NOTICE OF
MAIN STREET ADVISORY BOARD REGULAR MEETING
LUCY'S RESTAURANT 127 N. OHIO STREET, CELINA, TX 75009
THURSDAY, APRIL 5, 2018 AT 8:00 AM

AGENDA

I. CALL TO ORDER:

II. PUBLIC COMMENT:

III. ACTION ITEMS:

1. Review, Discuss, and Take Action on minutes from March 1, 2018 meeting.:
    1. Main Street Advisory Board - Regular Meeting - Mar 1, 2018 8:00 AM
2. Review, Discuss, Take Action on lending Fire Department Mac Computer
3. Review, Discuss, and Take Action on 3D Virtual Tour of Downtown.
4. Review, Discuss, and Take Action on Manager Report and Financials:

i. Manager's Update:

ii. Budget and Financials:

1. Financials

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

i. Organization:

A. Golf Tournament: May 15:

B. Merchant Group:

ii. Economic Vitality::

iii. Design:

A. Flower Pots: April 6, 9am:

B. Downtown Clean Up Day: April 7, 10am-2pm:

iv. **Promotion**:

A. **April Mailers**:

B. **Volunteers for upcoming events**:

C. **Farmer's Market: April 6, 6-9pm**:

D. **Cajun Fest: April 14, 12-10pm**:

E. **Movie Night: April 21, 6-8 activities, movie at sundown**:

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, MARCH 1, 2018 AT 8:00 AM

MINUTES

I. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT:

Attendee Name	Organization	Title	Status	Arrived
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	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	Present	
Michelle Baggett	City of Celina	Board Member	Present	
Philip Ferguson	City of Celina	Board Member	Present	
Bill Webber	City of Celina	Ex-Officio	Present	
Bill Hemby	Celina ISD	Ex-Officio	Present	
Rebecca Barton	City of Celina	Downtown Development Manager	Present	

Meeting was called to order at 8:04am by Jack Ousley, Board President.

II. PUBLIC COMMENT:

No public comment.

III. ACTION ITEMS:

1. Review, Discuss, and Take Action on Minutes from February 1, 2018 meeting.

A motion was made by Tammy Walker approving the minutes. Philip Ferguson seconded the motion and the motion carried, 11-0.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Minett, Walker, Baty, Ousley, Lloyd, Webber, Kennemer, Casillas, Bousreaux, Baggett, Ferguson

2. Review, Discuss and Take Action on Manager Report and Financials.

Minutes Acceptance: Minutes of Mar 1, 2018 8:00 AM (Review, Discuss, and Take Action on minutes from March 1, 2018 meeting.)

Staff presented a current financial update. No action taken.

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

i. **Organization:**

The Organization Committee held a quarterly meeting on February 16th to disucss goals including marketing materials and connecting with HOAs and other towns. The Committee is inviting any board members who are interested to attend Denton's Main Street meeting on Wednesday March 21st at 8:30am. No action taken.

1. Golf Tournament

Staff presented an update on the Golf Tournamnet including sponsors, financials, and future tasks. All committee members will need to help and participate during the tournament on May 15th. No action taken.

2. Merchant Group

Staff presented an update that the merchant group is meeting monthly on the first Wednesday at 2pm at Tender Smokehouse. No action taken.

ii. **Economic Vitality:**

The Economic Vitality Committee held a quarterly meeting on February 22ns to disucss goals including training, business owners survey, and business assitance materials. No action taken.

iii. **Design:**

The Design Committee held meetings on February 8th and 22nd to disucss goals including flower pots, banners, paint grant, and public art. The Committee is inviting others to join who are interested. The next meeting is scheduled for March 8th at noon at the Main Street Office. No action taken.

1. Downtown Clean Up Day: April 7, 10am-2pm

Staff presented information on a Downtown Clean Up Day happening April 7th from 10am-2pm. Volunteers are needed. No action taken.

iv. **Promotion:**

1. Volunteers

Staff presented information on upcoming events and asked to volunteer themselves and recruit others. No action taken.

2. Farmer's Market: March 2 & April 6, 6-9pm

3. Cajun Fest: April 14, 12-10pm

4. Movie Night: April 21, 6-10:30pm

IV. ADJOURNMENT:

Jack Ousley, Board President, moved to adjourn at 8:43am.

