

NOTICE OF PUBLIC MEETING

The Management Committee for the Downtown Plano Public Improvement District will meet on January 8, 2019 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 October 9, 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 15th, Movies in the Park and Steinfest
6. Update on Alley Demolition and Replacement
7. Update on PID Assessments
8. Items for Future Discussion
9. 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.

*2019 Upcoming Meetings

- PID Management Committee – February 12, 2019
- PID Advisory Board – May 2019

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

October 9, 2018

Members Present

Bonnie Shea, Chair
Sean Teele
Mona Crider
Mirna Lynch
Misty Miller

Members Absent

Carolyn Snow
Lyndsey Leon
Jeremy Cyr

Staff

Jack Carr, Deputy City Manager
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 (HDPa)

Call to Order

Chair Shea called the meeting to order at 4:30 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 September 11, 2018 Meeting

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

Agenda Item #4 – Reports from Historic Downtown Plano Association (HDPa) and City of Plano on PID Funded Activities

Chair Shea handed out and reviewed financial reports for the HDPa. 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 15th, Movies in the Park and Steinfest

Ms. Crider made a motion to approve a \$7,177.25 Blue Circle Media invoice for Steinfest. Mr. Teele seconded the motion. The motion was approved by unanimous vote.

Ms. Crider made a motion to approve up to a \$20,000 invoice to Rental Stop for tents and generators at Steinfest. Ms. Lynch seconded the motion. The motion was approved by unanimous vote.

Agenda Item #6 – Discussion and Action on Pedestrian Breezeway

Ms. Crider proposed the addition of an art wall in the breezeway featuring an art installation and colorful caricature of the historic Mammoth Jack.

Agenda Item #7 – Discussion and Action on 2019 Downtown PID Boundary

Ms. Cobbs stated that a decision would need to be made regarding extending the boundary down 14th Street from the K Avenue/14th Street intersection to Hub Street. And also extending the boundary up Municipal, including the bank at the intersection of 15th Street up to the old chamber building.

Ms. D’Andrea explained that since the PID was approved for another five years, extending the boundary would just require contiguous property owners to agree by signature to be included in the boundary. And then there would be property notices and a public hearing before Council. The only way to include property owners in the boundary that are not contiguous is to complete another petition process.

The Committee determined that it would be best to wait until the beginning of the year to work on attaining signatures of new property owners.

Agenda Item #8 – Discussion on 2019 Downtown PID Assessment Plan and Service Plan

Ms. Cobbs explained that the proposed assessment roll was updated to reflect property improvements to Morada Plano and two properties that changed hands. These updates brought the total 2019 assessment to \$86,541.

Agenda Item #9 – Items for Future Discussion

Ms. Shea discussed the annual PID report being presented at the upcoming Advisory Board meeting.

Agenda Item #8 – Adjourn

Ms. Lynch made the motion to adjourn. Ms. Crider seconded the motion. The meeting adjourned at 5:12 PM.

Bonnie Shea, Chair

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

	<u>11/30/2018</u>	<u>FY 2018</u>
ASSETS		
CASH & CASH EQUIVALENTS	\$ (14,271)	4,633 *See note bel
INVESTMENTS	-	15,314
Total Assets	<u>\$ (14,271)</u>	<u>19,947</u>

**LIABILITIES AND
RETAINED EARNINGS**

LIABILITIES:		
Accounts payable	-	75
Total Liabilities	<u>-</u>	<u>75</u>
FUND BALANCE:		
Restricted	(14,271)	19,872
Total Fund balance	<u>(14,271)</u>	<u>19,872</u>
Total Liabilities and Fund Balance	<u>\$ (14,271)</u>	<u>19,947</u>

*Negative cash and fund balance due to FY 2019 payment to HDPa for PID program management/promotion \$50K before assessed taxes are billed/collected. FY 2018 payment occurred in June 2018. Once assessed taxes are billed, fund balance will be positive.

