

AGENDA

CITY OF TAYLOR, TEXAS MAIN STREET ADVISORY BOARD

5:00 pm on June 16, 2021

Join Zoom Meeting
<https://zoom.us/j/94959857621>

Meeting ID: 949 5985 7621
One tap mobile: +13462487799,,94959857621# US (Houston)

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZENS COMMUNICATION

III. CONSENT AGENDA

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

1. Review and approve minutes from the meeting on May 19, 2021
2. Receive the financial reports from May 2021

IV. REGULAR AGENDA: Review, Discuss and Consider Action:

3. Main Street Manager's reports:
 - a. Manager's Activity Report
 - b. Downtown Property Report
 - c. Downtown Business Report
 - d. Board Member Attendance Report
4. Committee report on Signage Design Guidelines project.
5. Committee report on Open Flag project
6. Participation in and financial support of Music on Main Project in conjunction with the Public Arts Advisory Board.
7. Report on downtown signage variance requests and the Zoning Board of Adjustment
8. Discuss items for upcoming agendas

V. ADJOURN

Next Meeting Date: July 21, 2021; Location: Taylor City Hall Conference Room!!

The Board may vote and/or act upon each of the items listed in this Agenda. The Board 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 this meeting was posted in the Taylor City Hall Lobby continuously for 72 continuous hours before **July 21, 2021**. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted By: Jan Harris
Jan Harris, Main Street Manager

Date: 6/10/2021

Main Street Advisory Board
June 16, 2021

Agenda Item Cover Sheet III.1
May Meeting Minutes

MAIN STREET ADVISORY BOARD MEETING MINUTES

CITY OF TAYLOR, TEXAS MAIN STREET ADVISORY BOARD

May 19, 2021

MEMBERS PRESENT: Curie Humphreys, Ashley Doss, John McRae, Erwin Stauffer, Doug Moss, and Jeff Snyder

MEMBERS ABSENT: Steve Truex

STAFF PRESENT: Tom Yantis, Assistant City Manager and Jan Harris, Main Street Manager

OTHERS PRESENT: None

- I. **ELECT A CHAIRPERSON AND VICE CHAIRPERSON AND DECLARE A QUORUM: MOTION:** To nominate Doug Moss as Chairperson. E. STAUFFER / J. McRAE / UNANIMOUS. **MOTION:** To nominate Erwin Stauffer as Vice Chairperson. J. McRAE / A. DOSS / UNANIMOUS. As Doug was in transit, Erwin assumed the Chairmanship and declared that a quorum was present.
- II. **CITIZENS COMMUNICATION:** No communication from the citizenry.
- III. **CONSENT AGENDA**
 1. **MOTION:** To approve the April 19, 2021 Meeting Minutes as presented. J McRAE / C HUMPHREYS / UNANIMOUS
 2. **MOTION:** To receive the April Financial Reports as information. E STAUFFER / J McRAE / UNANIMOUS
- IV. **REGULAR AGENDA: Review, Discuss, and Consider Action:**
 1. **Main Street Manager's reports** - Jan presented the following reports to the board:
 - a. **Manager's Activity Report:** Jan reported that she has met with downtown stakeholders including Ian Davis and Ruth Rivera. She reported that Fear the Walking Dead would be filming in downtown on Thursday, May 20th. In addition, the Taylor Main Street program received word that it was accredited by the National Main Street Center for 2020. Special events were starting to ramp up with Mamma Jamma Bike Ride coming in September and the Car Show in October.
 - b. **Downtown Property Report:** Jan reviewed the two reports indicating properties for sale and those for lease in the downtown district. She reported that there was one property sold (103 W. 5th Street) and that Flake Bakery and Larder will open there. The group of buildings located between 108-116 E. 2nd St may have serious buyers looking at it. Should that follow through, she will report back to the board. There 12 properties/spaces currently for lease in the downtown ranging in size from 1400-16,000SF.
 - c. **Downtown Business Report:** Jan reported that the House of Vintique will not be opening in 302 N Main Street but that another business, Curio Mrvosa will open there soon. Other new businesses in downtown include HJD Homes, Flake Bakery & Larder, and Hayley's Grains. Vintage Affaire has reopened now that the COVID vaccine is readily available. Outgoing businesses include Red Rider Studios, The Shack Restaurant, and The Pink Coconut.
 - d. **Board Member Attendance Report:** The attendance report was reviewed with the board.
 2. **Consideration of a Rental Assistance Grant request from Dee Reyes, owner of Dee's Florist & Gifts at 323 N. Main Street:** Dee Reyes has been in business in Taylor for 9 years. With her relocation in March, she has changed her business model from flowers and formal wear to flowers and gift items. **MOTION:** To award a Rental Assistance Grant to Dee Reyes in the total amount of \$6598.54 beginning in June 2021 and ending in May 2022. The Main Street Manager and Board Members Curie Humphreys and Ashley Doss will meet with Dee in November to evaluate her progress and provide assistance as needed through mentoring and technical support. C HUMPHREYS / J McRAE / UNANIMOUS

