

AGENDA

Main Street Advisory Board

5:00 pm, December 18, 2019
City Hall, 400 Porter, Taylor TX

CALL TO ORDER AND DECLARE A QUORUM

PUBLIC COMMENT

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items that the Commission or Board may act on with one single vote. The Chairman or a Board member may pull any item from the Consent Agenda in order to discuss and act upon it individually as part of the Regular Agenda.)

1. Approve the minutes from the Main Street Advisory Board meeting for November 20, 2019 and the Special Called Meeting of December 2, 2019
2. Receive the November 2019 Main Street Program financials.

REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER ACTION

3. Main Street Manager report and update
4. After Action Report for the Wine Swirl and the Christmas Fair
5. Discussion and possible action regarding downtown murals
6. Discuss, review and vote on possible revisions to the following grant applications and guidelines:
 - a. Sign
 - b. Façade
 - c. Paint
 - d. Fire Suppression System
 - e. Rental Assistance
7. Discuss and vote on TMS by-laws, Code of Conduct and Ethics Statement
8. Review of 2019 Main Street Annual Assessment Report
9. Discussion and possible action concerning efforts to include and support businesses in the Main Street Program District south of the railroad tracks
10. Discuss items for upcoming agenda

ADJOURN

The Board or Commission may vote and/or act upon each of the items listed in this Agenda. The Board or Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 pm on Friday, September 13, 2019 and remained posted for at least 72 continuous hours before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.


Jan Harris CMSM, Main Street Manager

Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet
Agenda Item 1 – Meeting Minutes for November 20, 2019 and December 2, 2019



MAIN STREET ADVISORY BOARD MEETING

November 20, 2019

MINUTES

The meeting was called to order by Scott Dean, at 5:05 pm and a quorum was declared.

Present – Shannon Grace, Erwin Stauffer, Sharla Gola, Stacey Smith, Stephen Truex and Scott Dean.

Absent – Bobby Seiferman (excused)

Staff Present – Jan Harris, Main Street Manager and Tom Yantis, Development Services Director

Guests Present – Richard Stone, Public Arts Advisory Board Chair and Linda Stanchak

PUBLIC COMMENT

No public comments.

CONSENT AGENDA

1. **Approve the Minutes from the Main Street Advisory Board Meeting for September 18, 2019.**

MOTION – MOTION WAS MADE TO APPROVE THE MINUTES FROM SEPTEMBER 19, 2019

STAUFFER/TRUEX/UNANIMOUS

2. Receive Financials for September and October for the Main Street Advisory Board.

FINANCIALS RECEIVED AND ACCEPTED.

REGULAR AGENDA

3. **Presentation by Richard Stone, Chairman of the Public Arts Advisory Board concerning collaboration between that Board and the Main Street Board.**

Richard Stone provided the Board with information regarding the Public Arts Advisory Boards creation and vision. He stated that the Board had two tasks (1) to work with Potter's Alley and (2) oversee the art wall at the Pierce Skateboard Park. In terms of

collaboration, he suggested that the Main Street façade grant program could be tapped for public art projects on downtown buildings.

NO ACTION WAS REQUIRED BY THE BOARD.

4. Main Street Manager Report and Updates – Jan Harris

Please see attached sheet for full report. Some of the highlights were:

Meetings for Main Street Car Show and Spooktacular

The Farmers' Market will continue through December.

Wine Swirl Planning Meeting.

Public Arts Advisory Board Meeting.

Jan Harris reported that she intended to add information on business and real estate activity to the monthly report.

ACTION ITEM: It was requested that Staff develop guidelines for participation in the Farmers' Market to ensure more farmers and growers than arts and craft vendors.

5. After action report of the Main Street Car Show and Halloween Spooktacular- Jan Harris

Jan presented the board with information regarding both events. The Car Show had over 600 cars entered. While the general consensus was that downtown stores did well during the event an action item was proposed:

ACTION ITEM: Staff to develop feedback forms for vendors, merchants, and restaurateurs to ascertain their level of satisfaction and success and to utilize them at future events.

ACTION ITEM: Jan is to contact Scott for contact information for the Austin Chronicle/Austin 360 for digital advertising for the upcoming Wine Swirl.

NO ACTION WAS REQUIRED BY THE BOARD.

6. Discussion and possible action regarding downtown murals - Scott Dean

Jan reported that an Application for Mural Review and Approval had been submitted by Julie Downs that afternoon at 4.15 pm. Staff recommended that this matter be tabled until Ricardo Zuniga (building owner) and Dennis Gustave Levitin (artist) could provide additional information regarding the placement, size and scale of the proposed artwork on the building's façade.

ACTION ITEM: Staff will reach out to Julie Downs, Ricardo Zuniga and Dennis Gustave Levitin for further information. Item to be placed on a future agenda for the Board's consideration. Tabled until the December 18th meeting.

7. Discuss, review and vote on possible revisions to the following grant applications and guidelines: sign, façade, paint, fire suppression system, and rental assistance – Sharla Gola

Sharla informed the board that there was no information at this time.

ACTION ITEM: This item is tabled until the December 18th meeting.

8. Discussion and possible action regarding a Special Called Meeting to provide input for the Main Street Program Report – Scott Dean

The format for the Annual Report has changed and great board input is encouraged. After discussion, the Board will meet on Monday, December 2nd at 4.30 pm for the purpose of completing the Main Street Annual Report. The meeting will be held in Sharla Gola's office – Cornerstone Real Estate - located at 105 W 4th St. Scott offered the parking lot behind his building for parking.

ACTION ITEM: Staff will provide notice of this meeting to all appropriate channels.

9. Discuss and review of draft of TMS By-Laws – Jan Harris

Jan presented the board with hard copies of the first draft of By-Laws and asked them to review, edit and make suggestions for its improvement.

ACTION ITEM: Tabled until the December 18th meeting.

10. Discuss Items for Upcoming Agendas – Scott Dean

- a. Discussion and possible action regarding edits to grant applications and guidelines
- b. Discussion and possible action regarding downtown murals
- c. Discussion of the Main Street Annual Report
- d. Discussion and possible action on the Main Street Advisory Board By-Laws and Code of Conduct and Ethics Statement
- e. Discussion and possible action on the revision of the Taylor Main Street Vision and Mission statements
- f. Discussion and possible action concerning efforts to include and support businesses in the Main Street Program District south of the railroad tracks

Adjournment -

There being no further business the meeting adjourned at 6.10 pm.

MOTION – MOTION WAS MADE TO ADJOURN THE MEETING

SMITH/GOLA/UNANIMOUS

Respectfully Submitted,
Jan Harris, CMSM
Main Street Manager



MAIN STREET ADVISORY BOARD SPECIAL CALLED MEETING

December 2, 2019

Cornerstone Realty – 105 W. 4th Street

MINUTES

The purpose of this meeting was to work as a Board on the responses to the 2019 Main Street Annual Assessment Report. Chairman Scott Dean called the meeting to order at 6.30 pm and a quorum was declared.

Present – Shannon Grace, Erwin Stauffer, Sharla Gola, Bobby Seiferman, Stephen Truex and Scott Dean.

Absent – Stacey Smith (excused)

Staff Present – Jan Harris, Main Street Manager

Guests Present – No guests were present

PUBLIC COMMENT

No public comments.

CONSENT AGENDA

No Consent Agenda Items

REGULAR AGENDA

1. **Work as a Board to answer the questions contained in the 2019 Main Street Annual Assessment Report.**

Members of the Board assisted with the completion of the report.

ADJOURNMENT

There being no further business the meeting adjourned at 8.30 pm.

Respectfully Submitted,
Jan Harris, CMSM
Main Street Manager

Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet
Agenda Item 2 – November 2019 Financials

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2019

123-MAIN STREET REVENUE FUND

FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	0.00	0.00	0.00	0.00	0.00	0.00
430-	USE OF MONEY AND PROP	0.00	0.00	0.00	0.00	0.00	0.00
440-	DONATIONS FROM PRIVAT	24,000.00	7,810.00	23,535.00	98.06	0.00	465.00
450-	INTERFUND OPERATING T	<u>29,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>29,600.00</u>
***	TOTAL REVENUES ***	53,600.00	7,810.00	23,535.00	43.91	0.00	30,065.00
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	<u>47,500.00</u>	<u>7,477.50</u>	<u>18,549.25</u>	<u>39.05</u>	<u>0.00</u>	<u>28,950.75</u>
***	TOTAL EXPENDITURES ***	47,500.00	7,477.50	18,549.25	39.05	0.00	28,950.75
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	6,100.00	332.50	4,985.75	81.73	0.00	1,114.25
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2019

123-MAIN STREET REVENUE FUND

REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>330-INTERGOVERNMENTAL REVENUES</u>							
330-234	TEDC CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
330-235	GENERAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
330-236	OTHER CONTRIBUTIONS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>430-USE OF MONEY AND PROPERTY</u>							
430-331	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
430-335	REFUNDS AND REIMBURSEMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>440-DONATIONS FROM PRIVATE SOURCES</u>							
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-357	SALES AND OTHER FUNDRAISINGS	8,000.00	7,810.00	23,535.00	294.19	0.00	(15,535.00)
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	<u>16,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,000.00</u>
** REVENUE CATEGORY TOTAL **		24,000.00	7,810.00	23,535.00	98.06	0.00	465.00
<u>450-INTERFUND OPERATING TRANSFERS</u>							
450-361	TRANSFER FROM TIF	10,000.00	0.00	0.00	0.00	0.00	10,000.00
450-362	TRANSFER FROM H.O.T.	5,000.00	0.00	0.00	0.00	0.00	5,000.00
450-365	TRANSFER FROM GENERAL FUND	<u>14,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,600.00</u>
** REVENUE CATEGORY TOTAL **		<u>29,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>29,600.00</u>
*** TOTAL REVENUES ***		53,600.00	7,810.00	23,535.00	43.91	0.00	30,065.00
		=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2019

123-MAIN STREET REVENUE FUND
 615-CONTRIBUTE TO CIVIC PROGRA
 DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
615-111	REGULAR FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
615-112	VACATION/HOLIDAY	0.00	0.00	0.00	0.00	0.00	0.00
615-113	SICK LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
615-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
615-115	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0.00
615-116	REGULAR PART TIME	0.00	0.00	0.00	0.00	0.00	0.00
615-117	TEMPORARY/SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00
615-118	INSURANCE ALLOWANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
<u>PAID BENEFITS</u>							
615-121	FICA SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
615-122	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
615-123	STATE UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
615-124	RETIREMENT TMRS	0.00	0.00	0.00	0.00	0.00	0.00
615-126	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
615-127	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
615-128	LONG TERM DISABILITY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
615-141	WORKSHOP TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
615-146	TRAINING - TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
615-147	TRAINING - LODGING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2019

123-MAIN STREET REVENUE FUND
 615-CONTRIBUTE TO CIVIC PROGRA
 DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>200-OPERATIONAL SUPPLIES</u>							
<u>PROGRAM/SPECIAL EVENTS</u>							
615-233	CITY SPONSORED EVENTS	7,900.00	2,723.17	11,871.67	150.27	0.00	(3,971.67)
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	PROMOTIONAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
* SUB-CATEGORY TOTAL *		17,900.00	2,723.17	11,871.67	66.32	0.00	6,028.33
<u>SPECIALTY SUPPLIES</u>							
615-259	MISC. SUPPLIES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		17,900.00	2,723.17	11,871.67	66.32	0.00	6,028.33
<u>300-FACILITIES OPERATIONS/MAIN</u>							
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>500-CONTRACT SERVICES AND FEES</u>							
<u>FEES FOR SERVICES</u>							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
* SUB-CATEGORY TOTAL *		5,000.00	0.00	0.00	0.00	0.00	5,000.00
** CATEGORY TOTAL **		5,000.00	0.00	0.00	0.00	0.00	5,000.00

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2019

123-MAIN STREET REVENUE FUND
 615-CONTRIBUTE TO CIVIC PROGRA
 DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
615-719	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
*	SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
**	CATEGORY TOTAL **	0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
615-811	RENTAL ASSISTANCE	14,600.00	4,754.33	6,677.58	45.74	0.00	7,922.42
615-813	FACADE GRANT	10,000.00	0.00	0.00	0.00	0.00	10,000.00
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
*	SUB-CATEGORY TOTAL *	24,600.00	4,754.33	6,677.58	27.14	0.00	17,922.42
**	CATEGORY TOTAL **	24,600.00	4,754.33	6,677.58	27.14	0.00	17,922.42
***	DEPARTMENT TOTAL ***	47,500.00	7,477.50	18,549.25	39.05	0.00	28,950.75
		=====	=====	=====	=====	=====	=====
***	TOTAL EXPENSES ***	47,500.00	7,477.50	18,549.25	39.05	0.00	28,950.75
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	6,100.00	332.50	4,985.75	81.73	0.00	1,114.25
		=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet
Agenda Item 3 – Main Street Manager’s Report & Update

Main Street Monthly Report – November 2019

Community Outreach:

- Pierce Park Ribbon Cutting – 11/13/19
- Spoke at Ladies Lunch Club Meeting – 11/14/19
- Small Business Saturday – 11/28/19
- Met with the following stakeholders
 - Debbie Charbonneau
 - Brad Duncan – re: Main Street Car Show
 - Judy Blundell & Omar Lopez – dumpster issues
 - Scott Dean

Local Business / Owner Visits:

- Lucretia Alvarez walked information around concerning the Main Street Car Show and the Halloween Spooktacular
- Met with Rich Anglin re: potential new business – 11/20/19
- Developer Meeting with Tay & Stacy Campbell and City Staff – 11/27/19
- Met with Taylor Burges re: potential new business – 11/27/19
- Met with Julie Downs – toured 2nd @ Main Lofts and discussed 211 N Main St.
- Business/Stakeholder Visits:
 - Friends of the Bride
 - Liberty's Consigned Finds
 - Vintique Antique Mall
 - Mezoozah
 - Rhinestone Cowgirl
 - Texas Dirt Road Home
 - Frills on Fourth
 - Cherry Tree Creative
 - Sam's Home Bakery
 - Trouvaille Antiques
 - Tag at 120 Art

Event Planning:

- Ongoing meetings regarding Farmers' Market which opened on October 5th – Farmers' Market will continue at least through December.
- Met with Brad Duncan re: Car Show - 11/7/19
- Wine Swirl Meetings – 11/8; 11/13; 11/25
- Wine Swirl Pre-Event Meeting with City Staff – 11/25/19
- Greater Taylor Area MLK Commemoration Committee Meeting – 11/13/19
- Christmas Parade Meeting – 11/25/19

Other Duties:

- Public Arts Advisory Board Meeting – 11/13/19

- Main Street Advisory Board Meeting – 11/20/19
- Development Services Staff Meetings – 11/4/19
- City Council Meeting – 11/14/19
- Advertising Information Meeting with PIO Staff – 11/13/19
- Advertising Meeting with PIO Staff, Tom Yantis & Scott Dean – 11/13/19
- Regional Main Street Managers' Meeting in Hutto – 11/20/19

**Main Street Advisory Board
December 18, 2019**

**Agenda Item Cover Sheet
Agenda Item 4 – After Action Reports for Taylor Wine Swirl and Christmas Fair**

TAYLOR MAIN STREET AFTER ACTION REPORT

EVENT NAME: Taylor Wine Swirl

DATE: December 6, 2019

STRENGTHS:

Good participation among DT merchants
Good participation with wineries
Chubby Knuckle Choir sounded terrific
Shuttle was convenient and comfortable
Weather was good
Participating merchants seemed to do well as did vineyards
Started process early
4th year of event – it's getting into people's heads
Using individual cones and signs about closing parking 24 hours ahead
Scott was very helpful with the light tower

WEAKNESSES:

Food vendors did not show up as scheduled – contributed to lack of people listening to music & using tables
Outdoor part of venue is dark – obtain additional light trees
Some of the vineyards underestimated the demand and ran out of certain vintages
Lack of sponsors
No Main Street Manager on staff until November 4th
Additional volunteers needed especially if City Employee Recognition Lunch falls on the same day

OPPORTUNITIES:

Collect participant data with stamped passport having space for name, email, zip code and phone #
Work with merchants to determine shopper zip codes to target advertising
Utilize Constant Contact and other communication methods to ensure all merchants who want to participate have the opportunity to do so
Ensure wine purchase vouchers are printed so consumers can pick up wine purchases at check-out
Start sponsor search earlier
Have 2 check-in lines – prevent long lines for check-in/store purchases
Have Square account on Main Street Cell Phone to enable on-site credit card purchases
Print tickets earlier to enable merchants to sell
Cross promote/sell tickets at Sidewalk Sale, Car Show, etc
Provide shuttle stop cones and signs to businesses closest to shuttle stops ahead of the event
Get correct denominations for petty cash earlier in the day

THREATS:

Price of porta-potties doubled but no generator was provided as in the past
Absence of food vendors
Some grumbling from DT Biz owners about not being included in the Swirl

TAYLOR WINE SWIRL 2019
Income and Expense Report

INCOME

Ticket Sales	# Tix Sold	Gross Sales	Net Sales
Event Brite	55	\$1,647.00	\$1,460.00
Other Ticket Sales			\$2,428.80
pre-event hard copy tickets:	90		
on-site tickets sold night of event	betw. 25-34		
<i>(still determining final sales)</i>			
TOTAL TICKETS SOLD:	betw. 170-179		
Sponsorships			
City National Bank			\$100.00
Main Street Budget			\$1,000
		TOTAL INCOME:	\$4,988.80

EXPENSES

Winery Stipends	7 @ \$100/ea	\$700.00
GoVino Wine Glasses		\$785.36
Bottle Opener Swag		\$394.19
Facebook Push		\$250.00
Newspaper Adverts		\$200.00
Porta Potty Rental		\$1,025.00
Light Tower Rental		\$80.17
Peppermints		\$33.57
Cynthia's Limousine Rental		\$540.00
Wooden Stakes for Signage		\$14.53
Printing Tickets/Posters/Maps,etc.		in house costs
Chubby Knuckle Choir Fee		\$300.00
Wrist Bands		\$43.29
Other Expenses		TBD
	TOTAL EXPENSES:	(\$4,366.11)
	PROFIT/LOSS:	\$622.69

TAYLOR MAIN STREET AFTER ACTION REPORT

EVENT NAME: Christmas Fair

DATE: December 7, 2019

STRENGTHS:

- Popular event
- Good diversity among products/vendors
- Michael Craig provided great music and patter
- Shelley Shelton was a terrific help in the kitchen
- People appreciated the light breakfast/lunch for vendors
- Weather was great
- Good partnership with the Farmers' Market

WEAKNESSES:

- **OPPORTUNITIES:** Food trucks/food vendors did not show up
- Temperature in the auditorium was an issue per some vendors

OPPORTUNITIES:

- Targeted marketing/advertisements to drive additional traffic
- Create an incentive to ensure shoppers visit both the indoor and outdoor vendors
- Set up creative signage pointing the way to indoor/outdoor vendors

THREATS:

- Competition with other events in other cities
- Perception by both indoor and outdoor vendors that the other group was getting more visits from shoppers
- Disconnect between the 2 vendor areas (last year, the outdoor vendors were in the adjacent parking lot immediately outside City Hall) but it would not be good to block off that parking for the public.

Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet

Agenda Item 5 - Discussion and possible action regarding downtown murals at 211 Main St.

APPLICATION FOR MURAL REVIEW AND APPROVAL
BY MAIN STREET ADVISORY BOARD

Name of Building Owner: Ricardo Zuniga
Address of Building: 211 N. Main, Taylor, TX 76574
Building Owner Phone: 512-626-5634 Email: rjzuniga@gmail.com

Name of Artist: Dennis Gustave LeVain
Artist Business Name, if applicable: 211 N. Main, Taylor, TX 76574
Artist Phone: 512-365-9070 Email: please call

Content Description of Mural: Artists depiction of pop culture
using Mural paint, spray paint, and chalk or chalk
paint

Projected Start Date: 9/1/19 Projected Completion Date: 11/31/20

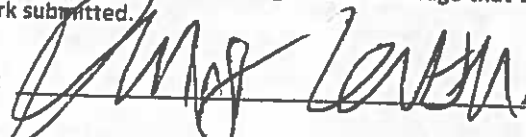
To ensure your Application is complete, check off the following as enclosed:

- ☒ Completed and signed Application
- ☒ Description of Project to include materials, method of application
- ☒ Color drawings and/or renderings of design
- ☒ Examples of previous work, including location

Upon approval by the Main Street Advisory Board, as Owner of the Building, I accept responsibility to maintain the integrity of the approved mural.

Signature of Building Owner:  Date: 11/20/2019
DocuSigned by: 16C079DEF4E54BB...

I certify that as of the date of this Application I am 18 years of age or older, as are any members of my team, if applicable. I certify that all examples of artwork submitted with this Application are products of my hand as represented. If accepted, the artwork produced will be the same as represented in this Application. I allow images of my work to be used in publicity for the City of Taylor, Texas. I further certify that all statements made in this Application are true to the best of my knowledge. I acknowledge that the City of Taylor, Texas, is not liable for loss or damage to work submitted.

Signature of Artist:  Date: 11/20/19

Reviewed by Main Street Advisory Board? ☐ YES ☐ NO

Comments from Main Street Advisory Board: _____

Main Street Advisory Board Chairman
Date: _____

Main Street Manager
Date: _____



**COMMERCIAL
OR RETAIL
LEASE SPACE
AVAILABLE**

211 N. Main
Over 6,000 Sq. Ft.

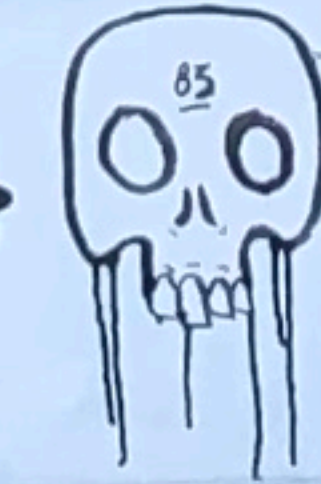
RE/MAX
Associates
Group

Julie Downs REALTOR®
Mobile: 512-497-3967
Office: 512-365-8563

THULIE
LIFE
BABY

what
the kids
call

insecure



LA
FORMULA?



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Call

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APPLICATION FOR MURAL REVIEW AND APPROVAL
BY MAIN STREET ADVISORY BOARD

Name of Building Owner: Ricardo Zuniga
Address of Building: 211 N. Main, Taylor, TX 76574
Building Owner Phone: 512-626-5634 Email: rjzuniga@gmail.com

Name of Artist: Dennis Gustave Lovin
Artist Business Name, if applicable: 211 N. Main, Taylor, TX 76574
Artist Phone: 512-365-9070 Email: please call

Content Description of Mural: Artists depiction of pop culture
using Mural paint, spray paint, and chalk or chalk
paint

Projected Start Date: 9/1/19 Projected Completion Date: 1/31/20

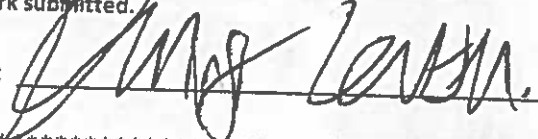
To ensure your Application is complete, check off the following as enclosed:

- ☒ Completed and signed Application
- ☒ Description of Project to include materials, method of application
- ☒ Color drawings and/or renderings of design
- ☒ Examples of previous work, including location

Upon approval by the Main Street Advisory Board, as Owner of the Building, I accept responsibility to maintain the integrity of the approved mural.

Signature of Building Owner:  Date: 11/20/2019
DocuSigned by: 16C079DEF4E54BB

I certify that as of the date of this Application I am 18 years of age or older, as are any members of my team, if applicable. I certify that all examples of artwork submitted with this Application are products of my hand as represented. If accepted, the artwork produced will be the same as represented in this Application. I allow images of my work to be used in publicity for the City of Taylor, Texas. I further certify that all statements made in this Application are true to the best of my knowledge. I acknowledge that the City of Taylor, Texas, is not liable for loss or damage to work submitted.

