



PID 20 EAST LANCASTER AVE

PID 20 East Lancaster Ave Advisory Board Meeting

February 2, 2023 2:00 PM

Virtual Meeting Link

Password: Meeting password: PcYMctb

Join by Phone: +1 (844) 531-0749

Fort Worth, TX

OPEN SESSION BOARD OF DIRECTORS MEETING AGENDA

I. MEETING LINK

<https://fsres.webex.com/fsres/j.php?MTID=mb1a5af95c23c0e660deb21c8b39781b4>

Join By Meeting Link Number

Meeting Number (access Code): 2490 907 7289

Meeting Password: rPkmFUS@244 (77563871 from phones)

Join By Phone

1-669-234-1704 US Toll

1-844-531-0749 US Toll Free

II. CERTIFICATION OF QUORUM

III. CALL TO ORDER

IV. APPROVAL OF PRIOR MEETING MINUTES

Supporting Documents

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V. FINANCIALS

Supporting Documents

[Trial Balance Pid 20 P3 1.30.23 \(Jan TB\).pdf](#) 6

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[PID 20 E Lancaster Ave Public Improvement District.pdf](#) 11

1. City of Ft Worth Trial Balance
2. City of Ft Worth YTD Analysis
3. FirstService Residential December

VI. MID-YEAR REVISION

Supporting Documents

FY23 MID YEAR Adjustment PID 20 draft.pdf 20

FY23 MID YEAR Adjustment PID 20 draft support.pdf 22

Mid-year Revision Draft

VII. REPORTS

Security Updates

VIII. OPEN DISCUSSION

- 1. Meeting Dates:
 - May 4, 2023: Board Meeting
 - August 3, 2023: Annual Meeting

IX. ADJOURNMENT

PID20EastLancasterAveAdvisoryBoardMeeting_11032022.pdf



PID 20 EAST LANCASTER AVE

PID 20 East Lancaster Ave Advisory Board Meeting

November 3, 2022 2:00 PM
Fort Worth, TX

MINUTES

Directors Present

Mike Shedd - Member

Directors Absent

Barry Smith - Member
Dale Ubrerman - Member
Bill Kiker - Member

Additional Attendees

Robin Willits - Senior PID Operations Manager, FirstService Residential
Scott Westmoreland - Texas Industrial Security
Vickie Moss - PID Administrator, City of Ft Worth
Crystal Hinojosa - City of Ft Worth
Dan Haase - Citizen

I. MEETING LINK

II. CERTIFICATION OF QUORUM

▶ **Quorum Established: No**

III. CALL TO ORDER

Call to order at 2:07pm

IV. APPROVAL OF PRIOR MEETING MINUTES

Quorum was not met. Could not officially approve meeting minutes.

V. FINANCIALS

Manager gave overview of year end financials.

VI. REPORTS

Scott Westmoreland gave an overview of the security patrols in the PID.

VII. BUSINESS ITEMS

Manager reported on the ULI Developer Tour. The tour for East Lancaster and East Rosedale had 18 attendees. Overall, it was a success. Manager will followup with each attendee with an email.

VIII. ADJOURNMENT

Meeting adjourned at 3:02pm

APPROVED

DATE

Trial Balance Pid 20 P3 1.30.23 (Jan TB).pdf



Trial Balance Report
YTD As Of January 31, 2023

28520 - FWPID #20 - East Lancaster Ave

Fiscal Year: 2023
 Period: 4
 Runtime: 1/30/2023 9:19:59 AM
 Report ID: GL0030-00

[Export Ledger Data](#)

[Export Journal Data](#)

Account	Description	Dept	Program	Project ID	CF1-Activity	CF2-Reference	Budget Year	Affiliate Fund	Period 4 Amount	2023 YTD Amount
1010100	Pooled Cash In Fund								\$72,646.14	\$214,723.05
1010100	Pooled Cash In Fund							10100	(\$486.50)	(\$486.50)
1010100	Pooled Cash In Fund							20104	\$0.00	\$0.00
1040000	Interest Rec - Investments								\$0.00	\$0.00
								Asset Sub Total	\$72,159.64	\$214,236.55
2010000	Accounts Payable								\$0.00	\$0.00
								Liability Sub Total	\$0.00	\$0.00
3010000	Fund Balance								\$0.00	(\$107,350.78)
								Fund Balance Sub Total	\$0.00	(\$107,350.78)
4111060	Special Assessment Rev	0176050							(\$95,277.50)	(\$163,973.28)
4611010	Interest Earnings	0136050							\$0.00	\$0.00
4611010	Interest Earnings	0176050							\$0.00	(\$443.57)
								Revenue Sub Total	(\$95,277.50)	(\$164,416.85)
5330201	Other Contractual Services	0176050							\$22,631.36	\$55,585.08