3. **Discuss changes/updates/additions to the current City of Taylor Sign Ordinance and make recommendations to the City Council: MOTION:** To recommend to the City Council to keep the current language forbidding internally illuminated signs except for neon signage. J SNYDER / J McRAE / UNANIMOUS
4. **Report on progress with the Signage Design Guidelines:** Jan reported that she gave the draft to members of the sub-committee (John, Doug, and Steve) for their comments. Additional members were added to the sub-committee – Curie and Ashley who will also review the document and make suggestions. Other parts of the packet will ultimately include information on design assistance from the Texas Main Street Office, grant information from the Main Street office, a step-by-step guide for sign permits, and a copy of the sign ordinance. Jan will seek assistance from the PIO to put final product in a professional format for distribution.
5. **Discuss enhanced enforcement of no thru trucks in the downtown district and make recommendations to the City Council: MOTION:** To recommend to the City Council that the Main Street Advisory Board supports the continued enforcement of the no thru truck zone as the result improves the overall quality of life in downtown Taylor while also protecting the historic fabric of the district. Such enforcement helps downtown pedestrians to feel increased levels of comfort and security as they visit downtown for shopping, dining, and recreation. J McRAE / D MOSS / UNANIMOUS
6. **Information on “open banners” for downtown businesses:** Jan presented information on a program she developed for Kings Mountain, NC’s downtown to show the number of businesses that were open during business hours. This downtown banner program was also utilized in Shelby, NC. These banners were installed on no-wrap flag poles with brackets placed in the building façade of each participating business. The Main Street Program funded the project and provided the bracket, pole, and banner free to businesses with the notice that, should they lose their banner, the business would be responsible for the cost of replacement. She showed a photograph showing the banners installed in the downtown. Jan also showed a photograph of the open banner project in Elgin. These are hung on iron stands placed on the sidewalks. A sub-committee was formed with Ashley and Curie charged with working with Jan to gather information and make recommendations for this project. **MOTION:** To move forward with the open banner program in this fiscal year. D MOSS / C HUMPHREYS / UNANIMOUS
7. **Discuss items for upcoming agendas**
 - Progress with the Sign Design Guidelines
 - Progress with the downtown open banner project
 - Possible Rental Assistance Grant application from Alli Holder with Cherry Tree
 - Report on the future of the Rental Assistance Program - # of grants issued, # of businesses retained after grants ended, etc.

V. ADJOURN: MOTION: A motion to adjourn was made by J McRAE / J SNYDER / UNANIMOUS. Meeting adjourned at 7.30 pm.

Respectfully submitted:
Jan Harris, CMSM, MHP
Main Street Manager

Main Street Advisory Board

May 19, 2021

Agenda Item Cover Sheet III.2

Receive April Financial Reports

C I T Y O F T A Y L O R
F I N A N C I A L S T A T E M E N T
A S O F : M A Y 3 1 S T , 2 0 2 1

100-GENERAL 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>							
***	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>							
	524-MAIN STREET PROGRAM	114,164.00	6,786.06	59,984.60	52.54	0.00	54,179.40
***	TOTAL EXPENDITURES	114,164.00	6,786.06	59,984.60	52.54	0.00	54,179.40
***	TOTAL PROFIT / (LOSS)	(114,164.00)	(6,786.06)	(59,984.60)	52.54	0.00	(54,179.40)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021100-GENERAL FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	TOTAL REVENUES ***	0.00	0.00	0.00	0.00	0.00	0.00

