



**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**

AGENDA

I. CALL TO ORDER:

II. 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

IV. ACTION ITEMS:

- A. Review, Discuss, and Take Action on Manager's Report:
 - i. Staff Appreciation:
- B. Review, Discuss, and Take Action on Financials:
 - 1. Financials
- C. Review, Discuss, and Take Action on Committee Reports as needed:
 - i. Organization:
 - A. Golf Tournament:
 - ii. Design:
 - iii. Economic Vitality:
 - iv. Promotion:
 - A. Friday Night Market: March 1:
 - B. Movie Night:

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, MARCH 7, 2019 AT 8:00 AM**

MINUTES

I. CALL TO ORDER:

Attendee Name	Organization	Title	Status	Arrived
Buddy Minett	City of Celina	Board Member	Present	
Rachel Baty	City of Celina	Board Member	Late	
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	Absent	
Dante Ramirez	City of Celina	Board Member	Present	
Eddie Cawfield	City of Celina	Board Member	Present	
Leya Grubbs	City of Celina	Board Member	Absent	
Renee Marler	City of Celina	Board Member	Present	
Rebecca Barton	City of Celina	Downtown Development Manager	Present	
Bill Webber	City of Celina	Place 1	Present	
Corbett Howard	City of Celina	Governmental Affairs Director	Present	
Bill Hemby	Celina ISD	Assistant Superintendent	Present	
Jessica Matchuala	City of Celina	Community Relations Manager	Present	

Board President, Amanda Webber, called the meeting to order at 8:11am.

II. PUBLIC COMMENT:

No public comment.

III. INTRODUCE NEW BUSINESSES:

The following new businesses to downtown were introduced:

Full Bloom
True Light Chiropractic
OurCelina

No action taken.

IV. MINUTES:

Minutes Acceptance: Minutes of Mar 7, 2019 8:00 AM (Review, Discuss, and Take Action on minutes from March 7, 2019 meeting)

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Michelle Baggett, Board Member
SECONDER:	Betsy Bousreaux, Board Member
AYES:	Minett, Baty, Ousley, Webber, Casillas, Bousreaux, Baggett, Ramirez, Cawlfeld, Marler
ABSENT:	Ferguson, Grubbs

V. **ACTION ITEMS:**

- A. Review, Discuss, and Take Action on participation in Cajun Fest and Oktoberfest:

Renee Marler made the motion to participate and sell t-shirts and promote Celina Main Street at Cajun Fest and Oktoberfest events. Jack Ousley seconded the motion and the motion passed 10-0.

1. Cajun Fest Logo

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

Staff presented updates on Downtown:

Historic Preservation Committee (HPC) Updates:

True Light Chiropractic Sign

Toasted Walnut facade

Hey Sugar Candy Store facade

Business Updates: In addition to the HPC, Annie Jack's Coffee Bar is now open and Willow House internal renovations complete and re-opening on 3/9.

Other Main Street Updates:

Program received 2019 National Accreditation and will be acknowledged at April City Council Meeting

Downtown Master Plan was adopted in January - Staff is planning implementation measures.

City Facility renovations have begun and the Main Street Office now located at 104 N. Colorado.

No action taken.

1. Financials
2. Event Budget
3. HPC Update

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

i. **Organization:**

No action taken.

A. **Golf Tournament:**

Staff presented an update on the Golf Tournament. Website is live and contains the Sponsorship Brochure and both Team and Sponsorship Registration. The next meeting will be April 1 at 8:45am at Annie Jack. Committee will need to solicit Sponsors. No action taken.

ii. **Design:**

No action taken.

iii. **Economic Vitality:**

No action taken.

iv. **Promotion:**

No action taken.

A. **Friday Night Market Committee: March 1, April 3, May 3:**

Need assistance day-of and on the planning committee. No action taken.

B. **Movie Night Committee: Meeting March 8 @10:30 at City Hall:**

Need assistance day-of and on the planning committee. No action taken.

VI. **ADJOURNMENT:**

Amanda Webber, Board President, moved to adjourn at 8:49am.

Chairman

Date Minutes Approved

CITY OF CELINA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2019

112-MAIN STREET FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	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>92,150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,235.88</u>	<u>0.00</u>	<u>87,914.12</u>	<u>4.60</u>
TOTAL REVENUES	<u>92,150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,235.88</u>	<u>0.00</u>	<u>87,914.12</u>	<u>4.60</u>
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
MAIN STREET	<u>92,150.00</u>	<u>292.85</u>	<u>0.00</u>	<u>16,278.60</u>	<u>519.82</u>	<u>75,351.58</u>	<u>18.20</u>
SUBTOTAL EXPENDITURES	<u>92,150.00</u>	<u>292.85</u>	<u>0.00</u>	<u>16,278.60</u>	<u>519.82</u>	<u>75,351.58</u>	<u>18.20</u>
TOTAL EXPENDITURES	<u>92,150.00</u>	<u>292.85</u>	<u>0.00</u>	<u>16,278.60</u>	<u>519.82</u>	<u>75,351.58</u>	<u>18.20</u>
	=====	=====	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	<u>0.00</u>	<u>(292.85)</u>	<u>0.00</u>	<u>(12,042.72)</u>	<u>(519.82)</u>	<u>12,562.54</u>	
	=====	=====	=====	=====	=====	=====	