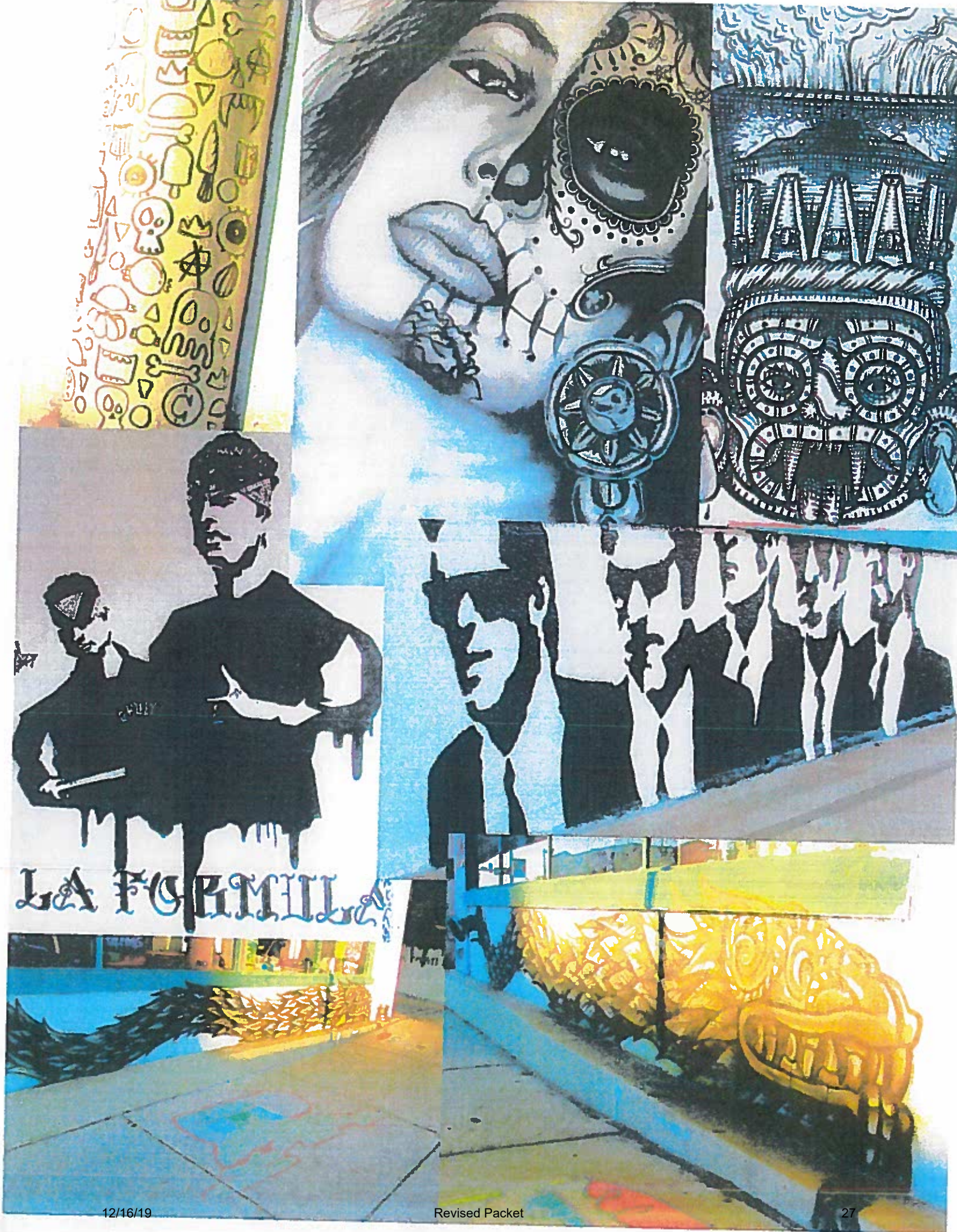
Signature of Artist:  Date: 11/20/19

Reviewed by Main Street Advisory Board? ☐ YES ☐ NO

Comments from Main Street Advisory Board: _____

Main Street Advisory Board Chairman
Date: _____

Main Street Manager
Date: _____





Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet

Agenda Item 6 – Discuss, review and vote on possible revisions to grant applications and guidelines



MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, CMSM
RE: Grant Program Updates and Revisions
DATE: 12/11/2019

There are no updates to be presented to the Board at this time. Staff will work with Shannon and Sharla concerning revisions to these grant programs and present them to the board when applicable.

Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet
Agenda Item 7 – Discuss and vote on By-Laws and Code of Conduct & Ethics Statement

**BY-LAWS
TAYLOR MAIN STREET ADVISORY BOARD**

ARTICLE I. NAME, VISION, MISSION, PURPOSE, PROGRAM AREA (BOUNDARIES), AND ASSETS

Section 1.1 Name

The name of the organization shall be the Taylor Main Street Advisory Board (hereinafter referred to as "Board") was established by the City Council of the City of Taylor in 1998, Ord. No. 1998-28 (hereinafter referred to as "Ord. 98-28") enacted December 14, 1998 and amended in 2019, Ord. No. 2019-13 (herein after referred to as "Ord. 19-13") enacted March 28, 2019. As approved by the Main Street Program, the Board shall henceforth exist under this authority with all of its rights, responsibilities, and limitations.

Section 1.2 Vision Statement:

Establish a resilient downtown community in Taylor, diverse in experiences for local residents and visitors that includes retail, dining, parks, and cultural history.

Section 1.3 Mission Statement:

To strengthen and continue business/historical preservation and culture in downtown Taylor by using the comprehensive approach of design, economic restructuring, organization and promotion.

Section 1.4 Purpose:

Ord. 98-28 Section 8 sets forth the duties of the Board. The Board shall provide guidance for the Taylor Main Street Program, working cooperatively with the City of Taylor, the Main Street Manager, and Committees designated by the Board.

Section 1.5 Program Area (Boundaries):

The Board operates within the boundaries created by the City Council of the City of Taylor in 1999, Ord. No. 1999-32: An ordinance creating Taylor, Williamson County, Texas as Reinvestment Zone 4 for commercial tax abatement City of Taylor, Texas establishing the boundaries thereof and other matters relating thereto. The boundaries of the District are shown in Exhibit A.

Section 1.6 Assets:

The Board is a non-profit subsidiary of the City of Taylor and will remain so for the entirety of its existence. All revenues and expenditures are included in the budget of the City of Taylor. Should the Board dissolve, all assets of the Board shall revert to the City of Taylor to further its mission of economic development in downtown Taylor.

ARTICLE II. MEMBERSHIP

Section 2.1 Number of Members:

Ord. 19-13, Section 2 states that the Board will consist of seven (7) members appointed by the City Council.

Section 2.2 Eligibility:

As stated in Ord. 19-13, City Council shall appoint members of the board representing public and private sector interest. Not less than four (4) of the members shall be persons having an interest in property

located in the City of Taylor boundaries. It is preferred that the Board include at least one representative from each of the following:

Architect
Attorney
Certified Public Accountant
Owner of real property in the city limits
Business owner in the downtown project area

However, the fact that one or more representatives from the five fields of expertise may not at any given point be a member of the Board, for whatever reason or reasons, shall not affect the validity of any decision or act of the Board.

Section 2.3 Selection of Board Members:

Upon review of a candidate's statement of willingness to serve and useful experience submitted by the applicant, the Board will make recommendations to the City Council. Member of the Board shall be appointed in accordance with the City Charter.

Section 2.4 Ex-Officio Members:

In addition to the seven (7) members appointed by the City Council, the following persons shall sit on the Board as ex-officio members:

City Manager, City of Taylor
Main Street Manager, City of Taylor
Taylor Chamber of Commerce Executive Director
Taylor Economic Development Corp. Director.

Ex-Officio members do not have voting powers, but will assist the Board in its various functions.

Section 2.5 Vacancies and Continuation in Office:

Vacancies occurring in the Board shall be filled by the City Council to complete the unexpired term of the member in whose position the vacancy is created.

In the event of a vacancy or other expiration of a term, the member then holding office shall continue as a member until his or her successor is appointed by the City Council.

Section 2.6 Term of Office:

Members of the Board shall be appointed for terms of three (3) years. No term limits are hereby established but no member may hold the same office for more than 2 consecutive terms. A Member may be reappointed to the same position after sitting out one year.

Section 2.7 Attendance and Removal of Members:

Members are expected to attend all regularly scheduled meetings of the Board, all special meetings, and meeting of any committee on which they serve. If a Board Member has three (3) or more unexcused absences at any of the above mentioned meetings in the course of one (1) year, the Member shall be reported to the Board for removal from the Board. Extenuating circumstances will be considered after being submitted in writing to the Board.

Section 2.8 Compensation and Expenses of Members:

Members of the Board serve without compensation. The Board and its members have no authority to expend funds or make an obligation on behalf of the City. Upon advance approval of the Board, Members may be reimbursed for authorized expenditures.

Section 2.9 City Council Policy:

Members will comply with the City Council Policy regarding Responsibilities of Board Members, as approved by the City Council.

ARTICLE III. OFFICERS

Section 3.1 Title of Officers:

The officers shall be Manager, Chair, Vice Chair, and Secretary. The Treasurer shall be the Chief Financial Officer of the City.

Section 3.2 Election of Officers:

Officers of the Board (with the exception of the Main Street Manager) shall be elected annually. It is anticipated that an officer will hold his/her position for no more than two consecutive one year terms and may be reappointed after one year; however the Board may waive this requirement if necessary. To qualify as a candidate for office, one must be a current Member in good standing.

Section 3.3 Duties:

The Chair shall preside at all meetings of the Board and shall discharge the duties of Presiding Officer using Roberts Rules of Order and Parliamentary Procedure.

The Vice Chair shall discharge the duties of the Chair in his/her absence or inability to serve. In the event of the absence of both the Chair and Vice Chair, the Secretary shall discharge the duties of Chairman. When so serving, the Vice Chair and/or Secretary shall have the powers and be subject to the restrictions imposed on the Chair.

The Secretary keeps records of proceedings of all meetings. The Manager will keep custody of all records and documents of the Board.

ARTICLE IV MEETINGS

Section 4.1 Time and Date of Regular Meetings:

The Board shall meet monthly, with advance notice posted according to the Texas Open Meetings Act, Public Act 267 of 1976 as amended, at a time and place the Board shall determine. Regular meetings of the Board may be cancelled by the Main Street Manager for good cause, such as the lack of pending business.

Section 4.2 Special Meetings:

The Main Street Manager or four (4) or more Board Members may request a special meeting of the Board. The person(s) calling said special meeting shall designate its time and place, although any meeting so called shall be within the corporate limits of the City of Taylor.

Section 4.3 Notice of Meetings, Quorum, Majority Rule, Public Meetings, and Minutes:

Public Notice of meetings of the Board shall be posted prior to any meeting in accordance with the Open Meetings Act, Public Act 267 of 1976 as amended.

Minutes of all Board meetings shall be kept and made available to all Members prior to the next regular Meeting.

A majority of voting members of the Board shall constitute a quorum for the conduct of business. Except as provided in the By-Laws, a simple majority of those voting shall affirm Board action. In the event one or more Members are disqualified from voting under the provisions of the Conflict of Interest Policy, the remaining members shall constitute a quorum for that issue alone, and majority of the quorum shall then be required to affirm Board action.

Section 4.4 Open Meetings Law:

All meetings of the Board shall be open to the public and provide for public comment on any item before the Board.

Section 4.5 Conduct of Meetings:

All meetings shall be conducted in accordance with the provisions of the Texas Open Meetings Act, the Texas Conflict of Interest Statutes, and the City of Taylor's Ethics Ordinance and Council Policy.

Board meetings will be conducted in accordance with Council Policy, these By-Laws, and Robert's Rules of Order.

ARTICLE V MEETING PROCEDURES AND POLICIES

Section 5.1 Agenda Items:

Items may be placed on the agenda by the Chair or at the request of any Board Member. The Board Member requesting the agenda item will be responsible for the preparation of an agenda item cover sheet and for the initial presentation at the meeting.

Section 5.2 Agenda Deadline:

Items to be included on the Regular agenda must be submitted to the Manager no later than 4 pm six (6) calendar days before the scheduled meeting.

Section 5.3 Agenda Packets:

Agenda packets for all regular meetings will be provided to all the Board members 5 (five) days in advance of the scheduled Board meeting. These packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

Section 5.4 Citizen Participation:

In accordance with City Council policy, Citizens are encouraged to sign up at Board meetings to speak on any item on the agenda. Sign-up sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Manager for inclusion in the minutes of the meeting. Speakers are limited to three (3) minutes. If a citizen wishes to speak on an issue not posted on the agenda, they must file a written

request with the Main Street Manager at City Hall; 400 Porter Street; Taylor, TX 76574 no later than 4 pm, six (6) days before the scheduled meeting. To comply with the Open Meetings Act, the written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public.

Section 5.5 Reports to Council:

At regular intervals (at least once a year), the City Council shall meet with the Board for the purpose of establishing specific tasks for the Board to undertake, as per the language of the Charter which grants authority for the creation of this Board in its advisory role. The City Council shall, on a quarterly basis, hear reports from the Board at regularly scheduled Council meetings, to assure the greatest possible success.

ARTICLE VI: ANNUAL MEETING AND FISCAL YEAR

Section 6.1 Annual Meeting:

An annual meeting of the Board shall be held each February for the purpose of installing new members, electing Board Officers, assessing the previous year's achievements, setting goals for the ensuing year, and for the transaction of such other business as may be placed on the agenda for the meeting.

Section 6.2 Fiscal Year:

The Fiscal Year meeting of the Board held each August shall be for the purpose of adopting the ensuing year's budget and the transaction of such other business as may be placed on the agenda.

The Fiscal Year meeting shall be held in August to coincide with the fiscal year of the City of Taylor, October 1 to September 30.

ARTICLE VII MISSION AND DEVELOPMENT OF WORK PLAN:

Section 7.1 Mission:

The Mission of the Board will be achieved through the Board's commitment to the National Main Street Four Point Approach™ to economic development that centers upon the Design, Economic Vitality, Promotion, and Organization of our downtown. There is established a standing committee for each above point.

Section 7.2 Development of the Annual Work Plan:

The Board will follow the National Main Street work plan model.

ARTICLE VIII COMMITTEES:

Section 8.1 Standing Committees:

The Board shall have four (4) standing committees: Design, Economic Vitality, Promotion, and Organization. Each standing committee will have as Chairperson a member of the Board, who shall be responsible for direction and coordination of the business of the Committee. The terms of the

committee shall be indefinite terms, unless they resign or are removed by a vote of the Board. It is encouraged that each committee member is involved with a work plan of their respective committee.

Section 8.2 Additional Committees:

The Board may approve one or more committees in addition to the standing committees. However, the designation of such committees and the delegation of authority thereto shall not relieve the Board of any responsibility imposed by law.

Section 8.3 Responsibilities of Committee:

All Committees shall determine and schedule their meeting times, dates, and locations. Each Committee will notify the Main Street Manager and will keep written reports of its proceedings and forward those to the Main Street Manager.

Committees are encouraged to consult with outside resources for an exchange of ideas that might be presented to the Board for action.

Committees are not authorized to enter into contracts or purchase agreements without the specific consent of the Board.

Persons under 21 years of age will have no voting privileges in the organization, management, or planning of any functions involving the sale or service of alcoholic beverages.

Section 8.4 Planning a Budget:

Each Committee will abide by the following schedule to help prepare a budget for the next year.

April – Committees will begin the budget season by brainstorming projects for the next year.

May – Committees will meet to assign project managers to each project that was brainstormed during the month of April.

June – Project managers will present work plans to their respective Committees. The Committees will then discuss and make recommendations to each work plan.

July – Committees and project managers will finalize each work plan by deciding the budget in which they are able to execute the work plan.

August – Work plans and Committee budgets are presented to the Board for approval. The Final budget is approved by the City Council.

ARTICLE IX BY-LAW AMENDMENTS:

The Board may alter, amend, or repeal these by-laws or adopt new by-laws, subject to the approval of the Board, by a majority vote of all Members eligible to vote when acting at any regular/special meeting,

provided that no such action conflicts in any way with applicable statutes concerning the formation and operation of this authority.

Approved December 18, 2019



Code of Conduct & Ethics Policies

Board Approved: _____

CODE OF CONDUCT

This Code of Conduct and the accompanying Ethics Policies apply to all Taylor Main Street directors, chairs, committee members and employees. Collectively referred to as the Code of Conduct, these standards shall apply to all decisions made and activities performed within the scope of each person's respective term, service or employment as a representative of the TMS Organization.

Purpose of the Code

This Code of Conduct is intended to deter wrongdoing and foster:

- Adherence to the Organization's Core Values of excellence, inclusiveness, respect and integrity.
- Honest and ethical conduct, including the ethical handling of the actual or apparent conflicts of interest between personal and professional relationships.
- Avoidance of conflicts of interest, or the appearance of conflicts, including appropriate disclosure to board president or supervisor of any material transaction or relationship that reasonably could be expected to give rise to a conflict.
- Compliance with applicable governmental laws, rules and regulations.
- Prompt internal reporting of violations of the Ethical Policies.
- Accountability for adherence to the Ethical Policies.

Outcome of the Code

The outcomes of adherence to the Code are:

- A culture of openness, respect, trust and integrity in all of the Organization's management and business practices.
- Honest, responsible and ethical practices on behalf of the Organization and its directors, chairs, committee members and employees.

ETHICS POLICIES

ONE: Respect

TMS directors, chairs, committee members and employees agree to strive to: listen and contemplate; resolve conflicts with wisdom, grace and diplomacy; value differences and commit to struggle together rather than against each other; communicate at appropriate forums, make decisions, and set a course of action; and be consistent with TMS's mission, leading by community not individually.

TWO: Transparency and Honesty

TMS directors, chairs, committee members and employees agree to operate with transparency and honesty through: accountability; facilitation of a free flow of information; integrity; responsibility; and working toward the maintenance and promotion of high standards of practice.

THREE: Confidentiality

TMS directors, chairs, committee members and employees understand that the Organization values integrity, and he or she agrees to respect individual privacy and keep shared information confidential to the extent allowed by law.

FOUR: Political Advocacy

TMS directors, chairs, committee members and employees recognize and embrace the Organization's political advocacy role in the interests of Taylor Main Street and its constituencies in regards to community planning, redevelopment and the allocation of public resources.

FIVE: Practices

TMS directors, chairs, committee members and employees agree to uphold all of the following ethical practices for the Organization:

- Strive to improve the quality of the Organization's services and operations.
- Maintain a reputation for honesty, fairness, trust and sound business judgment.
- Avoid circumstances in which personal interests conflict, or appear to conflict, with the interests of the Organization generally, and specifically in any transaction with others with whom there is any outside business affiliation or relationship.
- Safeguard proprietary, confidential or business-sensitive information, which could include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming business ventures, processes and methods.
- Disclose unethical, dishonest, fraudulent and illegal behavior, as well as the violation of this Code of Conduct directly to the chair of the TMS board of directors or the Main Street Manager.
- Obey all Equal Employment Opportunity laws.

SIX: Enforcement

Violation of the Taylor Main Street Code of Conduct can result in disciplinary action. The degree of discipline relates in part to whether or not there was a voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

If you have any questions or concerns about compliance with the information described in this Code of Conduct, you are strongly encourage to first talk with your supervisor or a TMS board member.

SEVEN: Board of Director Guidelines

The Taylor Main Street Advisory Board of Directors specifically agrees to adhere to the following guidelines:

- Place the betterment of Downtown Taylor, the Downtown Main Street Organization and Downtown stakeholders as a priority.
- Contribute to the Board any ideas, suggestions or ways to improve the Organization, as well as its policies, procedures and practices.
- Declare and/or be willing to recognize any conflict of interest, be it real, potential, apparent or perceived.
- Never abuse board member position by requesting special treatment or entitlement.

- Never take advantage of, or benefit from, information that is obtained in the course of duties as a board member and that is not generally available to stakeholders.
- Safeguard the Organization's information closely by not releasing or sharing confidential information.
- Represent the Organization in such a manner as to leave a positive impression, as well as to preserve and enhance the good reputation of the Organization, and avoid behavior that could be damaging to the Organization.
- Be alert to recognize if any benefits, favors, gifts or offers of gifts is given in a manner to gain advantage from the Organization. If any benefits, favors or gifts are from an entity doing business or looking to do business with the Organization, refuse all offers.

Acknowledge receipt of and agree to the terms of this Code of Code on this the _____ day of _____, 20_____.

Signature

Title

Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet
Agenda Item 8 – Review of 2019 Main Street Annual Report



ANNUAL MAIN STREET MAIN STREET PROGRAM COMMUNITY ACCREDITATION



To: Staff and Boards of Texas Main Street communities

From: Debra Drescher, State Coordinator, Texas Main Street Program

Date: October 1, 2019

Report due date: **Monday, Dec. 16, 2019**

The template and process for the annual Accreditation review of local programs is being revised by the National Main Street Center/Main Street America™ as part of a nationwide strategic effort by the Center –in conjunction with coordinating programs – to ensure that the Accreditation framework remains a viable tool for reviewing progress, highlighting accomplishments, and setting targeted program goals, while giving coordinating programs an opportunity to participate in the review and provide recommendations based on local information and on the coordinating program's broader perspective working with many Main Street communities.

Several important points:

- The process is still evolving and is currently in draft form; the final version to be used across all coordinating programs will not be finalized for distribution until the 2021 review cycle.
- The new process is largely a self-assessment checklist, which should make the report less time consuming to complete.
- '10 Criteria' will no longer exist. It is now **Main Street Community Accreditation Standards**. There are six, instead of 10, strategy areas- outlined below. Texas Main Street continues to do the review and makes the recommendation for national accreditation for Texas, as do all other coordinating programs for their local programs.
- The new process aligns with the [Main Street Transformation Strategy](#) model we've been talking about for several years now, and you'll see that reflected in the different sections.

Foundational elements/strategy areas of the new National Accreditation Standards:

1. Broad-based Community Commitment
2. Leadership & Organizational Capacity
3. Diverse and Sustainable Funding
4. Strategy-Driven Programming
5. Preservation-Based Economic Development
6. Demonstrated Impact & Result

The Texas Main Street Program will review all submitted reports and provide feedback to you prior to making our Accreditation recommendations to Main Street America™ in early 2020. National Accreditation for all programs nationally is announced on-screen during the opening session of the annual conference: Monday, May 18, 2020 in Dallas.



A local program not achieving accreditation in a given year remains a designated Main Street program and has the opportunity in the next year to work toward achieving the standard.

National Main Street has recommended a system for our office to determine final cumulative scores and alignment with the standards based upon your completion of the assessment and our additional input, as well as your work driving toward the Transformation Strategy model.

INSTRUCTIONS

This template is largely a self-evaluation checklist with added narrative and should be completed by board and staff between now and the **due date of Monday, Dec. 16, 2019**. You do not need to turn in a monthly report in December or January as it is assumed that the information will be covered in this assessment. *(However, you'll still turn in your quarterly reinvestment report for 2019 4th quarter, due January 10, 2020.)*

How to submit. As in the past, please submit reports electronically via:

1. A compressed **email**, with 'Accreditation Report' and your city name in the subject line.
2. Upload to a **sharing site** of your choosing (Dropbox, Google Docs etc.) and share with us.

Regardless of the submission method, the whole report should be in a single document or email and sent to mainstreet-reports@thc.texas.gov. The exceptions are the Work Plan and Design/Improvement project examples that can be separately submitted. Please contact us if you have any submission issues.

THE ACCREDITATION TEMPLATE BEGINS ON THE NEXT PAGE



Taylor / Taylor Main Street

CITY / PROGRAM NAME

** Some questions are asked in more than one place due to the integrated nature of Main Street and the Four Points.*

Value:

1 = We do not do this.

2= Marginal performance. We do not consistently do this.

3 = Average performance. We do this, but there is general agreement improvement is needed.

4-5=Strong/exceptional performance. It's part of our plan; it consistently helps us reach stated goals; our organization's credibility is high because of how well this is done etc.

STANDARD I. BROAD-BASED COMMUNITY COMMITMENT

A. The **Main Street organization** fosters a culture of community engagement, collaboration and commitment to the revitalization process.

