

NOTICE OF PUBLIC MEETING

The Management Committee for the Downtown Plano Public Improvement District will meet on September 12, 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 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 August 15, 2017 Meeting
4. Reports from Historic Downtown Plano Association (HDPa) and from City of Plano on PID Funded Activities
5. Discussion on Lighting for Downtown Street Trees
6. Discussion on PID Petitions and Renewal
7. Items for Future Discussion
8. 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

August 15, 2017

Members Present

Bonnie Shea, Chair
Carolyn Snow
Mona Crider
Denise Clutson
Mirna Lynch
Carrie Goodman

Members Absent

Chris Kelly
Ashley Allen
Lyndsey Leon
Sean Teele

Staff

Jack Carr, Deputy City Manager
Peter Braster, Director of Special Projects
Allison Friloux, Controller
Kendra Cobbs, Senior Planner

Other Attendees

City Council Member Angela Miner
Alex Hargis, Executive Director of Historic Downtown Plano Association (HDPa)

Call to Order

Chair Shea called the meeting to order at 4:14 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 July 11, 2017 Meeting

Ms. Lynch 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.

Mr. Hargis commented that ArtFest 2016 expenses were paid out of the 2017 PID budget. Last year's ArtFest occurred in September 2016, but the expenses rolled over into the 2017 PID budget cycle. This occurred because expenses were not received until the current fiscal year, which started October 1st. Also, this year's ArtFest occurred in April, so these expenses were also paid out of the 2017 budget.

Agenda Item #5 – Update on PID Renewal Process

Mr. Braster reminded the committee that they recommended the PID be renewed for five years and frozen at 2017 values. City Council will review these recommendations as part of the PID renewal ordinance that takes place during the public hearing process.

Agenda Item #6 – Discussion on Lighting for Downtown Street Trees

Ms. Snow motioned to move this discussion to the next meeting. Ms. Lynch seconded.

Agenda Item #7 – Items for Future Discussion

None

Agenda Item #8 - 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 5:10 PM.

Bonnie Shea, Chair

**CITY OF PLANO, TEXAS
PUBLIC IMPROVEMENT DISTRICT BALANCE SHEET
AS OF AUGUST 31, 2017 (with Comparative Totals for FY 2016)**

	<u>8/31/2017</u>	<u>FY 2016</u>
ASSETS		
CASH & CASH EQUIVALENTS	\$ 39,390	90,697
RECEIVABLES:		
Accounts receivable	-	-
PREPAIDS	2,000	5,065 (Steinfest)
Total Assets	<u>\$ 41,390</u>	<u>95,762</u>
 LIABILITIES AND RETAINED EARNINGS		
LIABILITIES:		
Accounts payable	-	5,423
Unearned revenue	-	25,000 (See note below)
Total Liabilities	<u>-</u>	<u>30,423</u>
 FUND BALANCE:		
Restricted	41,390	65,339
Total Fund balance	<u>41,390</u>	<u>65,339</u>
Total Liabilities and Fund Balance	<u>\$ 41,390</u>	<u>95,762</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 AUGUST 31, 2017**

	<u>8/31/2017</u>	<u>FY 2016</u>
REVENUES:		
Assessed taxes	\$ 97,091	96,327
Penalties and interest	36	-
Total revenues	<u>97,127</u>	<u>96,327</u>
EXPENSES:		
Contractual services	164,260	149,375
Miscellaneous	6,816	900
Total expenditures	<u>171,076</u>	<u>150,275</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(73,949)</u>	<u>(53,948)</u>
OTHER FINANCING SOURCES:		
Transfers in	<u>50,000</u>	<u>50,000</u>
NET CHANGE IN FUND BALANCE	(23,949)	(3,948)
FUND BALANCE - Beginning	<u>65,339</u>	<u>69,287</u>
FUND BALANCE - Ending	<u>\$ 41,390</u>	<u>65,339</u>

