NOTICE OF
MAIN STREET ADVISORY BOARD REGULAR MEETING
LUCY'S RESTAURANT 127 N. OHIO STREET, CELINA, TX 75009
THURSDAY, MAY 2, 2019 AT 8:00 AM

AGENDA

I. CALL TO ORDER:

II. PUBLIC COMMENT:

III. MINUTES:

1. Main Street Advisory Board - Regular Meeting - Apr 4, 2019 8:00 AM

IV. ACTION ITEMS:

A. Review, Discuss, and Take Action on Moving the Regularly Scheduled July Main Street Advisory Board Meeting.:

B. Review, Discuss, and Take Action on Manager's Report and Financials:
   1. Financials

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

i. Organization:

A. Golf Tournament:

B. Staff Recognition: June 6:

ii. Design:

iii. Economic Vitality:

iv. Promotion:

A. Friday Night Market: May 3, June 7:

B. Movie Night: June 15:

V. 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, APRIL 4, 2019 AT 8:00 AM

MINUTES

I. **CALL TO ORDER:**

Attendee Name	Organization	Title	Status	Arrived
Buddy Minett	City of Celina	Board Member	Absent	
Rachel Baty	City of Celina	Board Member	Absent	
Jack Ousley	City of Celina	Board Member	Present	
Amanda Webber	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	
Dante Ramirez	City of Celina	Board Member	Absent	
Eddie Cawlfield	City of Celina	Board Member	Present	
Leya Grubbs	City of Celina	Board Member	Present	
Renee Marler	City of Celina	Board Member	Absent	

Board President, Amanda Webber, called the meeting to order at 8:10am.

II. **PUBLIC COMMENT:**

No public comment.

III. **MINUTES:**

A. Review, Discuss, and Take Action on minutes from March 7, 2019 meeting:
   1. Main Street Advisory Board - Regular Meeting - Mar 7, 2019 8:00 AM

Philip Ferguson made the motion to approve minutes from the March 7, 2019 Regular Main Street Advisory Board Meeting with the correct spelling of Betsy Boudreaux's last name. The motion was seconded by Jack Ousley and the motion passed 8-0.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Philip Ferguson, Board Member
SECONDER:	Jack Ousley, Board Member
AYES:	Ousley, Webber, Casillas, Bousreaux, Baggett, Ferguson, Cawlfield, Grubbs
ABSENT:	Minett, Baty, Ramirez, Marler

IV. ACTION ITEMS:

A. Review, Discuss, and Take Action on Manager's Report:

Rebecca Barton, Downtown Development Manager presented updates:
Staff Training
March Ribbon Cuttings
City Council Recognition - April: Nationa Accredidation and May: Historic Preservation
Marketing Efforts - Board Member and Business Highlights
Staff Projects - Branding, Zoning Changes, Downtown Investment Grant, Event Coordinator, and Office Closures

No action taken.

i. Staff Appreciation:

Staff and the board discussed ideas for City Staff appreciation from the Main Street Advisory Board. Jack Ousley made the motion to donate $1,000 each to the Police and Fire associations as well as set up a lunch event for the Park's Department Staff. Betsy Boudreaux seconded the motion and the motion passed 8-0.

B. Review, Discuss, and Take Action on Financials:

Staff presented an update on the financials. A future budgeting retreat will take place in the next few months. Moises Casillas made a motion to move forward with allocating money to add businesses to the Celina360 Tour. Betsy Boudreaux seconded the motion and the motion carried 8-0.

1. Financials

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

i. Organization:

A. Golf Tournament:

Staff presented an update on the Golf Tournament. Teams and hole sponsorship are sold out. Volunteers for the event as well as sponsorships are still needed. No action taken.

ii. Design:

No action taken.

iii. Economic Vitality:

No action taken.

iv. Promotion:

No action taken.

A. Friday Night Market: March 1:

Upcoming Markets: April 5 and May 3. Committee members needed. No action taken.

B. Movie Night:

Upcoming Superhero Movie Night: April 20. Committee members needed. No action taken.

V. ADJOURNMENT:

Amanda Webber, Board President, moved to adjourn at 9:06am.

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Chairman

____
Date Minutes Approved

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF:APRIL 30TH, 2019

112-MAIN STREET FUND

FINANCIAL SUMMARY % OF YEAR COMPLETED: 58.3

	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	92,150.00	0.00	0.00	21,625.29	0.00	70,524.71	23.4
TOTAL REVENUES	92,150.00	0.00	0.00	21,625.29	0.00	70,524.71	23.4
EXPENDITURE SUMMARY							
MAIN STREET	92,150.00	2,466.36	0.00	18,800.59	4,479.82	68,869.59	25.2
SUBTOTAL EXPENDITURES	92,150.00	2,466.36	0.00	18,800.59	4,479.82	68,869.59	25.2
TOTAL EXPENDITURES	92,150.00	2,466.36	0.00	18,800.59	4,479.82	68,869.59	25.2
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(2,466.36)	0.00	2,824.70	(4,479.82)	1,655.12	