Key Indicators	Value (1=low to 5=high/strong)
1. We build awareness of the value of the district and show the measurable impact of our efforts through regular external communications.	3
2. An inclusive outreach strategy exists through which all sectors of the community are invited to participate, and which encourages volunteer effort.	2
3. Connecting with businesses in the district regularly is a program priority. This includes an active visitation program (by staff, board and committee leaders) and stakeholder meetings/activities that provide opportunities for businesses to regularly come together.	3
4. The Main Street volunteer base reflects district and community demographics (age, race & ethnicity, gender, skills & interests, socio-economic, etc.). This is clearly demonstrated by the make-up of the supporting volunteer structure.	4
5. There is active participation from the public sector in the volunteer structure that supports Main Street (i.e. ex-officio board membership, engagement in program activities etc.)	4
6. Main Street regularly updates City officials and share progress and impact of the revitalization effort at council meetings and throughout the year.	5
7. The supporting volunteer structure of Main Street includes participation from partner organizations such as chamber, economic development corporations, tourism agencies, schools & universities, and anchor corporations.	2



B. Public sector participation. In addition to what is covered in the previous section, the public sector is a crucial leader and foundational partner to build and sustain a successful revitalization program.

Key Indicators	Value (1=low to 5=high/strong)
1. The City promotes the district as an important community asset.	5
2. Main Street/downtown is a priority of the City.	2
3. The City adequately funds the Main Street program at a level which allows it to achieve its goals and objectives.	2
4. Main Street is included in municipal decisions pertaining to planning and implementation of initiatives for the district.	1

C. District Stakeholders, including property and business owners, organizations, and residents are the most immediate beneficiaries and the most important investors for successful revitalization.

Key Indicators	Value (1=low to 5=high/strong)
1. A majority of district property and business owners show commitment to the district's vitality through direct <u>investment</u> of resources in physical, economic, and promotional improvements.	4
2. A broad base of district property and business owners, residents, workforce, and other organizations participate in revitalization through direct <u>involvement</u> in Main Street activities.	4

D. The Community-at-large, including residents, local organizations and corporations outside the district, but within the community.

Key Indicators	Value (1=low to 5=high/strong)
1. A broad base of community members/residents is engaged in Main Street activities. (Refer to similar questions under A.)	4
2. Local corporations actively support and invest in the district's revitalization program through investment of human (leadership & employee participation) and financial resources directly and in partnership with the Main Street program. (Refer to similar question under A.7.)	3
3. We have downtown residents and they are involved in program activities. (Mark n/a if you do not have downtown residents.)	3



Project profile/narrative. (Please provide a project/activity profile or brief narrative to elaborate on one or more of the key indicators in the section above. One page or less. If you choose to provide any supplemental information such as images, posters, newspaper clips etc. please include all of them at the end of the report.

- Breakfast Bites was a monthly event designed to bring together downtown stakeholders for networking and educational purposes. Topics included an initial “meet & greet,” retail food safety and policies, shop small-shop local, and information/input regarding downtown events/promotions/concerns. Breakfast Bites will be continued in 2020.
- The variety of events and activities presented by the Main Street Program and the City of Taylor attract volunteers and participants from many different groups, organizations, and members of the public. From the predominately male “gear heads” who volunteer and participate in the Main Street Car Show to members of our local agricultural and local food community to are participating and volunteering at our Farmers Market on Main, to representatives from the clergy, retired citizens and high school students who volunteer to work on the Annual MLK Commemoration Celebration, all segments of our Taylor community are welcomed and encouraged to become involved.
- The Main Street Manager is an active member of the Development Services Dept. Team and meets weekly with fellow team members to discuss activities, issues, and concerns. The Manager routinely attends City Council meetings.
- The City provides funding and manpower support for the continued improvement of the downtown’s curb appeal. The private sector also steps up for attractions such as Pierce Park with the 50/50 Skatepark providing land and financial underwriting.
- Main Street activities are promoted on the City’s website, newsletter, and Facebook page. Taylor Main Street has received permission to launch its own Facebook page and will also begin issuing “Downtown Matters” an e-newsletter in December 2019.
- The Main Street Manager routinely speaks at Civic Clubs and other organizations to promote the mission and activities of the Main Street Program in Taylor.



STANDARD II. ACTIVE LEADERSHIP & ORGANIZATIONAL CAPACITY

Main Street has a unique position to be able to offer a diverse range of opportunities for people to come together to become active leaders in various capacities and at different points in the revitalization process.

A. Active Volunteer Leadership. The Board.

Key Indicators	Value (1=low to 5=high/strong)
1. The Board has balanced representation from district stakeholders, public sector leaders, essential partners and community members. <i>(Refer to similar questions under Standard I.)</i>	5
2. The Board leads through strategy, which includes annual review of organizational and programming efforts in a retreat setting; an active work plan guided by the Board that aligns with strategies; and focus on strategies through the business segments of monthly Board meetings.	4
3. Each board member demonstrates an active level of board participation through regular attendance at board meetings.	5
4. Board members are active advocates for the program and the district.	4
5. Every Board member, in addition to attending meetings, has a working role in different aspects of the program, by leading or participating in committees or teams and projects throughout the year.	4
6. Board members sign an Accountability Agreement that outlines the commitment for board service. <i>(Note: examples are in the Online Resource Library)</i>	5
7. Board members participate in leadership development and trainings that support board roles and knowledge base in revitalization.	3
8. New board members receive an orientation to become more familiar with the Main Street Approach, board roles & responsibilities, the district, agreements with the coordinating program, and ongoing program efforts.	3
9. There is adherence to bylaws, including term limitations, and other elements related to Board service.	4

B. Supporting Volunteer Structure.

Key Indicators	Value (1=low to 5=high/strong)
1. All four points of the Approach are addressed through the work plan and program activities. <i>Note: Specific questions about the Work Plan is covered in Standard IV.</i>	4
2. There is a volunteer coordination structure in place that includes rotation and retention initiatives.	2
3. Each volunteer committee, team, task force, and project or activity has active chair or co-chairs and enough supporting members to implement their focus effectively and carry appropriate planning and implementation successfully.	1
4. To avoid 'silos' there is a mechanism in place that regularly brings volunteers together throughout the year to ensure cross-collaborative effort and alignment of strategy. <i>(i.e. annual retreat, quarterly meetings etc.)</i>	1
5. Volunteers not in board leadership roles also receive orientation and training.	3



6. The organization has active volunteer recognition initiatives and activities that highlight the talent, contributions, and impact provided by individuals and groups within the organization.	1
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C. Professional Program Management.

Key Indicators	Value (1=low to 5=high/strong)
1. The organization has continually had a Program Director in place for at least 8 of the 12 months during the past year.	5
2. Within the existing organizational structure (city employee or urban/non-profit), Main Street staff salary & benefits are sufficient at a level, and which reflects the perceived value of the revitalization effort. Regular salary increases occur. <i>(Note: see related questions under Standard III)</i>	5
3. A staff job description is in place that includes clearly defines performance expectations.	5
4. There is a formal staff performance review process (typically will be completed in the city structure by the program manager's supervisor).	5
5. There is regular staff communication among staff, board and committees, task forces etc.	5
6. The chain of command/relationship between staff and board is clearly defined and results in effective, positive and strong two-way relationships throughout the program.	5
7. Main Street staff receives professional development annually aligned with the Texas Historical Commission Main Street contract.	5
8. Monthly reports of activities as required in the contract are consistently submitted. <i>(Note: December 2019 and January 2020 monthly reports will be not required because you'll be submitting this annual report. Fourth quarter reinvestment reports, due January 10, 2020, will be due.)</i>	<i>Texas Main Street office will score this based on your report submissions.</i>

D. Defined mission and organizational foundation. *Note: the Work Plan is covered in Standard IV.*

Key Indicators	Value (1=low to 5=high/strong)
1. The Main Street program has a clearly defined purpose, outlined through a mission statement. The Board reviews the mission statement annually and uses it as a tool to help evaluate the organization's priorities, areas of focus and involvement, and to drive the program's work.	5
2. The mission statement is highly visible and promoted in the program's online, printed communication tools, and projects and activities.	5
3. The Main Street organization has by-laws. <i>Please note when they were last reviewed: (12/2019)</i>	5
4. Program activities are effectively coordinated.	5



Please provide your Vision and Mission statements and Core Values (if you have adopted a Value statement):

Vision Statement:

Taylor Main Street envisions a resilient downtown community that celebrates its historical significance and is a people place, diverse in experiences, that welcomes local residents and visitors to live, work, dine and be entertained.

Mission Statement:

Taylor Main Street will promote historical preservation principles and assist in economic development within Taylor's historical downtown business district using the Four Points of Main Street approach, including Organization, Design, Promotion and Economic Vitality, thereby making a significant contribution to the quality of life in our community.

Project profile/narrative. (Please provide a project/activity profile or brief narrative to elaborate on one or more of the key indicators in this section. One page or less. If you choose to provide any supplemental information such as images, posters, newspaper clips etc. please include all of them at the end of the report.

Main Street Board Retreat (led by Debra Drescher) – May 31, 2019

Texas Historical Commission "Real Places 2019" Conference, Austin – D. Charbonneau attended

TDA Conference 2019 – D. Charbonneau & Tom Yantis attended

Manager attended Regional Main Street Managers' Meetings

Main Street Manager Debbie Charbonneau was in place on January 1st 2019 until August 30, 2019. Tom Yantis, Development Services Director kept the program running until Main Street Manager Jan Harris arrived on November 4, 2019.

Job Descriptions for both the Main Street Manager and Administrative Assistant shared by both Administrative Services and Main Street are attached at the end of this report.

Draft by-laws were in place. The official by-laws will be approved at the December 2019 meeting. Those by-laws are attached at the end of this report.

Taylor Main Street Advisory Board Roster is attached at the end of this report.



STANDARD III. DIVERSE FUNDING & SUSTAINABLE PROGRAM OPERATIONS

A. The Main Street Program Has **Diversified Funding Sources**.

Key Indicators	Value (1=low to 5=high/strong)
1. The Main Street funding structure has a balanced mix of sources that includes adequate city funding.	4
2. District stakeholders (businesses and property owners, workforce, residents, organizations) invest in Main Street programming and revitalization efforts through partnerships, sponsorships, marketing, memberships, and fundraising initiatives etc. <i>(Also asked in Standard I.)</i>	3
3. Similarly, community-wide individual and organizational stakeholders understand downtown's value and invest in the effort. <i>(Also asked in Standard I.)</i>	4

B. The Main Street Program Has **Sustainable Program Operations**.

Key Indicators	Value (1=low to 5=high/strong)
1. The Main Street funding structure provides for balanced distribution of attention to all four points.	2
2. Work aligns with financial capacity.	5
3. A detailed budget is in place that adequately covers operations, including program personnel, office administration, financial management activities	5
4. The budget adequately covers programming and activity expenses.	5
5. The budget adequately covers professional development and training expenses.	5
6. For city-based programs: The Main Street Board is kept apprised of and is familiar with the Main Street budget allocated through the City and related sources. They advocate for additional funding when needed.	4
7. For city-based programs: If a separate fundraising or similar account is maintained under the authority of the City, the Main Street Board regularly reviews and manages it effectively, and, if applicable, effectively raises funds to support the program.	N/A
8. For urban non-profits: The Main Street Board understands its responsibility for program finances, manages it effectively, and takes individual responsibility for fundraising/development.	N/A
9. For urban non-profits: There has been an independent financial review in the last 12 months.	N/A



Every other year, we alternate an Incentives/Tools Survey with an **Operations and Funding Survey**. The information is quite frequently requested as a reference tool for communities to set a budget for applying to Main Street (a required part of the application process); and for existing programs looking to increase or adapt their funding. **Please answer the following:**

Population	16,982
Length of time your city has been a designated Main Street community	20 years (1999)
Length of time you have been in your position as a Main Street program manager	18 years as a Main Street Mgr; 2 months in current position
The position	
Who do you report to (i.e. city manager)?	Development Services Director
Do you have other job titles (i.e. Historic Preservation Officer)? If so, what are they?	No other job titles at present.
Do you find that you are effectively able to manage these additional job duties, given current funding and available time?	Yes, for the most part.
Are you salaried or hourly?	Salaried
What is your annual salary/hourly pay?	\$62,000
Do you have an assistant?	P/T –shared with Administration Dept.
If yes, what is the salary/hourly pay for your assistant?	\$16.63/hr.
Benefits	
Are you covered by medical insurance from your employer?	Yes
Do you have a pension from your employer?	Yes
Do you have a car allowance?	Access to City fleet vehicles.
Do you have paid vacation?	Yes
Do you earn comp time?	No
If hourly, do you receive overtime?	N/A
Other benefits?	
Program funding-OPERATIONS. Please indicate below the sources and amount that fund your program's basic OPERATIONS (i.e. salary, office, supplies, travel and training etc.)	
Source	Amount
City General Fund	\$86,342.00
HOT funds (Hotel Occupancy Tax)	
Economic Development (Type A or B?)	
CDBG or other federal sources	
Assessment district (TIRZ, PID etc.)	
Foundations, grants, memberships and/or corporate donations (Please indicate which ones)	
Other	
TOTAL OPERATING BUDGET	\$86,342.00



Program funding: SPECIAL PROJECTS. Please indicate below the sources and amount that fund your program's SPECIAL PROJECTS (i.e. local grant program, events, etc.)		
Source	Amount	What is funded? (i.e. improvement grant program)
City General Fund	\$36,698	Special Events; Contract Svcs. & Fees; Advertising; Main Street Promo. Supplies
HOT funds (Hotel Occupancy Tax)	\$5,000	Blackland Prairie Days, City-Sponsored Events DT; Advertising
Economic Development (Type A or B?)		
CDBG or other federal sources		
Assessment district (TIRZ, PID etc.)	\$15,000	Rental Assistance, Façade Grants
Foundations, grants, memberships and/or corporate donations (Please indicate which ones)		
(Donations from pvt. sources)Other	\$10,647	Blackland Prairie Days, City-Sponsored Events DT
TOTAL SPECIAL PROJECTS BUDGET	\$67,345	

We realize that budgets are unique to individual programs. Feel free to add notes here if needed.

Taylor Main Street Program budgets are attached at the end of this report.



STANDARD IV. STRATEGY-DRIVEN PROGRAMMING

Decades of experience implementing the Main Street Approach™ has demonstrated that building and sustaining a successful downtown effort is not a project, but an ongoing process that requires long-term commitment.

1. Main Street Has a **Vision** for the future of District and **Defined Strategic Direction** for the Program's Work.

Key Indicators	Value (1=low to 5=high/strong)
1. Feedback from district stakeholders is regularly collected.	5
2. We have up-to-date district market, economic and demographic data.	1
3. Our vision and mission (<i>outlined in Standard II-Leadership</i>) drives our work.	5
4. To understand and act upon market opportunities, we have conducted a consumer survey in the last 2 years.	1
5. To understand and act upon market opportunities, we have an up-to-date building and business inventory.	3

B. Main Street's **Work Plan** is Aligned to Selected Strategies and the Main Street 4-Point Approach.

Key Indicators	Value (1=low to 5=high/strong)
1. We have a Plan of Work driven by market understanding.	3
2. We are (<i>please indicate which one</i>) <u>exploring</u> / <u>have begun</u> / <u>have adopted</u> a Transformation Strategy plan of work.	5
3. Our work plan has activities across all four points of the Approach.	3

Please submit your current work plan as a separate document.

Work Plan is attached.



STANDARD V. PRESERVATION-BASED ECONOMIC DEVELOPMENT

The Main Street Program was developed with historic preservation at its core. A community's historic buildings and structures are some of its greatest assets to reflect the richness of its fabric and the strength of its character and to convey a unique and inviting sense of place. Consequently, preservation and rehabilitation should be a priority goal for all Main Street programs. Promoting a historic preservation-based program includes educating the public on their value and history to the community, as well as, working with businesses and property owners on appropriate improvements, uses and utilizing as possible the services of the TMSP design staff.

Key Indicators	Value (1=low to 5=high/strong)
1. There have been visible changes in the appearance of downtown over the last year through reinvestment activity and appropriate design work from façade and building rehabilitations, signage, awnings, maintenance etc. <i>(We will reference your reinvestment reports for this section.)</i>	5
2. Downtown/the commercial district is listed in the National Register of Historic Places or eligible. If not, has this been previously explored?	5
3. There is an educational program in place to build community awareness about the value of the district's historic assets and history.	4
4. The community is a Certified Local Government, has a preservation ordinance, or the organization has design guidelines, based on the Secretary of Interior Standards, in place and applies them during reviews as applicable. <i>Please provide details.</i>	1
5. We have a design review process that ensures appropriate preservation outcomes.	1
6. There is a design review process. <i>(Mark as '3' if it only applies to projects receiving local grants; '5' if there is review for any work in the Main Street district.)</i>	5
7. There is a recent business/property inventory. <i>(Also asked in Standard IV)</i>	3
8. Volunteer leadership, staff seek out preservation-based training, whether in person, or through seminars, webinars etc. and as a result are confident in their understanding of basic concepts of historic preservation.	5
9. Preservation-based economic incentives are in place to encourage appropriate improvements to historic resources in the district.	5
10. Ordinances, activities and/or incentives have been put into place to address and target issues such as building underutilization, long-term vacancies, storage etc.	4
11. We have not lost any historic resources/assets/properties in the district over the past 12 months.	4
12. We are live on DowntownTX.org.	5
13. We are actively working to become live on DowntownTX.org.	N/A

From the information provided in your quarterly reinvestment reports, please submit several examples of design projects/building improvements that were completed during the last 12 months. Please provide below before/during/after images and a brief description of the work.

100 W. 2nd St – 2nd & Main Lofts



STANDARD VI. DEMONSTRATED IMPACT & RESULTS

Key Indicators	Value (1=low to 5=high/strong)
1. Reinvestment reports are submitted as required in the contract.	<i>Texas Main Street office will score this based on your report submissions.</i>
2. Reinvestment into the district during the year and over time indicates improvement is occurring.	5
3. The Main Street program is recognized and valued locally as the driver of the revitalization effort and for the resulting contribution to quality of life.	4
4. Downtown/the program/projects have been recognized with external awards, grants or designations over the year (i.e. Texas Downtown Association President's Awards, THC Texas Treasures awards for downtown businesses, Cultural District, Texas Capital Fund, etc.)	5
5. Downtown is generally viewed as an active marketplace which the community supports.	5
6. There are long-time businesses in downtown, providing evidence that there is a marketplace that can support them.	5
7. Property values and market activity means that new businesses opening in our downtown are prepared for and capable of effectively running a business. 'Hobby' businesses have decreased over time.	3
8. Property owners generally understand the inherent value of historic buildings and their responsibility to be good stewards of them.	2
9. Property owners see a positive return on their investments.	3
10. Downtown's occupancy rate has increased over time, including second floor uses.	5
11. Downtown has destination businesses.	5

Project profile/narrative. (Please provide a project/activity profile or brief narrative to elaborate on one or more of the key indicators in this section. One page or less. If you choose to provide any supplemental information such as images, posters, newspaper clips etc. please include all of them at the end of the report.

Old Taylor High School received for best rehab or restoration project in a town with fewer than 50,000 residents from the Texas Downtown Association. Owners Cliff and Kaitlin Olle accepted the award. The Olles purchased the 1923 high school (turned junior high) building on Seventh Street in November 2016. The complex now includes 12 modern apartments, Plowman's Kitchen, the Loose Screw, ON Technology, Meals on Wheels and the Switzer Senior Center. The nomination is attached at the end of this report.

-end-





2019 MAIN STREET ANNUAL ASSESSMENT

STANDARD II: Active Leadership and Organizational Capacity

Supporting Documents



JOB DESCRIPTION

Class No: 238
Pay Group: 25
Date: December, 2017

Job Title: **Main Street Manager**
EEOC Category: Officials & Administrators
FLSA Category: Exempt

BRIEF DESCRIPTION OF THE JOB: Responsible for the planning, execution, and documentation of a comprehensive Main Street program within the community's policies and guidelines for historic preservation and economic development. Coordinates all project activities locally, but is also part of a state and national network of professionals working to find ways to revitalize central business districts and share techniques, methodology and information with other communities. Coordinates all activities, programs, and schedules of the volunteers for the Main Street Program and any other responsibilities deemed appropriate.

ORGANIZATIONAL RELATIONSHIPS: Reports to City Manager or designee. Works directly with city department heads and city staff. Has contact with members of associated boards and commissions, volunteers, property and business owners, consultants, media, and the general public.

ESSENTIAL DUTIES: This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Develops working relationships with all persons directly or indirectly involved in the downtown area; designs and develops action plans and strategies for implementing main street programs utilizing a full range of the community's human and economic resources;	Constant	M	A,B,C,D,E,F,G,H,I,J,Q,R,S,T
Orients public officials, retailers, community groups, the general public, etc., with the nature and objectives of this effort;	10	L	A,B,C,Q,R,S
Develops and conducts an on-going public awareness and educational program designed to enhance appreciation of downtown's assets and the importance of its historic fabric. Through speaking engagements, radio, television appearance and newspaper interviews, keeps the program constantly in the public eye;	9	M	A,B,C,D,E,F,Q,R,S,
Assists individual tenants or property owners with physical improvement projects such as	6	M	A,B,C,D,E,G,I,O,Q,R,S,T,

façade rehabilitation, through consultations with the Main Street architects, or by obtaining and supervising other professional design consultants;			
Develops a fixed term action plan for implementing a downtown revitalization program focused on these four areas: organization, promotion, design and economic vitality;	10	M	A,B,C,D,E,F, G,H,I,J,M,Q,R, S,T
Provides advice and information on successful downtown management	5	L	A,B,C,Q,R,S
Encourages a cooperative climate between downtown interest and local public officials, one of the goals being improvement of municipal services to the project area;	Constant	L	A,B,C,F,Q,R,S, T
Provides liaison with all historic preservation and tourist development organizations, including, but not limited to, the Texas Downtown Association, the Texas Main Street Program of the Texas Historical Commission and the National Main Street Center.	6	L	A,B,C,D,F,G,H, I,Q,R,S,T
Advises downtown merchants and assists in the coordination of joint promotional events, such as seasonal festivals, sidewalk sales, etc., with the goal of improving the quality and excitement of events to attract people downtown.	10	M	A,B,C,D,E,F,G, H,I,M,Q,R,S,T
Works with the Texas Main Street program at the Texas Historical Commission in preparing the action plan, obtaining advice and technical assistance on all aspects of the program, and generating funding for it;	6	M	A,B,C,I,Q,R,S
Completes and submits monthly reports and reinvestment figures to the City Manager and State Main Street office;	9	M	A,B,C,D,E,F,G, H,I,Q,R,S
Assembles and maintains essential performance data as they relate to the downtown area in relation to the City of Taylor, The Williamson County, and the State of Texas	9	M	A,B,C,D,H,I,Q, R,S
Represents the Taylor Main Street Program at various appropriate conferences, workshops and seminars;	5	L	A,B,C,D,E,O,Q R,S,T
Develops economic strategies to increase business opportunities in the downtown, attracting new users into existing facilities and expanding market opportunities	11	M	A,B,C,D,E,F,G, H,I,Q,R,S,T
Work with existing businesses in the Taylor Downtown area to assist with their retention and expansion efforts	Constant	M	A,B,C,D,E,Q, R,S,T
Prepares and maintains a milestone record of projects through photographs (before and after)	4	L	A,B,C,D,E,G, H,I,Q,R,S

and/or slides, files on the building, business recruitment, promotions, monthly reports, etc.			
Recruits new volunteers through various opportunities throughout the year;	Constant	L	A,B,C,E,Q,R,S
Performs such other related duties as may be assigned.	Constant	L	ALL
Provides quality customer service to city staff, the general public, and all other work contacts.	Constant	N/A	N/A

PHYSICAL DEMANDS:

1. Overall Strength Demand__Sedentary__ Light to X Medium__Heavy__ Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

F A. Standing F G. Reaching R L. Crawling C Q. Vision
F B. Sitting F H. Handling F M. Bending C R. Hearing
F C. Walking F I. Fine Dexterity F N. Twisting F S. Talking
O D. Lifting O J. Kneeling R O. Climbing F T. Foot Controls
O E. Carrying O K. Crouching R P. Balancing U. Other
F F. Pushing/Pulling C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	To maintain files; sort and distribute mail; to use copier; to get supplies
SITTING	Primary work position; for most tasks
LIFTING/CARRYING	Stacks of files, computer print outs (5-20 lbs.) supplies (box of copier/computer paper 20-40 lbs.)
PUSHING/PULLING	File cabinet drawers (exertion from 5 to 30 lbs);
REACHING	To get supplies from the high shelves; to reach for files; to obtain supplies from cabinets while seated
HANDLING	Counting money; sorting mail; filing; operating computer, calculator, typewriter, copier, and other office equipment; writing
CROUCHING	To change paper in copier; obtain files from lower drawers/shelves
KNEELING	N/A
BENDING	To change paper in copier; obtain files from lower drawers/shelves
CLIMBING/BALANCING	To use step tool to access materials stored on high shelves
TWISTING	To operate copier
VISION	To maintain files, sort and distribute mail; to do computer work; to operate office equipment; to monitor and assist people coming into office; to do layout/design for print media
FOOT CONTROLS	To walk and drive

NON-PHYSICAL DEMANDS:

F time pressures O noisy/ distracting environment
 emergency situations R tedious exacting work situation
O irregular schedule/overtime F work closely with others as part of a team

☐ danger/physical abuse ☒ performing multiple tasks simultaneously
☒ frequent change of tasks ☐ other (describe below)
☒ varying periods of idle time interspersed with emergencies requiring intense concentration C-CONSTANTLY(2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

KNOWLEDGE AND ABILITIES:

Knowledge of word processing software, ability to operate a computer; ability to communicate effectively, both verbally and in writing, ability to maintain appropriate necessary certifications, ability to establish and maintain effective working relationships and ability to analyze situations and adopt a quick, effective and reasonable course of action. Reads and comprehends industry journals, magazines and newsletters, writes reports and memos, policy papers, press communications, and program evaluations, performs mathematical calculations; analyzes and interprets data; interprets policies and procedures; and exercises tact and diplomacy when dealing with vendors, property and business owners, and the general public; knowledge of, or ability to gain knowledge of real estate, tourism and travel industry practices and trends, as well as the marketing/media industry.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree from an accredited University or four year college in public administration, architecture, planning, economic development, marketing, journalism, or related field. Must understand the concepts and issues involved with community revitalization and historic preservation from the various points of view such as merchants, public agencies, property owners and community organizations. Must have excellent written and verbal communication skills for project presentations and public speaking. Must have a minimum of five years' experience working closely with volunteers, volunteer organizations, social service agencies, and local service clubs, in a Main Street program, as an economic development professional, or in the marketing/promotions/communications profession. Grant writing skills preferred. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities may be considered.

