

## NOTICE OF PUBLIC MEETING

The Management Committee for the Downtown Plano Public Improvement District will meet on October 9, 2018 at 4:00 PM in the Executive Conference Room, Suite 355 at the Plano Municipal Center (1520 K Avenue).

### AGENDA

1. Call to Order
2. Public Comments – The Management Committee will hear comments of public interest. Specific factual information, explanation of current policy, or clarification of the Management Committee’s authority may be made in response to an inquiry. Any other discussion or decision must be limited to a proposal to place the item on a future agenda.
3. Approval of Minutes for the September 11, 2018 Meeting
4. Reports from Historic Downtown Plano Association (HDPa) and City of Plano on PID Funded Activities
5. Approval of Invoice(s) Exceeding \$5,000, as related to marketing/advertising and event expenses arising from Chips, ArtFest, Night Out on 15<sup>th</sup>, Movies in the Park and Steinfest
6. Discussion and Action on Pedestrian Breezeway
7. Discussion and Action on 2019 Downtown PID Boundary
8. Discussion on 2019 Downtown PID Assessment Plan and Service Plan
9. Items for Future Discussion
10. Adjourn

**The Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal/L Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 972-941-7120.**

**DOWNTOWN PLANO PUBLIC IMPROVEMENT DISTRICT  
MANAGEMENT COMMITTEE  
MINUTES**

**September 11, 2018**

**Members Present**

Bonnie Shea, Chair  
Lyndsey Leon  
Sean Teele  
Mona Crider  
Mirna Lynch  
Jeremy Cyr

**Members Absent**

Carolyn Snow  
Carrie Goodman  
Misty Miller

**Staff**

Jack Carr, Deputy City Manager  
Peter Braster, Director of Special Projects  
Michelle D'Andrea, Assistant City Attorney  
Denise Tacke, Director of Finance  
Allison Friloux, Controller  
Kendra Cobbs, Senior Planner

**Other Attendees**

Zane King, Executive Director of Historic Downtown Plano Association (HDP  
Ron Pierce, Event 1013  
Connor Chaddick  
Scott Copeland

**Call to Order**

Chair Shea called the meeting to order at 4:06 PM in Executive Conference Room Suite 355 at the Plano Municipal Center, 1520 K Avenue. A quorum was present.

**Public Comments**

None

**Agenda Item #3 – Approval of Minutes for the July 10, 2018 Meeting**

Ms. Leon made a motion to approve the minutes. The motion was seconded by Ms. Crider. The motion was approved by unanimous vote.

**Agenda Item #4 – Reports from Historic Downtown Plano Association (HDP  
Funded Activities**

Chair Shea handed out and reviewed financial reports for the HDP  
The PID's balance sheet and income statement, also revenues and expenses were reported.

**Agenda Item #5 – Approval of Invoice(s) Exceeding \$5,000, as related to marketing/advertising and event expenses arising from Chips, ArtFest, Night Out on 15<sup>th</sup>, Movies in the Park and Steinfest**

Ms. Crider made a motion to approve a \$5,096 M&M Concessions invoice for Steinfest. Mr. Cyr seconded the motion. The motion was approved by unanimous vote.

**Agenda Item #6 –Discussion and Action on Pedestrian Breezeway**

Mr. Cyr explained the concept designed by Southern Land. The concept presented was estimated at \$51,000 to create, minus the mural foundation. Ms. Crider made a motion to approve the design that Mr. Cyr presented. Mr. Teele seconded the motion. It was approved by unanimous vote.

**Agenda Item #7 – Discussion and Action on PID Management**

No action needed. Check request for PID Management may be made October 1, 2018.

**Agenda Item #8 – Discussion on Annual Downtown PID Structure and Assessment**

Current PID structure and assessment will remain in place for 2019. Expanding the boundary down 14<sup>th</sup> Street between K Avenue and Municipal Avenue is a possibility that will require more research on the city staff side.