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
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>							
524-111	REGULAR FULL TIME	63,246.00	4,912.30	40,610.01	64.21	0.00	22,635.99
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	48.00	0.00	48.00	100.00	0.00	0.00
524-118	INSURANCE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
524-119	CERTIFICATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	63,294.00	4,912.30	40,658.01	64.24	0.00	22,635.99
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	143.00	14.53	114.86	80.32	0.00	28.14
524-121	FICA SOCIAL SECURITY	4,856.00	377.02	3,345.53	68.89	0.00	1,510.47
524-122	WORKERS COMPENSATION	131.00	0.00	124.74	95.22	0.00	6.26
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	0.00	0.00	0.00	162.00
524-124	RETIREMENT- TMRS	8,436.00	663.34	5,421.23	64.26	0.00	3,014.77
524-126	HEALTH INSURANCE	6,767.00	615.11	4,920.88	72.72	0.00	1,846.12
524-127	DENTAL INSURANCE	311.00	24.82	198.56	63.85	0.00	112.44
524-128	LONG TERM DISABILITY	186.00	15.97	126.33	67.92	0.00	59.67
524-129	VISION INSURANCE	48.00	3.96	31.68	66.00	0.00	16.32
	* SUB-CATEGORY TOTAL *	21,040.00	1,714.75	14,283.81	67.89	0.00	6,756.19
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	550.00	0.00	0.00	0.00	0.00	550.00
	* SUB-CATEGORY TOTAL *	550.00	0.00	0.00	0.00	0.00	550.00
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-141	WORKSHOP TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
524-142	PROFESSIONAL CONFERENCES	1,300.00	0.00	289.00	22.23	0.00	1,011.00
524-143	MEMBERSHIPS AND DUES	1,550.00	0.00	1,947.16	125.62	0.00	(397.16)
524-144	SUBSCRIPTIONS AND BOOKS	1,400.00	48.91	651.88	46.56	0.00	748.12
524-146	TRAINING- TRANSPORTATION	500.00	0.00	0.00	0.00	0.00	500.00
524-147	TRAINING- LODGING	1,043.00	0.00	0.00	0.00	0.00	1,043.00
524-148	TRAINING- MEALS	650.00	0.00	0.00	0.00	0.00	650.00
	* SUB-CATEGORY TOTAL *	6,443.00	48.91	2,888.04	44.82	0.00	3,554.96

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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** CATEGORY TOTAL **		91,327.00	6,675.96	57,829.86	63.32	0.00	33,497.14
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200-OPERATIONAL SUPPLIES

OFFICE SUPPLIES

524-211	GENERAL OFFICE SUPPLIES	1,000.00	8.82	489.68	48.97	0.00	510.32
524-213	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
524-214	COMPUTER SUPPLIES	450.00	0.00	138.93	30.87	0.00	311.07
524-215	POSTAGE	100.00	0.00	0.00	0.00	0.00	100.00
* SUB-CATEGORY TOTAL *		1,550.00	8.82	628.61	40.56	0.00	921.39

PROGRAM/SPECIAL EVENTS

524-232	FOOD/MEALS	0.00	0.00	0.00	0.00	0.00	0.00
524-233	CITY SPONSORED EVENTS	17,000.00	0.00	0.00	0.00	0.00	17,000.00
524-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
524-235	PROMOTIONAL SUPPLIES	2,100.00	0.00	0.00	0.00	0.00	2,100.00
* SUB-CATEGORY TOTAL *		19,100.00	0.00	0.00	0.00	0.00	19,100.00

OPERATIONAL EQUIPMENT (ADMIN)

524-261	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
524-267	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00
524-269	OTHER OFFICE EQUIPMENT	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 **		20,650.00	8.82	628.61	3.04	0.00	20,021.39
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300-FACILITIES OPERATIONS/MAIN

UTILITIES

524-323	TRUNK TELEPHONE SYSTEM	30.00	0.00	0.00	0.00	0.00	30.00
524-324	CELL PHONES	600.00	46.00	326.00	54.33	0.00	274.00
* SUB-CATEGORY TOTAL *		630.00	46.00	326.00	51.75	0.00	304.00

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
** CATEGORY TOTAL **		630.00	46.00	326.00	51.75	0.00	304.00
 <u>400-EQUIPMENT OPERATIONS/MAINT</u>							
<u>OFFICE EQUIPMENT</u>							
524-461	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
524-462	OFFICE EQUIPMENT MAINT/REPAIR	1,000.00	55.28	672.13	67.21	0.00	327.87
* SUB-CATEGORY TOTAL *		1,000.00	55.28	672.13	67.21	0.00	327.87
** CATEGORY TOTAL **		1,000.00	55.28	672.13	67.21	0.00	327.87
 <u>500-CONTRACT SERVICES AND FEES</u>							
<u>PROFESSIONAL SERVICES</u>							
524-512	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
524-519	OTHER PROFESSIONAL SERVICES	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
 <u>FEES FOR SERVICES</u>							
524-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
524-528	ADVERTISING	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
 <u>CONTRACT SERVICES</u>							
524-532	SOFTWARE MAINT/LICENSING	200.00	0.00	0.00	0.00	0.00	200.00
524-539	OTHER CONTRACT SERVICES	357.00	0.00	528.00	147.90	0.00	(171.00)
* SUB-CATEGORY TOTAL *		557.00	0.00	528.00	94.79	0.00	29.00
** CATEGORY TOTAL **		557.00	0.00	528.00	94.79	0.00	29.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

