

A G E N D A

A regular meeting of the Senior Center Advisory Committee to be held at the Senior Center, 122 Park Hills Drive, Waxahachie, Texas on Wednesday, February 19, 2020 at 1:00 p.m.

BOARD MEMBERS: Peggy Loftis, Chairman
Mike Lee, Vice Chairman
Lee Johnson
Brad Burns
Heather Fuller
Cheryl Lassetter
Jane Vineyard

1. Call to Order
2. Invocation
3. **Public Comments:** Persons may address the Senior Center Advisory Committee on any issues. This is the appropriate time for citizens to address the Committee on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Committee may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
4. Approval of minutes for Senior Citizens Center Advisory Committee meeting of January 15, 2020
5. Discuss financial report on Senior Center, Inc. for period ending January 31, 2020 and take any necessary action
6. Discuss financial report on STEM Garden for period ending January 31, 2020 and take any necessary action
7. Hear update on Senior Center membership and services
8. Adjourn

The Senior Center Advisory Committee reserves the right to go into Executive Session on any posted item. This meeting location is wheelchair-accessible. Parking for mobility-impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at 469-309-4005 or (TDD) 1-800-RELAY TX

Notice of Potential Quorum
One or more members of the Waxahachie City Council may be present at this meeting.
No action will be taken by the City Council at this meeting.

Waxahachie Senior Center Advisory Committee
January 15, 2020

A regular meeting of the Senior Center Advisory Committee was held at the Senior Center, 122 Park Hills Drive, Waxahachie, Texas on Wednesday, January 15, 2020 at 1:00 p.m.

Members Present: Peggy Loftis, Chairman
Mike Lee, Vice Chairman
Lee Johnson
Heather Fuller
Cheryl Lassetter
Jane Vineyard

Member Absent: Brad Burns

Others Present: Jeanee Smiles, Director, Waxahachie Senior Citizens Center
John Smith, Director of Parks and Recreation
Amber Villarreal, Assistant City Secretary
Mary Lou Shipley, Council Representative

1. Call to Order

Chairman Peggy Loftis called the meeting to order.

2. Invocation

Ms. Jane Vineyard gave the invocation.

3. Public Comments

Ms. Kathleen Bowen introduced herself as a grant writer for the STEM Garden for the past three years. She explained the grant efforts are going well as well as increasing community awareness about the STEM Garden. She introduced a new community campaign in which people can drop off their coins to designated locations around the city to complete the technology computer lab in the STEM Garden. She explained about \$10,000 is needed to buy five computers for the STEM Garden.

4. Approval of minutes for Senior Citizens Center Advisory Committee meeting of November 20, 2019

Ms. Vineyard amended the minutes to reflect her absence at the November 20, 2019 meeting.

Action:

Mr. Lee Johnson moved to approve the minutes of the Senior Center Advisory Committee meeting of November 20, 2019 as amended. Mr. Mike Lee seconded, All Ayes.

5. Discuss financial report on Senior Center, Inc. for period ending December 31, 2019 and take any necessary action

Senior Center Director Jeanee Smiles presented the financial report on Senior Center, Inc. for period ending December 31, 2019.

Waxahachie Senior Center Advisory Committee
 January 15, 2020
 Page 2

The board discussed providing an excel spreadsheet as an easier reading of the financials. Ms. Smiles noted she can include a grant tracker showing grants and contributions received. The board also suggested staff provide the following, if possible:

- Amount of revenue generated by membership each year since the rate increase
- Amount of funding provided by the City to operate the Senior Center
- How much of a person's annual city tax goes to the operation of the Senior Center
- Valuate services verses membership cost

Action:

Mr. Mike Lee moved to accept the financial report for Senior Center, Inc. for period ending December 31, 2019. Mr. Lee Johnson seconded, All Ayes.

6. Discuss financial report on STEM Garden for period ending December 31, 2019 and take any necessary action

Ms. Smiles presented the financial report on the STEM Garden for period ending December 31, 2019.

Action:

Mr. Mike Lee moved to accept the financial report on STEM Garden for period ending December 31, 2019. Mr. Lee Johnson seconded, All Ayes.