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

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF:APRIL 30TH, 2019

112-MAIN STREET FUND

REVENUES % OF YEAR COMPLETED: 58.3

	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	22,000.00	0.00	0.00	5,728.13	0.00	16,271.87	26.0
112-400-04-4052 GOLF TOURNAMENT	45,000.00	0.00	0.00	15,650.00	0.00	29,350.00	34.7
112-400-04-4055 DONATIONS/CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL CONTRIBUTIONS/DONATIONS	67,000.00	0.00	0.00	21,378.13	0.00	45,621.87	31.9
INTEREST							
112-400-05-4800 INTEREST INCOME	150.00	0.00	0.00	247.16	0.00	(97.16)	164.7
TOTAL INTEREST	150.00	0.00	0.00	247.16	0.00	(97.16)	164.7
TRANSFERS							
112-400-99-4600 TRANSFERS FROM OTHER F	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.0
TOTAL TRANSFERS	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.0
TOTAL MAIN STREET-REVENUE	92,150.00	0.00	0.00	21,625.29	0.00	70,524.71	23.4
TOTAL REVENUES	92,150.00	0.00	0.00	21,625.29	0.00	70,524.71	23.4

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF:APRIL 30TH, 2019

112-MAIN STREET FUND

REVENUES % OF YEAR COMPLETED: 58.3

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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	0.0
112-517-01-5105 OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-01-5110 P/R TAX EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-01-5111 SUTA	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-01-5115 GROUP HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-01-5116 RETIREMENT-TML	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-01-5117 WORKMAN'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-01-5120 LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-01-5122 SCHOOL REGISTRATION &	1,085.00	0.00	0.00	460.00	0.00	625.00	42.4
112-517-01-5123 TRAVEL, MEALS & LODGIN	2,500.00	0.00	0.00	458.00	0.00	2,042.00	18.3
TOTAL PAYROLL EXPENSE	3,585.00	0.00	0.00	918.00	0.00	2,667.00	25.6
MATERIALS & SUPPLIES							
112-517-03-5208 COMPUTER HDWR/SOFTWARE	500.00	0.00	0.00	0.00	519.82	(19.82)	103.9
112-517-03-5209 OFFICE SUPPLIES	500.00	0.00	0.00	(66.78)	0.00	566.78	13.3
112-517-03-5210 MATERIALS/SUPPLIES	750.00	0.00	0.00	283.87	0.00	466.13	37.8
TOTAL MATERIALS & SUPPLIES	1,750.00	0.00	0.00	217.09	519.82	1,013.09	42.1
MAINTENANCE EXPENSE							
112-517-04-5205 MAINTENANCE AGREEMENTS	215.00	0.00	0.00	0.00	0.00	215.00	0.0
112-517-04-5230 EQUIPMENT REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-04-5231 EQUIPMENT O&M	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-04-5280 VEHICLE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-04-5281 VEHICLE REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL MAINTENANCE EXPENSE	215.00	0.00	0.00	0.00	0.00	215.00	0.0
UTILITY EXPENSE							
112-517-05-5400 TELEPHONE	1,300.00	31.36	0.00	309.22	0.00	990.78	23.7
112-517-05-5401 CELL PHONE	1,000.00	0.00	0.00	504.39	0.00	495.61	50.4
112-517-05-5403 INTERNET/DSL	400.00	0.00	0.00	0.00	0.00	400.00	0.0
112-517-05-5419 NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-05-5420 UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL UTILITY EXPENSE	2,700.00	31.36	0.00	813.61	0.00	1,886.39	30.1
CONTRACT LABOR							
112-517-06-5140 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MISCELLANEOUS EXPENSE							
112-517-09-5121 GOLF TOURNAMENT	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.0
112-517-09-5220 POSTAGE	150.00	0.00	0.00	153.82	0.00	(3.82)	102.5
112-517-09-5240 GENERAL INSURANCE	135.00	0.00	0.00	0.00	0.00	135.00	0.0
112-517-09-5250 MEMBERSHIPS & DUES	1,050.00	535.00	0.00	535.00	0.00	515.00	50.9
112-517-09-5270 SCHOOL/TRAVEL/MEALS	0.00	0.00	0.00	0.00	0.00	0.00	0.0

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

REVENUE & EXPENSE REPORT (UNAUDITED)

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112-MAIN STREET FUND

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112-517-09-5290 ADVERTISING	1,500.00	0.00	0.00	446.78	0.00	1,053.22	29.7
112-517-09-5340 OFFICE CLEANING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-09-5415 EQUIPMENT RENTAL	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.0
112-517-09-5700 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-09-5705 SPECIAL PROJECTS	33,065.00	1,900.00	0.00	15,713.29	3,960.00	13,391.71	59.5
112-517-09-5706 MISC EXPENSE	1,500.00	0.00	0.00	3.00	0.00	1,497.00	0.2
112-517-09-5707 FACADE GRANT EXPENSE	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.0
112-517-09-5750 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
112-517-09-5801 DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL MISCELLANEOUS EXPENSE	83,900.00	2,435.00	0.00	16,851.89	3,960.00	63,088.11	24.8
TOTAL MAIN STREET	92,150.00	2,466.36	0.00	18,800.59	4,479.82	68,869.59	25.2
SUBTOTAL EXPENDITURES	92,150.00	2,466.36	0.00	18,800.59	4,479.82	68,869.59	25.2
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