FSCM 92 Production

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Trial Balance Report
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Fiscal Year: 2023
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28520 - FWPID #20 - East Lancaster Ave

[Export Ledger Data](#)

[Export Journal Data](#)

Account	Description	Dept	Program	Project ID	CF1-Activity	CF2-Reference	Budget Year	Affiliate Fund	Period 4 Amount	2023 YTD Amount
5900010	Interfund Transfer Out	0176050						10100	\$486.50	\$1,946.00
								Expense Sub Total	\$23,117.86	\$57,531.08
								Grand Total	\$0.00	\$0.00

Fund Balance/Net Position Calculation

Fund	Account	Description	Beginning Balance	YTD Fund Balance/Net Position Journals	YTD Revenue	YTD Expense	YTD Balance
28520	3010000	Fund Balance	(\$107,350.78)	\$0.00	(\$164,416.85)	\$57,531.08	(\$214,236.55)

Parameter	Value
Report ID	GL0030-00TrialBalance_Sum
Fiscal Year	2023
Period	4
Ledger	ACTUALS
Fund	28520

PID 20_P3 YTD analysis Dec 2022.pdf

12/31/2022

	<u>Actuals</u>	<u>FY2022 Budget</u>	<u>YTD As of 12/31/2022</u>	<u>YTD % Spent</u>	<u>Projected Remaining</u>	<u>Projected Year End</u>
FY23 Budgeted Expenses	\$ 288,755.00					
Required Reserve (FY 2022)	\$ 48,135.46					
Beg Fund Balance		\$ -	\$107,350.78		\$ -	\$107,350.78
Revenue		\$ 291,898.00	\$164,416.85	56.3%	\$ 127,481.15	\$291,898.00
Expenses		\$ (289,638.00)	\$ (57,531.08)	19.9%	\$ (232,106.92)	\$ (289,638.00)
Balance		\$ 2,260.00	\$ 214,236.55		\$ (104,625.77)	\$ 109,610.78
Required Reserve						\$ (48,135.46)
Projected over (under) Reserve						\$ 61,475.32
					Pct of Tot Exps	21%
Reserve Requirement						
Beginning Fund Balance	\$ 107,350.78					
FY22 Projected Revenue	\$ 291,898.00					
FY22 Projected Expenditure	\$ (289,638.00)					
FY22 Projected End Fund Balance	\$ 109,610.78					
Reserve Requirement	\$ 48,135.46					
In Compliance	Yes					

PID 20 E Lancaster Ave Public Improvement District.pdf



FirstService
RESIDENTIAL

PID 20 - EAST LANCASTER AVENUE PUBLIC IMPROVEMENT DISTRICT

FORT WORTH, TX

DECEMBER 2022



PID 20 - East Lancaster Ave Public Improvement District

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December 2022

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25 - FS	◦ Financial Statements <ul style="list-style-type: none">◦ Balance Sheet◦ Income Statement
40 - CA	◦ Statement(s) of Cash Activity
60 - GL	◦ General Ledger



FirstService
RESIDENTIAL

PID 20 - East Lancaster Ave Public Improvement District
MANAGEMENT VARIANCE REPORT
December 2022

Category	Variance Explanation
	<ul style="list-style-type: none"> No Variances this Month

Submitted by:

Robin L Willits
Senior PID Operations Manager

Balance Sheet L0070 PID 20 - East Lancaster Ave Public Improvement District 12/31/2022

FIRSTSERVICE RESIDENTIAL TEXAS
 14951 NORTH DALLAS PKWY
 Dallas TX 75254

Account	Description	Dec Balance 2022	Nov Balance 2022	Change
ASSETS				
OPERATING CASH				
10015 USB1	Cash Checking US BANK	52,693	49,874	2,819
TOTAL OPERATING CASH		\$52,693	\$49,874	\$2,819
CURRENT ASSETS				
13055	A/R Other	22,631	25,600	(2,969)
TOTAL CURRENT ASSETS		\$22,631	\$25,600	(\$2,969)
TOTAL ASSETS		\$75,325	\$75,475	(\$150)
LIABILITIES				
CURRENT LIABILITIES				
20005	Accrued Expenses	20,721	21,148	(427)
TOTAL CURRENT LIABILITIES		\$20,721	\$21,148	(\$427)
LONG TERM LIABILITIES				
21145	FirstService Payable	95,000	95,000	0
TOTAL LONG TERM LIABILITIES		\$95,000	\$95,000	\$0
TOTAL LIABILITIES		\$115,721	\$116,148	(\$427)
EQUITY				
OWNERS/MEMBERS EQUITY				
30400	Operating Fund Balance	(19,675)	(19,675)	0
CURRENT YEAR INCOME (LOSS)		(\$20,721)	(\$20,998)	\$277
TOTAL EQUITY		(\$40,396)	(\$40,673)	\$277
TOTAL LIABILITIES & EQUITY		\$75,325	\$75,475	(\$150)

