



**BROOKFIELD PUBLIC IMPROVEMENT DISTRICT  
ANNUAL MEETING  
OUTLAW'S BAR-B-QUE, 2234 S. BELTLINE ROAD, GRAND PRAIRIE,  
TEXAS  
WEDNESDAY, AUGUST 09, 2023 AT 6:30 PM**

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**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 approval of the meeting minutes of April 12, 2023.
2. Discussion of Screening Walls on streets Carrier Parkway, Robinson Road, & Warrior Trail.
3. Discussion of Entry Lighting & Sign Improvements for streets S. Carrier Parkway, Robinson Road, Warrior Trail, Oakbrook & Glenbrook Beds
4. Discussion of Landscaping Maintenance - MK Landscape, Inc on streets S. Carrier Parkway, Robinson Rd, W. Warrior Trail, Oakbrook & Oakbrook Beds
5. Discussion of Budget to Actual Financial Report for July 31, 2023
6. Consider FY 2024 Budget and Assessment Rate
7. Nomination and Election of Advisory Board Member - 1 Open Position
8. 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 4, 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**

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**MEETING DATE:** 08/09/2023  
**REQUESTER:** Rechelle Bogle  
**PRESENTER:** Dennis Hale, President  
**TITLE:** Consider approval of the meeting minutes of April 12, 2023.

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**ANALYSIS:**

Please review and approve.

**April 12, 2023**

**Advisory Board Members Present:** Dennis Hale, President  
Elizabeth Duenas, Vice President

**Advisory Board Members Present by Proxy:** None

**Advisory Board Absent:** Carmelita Lloyd

**Others Present:** Rechelle Bogle, FirstService Residential  
Lee Harriss, City of Grand Prairie

The Board of the Brookfield PID held a Membership Meeting on Wednesday, April 12, 2023, at 3116 S Great Southwest Parkway, Grand Prairie, Texas.

**CALL TO ORDER:** The meeting was called to order at 6:36 PM.

**CITIZENS' FORUM:** No citizen comments.

**AGENDA ITEMS:**

**1. OPEN MEETING ACT PRESENTATION**

**2. CONSIDER MEETING MINUTES FOR 11.18.22**

Management presented a copy of the November 18, 2022, Annual Meeting minutes to the membership present. Elizabeth Duenas made a motion to approve the meeting minutes as presented. Dennis Hale seconded. Motion carried.

**3. DISCUSSION OF LANDSCAPING MAINTENANCE - MK LANDSCAPE, INC ON STREETS S. CARRIER PARKWAY, ROBINSON RD, W. WARRIOR TRAIL, OAKBROOK & OAKBROOK BEDS.**

The advisory Board discussed some maintenance concerns for management to address with MK Landscape. No action was taken.

**4. DISCUSSION OF ENTRY LIGHTING & SIGN IMPROVEMENTS FOR STREETS S. CARRIER PARKWAY, ROBINSON ROAD, WARRIOR TRAIL, OAKBROOK & GLENBROOK BEDS.**

The advisory Board discussed the wrought iron sign was leaning for management to address with a vendor.

**5. DISCUSSION OF SCREENING WALLS ON STREETS CARRIER PARKWAY, ROBINSON ROAD, & WARRIOR TRAIL.**

No Action was taken.

**6. BUDGET TO ACTUAL FINANCIAL REPORT AS OF 3/31/23**

Lee Harriss of the City of Grand Prairie reviewed the PID budget to actual reports.



## Brookfield Public Improvement District

Members Meeting Minutes

Item 1.

