

AGENDA

CITY OF TAYLOR, TEXAS

MAIN STREET ADVISORY BOARD

Meeting held remotely by Zoom

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May 20, 2020

5:30 P.M.

CALL TO ORDER AND DECLARE A QUORUM

CITIZENS COMMUNICATION

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 in order to discuss and act upon it individually as part of the Regular agenda.)

1. Review and approve minutes for the April 16, 2020 meeting.
2. Receive the April 2020 Main Street Program financial reports.

REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER/ACTION:

3. Main Street Manager's report and update- Jan Harris
4. Update on Taylor Heritage Square Farmers Market, a Main Street Project – 2020 season – Jan Harris
5. Report on Upcoming Special Events: Memorial Day and July 4th – Jan Harris
6. Update on COVID-19, its impact upon small businesses, and assistance opportunities – Jan Harris
7. Potential impact of 2020 WILCO property tax increase upon some building tenants already hard hit by COVID-19.
8. Discuss items for the upcoming agenda.

ADJOURN

NEXT MEETING DATE: Wednesday, June 17, 2020 at 5:30 pm

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 meeting was posted in the Taylor City Hall Lobby before 5:00 P.M. on May 13, 2020 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 Daily Press.

Posted By:  Date: May 13, 2020
Ian Harris, CMSM; Main Street Manager

Main Street Advisory Board

May 20, 2020

Agenda Item Cover Sheet

Agenda Item 1 – Consent Agenda

- A. April 16, 2020 Meeting Minutes
- B. April 2020 Financial Reports

MEETING MINUTES

MAIN STREET ADVISORY BOARD CITY OF TAYLOR, TEXAS April 16, 2020 5:30 P.M.

MEMBERS PRESENT: Scott Dean, Chairman; Steve Truex, Erwin Stauffer, and Stacey Smith

MEMBERS ABSENT: Sharla Gola, Shannon Grace, and Michael Van Jones

STAFF PRESENT: Tom Yantis, Planning Services Director and Jan Harris, Main Street Manager

OTHERS PRESENT: None

I. CALL TO ORDER AND DECLARE A QUORUM: Chairman Scott Dean called the April meeting of the Main Street Advisory Board to order at 5:32 pm and noted that a quorum was present. All members were present via the Zoom meeting format.

II. CITIZENS COMMUNICATION: There was no communication from the citizenry.

III. CONSENT AGENDA

1. **REVIEW AND APPROVE MINUTES FOR THE FEBRUARY 25, 2020 MEETING.** Jan noted that there was a typographical error in the February minutes and that error would be corrected for the record.
2. **RECEIVE THE FEBRUARY AND MARCH 2020 MAIN STREET PROGRAM FINANCIAL REPORTS.** Jan reported that the vendor fees paid for Blackland Prairie Days in the amount of \$2,275.00 had been reimbursed. She also reported that the \$25,000.00 Sprinkler and Fire Suppression Grant awarded to 2nd & Main Lofts had been paid. Ed Hile's grant is still outstanding as that project is still ongoing. Jan reported that several of the Rental Assistance Grants were close to sunseting. **MOTION: E. STAUFFER made a motion to approve the Consent Agenda as presented noting that the typographical error in the 2/25/2020 minutes would be corrected. S. SMITH seconded the motion and it carried unanimously.**

REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER/ACTION:

- III. MAIN STREET MANAGER'S REPORT AND UPDATE:** Jan reviewed the February and March reports with the board. **NO ACTION WAS REQUIRED BY THE BOARD.**
- IV. UPDATE ON TAYLOR HERITAGE SQUARE FARMERS MARKET, A MAIN STREET PROJECT – 2020 SEASON:** Jan reviewed the updated application and other documentation developed in conjunction with On-Site Market Manager Molly Pantalone. She shared the weekly vendor and sales report noting that there were now 20 vendors on the Roster but due to COVID-19, only those vendors who were selling food items were allowed to participate in market days as of 3/21/2020. The highest number of participating vendors to date was on 3/6/2020 with 9 vendors (2 Cottage Food Vendors, 3.5 Farmer/Growers, and 3.5 Artisans). There were 133 transactions totaling \$1970.52 in

sales. The COVID-19 Markets have had between 4-7 Cottage Food or Farmer/Growers participating. Sales figures continue to be strong for these Markets. **NO ACTION WAS REQUIRED BY THE BOARD.**

