DOWNTOWN MERCHANTS ADVISORY COMMITTEE
Thursday, July 9, 2009 @ 6:00 p.m.
Meeting will be held at the Lemoore Chamber, 300 E Street
Items for Consideration and Action
Committee to Receive Report and Give Direction or Take Action as Appropriate

CALL TO ORDER:

ACTION ITEMS:

1. **Approval of minutes from June 18, 2009**

DISSCUSSION/ACTION ITEMS:

1. PBIA Budget Review & DMA Account Review
2. Bid to Spray Weeds in the Downtown Area
3. Evening Under the Stars

Other Business:

Public Comments and Inquiry:

Adjournment to next meeting August 13, 2009 6:00 pm @ Lemoore Chamber

Notice of ADA Compliance: If you or anyone in your party needs reasonable accommodation to attend , or participate in any Downtown Merchants Advisory Meeting, please make arrangements by contacting the Lemoore Chamber of Commerce office 24 hours prior to the meeting. They can be reached by calling 924-6401 or by mail at 300 "E" Street, Lemoore, CA 93245.

Any writings or documents provided to a majority of the Downtown Merchants Advisory Committee regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter at City Hall located at 119 Fox Street, Lemoore, CA during normal business hours.

CERTIFICATION OF POSTING

I, Michele J. McGee, Downtown Coordinator of the City of Lemoore, do hereby declare that the foregoing agenda for the Lemoore Downtown Merchants Association regular meeting of Thursday , July 9, 2009 was posted on the outside bulletin board located at City Hall, 119 Fox Street on Monday, July 6, 2009 at 3:30pm.

Michele McGee

Michele J. McGee, Downtown Coordinator

Minutes of the Meeting of the
DOWNTOWN MERCHANTS ADVISORY COMMITTEE
June 18, 2009

ATTENDANCE Present were members Chris Brazil, John Miller, Dana Steely, Maureen Azevedo, Cynthia J. Wright Michele McGee, Gary Ramos, and Michele McGee Downtown Coordinator.

ABSENT Kay Dill, Nicolette Magagini, and Judy Holwell City of Lemoore

Call TO ORDER 6:15 by Chris Brazil

ACTION ITEMS:

1. **Approval of Informational Minutes from April 8, 2009-** A motion was made by Cynthia to accept the minutes from March 12, 2009 and 2nd by John; unanimously approved.
2. **Approval of Minutes from May 14, 2009-** A motion was made by Cynthia to accept the minutes from March 12, 2009 and 2nd by John; unanimously approved.

DISCUSSION ITEMS/ ACTION ITEMS:

1. **PBIA Budget Review-**The committee reviewed the PBIA budget and the new expenses.

2. **Pole Banner Selection-** The committee took a vote on the different verbiage to printed on the banners. Shop Lemoore, Shop Downtown, or Shop Local. Michele made the motion that the committee select "Shop Lemoore" as the verbiage and a 2nd by Cynthia; unanimously approved. Michele will send off the final selection to Sierra Display and will get the 24 new pole banners ordered.

3. **Directional Signage-** Michele presented one of the directional sign options based on what the committee had described. Michele explained the idea to have jets on all of the poles should be along the lines of a silhouette of a jet, for ease of maintenance. The committee like the way the project was coming along. Michele will continue to work on the is project.

4. **4-way Stop-** In a prior meeting Gary brought up his concerned about the traffic flowing thru West D and Heinlen Street. So it was asked that it be on the next agenda for some discussion. The committee has asked Michele to write a letter to Public Works asking for this location to be evaluated for placement of a 4 way stop sign

5. **Evening Under the Stars-** The committee would like Michele to ask Tami Shannon and Brenda to help out with the Auction items. Also Michele is to ask John Pereira if he will be donating a piece of jewelry as the door prize. The committee wanted Michele to ask Lemoore Flower Shop if they would be interested in decorating the front entrance of the event. Michele explained that we should be recieving some proofs of the poster real soon, and she will forward them out as she gets them.

Other Business:

Public Comment:

Adjournment: Meeting was adjourned @ 7:03 p.m., and next meeting is scheduled for Thursday, July 9, 2009 at 6p.m at the Lemoore Chamber of Commerce.

