

## NOTICE OF PUBLIC MEETING

The Executive Committee and Management Committee for the Downtown Plano Public Improvement District will meet on November 14, 2017 at 3:00 PM in Conference Room 2B at the Plano Municipal Center (1520 K Avenue).

### AGENDA

1. Call to Order
2. Public Comments – Each Committee will hear comments of public interest. Specific factual information, explanation of current policy, or clarification of either 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.

#### Item for Executive Committee Discussion and Direction

3. Propose to Advisory Board a Five-Year PID Service Plan and Assessment Plan

#### Items for Management Committee Discussion and Direction

4. Approval of Minutes for the October 10, 2017 Meeting
5. Reports from HDPa and the City of Plano on PID Funded Activities
6. Approval of Expenditure Over \$5,000 for Security
7. Approval of Expenditure Over \$5,000 for Steinfest
8. Items for Future Discussion - The Management Committee may identify issues or topics that they wish to schedule for discussion at a future meeting
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.

**DOWNTOWN PLANO PUBLIC IMPROVEMENT DISTRICT  
MANAGEMENT COMMITTEE**

**MINUTES**

**October 10, 2017**

**Members Present**

Bonnie Shea, Chair  
Carolyn Snow  
Mona Crider  
Mirna Lynch  
Lyndsey Leon

**Members Absent**

Denise Clutson  
Carrie Goodman  
Chris Kelly  
Ashley Allen  
Sean Teele

**Staff**

Jack Carr, Deputy City Manager  
Peter Braster, Director of Special Projects  
Denise Tacke, Director of Finance  
Michelle Hawkins, Arts, Culture & Heritage Manager  
Kendra Cobbs, Senior Planner

**Other Attendees**

Alex Hargis, Executive Director of Historic Downtown Plano Association (HDPa)  
Richard Sutton, Sutton-1012, LLC  
Connor Chaddick, Chaddick Center Leasing Office  
Derek Fercher, Jorg's Cafe

**Call to Order**

Chair Shea called the meeting to order at 4:40 PM in Executive Conference Room, Suite 355 of the Plano Municipal Center, 1520 K Avenue. A quorum was present.

**Public Comments**

None

**Agenda Item #3 – Approval of Minutes for September 12, 2017 Meeting**

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

**Agenda Item #4 – Reports from 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. See attached summaries.

**Agenda Item #5 – Discussion and Approval of Recommendation to Council to Change the Threshold Percentage for Establishing or Re-establishing a Public Improvement District to Match State Law**

Ms. Crider made a motion to recommend to Council to change the threshold percentage to 50%, matching State Law, and that the Management Committee reevaluate PID policies in two years. Ms. Snow seconded the motion. The motion carried.

**Agenda Item #6 – Discussion on Lighting Downtown Street Trees and Action for Over \$5,000**

Ms. Crider explained that two foot, LED-lit decorative balls for street trees would cost \$160 to install per decorative ball. Expense would total approximately \$5,000 for 31 pieces. There is \$10,000 in the budget for this project, so Chair Shea recommends ordering 60 of these decorative balls.

Ms. Snow made a motion to approve \$9,750 to be expended for the project, Ms. Lynch seconded.

**Agenda Item #7 – Approval of Steinfest Invoice Exceeding \$5,000**

Ms. Crider made a motion to approve, Ms. Snow seconded.

**Agenda Item #8 – Items for Future Discussion**

Mr. Braster stated that the committee will need to prepare the Assessment Plan and Service Plan, and a special meeting will be called to review them.

Ms. Crider asked that lighting be discussed.

**Agenda Item #9 - Adjourn**

Chair Shea requested a motion for the meeting to be adjourned. Ms. Snow made the motion, Ms. Crider seconded the motion. The meeting was adjourned at 5:28 PM.

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Bonnie Shea, Chair

**CITY OF PLANO, TEXAS  
PUBLIC IMPROVEMENT DISTRICT BALANCE SHEET  
AS OF OCTOBER 31, 2017 (with Comparative Totals for FY 2017)**

	<u>10/31/2017</u>	<u>FY 2017</u>
<b>ASSETS</b>		
<b>CASH &amp; CASH EQUIVALENTS</b>	\$ 16,954	4,730
<b>INVESTMENTS</b>	-	29,189
<b>PREPAIDS</b>	2,495	2,770 (Steinfest)
Total Assets	<u>\$ 19,449</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	19,449	35,174
Total Fund balance	<u>19,449</u>	<u>35,174</u>
Total Liabilities and Fund Balance	<u>\$ 19,449</u>	<u>36,689</u>

Note:  
FY 2017 assessment for Junction 15; this will remain unearned revenue until FY 2017

**CITY OF PLANO, TEXAS  
PUBLIC IMPROVEMENT DISTRICT - COMBINING STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN RETAINED EARNINGS  
FOR THE PERIOD ENDED OCTOBER 31, 2017**

	<u>10/31/2017</u>	<u>FY 2017</u>
<b>REVENUES:</b>		
Assessed taxes	\$ -	97,091
Penalties and interest	-	36
Total revenues	<u>-</u>	<u>97,127</u>
<b>EXPENSES:</b>		
Contractual services	15,725	170,476
Miscellaneous	-	6,816
Total expenditures	<u>15,725</u>	<u>177,292</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(15,725)</u>	<u>(80,165)</u>
<b>OTHER FINANCING SOURCES:</b>		
Transfers in	-	50,000
<b>NET CHANGE IN FUND BALANCE</b>	<u>(15,725)</u>	<u>(30,165)</u>
<b>FUND BALANCE - Beginning</b>	<u>35,174</u>	<u>65,339</u>
<b>FUND BALANCE - Ending</b>	<u>\$ 19,449</u>	<u>35,174</u>

