION		1		1		1			1		1	
RYE GRASS	Only if indicated in contract.											
FIRE ANT TREATMENT		1		1		1			1			
COLOR CHANGE: Not included in contract cost per change @ \$35 per flat												
TRASH & DEBRIS	2	2	2	3	5	4	3	4	4	3	2	2
LEAF REMOVAL	2	2	2	3	5	4	3	4	4	3	2	2
CREPE MYRTLE				1						1		
IRRIGATION CHECK			1		1		1		1		1	
MULCH SERVICE Not Included in contract cost is \$85 per yard upon request												
TERMS OF PAYMENT:												
1. MCSHANE LANDSCAPING WILL PERFORM FOR A PERIOD OF 1 YEAR AND WILL AUTOMATICALLY RENEW ON AN ANNUAL BASIS ANY PRICE INCREASES MUST BE APPROVED BY BOTH PARTIES AT TIME OF EXPIRATION.												
2. INVOICE IS SENT ON LAST SERVICE OF THE MONTH, DUE NET 15, \$1000												
PAYMENTS ARE TO BE MADE AS FOLLOWS:												
MONTHLY PAYMENTS OF \$1,000												
*SIGNATURE IS NOT NECESSARY ONCE YOU HAVE AGREED FOR McSHANE LANDSCAPING TO START CONTRACT SERVICES												
April 1, 2024												
through												
March 31,2025												





**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/10/2024

REQUESTER: Lee Harriss

PRESENTER: Cynthia Olivia, President

TITLE: Discussion of Budget to Actual Financial Report for March 31, 2024

Budget/Actual Report for Fiscal 2024
322892
Crescent Heights Public Improvement District
as of 3/31/24 Preliminary

	10/1/2023 - 9/30/2024				Current Month	Estimate 9/30/24
	Budget	Actual	Difference	% Used		
CHPID						
322892						
Beginning Resource Balance	11,000	19,801.58				19,801.58
Revenues						
Spec Assess Delinquent	42610	-	-	0%	-	-
Special Assessment Income	42620	42,440	42,689.77	249.77	101%	42,689.77
Interest On Pid Assessment	42630	-	51.07	51.07	0%	51.07
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 Risk Mgmt Funds (Prop	49686	-	-	-	0%	-
Trsf In/Parks Venue (3170)	49780	1,588	664.00	(924.00)	42%	1,588.00
Total Revenues	44,028	43,404.84	(623.16)	99%	-	44,328.84
Expenditures						
Office Supplies	60020	100	-	100.00	0%	-
Decorations	60132	1,000	-	1,000.00	0%	-
Beautification	60490	7,000	-	7,000.00	0%	7,000.00
Graffiti Cleanup	60775	-	-	-	0%	-
Wall Maintenance	60776	1,000	1,500.00	(500.00)	150%	1,500.00
Professional Engineering Servi	61041	-	-	-	0%	-
Mowing Contractor	61225	7,000	3,350.00	3,650.00	48%	7,000.00
Legal Services	61360	-	-	-	0%	-
Collection Services	61380	264	263.90	0.10	100%	263.90
Miscellaneous Services	61485	500	-	500.00	0%	500.00
Fees/Administration	61510	-	-	-	0%	-
Postage And Delivery Charges	61520	100	-	100.00	0%	-
Light Power Service	62030	250	352.74	(102.74)	141%	35.39
Water/Wastewater Service	62035	4,200	2,197.02	2,002.98	52%	366.17
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-
Streets,Roads,Highway Mainten.	63030	12,300	-	12,300.00	0%	12,300.00
Irrigation System Maintenance	63065	1,000	140.00	860.00	14%	-
Roadway Markings/Signs Maint	63115	1,000	-	1,000.00	0%	1,000.00
Decorative Lighting Maintenanc	63146	250	-	250.00	0%	250.00
Property Insurance Premium	64080	200	227.00	(27.00)	114%	227.00
Liability Insurance Premium	64090	100	92.48	7.52	92%	92.48
Fencing	68061	-	-	-	0%	-
Architect/L/Engineering Servcs	68240	-	-	-	0%	-
Landscaping	68250	-	-	-	0%	-
Irrigation Systems	68635	-	-	-	0%	-
Total Expenditures	36,264	8,123.14	28,140.86	22%	401.56	35,811.12
Ending Resource Balance	18,764	55,083.28				28,319.30

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**

MEETING DATE: 04/10/2024
REQUESTER: Lee Harriss
PRESENTER: Cynthia Olivia, President
TITLE: Consider FY 2025 Budget and Assessment Rate

**Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 18
Crescent Heights
Five Year Service Plan 2025 - 2029 BUDGET**

Income based on Assessment Rate of \$0.16 per \$100 of appraised value.
The FY 2024 rate was \$0.16 per \$100 of appraised value
Service Plan projects a 10% increase in assessed value per year.

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$29,177,720	\$ 0.16	\$ 46,684		
		2025	2026	2027	2028	2029
Beginning Balance (Estimated)		\$ 28,000	\$ 27,308	\$ 44,978	\$ 67,145	\$ 94,290
Description	Acct. No.					
P.I.D. Assessment	42620	\$ 46,684	\$ 51,353	\$ 56,488	\$ 62,137	\$ 68,351
City Contribution	49780	1,588	1,588	1,588	1,588	1,588
TOTAL INCOME		\$ 48,272	\$ 52,941	\$ 58,076	\$ 63,725	\$ 69,939
Amount Available		\$ 76,272	\$ 80,249	\$ 103,054	\$ 130,870	\$ 164,229
EXPENSES:		2025	2026	2027	2028	2029
Description						
Office Supplies	60020	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Decorations	60132	1,000	1,000	1,000	1,000	1,000
Beautification	60490	7,000	5,000	5,000	5,000	5,000
Wall Maintenance	60776	1,000	1,000	1,000	1,000	1,000
Mowing Contractor	61225	7,000	7,350	7,718	8,103	8,509
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	500	525	551	579	608
Water Utility	62035	4,200	4,410	4,631	4,862	5,105
Streets,Roads,Highway Maint.*	63030	24,600	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	300	315	331	347	365
Liability Insurance Premium	64090	150	158	165	174	182
		-	-	-	-	-
TOTAL EXPENSES		\$ 48,964	\$ 35,271	\$ 35,909	\$ 36,579	\$ 37,282
Ending Balance*		\$ 27,308	\$ 44,978	\$ 67,145	\$ 94,290	\$ 126,947

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.		
\$100,000	\$ 160		
\$150,000	\$ 240		
\$200,000	\$ 320		
\$250,000	\$ 400		
\$300,000	\$ 480		
\$350,000	\$ 560		
\$400,000	\$ 640		
		Avg. Property Value:	\$ 320,634
		Avg. Assessment:	\$ 513
		No. of Properties (at completion):	91

*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.