



**OAK HOLLOW/SHEFFIELD VILLAGE PUBLIC
IMPROVEMENT DISTRICT BOARD MEETING
CROSSPOINT CHURCH OF CHRIST, 3020 BARDIN ROAD
THURSDAY, FEBRUARY 15, 2024 AT 6:30 PM**

AGENDA

CALL TO ORDER

INVOCATION

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 proposal from SPSD in the amount of \$118,059.91 for 2024 landscape maintenance on Great Southwest, Claremont, and Magna Carta
2. Discussion of Budget to Actual Financial Report for January 31, 2024
3. Consider Amending the Oak Hollow/Sheffield Village PID Bylaws to Reduce the Number of Board Members from Seven to Five

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ADJOURNMENT

Message of Religious Welcome

As many of you are aware, we customarily begin our meetings with an invocation. This prayer is intended for the benefit of the board members and is directed to them and not the audience. Those who deliver the invocation may reference their own religious faith as you might refer to yours when offering a prayer. We wish to emphasize, however, that members of all religious faiths are welcome, not only in these meetings, but in our community as well. The participation of all our citizens in the process of self-government will help our fine city best serve the good people who live here. Employees and audience members are welcome to pray or not pray, and this choice will have no bearing on any vote made by the board.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted February 12, 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: 2/15/2024

REQUESTER: Greg Farkas

PRESENTER: Mary Garza, President

TITLE: Consider proposal from SPSD in the amount of \$118,059.91 for 2024 landscape maintenance on Great Southwest, Claremont, and Magna Carta

ANALYSIS:

The 2024 quote includes mulch twice per year instead of once per year



Landscape Management

OHSV # Item 1.
 Great Southwest Pkwy at
 Grand Prairie, TX
 December 5, 2023

TURF MAINTENANCE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Frequency	Total
Mowing, Line Trimming, Edging, Blowing	\$614.05	\$614.05	\$1,841.99	\$2,455.99	\$2,455.99	\$2,455.92	\$2,455.99	\$2,455.99	\$2,455.99	\$2,455.99	\$1,227.98	\$614.05	36	\$22,104.00
Fire Ant Broadcast Treatment			\$3,494.95										1	\$3,494.95
Fertilize Warm Season Turf				\$831.15		\$831.15		\$831.15		\$831.15			4	\$3,324.60
Post Emergent Turf		\$955.56							\$955.56				2	\$1,911.12
Pre Emergent Turf		\$955.56							\$955.56				2	\$1,911.12

SHRUB AND GROUNDCOVER MAINTENANCE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
Weed Removal By Hand Beds	\$53.81	\$53.81	\$161.43	\$215.24	\$215.24	\$215.24	\$215.24	\$215.24	\$215.24	\$215.24	\$107.62	\$53.81	36	\$1,937.16
Perennial Cut Back Trimming		\$601.71											1	\$601.71
Shrub Trimming To 8'			\$300.43	\$300.43	\$300.43	\$300.43	\$300.43	\$300.43	\$300.43	\$300.43			8	\$2,403.44
Ground Cover Trimming			\$131.37	\$131.37	\$131.37	\$131.37	\$131.37	\$131.37	\$131.37	\$131.37			8	\$1,050.96
Fertilize Ornamental Beds				\$50.00		\$50.00			\$50.00				3	\$150.00
Pre Emergent Ornamental Bed		\$232.95							\$232.95				2	\$465.90
Post Emergent Beds		\$195.30		\$195.30		\$195.30		\$195.30					4	\$781.20

TREE MAINTENANCE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
Annual Ornamental Tree Pruning To 8'		\$268.17											1	\$268.17
Crape Myrtle Annual Pruning		\$268.17											1	\$268.17

SEASONAL COLOR	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
Spring- 5,604 - 4 inch pots			\$13,450.02										1	\$13,450.02
Summer- 5,604- 4 inch pots						\$13,450.02							1	\$13,450.02
Winter- 5,604- 4 inch pots											\$13,450.02		1	\$13,450.02

IRRIGATION MAINTENANCE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
Irrigation Monitoring with Weathermatic Smartlink													365	
Irrigation System Inspection- 52 zones	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	\$769.99	12	\$9,239.88

OTHER MAINTENANCE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
Account Manager Monthly Inspection													12	\$0.00
Account Manager Insect/Disease Inspection													12	\$0.00
Policing Litter From Service Areas	\$63.18	\$63.18	\$189.54	\$252.72	\$252.72	\$252.72	\$252.72	\$252.72	\$252.72	\$252.72	\$126.36	\$63.18	36	\$2,274.48
Leaf Removal	\$636.95	\$636.95	\$636.95							\$1,273.90	\$1,273.90	\$636.95	8	\$5,095.60
Hardscape Post Emergent	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	\$17.30	12	\$207.60
Ice Melt Application/Ice Removal													0	
Mulch			\$10,109.90						\$10,109.90					\$20,219.80
MONTHLY TOTALS	\$2,155.28	\$5,632.69	\$31,103.88	\$5,219.49	\$4,143.04	\$18,474.14	\$4,338.34	\$4,974.19	\$16,642.31	\$6,248.09	\$16,973.17	\$2,155.28		\$118,059.91

ADDITIONAL NOTES:
 Addition of Mulch twice a year.