Grant G/L Transactions Detail Report

* 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-
PV	359	6204	11/16/2016	6,816.00	FILLMORE PUB, THE	1430699	854702			100	SteinFest 10/29/16
	Object Account Total			6,816.00							
JE	359	6306	10/1/2016	1,170.00	RCLS PRPD-PV1421561-COMM IMPAC	75					Oct advertis-Steinfest 2016
JE	359	6306	10/1/2016	1,722.50	RCLS PRPD-PV1411607-IMAGINARIA	149					Logo & Desgn-Steinfest 2016
JE	359	6306	10/1/2016	1,722.50	RCLS PRPD-PV1422538-IMAGINARIA	150					Blnc-logo & ad dsgn/Steinfest
JE	359	6306	10/4/2016	440.00	BANNER INSTALLATION-STEINFEST	157					STEINFEST 10/29/16
PV	359	6306	10/6/2016	1,170.00	COMMUNITY IMPACT NEWSPAPER/JG	1423861	515351			STEINFEST-SEPT 2016	Advertising-Steinfest
PV	359	6306	10/6/2016	2,000.00	CLEAR CHANNEL OUTDOOR INC.	1423862	102078			56157495	Billboard Ad for Steinfest
PV	359	6306	10/13/2016	250.00	HATCREEK MARKETING INC.	1425066	835910			1157	Website Monitoring
PV	359	6306	10/13/2016	4,800.00	GLASS HOUSE STRATEGY LLC.	1425067	835901			778	SteinFest media buy
PV	359	6306	10/26/2016	967.76	VOOM GROUP INC., THE	1427168	769892			29842	SteinFest posters,flyers
PV	359	6306	10/26/2016	800.00	EMERGENCY ICE	1427169	843064			STEINFEST 2016	Ice for SteinFest 10/29/16
PV	359	6306	11/9/2016	1,296.30	SWEET AS SUGAR CHILDREN'S BOUT	1429660	851004			020006	Swag for SteinFest
PV	359	6306	11/9/2016	1,182.09	VOOM GROUP INC., THE	1429662	769892			30224	Signs/Menu Bds-SteinFest
PV	359	6306	11/9/2016	97.43	VOOM GROUP INC., THE	1429663	769892			30229	Printing of Vouchers-SteinFest
PV	359	6306	11/9/2016	1,943.00	BLUE CIRCLE MEDIA LLC.	1429666	515813			EST. 10292016	Audio/Visual-SteinFest
PV	359	6306	11/9/2016	250.00	HATCREEK MARKETING INC.	1429667	835910			1157	Website Monitoring
PV	359	6306	1/5/2017	4,650.00	CLEAR CHANNEL OUTDOOR INC.	1437760	102078			56159027	Digital Billbrd-SteinFest
PV	359	6306	3/15/2017	201.35	VOOM GROUP INC., THE	1448452	769892			31741	Mrkting posters-Chips fundrais
PV	359	6306	3/15/2017	163.46	VOOM GROUP INC., THE	1448454	769892			31759	Marketing Prints-Chips Fundrai
PV	359	6306	4/5/2017	2,000.00	CLEAR CHANNEL OUTDOOR INC.	1453064	102078			56157495	ArtFest 4/10-4/23/17
PV	359	6306	4/5/2017	1,140.00	COMMUNITY IMPACT NEWSPAPER/JG	1453065	515351			81685	ArtFest
PV	359	6306	4/5/2017	1,500.00	IMAGINARIA INC.	1453066	514553			2084	ArtFest 2017 Poster
PV	359	6306	4/5/2017	299.00	PLANO MAGAZINE	1453067	518515			INV-000337	ArtFest marketing
PV	359	6306	4/5/2017	250.00	HATCREEK MARKETING INC.	1453068	835910			1157	HDPA Web Monitoring
PV	359	6306	4/5/2017	950.00	PLANO MAGAZINE	1453071	518515			INV-000327	Art & Wine Walk-May Issue
PV	359	6306	4/5/2017	299.00	PLANO MAGAZINE	1453072	518515			INV-000337	Night Out banner
PV	359	6306	4/5/2017	153.72	VOOM GROUP INC., THE	1453076	769892			31740	Art & Wine Walk posters
PV	359	6306	4/5/2017	300.94	VOOM GROUP INC., THE	1453077	769892			31718	ArtFest posters & cards
PV	359	6306	4/5/2017	107.17	VOOM GROUP INC., THE	1453078	769892			31733	ArtFest Directory inserts
PV	359	6306	4/5/2017	247.89	VOOM GROUP INC., THE	1453079	769892			32874	ArtFest Banners-15th St
PV	359	6306	4/5/2017	112.58	VOOM GROUP INC., THE	1453080	769892			32100	Additional ArtFest posters

