



**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**

AGENDA

- I. CALL TO ORDER:**
- II. 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
 - B. Review, Discuss, and Take Action on Check Presentation to Heroes, Cops and Kids:
 - C. Review, Discuss, and Take Action on Downtown Master Plan and Engagement Day Event:
 - D. Review, Discuss, and Take Action on Quarterback Club Sign:
 - 1. Quarterback Club Sign
 - E. Review, Discuss, and Take Action on Board Retreat:
 - F. Review, Discuss, Take Action on Manager Report and Financials:
 - 1. Financials
 - G. Review, Discuss, Take Action on Committee Reports as needed:
 - i. Organization: Meeting July 20, 9:30am at Main Street Office:**
 - A. Merchant Meeting:**
 - B. Golf: Donation to In-N-Out Burger:**
 - 1. Donation In-N-Out Burger
 - ii. Economic Vitality: Meeting July 26, 8:30am at Main Street Office:**
 - iii. Design: Meeting July 6, 12:00pm at Main Street Office:**

iv. Promotion:

- A. July 6: Friday Night Market:**
- B. August 1: Downtown 3D Tour (celina360) Launch:**
- C. August 3: Friday Night Market:**
- D. August 11: Back to School Promotional Event:**
- E. August 18: Movie Night on the Square:**

i. New Lightbulb for Projector:

- F. Christmas on the Square: Meeting July 20, 8:30am at Main Street Office:**
- G. Gift Tour:**

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
THURSDAY, JUNE 7, 2018 AT 8:00 AM**

MINUTES

I. CALL TO ORDER:

Attendee Name	Organization	Title	Status	Arrived	Departed
Buddy Minett	City of Celina	Board Member	Present		
Tammy Walker	City of Celina	Board Member	Present		
Rachel Baty	City of Celina	Board Member	Absent		
Jack Ousley	City of Celina	Board Member	Present		
Jessica Lloyd	City of Celina	Board Member	Absent		
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	Present		
Michelle Baggett	City of Celina	Board Member	Present		
Philip Ferguson	City of Celina	Board Member	Present		8:53 AM
Dante Ramirez	City of Celina	Board Member	Absent		
Bill Webber	City of Celina	Place 1	Present		
Bill Hemby	Celina ISD		Present		
Corbett Howard	Celina EDC		Present		
Rebecca Barton	City of Celina	Downtown Development Manager	Present		

II. PUBLIC COMMENT:

Boyscout Troup 296 of Celina's First United Methodist Church were present and introduced themselves.

III. ACTION ITEMS:

A. Review, Discuss, and Take Action on minutes from May 3, 2018 meeting::

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

Minutes Acceptance: Minutes of Jun 7, 2018 8:00 AM (Review, Discuss, and Take Action on Minutes from June 7, 2018 Meeting)

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

B. Review, Discuss, and Take Action on Downtown Master Plan Update::

1. Downtown Master Plan Update

Staff presented updates on the Downtown Master Plan efforts including the various stakeholder engagement efforts during the month of June. No action taken.

C. Review, Discuss, and Take Action on Main Street Booth at Octoberfest:

Amanda Webber made the motion to have a booth and tshirt sales at Octoberfest and possibly one other item for sale or attraction. Betsy Boudreaux seconded the motion and the motion carried, 9-0.

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

Staff presented updates around downtown including business updates, general city updates, Main Street Conference announcement in Dallas in 2020, and board member term limits ending in September.

Buddy Minett made the motion to change the July Main Street Advisory Board Meeting to July 3, 2018 at 8am at Lucy's on the Square due to the 4th of July Holiday. Michelle Baggett seconded the motion and the motion carried, 9-0.

E. Review, Discuss, and Take Action on Donation to Heros, Cops & Kids:

Philip Ferguson presented on services Heros, Cops & Kids provided during past movie nights. At no cost to Main Street, they provide costumed characters, gave out capes, badges, and prizes to children attending while also posing for pictures. They are a non-profit group and can only accept donations to fund their operations.

Buddy Minett made the motion to donate \$500 to Heros, Cops & Kids. Jennifer Kennemer seconded the motion and the motion carried, 9-0.

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

i. Organization::

No update. No action taken.

A. Golf Tournament:

1. 2018 Golf Tournament

Staff provided update from the event, final budget numbers, and a summary of the committee meeting wrap-up meeting including player post-event survey results.