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

	<u>11/30/2018</u>	<u>FY 2018</u>	
REVENUES:			
Assessed taxes	\$ -	79,560	
Penalties and interest	-	-	
Total revenues	<u>-</u>	<u>79,560</u>	
EXPENSES:			
Contractual services	84,143	144,846	
Miscellaneous	-	16	
Total expenditures	<u>84,143</u>	<u>144,862</u>	
Excess (deficiency) of revenues over (under) expenditures	<u>(84,143)</u>	<u>(65,302)</u>	
OTHER FINANCING SOURCES:			
Transfers in	<u>50,000</u>	<u>50,000</u>	
NET CHANGE IN FUND BALANCE	<u>(34,143)</u>	<u>(15,302)</u>	
FUND BALANCE - Beginning	<u>19,872</u>	<u>35,174</u>	
FUND BALANCE - Ending	\$ <u><u>(14,271)</u></u>	<u>19,872</u>	*See note below

*Negative cash and fund balance due to FY 2019 payment to HDPa for PID program management/promotion \$50K before assessed taxes are billed/collected. FY 2018 payment occurred in June 2018. Once assessed taxes are billed, fund balance will be positive.

* 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-
PV	359	6306	10/11/2018	2,000.00	CBS RADIO TEXAS INC. (KRLD-AM)	1538777	1344936			STEINFEST 2018	STEINFEST 10/19-10/20/18
	Object Account Total			2,000.00							
PV	359	6312	10/3/2018	850.00	GRAPEVINE GOLF CARS (LOCAL GOL	1537623	1340500			46746	Steinfest Oct 19-23
PV	359	6312	10/3/2018	5,096.00	M&M CONCESSIONS	1537624	850287			STEINFEST 2018	STEINFEST 2018 10/19-21
PV	359	6312	10/11/2018	7,177.25	BLUE CIRCLE MEDIA LLC.	1538769	515813			EST 10192018 SF	STEINFEST 10/19/18
PV	359	6312	10/18/2018	19,019.39	RENTAL STOP	1539634	780984			CONTRACT#762682-1	SteinFest Rentals 10/19-10/20
PV	359	6312	10/18/2018	50,000.00	HISTORIC DOWNTOWN PLANO ASSOCI	1539636	514348			2018 ESECUTIVE DIRECTOR	Manage/Promote PID prgrams
	Object Account Total			82,142.64							
	Cost Center Total			84,142.64							
Report Total - >				84,142.64							

**CITY OF PLANO, TEXAS
PUBLIC IMPROVEMENT DISTRICT BALANCE SHEET
AS OF DECEMBER 31, 2018 (with Comparative Totals for FY 2018)**

	<u>12/31/2018</u>	<u>FY 2018</u>
ASSETS		
CASH & CASH EQUIVALENTS	\$ (14,771)	4,633 *Note below
INVESTMENTS	-	15,314
Total Assets	<u>\$ (14,771)</u>	<u>19,947</u>

**LIABILITIES AND
RETAINED EARNINGS**

LIABILITIES:		
Accounts payable	-	75
Total Liabilities	<u>-</u>	<u>75</u>
FUND BALANCE:		
Restricted	(14,771)	19,872
Total Fund balance	<u>(14,771)</u>	<u>19,872</u>
Total Liabilities and Fund Balance	<u>\$ (14,771)</u>	<u>19,947</u>

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**CITY OF PLANO, TEXAS
PUBLIC IMPROVEMENT DISTRICT - COMBINING STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN RETAINED EARNINGS
FOR THE PERIOD ENDED DECEMBER 31, 2018**

	<u>12/31/2018</u>	<u>FY 2018</u>	
REVENUES:			
Assessed taxes	\$ -	79,560	
Penalties and interest	-	-	
Total revenues	<u>-</u>	<u>79,560</u>	
EXPENSES:			
Contractual services	84,643	144,846	
Miscellaneous	-	16	
Total expenditures	<u>84,643</u>	<u>144,862</u>	
Excess (deficiency) of revenues over (under) expenditures	<u>(84,643)</u>	<u>(65,302)</u>	
OTHER FINANCING SOURCES:			
Transfers in	<u>50,000</u>	<u>50,000</u>	
NET CHANGE IN FUND BALANCE	(34,643)	(15,302)	
FUND BALANCE - Beginning	<u>19,872</u>	<u>35,174</u>	
FUND BALANCE - Ending	\$ <u><u>(14,771)</u></u>	<u>19,872</u>	*Note below

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PV	359	6312	10/18/2018	50,000.00	HISTORIC DOWNTOWN PLANO ASSOCI	1539636	514348			2018 ESECUTIVE DIRECTOR	Manage/Promote PID prgrams
PV	359	6312	12/12/2018	500.00	JEFF SNIDER DESIGNS LLC.	1547741	1389042			HDP18002-1	Window Decot
Object Account Total				82,642.64							
Cost Center Total				84,642.64							
Report Total - >				84,642.64							