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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	4/6/2017	200.00	KAUFMANN, CHERYL	1453109	801975			319	ArtFest Mktg Map Color
PV	359	6306	4/6/2017	200.00	KAUFMANN, CHERYL	1453110	801975			319	Marketing Graphic Design
PV	359	6306	4/6/2017	1,800.00	SHEFFIELD CREATIVE	1453111	927620			281	Vote & Soak
PV	359	6306	4/19/2017	311.76	LONE STAR PARKING NORTH LLC .	1455059	932298			202146	Valet Signage Reimbursement
PV	359	6306	4/26/2017	1,063.02	VOOM GROUP INC., THE	1456504	769892			32288	AWW Print Bundle
PV	359	6306	4/26/2017	250.00	HATCREEK MARKETING INC.	1456505	835910			1157	HDP A Web Monitoring
PV	359	6306	4/26/2017	1,500.00	IMAGINARIA INC.	1456506	514553			2084	Night Out 15th(2017)Design
PV	359	6306	4/26/2017	1,253.00	PLANO MAGAZINE	1456508	518515			INV-000276	ArtFest print ad
PV	359	6306	5/3/2017	321.50	VOOM GROUP INC., THE	1457536	769892			32430	Mrkting ArtFest printing
PV	359	6306	5/3/2017	203.51	VOOM GROUP INC., THE	1457537	769892			32384	ArtFest Lanyards-credentials
PV	359	6306	5/3/2017	324.75	ART IS LIFE STUDIO (JENICE WIL	1457538	945117			00032	ArtFest Photography
PV	359	6306	5/17/2017	319.34	VOOM GROUP INC., THE	1460033	769892			32424	Plano Arts Coalition Brochure
PV	359	6306	5/17/2017	250.00	HATCREEK MARKETING INC.	1460035	835910			1157	HDP A SEO Web Monitoring
PV	359	6306	5/25/2017	2,862.22	E.H. TEASLEY & CO. INC.	1461147	958688			E2017-0903	ArtFest Banners/Signage
PV	359	6306	6/7/2017	250.00	HATCREEK MARKETING INC.	1463059	835910			1157	HDP A Web Monitoring
PV	359	6306	6/15/2017	247.89	VOOM GROUP INC., THE	1464074	769892			32874	Movies in the Park(Banner)
PV	359	6306	6/15/2017	299.00	PLANO MAGAZINE	1464075	518515			INV-000337	Digita e-mail bnr/Movies-Park
PV	359	6306	6/15/2017	950.00	PLANO MAGAZINE	1464076	518515			INV-000327	Print Ad-Art Wine Walk
PV	359	6306	6/15/2017	127.74	VOOM GROUP INC., THE	1464077	769892			32950	Night Out on 15th
PV	359	6306	6/22/2017	350.00	ELIXIR ENTERTAINMENT LLC.	1465045	977417			0158922	NOO15th DRONE FOOTAGE
PV	359	6306	6/22/2017	303.10	VOOM GROUP INC., THE	1465052	769892			32939	
PV	359	6306	6/29/2017	800.00	BLUE CIRCLE MEDIA LLC.	1466280	515813			06242017 HDP A	Movies In the Park
PV	359	6306	7/26/2017	250.00	HATCREEK MARKETING INC.	1470336	835910			1157	Web Monitoring
PV	359	6306	8/24/2017	250.00	YEAR-ROUND CHRISTMAS LIGHTS	1474931	517191			2017-13	Regular Maintenance
Object Account Total				46,873.52							
JE	359	6312	10/1/2016	450.00	TRFR PRPD-MCCALL PLZ RENTAL	33					Contract#223185-Steinfest
JE	359	6312	10/25/2016	8,138.00	TRFR PRSNL COSTS-STEINFEST	376					HDP A event(PID)10/29/16
JE	359	6312	12/1/2016	1,595.00	STEINFEST 10/29/16-ADDTL FEES	1104					Contract#223186@McCall Plaza
PV	359	6312	10/6/2016	5,000.00	DALLAS DIRECTORY, THE	1423881	819381			STEIN100116	Event Mgmt-Oct Payment
PV	359	6312	11/9/2016	514.13	DALLAS DIRECTORY, THE	1429661	819381			STEIN110416	Expenses for SteinFest
PV	359	6312	11/9/2016	100.00	PLANO MAGAZINE	1429664	518515			000236	Photography for SteinFest
PV	359	6312	11/9/2016	400.00	EMERGENCY ICE	1429665	843064			22-607933	Addtl Ice-SteinFest 10/29