**Agenda Item #9 – Items for Future Discussion**

Committee would like additional discussion on the 15<sup>th</sup> Street breezeway and delineating a Phase I and Phase II. Also, the 2019 PID service plan and assessment plan should be discussed.

**Agenda Item #8 – Adjourn**

Ms. Crider made the motion to adjourn. Mr. Teele seconded the motion. The meeting adjourned at 5:37 PM.

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Bonnie Shea, Chair

**CITY OF PLANO, TEXAS  
PUBLIC IMPROVEMENT DISTRICT BALANCE SHEET  
AS OF SEPTEMBER 30, 2018 (with Comparative Totals for FY 2017)**

	<u>9/30/2018</u>	<u>FY 2017</u>
<b>ASSETS</b>		
<b>CASH &amp; CASH EQUIVALENTS</b>	\$ 19,947	4,730
<b>INVESTMENTS</b>	-	29,189
<b>RECEIVABLES:</b>		
Accounts receivable	-	-
<b>PREPAIDS</b>	-	2,770 (Steinfest)
Total Assets	<u>\$ 19,947</u>	<u>36,689</u>
 <b>LIABILITIES AND RETAINED EARNINGS</b>		
<b>LIABILITIES:</b>		
Accounts payable	-	1,515
Total Liabilities	<u>-</u>	<u>1,515</u>
<b>FUND BALANCE:</b>		
Restricted	19,947	35,174
Total Fund balance	<u>19,947</u>	<u>35,174</u>
Total Liabilities and Fund Balance	<u>\$ 19,947</u>	<u>36,689</u>

**CITY OF PLANO, TEXAS  
PUBLIC IMPROVEMENT DISTRICT - COMBINING STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN RETAINED EARNINGS  
FOR THE PERIOD ENDED SEPTEMBER 30, 2018**

	<u>9/30/2018</u>	<u>FY 2017</u>
<b>REVENUES:</b>		
Assessed taxes	\$ 79,560	97,091
Penalties and interest	-	36
Total revenues	<u>79,560</u>	<u>97,127</u>
<b>EXPENSES:</b>		
Contractual services	144,771	170,476
Miscellaneous	16	6,816
Total expenditures	<u>144,787</u>	<u>177,292</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(65,227)</u>	<u>(80,165)</u>
<b>OTHER FINANCING SOURCES:</b>		
Transfers in	<u>50,000</u>	<u>50,000</u>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(15,227)</b>	<b>(30,165)</b>
<b>FUND BALANCE - Beginning</b>	<u>35,174</u>	<u>65,339</u>
<b>FUND BALANCE - Ending</b>	<u>\$ 19,947</u>	<u>35,174</u>