100-GENERAL FUND
524-MAIN STREET PROGRAM
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>							
524-714	COMPUTER EQUIPMENT	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>							
524-819	OTHER CONTRIBUTIONS	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
***	DEPARTMENT TOTAL ***	114,164.00	6,786.06	59,984.60	52.54	0.00	54,179.40
***	TOTAL EXPENSES ***	114,164.00	6,786.06	59,984.60	52.54	0.00	54,179.40
***	TOTAL PROFIT / (LOSS) ***	(114,164.00)	(6,786.06)	(59,984.60)	52.54	0.00	(54,179.40)

*** END OF REPORT ***

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

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		17,000.00	0.00	0.00	0.00	0.00	17,000.00
430-USE OF MONEY AND PROP		0.00	0.00	0.00	0.00	0.00	0.00
440-DONATIONS FROM PRIVAT		50,500.00	714.00	4,710.00	9.33	0.00	45,790.00
450-INTERFUND OPERATING T		39,600.00	0.00	19,800.00	50.00	0.00	19,800.00
*** TOTAL REVENUES ***		107,100.00	714.00	24,510.00	22.89	0.00	82,590.00
<u>EXPENDITURE SUMMARY</u>							
615-CONTRIBUTE TO CIVIC P		102,650.00	0.00	11,754.28	11.45	0.00	90,895.72
*** TOTAL EXPENDITURES ***		102,650.00	0.00	11,754.28	11.45	0.00	90,895.72
*** TOTAL PROFIT / (LOSS) ***		4,450.00	714.00	12,755.72	286.65	0.00	(8,305.72)

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

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	17,000.00	0.00	0.00	0.00	0.00	17,000.00
330-236	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		17,000.00	0.00	0.00	0.00	0.00	17,000.00
<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	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>440-DONATIONS FROM PRIVATE SOU</u>							
440-352	FARMERS' MARKET RENTAL FEES	2,000.00	714.00	4,710.00	235.50	0.00	(2,710.00)
440-353	MAIN STREET CAR SHOW	28,000.00	0.00	0.00	0.00	0.00	28,000.00
440-354	WINE SWIRL	4,500.00	0.00	0.00	0.00	0.00	4,500.00
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	2,000.00	0.00	0.00	0.00	0.00	2,000.00
440-357	SALES AND OTHER FUNDRAISINGS	0.00	0.00	0.00	0.00	0.00	0.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	14,000.00	0.00	0.00	0.00	0.00	14,000.00
440-359	SPOOKTACULAR	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		50,500.00	714.00	4,710.00	9.33	0.00	45,790.00
<u>450-INTERFUND OPERATING TRANSF</u>							
450-361	TRANSFER FROM TIF	20,000.00	0.00	10,000.00	50.00	0.00	10,000.00
450-362	TRANSFER FROM H.O.T.	5,000.00	0.00	2,500.00	50.00	0.00	2,500.00
450-365	TRANSFER FROM GENERAL FUND	14,600.00	0.00	7,300.00	50.00	0.00	7,300.00
** REVENUE CATEGORY TOTAL **		39,600.00	0.00	19,800.00	50.00	0.00	19,800.00
*** TOTAL REVENUES ***		107,100.00	714.00	24,510.00	22.89	0.00	82,590.00