7. Consider transferring funds from CNB benevolence account for \$68,722.90 to CNB Senior Center operating account and take necessary action

Ms. Smiles presented a request to transfer funds from CNB benevolence account for \$68,722.90 to CNB Senior Center operating account. She explained the account is to be allocated to the Senior Center to pay for meals for Seniors who qualify as low income.

Action:

Ms. Jane Vineyard moved to transfer funds from CNB benevolence account for \$68,722.90 to CNB Senior Center operating account. Ms. Cheryl Lassetter seconded, All Ayes.

8. Consider transferring funds from CNB fundraising account for \$11,742.69 to CNB STEM Garden account and take any necessary action

Ms. Smiles presented a request to transfer funds from CNB fundraising account for \$11,742.69 to CNB STEM Garden account. She explained funds were raised through 2018 fundraising efforts for the STEM Garden.

Action:

Mr. Mike Lee moved to transfer funds from CNB fundraising account for \$11,742.69 to CNB STEM Garden account. Mr. Lee Johnson seconded, All Ayes.

9. Review Senior Center's December BASTAS project and take any necessary action

(4)

Waxahachie Senior Center Advisory Committee
January 15, 2020
Page 3

Ms. Smiles reviewed the Senior Center's December BASTAS (Be a Santa to a Senior) project noting their goal of 2,000 gifts was surpassed and 2,500 gifts were received and distributed. She explained about 300 gifts were donated to a homeless project to be held on January 24th. About 350 volunteers helped wrapped the gifts. She thanked the community and volunteers for the success of the project.

10. Adjourn

There being no further business, Mr. Lee Johnson moved the meeting adjourn at 1:40 p.m. Ms. Jane Vineyard seconded, All Ayes.

Respectfully submitted,

Amber Villarreal
Assistant City Secretary

(5)

10:39 AM
02/11/20
Cash Basis

Waxahachie Senior Advisory Council
Profit & Loss
January 2020

	<u>Jan 20</u>
Ordinary Income/Expense	
Income	
Direct Public Grants	
Nonprofit Organization Grants	
United Way	1,250.00
Total Nonprofit Organization Grants	<u>1,250.00</u>
Total Direct Public Grants	1,250.00
Direct Public Support	
Individ, Business Contributions	
Hickerson Memorial Park	615.00
Total Individ, Business Contributions	<u>615.00</u>
Total Direct Public Support	615.00
Interest	69.00
Other Types of Income	
Art Department	76.00
Coffee	39.00
Exercise Band	10.50
Meals	101.00
Tshirt Sales	10.00
Other Types of Income - Other	7.00
Total Other Types of Income	<u>243.50</u>
Total Income	2,177.50
Expense	
Business Expenses	
Allocation of Programs	
Allocation of supplies	162.36
Arts and Crafts	53.51
Food Purchases- Special Program	18.19
Fuel	28.30
Office	628.48
Total Allocation of Programs	<u>890.84</u>
Total Business Expenses	890.84
Food Preparation Services	160.00
Food Purchases	50.00
Instructors	50.00
Total Expense	<u>1,150.84</u>
Net Ordinary Income	<u>1,026.66</u>
Net Income	<u><u>1,026.66</u></u>

(6)

10:40 AM
02/11/20
Cash Basis

Waxahachie Senior Advisory Council
Profit & Loss
January 2020

	<u>Jan 20</u>
Ordinary Income/Expense	
Income	
Direct Public Support	325.00
Total Income	<u>325.00</u>
Expense	
Business Expenses	
Allocation of Programs	
Arts and Crafts	10.78
Marketing/Advertising	144.00
Total Allocation of Programs	<u>154.78</u>
Total Business Expenses	<u>154.78</u>
Total Expense	<u>154.78</u>
Net Ordinary Income	<u>170.22</u>
Net Income	<u><u>170.22</u></u>

(6)