\* A/P Amounts Total to G/L Amount

Do Ty	Business Unit	Obj Acct	G/L Date	Amount	Explanation Alpha Name	Document Number	Address Number	Purchase Order	Ty	Invoice Number	Explanation -Remark-
JE	359	6306	10/1/2017	274.96	RCLS PRPD-VOOM GRP-STEINFEST	115					PV1480719-Mrkting-Steinfest
JE	359	6306	10/23/2017	440.00	BANNER INSTALL-STEINFEST 2017	253					SteinFest 10/20-10/21/17
JE	359	6306	12/1/2017	2,000.00	RCLS PRPDS-FUND 49	864					PV1453064-Clear Channel Outdoo
JE	359	6306	12/1/2017	494.67	RCLS PRPDS-FUND 49	864					PV1479151-DMS Printing&Design
PV	359	6306	10/19/2017	2,010.00	CUMULUS MEDIA/KTCK	1484144	1074234			STEINFEST 2017 KTCK	Radio Spots-Steinfest
PV	359	6306	11/8/2017	136.40	VOOM GROUP INC., THE	1487634	769892			34556	SteinFest printing/yard signs
PV	359	6306	11/8/2017	816.21	VOOM GROUP INC., THE	1487635	769892			34520	SteinFest event guides
PV	359	6306	11/8/2017	2,972.55	VOOM GROUP INC., THE	1487636	769892			34548	Signs & Banners/SteinFest
PV	359	6306	11/8/2017	297.69	VOOM GROUP INC., THE	1487637	769892			34622	SteinFest event supplies
PV	359	6306	12/20/2017	5,070.00	LA FOOFARAW LLC.	1494446	769888			O-1828	
PV	359	6306	1/10/2018	2,500.00	THE CHRISTMAS LIGHT GUY.COM	1496824	1138145			1219PL17	Star Bursts for downtown
PV	359	6306	3/1/2018	433.00	CITYSTOCK PHOTOGRAPHY	1503965	520959			INV000025	
PV	359	6306	3/1/2018	299.00	PLANO MAGAZINE	1503967	518515			INV--000401	Steinfest Digital Ads
PV	359	6306	3/1/2018	950.00	PLANO MAGAZINE	1503968	518515			INV000499	Wine Walk Ads
PV	359	6306	3/28/2018	750.00	NORTH TEXAS TRAVEL HOST	1508707	1196492			SPRING 2018 ISSUE	
PV	359	6306	3/28/2018	300.00	DMS PRINTING & DESIGN	1508708	1048599			INVOICE#2014	POSTERS
PV	359	6306	3/28/2018	908.00	DMS PRINTING & DESIGN	1508709	1048599			INVOICE#2018	MAPS/BROCHURES
PV	359	6306	3/28/2018	1,170.00	DALLAS LITE & BARRICADE INC.	1508710	514900			QUOTE#066554	MESSAGE BD/BARRICADES
PV	359	6306	3/28/2018	300.00	DMS PRINTING & DESIGN	1508711	1048599			INVOICE#2014	ARTFEST POSTERS
PV	359	6306	3/28/2018	160.92	DMS PRINTING & DESIGN	1508713	1048599			INVOICE#2006	POSTERS
PV	359	6306	3/28/2018	45.47	EXECUTIVE PRESS INC.	1508714	1196491			INV#44116	SPONSOR BOARD
PV	359	6306	3/28/2018	305.92	EXECUTIVE PRESS INC.	1508715	1196491			INV#44041	PHOTO BACKDROP
PV	359	6306	4/4/2018	2,280.00	COMMUNITY IMPACT NEWSPAPER/JG	1509779	515351			99742	April 2018
PV	359	6306	4/13/2018	1,000.00	PLANO MAGAZINE	1511112	518515			2018 HDPA ADVERTISING	1st of 9 payments
PV	359	6306	4/18/2018	1,000.00	PLANO MAGAZINE	1511112	518515			2018 HDPA ADVERTISING	1st of 9 payments
PV	359	6306	4/13/2018	239.23	VOOM GROUP INC., THE	1511119	769892			36259	Artfest banner printing
PV	359	6306	4/25/2018	2,000.00	CBS RADIO TEXAS INC.	1513296	1215842			CONTR#187491	Radio Ads for ArtFest
PV	359	6306	4/25/2018	2,000.00	OUTFRONT MEDIA LLC.	1513297	1215835			CONTR#2631944	Billboards-ArtFest
PV	359	6306	5/9/2018	1,000.00	PLANO MAGAZINE	1515364	518515			2018 HDPA ADVERTISING	1st of 9 payments
PV	359	6306	5/16/2018	1,611.05	EXECUTIVE PRESS INC.	1516445	1196491			44628	Banners, Tshirts etc
PV	359	6306	5/23/2018	805.75	YEAR-ROUND CHRISTMAS LIGHTS	1517549	517191			2018-8	
PV	359	6306	5/23/2018	1,168.00	DALLAS LITE & BARRICADE INC.	1517550	514900			QUOTE#067880-NOO15TH	Message Bds/Barricades

