

**To the Mayor and Members of the City Council****August 16, 2022**

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**SUBJECT: UPDATE ON PROPOSED CHANGES TO PID ADVISORY BOARD OPERATING REQUIREMENTS**

This Informal Report provides an update to the Mayor and City Council on the proposed changes to Public Improvement District ("PID") informal advisory board operating requirements, which will be incorporated into the annual PID management agreements.

**Current Structure**

The City of Fort Worth's ("City") Economic Development Department administers the City's PIDs in accordance with Chapter 372 of the Texas Local Government Code and the City's Policy for Operating Public Improvement Districts ("O-PID Policy"). This City's O-PID Policy sets forth the guidelines and considerations that the City uses to guide the establishment, management, operation, and administration of O-PIDs.

Per the O-PID Policy, the City may contract with a separate entities to manage its O-PIDs, subject to administrative oversight by the Director of the Economic Development Department ("Director"). There are two types of PID advisory boards – (1) statutory and (2) informal. All of the City's PID advisory boards are informal and, thus, are governed by the O-PID Policy and management agreements. The function of informal advisory boards is to provide comments and recommendations concerning O-PIDs to the Director and City Council; however, final decision-making power lies with the City Council. Because the informal advisory board meetings involve discussions about the use of public funds, City staff is going to require these meetings to be open to the public to provide for full transparency of any recommended expenditures. All of the City's O-PIDs are currently managed by outside management companies, and the Director has identified proposed changes to next fiscal year's (FY23) management agreements.

**Proposed Changes**

Below is a summary of the proposed changes to next fiscal year's management agreements:

- Each management company must ensure that meetings of the O-PID informal advisory boards are open and accessible to the public, where members of the public will be allowed to attend and record such meetings.
- Each management company will be required to provide the City with a list of the informal advisory board members, along with a documented process for appointing the informal advisory boards.
- Each management company will be required to publish the O-PID informal advisory board agendas on the official PID websites, take minutes at each informal advisory board meeting and provide those minutes to the Director upon request.

If you have any questions, please call Robert Sturns, Director of Economic Development Department at 817-392-2663.

**David Cooke**  
**City Manager**