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

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
	* 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>200-OPERATIONAL SUPPLIES</u>							
<u>PROGRAM/SPECIAL EVENTS</u>							
615-232	FARMERS' MARKET	0.00	0.00	2,267.13	0.00	0.00	(2,267.13)
615-233	CITY SPONSORED EVENTS	7,000.00	0.00	0.00	0.00	0.00	7,000.00
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	MAIN ST CAR SHOW	23,000.00	0.00	0.00	0.00	0.00	23,000.00
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	22,900.00	0.00	0.00	0.00	0.00	22,900.00
615-237	WINE SWIRL	3,700.00	0.00	0.00	0.00	0.00	3,700.00
615-238	CHRISTMAS BAZAAR	0.00	0.00	0.00	0.00	0.00	0.00
615-239	SPOOKTACULAR	1,450.00	0.00	0.00	0.00	0.00	1,450.00
	* SUB-CATEGORY TOTAL *	58,050.00	0.00	2,267.13	3.91	0.00	55,782.87
<u>SPECIALTY SUPPLIES</u>							
615-259	MISC. SUPPLIES	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 **	58,050.00	0.00	2,267.13	3.91	0.00	55,782.87

500-CONTRACT SERVICES AND FEES

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

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>PROFESSIONAL SERVICES</u>							
615-519	OTHER PROFESSIONAL SERVICES	0.00	0.00	4,487.15	0.00	0.00	(4,487.15)
	* SUB-CATEGORY TOTAL *	0.00	0.00	4,487.15	0.00	0.00	(4,487.15)
<u>FEEES FOR SERVICES</u>							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	5,000.00	0.00	0.00	0.00	0.00	5,000.00
	* SUB-CATEGORY TOTAL *	5,000.00	0.00	0.00	0.00	0.00	5,000.00
** CATEGORY TOTAL **		5,000.00	0.00	4,487.15	89.74	0.00	512.85
<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	0.00	0.00	0.00	0.00	14,600.00
615-813	FACADE GRANT	25,000.00	0.00	5,000.00	20.00	0.00	20,000.00
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	39,600.00	0.00	5,000.00	12.63	0.00	34,600.00
** CATEGORY TOTAL **		39,600.00	0.00	5,000.00	12.63	0.00	34,600.00
*** DEPARTMENT TOTAL ***		102,650.00	0.00	11,754.28	11.45	0.00	90,895.72
*** TOTAL EXPENSES ***		102,650.00	0.00	11,754.28	11.45	0.00	90,895.72

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021123-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
***	TOTAL PROFIT / (LOSS) ***	4,450.00	714.00	12,755.72	286.65	0.00	(8,305.72)

*** END OF REPORT ***

Main Street Advisory Board

June 16, 2021

Agenda Item Cover Sheet IV.3

Main Street Manager's Reports

- a. Manager's Activity Report
- b. Downtown Property Report
- c. Downtown Business Report
- d. Board Member Attendance Report

Main Street Monthly Report – June 2021

Community Outreach:

- Main Street Advisory Board Meeting – 5/19
- PAAB Meeting 5/26; 6/9 (Budget Work Session)
- Phone meeting with TX Main Street's Cara Laramore re: assistance with Granger's Main Street Program – 5/19
- Guest Speaker at Taylor Rotary Club – 5/27
- MSAB Signage Design Guidelines Committee Meeting – 6/3
- Chamber Tourism Committee – 5/13; 6/10

Local Business / Owner Visits:

- Attended Pre-App Meeting with Ian Davis (TBC) re: parklets – 5/19
- Attended Pre-App Meeting with Ruth Rivera (319 N Main) re: renovation project – 5/26
- Attended Pre-App Meeting with Rev. Terry Pierce (St. James Episcopal) re: community garden project – 6/2

Event Planning:

- Main Street Car Show Committee Meeting – 5/11; 6/2; 6/9
- Participated in Mamma Jamma Bike Ride Event Planning Meeting – 4/9

Film Friendly Taylor:

- Tour de France commercial – 5/27
- Fear the Walking Dead – 5/20
- Community Coffee Commercial – 6/13

Professional Development:

- MS Manager Workshop – Tax Credits – 5/5
- TDA Education & Outreach Committee Meeting – 5/11
- MSA Main Street Online webinar – 5/18
- Regional Main Street Partners Meeting in Georgetown – 5/21
- MS Manager Workshop – The Development Process on Main Street – 5/9

Other Duties:

- Development Team Meetings – Every Monday at 9am
- Development Team Check-In Meetings – Daily at 4 pm
- Updating Taylor property database on DowntownTX.org – ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed
- Updating available property database
- Updating incoming/outgoing business database

Upcoming Projects:

- Develop signage design guidelines

Upcoming Calendar of Events:

