NOTICE OF
MAIN STREET ADVISORY BOARD REGULAR MEETING
LUCY'S RESTAURANT 127 N. OHIO STREET, CELINA, TX 75009
THURSDAY, AUGUST 2, 2018 AT 8:00 AM

AGENDA

I. CALL TO ORDER:

II. PUBLIC COMMENT:

III. ACTION ITEMS:

A. Review, Discuss, and Take Action on Minutes from July 3, 2018 Meeting:

1. Main Street Advisory Board - Regular Meeting - Jul 3, 2018 8:00 AM

B. Review, Discuss, and Take Action on Check Presentation to Heroes, Cops & Kids:

C. Review, Discuss, and Take Action on Introduction and Presentation by Director of Engineering:

D. Review, Discuss, and Take Action on Manager Report and Financials:

1. Financials

E. Review, Discuss, and Take Action on Committee Reports as Needed:

i. Organization:

A. Merchant Meeting:

ii. Economic Vitality Committee Meeting: Aug 23, 8:30am:

iii. Design:

iv. Promotion:

A. Friday Night Market: Aug 3 & Sept 7:

B. Trick or Treat on the Square Committee Meeting: Aug 16, 8:30am:

C. Back to School Promotional Event: Aug 11:

D. Movie Night::

i. ***Committee Meeting: Aug 17, 9:30am:***

ii. ***Event: Aug 18:***

E. Christmas on the Square Committee Meeting: Aug 17, 8:30am:

IV. ADJOURNMENT:

Lucy's is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf, or hearing impaired, or readers of large print, are requested to contact the City Secretary's Office at 972-382-2682, or fax 972-382-3736 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

The Board reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, Chapter 551. "I, the undersigned authority do hereby certify that the Notice of Meeting was posted on the bulletin board at City Hall of the City of Celina, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: ___________________ at ____ p.m. and remained so posted continuously for at least 72 hours prior to the scheduled time of said meeting."

______________________________ ______________________________

City of Celina, TX Date Notice Removed

NOTICE OF
MAIN STREET ADVISORY BOARD REGULAR MEETING
LUCY'S RESTAURANT 127 N. OHIO STREET, CELINA, TX 75009
TUESDAY, JULY 3, 2018 AT 8:00 AM

MINUTES

I. CALL TO ORDER:

Attendee Name	Organization	Title	Status	Arrived	Departed
Buddy Minett	City of Celina	Board Member	Absent		
Tammy Walker	City of Celina	Board Member	Present		8:55 AM
Rachel Baty	City of Celina	Board Member	Present		
Jack Ousley	City of Celina	Board Member	Present		
Jessica Lloyd	City of Celina	Board Member	Present		
Amanda Webber	City of Celina	Board Member	Present		
Jennifer Kennemer	City of Celina	Board Member	Present		
Moises Casillas	City of Celina	Board Member	Present		
Betsy Bousreaux	City of Celina	Board Member	Absent		
Michelle Baggett	City of Celina	Board Member	Present		
Philip Ferguson	City of Celina	Board Member	Present		
Dante Ramirez	City of Celina	Board Member	Absent		
Bill Webber	City of Celina	Place 1	Present		
Corbett Howard	Celina EDC		Present		9:15 AM
Rebecca Barton	City of Celina	Downtown Development Manager	Present		

II. PUBLIC COMMENT:

No public comment.

III. ACTION ITEMS:

A. Review, Discuss, and Take Action on Minutes from June 7, 2018 Meeting:

1. Main Street Advisory Board - Regular Meeting - Jun 7, 2018 8:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Philip Ferguson, Board Member
SECONDER:	Michelle Baggett, Board Member
AYES:	Walker, Baty, Ousley, Lloyd, Webber, Kennemer, Casillas, Baggett, Ferguson
ABSENT:	Minett, Bousreaux, Ramirez

B. Review, Discuss, and Take Action on Check Presentation to Heroes, Cops and Kids:

Item moved to August agenda. No action taken.

C. Review, Discuss, and Take Action on Downtown Master Plan and Engagement Day Event:

Staff presented update for the Downtown Master Plan including a report from the Engagment Day on the Square Stakeholder feedback event held on June 22nd. Jack Ousley, Board President, and Councilman Bill Webber also reported on the day's events. Downtown is a priority for City Staff, Council, and public alike with the desire to uphold the historic tradition of the past while also providing opportunities for Downtown Celina to become a desitnation. No action taken.

D. Review, Discuss, and Take Action on Quarterback Club Sign:

1. Quarterback Club Sign

Staff presented the opportunity to renew, not renew, or purchase a new sign for Celina Main Street at the football stadium through the Quarterback Club.