- V. DISCUSS AND CONSIDER MAIN STREET ADVISORY BOARD OFFICERS:** After discussion, Stacey Smith agreed to serve as Vice Chairperson and Scott Dean would continue to serve as Chairperson. **MOTION: THE BOARD AGREED UNANIMOUSLY ON THIS SLATE OF OFFICERS.**

- VI. UPDATE AND DISCUSSION OF ASSISTANCE FOR SMALL BUSINESSES DUE TO COVID-19:** Jan reported that a Small Business Support & Recovery Grant had been established with \$50,000 from the Taylor EDC, \$15,000 from the City of Taylor, and additional donations from private individuals. Grant applications had been distributed to the local businesses. Applications would be reviewed on April 21, 2020 with checks being written to the recipients on April 23-24, 2020. The Chamber was administering the grant and representatives of the Chamber, City, EDC, and business community were serving on the various committees. The grant was open to all brick & mortar businesses regardless of Chamber membership. She also reported that the City was working with utility customers to help them through this difficult time. Scott Dean reported that the grants from the SBA were depleted of original funds including the Payroll Protection Plan (PPP). He also reported that it was difficult for single proprietorships, and other businesses with no employees outside of the business owners to be eligible for these grants. Jan reported that she was monitoring various entities including Main Street America, the SBA, the Office of the Governor, and others to continue searching for funding options to assist Taylor small businesses.

- VI. DISCUSS, REVIEW AND VOTE ON POSSIBLE REVISIONS TO THE FOLLOWING GRANT APPLICATIONS AND GUIDELINES:**

- A. FAÇADE IMPROVEMENT GRANT (FIG) WHICH COMBINES THE SIGN, FAÇADE, AND PAINT GRANTS**
- B. FIRE SUPPRESSION SYSTEM**
- C. RENTAL ASSISTANCE**

Jan reported that the presented draft reflected the changes requested by the Board. Grant funds were not affected by the City's spending freeze as they were not a part of the General Fund. **MOTION: TO APPROVE THE FAÇADE IMPROVEMENT GRANT PACKET AS PRESENTED. S. TRUEX/S. SMITH/APPROVED UNANIMOUSLY**

- VII. DISCUSS WAYS TO INCREASE THE USE OF HERITAGE SQUARE AND PIERCE PARK SKATE PARK ONCE THE SOCIAL ISOLATION POLICIES DUE TO COVID-19 ARE LIFTED: ACTION ITEM: This item was tabled until the May meeting.**

- VIII. DISCUSS ITEMS FOR THE UPCOMING AGENDA:**

1. Potential impact of 2020 WILCO property tax increase upon some building tenants already hard hit by COVID-19.
2. Update on COVID-19, its impact upon small businesses, and assistance opportunities.

- IX. ADJOURN:** With no further items to be discussed, Chairman Scott called for a motion to adjourn the meeting at 6:18 pm. **MOTION: S. SMITH/E. STAUFFER/UNANIMOUS**

NEXT MEETING DATE: Wednesday, May 20, 2020 at 5:30 pm

FINANCIAL STATEMENT

AS OF: APRIL 30TH, 2020

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	113,681.00	9,438.99	49,180.78	43.26	0.00	64,500.22
***	TOTAL EXPENDITURES ***	113,681.00	9,438.99	49,180.78	43.26	0.00	64,500.22
***	TOTAL PROFIT / (LOSS) ***	(113,681.00)	(9,438.99)	(49,180.78)	43.26	0.00	(64,500.22)