10:37 AM
02/11/20
Cash Basis

Waxahachie Senior Advisory Council
Balance Sheet
As of January 31, 2020

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CNB- Fundraiser 410	11,747.66
CNB -Programs	3,362.75
CNB Money MKT	68,786.93
STEM Education Garden	21,691.42
Total Checking/Savings	<u>105,588.76</u>
Other Current Assets	
Petty Cash	100.00
Total Other Current Assets	<u>100.00</u>
Total Current Assets	<u>105,688.76</u>
Fixed Assets	
Accumulated Depreciation	-86,489.00
Fitness Expansion	27,571.77
Furniture and Equipment	49,276.61
Hickerson Memorial Garden-Park	47,690.05
STEM Garden	
Butterfly Garden	10,000.00
Earth Sciences	5,815.11
Learning Lab	15,875.00
Life Science	500.00
Operational Areas	96,610.00
Technology Teaching Area	51,860.10
Total STEM Garden	<u>180,660.21</u>
Total Fixed Assets	<u>218,709.64</u>
TOTAL ASSETS	<u><u>324,398.40</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	323,201.52
Net Income	1,196.88
Total Equity	<u>324,398.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>324,398.40</u></u>

(7)



Memorandum

To: Waxahachie Senior Center Advisory Board
From: Jeanee Smiles, Assistant Director Senior Center
Thru: John Smith, Parks Director City of Waxahachie
Date: February 12, 2020
Re: Agenda Item #5: Discuss financial reports

Item #1: The amount of revenue generated by membership each year decreased after the initial rate increase in 2016 by 200 members, or roughly \$19,000. In 2017, the membership increased by 100 members, still leaving us a deficit of an estimated \$9,000. In 2018, membership increased back to our original census from 2016 (750 city/non-city members). The decrease in membership was due to the 60% increase in non-city membership dues.

Item #2: The amount of funding provided by the city to operate the Senior Center is found in the **attachment**.

Item #3: The amount of a person's annual city taxes that go to operational costs of the Senior Center are not accessible at this time.

Item #4: We came up with a rough valuation of services verses membership cost, comparing it to three local activity centers/gyms in the area. The "Return on Investment" of membership dues is **attached**.

(7)

Item 2



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2020 Period Ending: 09/30/2020

Fund: 100 - GENERAL

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue							
100-49661	Miscellaneous Revenue-Meals	25,800.00	25,800.00	0.00	0.00	-25,800.00	100.00 %
100-49662	Miscellaneous Revenue-Dues	62,000.00	62,000.00	0.00	0.00	-62,000.00	100.00 %
100-49663	Miscellaneous Revenue-Programs	7,200.00	7,200.00	0.00	0.00	-7,200.00	100.00 %
	Revenue Total:	95,000.00	95,000.00	0.00	0.00	-95,000.00	100.00 %
Expense							
100-550-51100	Salaries	145,280.00	145,280.00	0.00	0.00	145,280.00	100.00 %
100-550-51200	Salaries-Part-Time	63,410.00	63,410.00	0.00	0.00	63,410.00	100.00 %
100-550-51600	Auto Allowance	3,440.00	3,440.00	0.00	0.00	3,440.00	100.00 %
100-550-52100	Longevity	1,330.00	1,330.00	0.00	0.00	1,330.00	100.00 %
100-550-52200	Retirement-FICA	16,260.00	16,260.00	0.00	0.00	16,260.00	100.00 %
100-550-52400	Life & Health Insurance	19,390.00	19,390.00	0.00	0.00	19,390.00	100.00 %
100-550-52501	Retirement Plan Contribution-TMR	25,350.00	25,350.00	0.00	0.00	25,350.00	100.00 %
100-550-52600	Workers' Compensation	560.00	560.00	0.00	0.00	560.00	100.00 %
100-550-53201	Training	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-550-53310	Bank Service Charges	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
100-550-53401	Computer Services and Support	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
100-550-54101	Utilities - Water	12,500.00	12,500.00	0.00	0.00	12,500.00	100.00 %
100-550-54200	Cleaning Services	34,800.00	34,800.00	0.00	0.00	34,800.00	100.00 %
100-550-54230	Lawn Care Services (City Owned)	43,000.00	43,000.00	0.00	0.00	43,000.00	100.00 %
100-550-54310	Maintenance, Building (Upkeep)	110,500.00	110,500.00	0.00	0.00	110,500.00	100.00 %
100-550-54320	Maintenance, Improvements	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
100-550-54330	Maintenance, Purchased Equipmen	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
100-550-54345	Maintenance, Leased Vehicle	500.00	500.00	0.00	0.00	500.00	100.00 %
100-550-54400	Vehicle Lease	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-550-54420	Equipment & Vehicle Rental	750.00	750.00	0.00	0.00	750.00	100.00 %
100-550-55000	Other Purchased Services	54,500.00	54,500.00	0.00	0.00	54,500.00	100.00 %
100-550-55100	Insurance & Bonds	6,150.00	6,150.00	0.00	0.00	6,150.00	100.00 %
100-550-55150	Phones, Pagers, Internet, Cable	4,900.00	4,900.00	0.00	0.00	4,900.00	100.00 %
100-550-55200	Postage	750.00	750.00	0.00	0.00	750.00	100.00 %
100-550-55260	Advertising & Promotions	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-550-55275	Scholarship - Member Dues	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-550-55300	Printing & Binding	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00 %
100-550-55400	Memberships/License/Cert Renew	400.00	400.00	0.00	0.00	400.00	100.00 %
100-550-55910	Members Transportation	5,100.00	5,100.00	0.00	0.00	5,100.00	100.00 %
100-550-56100	Supplies & Equipment	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00 %
100-550-56101	Supplies & Equip-Chem/Janitorial/L	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00 %
100-550-56102	Supplies & Equip-Uniforms/City Lab	750.00	750.00	0.00	0.00	750.00	100.00 %
100-550-56104	Supplies & Equip-Computers & Acc	2,050.00	2,050.00	0.00	0.00	2,050.00	100.00 %
100-550-56105	Supplies & Equip-Advertising & Pro	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-550-56107	Supplies & Equip-Safety Supplies &	500.00	500.00	0.00	0.00	500.00	100.00 %
100-550-56110	Supplies & Equip-Meals	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
100-550-56115	Supplies & Equip-Events	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-550-56204	Electricity	30,800.00	30,800.00	0.00	0.00	30,800.00	100.00 %
100-550-57500	Office & Other Equipment	38,000.00	38,000.00	0.00	0.00	38,000.00	100.00 %
	Expense Total:	752,270.00	752,270.00	0.00	0.00	752,270.00	100.00 %
	Fund: 100 - GENERAL Surplus (Deficit):	-657,270.00	-657,270.00	0.00	0.00	657,270.00	100.00 %
	Report Surplus (Deficit):	-657,270.00	-657,270.00	0.00	0.00	657,270.00	100.00 %

