

NOTICE OF PUBLIC MEETING

The Management Committee for the Downtown Plano Public Improvement District will meet on May 2, 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 April 10, 2018 Meeting
4. Approval of Peerless Tents & Rentals Invoice Exceeding \$5,000
5. Approval of CAT Entertainment Invoice Exceeding \$5,000
6. Approval of Plano Magazine Invoice Exceeding \$5,000
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**

April 10, 2018

Members Present

Bonnie Shea, Chair
Carolyn Snow
Lyndsey Leon
Mona Crider
Misty Miller
Sean Teele
Mirna Lynch

Members Absent

Carrie Goodman
Jeremy Cyr

Staff

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

Other Attendees

Alex Hargis, Executive Director of Historic Downtown Plano Association (HDP
Mason Ice (Old Community Well)
Linda McCall (XO)

Call to Order

Chair Shea called the meeting to order at 4:00 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 February 14, 2018 Meeting

Ms. Snow made a motion to approve the minutes. The motion was seconded by Ms. Lynch. 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 – Discussion on Design for Downtown Pedestrian Breezeway

Mr. Cyr was unable to attend; and, he was going to discuss updates on breezeway planning. Therefore, this item will carry over for discussion at a future meeting.

Agenda Item #6 – Follow-up Discussion on Mounting Banners and Flags

Mr. Braster stated maintenance, including installation and removal, of mounted banners would need to be determined before solidifying mounting plans.

The Committee agrees on seasonal updates for banners and flags.

Mr. Hargis will contact downtown maintenance staff with Parks and Recreation, and request that existing brackets on poles be measured. Then, Committee will discuss type of flags needed.

Agenda Item #7 – Items for Future Discussion

Mr. Hargis will have event expenditures for approval.

Agenda Item #8 – Adjourn

Ms. Lynch made the motion to adjourn. Ms. Leon seconded the motion. The meeting adjourned at 4:30 PM.

Bonnie Shea, Chair

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

	<u>4/30/2018</u>	<u>FY 2017</u>
REVENUES:		
Assessed taxes	\$ 79,560	97,091
Penalties and interest	-	36
Total revenues	<u>79,560</u>	<u>97,127</u>
EXPENSES:		
Contractual services	76,379	170,476
Miscellaneous	-	6,816
Total expenditures	<u>76,379</u>	<u>177,292</u>
Excess (deficiency) of revenues over (under) expenditures	<u>3,181</u>	<u>(80,165)</u>
OTHER FINANCING SOURCES:		
Transfers in	<u>50,000</u>	<u>50,000</u>
NET CHANGE IN FUND BALANCE	53,181	(30,165)
FUND BALANCE - Beginning	<u>35,174</u>	<u>65,339</u>
FUND BALANCE - Ending	<u>\$ 88,355</u>	<u>35,174</u>

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

	<u>4/30/2018</u>	<u>FY 2017</u>
ASSETS		
CASH & CASH EQUIVALENTS	\$ 60,764	4,730
INVESTMENTS	-	29,189
RECEIVABLES:		
Accounts receivable	27,591	-
PREPAIDS	-	2,770 (Steinfest)
Total Assets	<u>\$ 88,355</u>	<u>36,689</u>
 LIABILITIES AND RETAINED EARNINGS		
LIABILITIES:		
Accounts payable	-	1,515
Total Liabilities	<u>-</u>	<u>1,515</u>
FUND BALANCE:		
Restricted	88,355	35,174
Total Fund balance	<u>88,355</u>	<u>35,174</u>
Total Liabilities and Fund Balance	<u>\$ 88,355</u>	<u>36,689</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-
JE	359	6306	10/1/2017	274.96	RCLS PRPD-VOOM GRP-STEINFEST	115					PV1480719-Mirking-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	Star Bursts for downtown
PV	359	6306	1/10/2018	2,500.00	THE CHRISTMAS LIGHT GUY.COM	1496824	1138145			1219PL17	
PV	359	6306	3/1/2018	433.00	CITYSTOCK PHOTOGRAPHY	1503965	520959			INV000025	Steinfest Digital Ads
PV	359	6306	3/1/2018	299.00	PLANO MAGAZINE	1503967	518515			INV--000401	Wine Walk Ads
PV	359	6306	3/1/2018	950.00	PLANO MAGAZINE	1503968	518515			INV000499	
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
				29,154.02	Object Account Total						
JE	359	6312	11/1/2017	6,370.00	TRFR PD PRSNL COSTS-STEINFEST	779					HDPA(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

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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	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
Object Account Total				47,224.95							
Cost Center Total				76,378.97							

Report Total - > 76,378.97