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* 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-
PV	359	6312	11/9/2016	3,066.00	M&M CONCESSIONS	1429668	850287			STEIN2016-001	Clean Up & Toilets-SteinFest
PV	359	6312	11/9/2016	3,500.00	ENTERTAINMENT SERVICES	1429669	851005			STEINFEST 2016	Electrical Svc-SteinFest 10/29
PV	359	6312	1/11/2017	60,000.00	HISTORIC DOWNTOWN PLANO ASSOCI	1438694	514348			2017 EXECUTIVE DIRECTOR	Manage/Promote PID programs
PV	359	6312	2/23/2017	200.00	KAUFMANN, CHERYL	1445190	801975			319	Images-ArtFest publication
PV	359	6312	3/8/2017	1,000.00	COKE, TONY	1447074	911502			2017 ARTFEST 4/22-23	Chalk Photo Bus
PV	359	6312	3/15/2017	2,577.50	ELITE CASINO EVENTS	1448453	518411			3/4/17 ROOFTOP-HDPA	Event Rental-Chips Fundraiser
PV	359	6312	4/5/2017	2,578.44	PEERLESS EVENTS & TENTS	1453069	927507			Q#48413-1	ArtFest-@McCall Plaza 4/22/17
PV	359	6312	4/5/2017	3,015.86	PEERLESS EVENTS & TENTS	1453070	927507			Q#48449-1	ArtFest @ Haggard Prk 4/23/17
PV	359	6312	4/5/2017	3,300.00	REBEL RIO INC.	1453073	927506			QUOTE 3504	ArtFest 4/22-23/Live Printing
PV	359	6312	4/5/2017	568.31	URBAN CRUST LLC.	1453074	518415			CHIPS 2017	CHIPS Catering 3/3/17
PV	359	6312	4/5/2017	811.88	URBAN RIO MANAGEMENT LLC.	1453075	518514			CHIPS 2017	Chips Catering 3/3/17
PV	359	6312	4/6/2017	100.00	NGO, TRUONG	1453108	927505			ROOFTOP "CHIPS" 3/3/17	Chips Photographer
PV	359	6312	4/13/2017	600.00	RAINES, ERIC	1454258	931272			000010	Marketing Art Fest Graphics
PV	359	6312	4/26/2017	1,000.00	DALLAS DIRECTORY, THE	1456507	819381			STEIN030117	SteinFest 2017 initial pymt
PV	359	6312	5/17/2017	355.00	BLUE CIRCLE MEDIA LLC.	1460034	515813			04232018 AF2	ArtFest Event Production
PV	359	6312	5/17/2017	3,200.00	BLUE CIRCLE MEDIA LLC.	1460034	515813			04232018 AF2	ArtFest Event Production
PV	359	6312	5/17/2017	2,107.63	B-WEISS ENTERTAINMENT GROUP LL	1460036	953899			1958	ArtFest Waste Management
PV	359	6312	5/25/2017	2,700.00	A PLUS STUDENT STAFFING INC.	1461148	958680			AGREEMENT 060417	Night Out Waitstaff
PV	359	6312	6/7/2017	1,200.00	BLUE CIRCLE MEDIA LLC.	1463057	515813			06042017 NOO15	Audio/Visual-Night Out
PV	359	6312	6/7/2017	150.00	E.H. TEASLEY & CO. INC.	1463058	958688			E2017-1158	Banner repair-15th St Banner
PV	359	6312	6/7/2017	100.00	SPORCIC, TIMOTHY WILLIAM	1463060	967256			2017-01	ArtFest Photography
PV	359	6312	6/15/2017	5,626.61	RENTAL STOP	1464072	780984			CONTRACT#740997-1	Night Out rentals
PV	359	6312	6/15/2017	115.83	VOOM GROUP INC., THE	1464073	769892			32989	Night Out menu cards
PV	359	6312	6/22/2017	1,873.00	ROSE FOOD SERVICE	1465044	514733			0604178	NOO15th rentals
PV	359	6312	6/22/2017	567.23	VOOM GROUP INC., THE	1465056	769892			33012	
PV	359	6312	6/22/2017	294.44	RENTAL STOP	1465057	780984			BALANCE NOO15TH EVENT	Balance
PV	359	6312	6/22/2017	465.48	VOOM GROUP INC., THE	1465060	769892			32941	
PV	359	6312	6/22/2017	115.83	VOOM GROUP INC., THE	1465062	769892			32989	
Object Account Total				117,386.17							
Cost Center Total				171,075.69							

Report Total - >

171,075.69