\* A/P Amounts Total to G/L Amout

Do Ty	Business Unit	Obj Acct	G/L Date	Amount	Explanation Alpha Name	Document Number	Address Number	Purchase Order	Ty	Invoice Number	Explanation -Remark-
<b>Object Account Total</b>				<b>33,738.82</b>							
JE	359	6312	11/1/2017	6,370.00	TRFR PD PRSNL COSTS-STEINFEST	779					HDDPA(PID)STEINFEST 2017
PV	359	6312	10/13/2017	8,000.00	BLUE CIRCLE MEDIA LLC.	1483199	515813			10/20/2017 STEIN	SteinFest 10/20/17
PV	359	6312	10/19/2017	5,000.00	DALLAS DIRECTORY, THE	1484143	819381			STEIN100116	Event Mgmt-Steinfest
PV	359	6312	11/16/2017	10,543.86	PEERLESS EVENTS & TENTS	1488754	927507			48276-1	Steinfest
PV	359	6312	12/11/2017	1,498.60	DALLAS DIRECTORY, THE	1491834	819381			STEIN110317	EXPENSES
PV	359	6312	12/11/2017	4,000.00	DALLAS DIRECTORY, THE	1491835	819381			STEIN110117	Event Mgmt-Oct
PV	359	6312	12/11/2017	850.00	DALLAS DIRECTORY, THE	1491836	819381			STEIN111717	Golf Carts-SteinFest
PV	359	6312	12/20/2017	1,750.00	STEIN PLANNING LLC.	1494447	428435			DWNTWN PID	11/20-12/11/17
PV	359	6312	3/1/2018	2,480.00	ELITE CASINO EVENTS	1503966	518411			3/2/18 EVENT	Event rentals-CHIPS function
PV	359	6312	3/28/2018	240.00	RAINES, ERIC	1508712	931272			000019	ARTFEST DESIGN
PV	359	6312	4/13/2018	2,000.00	ACKERMAN, SALLY JANE	1511116	1207953			210	Yarn Bombing Installation
PV	359	6312	4/13/2018	500.00	DALLAS DIRECTORY, THE	1511118	819381			STEIN032018	Steinfest-Initial Installment
PV	359	6312	4/25/2018	3,992.49	M&M CONCESSIONS	1513298	850287			ARTFEST 2018	ArtFest-Waste Mangement
PV	359	6312	5/9/2018	7,000.00	ENTERTAINMENT SERVICES	1515363	851005			ARTFEST 2018	Generators-ArtFest 4/27-28
PV	359	6312	5/16/2018	150.00	MEREK, ZURIEL	1516444	1231273			0053	Night Out on 15th
PV	359	6312	5/23/2018	482.00	M&M CONCESSIONS	1517551	850287			NOO15TH 6/3/18	Custodial-Night Out/15th 6/3
PV	359	6312	5/24/2018	3,525.00	A PLUS STUDENT STAFFING INC.	1517660	958680			6/13/18 EVENT	Night Out On 15th
PV	359	6312	5/24/2018	250.00	PRADO, EMILEE	1517667	1237638			51	Night Out On 15th Photos
PV	359	6312	6/6/2018	2,400.00	BLUE CIRCLE MEDIA LLC.	1519554	515813			06032018 NO	NIGH OUT ON 15TH
PV	359	6312	6/20/2018	50,000.00	HISTORIC DOWNTOWN PLANO ASSOCI	1521713	514348			2018 ESECUTIVE DIRECTOR	Manage/Promote PID prgrms
<b>Object Account Total</b>				<b>111,031.95</b>							
OV	359	6496	6/15/2018	16.15	ELAVON INC.	647799	507191	00418373	OC		Plano City Hall
<b>Object Account Total</b>				<b>16.15</b>							
<b>Cost Center Total</b>				<b>144,786.92</b>							
<b>Report Total - &gt;</b>				<b>144,786.92</b>							