CERTIFICATES/LICENSES REQUIRED: State of Texas Class "C" Driver's license.

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

Printed Name

Signature

Date



JOB DESCRIPTION

Class No: 609

Job Title: **Administrative Assistant City Hall (Part time)**

Pay Group: 17

EEOC Category: Administrative Support

Date: December 2017

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

This is a part time position working 15 hours / week. The Administrative Assistant performs a variety of clerical and administrative functions, including, but not limited to, special projects administration, assisting in preparing various reports as needed, photocopying, filing, maintaining mailing lists, coding and processing invoices for payment, preparing agenda packets, attending and typing minutes for various commissions and boards and maintaining departmental records.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the City Clerk with tasks assigned by other directors. This is a non-supervisory position and has frequent contact with other City employees and vendors, and regular contact with the general public.

ESSENTIAL DUTIES: This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Average % of Time	Strength *	Physical Demand Code*
Assists in coordinating event permits for Main Street Program, including meeting with requestor, obtaining information, securing approvals, and relaying information to related departments. Vendor registration for special community events such as Christmas Bazaar, Blackland Prairie Days. Requires planning and coordination of these events, attending event planning meetings, preparing materials, sharing information.	25%	L	B,C,D,G,H,I, M,N,R,S
Internal Services data entry support for invoices and work orders using various software applications for City Hall and Fleet.	25%	L	B,I,N,R,S

Assist City Clerk by greeting the public in person or via telephone responding to questions and requests and referring complex issues to the appropriate person, Assist with Board appointments correspondence, update board rosters, mail notices, etc. Assist with filing, scanning contracts, etc.	25%	L	A,B,C,D,E,F, H,I,JN,R,S
Makes, collates, distributes and mails copies of materials. Processes invoices for payment and budgetary purposes. Types memos, correspondence, requisitions. Assists with the administration of projects as assigned to the department. Performs such other duties as may be assigned.	25%	L	A,C,E,H,I,Q

See Physical Demands portion of job description for key to codes

PHYSICAL DEMANDS:

Overall Strength Demand: __ Sedentary X Light to __ Medium __ Heavy __ Very Heavy

2. *Frequency for each physical demand listed in Essential Duties:*

F Standing F Reaching R Crawling C Vision
C Sitting C Handling F Bending C Hearing
F Walking C Fine Dexterity F Twisting C F. Talking
F Lifting O Kneeling R Climbing O Foot Controls
F Carrying O Crouching R Balancing
O Pushing/ Pulling C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. *Description of Physical Demand*

Physical Demand	Description
STANDING/ WALKING	To operate copier; maintain files; to assemble agenda packets; walk to other City offices and buildings; walk within the building several times a day on carpet.
SITTING	Primary work position; to sort mail; perform most tasks including all paper and computer work.
LIFTING/ CARRYING	Computer printouts (5-29 lbs.); computer paper (up to 45 lbs.); stack of files,
PUSHING/ PULLING	To open and close file drawers and storage boxes to store files; when filing or picking up mail/packages.
REACHING	Overhead to obtain computer printouts from shelves up to 64" high, answering the phone; to pick up documents.
HANDLING	Files, papers, computer forms, miscellaneous office supplies, office equipment.
CROUCHING/ KNEELING	To access low file drawers/shelves.
HEARING/ TALKING	To communicate with the public, city employees by phone and in person.

BENDING/ CRAWLING	To access low file drawers/shelves; to change paper in copier, to pick up supplies and documents.
CLIMBING/ BALANCING	To use step stool to access materials stored on high shelves.
TWISTING	To perform back-up.
VISION	To perform most job tasks; work on the computer; manually complete forms; use calculator, monitor and assist people coming into the office.

NON-PHYSICAL DEMANDS:

 F time pressures F noisy / distracting environment
 O emergency situations C tedious exacting work situation
 O irregular schedule/overtime C working closely with others as part of a team
 R danger/physical abuse C performing multiple tasks simultaneously
 C frequent change of tasks _____ other (describe below)
_____ varying periods of idle time interspersed with emergencies requiring intense concentration

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Personal computer, 10-key calculator, telephone, printer, scanner, copier and fax machine

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

N/A

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency with applicable computer equipment and related software, including (INCODE preferred), word processing software and spreadsheet software.
- Good communication (verbal and written) and organizational skills.
- Manipulates computer accounting and spreadsheet software; knowledge of simple accounting principles,
- Interface professionally with employees, management and general public.
- Handle a multitude of tasks courteously and efficiently.
- Reading: Reads and analyzes data, , and reports
- Writing: Writes memos.
- Math: Applies accounting formulas, calculates sufficiently to prepare budget, verify totals and reconcile differences
- Reasoning: Maintains composure and diplomacy during sensitive and/or difficult interactions.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School graduate, or its equivalent; plus at least two years of office experience and computer experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES/LICENSES REQUIRED: Valid Texas Driver's License

Acknowledgement

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

Printed Name

Signature

Date

**BY-LAWS
TAYLOR MAIN STREET ADVISORY BOARD**

ARTICLE I. NAME, VISION, MISSION, PURPOSE, PROGRAM AREA (BOUNDARIES), AND ASSETS

Section 1.1 Name

The name of the organization shall be the Taylor Main Street Advisory Board (hereinafter referred to as "Board") was established by the City Council of the City of Taylor in 1998, Ord. No. 1998-28 (hereinafter referred to as "Ord. 98-28") enacted December 14, 1998 and amended in 2019, Ord. No. 2019-13 (herein after referred to as "Ord. 19-13") enacted March 28, 2019. As approved by the Main Street Program, the Board shall henceforth exist under this authority with all of its rights, responsibilities, and limitations.

Section 1.2 Vision Statement:

Establish a resilient downtown community in Taylor, diverse in experiences for local residents and visitors that includes retail, dining, parks, and cultural history.

Section 1.3 Mission Statement:

To strengthen and continue business/historical preservation and culture in downtown Taylor by using the comprehensive approach of design, economic restructuring, organization and promotion.

Section 1.4 Purpose:

Ord. 98-28 Section 8 sets forth the duties of the Board. The Board shall provide guidance for the Taylor Main Street Program, working cooperatively with the City of Taylor, the Main Street Manager, and Committees designated by the Board.

Section 1.5 Program Area (Boundaries):

The Board operates within the boundaries created by the City Council of the City of Taylor in 1999, Ord. No. 1999-32: An ordinance creating Taylor, Williamson County, Texas as Reinvestment Zone 4 for commercial tax abatement City of Taylor, Texas establishing the boundaries thereof and other matters relating thereto. The boundaries of the District are shown in Exhibit A.

Section 1.6 Assets:

The Board is a non-profit subsidiary of the City of Taylor and will remain so for the entirety of its existence. All revenues and expenditures are included in the budget of the City of Taylor. Should the Board dissolve, all assets of the Board shall revert to the City of Taylor to further its mission of economic development in downtown Taylor.

ARTICLE II. MEMBERSHIP

Section 2.1 Number of Members:

Ord. 19-13, Section 2 states that the Board will consist of seven (7) members appointed by the City Council.

Section 2.2 Eligibility:

As stated in Ord. 19-13, City Council shall appoint members of the board representing public and private sector interest. Not less than four (4) of the members shall be persons having an interest in property

located in the City of Taylor boundaries. It is preferred that the Board include at least one representative from each of the following:

Architect
Attorney
Certified Public Accountant
Owner of real property in the city limits
Business owner in the downtown project area

However, the fact that one or more representatives from the five fields of expertise may not at any given point be a member of the Board, for whatever reason or reasons, shall not affect the validity of any decision or act of the Board.

Section 2.3 Selection of Board Members:

Upon review of a candidate's statement of willingness to serve and useful experience submitted by the applicant, the Board will make recommendations to the City Council. Member of the Board shall be appointed in accordance with the City Charter.

Section 2.4 Ex-Officio Members:

In addition to the seven (7) members appointed by the City Council, the following persons shall sit on the Board as ex-officio members:

City Manager, City of Taylor
Main Street Manager, City of Taylor
Central Texas RC&D Director
Taylor Chamber of Commerce Executive Director
Taylor Economic Development Corp. Director.

Ex-Officio members do not have voting powers, but will assist the Board in its various functions.

Section 2.5 Vacancies and Continuation in Office:

Vacancies occurring in the Board shall be filled by the City Council to complete the unexpired term of the member in whose position the vacancy is created.

In the event of a vacancy or other expiration of a term, the member then holding office shall continue as a member until his or her successor is appointed by the City Council.

Section 2.6 Term of Office:

Members of the Board shall be appointed for terms of three (3) years. No term limits are hereby established but no member may hold the same office for more than 2 consecutive terms. A Member may be reappointed to the same position after sitting out one year.

Section 2.7 Attendance and Removal of Members:

Members are expected to attend all regularly scheduled meetings of the Board, all special meetings, and meeting of any committee on which they serve. If a Board Member has three (3) or more unexcused absences at any of the above mentioned meetings in the course of one (1) year, the Member shall be reported to the Board for removal from the Board. Extenuating circumstances will be considered after being submitted in writing to the Board.

Section 2.8 Compensation and Expenses of Members:

Members of the Board serve without compensation. The Board and its members have no authority to expend funds or make an obligation on behalf of the City. Upon advance approval of the Board, Members may be reimbursed for authorized expenditures.

Section 2.9 City Council Policy:

Members will comply with the City Council Policy regarding Responsibilities of Board Members, as approved by the City Council.

ARTICLE III. OFFICERS

Section 3.1 Title of Officers:

The officers shall be Manager, Chair, Vice Chair, and Secretary. The Treasurer shall be the Chief Financial Officer of the City.

Section 3.2 Election of Officers:

Officers of the Board (with the exception of the Main Street Manager) shall be elected annually. It is anticipated that an officer will hold his/her position for no more than two consecutive one year terms and may be reappointed after one year; however the Board may waive this requirement if necessary. To qualify as a candidate for office, one must be a current Member in good standing.

Section 3.3 Duties:

The Chair shall preside at all meetings of the Board and shall discharge the duties of Presiding Officer using Roberts Rules of Order and Parliamentary Procedure.

The Vice Chair shall discharge the duties of the Chair in his/her absence or inability to serve. In the event of the absence of both the Chair and Vice Chair, the Secretary shall discharge the duties of Chairman. When so serving, the Vice Chair and/or Secretary shall have the powers and be subject to the restrictions imposed on the Chair.

The Secretary keeps records of proceedings of all meetings. The Manager will keep custody of all records and documents of the Board.

ARTICLE IV MEETINGS

Section 4.1 Time and Date of Regular Meetings:

The Board shall meet monthly, with advance notice posted according to the Texas Open Meetings Act, Public Act 267 of 1976 as amended, at a time and place the Board shall determine. Regular meetings of the Board may be cancelled by the Main Street Manager for good cause, such as the lack of pending business.

Section 4.2 Special Meetings:

The Main Street Manager or four (4) or more Board Members may request a special meeting of the Board. The person(s) calling said special meeting shall designate its time and place, although any meeting so called shall be within the corporate limits of the City of Taylor.

Section 4.3 Notice of Meetings, Quorum, Majority Rule, Public Meetings, and Minutes:

Public Notice of meetings of the Board shall be posted prior to any meeting in accordance with the Open Meetings Act, Public Act 267 of 1976 as amended.

Minutes of all Board meetings shall be kept and made available to all Members prior to the next regular Meeting.

A majority of voting members of the Board shall constitute a quorum for the conduct of business. Except as provided in the By-Laws, a simple majority of those voting shall affirm Board action. In the event one or more Members are disqualified from voting under the provisions of the Conflict of Interest Policy, the remaining members shall constitute a quorum for that issue alone, and majority of the quorum shall then be required to affirm Board action.

Section 4.4 Open Meetings Law:

All meetings of the Board shall be open to the public and provide for public comment on any item before the Board.

Section 4.5 Conduct of Meetings:

All meetings shall be conducted in accordance with the provisions of the Texas Open Meetings Act, the Texas Conflict of Interest Statutes, and the City of Taylor's Ethics Ordinance and Council Policy.

Board meetings will be conducted in accordance with Council Policy, these By-Laws, and Robert's Rules of Order.

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ARTICLE V MEETING PROCEDURES AND POLICIES

Section 5.1 Agenda Items:

Items may be placed on the agenda by the Chair or at the request of any Board Member. The Board Member requesting the agenda item will be responsible for the preparation of an agenda item cover sheet and for the initial presentation at the meeting.

Section 5.2 Agenda Deadline:

Items to be included on the Regular agenda must be submitted to the Manager no later than 4 pm six (6) calendar days before the scheduled meeting.

Section 5.3 Agenda Packets:

Agenda packets for all regular meetings will be provided to all the Board members three (3) days in advance of the scheduled Board meeting. These packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

Section 5.4 Citizen Participation:

In accordance with City Council policy, Citizens are encouraged to sign up at Board meetings to speak on any item on the agenda. Sign-up sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Manager for inclusion in the minutes of the meeting. Speakers are limited to three (3) minutes. If a citizen wishes to speak on an issue not posted on the agenda, they must file a written

request with the Main Street Manager at City Hall; 400 Porter Street; Taylor, TX 76574 no later than 4 pm, six (6) days before the scheduled meeting. To comply with the Open Meetings Act, the written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public.

Section 5.5 Reports to Council:

At regular intervals (at least once a year), the City Council shall meet with the Board for the purpose of establishing specific tasks for the Board to undertake, as per the language of the Charter which grants authority for the creation of this Board in its advisory role. The City Council shall, on a quarterly basis, hear reports from the Board at regularly scheduled Council meetings, to assure the greatest possible success.

ARTICLE VI: ANNUAL MEETING AND FISCAL YEAR

Section 6.1 Annual Meeting:

An annual meeting of the Board shall be held each January for the purpose of installing new members, electing Board Officers, assessing the previous year's achievements, setting goals for the ensuing year, and for the transaction of such other business as may be placed on the agenda for the meeting.

Section 6.2 Fiscal Year:

The Fiscal Year meeting of the Board held each August shall be for the purpose of adopting the ensuing year's budget and the transaction of such other business as may be placed on the agenda.

The Fiscal Year meeting shall be held in August to coincide with the fiscal year of the City of Taylor, October 1 to September 30.

ARTICLE VII MISSION AND DEVELOPMENT OF WORK PLAN:

Section 7.1 Mission:

The Mission of the Board will be achieved through the Board's commitment to the National Main Street Four Point Approach™ to economic development that centers upon the Design, Economic Vitality, Promotion, and Organization of our downtown. There is established a standing committee for each above point.

Section 7.2 Development of the Annual Work Plan:

The Board will follow the National Main Street work plan model.

ARTICLE VIII COMMITTEES:

Section 8.1 Standing Committees:

The Board shall have four (4) standing committees: Design, Economic Vitality, Promotion, and Organization. Each standing committee will have as Chairperson a member of the Board, who shall be responsible for direction and coordination of the business of the Committee. The terms of the

committee shall be indefinite terms, unless they resign or are removed by a vote of the Board. It is encouraged that each committee member is involved with a work plan of their respective committee.

Section 8.2 Additional Committees:

The Board may approve one or more committees in addition to the standing committees. However, the designation of such committees and the delegation of authority thereto shall not relieve the Board of any responsibility imposed by law.

Section 8.3 Responsibilities of Committee:

All Committees shall determine and schedule their meeting times, dates, and locations. Each Committee will notify the Main Street Manager and will keep written reports of its proceedings and forward those to the Main Street Manager.

Committees are encouraged to consult with outside resources for an exchange of ideas that might be presented to the Board for action.

Committees are not authorized to enter into contracts or purchase agreements without the specific consent of the Board.

Persons under 21 years of age will have no voting privileges in the organization, management, or planning of any functions involving the sale or service of alcoholic beverages.

Section 8.4 Planning a Budget:

Each Committee will abide by the following schedule to help prepare a budget for the next year.

April – Committees will begin the budget season by brainstorming projects for the next year.

May – Committees will meet to assign project managers to each project that was brainstormed during the month of April.

June – Project managers will present work plans to their respective Committees. The Committees will then discuss and make recommendations to each work plan.

July – Committees and project managers will finalize each work plan by deciding the budget in which they are able to execute the work plan.

August – Work plans and Committee budgets are presented to the Board for approval. The Final budget is approved by the City Council.

ARTICLE IX BY-LAW AMENDMENTS:

The Board may alter, amend, or repeal these by-laws or adopt new by-laws, subject to the approval of the Board, by a majority vote of all Members eligible to vote when acting at any regular/special meeting,

provided that no such action conflicts in any way with applicable statutes concerning the formation and operation of this authority.

Approved December 18, 2019

Main Street Advisory Board				
Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	3	Shannon Grace 1119 Victoria St (C) 512-587-4460 Shannongrace04@gmail.com	8-2016	2-2022
	3	Erwin Stauffer 804 Kirk St (H) 512-365-6453 (C) 512-818-6297 estauffer@austin.rr.com	2-2016	1-2021
	3	Stacey Smith 3406 FM 112 (C) 512-569-8835 Staceyjill22@gmail.com	8-2019* (filled an unexpired seat)	1-2021
	3	Sharla Gola 1806 Cypress Cove (C) 512-771-2412 sharla@golarealtors.com	2-2016, 2018	1-2021
	3	Stephen Truex 200 W. 2 nd St. (C) 512-567-0845 Sptcobra7@yahoo.com	1-2014	1-2020
	3	Bobby Seiferman 2502 Trailing Vine Way Round Rock, TX 78665 (H)512-238-6506 (C)925-4048 seif@texas.net	1-2012	1-2021
	3	Scott Dean 1725 Lexington (C) 512-713-4543 msdeantex@gmail.com	7-2017 (Filled unexpired term)	1-2020

Members: 7. It is preferred that at least one Architect, Attorney, CPA, Property owner in city limits, and Business owner in downtown project area be represented. Residency requirements do not apply.

Ex-Officio Members: City Manager, Main Street Manager, Central Tx RC&D Director, Taylor Chamber Director, Taylor EDC Director

Duties: The powers and duties of the Main Street Advisory

1. To define the geographic boundaries of the Main Street Project District.
2. To enter into agreements with the financial institutions of Taylor for the creation and administration of a low interest low program to benefit the Main Street Project.
3. To review, advice and make recommendations to the City Commission concerning needed planning and zoning considerations to support the Main Street Project.
4. To review, advise and make recommendations to the City Building Inspection Department concerning any alterations to the exterior of any buildings in the Main Street Project District.
5. To work with the Main Street Manager, the City Manager and the City Commission to develop and maintain a healthy, vital downtown Taylor, emphasizing four major areas:

- a. Organization: To organize the downtown into a strong, cohesive unit that works together and speaks for the betterment of the area.
- b. Design: To encourage appropriate, high-quality design in the maintenance, renovation and re-use of downtown buildings.
- c. Unified Promotion: To sponsor events, and to advertise and promote a positive, unified image of downtown Taylor.
- d. Economic Restructuring: To aim for full use and occupancy of downtown. To adapt buildings to new uses and utilize tax incentives for building rehabilitation.

Appointed by: City Council

Meetings: As necessary

Liaison: Jan Harris

NOTE: Ordinance was amended March 2019 reducing the number of members on the Board from 11 to 7. Removed 4 seats.

ORDINANCE NO. 2019-13

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS, AMENDING ORDINANCE 98-28 ESTABLISHING THE PURPOSE, COMPOSITION AND TERM OF THE MAIN STREET ADVISORY BOARD BY REDUCING THE NUMBER OF BOARD MEMBERS FROM ELEVEN TO SEVEN; AND BY PROVIDING LANGUAGE FOR SPECIFIC PROFESSIONAL POSITIONS; PROVIDING A SAVINGS CLAUSE.

WHEREAS, the City Council seeks to create a more manageable Main Street Advisory Board; and

WHEREAS, the City Council desires to reduce the number of Board members on the Main Street Advisory Board from eleven members to seven members; and

WHEREAS the City Council deems it is in the best interest of the City that Ordinance 98-28 be amended as set forth herein.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS:

SECTION 1. All of the facts recited in the preamble to this Ordinance are hereby found by the City Council to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied herein verbatim.

SECTION 2. Section 1 of Ordinance 98-28 is hereby amended to read in its entirety as follows:

Creation of Board. There is hereby created a Main Street Advisory Board. The Board shall consist of seven (7) members. The members thereof shall be appointed by the City Council.

SECTION 3. Section 3 of Ordinance 98-28 is hereby amended to read in its entirety as follows:

Composition of Board. It is preferred that the Main Street Advisory Board include at least one representative from each of the following:

*Architect
Attorney
Certified Public Accountant
Owner of real property in the city limits
Business owner in the downtown project area*

The fact that one or more representatives from the five fields of expertise may not at any given point be a member of the Main Street Advisory Board, for

whatever reason or reasons, shall not affect the validity of any decision or act of the Board.

SECTION 4. Ordinance No. 98-28 as passed, and as amended by this Ordinance shall otherwise remain in full force and effect.

SECTION 5. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Taylor, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Taylor, Texas, on the 14th day of March, 2019.

PASSED, APPROVED and ADOPTED on this the 28th day of March, 2019.

