

12/13/18
Downtown Merchants Advisory
Committee

Handouts received after
agenda posted

PEI

DATE: 12/13/2018
TIME: 14:29:56SELECTION CRITERIA: orgn.fund='085'
ACCOUNTING PERIODS: 1/19 THRU 6/19CITY OF LEMOORE
EXPENDITURE AUDIT TRAILPAGE NUMBER: 1
AUDIT21

SORTED BY: FUND,DEPARTMENT,BUDGET UNIT

TOTALLED ON: FUND,DEPARTMENT,BUDGET UNIT

PAGE BREAKS ON: FUND

FUND - 085 - PBIA
BUDGET UNIT - 4270 - PBIA

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
085-4270-4270 - PBIA									
4220			OPERATING SUPPLIES		.00	.00	.00	BEGINNING BALANCE	
07/02/18	13-1				1,000.00			POSTED BY BUDGET	
07/25/18	11-1				.00			POSTED FROM BUDGET SYSTEM	1,000.00
TOTAL			OPERATING SUPPLIES		1,000.00	.00	.00		
4230			REPAIR/MAINT SUPPLIES		.00	.00	.00	BEGINNING BALANCE	
07/25/18	11-1				.00			POSTED FROM BUDGET SYSTEM	.00
TOTAL			REPAIR/MAINT SUPPLIES		.00	.00	.00		
4310			PROFESSIONAL CONTRACT SVC		.00	.00	.00	BEGINNING BALANCE	
07/02/18	13-1				9,000.00			POSTED BY BUDGET	
07/25/18	11-1				.00			POSTED FROM BUDGET SYSTEM	
08/10/18	21-2			6730 KIMBERLY BATTY		1,265.17	.00	2/18-6/18 SOCIAL MEDI	
08/23/18	21-2			5563 RUSTY DEROUIN		300.00	.00	JULY SRVCS	
08/29/18	21-2			6730 KIMBERLY BATTY		500.00	.00	JUL-AUG SOCIAL MEDIA	
09/14/18	19-2					-1,265.17	.00	REV K.BATTY 2-6/18 SOCIAL	
11/29/18	21-5			5563 RUSTY DEROUIN		300.00	.00	OCTOBER	
TOTAL			PROFESSIONAL CONTRACT SVC		9,000.00	1,100.00	.00		7,900.00
4320			MEETINGS & DUES		.00	.00	.00	BEGINNING BALANCE	
07/25/18	11-1				.00			POSTED FROM BUDGET SYSTEM	.00
TOTAL			MEETINGS & DUES		.00	.00	.00		
4330			PRINTING & PUBLICATIONS		.00	.00	.00	BEGINNING BALANCE	
07/25/18	11-1				.00			POSTED FROM BUDGET SYSTEM	.00
TOTAL			PRINTING & PUBLICATIONS		.00	.00	.00		
4335			POSTAGE & MAILING		.00	.00	.00	BEGINNING BALANCE	
07/25/18	11-1				.00			POSTED FROM BUDGET SYSTEM	.00
TOTAL			POSTAGE & MAILING		.00	.00	.00		
4340			UTILITIES		.00	.00	.00	BEGINNING BALANCE	
07/25/18	11-1				.00			POSTED FROM BUDGET SYSTEM	.00
TOTAL			UTILITIES		.00	.00	.00		
4380			RENTALS & LEASES		.00	.00	.00	BEGINNING BALANCE	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

PEI

DATE: 12/13/2018
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ACCOUNTING PERIODS: 1/19 THRU 6/19

CITY OF LEMOORE
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 2
AUDIT21

SORTED BY: FUND,DEPARTMENT,BUDGET UNIT

TOTALED ON: FUND,DEPARTMENT,BUDGET UNIT

PAGE BREAKS ON: FUND

FUND - 085 - PBIA
BUDGET UNIT - 4270 - PBIA

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
4380	07/25/18	RENTALS & LEASES	(cont'd)		.00				
TOTAL	07/25/18	RENTALS & LEASES			.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
4989	07/25/18	ADMIN. EXPENSE			.00	.00	.00	BEGINNING BALANCE	
TOTAL	07/25/18	ADMIN. EXPENSE			.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
9000	07/25/18	OPERATING TRANSFERS OUT			.00	.00	.00	BEGINNING BALANCE	
TOTAL	07/25/18	OPERATING TRANSFERS OUT			.00	.00	.00	POSTED FROM BUDGET SYSTEM	.00
TOTAL BUDGET UNIT - PBIA					10,000.00	1,100.00	.00		8,900.00
TOTAL DEPARTMENT - PBIA					10,000.00	1,100.00	.00		8,900.00
TOTAL FUND - PBIA					10,000.00	1,100.00	.00		8,900.00
TOTAL REPORT					10,000.00	1,100.00	.00		8,900.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

PEI
DATE: 12/13/2018
TIME: 11:10:34

SELECTION CRITERIA: orgn.fund='085'
ACCOUNTING PERIODS: 1/19 THRU 6/19

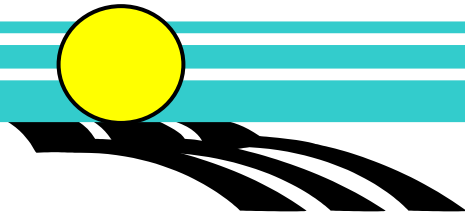
CITY OF LEMOORE
REVENUE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT41