Buddy Minett made the motion for staff to move forward with securing the 2019 Golf Tournament at Stonebridge Ranch Country Club on May 7, 2019. Tammy Walker seconded the motion and the motion carried, 9-0.

ii. Economic Vitality::

No update. No action taken.

iii. **Design::**

Design Committee Chair, Jack Ousley, gave an update of the meeting held on June 1st. Tasks were assigned within the group focusing on flower pots, banner poles, and public art. Moving forward, meetings will be the first Fridays of the month at noon at the Main Street Office. No action taken.

iv. **Promotion::**

Staff discussed upcoming events including Movie Night on the Square, Engagment Day on the Square, and Friday Night Market. Volunteers were solicited and board members were asked to promote the events on facebook and other means they have. Staff also mentioned Christmas on the Square event committee's kick off meeting will be on June 20th at 8:30am at the Main Street Office. No action taken.

A. **June 16: Movie Night:**i. **Purchase New Blower and Make Screen Repairs:**B. **June 22: Engagement Day on the Square:**C. **July 6: Friday Night Market:**IV. **ADJOURNMENT:**

Jack Ousley, Board President, moved to adjourn at 8:57am.

Chairman

Date Minutes Approved



2018 CELINA FOOTBALL PROGRAM CONTRACT

- ☐ Email Invoice
☐ Mail Invoice

ADVERTISER INFORMATION

Main Contact

Company Name

Address

City, State, Zip

Work Phone

Home Phone

Mobile

Fax

Email

AD SIZE

Please check all that apply. Circle Amount.

	FAMILY	CORPORATE
	COLOR	COLOR
☐ Full Page	\$300	\$500
☐ 1/2 Page	\$200	\$400
☐ 1/4 Page	\$125	\$200
☐ Roster Sponsor	Call	Call
☐ Covers	N/A	\$1500
☐ Field Sign Renewal	\$300	\$300
☐ New Field Sign	\$400	\$400

AD MATERIALS

- ☐ Repeat of 2017 Ad – with NO CHANGES
- ☐ Repeat of 2017 Ad – with CHANGES noted below
- ☐ High resolution, 300 dpi, CMYK pdf file provided (Ask for ad guidelines)
- ☐ Create my ad for me! Photos and text provided. Digital or photo prints okay.

Special Instructions, Comments or Requests:

AMOUNT DUE

Please complete

Ad Cost	\$
Production (if applicable)	\$
Total Due	\$

MAKE CHECKS PAYABLE TO: CELINA QUARTERBACK CLUB

Authorized Signature:

Date:

Quarterback Club Representative:

Phone:

Signs:

Contact – Brian Roach

P: 817-705-8068

celinaquarterbackclub@gmail.com

**20% DISCOUNT IF
ORDERING AD
AND SIGN!**

Ads: Celina QB Club

P.O. Box 1544

Celina, TX 75009

celinaquarterbackclub@gmail.com

Communication: Quarterback Club Sign (Review, Discuss, and Take Action on Quarterback Club Sign)



Communication: Quarterback Club Sign (Review, Discuss, and Take Action on Quarterback Club Sign)

CITY OF CELINA
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
<u>REVENUE SUMMARY</u>							
MAIN STREET-REVENUE	<u>67,950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>49,003.77</u>	<u>0.00</u>	<u>18,946.23</u>	<u>72.11</u>
TOTAL REVENUES	<u>67,950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>49,003.77</u>	<u>0.00</u>	<u>18,946.23</u>	<u>72.11</u>
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
MAIN STREET	<u>66,288.00</u>	<u>3,180.60</u>	<u>0.00</u>	<u>51,457.66</u>	<u>0.00</u>	<u>14,830.34</u>	<u>77.61</u>
SUBTOTAL EXPENDITURES	<u>66,288.00</u>	<u>3,180.60</u>	<u>0.00</u>	<u>51,457.66</u>	<u>0.00</u>	<u>14,830.34</u>	<u>77.61</u>
TOTAL EXPENDITURES	<u>66,288.00</u>	<u>3,180.60</u>	<u>0.00</u>	<u>51,457.66</u>	<u>0.00</u>	<u>14,830.34</u>	<u>77.61</u>
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	<u>1,662.00</u>	<u>(3,180.60)</u>	<u>0.00</u>	<u>(2,453.89)</u>	<u>0.00</u>	<u>4,115.89</u>	
	=====	=====	=====	=====	=====	=====	