Brant Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

APPROVED AS TO FORM:

Ted Hejl, City Attorney

2019

[illegible]



2019 MAIN STREET ANNUAL ASSESSMENT

STANDARD III: Diverse Funding and Sustainable Program Operations

Supporting Documents

Main Street Program

		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET	2018-2019 ACTUAL	2019-2020 ADOPTED BUDGET
REVENUES						
430-USE OF MONEY AND PROPERTY						
123-430-335	REFUNDS AND REIMBURSEMENTS	0	0	0	0	0
TOTAL	USE OF MONEY AND PROPERTY	0	0	0	0	0
440-DONATIONS FROM PRIVATE SOURCES						
123-440-355	HERITAGE SQ. CHRISTMAS LIGHT	11,561	0	0	0	0
123-440-357	SALES AND OTHER FUNDRAISING	15,387	7,959	8,000	1,752	8,000
123-440-358	TAYLOR BLACKLAND PRAIRIE DAYS	11,522	19,444	10,000	8,895	16,000
TOTAL	DONATIONS FR. PRIVATE SOURCES	38,470	27,403	18,000	10,647	24,000
450-INTERFUND OPERATING TRANSFERS						
123-450-361	TRANSFER FROM TIF	30,000	30,000	30,000	15,000	10,000
123-450-362	TRANSFER FROM H.O.T.	5,000	5,000	5,000	5,000	5,000
123-450-365	TRANSFER FROM GENERAL FUND	25,000	14,600	14,600	14,600	14,600
TOTAL	INTERFUND OPERATING TRANSFER	60,000	49,600	49,600	34,600	29,600
TOTAL REVENUES		98,470	77,003	67,600	45,247	53,600
EXPENDITURES						
200-OPERATIONAL SUPPLIES						
230-PROGRAM/SPECIAL EVENTS						
123-615-233	CITY SPONSORED EVENTS	6,607	7,825	7,900	787	7,900
123-615-236	TAYLOR BLACKLAND PRAIRIE	14,172	9,970	10,000	10,175	10,000
TOTAL	PROGRAM/SPECIAL EVENTS	20,780	17,796	17,900	10,962	17,900
250-SPECIALTY SUPPLIES						
123-615-259	CHRISTMAS LIGHTS SUPPLIES	0	146	0	0	0
TOTAL	SPECIALTY SUPPLIES	0	146	0	0	0
TOTAL 200-OPERATIONAL SUPPLIES		20,780	17,941	17,900	10,962	17,900
500 - CONTRACT SERVICES AND FEES						
123-615-523	OUTSIDE PRINTING	0	0	0	0	0
123-615-528	ADVERTISING	1,388	5,011	5,000	533	5,000
		1,388	5,011	5,000	533	5,000
TOTAL 500 - CONTRACT SERVICES AND FEE		1,388	5,011	5,000	533	5,000
800-CONTRIBUTIONS & CONTINGENCIES						
CONTRIBUTIONS/TRANSFERS						
123-615-811	RENTAL ASSISTANCE	28,114	14,561	14,600	12,924	14,600
123-615-813	FAÇADE GRANT	12,080	12,051	30,000	14,100	10,000
123-615-819	OTHER CONTRIBUTIONS	0	0	0	0	0
		40,194	26,611	44,600	27,024	24,600
TOTAL 800-CONTRIBUTIONS & CONTINGENCIES		40,194	26,611	44,600	27,024	24,600
TOTAL 615-CONTRIBUTE TO CIVIC PROGRAMS		62,362	49,564	67,500	38,519	47,500
TOTAL EXPENDITURES		62,362	49,564	67,500	38,519	47,500
REVENUES OVER/(UNDER) EXPENDITURES		36,108	27,439	100	6,728	6,100

The purpose of this fund is to provide incentives for downtown businesses to improve the facades of the building they occupy(Façade Improvement Grants), assist the downtown businesses with rental assistance and to account for donations and proceeds from fundraisers where profits are dedicated to promote downtown development.

MAIN STREET

		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET	2018-2019 ACTUAL	2019-2020 BASE BUDGET
100-EMPLOYEES SERVICE						
WAGES & SALARIES						
100-524-111	REGULAR FULL TIME	46,673	48,597	57,249	58,405	57,680
100-524-115	LONGEVITY PAY	336	384	384	432	0
100-524-118	INSURANCE ALLOWANCE	1,200	1,200	1,200	1,108	0
TOTAL	WAGES & SALARIES	48,209	50,181	58,833	59,944	57,680
PAID BENEFITS						
100-524-120	UNUM LIFE	0	127	118	126	134
100-524-121	FICA SOCIAL SECURITY	3,687	3,687	4,501	4,725	4,426
100-524-122	WORKERS COMPENSATION	106	65	118	155	131
100-524-123	STATE UNEMPLOYMENT TAX	9	162	162	52	162
100-524-124	RETIREMENT- TMRS	5,866	6,069	7,126	7,289	7,337
100-524-126	HEALTH INSURANCE	0	0	0	0	0
100-524-127	DENTAL INSURANCE	0	0	0	233	310
100-524-128	LONG TERM DISABILITY	150	145	146	143	173
100-524-129	VISION INSURANCE	0	47	43	33	48
TOTAL	PAID BENEFITS	9,818	10,302	12,214	12,755	12,721
ALLOWANCES/REIMBURSEMENTS						
100-524-135	BUSINESS- MEALS	24	66	0	211	1,100
TOTAL	ALLOWANCES/REIMBURSEMENT	24	66	0	211	1,100
TRAINING/PROFESSIONAL DEV.						
100-524-142	PROFESSIONAL CONFERENCE	362	385	385	660	1,900
100-524-143	MEMBERSHIPS AND DUES	1,130	1,155	1,055	1,155	1,550
100-524-144	SUBSCRIPTIONS AND BOOKS	23	18	25	0	0
100-524-146	TRAINING- TRANSPORTATIO	365	764	500	99	1,000
100-524-147	TRAINING- LODGING	265	780	600	475	1,900
100-524-148	TRAINING- MEALS	85	45	100	15	850
TOTAL	TRAINING/PROFESSIONAL DEV.	2,230	3,147	2,665	2,404	7,200
TOTAL	100-EMPLOYEE SERVICES	60,281	63,696	73,712	75,314	78,701
200-OPERATIONAL SERVICES						
OFFICE SUPPLIES						
100-524-211	GENERAL OFFICE SUPPLIES	915	721	800	927	1,000
100-524-213	PHOTOGRAPHIC SUPPLIES	0	0	0	0	0
100-524-214	COMPUTER SUPPLIES	0	0	0	0	450
100-524-215	POSTAGE	0	0	50	50	0
TOTAL	OFFICE SUPPLIES	915	721	850	977	1,450
PROGRAM/SPECIAL EVENTS						
100-524-233	CITY SPONSORED EVENTS	16,038	25,582	14,000	22,094	25,500
100-524-234	FUND RAISING GOODS	0	0	0	0	0
100-524-235	MAIN ST. PROMO. SUPPLIES	167	165	500	4	2,000
TOTAL	PROGRAM/SPECIAL EVENTS	16,205	25,747	14,500	22,098	27,500
OPERATIONAL EQUIPMENT (ADMIN)						
100-524-261	OFFICE FURNITURE	0	0	0	0	200
100-524-267	COMPUTERS	0	1,444	0	0	0
TOTAL	OPERATIONAL EQUIPMENT	0	1,444	0	0	200
TOTAL	200-OPERATIONAL SUPPLIES	17,120	27,912	15,350	23,075	29,150

MAIN STREET

		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ADOPTED BUDGET ACTUAL		2019-2020 BASE BUDGET
300-FACILITIES OPERATIONS/MAINT.						
UTILITIES						
100-524-323	TRUNK TELEPHONE SYSTEM	16	15	30	0	30
100-524-324	CELL PHONES	583	470	600	647	600
TOTAL	UTILITIES	598	486	630	647	630
TOTAL	300-FACILITIES OPERATION	598	486	630	647	630
400-EQUIPMENT OPERATIONS/MAINT						
OFFICE EQUIPMENT						
100-524-462	OFFICE EQUIP MAINT/REPAIR	872	1,011	800	864	1,000
TOTAL	OFFICE EQUIPMENT	872	1,011	800	864	1,000
TOTAL	400-EQUIPMENT OPERATIONS	872	1,011	800	864	1,000
500-CONTRACT SERVICES AND FEES						
FEES FOR SERVICES						
100-524-512	ENGINEERING SERVICES	0	0	0	5,109	0
100-524-523	OUTSIDE PRINTING	0	137	0	188	0
100-524-528	ADVERTISING	0	0	0	0	0
TOTAL	FEES FOR SERVICES	0	137	0	5,297	0
CONTRACT SERVICES						
100-524-539	OTHER CONTRACT SERVICES	2,340	2,307	2,500	2,367	0
TOTAL	CONTRACT SERVICES	2,340	2,307	2,500	2,367	0
TOTAL	500-CONTRACT SERVICES AN	2,340	2,444	2,500	7,664	0
800 -CONTRIBUTIONS & CONTINGENCY						
100-524-819	OTHER CONTRIBUTIONS	4,090	4,166	0	876	4,200
TOTAL	CONTRIBUTIONS	4,090	4,166	0	876	4,200
TOTAL	800-CONTRIBUTIONS & CONTINGENCY	4,090	4,166	0	876	4,200
TOTAL 524-MAIN STREET PROGRAM						
		85,301	99,714	92,992	108,440	113,681



2019 MAIN STREET ANNUAL ASSESSMENT

STANDARD IV: Strategy-Driven Program

Supporting Documents



**City of Taylor
Main Street Program**

Work Plan

FY 18 - 19

Vision

Taylor Main Street envisions a resilient downtown community that celebrates its historical significance and is a people place, diverse in experiences, that welcomes local residents and visitors to live, work, dine and be entertained.

Mission

Taylor Main Street will promote historical preservation principles and assist in economic development within Taylor's historical downtown business district using the Four Points of Main Street approach, including Organization, Design, Promotion and Economic Restructuring, thereby making a significant contribution to the quality of life in our community.

Organization Committee – Main Street Advisory Board

Partnerships are essential for successful preservation-based downtown revitalization. Through a solid Main Street structure, many groups that share an interest in the health of downtown come together to work toward an agreed-upon vision for downtown and thus, for the community.

Strategy 1: Attracting and retaining a healthy business mix.

Objective 1: To maintain the Huntsville Main Street Program website.

Actions	Start	Check In	Complete	Lead
Update 2018– 2019 Work Plan				Staff
Update list of available properties for businesses downtown			Ongoing	Staff
List top requested businesses from downtown survey	September	Monthly	Ongoing	Staff

Strategy 1: Attracting and retaining a healthy business mix.

Objective 2: Work with committees to review and update social media strategy.

Actions	Start	Check In	Complete	Lead
Review current strategy			Ongoing	Staff

Strategy 2: Raising awareness and funding for Huntsville Main Street Program projects.

Objective 2: To continue volunteer recruitment for TMSP board and committees.

Actions	Start	Check In	Complete	Lead
Identify active citizens, local leaders and business owners from the community and invite them to get involved with TMSP			Ongoing	Staff and MSAB

Strategy 3: Promoting downtown's unique images as a vibrant, diverse and inclusive destination.

Objective 1: To increase involvement with other downtown and community organizations.

Actions	Start	Check In	Complete	Lead
Recruit committee members from the Chamber, TISD, etc.			Ongoing	Staff and MSAB
Explore opportunities to have more community-wide activities based in downtown, i.e. Salvation Army bell each holiday season, Shop Small Shop Local, etc.			Ongoing	Staff and Promotions Committee
Communicate and collaborate with other city boards and local organizations liaisons/chairs			Ongoing	Staff and MSAB

Strategy 3: Promoting downtown's unique image as a vibrant, diverse and inclusive destination.

Objective 2: To encourage downtown business and property owners to apply for annual TDA President's Awards

Actions	Start	Check In	Complete	Lead
Review award categories and discuss with committee chairs to ask committee members for feedback on potential projects.			July 2018	Staff
Talk to individual business/property owners about the application process.			July 2018	Staff
Assist with submittal of applications to TDA by deadline.			July 2018	Staff

Strategy 4: Raising awareness and funding for Huntsville Main Street Program projects.

Objective 1: To create and implement annual Heritage Square Park Pavilion tree lighting contest to promote current businesses.

Actions	Start	Check In	Complete	Lead
Create online entry form.				Staff
Distribute forms across social media channels, via the MSP website and at downtown meetings.				Staff
Promote and advertise the contest via local networks.				Staff & Promotions Committee
Select contest judges and encourage media coverage.				Staff & Promotions Committee
Design and order contest awards.				Staff
Follow-up and thanks to participating businesses and media.				Staff

Promotions Committee –

This aspect of the Approach is utilized to market a unified, quality image of the business district as the center of activities, goods and services.

Strategy 1: Attracting and retaining a healthy business mix.

Objective: To acknowledge contributions made by downtown businesses promoting downtown Taylor.

Actions	Start	Check In	Complete	Lead
As needed, present Main Street Star Award at a Quarterly morning coffee.				Staff

Strategy 2: Attracting and retaining a healthy business mix.

Objective: To assure funding for the Façade and Sign Grant Program by organizing and producing the annual “Blackland Prairie Days.”

Actions	Start	Check In	Complete	Lead
Determine event chair				Staff
Determine venue for registration and VIP				Staff
Determine sponsorship levels and print rack card				Staff
Determine participating Texas breweries				Staff
Determine participating Bacon vendors				Staff
Secure downtown retailers coordinator				Staff
Secure entertainment and photographer				Staff
Determine ambassador coordinator				Staff
Select VIP Coordinator for Registration and plan reception				Staff

Strategy 3: Promoting downtown's unique images as a vibrant, diverse and inclusive destination.

Objective: To use consistent image and message when marketing "Shop Small Shop Local" in Taylor.

Actions	Start	Check In	Complete	Lead
Explore and produce cooperative advertising opportunities such as a downtown coupon book.				Staff & Promotions Committee
Coordinate Shop Small and holiday hour's campaign and Small Business Saturday on November 30, 2019.				Kathleen Nitschmann & Doris Collins
Order free marketing materials from American Express.				Staff & All Businesses
Explore and produce cooperative holiday hours advertising and an extended/weekend hours campaign.				Staff
Decide theme and coordinate graphics, advertising, social media, giveaways and media coverage.				Staff & Promotions Committee

****As Main Street Coordinator, I did our "Shop Small" "Shop Local" Campaign for October 1, 2018 through November 30, 2018. I wanted to encourage our community and visitors to not just focus on that one Saturday, November 24, 2018.**

I had tickets made and for every customer who shopped in a participating downtown business and for every \$20.00 they spent, they had the opportunity to enter into a drawing to win \$1,000.00 in gift cards. The drawing would take place on Saturday, December 1, 2018. I ordered 3,000 tickets. The buy in from the businesses was that they would purchase 100 tickets at \$25.00 which would help with the printing cost.

Design Committee

Capitalizing on the downtown's unique physical assets and heritage, design activities such as building rehabilitations, utilization of preservation-based tools and ordinances and effective planning practices help to create an active district and maintain its authenticity.

Strategy 1: Attracting and retaining a healthy business mix.

Objective 1: To improve vibrancy, accessibility and safety of downtown.

Actions	Start	Check In	Complete	Lead
Identify prospective designations.				Staff
Identify historic marker designations.				Staff
Explore and develop Financial Incentives Program.				Staff
Review and update the Solicitation Process to include Processing of the Application for the Historic Preservation Overlay				Staff
Explore and develop Historic Marker Designations Program				Staff

Strategy 1: Attracting and retaining a healthy business mix.

Objective 2: To install uniform signage in vacant downtown buildings.

Actions	Start	Check In	Complete	Lead
Get permission from property owners				Staff
Design and print signage				Staff
Install signage				Staff

Strategy 1: Attracting and retaining a healthy business mix.

Objective 3: To support and promote downtown businesses.

Actions	Start	Check In	Complete	Lead
Develop and implement downtown volunteer base and hold quarterly luncheons and select a downtown restaurant location in advance and invite the Main Street Board, Chamber of Commerce, TEDC, TISD and City Leaders.				Staff
Implement block captain positions				Staff
Develop and host a real estate broker informal session twice a year				Staff

Strategy 1: Attracting and retaining a healthy business mix.

Objective 4: To communicate with downtown businesses and property owners through a maintained downtown database.

Actions	Start	Check In	Complete	Lead
Communicate with block captains to get updated contact information on each downtown property				Staff
Maintain the downtown database				Staff

Strategy 2: Raising awareness and funding for Huntsville Main Street Program projects.

Objective 2: To review and update the Sign & Façade Grant Program process.

Actions	Start	Check In	Complete	Lead
Determine the process currently in place				Staff & MSAB
Review process and consult city staff				Staff & MSAB
Amend process if needed				Staff & MSAB

Strategy 2: Raising awareness and funding for Huntsville Main Street Program projects.

Objective 3: To promote the Sign and Façade Grant Program to downtown businesses and property owners.

Actions	Start	Check In	Complete	Lead
Keep ongoing list of completed sign and façade grant recipients and schedule upcoming dates for check presentation				Staff & MSAB
Schedule a date in advance and printing of large check				Staff & MSAB
Confirm photographer a week in advance and promote the program by posting photos on social media and websites				Staff & MSAB

Economic Vitality

In this area, a targeted program is developed to identify new market opportunities for the commercial district, find new uses for historic commercial buildings, and stimulate investment in property.

Strategy 1: Attracting and retaining a healthy business mix.

Objective 1: To help strengthen and retain current businesses by beginning quarterly “Breakfast Bites” trainings and workshops.

Actions	Start	Check In	Complete	Lead
Discuss top downtown trends and make list of potential topics and speakers for the year and potential local partners				Staff
Confirm speakers and reserve meeting space at least <u>one month</u> in advance				Staff
Design and print promotional materials at least <u>two weeks</u> in advance to promote “Breakfast Bites” online through social media and printed materials				Staff
Review post-event evaluations and make adjustments as needed				Staff

Strategy 1: Attracting and retaining a healthy business mix.

Objective 2: To assist potential/new business owners to downtown and make them aware of the city permitting process opportunities.

Actions	Start	Check In	Complete	Lead
Review quarterly and update information as needed				Staff
Distribute information quarterly via “Breakfast Bites” meetings, Visitor Center, Chamber, etc.				Staff

Strategy 1: Attracting and retaining a healthy business mix.

Objective 3: To support and promote downtown businesses.

Actions	Start	Check In	Complete	Lead
Develop and implement downtown volunteer base and hold quarterly luncheon and select a restaurant location in advance and invite the Main Street Advisory Board.				Staff
Consider implementing block captain positions				Staff
Develop and host a real estate broker informal session twice a year				Staff

Strategy 1: Attracting and retaining a healthy business mix.

Objective 4: To communicate with downtown business and property owners through a maintained downtown database.

Actions	Start	Check In	Complete	Lead
Communicate with block captains to get updated contact information on each downtown property				Staff
Maintain the downtown database				Staff

Strategy 2: Raising awareness and funding for Taylor Main Street Program projects.

Objective 1: To promote the Sign and Façade Grant Program to downtown businesses and property owners.

Actions	Start	Check In	Complete	Lead
Keep ongoing list of completed sign and façade grant recipients and schedule upcoming dates for check presentations				Staff
Schedule a date in advance and printing of large check				Staff
Confirm photographer a week in advance and promote the program by posting photos on social media and websites				Staff

Strategy 3: Promoting downtown's unique images as a vibrant, diverse and inclusive destination.

Objective 1: To promote and support downtown as the heart of the Entertainment District.

Actions	Start	Check In	Complete	Lead
Partner with Public Arts Advisory Board, MSAB and TIF Board to visit successful Texas downtowns that use arts as an economic development tool to gain new ideas				Staff & MSAB
Coordinate with Taylor to promote student performances				Staff



2019 MAIN STREET ANNUAL ASSESSMENT

STANDARD V: Preservation-Based Economic Development

Supporting Documents

2nd & Main Lofts located at 100 E 2nd St Taylor , TX 76574

Historic name: Kennedy, Miller & Baker Appliance (built 1885)

The livery/blacksmith and wagon outfitting and repair buildings on the southeast corner of Second & Main were built between 1885 and 1898. Starting in the 1920's, the corner building served as Kennedy, Miller & Baker Appliance, known for the RCA dog statue in the window. It became Warren Tire & Supply, selling B.F. Goodrich products, and finally as Uptown Billiard Parlor.

This building is currently under redevelopment and will become residential with some commercial and live/work space. The project developer is Public Sketch - is a small-scale real estate development company. They pursue projects that promote community engagement with positive social impact. Their mission is to improve the spaces and places where the public live and work through smart, sustainable and sophisticated architecture and design.

This is their first project in Taylor. <https://www.publicsketch.net/>

The official square footage of this building is 6,250 SF. Prior to renovation, it was listed as housing 2 residential units and 1 commercial venture. Upon completion, the building will be fully utilized with one dedicated retail space (Frills on Fourth, a popular retail and home furnishing business in downtown is relocating here), 3 live-work spaces on the ground floor facing Main Street, and 5 additional units on the 2nd floor. A majority of the spaces are already leased prior to completion.

This project is awaiting permanent power from Oncor Energy as of December 9, 2019.

UNIT 1: Rent - \$ 1,900; 1,430 SF

With 6 large double windows, this unit has windows galore and amazing views in two directions. A more secluded sleeping area and a racetrack circulation flow make this loft the ultimate in flexibility and natural light.

UNIT 2: Rent - \$ 1,350; 1,000 SF

This unit features amazing views of historic downtown. Open floor plan accommodates multiple configurations for both living and work space.

UNIT 3: Rent - \$ 1,350; 1,000 SF

This large open unit has one of only two existing skylights within the building allowing for abundant natural light. The views to historic Taylor buildings and the open main room create an atmosphere poised for living a refined lifestyle.

UNIT 4: Rent - \$ 700; 520 SF

The smallest unit with some of the biggest character, featuring tall ceilings, beautiful views, and unique elements like arched upper windows to allow plenty of light.

UNIT 5: Rent - \$ 1,300; 960 SF

This unit features a unique L-shaped plan with tons of windows including large arch top units facing historic Taylor structures across the street and a series of smaller windows facing south.

UNIT 6: Rent - \$ 2,150; 1,580 SF

This unit has 2 private bedrooms and 2 full baths. Tall pressed tin ceilings and cast iron columns give this loft character of its own.

UNIT 7: Rent - \$ 1,700; 1,260 SF

Easy access and a huge wall of glass make this the ultimate in functionality and natural light. This unit is designed to ADA standards for those seeking a more accessible unit.

UNIT 8: Rent - \$ 1,825; 1,360 SF

Wide open plan is primed for a gallery, office or one cool big loft space to live in downtown Taylor.

RETAIL SPACE: Rent - \$ 1,825; 1,360 SF

Wide open plan is primed for a gallery, office or one cool big loft space to live in downtown Taylor.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

Before Rehabilitation	Before Rehabilitation
 View of north façade.	 View of south-west corner of façade.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

Before Rehabilitation	Before Rehabilitation
 West façade of southernmost building from North Main Street..	 North-northwest façade from 2nd Street.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

Before Rehabilitation	During Rehabilitation Process
A photograph of the north facade of a three-story brick building. The ground floor has large, dark-framed windows. The second and third floors have smaller, multi-paned windows. The building is situated on a street corner with a sidewalk and a street sign visible in the foreground. North façade from 2nd St.	A photograph of the south west facade of the building during its rehabilitation. The ground floor is partially covered with plywood sheathing. A new metal canopy is being installed over the entrance. The second and third floors have arched windows, some of which are covered with plastic sheeting. Scaffolding is visible inside the building. South west façade showing new canopy and ongoing window renovation.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



Water lines being installed.

During Rehabilitation Process



Plumbing rough-in.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



New concrete floors poured.

During Rehabilitation Process



Ceilings repaired where necessary.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



Walls and ductwork being installed. Ceiling joists will remain visible.

During Rehabilitation Process



Sound attenuation batts are installed to eliminate noise between loft neighbors and help reduce train noise.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



HVAC condenser units installed on the roof.

During Rehabilitation Process



Installation of mechanical ductwork.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



Installation of exposed ductwork. Ceiling joists will remain visible. Original hardwood floors retained where possible.

During Rehabilitation Process



Brick walls retained where possible.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



Interior view of 2nd floor loft in southernmost building.

During Rehabilitation Process



Interior view of 2nd floor loft corner of 2nd and Main.

Building Address: 100 E. 2nd St./110 N. Main

Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



New windows in 2nd floor loft facing W. Main Street prior to the installation of window sills.

During Rehabilitation Process



New window with sills and framing in 2nd floor loft facing E. 2nd St and Main St.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process	During Rehabilitation Process
 Installation of 1 of the 2 skylights found in the property.	 Installed skylight.

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process	During Rehabilitation Process
 Cabinetry and countertops for the new lofts.	 Cabinetry and countertops

Building Address: 100 E. 2nd St./110 N. Main
Project Name: 2nd & Main Lofts, LLC

During Rehabilitation Process



Building exterior from N. Main St.

During Rehabilitation Process



Building exterior from N. Main St.

2nd & main lofts

2nd & Main Lofts

Live and work in downtown Taylor, Texas !

