SORTED BY: FUND,DEPARTMENT,BUDGET UNIT,ACCOUNT,PERIOD (INACTIVE ACCOUNTS INCLUDED)
TOTALLED ON: FUND,DEPARTMENT,BUDGET UNIT,ACCOUNT
PAGE BREAKS ON: FUND

ACCOUNT DATE	T/C	RECEIVE	REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION	CUMULATIVE BALANCE
3029	BUSINESS LICENSE							
085 - PBIA								
3029	BUSINESS LICENSE							
07/02/18	14-1				.00	.00	.00 BEGINNING BALANCE	
07/18/18	19-1		BL071818		10,000.00	60.00	POSTED BY BUDGET SYSTEM	
09/11/18	19-3		BL091118			80.00	BUS LIC	
09/26/18	19-3		BL092618			80.00	BUS LIC	
10/02/18	19-3		319-004			-70.00	BL DOWNTOWN SPLIT 1Q 19	
11/01/18	19-5		BL110118			100.00	BUS LIC	
11/05/18	19-5		BL110518			40.00	BUS LIC	
11/08/18	19-5		BL110818			40.00	BUS LIC	
12/05/18	19-6		BL120518		10,000.00	370.00	BUS LIC	9,630.00
TOTAL	BUSINESS LICENSE							
3030	BUS.LIC.BCKGRD/PROC.FEE				.00	.00	.00 BEGINNING BALANCE	
TOTAL	BUS.LIC.BCKGRD/PROC.FEE				.00	.00		.00
3850	INTEREST				.00	.00	.00 BEGINNING BALANCE	
TOTAL	INTEREST				.00	.00		.00
3879	REIMBURSEMENTS				.00	.00	.00 BEGINNING BALANCE	
TOTAL	REIMBURSEMENTS				.00	.00		.00
TOTAL BUDGET UNIT - TITLE NOT FOUND					10,000.00	370.00		9,630.00
TOTAL DEPARTMENT - TITLE NOT FOUND					10,000.00	370.00		9,630.00
TOTAL FUND - PBIA					10,000.00	370.00		9,630.00
TOTAL REPORT					10,000.00	370.00		9,630.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION



DOWNTOWN MERCHANTS ADVISORY COMMITTEE

Lemoore Council Chamber
429 C Street
Lemoore, CA 93245

**Regular Meeting Agenda
December 13, 2018
6:15 pm**

1. CALL TO ORDER

2. PUBLIC COMMENT

This time is reserved for members of the audience to address the Committee on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Committee. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. The Committee is prohibited by law from taking any action on matters discussed that are not on the Agenda. Prior to addressing the Committee, any handouts for the Committee will be provided to the City Clerk for distribution to the Committee and appropriate staff.

3. PRESENTATION OF NEW DOWNTOWN BUSINESSES

No Presentations

4. CITY LIASON REPORTS

5. BUSINESS

Report, discussion and/or other Committee action will be taken.

5-1 Approval – Minutes – Regular Meeting – September 13, 2018

5-2 Information Only – Downtown Business Improvement Fund Review (Champion)

5-3 Discussion – Future Events (Champion)

6. COMMITTEE MEMBER REPORTS AND REQUESTS

7. NEXT REGULARY SCHEDULED MEETING – January 10, 2019

8. ADJOURNMENT

Agendas for all Downtown Merchants Advisory Committee meetings are posted at least 72 hours prior to the meeting at the City Hall, 119 Fox St.. Written communications from the public for the agenda must be received by the City Clerk's Office no less than seven (7) days prior to the meeting date. The City of Lemoore complies with the Americans with Disabilities Act (ADA of 1990). The Council Chamber is accessible to the physically disabled. Should you need special assistance, please call (559) 924-6705, at least 4 business days prior to the meeting.

PUBLIC NOTIFICATION

I, Mary J. Venegas, City Clerk for the City of Lemoore, declare under penalty of perjury that I posted the above Downtown Merchants Advisory Committee Agenda for the meeting of December 13, 2018 at City Hall, 119 Fox Street, Lemoore, CA on December 10, 2018.

//s//
Mary J. Venegas, City Clerk

Minutes of the Regular Meeting of the
DOWNTOWN MERCHANTS ADVISORY COMMITTEE
September 13, 2018

1. Call to Order

At 6:15 p.m. the meeting was called to order.

Member Attendance:

- ☐ Jeffrey Garcia, Chairperson
- ☒ Megan Redding, Vice Chairperson
- ☒ Gina Arcino
- ☐ Thomas Nix
- ☒ Tim Welsh

City Staff Attendance:

- ☒ Nathan Olson, City Manager
- ☒ Michelle Speer, Assistant City Manager
- ☒ Mary J. Venegas, City Clerk
- ☒ Amanda Champion, Executive Assistant

2. Public Comment

The representative from Mr. Balloons stated the business owners should have more control of the funds in the PBI. The free parking behind Mr. Balloons is a problem and should be addressed. Assistant City Manager Speer stated the city collects the funds on behalf of the Downtown Merchants. Once the city receives the funds, they are legally public funds. If the Downtown Merchants would like to act as a non-profit, they could collect the fee on its own. It would be a voluntary tax and no legal obligation to pay.