Rachel Baty made the motion to purchase a new sign design for $400. Philip Ferguson seconded the motion and the motion carried, 9-0.

RESULT:	**ANNOUNCED**

E. Review, Discuss, and Take Action on Board Retreat:

Staff presented the need to plan the annual fall board retreat and requested guidance on a day to have the retreat.

Amanda Webber made the motion to hold the retreat on Saturday, September 29, 2018. Rachel Baty seconded the motion and the motion passed 8-1.

F. Review, Discuss, Take Action on Manager Report and Financials:

Staff presented updates around downtown.

Main Street Board: 7 members' terms end on September 30, 2018. Four have decided to re-apply and need to submit applications by July 30th. Three members are electing not to apply for an additional term. If there is someone you think would be a good member of the board, please contact Rebecca Barton. Future monthly meetings: August 2nd and September 6th.

Business updates: 229 W. Pecan will become an event venue, A Country Girl's Retreat won Best of in Living Magazine, and the Donut shop now Terry's Donuts and under new management and working on a new store sign. The board expressed interest in meeting with the management of Terry's Dounts and figuring out how to work together in the future.

General city updates: City Hall closed Wednesday, July 4th, new hours of opperation begin July 9th, and Rebecca Barton, Dowtown Development Manager will be at Texas Main Street Training from July 10-13th.

1. Financials

G. Review, Discuss, Take Action on Committee Reports as needed:

i. Organization: Meeting July 20, 9:30am at Main Street Office:

No action taken.

A. Merchant Meeting:

Next meeting scheduled for Tuesday, July 10th at 9am at Lucy's on the Square. No action taken.

B. Golf: Donation to In-N-Out Burger:

No action taken.

1. Donation In-N-Out Burger

ii. Economic Vitality: Meeting July 26, 8:30am at Main Street Office:

No action taken.

iii. Design: Meeting July 6, 12:00pm at Main Street Office:

No action taken.

iv. Promotion:

A. July 6: Friday Night Market:

No action taken.

B. August 1: Downtown 3D Tour (celina360) Launch:

No action taken.

C. August 3: Friday Night Market:

No action taken.

D. August 11: Back to School Promotional Event:

No action taken.

E. August 18: Movie Night on the Square:

i. New Lightbulb for Projector:

Amanda Webber made a motion to purchase an additional lightbulb for the projector. Philip Ferguson seconded the motion and the motion passed 8-0.

F. Christmas on the Square: Meeting July 20, 8:30am at Main Street Office:

No action taken.

G. Gift Tour:

Celina Education Foundation will co-host this year's event. No action taken.

IV. ADJOURNMENT:

Jack Ousley, Board President, moved to adjourn at 9:27am.

Chairman

Date Minutes Approved

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF:JUNE 30TH, 2018

112-MAIN STREET FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
MAIN STREET-REVENUE	67,950.00	1,841.63	0.00	64,567.38	0.00	3,382.62	95.02
TOTAL REVENUES	67,950.00	1,841.63	0.00	64,567.38	0.00	3,382.62	95.02
EXPENDITURE SUMMARY							
MAIN STREET	66,288.00	4,946.06	0.00	52,823.12	0.00	13,464.88	79.69
SUBTOTAL EXPENDITURES	66,288.00	4,946.06	0.00	52,823.12	0.00	13,464.88	79.69
TOTAL EXPENDITURES	66,288.00	4,946.06	0.00	52,823.12	0.00	13,464.88	79.69
REVENUES OVER/(UNDER) EXPENDITURES	1,662.00	(3,104.43)	0.00	11,744.26	0.00	(10,082.26)	

3.D.1

Communication: Financials (Review, Discuss, and Take Action on Manager Report and Financials)

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF:JUNE 30TH, 2018

112-MAIN STREET FUND
REVENUES

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
MAIN STREET-REVENUE							
CONTRIBUTIONS/DONATIONS							
112-400-04-4051 MAIN STREET-SPECIAL EV	22,750.00	370.00	0.00	13,209.98	0.00	9,540.02	58.07
112-400-04-4052 GOLF TOURNAMENT	45,000.00	1,460.00	0.00	51,114.63	0.00	(6,114.63)	113.59
112-400-04-4055 DONATIONS/CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS/DONATIONS	67,750.00	1,830.00	0.00	64,324.61	0.00	3,425.39	94.94
INTEREST							
112-400-05-4800 INTEREST INCOME	200.00	11.63	0.00	242.77	0.00	(42.77)	121.39
TOTAL INTEREST	200.00	11.63	0.00	242.77	0.00	(42.77)	121.39
TRANSFERS							
112-400-99-4600 TRANSFERS FROM OTHER F	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN STREET-REVENUE	67,950.00	1,841.63	0.00	64,567.38	0.00	3,382.62	95.02
TOTAL REVENUES	67,950.00	1,841.63	0.00	64,567.38	0.00	3,382.62	95.02