Income Statement - PID L0070 PID 20 - East Lancaster Ave Public Improvement District 12/31/2022
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FIRSTSERVICE RESIDENTIAL TEXAS
 14951 NORTH DALLAS PKWY
 Dallas TX 75254

Acct	Description	Dec Actual	Dec Budget	Dec Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
OPERATING FUND								
OPERATING REVENUE								
40000	PID Assessments	22,631	24,000	(1,369)	61,423	66,000	(4,577)	291,898
TOTAL OPERATING REVENUE		\$22,631	\$24,000	(\$1,369)	\$61,423	\$66,000	(\$4,577)	\$291,898
EXPENSES								
Limited Access								
70580	Security Patrols	20,681	21,583	902	62,866	64,749	1,883	259,000
Total Limited Access		\$20,681	\$21,583	\$902	\$62,866	\$64,749	\$1,883	\$259,000
General & Administrative								
50000	Professional Mgmt Fee	1,633	1,483	(150)	4,450	4,449	(1)	17,800
50185	City Administrative Fee	0	0	0	5,838	5,838	0	5,838
50190	Annual Rev/Tax Return	0	0	0	0	0	0	2,500
50240	Newsletter/Other Mailings	0	0	0	0	0	0	1,825
50250	Website Maintenance	40	98	58	120	294	174	1,175
Total General & Administrative		\$1,673	\$1,581	(\$92)	\$10,408	\$10,581	\$173	\$29,138
Committees								
50795	Public Events	0	0	0	8,870	1,500	(7,370)	1,500
Total Committees		\$0	\$0	\$0	\$8,870	\$1,500	(\$7,370)	\$1,500
TOTAL EXPENSES		\$22,354	\$23,164	\$810	\$82,144	\$76,830	(\$5,314)	\$289,638
OPERATING NET INCOME (LOSS)		\$277	\$836	(\$559)	(\$20,721)	(\$10,830)	(\$9,891)	\$2,260

Statement of Cash Activity
L0070 PID 20 - East Lancaster Ave Public Improvement
District
10015-USB1 - Cash Checking
December 01, 2022 thru December 31, 2022

Beginning Balance - November 30, 2022		\$49,874.33
Cash Receipts		
Total Cash Receipts		\$0.00
Cash Disbursements		
Expenditures	(\$22,781.36)	
Total Cash Disbursements		(\$22,781.36)
Misc Transactions		
City of FW funding	\$24,117.06	
City of FW funding	\$1,483.33	
Total Misc Transactions:		\$25,600.39
Ending Balance - December 31, 2022		\$52,693.36

General Ledger Report
L0070 PID 20 - East Lancaster Ave Public
Improvement District
For Dates 12/01/2022 to 12/31/2022