- June 26 – Taylor Pride Fest – TBC, Hola Aloha, Good Strangers, Black Sparrow, and Xchange
- July 4 – Parade and Fireworks – Murphy Park
- July 15 - Taylor Rodeo – Wilco Expo Center
- July 27 (proposed) – Music on Main Street concert – Heritage Square
- July 30-Aug 1 – Heat Wave Car Show – Wilco Expo Center (expecting 1,000 vehicles and 3,000-4,000 attendees)
- August 26 (proposed) – Music on Main Street concert – Heritage Square
- September 18 – Texas Mamma Jamma Ride – downtown Taylor
- September 23 (proposed) – Music on Main Street concert – Heritage Square
- October 30 – Main Street Car Show – downtown Taylor
- October 31 – Halloween Spooktacular Scare on the Square – Heritage Square

DOWNTOWN PROPERTY REPORT

June 2021 Properties for Sale

	A	B	C	D	E	F	G	H
1	PROPERTY ADDRESS	PROPERTY NAME	# SF	PRICE/SF	PRICE	CONTACT NAME	CONTACT NUMBER	CONTRACT PENDING
2								
3	108-116 E 2nd St	Taylor Sta., Turning Heads Salon, & 3 lots	4310/SF		\$850,000.00	Bo Brasfield	512-365-6500	
4	119 W 2nd St; Ste E	Peterson Building	6060/SF	\$101.28/SF	\$750,000.00	Brasfield Realty	512-365-6500	
5	119-121 E 3rd Street	Ricocco's	9916/SF	\$87.23/SF	\$975,000	Kelly Loessin	830-542-9353	
6	201 W 4th Street	H. Hays Property	4420/SF	\$109.73/SF	\$485,000.00	Kelly Loessin	830-542-9353	
7	219-221 N Main St	Texas Historic Café Bldg	16,138/SF	\$201.38/SF	\$3,250,000	Phillip Way	512-537-7110	
8	417 W 2nd St	old Taylor Bedding Co.	70,995 SF		serious enquiries only	Ryan Perry; Asterra Properties	512-694-5426	
9	700 N Main Street	Office Building	7183/SF		\$828,500.00	Julie Downs	512-365-8563	
10	421 N Main St	fmr. Hawt Spot	1854/SF	\$151/SF	\$279,900	Anya NeNio; Don Quick Realty	512-814-1811	
11								
12								
13								
14								
15								

DOWNTOWN PROPERTY LISTING

June Properties for Lease

	A	B	C	D	E	F	G
1							
2	PROPERTY ADDRESS	PROPERTY NAME	# SF	PRICE/SF	PRICE	CONTACT NAME	CONTACT NUMBER
3	109 N Main St; 1st floor	Woodsman Inc.	1500/SF	\$1/SF	\$1550/mo	Josh Richards	512-846-2535
4	109 W 3rd St	fmr C VanderDys Edward Jones office	980/SF	\$1.63/SF	\$1,600	Tony Gomes	512-784-8712
5	111 N Main St	Woodsman Inc.	2000/SF	\$1.18/SF	\$1700/mo	Josh Richards	512-846-2535
6	111 W 3rd St	Richter Furniture Bldg	16,000/SF	TBD	TBD	Ryder Jeanes	512-441-8888
7	112 W 2nd St; Ste 202	McCrary Timmerman Bldg	3800/SF	\$1.50/SF/Mo	\$5700/MO	Julie Downs	512-365-8563
8	211 N Main Ste B2	Hawt Spot	1,500/SF	\$1.32	\$1,980	Julie Downs	512-365-8563
9	206 N Main Street	fmr World Finance	1750/SF	\$0.74/SF	\$1,300	Patrick Quinn	512-352-6345
10	221 N Main St	Texas Hist. Café Restaurant Space	3200/SF	TBD	TBD	Tony Gomes	512-784-8712
11	310-A N Main S	fmr Tx Dirt Road Home	3937/SF	\$1.79/SF	\$2200/mo	Josh Richards	512-846-2535
12	407 S. Main St.		1400/SF	\$1.43/SF	\$2000/mo	Julie Downs	512-365-8563
13	408 W 2nd St; Ste 2	fmr Boomers Advisory Group	1517SF		\$675/mo	Robert J Fischer	
14	415-A N Main St	fmr Pink Coconut	2000/SF	\$1.67/SF	\$1200/mo	Rick Northcutt	
15	421 N Main St	fmr Hawt Spot	1854/SF	\$0.89/SF	\$1650/mo	Anya DeNio	512-814-1811
16	101 E 1st Street	vacant lot - build to suit the tenant	0.1520 acres			Julie Downs	512-365-8563