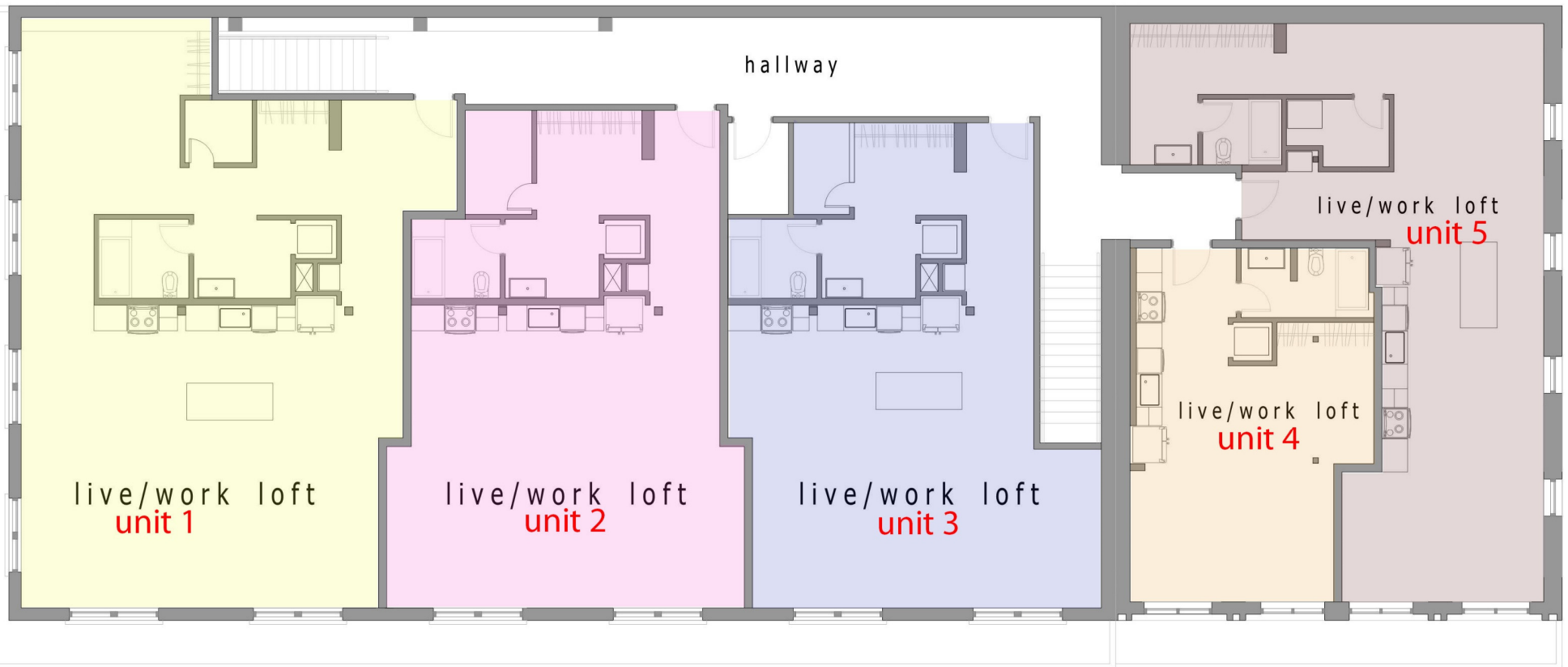




View from Intersection of 2nd & Main – the central crossroad of Taylor



2nd & main lofts
first floor plan



2nd & main lofts
second floor plan



View of second floor loft showing open plan and abundant natural light and views



Total Project Cost

Building Acquisition	\$400,000
Restoration and Renovation	\$1,600,000
Equipment	\$50,000
Professional Services	\$275,000
Contingency	<u>\$175,000</u>
TOTAL	\$2,500,000

Fire Sprinkler System and Fire Alarm

Fire Sprinkler	\$51,000
Fire Alarm	\$35,000
Alley Water Connection	\$28,000
Professional Services	\$6,000
Contingency	<u>\$15,000</u>
TOTAL	\$135,000 (5.4%)



View from Intersection of 2nd & Main – the central crossroad of Taylor

Contact Information

Developer	Public Sketch, LLC
Website	www.publicsketch.com
Phone	917.576.7044 Douglas Moss 806.543.8302 Darwin Harrison
E-mail	dmoss@publicsketch.com dharrison@publicsketch.com
Project Address	100 E. 2 nd Street Taylor, TX 76574



* 2ND & MAIN LOFTS - NORTH BUILDING
FACADE GRANT

FAÇADE REIMBURSEMENT GRANT PROGRAM

Application Instructions

Taylor Main Street seeks to improve the image of downtown through the historic restoration and rehabilitation of commercial building facades located in the Downtown Redevelopment Area. As an economic incentive, Taylor Main Street has designed the following façade reimbursement grant program.

FAÇADE REIMBURSEMENT GRANT DETAILS (please read carefully):

The Taylor Main Street Façade Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants. **Grants are available for up to \$60 per linear foot of façade per floor, on a 50/50 matching basis with a cap of \$4,500 per grant (\$9,000+ total project).** Grant funds focus on exterior work on storefronts (visible to the traveling public), as well as roof and foundation work on commercial buildings located in the Downtown Redevelopment Area (see attached map). Grants are available starting October 1 of each year, on a first come, first serve basis until total funds are depleted. No grants will be awarded for work that has already been done. All submitted work will be reviewed based on the Secretary of the Interior's *Standards for Rehabilitation* (see page 3) and approved by the Taylor Main Street Advisory Board before any eligible work may begin. If awarded a façade reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant. *If you have any questions, please contact the Taylor Main Street Manager at 512/352-3463. Thank you!*

1. ***Determine eligibility:*** Discuss project plans with Taylor Main Street Manager and set up an appointment for free assistance in selecting paint, fabrics and color schemes for building façade and awnings through the Texas Main Street Center's Architectural Assistance Program.
2. ***Fill out facade reimbursement grant application form and sign the agreement form.*** All grant applications must include a scale drawing by the Texas Main Street Architect or the contractor of the proposed work done. Color samples of all final paint selections and/or final fabric selections must be included with the application to be reviewed by the Taylor Main Street Design Committee and approved by the Taylor Main Street Advisory Board. Obtain written proposals on all project work from contractors. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. ***Return the completed application form*** with all original contract proposals and color samples for the proposed work to the Taylor Main Street office at 400 Porter Street in City Hall no later than the second Wednesday of the month.
4. ***The approval process will include without limitation the following:***
 - (a) All Façade Grant projects must meet current building standards (Standard Building Codes).
 - (b) The Taylor Main Street Design Committee will meet to review the application.
 - (c) Notwithstanding anything stated in this Application to the contrary, final approval for any grant shall be vested in the Main Street Advisory Board, but shall be subject to review authority retained by the Taylor City Council.
 - (d) The Main Street Advisory Board may receive recommendations from committees, such as the Design Committee, which review all or a part of the Application. Committee recommendations shall be advisory only and no recommendation shall be binding on the Main Street Advisory Board.

- (e) The Main Street Advisory Board shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by any committee or the Main Street Advisory Board.
- (f) All construction bids submitted by an Applicant must be current and must be dated no earlier than thirty (30) days prior to the Application request. Bids shall be submitted on the contractor's letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Main Street Advisory Board to determine the bid components and authenticity of the bid.
- (g) An Applicant who submits an Application that was denied a grant by the Main Street Advisory Board shall not be eligible to re-submit a grant Application for six (6) months from the date the prior Application was declined by the Main Street Advisory Board or in a case reviewed by the Taylor City Council, from the date the Taylor City Council declined the Application.
- (h) Applicants receiving approval by the Main Street Advisory Board shall commence construction described within the Application within sixty (60) days from the date the grant is awarded by the Main Street Advisory Board, or in a case reviewed by the City Council, from the date the award is granted by the Taylor City Council. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved by the Main Street Advisory Board or the Taylor City Council when reviewed by the Taylor City Council. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant can submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the sixty (60) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board. An extension denial can not be appealed and shall be final with the Main Street Advisory Board.
- (i) As a condition of this grant Application and in consideration of the opportunity to apply for a grant, the Applicant consents and shall allow the Main Street Advisory Board to request City inspections to determine the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application.
- (j) The Applicant, by submission of this Application, represents the construction described within the Application shall be used in a building which is in compliance with all codes and ordinances.
- (k) The Main Street Advisory Board shall have sole discretion in awarding grants, except in cases appealed to and reviewed by the Taylor City Council. The Main Street Advisory Board shall award grants considering the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
- (l) No Applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program. The review criteria may include, but shall not be limited to, compatible, architectural design, street scape objectives, overall redevelopment of the downtown area and historical property.
- (m) The Applicant shall be required to furnish pictures of the building's exterior, roof, and foundation as part of the Application request and also after the construction is completed if the grant is awarded as a condition of final reimbursement.

- (n) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
- (o) No Applicant, nor Applicant agent, representative or tenant, shall be entitled to receive grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by either the Main Street Advisory Board or the Taylor City Council.
- (p) An Applicant may be asked to attend a Main Street Advisory Board meeting. Failure to attend a Main Street Advisory Board meeting when required shall be cause for rejection of the Application.
5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Taylor Main Street office with copies of all paid invoices for a single payment reimbursement of the approved funding.
6. **Appeal Process:** Any Application rejected by the Main Street Advisory Board shall be entitled to review by the Taylor City Council. The Applicant shall submit a written request for review to the City Manager no later than ten (10) days from the date the Application is denied by the Main Street Advisory Board. The request for review by the Taylor City Council shall state reasons why the Applicant believes the Application was improperly refused by the Main Street Advisory Board and the reasons why the Applicant believes the Application should be approved. The written review request shall be furnished by the City Manager to the Chairman of the Main Street Advisory Board. The Chairman of the Main Street Advisory Board shall, within ten (10) days of receipt of the Applicant's written request from the City Manager, furnish to the City Manager the Main Street Advisory Board reasons for refusing the Application and shall state reasons why the Application should not be approved by the Taylor City Council. Review by the Taylor City Council will be scheduled within the time restraints and business issues of the Taylor City Council, but in no event later than ninety (90) days from the date the written request for review is received by the City Manager from the Applicant. The City Council shall review the Application and consider the action taken by the Main Street Advisory Board regarding the Application. The Taylor City Council shall not be required to reverse the Main Street Advisory Board unless the Taylor City Council determines the Main Street Advisory Board did not act in substantial compliance with the Application request and applicable policies relating to the Taylor Façade Grant Program. The Taylor City Council determination shall be deemed final action regarding the Application.

INCLUSIONS AND EXCLUSIONS TO FAÇADE REIMBURSEMENT GRANT PROGRAM

REHABILITATION TIPS:

- Roof, foundation and structural items should be given priority over cosmetic improvements.
- Carefully examine old buildings for termites, wood rot and general deterioration.
- When repairing a building, do not cut expenses on the roof or the foundation.
- Be aware of areas on the roof and at connecting walls where water does not readily drain. Flashing should be installed at intersections to prevent leakage.
- Carefully locate air-conditioning units to avoid water condensations on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
- The top brick cornices that project above the roof deteriorate rapidly unless that are capped with metal, terra cotta, stone or concrete.

- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage. Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture and striking of the joint.
- Do not sandblast. Chemicals and/or water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times a building only needs mild washing.
- If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- Wood windows are reasonable to repair, if a specialist in window repair can be found. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
- Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Deteriorated panels, therefore, can be replaced exactly.
- Do not use aluminum siding. It can hide water penetration into the walls and accelerate deterioration.
- Before rehabilitating a building façade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings.
- Retain a sense of continuity by carrying exterior building design inside the structure.
- Demand quality



SECRETARY OF INTERIOR'S *STANDARDS FOR REHABILITATION*

All Taylor Main Street Façade Reimbursement Grant and Low-Interest Loan applications will be reviewed by the Taylor Main Street Design Committee and approved by the Taylor Main Street Advisory Board for design appropriateness. The Design Committee and Advisory Board will maintain an awareness of the *Standards of Rehabilitation* as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.
3. All building, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.

4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.
5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage the historic building materials shall not be undertaken.
7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.

**Advisory Board Review**

Approved _____
Rejected _____
Date _____

FAÇADE REIMBURSEMENT GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signed to Taylor Main Street office, 400 Porter St.

- ◆ Applicant Name DOUGLAS MDSS Date OCT. 23, 2018
- ◆ Business Name 2ND & MAIN LOFTS, LLC
- ◆ Mailing Address _____
- ◆ Contact Phone 917.576.7044 Email Address dmoss@publicsketch.com
- ◆ Building Owner (if different from applicant) _____
- ◆ Building Name 2ND & MAIN LOFTS
- ◆ Building Address _____
- ◆ Type of Work: (check all that apply)
Paint ☒ Masonry cleaning/paint removal ☐ Awning/Canopy ☒
Uncovering/replacing windows ☒ Other: _____

- ◆ Details of Planned Improvements for Façade Reimbursement Grant:
(use additional paper if necessary)

* NEW INSULATED LOW-E WINDOWS

* WINDOWS APPROVED THROUGH TEXAS HISTORIC COMMISSION AND
NATIONAL PARK SERVICE TO MEET DEPT. OF INTERIOR DESIGN STANDARDS

- ◆ List Contractor Proposals and Total Amounts (please attach original proposals):

1. ATC CONTRACTORS INSTALLATION

2. MIRROR GALLERY - WINDOW SUPPLIER: \$97,241.20

3. _____

◆ TOTAL COST OF PROPOSED FAÇADE PROJECT: ESTIMATED AT \$165,000.

◆ AMOUNT OF FAÇADE GRANT REQUESTED: \$4,500.

Attach with completed application: 1) scale drawing/s or photographs of proposed work, 2) all final color samples and materials used and 3) original copies of all contractor proposals.


Applicant's Signature

OCTOBER 23, 2018
Date



I understand that if I am awarded a Façade Reimbursement Grant by the Taylor Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the Façade Reimbursement Grant. If the façade is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Taylor immediately for the full amount of the Façade Reimbursement Grant.

2ND & MAIN WPTS, LLC

Business Name


Applicant's Signature

Oct. 23, 2018

Date _____


Building Owner's Signature

Oct. 23, 2018

Date _____

Taylor Lauer
Taylor Main Street Manager's Signature

Taylor Main Street Manager's Signature

10/31/18

Date _____

Taylor Main Street Advisory Board's Approval

Date _____

**100 EAST SECOND ST.
DARWIN HARRISON**

Quote #: KGN5SC7

A Proposal for Window and Door Products prepared for:
Job Site:
76574

Shipping Address:
MIRROR GALLERY INC-AUSTIN
8313 TX 71
AUSTIN, TX 78735

NORTH BUILDING
(NOTED WITH CIRCLE)



JOHN MURRELL
MIRROR GALLERY INC-AUSTIN
Phone: (512) 660-5105

Email: jmurrell@mirrorgallery.com

This report was generated on 6/13/2018 2:51:20 PM using the Marvin Order Management System, version 0002.20.00 (Current). Price in USD. Unit availability and price are subject to change. Dealer terms and conditions may apply.

Featuring products from:



Thank you for the opportunity,

Please see the below Unit Summary for unit pricing and quantities. Refer to the Working Shop Drawings for exact sizing and details.

Contact me directly with any questions at 512.808.6374 or jmurrell@mirrorgallery.com

BID NOTES:

- Tax and Delivery are included
- Units on A-801 and Elevation quoted
- Transom Window – South Building – special Art Glass transom is still in quote process
- Storefront Mulling/Installation included in pricing
- Marvin Commercial doors quoted
- CSI Specifications available on request

BASIC SPECIFICATIONS:

- Exterior – Extruded Aluminum (0.050", 1.3mm) with AAMA 2605 Finish
- Interior – Unfinished Pine
- Glazing – Low E 366

UNIT SUMMARY

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes.

Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

NUMBER OF LINES: 20 TOTAL UNIT QTY: 76 EXT NET PRICE: USD 141,393.20

LINE	MARK UNIT	BRAND	ITEM	NET PRICE	QTY	EXTENDED NET PRICE
1	FIRST FLOOR - ALLEY WINDOW	Marvin	Clad Round Top Direct Glaze	1,801.60	2	3,603.20
2	FIRST FLOOR - ALLEY WINDOW	Marvin	Clad Round Top Direct Glaze	2,021.60	1	2,021.60
3	TYPICAL ALLEY WINDOW	Marvin	Clad Ultimate Single Hung Round Top - Next Generation 2.0	3,241.60	2	6,483.20
4	FIRST FLOOR - ALLEY WINDOW	Marvin	Clad Ultimate Double Hung - Next Generation 2.0	1,540.00	1	1,540.00
5	2ND FLOOR (MAIN ST. 2ND ST.)	Marvin	Clad Marvin Assembly	3,050.40	10	30,504.00
6	TRANSOMS (SOUTH BUILDING)	Marvin	Clad Rectangle Direct Glaze	1,028.80	22	22,633.60
7	MAIN STREET ELEVATION	Marvin	Clad Marvin Assembly	5,735.20	1	5,735.20
8	MAIN STREET ELEVATION	Marvin	Clad Marvin Assembly	5,578.40	1	5,578.40
9	MAIN STREET ELEVATION	Marvin	Clad Marvin Assembly	5,578.40	1	5,578.40
10	MAIN STREET ELEVATION	Marvin	Clad Marvin Assembly	5,735.20	1	5,735.20
11	SECOND STREET ELEVATION	Marvin	Clad 1 3/4" Commercial Door	2,950.40	1	2,950.40
12	SECOND STREET ELEVATION	Marvin	Clad Rectangle Direct Glaze	1,994.00	6	11,964.00

OMS Ver. 0002.20.00 (Current)
Product availability and pricing subject to change.

100 EAST SECOND ST.
DARWIN HARRISON
Quote Number: KGN55C7
Architectural Project Number:

13	MAIN STREET ELEVATION	Marvin	Clad 1 3/4" Commercial Door	2,950.40	1	2,950.40
14	MAIN STREET ELEVATION	Marvin	Clad Rectangle Direct Glaze	1,994.00	4	7,976.00
15	MAIN STREET ELEVATION	Marvin	Clad Rectangle Direct Glaze	2,084.40	4	8,337.60
16	MAIN STREET ELEVATION	Marvin	Clad 1 3/4" Commercial Door	2,950.40	1	2,950.40
17	MAIN STREET ELEVATION	Marvin	Clad Rectangle Direct Glaze	2,084.40	3	6,253.20
18	MAIN STREET ELEVATION	Marvin	Clad 1 3/4" Commercial Door	2,950.40	1	2,950.40
19	MAIN STREET ELEVATION	Marvin	Clad 1 3/4" Commercial Door	2,950.40	1	2,950.40
20	STORE FRONT MULL KITS	Marvin	Parts: 11873126 3/8" CLAD MULL REINFORCEMENT-150" - EBONY	224.80	12	2697.60

Project Total Net Price: USD 141,393.20

TOTAL: 97,241.20
FOR NORTH BUILDING
(WINDOWS ONLY)

2nd & Main Lofts
2ND & MAIN LOFTS, LLC
 ARCHITECT
 100 EAST SECOND STREET
 TAYLOR, TEXAS 76574
 254.261.1111
 www.2ndandmainlofts.com

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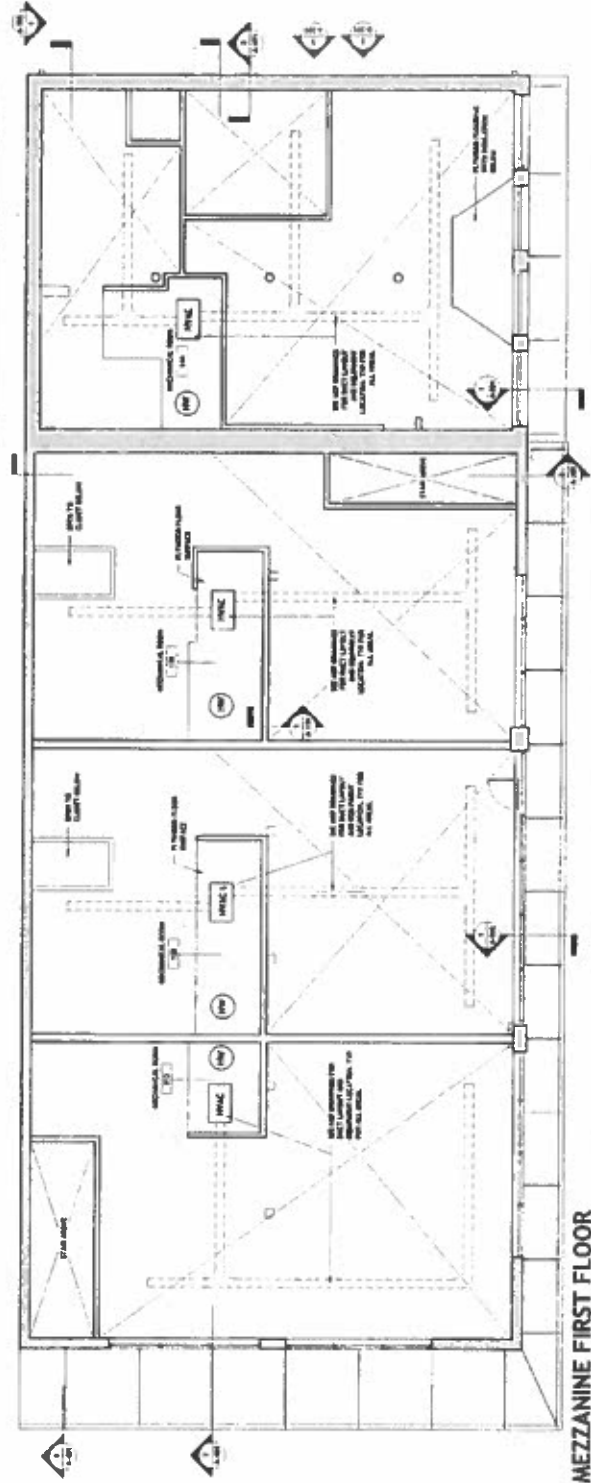
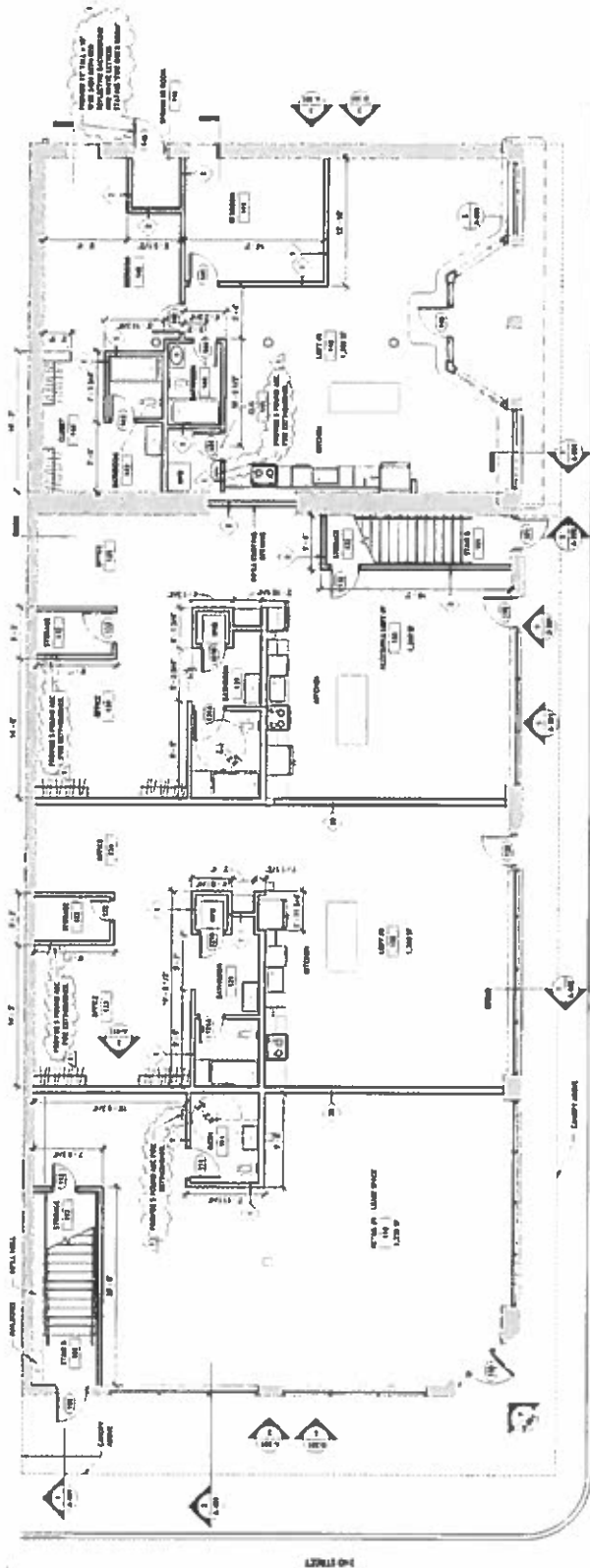
100 EAST SECOND STREET
 TAYLOR, TEXAS 76574