Contract Period	
January 1, 2024	to December 31, 2024
Annual Contract	\$ 118,059.91
Sales Tax	Exempt
Total	\$ 118,059.91
Monthly Contract	
Sales Tax	Exempt
Total	

Client Signature _____ Date _____

Daniel Valenzuela _____ 11/21/2023
 SPSD Representative Date



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 02/15/2023

REQUESTER: Lee Harriss

PRESENTER: Mary Garza, President

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

Budget/Actual Report for Fiscal 2024
322592
Oak Hollow/Sheffield Village Public Improvement District
as of 1/31/24 Preliminary

	<u>10/1/2023 - 9/30/2024</u>				<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
	OHPID				
	322592				
Beginning Resource Balance	69,000	115,857.18			
Revenues					
Spec Assess Delinquent	42610	-	1,479.37	1,479.37	0%
Special Assessment Income	42620	419,299	285,625.61	(133,673.39)	68%
Interest On Pid Assessment	42630	-	530.28	530.28	0%
Insurance Recovery Property	42770	-	-	-	0%
Lease Revenue	45500	-	-	-	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	17,920	4,483.00	(13,437.00)	25%
Total Revenues	437,219	292,118.26	(145,100.74)	67%	32,076.88
Expenditures					
Office Supplies	60020	1,800	-	1,800.00	0%
Decorations	60132	53,000	41,545.00	11,455.00	78%
Beautification	60490	20,000	3,217.75	16,782.25	16%
Graffiti Cleanup	60775	500	-	500.00	0%
Wall Maintenance	60776	35,000	-	35,000.00	0%
Security	61165	-	-	-	0%
Mowing Contractor	61225	94,831	22,495.26	72,335.74	24%
Tree Services	61226	10,000	300.00	9,700.00	3%
Legal Services	61360	-	-	-	0%
Collection Services	61380	6,819	-	6,819.00	0%
Miscellaneous Services	61485	2,000	557.26	1,442.74	28%
Fees/Administration	61510	19,199	1,600.00	17,599.00	8%
Postage And Delivery Charges	61520	200	-	200.00	0%
Banners	61601	-	-	-	0%
Light Power Service	62030	1,575	512.01	1,062.99	33%
Water/Wastewater Service	62035	19,000	5,113.42	13,886.58	27%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Irrigation System Maintenance	63065	25,000	1,327.67	23,672.33	5%
Roadway Markings/Signs Maint	63115	75,000	67.00	74,933.00	0%
Decorative Lighting Maintenanc	63146	5,000	-	5,000.00	0%
Property Insurance Premium	64080	2,000	2,147.00	(147.00)	107%
Liability Insurance Premium	64090	1,500	-	1,500.00	0%
Fencing	68061	-	-	-	0%
Architect/L/Engineering Servces	68240	-	-	-	0%
Surveillance Pole Camera	68013	-	-	-	0%
Landscaping	68250	-	-	-	0%
Irrigation Systems	68635	-	-	-	0%
Lease Payment (Cameras)	68901	22,500	-	22,500.00	0%
Lease Interest Expense	91000	-	-	-	0%
Loss On Debt Write-Off	95030	-	-	-	0%
Total Expenditures	394,924	78,882.37	316,041.63	20%	5,650.79
Ending Resource Balance	<u>111,295.00</u>	<u>329,093.07</u>			

Oak Hollow/Sheffield Village Public Improvement District
 These are Oak Hollow/Sheffield Village PID assessments collected from PID residents to pay for PID maintenance.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 2/15/2024

REQUESTER: Greg Farkas

PRESENTER: Mary Garza, President

TITLE: Consider Amending the Oak Hollow/Sheffield Village PID Bylaws to Reduce the Number of Board Members from Seven to Five

ANALYSIS: The PID bylaws currently provide for seven board members. The currently adopted PID policy allows each PID to recommend the number of board members so long as there are at least three board members and no more than nine board members. If approved by the board, an amendment to the PID bylaws to change the number of board members to five will be presented to the Grand Prairie City Council for approval.