(7)

Budget Report

For Fiscal: FY 2020 Period Ending: 09/30/2020

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL						
Revenue	95,000.00	95,000.00	0.00	0.00	-95,000.00	100.00 %
Expense	752,270.00	752,270.00	0.00	0.00	752,270.00	100.00 %
Fund: 100 - GENERAL Surplus (Deficit):	-657,270.00	-657,270.00	0.00	0.00	657,270.00	100.00 %
Report Surplus (Deficit):	-657,270.00	-657,270.00	0.00	0.00	657,270.00	100.00 %

(7)

Budget Report

For Fiscal: FY 2020 Period Ending: 09/30/2020

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL	-657,270.00	-657,270.00	0.00	0.00	657,270.00
Report Surplus (Deficit):	-657,270.00	-657,270.00	0.00	0.00	657,270.00

(7)

Item 4: Valuate services vs. membership cost

Return on Investment of Membership Dues

Annual Membership Dues: \$75-\$145 (based on age and residency)

\$145/12 months = \$12.08/month

	Number of Classes per Month	Cost
Zumba	20	Free for members
Chair Zumba	8	Free for members
Yoga	20	Free for members
Chair Yoga	8	Free for members
Tai Chi	16	Free for members
Stretch/Flex	16	Free for members
Chair Zumba	8	Free for members
Fall/Balance	8	Free for members
Line Dance	12	Free for members
Weight Training	8	Free for members
Pilates	8	Free for members
Healthy Bones	8	Free for members
Computer	12	Free for members
Sewing Class	4	Free for members
Gym	3 Gym Areas Available	Free for members
Stepping Stones	4	\$25 for 4 weeks
Stained Glass	4	\$25 for 4 weeks
Painting	4	\$25 for 8 weeks

- Anytime Fitness: \$44/month = \$528/year (Includes: use of gym and facilities – ALL classes are \$25-\$45/class extra)
- Gold's Gym: \$30/month + initial membership fee = \$660/year (Includes: use of gyms and facilities – ALL classes are \$15-\$30/class extra)
- YMCA: \$77/month = \$924/year (Includes: use of gym and facilities – ALL classes are \$15/class extra)