3. Presentation of New Downtown Businesses

There was no Presentation of New Downtown Businesses.

4. City Liaison Reports

4-1 Downtown Business Improvement Fund Review

*Executive Assistant Champion stated the Fund Balance is \$26,050.
Revenues for the fiscal year 2018-2019 are \$60.
Projected expenditures for this period are \$14,785.*

Lou Bumpos from Bumpus Tattoos spoke. Suggested to give the tax back to the business owners and that they no longer pay the double tax.

5. Business

5-1 Approval – Minutes – Regular Meeting – August 9, 2018

Motion by Welsh, seconded by Arcino, to approve the Minutes from the Regular Meeting of August 9, 2018.

*Ayes: Welsh, Arcino, Redding
Absent: Garcia, Nix*

5-2 Approval – Social Media Management

Lou Bumpus spoke. He asked where the money for the social media goes. This fiscal year, only \$500 has been expended. The City will not charge for social media management.

Motion by Welsh, seconded by Arcino, to approve the Social Media Management Policy.

Ayes: Welsh, Arcino, Redding

Absent: Garcia, Nix

5-3 Approval – Chamber of Commerce Holiday Stroll Agreement

Motion by Arcino, seconded by Welsh, to continue this item to the next meeting.

Ayes: Arcino, Welsh, Redding

Absent: Garcia, Nix

5-4 Report and Recommendation – Downtown Improvement Cost Sharing Program

John Pereira spoke and he is not in favor of recommendation.

Item failed due to lack of a motion.

5-5 Approval – Fiscal Year 2018-2019 Proposed Expenditure Budget

It was recommended to move \$2,500 from 4310 – Social Media Services to 4220 – Events; move \$5,000 from 4230 - Cost Sharing Repair Program to 4310 – Professional/Contracts:

	Account	Annual Expenditures	Fund Balance	Total Budget
4220	Operating Supplies			12,500
	Marketing Materials	1,000	2,000	
	Events	2,500	7,000	
4230	Repair/Maint			0
	Cost Sharing Repair Prog		0	
4310	Professional/Contracts			11,500
	Landscaping Services	4,000		
	Social Media Services	500		
	Chamber Contract	2,000		
	Misc.		5,000	
	TOTAL	10,000	14,000	24,000

Motion by Arcino, seconded by Welsh, to approve the Fiscal Year 2018-2019 Proposed Expenditure Budget as amended.

Ayes: Arcino, Welsh, Redding

Absent: Garcia, Nix

6. Committee Member Reports and Requests

Committee Member Welsh thanked downtown members for opening their doors this past weekend. It was huge! Be ready and be open for events. Welsh asked for consensus to bring back information

on a sub-committee specific to downtown events as well as shade at the skate park. Consensus was received for both.

Committee Member Redding thanked everyone in attendance. She personally asked other to attend and glad they are in attendance.

Committee Member Arcino asked for the city's point of contact for social media. Executive Assistant Champion stated send all correspondence directly to her and she will assist.

7. Adjournment

At 6:49 p.m. the meeting adjourned.

Approved the 13th day of December 2018.

ATTEST:

APPROVED:

Mary J. Venegas
City Clerk

Jeff Garcia
Chairperson



711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6700 • Fax (559) 924-6708

Staff Report

Item No: 5-2

To: Downtown Merchants Advisory Committee
From: Amanda Champion, Executive Assistant
Date: December 10, 2018 Meeting Date: December 13, 2018
Subject: Downtown Business Improvement Fund Review

Proposed Motion:

Information Only.

Subject/Discussion:

Current revenues and expenditures will be presented to the committee.

Financial Consideration(s):

Not Applicable.

Alternatives or Pros/Cons:

Not applicable.

Commission/Board Recommendation:

Not Applicable.

Staff Recommendation:

Information Only.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

Review:

- ☐ Asst. City Manager
- ☒ City Clerk

Date:

12/10/18



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Staff Report

Item No: 5-3

To: Downtown Merchants Advisory Committee

From: Amanda Champion, Executive Assistant

Date: December 10, 2018

Meeting Date: December 13, 2018

Subject: Future Events

Strategic Initiative:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Discuss and plan for future events.

Subject/Discussion:

The Downtown Merchants have discussed creating a separate committee for events. Upon review, only the Council may create ad hoc committee and only for a limited time. It is recommended that the DMA dedicate an entire meeting or hold a special meeting strictly for event planning. The discussion may begin tonight and carry over into the next meeting if desired.

Financial Consideration(s):

Unknown at this time.

Alternatives or Pros/Cons:

N/A

Commission/Board Recommendation:

N/A

Staff Recommendation:

To begin discussion for future events and dedicate the January meeting to the continuation of event planning for the year.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

Review:

- ☐ Asst. City Manager
- ☒ City Clerk

Date:

12/10/18