DOWNTOWN BUSINESS REPORT – June 2021

	Business Name	Address	Owner/Manager	Type of Business
OUTGOING:	NONE			
INCOMING:				
	Flake Bakery & Larder	103 W. 5 th St	Leisha Downs	Food/retail
	Hayley's Grains	120 W 2 nd Ste G	Hayley Blundell	Food/retail
	Waxplant	113 W 2 nd St (rear portion of building – formerly efficiency apartment)	Shaun Avants	Retail; Events
	Greenhouse Craft Food	113 W 2 nd St (front of building)	Robert Snow	restaurant
	Curio Mrvosa	302 N Main St	Alyse Mervosh	retail
RELOCATING:	NONE			

TAYLOR MAIN STREET ADVISORY BOARD															2021			
MEMBER NAME	1/21/2021	2/17/21 (CANCELLED-WEATHER)	3/17/2021	4/21/2021	5/19/2021	6/16/2021	7/21/2021	8/18/2021	9/15/2021	10/20/2021	11/17/2021	12/15/2021				TOTAL MTGS CALLED	TOTAL MEETINGS ABSENT	Met Attendance Requirement per handbook
Ashley Doss			P	P	P													
Curie Humphreys			EA	P	P													
John McRae	P		P	P	P													
Doug Moss			P	P	P													
Jeff Snyder			P	P	P													
Erwin Stauffer	P		P	P	P													
Steve Truex	EA		P	P	EA													
EA = Excused Absence, per Chairman						A = Absent, not excused							P = Present					
Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for																		
1/21 - S Truex excused absence - ill with COVID-19																		
3/17 - Newly appointed bd mbrs notified less than a week before of their appointments - C. Humphreys had long-standing plans and with short notice couldn't change.																		
5/19 - S.Truex on vacation																		

Main Street Advisory Board

June 16, 2021

Agenda Item Cover Sheet IV.4

Committee Report – Signage Design Guidelines project

Taylor Main Street
Signage Design Guidelines Committee
June 3, 2021 @ 5:00 pm
Meeting Notes

Present: Doug Moss, John McRae, Jan Harris
Absent: Erwin Stauffer and Steve Truex

Those present discussed the plan for the document. It will be a part of an informational packet which will also include a letter from Chairman Doug and MS Manager Jan, information on the Main Street Grant Program with applications, a detailed chart showing how to obtain a sign permit with the CoT, and a copy of the current sign ordinance. Plans are to have both hard copy and online versions available to the public.

The final layout of the document was discussed. Options included seeking guidance from the CoT's PIO office as well as reaching out to design professionals for their assistance – whether pro bono or at a reduced rate. Both Doug and John agreed to reach out to professionals with whom they are familiar for their interest.

No other business was discussed.

Respectfully submitted,
Jan Harris, CMSM, MHP
Main Street Manager

Main Street Advisory Board

June 16, 2021

Agenda Item Cover Sheet IV.5

Committee Report – “OPEN” Flag project

DOWNTOWN TAYLOR
open flag
PROJECT

D e s i g n O p t i o n s + I d e a s



OPTION 1

Susan Clickner Designs

\$129 + shipping

PRODUCT DETAILS

- Two layers of heavy awning weight canvas
- Printed on both sides
- Nickel grommets & hardware
- Hand painted wooden pole with finial
- Wall bracket & screws included
- 12 x 42" (project about 19" from building)

LEAD TIME

5-10 days production + USPS Priority shipping time

DOWNTOWN TAYLOR open flag PROJECT

PROS

-Visibility. Easy to see from street

-Everything needed minus the labor to install is included in price

-Offers an aesthetically pleasing + complementary design that fits within the Historic context of our Downtown and its wide variety of businesses

-The slim design + short angled pole allows the flag to hug the building...leaving space for walking traffic while still attracting interest + attention

-The design/size of this style puts the pole mounts at an accessible height, easing the task of taking them up and down daily

-Durability... The materials + hardware used will hold up to the elements far longer than most traditional outdoor flags

CONS

-Pricier of the two proposed options

OPTION 2

Inspiration drawn from Ink Works via Zazzle.com

Flag \$55

Pole + Bracket \$35 (estimated cost)

Total \$90+ Shipping

PRODUCT DETAILS

- Dimensions: 27" x 40"/2.25' x 3.33'; flag opening is approximately 3"
- 100% all-weather polyester
- Double-sided printing available
- Pole + Bracket Sold Separately

LEAD TIME

Made to Order. 10-14 days.