112-MAIN STREET FUND
REVENUES % OF YEAR COMPLETED: 75.00

MAIN STREET

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PAYROLL EXPENSE							
112-517-01-5100 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5105 OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5110 P/R TAX EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5111 SUTA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5115 GROUP HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5116 RETIREMENT-TML	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5117 WORKMAN'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5120 LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-01-5122 SCHOOL REGISTRATION &	1,000.00	0.00	0.00	860.00	0.00	140.00	86.00
112-517-01-5123 TRAVEL, MEALS & LODGIN	2,500.00	358.35	0.00	453.87	0.00	2,046.13	18.15
TOTAL PAYROLL EXPENSE	3,500.00	358.35	0.00	1,313.87	0.00	2,186.13	37.54
MATERIALS & SUPPLIES							
112-517-03-5208 COMPUTER HDWR/SOFTWARE	500.00	0.00	0.00	674.89	0.00	(174.89)	134.98
112-517-03-5209 OFFICE SUPPLIES	500.00	0.00	0.00	194.38	0.00	305.62	38.88
112-517-03-5210 MATERIALS/SUPPLIES	750.00	0.00	0.00	463.04	0.00	286.96	61.74
TOTAL MATERIALS & SUPPLIES	1,750.00	0.00	0.00	1,332.31	0.00	417.69	76.13
MAINTENANCE EXPENSE							
112-517-04-5205 MAINTENANCE AGREEMENTS	2,500.00	0.00	0.00	603.73	0.00	1,896.27	24.15
112-517-04-5230 EQUIPMENT REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-04-5231 EQUIPMENT O&M	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-04-5280 VEHICLE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-04-5281 VEHICLE REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE EXPENSE	2,500.00	0.00	0.00	603.73	0.00	1,896.27	24.15
UTILITY EXPENSE							
112-517-05-5400 TELEPHONE	1,300.00	59.67	0.00	580.92	0.00	719.08	44.69
112-517-05-5401 CELL PHONE	700.00	0.00	0.00	699.17	0.00	0.83	99.88
112-517-05-5403 INTERNET/DSL	400.00	0.00	0.00	45.59	0.00	354.41	11.40
112-517-05-5419 NATURAL GAS	550.00	0.00	0.00	537.08	0.00	12.92	97.65
112-517-05-5420 UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY EXPENSE	2,950.00	59.67	0.00	1,862.76	0.00	1,087.24	63.14
CONTRACT LABOR							
112-517-06-5140 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS EXPENSE							
112-517-09-5121 GOLF TOURNAMENT	20,000.00	1,466.28	0.00	21,753.82	0.00	(1,753.82)	108.77
112-517-09-5220 POSTAGE	100.00	0.00	0.00	122.65	0.00	(22.65)	122.65
112-517-09-5240 GENERAL INSURANCE	138.00	0.00	0.00	137.77	0.00	0.23	99.83
112-517-09-5250 MEMBERSHIPS & DUES	500.00	0.00	0.00	535.00	0.00	(35.00)	107.00
112-517-09-5270 SCHOOL/TRAVEL/MEALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

112-MAIN STREET FUND
REVENUES % OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
112-517-09-5290 ADVERTISING	1,500.00	14.76	0.00	964.66	0.00	535.34	64.31
112-517-09-5340 OFFICE CLEANING	350.00	75.00	0.00	375.00	0.00	(25.00)	107.14
112-517-09-5415 EQUIPMENT RENTAL	1,500.00	0.00	0.00	84.92	0.00	1,415.08	5.66
112-517-09-5700 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-09-5705 SPECIAL PROJECTS	30,000.00	2,972.00	0.00	23,736.63	0.00	6,263.37	79.12
112-517-09-5706 MISC EXPENSE	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
112-517-09-5750 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-09-5801 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS EXPENSE	55,588.00	4,528.04	0.00	47,710.45	0.00	7,877.55	85.83
TOTAL MAIN STREET	66,288.00	4,946.06	0.00	52,823.12	0.00	13,464.88	79.69
SUBTOTAL EXPENDITURES	66,288.00	4,946.06	0.00	52,823.12	0.00	13,464.88	79.69
TOTAL EXPENDITURES	66,288.00	4,946.06	0.00	52,823.12	0.00	13,464.88	79.69
REVENUES OVER/(UNDER) EXPENSES	1,662.00	(3,104.43)	0.00	11,744.26	0.00	(10,082.26)	

Cash Balance 7/26/2018: $38,46.95