\* 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-
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
PV	359	6306	10/19/2017	2,010.00	CUMULUS MEDIA/KTCK	1484144	1074234			STEINFEST 2017 KTCK	Radio Spots-Steinfest
<b>Object Account Total</b>				<b>2,724.96</b>							
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
<b>Object Account Total</b>				<b>13,000.00</b>							
<b>Cost Center Total</b>				<b>15,724.96</b>							
<b>Report Total - &gt;</b>				<b>15,724.96</b>							

## NOTICE OF PUBLIC MEETING

The Advisory Board for the Downtown Plano Public Improvement District will meet on November 14, 2017 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 Advisory Board will hear comments of public interest. Specific factual information, explanation of current policy, or clarification of either 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 November 9, 2016 Meeting
4. Presentation of PID Funded Activities from the Historic Downtown Plano Association (HDPA)
5. Recommendation to City Council of the 2018-2022 Assessment Plan and Service Plan
6. Nomination and Election of 2018 Executive Committee and Management Committee Members
7. Nomination and Election of 2018 Executive Committee Chair and Vice-Chair
8. Items for Future Discussion - The Advisory Board may identify issues or topics that they wish to schedule for discussion at a future meeting
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.**

**DOWNTOWN PLANO PUBLIC IMPROVEMENT DISTRICT  
ADVISORY BOARD AND MANAGEMENT COMMITTEE**

**MINUTES**

**November 9, 2016**

**Members Present**

Bonnie Shea, Chair  
Connor Chaddick, Vice-Chair  
Mona Crider  
Lyndsey Leon  
Carolyn Snow  
Mandi Buchanan

**Members Absent**

Ashley Allen  
Carrie Goodman  
Chris Kelly  
Mirna Lynch  
Sean Teele

**Staff**

Peter Braster, Director of Special Projects  
Kendra Cobbs, Senior Planner, Special Projects

**Other Attendees**

Denise Clutson for Deborah Pierce

**Call to Order**

Chair Shea called the meeting to order at 3:06 PM in Training Room A of the Plano Municipal Center, 1520 K Avenue. A quorum was present.

**Public Comments**

None

**Items for Advisory Board Discussion and Direction**

**Agenda Item #3 – Presentation from HDPA on Annual PID-Funded Activities**

Chair Shea explained how hiring Alex Hargis, aided by PID funding, as the HDPA Executive Director has enhanced management of special events and raised awareness of Downtown. Speaking from the 2016 PID Board End of Year Report, Chair Shea highlighted accomplishments for the year: membership drive that kicked off in January 2016 has increased HDPA membership by 62%; Chips Event resulted in 250% increase in revenue from 2015; Steinfest brought in over 6,000 visitors to Downtown.

Social media metrics is up from 1,400 followers on Facebook in January 2016 to 5,454 followers in November 2016.

**Agenda Item #4 – Recommendation to City Council on 2016-2017 Assessment Plan and Service Plan**

Ms. Crider made a motion that the Service Plan and Assessment Plan proposed to the Advisory Board by the



Executive Committee be recommended to City Council. The motion was seconded by Mr. Chaddick. The motion was approved by unanimous vote.

**Agenda Item #5 – Nomination and Election of Executive and Management Committee Members**

Mr. Braster stated that Chair Shea and the owners of Eastside Village and Junction 15 are automatically committee members, so nominations are for up to five more members. Current management committee members are Mona Crider, Mirna Lynch, Sean Teele, Carolyn Snow and Connor Chaddick.

Mr. Chaddick stated that he must step down from the committees.

Ms. Crider made a motion to keep the existing members on the Executive and Management Committees with the exception that Denise Clutson will replace Connor Chaddick. Ms. Snow seconded. The motion carried.

**Agenda Item #6 – Nomination and Election of Executive Committee Chair and Vice-Chair**

Ms. Buchanan made a motion to nominate Ms. Shea as Executive Committee Chair. The motion was seconded by Ms. Leon.

Chair Shea made a motion to nominate Ms. Snow as Vice Chair. The motion was seconded by Ms. Crider.

Both motions carried unanimously.

**Items for Management Committee Consideration**

**Agenda Item #7 – Approval of Minutes for October 18, 2016 Meeting**

Mr. Chaddick made a motion to approve the minutes. The motion was seconded by Ms. Buchanan. The minutes were approved by unanimous vote.

**Agenda Item #8 – Reports from HDPa on Annual PID Funded Activities**

Chair Shea handed out and reviewed financial reports for the HDPa. Ms. Cobbs provided copies of the PID's balance sheet and income statement, as well as revenues and expenses to date. See attached summaries.

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

Chair Shea stated that a \$6,816 invoice for Steinfest (Fillmore Pub) needs to be approved. Mr. Braster noted that since it wasn't added to the agenda, it will have to be scheduled for an upcoming meeting. HDPa can pay the invoice, but HDPa can only be reimbursed after the Management Committee has voted on approving the invoice.

The committee voted on scheduling a special meeting on Tuesday, November 15<sup>th</sup> at 3 PM to approve the invoice.

Mr. Chaddick asked for an update on valet parking at the December meeting.

**Agenda Item #10 – Adjourn**

Chair Shea requested a motion for the meeting to be adjourned. Ms. Crider made the motion, Ms. Snow seconded the motion. The meeting was adjourned at 3:58 PM.