08/09 Approved PBIA Budget		USED 08/09 PBIA Budget				Remaing 08/09 PBIA Budget	
4220 Operating Supplies		4220 Operating Supplies				4220 Operating Supplies	
Pole Banners	$2,200	4/24/2009	Sierra Display	$2,200.00		Budgeted	$2,200.00
	$2,200			$2,200.00		Spent	*$2,200.00*
						Remaining	$0.00
4230 Repair/Maint		4230 Repair/Maint				4230 Repair/Maint	
Repairs for Parking lot	$6,550	4/23/2009	Parks & Rec- Lights	$108.11		Budgeted	$7,400.00
Repairs for Muzak	$800	2/20/2009	Muzak Repairs	$95.00		Spent	*($203)*
	$7,350			$203.11		Remaining	$7,196.89
4310 Professional Contract		4310 Professional Contract				4310 Professional Contract	
Muzak	$1,173.48		Downtown Coordinator	$468.10		Budgeted	$3,700.00
Kings Rehab	$1,520.00	6/29/2009	Outwest Lawn Care	$150		Spent	*($3,360.71)*
Downtown Coordinator	$1,000.00	5/29/2009	Muzak- June	$98.36		Remaining	$339.29
	$3,693.48	5/29/2009	Outwest Lawn Care	$150.00			
		5/6/2009	Muzak- May	$97.79			
		5/13/2009	Outwest Lawn Care	$150.00			
		4/6/2009	OutWest Lawn Care- mar	$150.00			
		4/6/2009	Muzak- April	$97.79			
		2/24/2009	Muzak- March	$97.79			
		2/24/2009	Outwest Lawn Care- Feb	$150.00			
		1/30/2009	Muzak- Feb	$97.79			
		1/30/2009	Outwest Lawn Care-Jan	$150.00			
		12/24/2008	Outwest Lawn Care-Dec	$150.00			
		12/24/2008	Muzak- Jan	$97.79			
		12/8/2008	Outwest Lawn Care	$150.00			
		11/24/2008	Muzak- December	$97.79			
		11/24/2008	Outwest Lawn Care	$150.00			
		11/7/2008	Muzak- October	$97.79			
		10/31/2008	Muzak- November	$97.79			
		9/30/2008	Downtown Coordinator	$218.62			
		9/19/2008	Outwest Lawn Care	$150.00			
		8/29/2008	Muzak- September	$97.79			
		7/21/2008	Muzak- August	$97.79			
		6/23/2008	Muzak- July	$97.79			
				3360.77			
4320 Meeting/Dues		4320 Meeting/Dues				4320 Meeting/Dues	
CDA Confrence	$1,000	1/5/2009	CDA Annual Dues	$200.00		Budgeted	$1,200.00
CDA Annual Dues	$200			*200*		Spent	($200.00)
	$1,200					Remaining	$1,000.00

08/09 Approved PBIA Budget	
4330 Printing & Pub	
Holiday Stroll Flyer	$3,300
Downtown Promotion Reporter	$200
	$3,500

Operating Supplies	$2,200.00
Repair/Maint	$7,400.00
Professional Contract	$3,700.00
Meeting/Dues	$1,200.00
Printing & Pub	$3,500.00
TOTAL PBIA SPENDING	**$18,000.00**

USED 08/09 PBIA Budget		
4330 Printing & Pub		
11/10/2008	Lemoore DMA-reimburse postage	$950.00
11/10/2008	The Presort Center-postage	$210.85
11/10/2008	The Presort Center-flyer	$2,128.91
11/7/2008	Downtown Promotion Reporter	$206.50
		$3,496.26

Remaing 08/09 PBIA Budget	
4330 Printing & Pub	
Budgeted	$3,500.00
Spent	($3,496.26)
Remaining	$3.74

Operating Supplies	$0.00
Repair/Maint	$7,196.89
Professional Contract	$339.29
Meeting/Dues	$1,000.00
Printing & Pub	$3.74
TOTAL PBIA Money Left	$8,539.92

PBIA 09/10 BUDGET

Operating Supplies-4220		
Tree Well Grates	$3,000	
Benches	$2,800	
Banners	$2,600	
	$8,400	
Repair/Maint-4230		
Repairs for Muzak	$800	
	$800	
Professional Contract-4310		
Muzak	$1,200.00	($100.00 x 12 months)
OutWest Lawn Care	$2,700.00	($150.00 x 18 cleanings)
Downtown Coordinator	$1,000.00	
	$4,900.00	
Meeting/Dues-4320		
CDA Annual Dues	$200	
	$200	
Printing & Pub-4330		
Event Flyers	$3,500	
Downtown Promotion Reporter	$200	
	$3,700	

Operating Supplies	$8,400.00
Repair/Maint	$800.00
Professional Contract	$4,900.00
Meeting/Dues	$200.00
Printing & Pub	$3,700.00
	$18,000.00
TOTAL PBIA SPENDING	

09/10 PBIA anticipated revenues	**$16,300.00**
08/09 PBIA Budget Carryover	**$1,700.00**
TOTAL	**$18,000.00**
09/10 PBIA Requesting	**$18,000.00**