PROS

- Visibility-Easy to see from street!
- Clean, Simple Black + White Design complements the Historic Downtown Architecture while bringing in a modern + cohesive vibe to the sidewalks
- Style of flag is a universal size, making it easier to print with someone local
- Cheaper of the two options

CONS

- Obtrusive hanging style...interferes with line of sight from business to business
- Takes up space and pushes walking traffic towards curb
- Hanging height is taller due to pole length- making it harder to put up and take down daily
- Lightweight fabric/materials + outdoor elements= shorter lifespan/ frequent replacement

DOWNTOWN TAYLOR
open flag
PROJECT



DOWNTOWN TAYLOR open flag PROJECT

	OPTION 1	OPTION 2
QTY	30	30
FLAG POLE HARDWARE	\$3870.00	\$2700.00
BULK DISCOUNT	-\$1,161 30% off	-\$515 20% off on qty of 30 through Zazzle
SHIPPING	\$444.00	\$20
TOTAL	\$3153.00	\$2205.00

Estimated totals based on 30 flags

ADDITIONAL THINGS TO CONSIDER

What types of businesses will receive them?

Retail, Entertainment, Restaurant, Salons, Offices, etc.

Is this project specific to the Historic District? Or a broader area in Downtown?

How will we determine/set the boundaries?

Issuing the flags to the BUILDING owners v. BUSINESS owners

By giving to the building owners, we possibly cut down on replacing flags as businesses leave or move. It could be a written agreement between the landlord + business that the flag is property of landlord and to be left upon departure from the space

Main Street Advisory Board
June 16, 2021

Agenda Item Cover Sheet IV.6
Music on Main

Taylor Main Street
Staff Report
Music on Main Project

The Public Arts Advisory Board is interested seeking a partnership with the Main Street Advisory Board to present 3 summer concerts this summer (on the Third Thursday in July, August, and September) called Music on Main.

Last night, the PAAB met in a Budget Work Session will vote on moving this project forward at their June 23, 2021, regular meeting. They plan allocate \$2,500 from their FY 2021 budget and would like the Main Street Board to provide \$1,100 for this event series.

Under Program / Special Events in the 123 – Main Street Revenue Fund, the line item for Blackland Prairie Days has funds available.

Staff requests that the MSAB vote to support this project by allocating funds and pledging to assist by volunteering to assist with marketing and promotion as well as volunteering to help at the events themselves.

Public Arts Advisory Board

Discussion Item – MUSIC ON MAIN

Discuss the possibility of initiating a program of “Music on Main” modeled after similar programs around the country including Round Rock, Denison, Sherman and many other towns in Texas. Likewise, many similar summer programs are active around the US.

Given the facility of Heritage Square together with the availability of numerous local, talented musical performing groups, Music on Main in Taylor could contribute to identification of Taylor’s downtown area as part of a cultural district.

The vision of Music on Main is a once-a-week, early evening (7-9pm) musical performance on the stage at Heritage Square. Families would be encouraged to attend, bring picnic fare and folding chairs or spread a blanket for seating. Food trucks could be encouraged to set up in the parking lot of City Hall. Downtown businesses may find it appropriate to remain open on Music nights

With a portion of the PAAB funds together with additional grants from Texas Commission for the Arts and other possible funders, an organizer/manager could be supported to identify, recruit, and manage the weekly performances. Performers would be paid a fee for each 2 hour performance.

Music on Main is most appropriate as a summer activity. For that reason, it should be listed on the agenda as an action item to be discussed and acted upon at this meeting, if possible.

Optimally, this would be a summer series, starting the second week of June, through the second week of August. An alternate schedule for this first year 2021 could be an abbreviated series for the six weeks of July through mid August. Assuming a positive reception for the local Taylor community, this could become an annual seasonal event, early June and extend through Labor Day.

Main Street Advisory Board

June 16, 2021

Agenda Item Cover Sheet IV.7

Report on DT Sign Variance requests

Staff Report – Update on Downtown Signage Variance Requests

The Zoning Board of Adjustment met on June 1, 2021. Decisions were made on the following variance requests:

1. Taylor Sporting Goods – The variance was approved.
2. Frills – The variance was approved.
3. Texas Beer Company – The variance was approved.
4. Bland’s Jewelers – Both sign variances were approved: the illuminated “open” sign was not required to be stationary, and the A-frame sign did not have to be weighted.
5. Xchange – A motion to allow the variance request with the level of lumens to be determined by staff not to exceed 50% of capacity. The sign would be allowed to remain lit during business hours from dusk to close.