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A-101



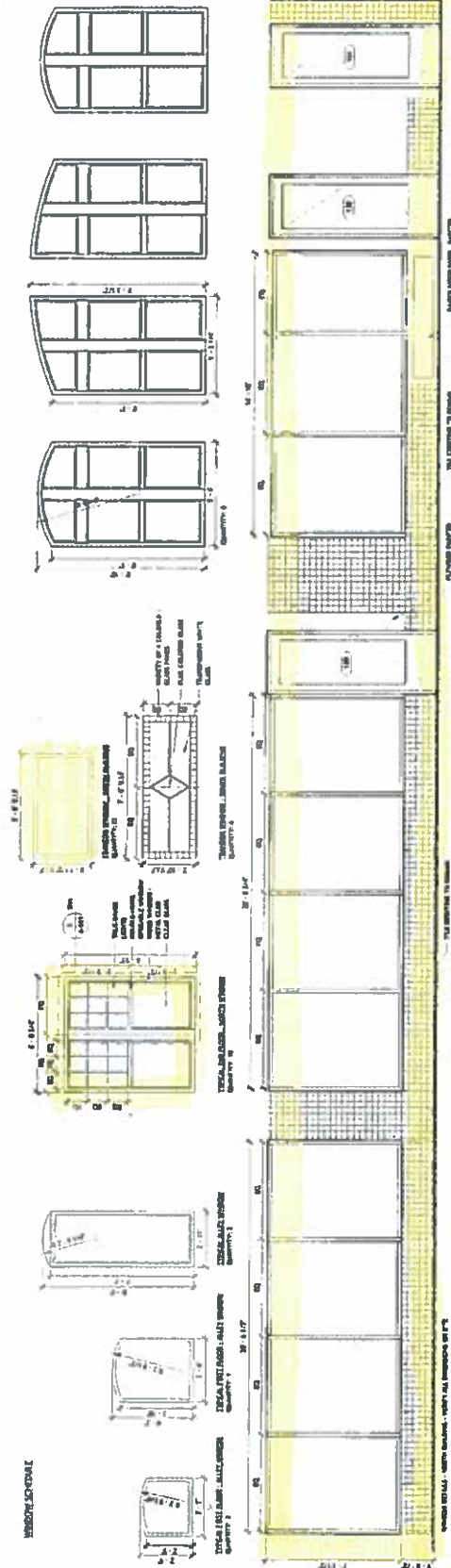
PLAN A-102

1 SECOND FLOOR PLAN
SCALE: 3/16" = 1'-0"

2 MEZZANINE SECOND FLOOR
SCALE: 3/16" = 1'-0"

SCALE: 3/16" = 1'-0"

DELEMAN MOORE BOTTLING
ARCHITECTS
100 EAST SECOND STREET
TAYLOR, TEXAS 76574
PHONE: 817.251.1111
FAX: 817.251.1112
WWW.DMBOTTLING.COM
ARCHITECTS
100 EAST SECOND STREET
TAYLOR, TEXAS 76574
PHONE: 817.251.1111
FAX: 817.251.1112
WWW.DMBOTTLING.COM



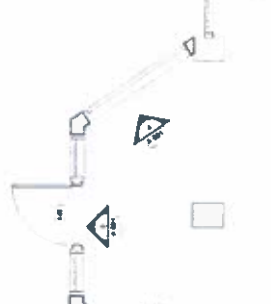
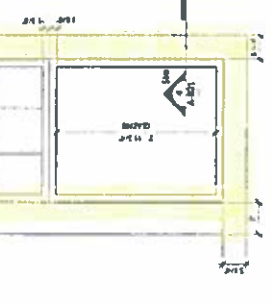
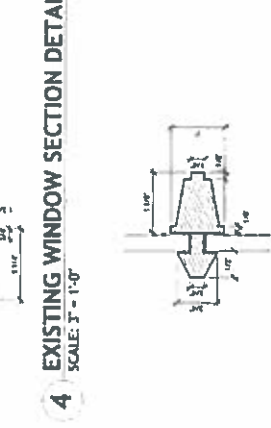
STOREFRONT WINDOW ELEVATIONS @ NORTH BUILDING

STOREFRONT WINDOW ELEVATIONS @ SOUTH BUILDING

2ND & MAIN LOFTS, LLC
100 EAST SECOND STREET
TAYLOR, TEXAS 76574

2nd & Main Lofts
100 EAST SECOND STREET
TAYLOR, TEXAS 76574

2nd & Main Lofts
100 EAST SECOND STREET
TAYLOR, TEXAS 76574



WINDOW ELEVATIONS AND DETAILS
A-801

3 EXISTIN WINDOW DETAILS
SCALE: 1" = 1'-0"

4 EXISTIN WINDOW SECTION DETAIL
SCALE: 3" = 1'-0"

5 DETAIL AT EXISTING MULLION
SCALE: 12" = 1'-0"

2 PLAN DETAIL AT STOREFRONT OF SOUTH BUILDING
SCALE: 1/8" = 1'-0"



* 2ND + MAIN LOFTS - NORTH BUILDING
TAYLOR, TEXAS

PAINT REIMBURSEMENT GRANT PROGRAM

Application Instructions

Taylor Main Street seeks to improve the image of downtown through the assistance in painting funds of commercial building facades located in the Downtown Redevelopment Area. As an economic incentive, Taylor Main Street has designed the following paint reimbursement grant program.

PAINT REIMBURSEMENT GRANT DETAILS (please read carefully):

The Taylor Main Street Paint Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants. **Grants are available for up to \$500, on a 50/50 matching basis with a cap of \$500 per grant (\$1,000+ total project).** Grant funds focus on exterior work on storefronts (visible to the traveling public), on commercial buildings located in the Downtown Redevelopment Area (see attached map). Grants are available each year, on a first come, first serve basis until total funds are depleted. No grants will be awarded for work that has already been done. If awarded a Paint reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant. *If you have any questions, please contact the Taylor Main Street Manager at 512/352-3675 ext. 36. Thank you!*

1. **Determine eligibility:** Discuss project plans with Taylor Main Street Manager and set up an appointment for free assistance in selecting paint, and color schemes for building façade through the Taylor Main Street Design Committee.
2. **Fill out paint reimbursement grant application form and sign the agreement form.** Color samples of all final paint selections must be included with the application to be reviewed by the Taylor Main Street Design Committee and approved by the Taylor Main Street Advisory Board. Obtain written proposals on all project work from contractors. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. **Return the completed application form** with all original contract proposals and color samples for the proposed work to the Taylor Main Street office at 400 Porter Street in City Hall.
4. **The approval process will include without limitation the following:**
 - (a) Notwithstanding anything stated in this Application to the contrary, final approval for any grant shall be vested in the Main Street Advisory Board, but shall be subject to review authority retained by the Taylor City Council.
 - (b) The Main Street Advisory Board may receive recommendations from committees, such as the Design Committee, which review all or a part of the Application. Committee recommendations shall be advisory only and no recommendation shall be binding on the Main Street Advisory Board.
 - (c) The Main Street Advisory Board shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by any committee or the Main Street Advisory Board.
 - (d) An Applicant who submits an Application that was denied a grant by the Main Street Advisory Board shall not be eligible to re-submit a grant Application for six (6) months from the date the prior Application was declined by the Main Street Advisory Board or in a case reviewed by the Taylor City Council, from the date the Taylor City Council declined the Application.

- (e) Applicants receiving approval by the Main Street Advisory Board shall commence painting described within the Application within sixty (60) days from the date the grant is awarded by the Main Street Advisory Board, or in a case reviewed by the City Council, from the date the award is granted by the Taylor City Council. All Applicants must complete the painting described in the Application within ninety (90) days from the date the grant is approved by the Main Street Advisory Board or the Taylor City Council when reviewed by the Taylor City Council. If the Applicant is unable to commence painting within sixty (60) days from the date the grant is approved or complete construction within ninety (90) days from the date the grant is approved, the Applicant can submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the sixty (60) day time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board. An extension denial can not be appealed and shall be final with the Main Street Advisory Board.
- (f) As a condition of this grant Application and in consideration of the opportunity to apply for a grant, the Applicant consents and shall allow the Main Street Advisory Board to request City inspections to determine the grant, if awarded, shall not be used for paint to any building that is not contemplated in the application.
- (g) The Main Street Advisory Board shall have sole discretion in awarding grants, except in cases appealed to and reviewed by the Taylor City Council. The Main Street Advisory Board shall award grants considering the grant amount requested, grant funds available, the grant program, and effectiveness of the painting.
- (h) No Applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program. The review criteria may include, but shall not be limited to, compatible, architectural design, streetscape objectives, overall redevelopment of the downtown area and historical property.
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- (j) An Applicant must attend Main Street Advisory Board meetings which consider the Application or when requested to do so by the Main Street Advisory Board. Failure to attend a Main Street Advisory Board meeting when required shall be cause for rejection of the Application.

- 5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Taylor Main Street office with copies of all paid invoices for a single payment reimbursement of the approved funding.
- 6. **Appeal Process:** Any Application rejected by the Main Street Advisory Board shall be entitled to review by the Taylor City Council. The Applicant shall submit a written request for review to the City Manager no later than ten (10) days from the date the Application is denied by the Main Street Advisory Board. The request for review by the Taylor City Council shall state reasons why the Applicant believes the Application was improperly refused by the Main Street Advisory Board and the reasons why the Applicant believes the Application should be approved. The written review request shall be furnished by the City Manager to the Chairman of the Main Street Advisory Board. The Chairman of the Main Street Advisory Board shall,

within ten (10) days of receipt of the Applicant's written request from the City Manager, furnish to the City Manager the Main Street Advisory Board reasons for refusing the Application and shall state reasons why the Application should not be approved by the Taylor City Council. Review by the Taylor City Council will be scheduled within the time restraints and business issues of the Taylor City Council, but in no event later than ninety (90) days from the date the written request for review is received by the City Manager from the Applicant. The City Council shall review the Application and consider the action taken by the Main Street Advisory Board regarding the Application. The Taylor City Council shall not be required to reverse the Main Street Advisory Board unless the Taylor City Council determines the Main Street Advisory Board did not act in substantial compliance with the Application request and applicable policies relating to the Taylor Paint Grant Program. The Taylor City Council determination shall be deemed final action regarding the Application.



Advisory Board Review

Approved _____

Rejected _____

Date _____

PAINT REIMBURSEMENT GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signed to Taylor Main Street office, 400 Porter St.

- ◆ Applicant Name DOUGLAS MOSS Date _____
- ◆ Business Name 2ND + MAIN LOFTS, LLC
- ◆ Mailing Address 812 GEORGE ST. TAYLOR, TX 76574
- ◆ Contact Phone 917.576.7044 Email Address dmoss@publicsketch.com
- ◆ Building Owner (if different from applicant) _____
- ◆ Building Name 2ND + MAIN LOFTS
- ◆ Building Address _____
- ◆ Details of Planned Improvements for Paint Reimbursement Grant:
(use additional paper if necessary)

* NEW WINDOWS

* NEW CANOPY WITH PAINTED TRIM

* NEW DOORWAYS WITH PAINTED TRIM

- ◆ List Contractor Proposals and Total Amounts (please attach original proposals):

1. ATC CONTRACTORS - GEORGETOWN, TEXAS (paint and window installation)

2. _____

3. _____

◆ TOTAL COST OF PROPOSED PAINT PROJECT: \$3500 PAINT

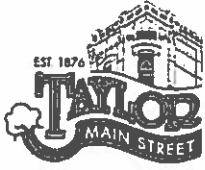
◆ AMOUNT OF PAINT GRANT REQUESTED: \$500.

Attach with completed application: 1) photographs of proposed work, 2) all final color samples used and 3) original copies of all contractor proposals.

Applicant's Signature

OCTOBER 5, 2018

Date



PAINT REIMBURSEMENT GRANT AGREEMENT FORM

Please return completed with necessary attachments and signed to Taylor Main Street office, 400 Porter St.

I have met with the Taylor Main Street Manager, and I fully understand the Paint Reimbursement Grant Procedures and Details established by the Taylor Main Street Advisory Board. I intend to use this grant for the aforementioned painting project to forward the efforts of the downtown revitalization and historic preservation program known as Taylor Main Street.

I have read the Paint Reimbursement Grant Application Procedures.

I understand that if I am awarded a Paint Reimbursement Grant by the Taylor Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the Paint Reimbursement Grant.

2ND 4 MAIN LOFTS, LLC

Business Name

[Signature]

Applicant's Signature

OCTOBER 5, 2018

Date

[Signature]

Building Owner's Signature

OCTOBER 5, 2018

Date

[Signature]

Taylor Main Street Manager's Signature

10/31/18

Date

Taylor Main Street Advisory Board's Approval

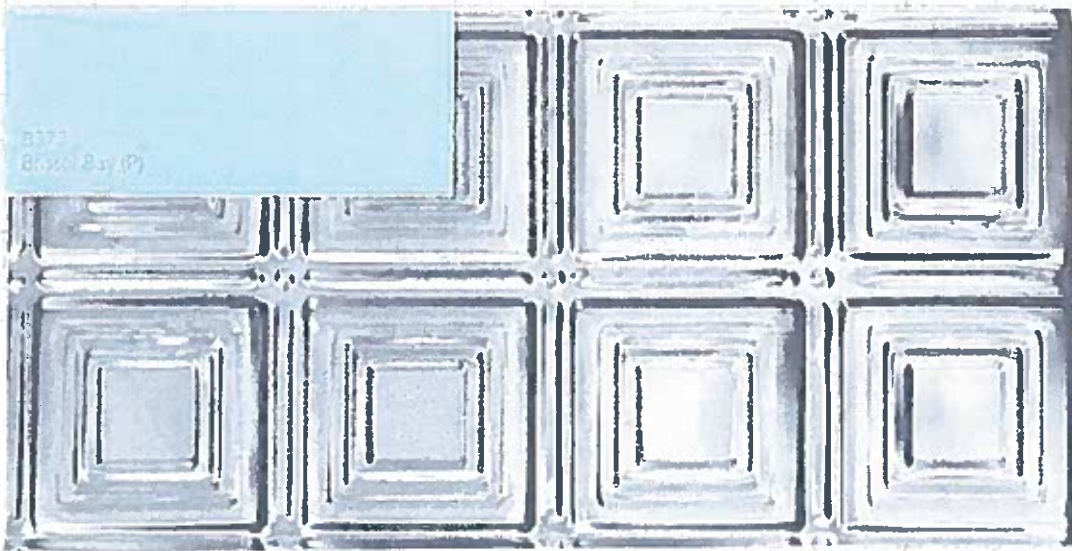
Date



WOOD/METAL CLAD WINDOW FRAMES



METAL TRIM AT EDGE OF SIDEWALK CANOPY



CEILING EMBOSSED METAL WITH PAINTED FINISH

* 2ND & MAIN LOFTS - NORTH







**A.T.C. Contractors Inc.
P.O. Box 932
Georgetown, Texas 78627**

Phone: (512) 930-3988
Fax: (512) 869-1189
Email: james@atccontractorsinc.com
HUB # 1-74-2333-944300
www.atccontractorsinc.co

October 16, 2018

INVOICE:

To: 2ND & Main Street Lofts
100 East Second St.
Taylor, Texas

Project Description:

Prepare, prime and paint with two coats of Latex Enamel all canopies and underside of the north canopy on the exterior of the building.

North Building: \$ 3,500.00
(Second and Main Street)

South side: \$ 1,300.00
(At the rear facing Main Street)

Thank-you



* 2ND & MAIN LOFTS - SOUTH BUILDING
TAYLOR, TEXAS

PAINT REIMBURSEMENT GRANT PROGRAM

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Advisory Board Review

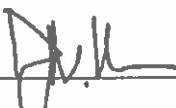
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- ◆ Details of Planned Improvements for Paint Reimbursement Grant:
(use additional paper if necessary)
 - * NEW WINDOWS
 - * NEW CANOPY WITH PAINTED TRIM
 - * NEW DIERWAYS WITH PAINTED TRIM
- ◆ List Contractor Proposals and Total Amounts (please attach original proposals):
 1. ATC CONTRACTORS - GEORGETOWN, TX - PAINT & WINDOW INSTALLER
 2. _____
 3. _____
- ◆ TOTAL COST OF PROPOSED PAINT PROJECT: PAINT CANOPY \$1300.
- ◆ AMOUNT OF PAINT GRANT REQUESTED: \$500.

Attach with completed application: 1) photographs of proposed work, 2) all final color samples used and 3) original copies of all contractor proposals.


Applicant's Signature

OCTOBER 5, 2018

Date



I understand that if I am awarded a Paint Reimbursement Grant by the Taylor Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the Paint Reimbursement Grant.

2ND & MAIN LOFTS, LLC

Business Name

[Handwritten signature]

Applicant's Signature

OCTOBER 5, 2018

Date _____

Building Owner

Building Owner's Signature

OCTOBER 5, 2018

Date

Taylor Lanner
Taylor Main Street Manager's Signature

Taylor Main Street Manager's Signature

10/31/18

Date _____

Taylor Main Street Advisory Board's Approval

Date _____

* 2ND & MAIN LOFTS - SOUTH
TAYLOR, TEXAS



WOOD/METAL CLAD WINDOW FRAMES



WOOD TRIM & FRAMING SIDEWALK CANOPY
(EXPOSED CORRUGATED METAL ROOFING)







A.T.C. Contractors Inc.
P.O. Box 932
Georgetown, Texas 78627

Phone: (512) 930-3988
Fax: (512) 869-1189
Email: james@atccontractorsinc.com
HUB # 1-74-2333-944300
www.atccontractorsinc.co

October 16, 2018

INVOICE:

To: 2ND & Main Street Lofts
100 East Second St.
Taylor, Texas

Project Description:

Prepare, prime and paint with two coats of Latex Enamel all canopies and underside of the north canopy on the exterior of the building.

North Building: \$ 3,500.00
(Second and Main Street)

South side: \$ 1,300.00
(At the rear facing Main Street)

Thank-you

**2ND & MAIN LOFTS, LLC
AND
THE CITY OF TAYLOR, TEXAS,
CHAPTER 380 ECONOMIC DEVELOPMENT AGREEMENT**

RECITALS:

Whereas, this Economic Development Agreement ("Agreement") is entered into by and between the CITY OF TAYLOR, TEXAS, a Texas home rule municipal corporation ("CITY") and 2ND & MAIN LOFTS, LLC ("2ND & MAIN LOFTS").

Whereas, the CITY adopted Ordinance 2010-38 on September 9, 2010, ("Ordinance"), establishing and authorizing the CITY to make economic development grants; and

Whereas, the CITY is granting economic benefits to 2ND & MAIN LOFTS in recognition of the positive economic benefits to the CITY through 2ND & MAIN LOFTS's (i) installation of a fire suppression and alarm system ("Building Improvement") to a building owned by it having approximately 12,464 square feet, ("Building"), located on Lot 11 and part of Lot 12, Block 3, City of Taylor, having an address of 100 E. 2nd Street, Taylor, Texas, ("Property"); (ii) completing the Building Improvement and making the Building habitable for Mixed Use; (iii) maintaining the Building in compliance with all codes, regulations, and laws pertaining to the Building and Property; and (iv) requiring compliance to this Agreement and the Mixed Use of the Building; and

Whereas, 2ND & MAIN LOFTS requested a grant and the City has agreed to pay Twenty-Five Thousand and No/100 Dollars (\$25,000.00) for the Building Improvement to be installed in the Building; and

Whereas, the purpose of this Agreement is to promote economic development contemplated by Chapter 380 and the Development Corporation Act, Chapter 501 of the Texas Local Government Code, whereby 2ND & MAIN LOFTS shall comply with this Agreement for the consideration from the City as hereinafter allowed in accordance with the terms of this Agreement.

Whereas, the Tax Increment Finance Board approved this action on May 22, 2019 and the City Council voted and approved this action on June 13, 2019.

In consideration of the mutual benefits, promises, the Recitals, and for other good and valuable consideration set forth herein, the sufficiency of which are hereby acknowledged, the CITY and 2ND & MAIN LOFTS agree as follows:

1. **AUTHORITY.** The CITY'S execution of this Agreement is authorized by Chapters 380 and 501 of the Texas Local Government Code, and the Ordinance. 2ND & MAIN LOFTS'S execution and performance of this Agreement constitutes a valid and binding obligation of 2ND & MAIN LOFTS.

2. **COMPLIANCE.** 2ND & MAIN LOFTS shall be obligated at all times to comply with all terms and provisions of this Agreement in order to receive the economic benefits described within this Agreement. The CITY shall be entitled to withhold economic benefits granted under this Agreement if 2ND & MAIN LOFTS defaults under this Agreement in addition to all other relief provided to the

CITY by this Agreement and under law and equity.

3. CITY 380 GRANTS AND CONDITIONS TO GRANTS. As a condition precedent and subsequent to any grant, 2ND & MAIN LOFTS shall install the Building Improvement and make additional improvements required to the Building and Property in compliance with all rules, regulations, codes and ordinances applicable to them so that the Building and Property can be used for Mixed Use.

4. TIME. The permitting and installation of the Building Improvement shall commence no later than twelve (12) months from the date of this agreement, and shall be completed with a certificate of occupancy no later than twelve (12) months from the date the permit is issued.

5. REIMBURSEMENT. The City will reimburse 2ND & MAIN LOFTS an amount not to exceed Twenty-Five Thousand and No/100 Dollars (\$25,000.00). Reimbursement will be based on the invoices furnished to the City showing prior payment by 2ND & MAIN LOFTS and for the Building Improvement which is installed in working order in the Building. The reimbursement will be the actual costs paid by 2ND & MAIN LOFTS not exceeding Twenty-Five Thousand and No/100 Dollars (\$25,000.00) and shall occur only after the City has verified the Building Improvement has been installed in the Building and a Certificate of Occupancy has been issued and will be made within thirty (30) days of such verification.

6. INSPECTIONS. Employees or designated representatives of the City shall be entitled to inspect the Building during the term of this Agreement to verify and substantiate 2ND & MAIN LOFTS'S compliance with this Agreement which compliance shall be conditions precedent and subsequent to this Agreement.

7. INFORMATION. The City shall be entitled to request information from 2ND & MAIN LOFTS deemed by the CITY to be reasonable or necessary to verify 2ND & MAIN LOFTS'S compliance with this Agreement or entitlements under this Agreement.

8. TERM. This Agreement shall become enforceable upon execution by the CITY and 2ND & MAIN LOFTS and shall be effective as of the date of this Agreement. This Agreement shall terminate, unless terminated earlier as allowed in this Agreement, upon payment of the grant by the CITY to 2ND & MAIN LOFTS.

9. 2ND & MAIN LOFTS'S OBLIGATIONS. In consideration of the CITY's establishment of this economic development program for 2ND & MAIN LOFTS by the CITY, pursuant to Texas Local Government Code Chapters 380 and 501 and under the Ordinance to promote local economic development and stimulate business and commercial activity within the CITY, 2ND & MAIN LOFTS agrees to the requirements of this Agreement.

10. COVENANTS, WARRANTIES, OBLIGATIONS AND DUTIES. 2ND & MAIN LOFTS makes the following covenants and warranties to the CITY, and agrees to timely and fully perform the following obligations and duties. Any false or substantially misleading statement contained herein or failure to timely and fully perform as required in this Agreement shall be an act of default by 2ND & MAIN LOFTS. Failure to comply with any one covenant, condition, promise or warranty shall constitute an act of default by 2ND & MAIN LOFTS.

A. No litigation or governmental proceeding is pending or, threatened against 2ND & MAIN LOFTS or affecting 2ND & MAIN

LOFTS that may result in any material adverse change in 2ND & MAIN LOFTS or the Building. No consent, approval or authorization of or registration or declaration within any governmental authority is required in connection with the execution of this Agreement or the transactions contemplated hereby.

B. No certificate or statement delivered by 2ND & MAIN LOFTS to the CITY in connection with this Agreement, or in connection with any transaction contemplated herein, contains any untrue statement or fails to state any fact necessary to keep the statements contained herein from being misleading.

C. There are no bankruptcy proceedings or other proceedings currently pending or contemplated, and 2ND & MAIN LOFTS has not been informed of any potential involuntary bankruptcy proceedings.