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

CITY OF CELINA
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
<u>MAIN STREET-REVENUE</u>							
<u>CONTRIBUTIONS/DONATIONS</u>							
112-400-04-4051 MAIN STREET-SPECIAL EV	22,750.00	0.00	0.00	12,374.98	0.00	10,375.02	54.40
112-400-04-4052 GOLF TOURNAMENT	45,000.00	0.00	0.00	36,397.65	0.00	8,602.35	80.88
112-400-04-4055 DONATIONS/CONTRIBUTION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRIBUTIONS/DONATIONS	67,750.00	0.00	0.00	48,772.63	0.00	18,977.37	71.99
 <u>INTEREST</u>							
112-400-05-4800 INTEREST INCOME	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>231.14</u>	<u>0.00</u>	(<u>31.14</u>)	<u>115.57</u>
TOTAL INTEREST	200.00	0.00	0.00	231.14	0.00	(31.14)	115.57
 <u>TRANSFERS</u>							
112-400-99-4600 TRANSFERS FROM OTHER F	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MAIN STREET-REVENUE	67,950.00	0.00	0.00	49,003.77	0.00	18,946.23	72.11
TOTAL REVENUES	67,950.00	0.00	0.00	49,003.77	0.00	18,946.23	72.11
	=====	=====	=====	=====	=====	=====	=====

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

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
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DEPARTMENTAL EXPENDITURES

MAIN STREET

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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 & LODGING	2,500.00	0.00	0.00	95.52	0.00	2,404.48	3.82
TOTAL PAYROLL EXPENSE	3,500.00	0.00	0.00	955.52	0.00	2,544.48	27.30

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	61.73
TOTAL MATERIALS & SUPPLIES	1,750.00	0.00	0.00	1,332.31	0.00	417.69	76.11

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	44.67
112-517-05-5401 CELL PHONE	700.00	0.00	0.00	699.17	0.00	0.83	99.86
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	97.69
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	63.16

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	261.43	0.00	20,548.97	0.00	548.97	102.74
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	99.84
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

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

CITY OF CELINA
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
DEPARTMENTAL EXPENDITURES							
112-517-09-5290 ADVERTISING	1,500.00	0.00	0.00	949.90	0.00	550.10	63.33
112-517-09-5340 OFFICE CLEANING	350.00	37.50	0.00	337.50	0.00	12.50	96.43
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	2,822.00	0.00	23,986.63	0.00	6,013.37	79.91
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS EXPENSE	55,588.00	3,120.93	0.00	46,703.34	0.00	8,884.66	84.00
TOTAL MAIN STREET	66,288.00	3,180.60	0.00	51,457.66	0.00	14,830.34	77.63
SUBTOTAL EXPENDITURES	66,288.00	3,180.60	0.00	51,457.66	0.00	14,830.34	77.63
TOTAL EXPENDITURES	66,288.00	3,180.60	0.00	51,457.66	0.00	14,830.34	77.63
REVENUES OVER/(UNDER) EXPENSES	1,662.00	(3,180.60)	0.00	(2,453.89)	0.00	4,115.89	

Cash Balance 6/28/2018 is \$39,291.03

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

In-N-Out Burger Foundation
4199 Campus Drive, 9th Floor
Irvine, CA 92612



Celina Main Street hosted the 25th Annual Celina Main Street Golf Tournament on Tuesday, May 15, 2018 at the Hills Course at Stonebridge Ranch Country Club at 5901 Glen Oaks Drive, McKinney, Texas 75070. This is our annual fundraiser for the year to help us provide events and projects to cultivate our Historic Downtown Square.

In-N-Out Burger partnered with us for a second year in a row and provided lunch on site for our event. Not only was the staff great, but the food was delicious and added to the success of our fundraising efforts.

On behalf of the Celina Main Street Advisory Board, we would greatly appreciate your support and the opportunity to build a relationship with your business. We donated \$200 online on June 25, 2018 to the In-N-Out Burger Foundation which provides assistance to those in need in our very own community.

Thank you for your continued support and partnership.

Sincerely,

Rebecca Barton
Downtown Development Director
City of Celina
rbarton@celina-tx.gov
Office: 972-382-2682 X7002
Cell: 214-551-4249

Communication: Donation In-N-Out Burger (Golf: Donation to In-N-Out Burger)



THANK YOU FOR YOUR DONATION OF \$200.00!

We sent an email confirmation to rbarton@celina-tx.gov

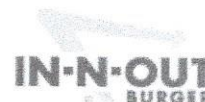
Below is information for your transaction completed on
06/25/2018

Please print and retain for your records.

Cardholder Name: Main St Dept
Card Number: xxxx xxxx xxxx 9421
Authorization Number: 057138
Date: 06/25/2018 07:20:04 AM

The In-N-Out Burger Foundation® is recognized as a 501(c)(3) non-profit organization by the IRS, and our Tax I.D. is #33-0654550. No goods or services were received for this donation. For further assistance, please contact the Foundation at (949) 509-2555

In-N-Out Burger Foundation®
4199 Campus Drive, 9th Floor
Irvine, CA 92612
(949) 509-2555



Communication: Donation In-N-Out Burger (Golf: Donation to In-N-Out Burger)