Chairman

Date Minutes Approved

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF:FEBRUARY 28TH, 2018

112-MAIN STREET FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	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	67,810.00	8,304.24	0.00	21,121.67	0.00	46,688.33	31.15
TOTAL REVENUES	67,810.00	8,304.24	0.00	21,121.67	0.00	46,688.33	31.15
EXPENDITURE SUMMARY							
MAIN STREET	66,085.00	3,812.79	0.00	18,548.76	9,700.00	37,836.24	42.75
SUBTOTAL EXPENDITURES	66,085.00	3,812.79	0.00	18,548.76	9,700.00	37,836.24	42.75
TOTAL EXPENDITURES	66,085.00	3,812.79	0.00	18,548.76	9,700.00	37,836.24	42.75
REVENUES OVER/(UNDER) EXPENDITURES	1,725.00	4,491.45	0.00	2,572.91	(9,700.00)	8,852.09	

Communication: Financials (Budget and Financials)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF:FEBRUARY 28TH, 2018

112-MAIN STREET FUND

REVENUES % OF YEAR COMPLETED: 41.67

	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	686.50	0.00	6,294.24	0.00	16,455.76	27.67
112-400-04-4052 GOLF TOURNAMENT	45,000.00	7,600.00	0.00	14,750.00	0.00	30,250.00	32.78
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	8,286.50	0.00	21,044.24	0.00	46,705.76	31.06
INTEREST							
112-400-05-4800 INTEREST INCOME	60.00	17.74	0.00	77.43	0.00	(17.43)	129.05
TOTAL INTEREST	60.00	17.74	0.00	77.43	0.00	(17.43)	129.05
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	67,810.00	8,304.24	0.00	21,121.67	0.00	46,688.33	31.15
TOTAL REVENUES	67,810.00	8,304.24	0.00	21,121.67	0.00	46,688.33	31.15

3.4.2.1

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF:FEBRUARY 28TH, 2018

112-MAIN STREET FUND

REVENUES % OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
MAIN STREET							
===========							
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	0.00	0.00	1,000.00	0.00
112-517-01-5123 TRAVEL, MEALS & LODGIN	2,500.00	63.37	0.00	95.52	0.00	2,404.48	3.82
TOTAL PAYROLL EXPENSE	3,500.00	63.37	0.00	95.52	0.00	3,404.48	2.73
MATERIALS & SUPPLIES							
112-517-03-5208 COMPUTER HDWR/SOFTWARE	500.00	0.00	0.00	166.89	0.00	333.11	33.38
112-517-03-5209 OFFICE SUPPLIES	500.00	0.00	0.00	134.41	0.00	365.59	26.88
112-517-03-5210 MATERIALS/SUPPLIES	750.00	167.95	0.00	327.87	0.00	422.13	43.72
TOTAL MATERIALS & SUPPLIES	1,750.00	167.95	0.00	629.17	0.00	1,120.83	35.95
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	45.39	0.00	330.44	0.00	969.56	25.42
112-517-05-5401 CELL PHONE	700.00	87.44	0.00	436.99	0.00	263.01	62.43
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	350.00	221.01	0.00	537.08	0.00	(187.08)	153.45
112-517-05-5420 UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY EXPENSE	2,750.00	353.84	0.00	1,350.10	0.00	1,399.90	49.09

Communication: Financials (Budget and Financials)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF:FEBRUARY 28TH, 2018

112-MAIN STREET FUND

REVENUES % OF YEAR COMPLETED: 41.67

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	0.00	0.00	131.68	0.00	1,368.32	8.78
112-517-09-5340 OFFICE CLEANING	350.00	75.00	0.00	187.50	0.00	162.50	53.57
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	3,103.26	0.00	15,275.57	0.00	14,724.43	50.92
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	55,585.00	3,227.63	0.00	15,870.24	9,700.00	30,014.76	46.00
TOTAL MAIN STREET	66,085.00	3,812.79	0.00	18,548.76	9,700.00	37,836.24	42.75
SUBTOTAL EXPENDITURES	66,085.00	3,812.79	0.00	18,548.76	9,700.00	37,836.24	42.75
TOTAL EXPENDITURES	66,085.00	3,812.79	0.00	18,548.76	9,700.00	37,836.24	42.75
REVENUES OVER/(UNDER) EXPENSES	1,725.00	4,491.45	0.00	2,572.91	(9,700.00)	8,852.09	

Main Street Fund

FY 2017-2018

FEBRUARY 2018

Beginning Cash Balance	**$**	**19,980.10**
		DEPOSITS
	$	6,536.50
INTEREST EARNED	$	17.74
TOTAL DEPOSITS	**$**	**6,554.24**
		DEBITS
	$	4,068.68
TOTAL DEBITS		**4,068.68**
ENDING CASH BALANCE	**$**	**22,465.66**
PENDING TRNS (DEPOSITS/PAYMENTS)		
Available Balance as of 3/1/18	***$***	***22,465.66***