### **7. CONSIDER NEXT MEETING DATE – August 9, 2023**

**CITIZEN FORUM AND OPEN DISCUSSION** – No citizen comments.

**ADJOURNMENT:** With no further business, the meeting was adjourned at 7:32 PM.

#### *Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted April 7, 2023.*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2023

**REQUESTER:** Rechelle Bogle

**PRESENTER:** Dennis Hale, President

**TITLE:** Discussion of Screening Walls on streets Carrier Parkway, Robinson Road, & Warrior Trail.

**RECOMMENDED ACTION:** [None]

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**ANALYSIS:**

None



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2023

**REQUESTER:** Rechelle Bogle

**PRESENTER:** Dennis Hale, President

**TITLE:** Discussion of Entry Lighting & Sign Improvements for streets S. Carrier Parkway, Robinson Road, Warrior Trail, Oakbrook & Glenbrook Beds

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**ANALYSIS:**

Discussion



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2023

**REQUESTER:** Rechelle Bogle

**PRESENTER:** Dennis Hale, President

**TITLE:** Discussion of Landscaping Maintenance - MK Landscape, Inc on streets S. Carrier Parkway, Robinson Rd, W. Warrior Trail, Oakbrook & Oakbrook Beds

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**ANALYSIS:**

Discussion





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Dennis Hale, President

**TITLE:** Discussion of Budget to Actual Financial Report for July 31, 2023

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**Budget/Actual Report for Fiscal 2023**  
**321492**  
**Brookfield Public Improvement District**  
**as of 7/31/23 Preliminary**

	<u>10/1/2022 - 9/30/2023</u>				<u>Current Month</u>	<u>Estimate 9/30/2023</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>			
<b>BRPID</b>							
<b>321492</b>							
<b>Beginning Resource Balance</b>	<b>34,000</b>	<b>38,568.64</b>				<b>38,568.64</b>	
<b>Revenues</b>							
Spec Assess Delinquent	42610	-	101.80	101.80	0%	-	101.80
Special Assessment Income	42620	49,553	50,721.60	1,168.60	102%	-	50,721.60
Interest On Pid Assessment	42630	-	18.13	18.13	0%	-	18.13
Devlpr Particip/Projects	46110	-	-	-	0%	-	-
Miscellaneous	46395	-	-	-	0%	-	-
Interest Earnings	49410	-	-	-	0%	-	-
Int Earnings - Tax Collections	49470	-	-	-	0%	-	-
Trsrfr-In Risk Mgmt Funds (Prop)	49686	-	4,132.30	4,132.30	0%	-	4,132.30
Trsf In/Parks Venue (3170)	49780	4,244	3,182.00	(1,062.00)	75%	-	4,244.00
<b>Total Revenues</b>	<b>53,797</b>	<b>58,155.83</b>	<b>4,358.83</b>	<b>108%</b>	<b>-</b>	<b>59,217.83</b>	
<b>Expenditures</b>							
Office Supplies	60020	420	-	420.00	0%	-	420
Decorations	60132	2,500	3,563.00	(1,063.00)	143%	-	3,563
Beautification	60490	10,000	2,635.00	7,365.00	26%	-	2,635
Wall Maintenance	60776	5,000	-	5,000.00	0%	-	-
Professional Engineering Servi	61041	3,000	-	3,000.00	0%	-	-
Mowing Contractor	61225	17,674	8,272.34	9,401.66	47%	2,061.17	17,674
Collection Services	61380	499	495.90	3.10	99%	-	496
Roadway Markings/Signs Maint	63115	-	-	-	0%	-	-
Miscellaneous Services	61485	-	53.24	(53.24)	0%	44.84	53
Fees/Administration	61510	10,080	6,765.00	3,315.00	67%	880.00	10,080
Postage And Delivery Charges	61520	-	-	-	0%	-	-
Light Power Service	62030	500	247.90	252.10	50%	48.34	500
Water/Wastewater Service	62035	7,500	2,789.94	4,710.06	37%	427.65	7,500
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-	-
Irrigation System Maintenance	63065	1,500	4,757.80	(3,257.80)	317%	45.50	5,000
Decorative Lighting Maintenanc	63146	-	-	-	0%	-	-
Property Insurance Premium	64080	350	330.00	20.00	94%	-	330
Liability Insurance Premium	64090	200	118.66	81.34	59%	-	119
Fencing	68061	-	-	-	0%	-	-
Architect/L/Engineering Servcs	68240	-	-	-	0%	-	-
Landscaping	68250	-	-	-	0%	-	-
Signs	68390	-	-	-	0%	-	-
Irrigation Systems	68635	-	-	-	0%	-	-
<b>Total Expenditures</b>	<b>59,223</b>	<b>30,028.78</b>	<b>29,194.22</b>	<b>51%</b>	<b>3,507.50</b>	<b>48,369.80</b>	
<b>Ending Resource Balance</b>	<b>28,574</b>	<b>66,695.69</b>				<b>49,416.67</b>	