D. To the best of the knowledge of the undersigned President, 2ND & MAIN LOFTS has acquired and maintained all necessary rights, licenses, and permits for the Building and authority to use the Building for Mixed Use.

E. 2ND & MAIN LOFTS shall timely pay all taxes and fees due and owing by it to all taxing authorities having jurisdiction over 2ND & MAIN LOFTS, the Building, and the Property.

F. 2ND & MAIN LOFTS shall complete the Building Improvement required by this Agreement and shall provide the investment necessary to maintain the Building.

G. 2ND & MAIN LOFTS shall timely and fully comply with all the terms and conditions of this Agreement.

H. 2ND & MAIN LOFTS agrees that, as to all of the programs and activities arising out of this Agreement, it shall comply fully with all Civil Rights Acts and specifically will not discriminate against any person on the basis of race, color, national origin, sex, or by reason of being disabled.

I. 2ND & MAIN LOFTS hereby certifies that it does not knowingly employ and will not hereafter employ an undocumented worker as defined in Chapter 2264, Texas Government Code. In addition, 2ND & MAIN LOFTS shall execute the Condition on Receipt of Public Subsidies/Agreement Regarding Repayment of Interest attached hereto as *Exhibit "A"* attached hereto and incorporated by reference herein.

J. 2ND & MAIN LOFTS shall comply with all federal, state and local laws, rules and regulations applicable to it, the Building and Property during the term of this Agreement and verify compliance by the Business with the same.

11. **MUTUAL ASSISTANCE.** CITY and 2ND & MAIN LOFTS will do all things reasonably necessary or appropriate to carry out the terms and provisions of this Agreement, and to aid and assist each other in carrying out such terms and provisions in order to put each other in the same economic condition contemplated by this Agreement regardless of any changes in public policy, the law or taxes or assessments attributable to the Business.

12. DEFAULT. If either the CITY or 2ND & MAIN LOFTS should default in the performance of any obligations of this Agreement, the other party shall provide such defaulting party written notice of the default, and a minimum period of ten (10) days to cure such default, prior to instituting an action for breach or pursuing any other remedy for default. If the CITY or 2ND & MAIN LOFTS remains in default after notice and opportunity to cure, the non-defaulting party shall have the right to pursue any remedy at law or in equity for the breach. In addition, the CITY shall have the right to terminate all economic benefits under this Agreement as well as all other relief provided under this Agreement.

13. ATTORNEY'S FEES. In the event any legal action or proceeding is commenced between the CITY and 2ND & MAIN LOFTS to enforce provisions of this Agreement and recover damages for breach, the prevailing party in such legal action shall be entitled to recover its reasonable attorney's fees and expenses incurred by reason of such action, unless prohibited by law.

14. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties. This Agreement may only be amended, altered or revoked by written instrument signed by the CITY and 2ND & MAIN LOFTS.

15. BINDING EFFECT. This Agreement shall be binding on and inure to the benefit of the parties, their respective successors and assigns.

16. ASSIGNMENT. 2ND & MAIN LOFTS may not assign all or any part of his rights and obligations under this Agreement to a third party.

17. NOTICE. Any notice and or statement required and permitted to be delivered shall be deemed delivered by actual delivery, facsimile with receipt of confirmation, or by depositing the same in the United States mail, certified with return receipt requested, postage prepaid, addressed to the appropriate party at the following addresses:

2ND & MAIN LOFTS, LLC
5300 Shoal Creek Blvd.
Austin, Texas 78756

CITY:

CITY OF TAYLOR, TEXAS
City Manager
400 Porter Street
Taylor, Texas, 76574
512-352-3774

18. INTERPRETATION. Each of the parties has been represented by counsel of their choosing in the negotiation and preparation of this Agreement. Regardless of which party prepared the initial draft of this Agreement, this Agreement shall, in the event of any dispute, however its meaning or application, be interpreted fairly and reasonably and neither more strongly for or against any party.

19. APPLICABLE LAW. This Agreement is made, and shall be construed and interpreted, under the laws of the State of Texas and venue shall be in the State courts of Williamson County, Texas.

20. SEVERABILITY. In the event any provisions of this Agreement are illegal, invalid or unenforceable under present or future laws, and in that event, it is the intention of the parties that the remainder of this Agreement shall not be affected. It is also the intention of the parties of this Agreement that in lieu of each clause and provision that is found to be illegal, invalid or unenforceable, a provision be added to this Agreement which is legal, valid or enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

21. PARAGRAPH HEADINGS. The paragraph headings contained in this Agreement are for convenience only and will in no way enlarge or limit the scope or meaning of the various and several paragraphs.

22. NO THIRD PARTY BENEFICIARIES. This Agreement is not intended to confer any rights, privileges or causes of action upon any third party.

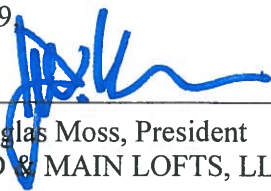
23. NO JOINT VENTURE. It is acknowledged and agreed by the parties that the terms of this Agreement are not intended to and shall not be deemed to create any partnership or joint venture among the parties. The CITY, its past, present and future officers, elected officials, employees and agents do not assume any responsibilities or liabilities to any third party in connection with 2ND & MAIN LOFTS or the Business or installation of the Building Improvements to the Building on the Property.

24. EXHIBITS. The following Exhibits are attached and incorporated by reference for all purposes:

Exhibit "A": the Condition of Receipt of Public
Subsidies/Agreement Regarding Repayment
of Interest.

**CONDITION ON RECEIPT OF PUBLIC SUBSIDIES/AGREEMENT
REGARDING REPAYMENT OF INTEREST**

Dated this 13 day of SEPT., 2019.



Douglas Moss, President
2ND & MAIN LOFTS, LLC

New York
STATE OF ~~TEXAS~~

§

New York
COUNTY OF ~~WILLIAMSON~~

§

§

This instrument was acknowledged before me on the 13th day of September 2019, by Douglas Moss, President, 2ND & MAIN LOFTS, LLC.

Mary Young
Notary Public, State of Texas
MARY YOUNG
Notary Public, State of New York
No. 01YO6145862
Qualified In Kings County
Commission Expires May 15, 2022

CITY OF TAYLOR, TEXAS,
a home rule City

Brian Laborde

By: BRIAN LABORDE

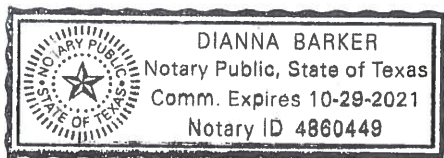
Its: City Manager

STATE OF TEXAS §

§

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the 20 day of
September, 2019, by BRIAN LABORDE.



Dianna Barker
Notary Public, State of Texas

1

EXHIBIT "A"

CONDITION ON RECEIPT OF PUBLIC SUBSIDIES/AGREEMENT REGARDING REPAYMENT OF INTEREST

WHEREAS, 2ND & MAIN LOFTS, LLC has submitted an application to receive a public subsidy as defined in Chapter 2264, Texas Government Code (hereinafter "the Code"); and

WHEREAS, 2ND & MAIN LOFTS, LLC has certified in said application that neither said business, nor a branch, division or department of said business knowingly employs or will hereafter knowingly employ an undocumented worker (as defined in the Code); and

WHEREAS the Code stated that if any business, or a branch, division, or department of the business, after receiving a public subsidy, is convicted of a violation under 8 U.S.C., Section 1324a (f), the business shall be required to repay the amount of the public subsidy with interest; and

WHEREAS the Code requires that as a condition precedent to CITY OF TAYLOR, TEXAS providing such public subsidy, 2ND & MAIN LOFTS, LLC must enter into a written agreement specifying the rate and terms of the payment of

interest if 2ND & MAIN LOFTS, LLC is required to repay the public subsidy.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS THAT THE CITY OF TAYLOR, TEXAS, and 2ND & MAIN LOFTS, LLC hereby agree that if, after receiving a public subsidy from the CITY OF TAYLOR, TEXAS, 2ND & MAIN LOFTS, LLC is convicted of a violation of 8 U.S.C., Section 1324(f), that 2ND & MAIN LOFTS, LLC shall repay the amount of the public subsidy together with interest at the rate of twelve (12) percent per annum, such interest to begin accruing on the date of such conviction and to continue until all sums owed under this agreement are paid. Such repayment plus said interest shall be due and payable not later than the 120th day after the date that the CITY OF TAYLOR, TEXAS, notifies 2ND & MAIN LOFTS, LLC of the conviction.

Interest on the public subsidy as referenced above shall not exceed the maximum amount of nonusurious interest that may be contracted for, taken, reserved, charged, or received under law; any interest in excess of that maximum amount shall be credited on the repayment or, if that has been paid, refunded.

All payments due under this document shall be payable in Taylor, Williamson County, Texas.

In the event that a civil action is brought by a public agency, local taxing jurisdiction, the CITY OF TAYLOR, TEXAS, or the Texas Attorney General to recover any amounts owed to the CITY OF TAYLOR, TEXAS, under the Code and this agreement, the said party shall also be entitled to recover from 2ND & MAIN LOFTS, LLC, all court costs and reasonable attorney's fees incurred in such action.

CITY OF TAYLOR, TEXAS

Texas home rule municipal corporation

2ND & MAIN LOFTS, LLC

a Texas Limited Liability Company


By: BRIAN LABORDE
Its: CITY
PRESIDENT


By: DOUGLAS MOSS
MANAGER
Its:



***City Council Meeting
June 13, 2019
Transmittal Letter***

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☒ Quality of Life
- ☒ Economic Vitality

Agenda Item #: 4

Agenda Title: Consider Tax Increment Financing (TIF) Fund application from 2nd & Main Lofts (c/o Douglas Moss) for a Fire Suppression and Alarm System at 100 E. 2nd Street.

Council Action to be taken: Consider approving application

Department Submitted: Development Services

Staff Contact: Tom Yantis, Director of Development Services

1. PURPOSE/DESCRIPTION

The City of Taylor Tax Increment Reinvestment Zone (TIRZ) #1 has established a grant program to assist downtown property owners with the cost of installing fire suppression systems in existing buildings. This agenda item is for the Council to consider an application for grant funds by 2nd & Main Lofts for their building at 100 E. 2nd Street.

2. STAFF ANALYSIS (How and Why)

The purpose of the grant fund is to facilitate the installation of fire suppression systems in existing buildings in downtown as they are rehabilitated.

3. RECOMMENDATION

The Tax Increment Reinvestment Zone Board of Directors considered this grant application at their meeting on May 22, 2019 and unanimously recommended awarding \$25,000 in grant funds from the FY 2019-20 TIF budget to 2nd & Main Lofts for the building at 100 E. 2nd Street.

Staff recommends authorizing the City Manager to prepare and execute an agreement with 2nd & Main Lofts for grant funding of \$25,000 from the FY 2019-20 Tax Increment Fund for the installation of a fire suppression system at 100 E. 2nd Street.

4. FUNDING SOURCE

FY 2019-20 proposed Tax Increment Fund line item 119-520-819 in the amount of \$25,000. This is the proposed funding for FY 2019-20 and is subject to final budget approval by the TIF Board and City Council.

5. TIMELINE

The application was submitted on March 13, 2019

The TIF Board recommended approval of the request on May 22, 2019

6. PRIOR COUNCIL ACTIONS TAKEN

N/A

7. OTHER OPTIONS (In order of preference)
--

Council may deny the grant application.

8. ATTACHMENTS

4a [Grant application for 2nd & Main Lofts](#)



2019 MAIN STREET ANNUAL ASSESSMENT

STANDARD VI: Demonstrated Impact and Results

Supporting Documents

Application for Best Renovation/Rehabilitation/Restoration - completed

Britin Bostick

Stewardship Strategies

briting@stewardshipstrategies.com

What is your community's population?

under 50K

Name of property or description of location:

Old Taylor High

Address/City:

410 W. 7th Street, Taylor, Texas 76574

Project architecture or engineering firm (if applicable):

Stewardship Strategies, LLC (Planning & Design) and Ogee, LLC (Preservation & Tax Credit Consultant)

Budget Range:

over \$250K

If this entry wins, how should the award recipient name be printed on award?

Old Taylor High

What were the original and subsequent uses for the building?

Old Taylor High is a former school campus with 135 years of history and three remaining historic buildings which have been converted to offices, an event center, apartments, a beer garden and a restaurant, with additional lease space to be available in the future.

The site on which the Taylor High School Campus is located includes the original tract of land that housed Taylor's first school. A three-room building was constructed in 1884 on land purchased by the City of Taylor for the purpose of building a school, and in 1890 a new school was built on the site, which housed all grades and served as the Taylor school until 1923, when the current high school building was completed. The 1890 school was demolished in 1925.

In June of 1922, a call for bids from the School Board was published in the Taylor Daily Press, stating that plans and specifications could be obtained from architects Giesecke & Harris of Austin. In July, the newspaper announced that Fairchild Lumber Company had closed a contract with the School Board to furnish all lumber, cement, and wall plaster for the construction of the new high school. The contract was said to be "one of the largest of its kind ever placed in Taylor" with the total amount being 100,000 feet of lumber, 3,000 barrels of cement, and "many car loads" of plaster and plaster blocks.

Construction on the \$150,000 school began in August of 1922 with the Taylor Daily Press reporting that final survey was taking place toward breaking ground for the foundation. "Taylor will soon have the opportunity," it reported, "to view with pride the hustle and bustle of activity which will put Taylor in envy of this section of the State." In March of 1923, an additional bond was passed in the amount of \$32,000, to fund the construction of the school auditorium. In April the cornerstone was laid, which was accompanied by a well-attended ceremony led by the local Masons and Mike H. Thomas, the Grand Master of Texas.

Construction was completed in time for the first day of school in September of 1923. After its completion, the Austin-American Statesman, published a feature on the school, claiming that it was "among the best built in Texas." T.H. Shelby, director of extension at the University of Texas, is quoted in the article, saying "Taylor is certainly to be complimented on the good work that is being done. A reputation for a first-class school is an enviable one because it not only adds to the commercial and population growth of the community but it makes it easier for them to secure the services of good teachers and administrators when vacancies occur. Taylor is making such a reputation."

Beginning in the 1930s, the school board began discussing the need for Taylor High School to have a gymnasium. In 1934, a bond issue was passed in order to construct a gymnasium adjacent to the high school building. The building would partially be funded by a grant from the Public Works Administration, part of the New Deal (renamed the Works Progress Administration in 1935). The gymnasium was completed in 1936 at a total cost of \$45,000. Under the Public Works Administration, over 7,000 schools were constructed all over the country.

In 1955, a bond of \$250,000 was passed to construct a new elementary school, house a music department, improve existing facilities, and construct a junior high next to the high school. Planning for the new junior high was underway by May. Architectural plans for the new school were published in the Taylor Daily Press, and an article explained that the building would contain eight classrooms, a music department and music library, a choral room, library, various storage and offices, and a first aid room. Building contracts were awarded in August of 1955 and construction began in September. It was completed in the Spring of 1956 and housed 7th and 8th graders in the fall of the same year.

When a new high school was constructed in 1969, the existing high school was remodeled to function as a middle school, which was the case until the 1980s, when the school district all but abandoned the property and stopped performing maintenance, which led to water damage from roof leaks and other vacant property problems. When the current owner acquired the campus at auction in 2016, it housed the Taylor Senior Center and a quilting club, but was primarily vacant. The Senior Center and quilting club remain in the High School building, which they now share with a 42-tap craft beer bar & patio, offices for an IT company and property development company, lease space for additional offices and apartments and an untouched (and beautiful!) second floor auditorium with seating for a few hundred people. The

Gymnasium now serves as an event center which is rented for civic functions, weddings, banquets and parties, and the Junior High classrooms have become apartments with the band hall converted to a popular local restaurant.

What contemporary additions and alterations were made to the building?

The goal of the project from the start was to bring the buildings back to their original form as much as possible, not only to celebrate the beautifully constructed school buildings but so that federal and state historic tax credits could be sought. Very few exterior changes were made, and most of the interior changes were to remove non-historic materials such as drop ceilings and to clean up the areas above where the drop ceilings had been, and to repair damaged materials or add accessible restrooms, ramps and landings.

In the High School, the ceiling tiles and grid were removed in the hallways and classrooms (and along with it the fluorescent lights and HVAC ductwork), revealing beautiful second-floor skylights and plaster ceilings. Extensive repairs and patches had to be made to the plaster ceilings and walls, which were then all repainted and new light fixtures installed that are more consistent with the original fixtures. The lockers were all left in place in the hallways, and the windows, very few of which are original but which were all intact, were left in place. The building needed a new roof, and a fire sprinkler system was installed per the requirements of the City. New stairs and a handicap accessible ramp were installed at the west entrance.

The Gymnasium's original pine court floor was refinished and repaired under the bleachers where there had been termite damage. What had been locker rooms, offices and storage were converted to modern restrooms (including a family restroom), a catering kitchen, a bar and a green room. It also got a new roof and a fire sprinkler system, as well as landings at the doors for safety and a ramp for handicap accessibility.

The Junior High had the most noticeable exterior alterations. All of the original, large aluminum windows in the classrooms had been removed and replaced with siding and two small residential windows in each of the openings. One of the large windows in the band hall had been removed and replaced with siding only. Per the tax credit requirements the replacement windows, which were badly installed and which did not provide adequate weather protection, had to either remain in place or be replaced with windows that replicated the original look as closely as possible. The new windows were custom designed, have operable sections like the original windows and completely changed the look of the apartments, letting in tons of natural light through the 24wide and 7tall wall openings. When the new windows were installed in the band hall facing the parking lot, the interior of the restaurant changed dramatically. The classrooms were fitted out for efficiency and one-bedroom apartments, the restaurant has a full kitchen and bakery in what used to be offices and storage, and the restaurant bathrooms are the original band hall bathrooms. The Junior High got a new roof and a fire sprinkler system, and all of the lockers in the apartment hallway are still in place.

Very little construction waste was generated from this project because so many existing materials were retained and recycled on-site or in the community where possible, and very few

floor plan changes were made. Two new sustainable systems were installed on the site. A solar panel system was installed on the roof of the Gymnasium roof, which is not visible from the ground and does not detract from the Art Deco style of the building, and a permeable paving system was installed as the parking lot for the Annex (formerly Junior High).

The Junior High building never had its own parking lot, and the paved parking areas for the school campus are small, especially when compared to modern parking requirements for schools. To convert the Junior High building to mixed-use restaurant and apartments, the City required a dedicated parking lot, which fit perfectly into an abandoned street that had grown over and become part of the campus lawns. Because it was initially a street and sits a little lower than the surrounding lots, a substantial amount of rainwater from the neighborhood flows through the parking area. Taylor has experienced occasional heavy rainfall and flooding in the past few years, and the property owner did not want to increase the chance of flooding streets or neighbors by building the parking lot with asphalt or concrete. A Truegrid permeable paving system was installed for the parking lot, which requires a base of rock, the system grid and a fill material for the grid. This allows stormwater to be absorbed, slowed and detained through the rock base during heavy rain events without any of the crushed granite fill moving out of the grid, and the water is slowly released or absorbed into the ground. The product has performed excellently for stormwater management, and is the first of its kind installed in Taylor.

Were any green or sustainable building practices included?

Yes

If building is historic, what original material or historic fabric was maintained?

The exterior historic features were remarkably intact, with the exception of windows and doors, which had been removed and replaced with modern aluminum versions. The high cost of restoring the doors and windows to the original look meant that those efforts were focused on the Junior High, which badly needed to have the large window openings restored. In the interiors the plaster walls and ceilings have been uncovered and repaired rather than replaced, the lockers and trophy cases have been kept, the wood floors on the second floor of the High School are still in place, and the crown jewel of the building, the auditorium on the second floor, has been left untouched, including the stage curtains and the doors behind the stage, on which generations of students wrote their names and messages.

What distinctive features, finishes, and construction techniques or examples of craftsmanship characterize the building?

The Taylor High School Campus is located in its original location, which was also the site of the Taylor schools preceding it. The surrounding setting containing sidewalks, large expanses of lawn, and mature trees further characterizes the site as a place of education. The design of the Campus reflects three dominant trends in educational architecture: Progressive Era design (High School), the Art Deco design of PWA projects (gymnasium), and the Modern Movement (Junior High). The essential features of the design of each building, such as construction materials, roof trusses (in the gymnasium and Junior High), and masonry are all present. All three buildings on the site contain the majority of the original materials in which they were

constructed, including architectural ornament, and the structures have seen minimal changes over time. Though the buildings were constructed in three distinct styles, the use of the buff brick on each building creates cohesion. Thus, the site retains integrity and is eligible for the National Register of Historic Places.

How does the project impact the community and contribute to revitalization of downtown or the commercial district?

Downtown Taylor is just on the edge of substantial revitalization investment, with some of the larger commercial buildings currently undergoing rehabilitation or just opening to tenants. Old Taylor High is the largest single commercial property in the downtown area at just over 7 acres, with the largest lawn area (more than 70 nearby residents successfully petitioned the City to not require additional paved parking for the campus so that the large lawn could be maintained!). When the school district abandoned it, the neighborhood became concerned at the effects of such a large vacant property in decline, and the community was concerned about losing a place that so many residents had attended school in. Like many other small towns, the campus is right in the middle of town, and losing it or letting it continue to decline could have had negative effects on neighboring properties. The rehab has added 12 apartment units (and counting) to a downtown with very few multifamily options, created a family-friendly place in walking distance for many neighbors and is hosting events in a unique space at affordable prices. The Taylor Public Library is next door, churches are across the street, shops and more restaurants and bars are a short walk away, and the next door Bed & Breakfast in a beautiful historic home has seen more business than ever. With the success of this investment in historic property and the success of the tenant businesses, confidence is continuing to build in downtown Taylor and its possibilities.

One of the best parts of restoring the campus to the community is how many people attend events and patronize businesses on the campus who attended school there throughout the middle of the 20th century. You can drink beer in the same rooms that held the 7th grade math classes, you can attend wedding receptions and Chamber of Commerce banquets in the same gym that hosted basketball games and you can live in an apartment or eat lunch in the same building that was once full of pre-teen awkwardness and band concert rehearsals! Former students have been excited to share their stories and come back to see Old Taylor High in its new life.

RESTORATIONS ONLY - How does the building exemplify the architectural style of its period?

The Progressive Era (from the mid-1890s to 1930) was a reaction against the politics and economics of the previous thirty years, and sought to reform the body politic in the public interest. The City Beautiful movement, the result of the Progressive Era in the field of urban planning and design, had ideals of urban improvement and beautification as a means of improving the public environment. When applied to architecture of the period, the City Beautiful movement was overwhelmingly classical; formality and monumentality were key characteristics. Exterior ornament often took cues from the classical, Gothic, and Elizabethan styles. On the interior, the schools were designed with efficient floor plans, reflecting a higher volume of students and an expanded curriculum; large classrooms, some of which dedicated to

specific purposes (such as laboratories or home economics), expansive windows, and spacious corridors are all characteristics of Progressive-Era high schools. Taylor High School's large, horizontal form, and classical ornament are characteristic of Progressive-Era high schools. Hallmarks of the style include bracketed entrance door hoods, cartouches, and badges, all of concrete.

The 1936 gymnasium, while homogenous with the high school building by the use of buff brick and limited architectural detail, contains elements of the Art Deco style, which was commonly employed in Public Works Administration (PWA) projects. Cast concrete door surrounds, pilaster capitals, and cornice contain zig-zags and other geometric patterns.

The Junior High, constructed in 1956, much smaller than the high school and gymnasium, is a modest, utilitarian structure, but reflects its period of construction. Primary characteristics include large bands of windows and modular massing. Other characteristics of Modern era schools present at the Junior High include the low, flat roof, streamlined facade, lack of ornament, and the boxy form of the larger music room section of the building, giving the school a modular appearance.

Because this building qualified for the National Register of Historic Places it also qualified for federal and state historic tax credits, which it is in the final stages of receiving!

RESTORATIONS ONLY - Did the restoration follow the Standards for Historic Restoration as established by the National Park Service

(http://www.nps.gov/history/hps/tps/standguide/restore/restore_standards.htm)?

Yes

Main Street Advisory Board
December 18, 2019

Agenda Item Cover Sheet

Agenda Item 9 – Discussion and possible action concerning efforts to include and support businesses in the Main Street Program District south of the railroad tracks.

EXHIBIT A