Account Type	Sub JE ID	Source	Description	Date	Debit	Credit	Balance
10015	Cash Checking		Beginning Balance				49,874.33
	USB1 US BANK		Subaccount Beginning Balance				49,874.33
ACK	4981190	822722	3110 FirstService Residential: - Oct Web Hosting	12/01/2022		40.00	
ACK	4996149	825372	3111 Texas Industrial Security Inc: - November Patro	12/09/2022		21,108.03	
ACK	5003408	826589	3112 FirstService Residential: - Dec management fee	12/14/2022		1,633.33	
JE	5018703	0	City of FW funding	12/27/2022	24,117.06		
JE	5018703	0	City of FW funding	12/27/2022	1,483.33		
			Subaccount Total		25,600.39	22,781.36	2,819.03
			Subaccount Balance				52,693.36
			Total Monthly Activity		25,600.39	22,781.36	2,819.03
			Account Ending Balance				52,693.36
13055	A/R Other		Beginning Balance				25,600.39
JE	5018703	0	City of FW funding	12/27/2022		24,117.06	
JE	5018703	0	City of FW funding	12/27/2022		1,483.33	
JE	5047416	0	Rcd Dec Assessments - Mgmt Fee	12/31/2022	1,483.33		
JE	5047417	0	Rcd Dec Assessments - Reimbursement	12/31/2022	21,148.03		
			Total Monthly Activity		22,631.36	25,600.39	(2,969.03)
			Account Ending Balance				22,631.36
20000	Accounts Payable		Beginning Balance				0.00
AVC	4980900	969684	PREMIER FirstService Residential - Oct Web Hosting	12/01/2022		40.00	
ACK	4981190	822722	3110 FirstService Residential: - Oct Web Hosting	12/01/2022	40.00		
AVC	4995890	972669	TEXASINDS Texas Industrial Security Inc - November Patrols	12/09/2022		21,108.03	
ACK	4996149	825372	3111 Texas Industrial Security Inc: - November Patrols	12/09/2022	21,108.03		
AVC	5003238	973755	PREMIER FirstService Residential - Dec management fee	12/14/2022		1,633.33	
ACK	5003408	826589	3112 FirstService Residential: - Dec management fee	12/14/2022	1,633.33		
			Total Monthly Activity		22,781.36	22,781.36	0.00
			Account Ending Balance				0.00
20005	Accrued Expenses		Beginning Balance				(21,148.03)
JE	4994641	0	(Reverse) Accrue Nov security patrol	12/01/2022	21,108.03		
JE	4994643	0	(Reverse) Accrue Nov Website Expense	12/01/2022	40.00		
JE	5047418	0	Accrue Dec security patrol	12/31/2022		20,680.74	
JE	5047420	0	Accrue Dec Website Expense	12/31/2022		40.00	
			Total Monthly Activity		21,148.03	20,720.74	427.29
			Account Ending Balance				(20,720.74)
21145	FirstService Payable		Beginning Balance				(95,000.00)
			Total Monthly Activity		0.00	0.00	0.00
			Account Ending Balance				(95,000.00)
30400	Operating Fund Balance		Beginning Balance				19,675.28
			Total Monthly Activity		0.00	0.00	0.00

General Ledger Report
L0070 PID 20 - East Lancaster Ave Public
Improvement District
For Dates 12/01/2022 to 12/31/2022

Account Type	Sub JE ID	Source	Description	Date	Debit	Credit	Balance
Account Ending Balance							19,675.28
40000 PID Assessments							
Beginning Balance							(38,791.72)
JE	5047416	0	Rcd Dec Assessments - Mgmt Fee	12/31/2022		1,483.33	
JE	5047417	0	Rcd Dec Assessments - Reimbursement	12/31/2022		21,148.03	
Total Monthly Activity					0.00	22,631.36	(22,631.36)
Account Ending Balance							(61,423.08)
50000 Professional Mgmt Fee							
Beginning Balance							2,816.66
AVC	5003238	973755	PREMIER FirstService Residential - Dec management fee	12/14/2022	1,633.33		
Total Monthly Activity					1,633.33	0.00	1,633.33
Account Ending Balance							4,449.99
50185 City Administrative Fee							
Beginning Balance							5,838.00
Total Monthly Activity					0.00	0.00	0.00
Account Ending Balance							5,838.00
50250 Website Maintenance							
Beginning Balance							80.00
AVC	4980900	969684	PREMIER FirstService Residential - Oct Web Hosting	12/01/2022	40.00		
JE	4994643	0	(Reverse) Accrue Nov Website Expense	12/01/2022		40.00	
JE	5047420	0	Accrue Dec Website Expense	12/31/2022	40.00		
Total Monthly Activity					80.00	40.00	40.00
Account Ending Balance							120.00
50795 Public Events							
Beginning Balance							8,870.00
Total Monthly Activity					0.00	0.00	0.00
Account Ending Balance							8,870.00
70580 Security Patrols							
Beginning Balance							42,185.09
JE	4994641	0	(Reverse) Accrue Nov security patrol	12/01/2022		21,108.03	
AVC	4995890	972669	TEXASINDS Texas Industrial Security Inc - November Patrols	12/09/2022	21,108.03		
JE	5047418	0	Accrue Dec security patrol	12/31/2022	20,680.74		
Total Monthly Activity					41,788.77	21,108.03	20,680.74
Account Ending Balance							62,865.83

