

# Mayor and Council Communication

**DATE:** 04/28/26

**M&C FILE NUMBER:** M&C 26-0271

**LOG NAME:** 03PID12 MIDYEAR FY26

**SUBJECT**

(CD 7) Adopt Ordinance Amending the Fort Worth Public Improvement District 12 – Chapel Hill Fiscal Year 2025-2026 Adopted Budget and Five-Year Service Plan; Authorize the Execution of an Amendment to the Associated Management and Improvement Services Agreement with FirstService Residential Texas PID, LLC to Align with these Changes; and Adopt Appropriation Ordinance

**RECOMMENDATION:**

It is recommended that the City Council:

1. Adopt the attached ordinance amending the Public Improvement District 12 – Chapel Hill Fiscal Year 2025-2026 Budget and Five-Year Service Plan to reflect amendments associated with a mid-year review and direct the City Secretary to record the same in the real property records of Tarrant County, Texas no later than the seventh (7th) day after adoption by the City Council;
2. Authorize the execution of an amendment to the associated Management and Improvement Services Agreement with FirstService Residential Texas PID, LLC (City Secretary Contract No. 64236) to align with these changes; and
3. Adopt the attached appropriation ordinance decreasing estimated receipts and appropriations in the Public Improvement District 12 – Chapel Hill Fund in the amount of \$2,629.00 from available, unreserved fund balance, for the purpose of aligning the budget with mid-year adjustments.

**DISCUSSION:**

The City of Fort Worth’s (COFW) FWLab Department administers the City’s Public Improvement Districts (PIDs). The City’s PID Policy outlines the need to proactively work with the City’s PID management companies to oversee the services being provided within each of the PIDs. PID 12 – Chapel Hill (or the Chapel Hill PID) is managed by FirstService Residential Texas PID, LLC (FirstService).

On September 16, 2025, City Council adopted Ordinance No. 27990-09-2025, approving the Fiscal Year (FY) 2025-2026 Budget, Five-Year Service Plan, Assessment Plan, and Tax Year 2025 Assessment Roll for the Chapel Hill PID. After conducting a mid-year review of the Chapel Hill PID’s budget, City staff and FirstService Residential Texas PID, LLC, have identified the need to amend the FY2025–2026 budget to decrease appropriations by \$2,629.00. This adjustment reflects a decrease in the use of available fund balance.

The expenditure adjustments are primarily attributable to installation of new picnic tables and trash cans, a change in landscaping scope, and cancelled fountain installation plans, resulting in an overall decrease in budgeted expenses.

In addition to PID Assessments, the Chapel Hill PID also receives funding from City of Fort Worth Payment In-Lieu of Assessment, which is an allocation to the PID budget for assessments the City would pay on City-owned properties in the Chapel Hill PID, if the City was not a tax-exempt entity. This revenue source is not changing in the current update to the Five-Year Service Plan.

**Revenue Adjustments:**

Line Item	Previously Approved FY26 Budget Item	Recommended Mid-Year Adjustment	Amended FY26 Budget Item
PID Assessments	\$483,864.00	\$0.00	\$483,864.00
COFW Assessment	1,041.00	0.00	1,041.00
Use of Fund Balance	2,629.00	(2,629.00)	0.00
<b>Totals</b>	<b>\$487,534.00</b>	<b>(\$2,629.00)</b>	<b>\$484,905.00</b>

**Expenditure Adjustments:**

Line Item	Previously Approved FY26 Budget Item	Recommended Mid-Year Adjustment	Amended FY26 Budget Item
Management Fee	\$24,900.00	\$0.00	\$24,900.00

Capital Improvements	83,200.00	(10,000.00)	73,200.00
Common Area Maintenance	83,000.00	0.00	83,000.00
Communications	4,800.00	0.00	4,800.00
Landscaping	149,936.00	(22,751.00)	127,185.00
Security	103,000.00	0.00	103,000.00
Utilities	26,000.00	5,000.00	31,000.00
Annual Review	3,000.00	3,000.00	6,000.00
City Administrative Fee	9,698.00	0.00	9,698.00
Contribution to Fund Balance	0.00	22,122.00	22,122.00
<b>Totals</b>	<b>\$487,534.00</b>	<b>(\$2,629.00)</b>	<b>\$484,905.00</b>

Upon approval of the above recommendation, the total budgeted expenses for FY2025-2026 will be \$484,905.00. The revised Budget and Five-Year Service Plan will take effect upon approval by City Council. The City and FirstService will amend the existing management contract to reflect the mid-year adjustment (City Secretary Contract No.64237).

Funding will be budgeted within the FWPID #12 – Chapel Hill Fund for Fiscal Year 2026. Funding is available for appropriation in the fund balance of the FWPID# 12 - Chapel Hill Fund. The current balance is \$824,122.06, after this M&C available balance will be \$846,244.06.

The Chapel Hill PID is located in COUNCIL DISTRICT 7.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendations and adoption of the ordinance, funds will be available in the current operating budget, as appropriated, in the FWPID #12 - Chapel Hill Fund. Prior to any expenditure being incurred, the FWLab Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:**

**Originating Business Unit Head:** Christianne Simmons 6222

**Additional Information Contact:** Brady Kirk 8712