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

CITY OF CELINA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF:MARCH 31ST, 2019

112-MAIN STREET FUND

REVENUES

% OF YEAR COMPLETED: 50.00

	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	22,000.00	0.00	0.00	3,988.72	0.00	18,011.28	18.18
112-400-04-4052 GOLF TOURNAMENT	45,000.00	0.00	0.00	0.00	0.00	45,000.00	0.00
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	67,000.00	0.00	0.00	3,988.72	0.00	63,011.28	5.95
 <u>INTEREST</u>							
112-400-05-4800 INTEREST INCOME	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>247.16</u>	<u>0.00</u>	(<u>97.16</u>)	<u>164.71</u>
TOTAL INTEREST	150.00	0.00	0.00	247.16	0.00	(97.16)	164.71
 <u>TRANSFERS</u>							
112-400-99-4600 TRANSFERS FROM OTHER F	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL MAIN STREET-REVENUE	92,150.00	0.00	0.00	4,235.88	0.00	87,914.12	4.66
TOTAL REVENUES	92,150.00	0.00	0.00	4,235.88	0.00	87,914.12	4.66
	=====	=====	=====	=====	=====	=====	=====

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

CITY OF CELINA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2019

112-MAIN STREET FUND

REVENUES

% OF YEAR COMPLETED: 50.00

	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 &	1,085.00	0.00	0.00	460.00	0.00	625.00	42.41
112-517-01-5123 TRAVEL, MEALS & LODGING	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>458.00</u>	<u>0.00</u>	<u>2,042.00</u>	<u>18.32</u>
TOTAL PAYROLL EXPENSE	3,585.00	0.00	0.00	918.00	0.00	2,667.00	25.61

MATERIALS & SUPPLIES

112-517-03-5208 COMPUTER HDWR/SOFTWARE	500.00	0.00	0.00	0.00	519.82	(19.82)	103.99
112-517-03-5209 OFFICE SUPPLIES	500.00	0.00	0.00	(66.78)	0.00	566.78	13.33
112-517-03-5210 MATERIALS/SUPPLIES	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>283.87</u>	<u>0.00</u>	<u>466.13</u>	<u>37.81</u>
TOTAL MATERIALS & SUPPLIES	1,750.00	0.00	0.00	217.09	519.82	1,013.09	42.11

MAINTENANCE EXPENSE

112-517-04-5205 MAINTENANCE AGREEMENTS	215.00	0.00	0.00	0.00	0.00	215.00	0.00
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	<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 MAINTENANCE EXPENSE	215.00	0.00	0.00	0.00	0.00	215.00	0.00

UTILITY EXPENSE

112-517-05-5400 TELEPHONE	1,300.00	92.85	0.00	277.86	0.00	1,022.14	21.33
112-517-05-5401 CELL PHONE	1,000.00	0.00	0.00	504.39	0.00	495.61	50.44
112-517-05-5403 INTERNET/DSL	400.00	0.00	0.00	0.00	0.00	400.00	0.00
112-517-05-5419 NATURAL GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-517-05-5420 UTILITIES	<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 UTILITY EXPENSE	2,700.00	92.85	0.00	782.25	0.00	1,917.75	28.97

CONTRACT LABOR

112-517-06-5140 CONTRACT LABOR	<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 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	0.00	0.00	0.00	0.00	20,000.00	0.00
112-517-09-5220 POSTAGE	150.00	0.00	0.00	148.19	0.00	1.81	98.77
112-517-09-5240 GENERAL INSURANCE	135.00	0.00	0.00	0.00	0.00	135.00	0.00
112-517-09-5250 MEMBERSHIPS & DUES	1,050.00	0.00	0.00	0.00	0.00	1,050.00	0.00
112-517-09-5270 SCHOOL/TRAVEL/MEALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF CELINA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF:MARCH 31ST, 2019

112-MAIN STREET FUND

REVENUES % OF YEAR COMPLETED: 50.00

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	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	200.00	0.00	13,763.29	0.00	19,301.71	41.6%
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	<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>0.0%</u>
TOTAL MISCELLANEOUS EXPENSE	83,900.00	200.00	0.00	14,361.26	0.00	69,538.74	17.1%
TOTAL MAIN STREET	92,150.00	292.85	0.00	16,278.60	519.82	75,351.58	18.2%
SUBTOTAL EXPENDITURES	92,150.00	292.85	0.00	16,278.60	519.82	75,351.58	18.2%
TOTAL EXPENDITURES	92,150.00	292.85	0.00	16,278.60	519.82	75,351.58	18.2%
REVENUES OVER/(UNDER) EXPENSES	0.00 (	292.85)	0.00 (	12,042.72)	(519.82)	12,562.54	

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