FY23 MID YEAR Adjustment PID 20 draft.pdf

	<u>FY22/23</u>	<u>FY23/24</u>	<u>FY24/25</u>	<u>FY25/26</u>	<u>FY26/27</u>
REVENUES					
PID Assessments	\$ 291,898	\$ 297,736	\$ 303,691	\$ 309,764	\$ 315,960
Total Budgeted Revenues	\$ 291,898	\$ 297,736	\$ 303,691	\$ 309,764	\$ 315,960
Use of Fund Balance	-	-	-	-	-
Total Funds Available for Use	\$ 291,898	\$ 297,736	\$ 303,691	\$ 309,764	\$ 315,960
EXPENSES					
Management Fee	\$ 17,800	\$ 17,800	\$ 17,800	\$ 17,800	\$ 17,800
City Administrative Fee	5,838	5,955	6,074	6,195	6,319
Security	312,600	258,000	272,317	278,270	284,341
Insurance	-	-	-	-	-
Community Marketing	8,900	1,500	2,000	2,000	2,000
Audit/Annual Review	2,500	2,500	2,500	2,500	2,500
Communications	3,000	3,000	3,000	3,000	3,000
Total Budgeted Expenses	\$ 350,638	\$ 288,755	\$ 303,691	\$ 309,765	\$ 315,960
Contribution to Fund Balance		8,981	-	(1)	(0)
Total Expenses	350,638	297,736	303,691	309,764	315,960
Net Change in Fund Balance	\$ (58,740)	\$ 8,981	\$ (0)	\$ (1)	\$ (0)
Estimated Fund Balance, Beginning of Year	45,909	(12,831)	(3,850)	(3,850)	(3,851)
Estimated Fund Balance, End of Year	(12,831)	(3,850)	(3,850)	(3,851)	(3,851)
Reserve Requirement	48,135	50,625	51,638	52,671	52,671
Over (Under) Reserve	\$ (60,966)	\$ (54,475)	\$ (55,488)	\$ (56,521)	\$ (56,522)

*FY2023 Assessment Rate = \$.266

FY23 MID YEAR Adjustment PID 20 draft support.pdf

Expense (Service Plan Detail)	FY23 Adopted Budget	\$ Increase/ (Decrease) over Adopted	FY23 Mid-Year Adjustment	Notes:
Management Fee				
Salaries and Benefits; payroll tax, group health, payroll flex, workers comp etc	\$ 7,150.00	\$ -	\$ 7,150.00	
Accounting and Administrative Support	\$ 8,000.00	\$ -	\$ 8,000.00	
Computer support and office equipment; leased office equipment, telephone, fax, cable, contract labor	\$ 350.00	\$ -	\$ 350.00	
Office supplies and administrative expenses	\$ 1,800.00	\$ -	\$ 1,800.00	
Office Rent and Prking	\$ 500.00	\$ -	\$ 500.00	
Total:	\$ 17,800.00	\$ -	\$ 17,800.00	
Security				
Supplemental support for security officer patrols. Hourly rate is \$33.69, includes officers receiving a pay increase fro \$14.50 hr to \$20 hr and increase in fuel expense	\$ 259,000.00	\$ 53,600.00	\$ 312,600.00	Adding funds to allow for more patrols as needed for the remainder of the FY.
Total:	\$ 259,000.00	\$ 53,600.00	\$ 312,600.00	
Community Marketing/Events				
Annual Meeting Expenses	\$ 1,500.00	\$ 7,400.00	\$ 8,900.00	ULI Bus Tour expenses were budgeted in FY21-22 budget. This event happened in October FY22-23. Funds need to be moved to cover those expenses.
Total:	\$ 1,500.00	\$ 7,400.00	\$ 8,900.00	
Communications				
Mailings: \$1,500 (annual meeting notice: \$35 set up fee plus printing and mailing costs) Website Maintenance: \$1,175.00 (\$50/yr hosting renewal, \$40/mth web hosting, \$100/hr web design) Mailin, City: \$325.00	\$ 3,000.00	\$ -	\$ 3,000.00	
Total:	\$ 3,000.00	\$ -	\$ 3,000.00	
Communications				
Mailings: \$1,500 (annual meeting notice: \$35 set up fee plus printing and mailing costs) Website Maintenance: \$1,175.00 (\$50/yr hosting renewal, \$40/mth web hosting, \$100/hr web design) Mailin, City: \$325.00	\$ 2,500.00	\$ -	\$ 2,500.00	
Total:	\$ 2,500.00	\$ -	\$ 2,500.00	
City Administrative Fee				
2% fee per PID Policy	\$ 5,838.00	\$ -	\$ 5,838.00	
Total:	\$ 5,838.00	\$ -	\$ 5,838.00	
Grand Total:	\$ 289,638.00	\$ 61,000.00	\$ 350,638.00	