**Brookfield Public Improvement District**

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



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Dennis Hale, President

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

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**Exhibit A  
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 4  
Brookfield  
Five Year Service Plan 2024 - 2028 BUDGET**

Income based on Assessment Rate of \$0.11 per \$100 of appraised value.  
The FY 2023 rate was \$0.11 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>	\$64,591,240	\$ 0.11	\$ 71,050

Description	Account	2024	2025	2026	2027	2028
<b>Beginning Balance (Estimated)</b>		<b>\$ 49,000</b>	<b>\$ 59,141</b>	<b>\$ 84,524</b>	<b>\$ 115,769</b>	<b>\$ 153,558</b>
P.I.D. Assessment	42620	71,050.36	\$ 78,155	\$ 85,971	\$ 94,568	\$ 104,025
City Contribution	49780	4,244	4,244	4,244	4,244	4,244
<b>TOTAL INCOME</b>		<b>\$ 75,294</b>	<b>\$ 82,399</b>	<b>\$ 90,215</b>	<b>\$ 98,812</b>	<b>\$ 108,269</b>
<b>Amount Available</b>		<b>\$ 124,294</b>	<b>\$ 141,540</b>	<b>\$ 174,739</b>	<b>\$ 214,581</b>	<b>\$ 261,827</b>

<b>EXPENSES:</b>		2024	2025	2026	2027	2028
<b>Description</b>						
Office Supplies	60020	\$ 420	\$ 420	\$ 420	\$ 420	\$ 420
Decorations	60132	4,000	4,000	4,000	4,000	4,000
Beautification	60490	10,000	3,000	3,000	3,000	3,000
Wall Maintenance	60776	5,000	5,000	5,000	5,000	5,000
Professional Engineering Svcs*	61041	3,000	-	-	-	-
Mowing Contractor	61225	17,547	18,424	19,346	20,313	21,328
Collection Service (\$2.90/Acct)	61380	498.80	499	499	499	499
Admin./Management	61510	11,088	11,642	12,225	12,836	13,478
Electric Power	62030	500	525	551	579	608
Water Utility	62035	7,500	7,875	8,269	8,682	9,116
Irrigation System Maint.	63065	5,000	5,000	5,000	5,000	5,000
Property Insurance Premium	64080	400	420	441	463	486
Liability Insurance Premium	64090	200	210	221	232	243
		-	-	-	-	-
<b>TOTAL EXPENSES</b>		<b>\$ 65,154</b>	<b>\$ 57,016</b>	<b>\$ 58,970</b>	<b>\$ 61,023</b>	<b>\$ 63,178</b>
<b>Ending Balance**</b>		<b>\$ 59,141</b>	<b>\$ 84,524</b>	<b>\$ 115,769</b>	<b>\$ 153,558</b>	<b>\$ 198,649</b>

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

Value	Yrly Assmnt.	
\$200,000	\$ 220	
\$300,000	\$ 330	
\$400,000	\$ 440	Avg. Property Value: \$ 375,530
\$500,000	\$ 550	Avg. Property Assessment: \$ 413
		No. of Properties: 172

\*Reserve study

\*\*Future wall repairs and replacements



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Dennis Hale, President

**TITLE:** Nomination and Election of Advisory Board Member - 1 Open Position

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 08/09/2023

**REQUESTER:** Lee Harriss

**PRESENTER:** Dennis Hale. President

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

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