FINANCIAL STATEMENT

AS OF: APRIL 30TH, 2020

100-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

FINANCIAL STATEMENT

AS OF: APRIL 30TH, 2020

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	57,680.00	7,153.86	31,307.75	54.28	0.00	26,372.25
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	0.00	0.00	0.00	0.00	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 *	57,680.00	7,153.86	31,307.75	54.28	0.00	26,372.25
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	134.00	13.21	79.25	59.14	0.00	54.75
524-121	FICA SOCIAL SECURITY	4,426.00	549.06	2,287.45	51.68	0.00	2,138.55
524-122	WORKERS COMPENSATION	131.00	53.39	129.35	98.74	0.00	1.65
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	8.37	5.17	0.00	153.63
524-124	RETIREMENT- TMRs	7,337.00	927.27	3,796.20	51.74	0.00	3,540.80
524-126	HEALTH INSURANCE	0.00	615.11	3,690.66	0.00	0.00	(3,690.66)
524-127	DENTAL INSURANCE	310.00	25.85	93.87	30.28	0.00	216.13
524-128	LONG TERM DISABILITY	173.00	0.00	77.50	44.80	0.00	95.50
524-129	VISION INSURANCE	48.00	3.96	23.76	49.50	0.00	24.24
	* SUB-CATEGORY TOTAL *	12,721.00	2,187.85	10,186.41	80.08	0.00	2,534.59
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	1,100.00	0.00	157.59	14.33	0.00	942.41
	* SUB-CATEGORY TOTAL *	1,100.00	0.00	157.59	14.33	0.00	942.41
<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	1,900.00	0.00	633.36	33.33	0.00	1,266.64
524-143	MEMBERSHIPS AND DUES	1,550.00	0.00	1,543.00	99.55	0.00	7.00
524-144	SUBSCRIPTIONS AND BOOKS	0.00	0.00	0.00	0.00	0.00	0.00
524-146	TRAINING- TRANSPORTATION	1,000.00	0.00	257.80	25.78	0.00	742.20
524-147	TRAINING- LODGING	1,900.00	0.00	0.00	0.00	0.00	1,900.00
524-148	TRAINING- MEALS	850.00	0.00	87.62	10.31	0.00	762.38
	* SUB-CATEGORY TOTAL *	7,200.00	0.00	2,521.78	35.02	0.00	4,678.22

FINANCIAL STATEMENT

AS OF: APRIL 30TH, 2020

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 **		78,701.00	9,341.71	44,173.53	56.13	0.00	34,527.47

200-OPERATIONAL SUPPLIESOFFICE SUPPLIES

524-211	GENERAL OFFICE SUPPLIES	1,000.00	0.00	550.71	55.07	0.00	449.29
524-213	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
524-214	COMPUTER SUPPLIES	450.00	0.00	114.33	25.41	0.00	335.67
524-215	POSTAGE	0.00	0.00	5.00	0.00	0.00	(5.00)
* SUB-CATEGORY TOTAL *		1,450.00	0.00	670.04	46.21	0.00	779.96

PROGRAM/SPECIAL EVENTS

524-232	FOOD/MEALS	0.00	0.00	0.00	0.00	0.00	0.00
524-233	CITY SPONSORED EVENTS	25,500.00	0.00	325.45	1.28	0.00	25,174.55
524-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
524-235	PROMOTIONAL SUPPLIES	2,000.00	0.00	400.00	20.00	0.00	1,600.00
* SUB-CATEGORY TOTAL *		27,500.00	0.00	725.45	2.64	0.00	26,774.55

OPERATIONAL EQUIPMENT (ADMIN)

524-261	OFFICE FURNITURE	200.00	0.00	0.00	0.00	0.00	200.00
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 *		200.00	0.00	0.00	0.00	0.00	200.00

** CATEGORY TOTAL **		29,150.00	0.00	1,395.49	4.79	0.00	27,754.51
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300-FACILITIES OPERATIONS/MAINUTILITIES

524-323	TRUNK TELEPHONE SYSTEM	30.00	0.00	0.00	0.00	0.00	30.00
524-324	CELL PHONES	600.00	42.00	347.00	57.83	0.00	253.00
* SUB-CATEGORY TOTAL *		630.00	42.00	347.00	55.08	0.00	283.00

FINANCIAL STATEMENT

AS OF: APRIL 30TH, 2020

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	42.00	347.00	55.08	0.00	283.00

400-EQUIPMENT OPERATIONS/MAINTOFFICE EQUIPMENT

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	612.29	61.23	0.00	387.71
* SUB-CATEGORY TOTAL *		1,000.00	55.28	612.29	61.23	0.00	387.71
** CATEGORY TOTAL **		1,000.00	55.28	612.29	61.23	0.00	387.71

500-CONTRACT SERVICES AND FEESPROFESSIONAL SERVICES

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

FEES FOR SERVICES

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

CONTRACT SERVICES

524-539	OTHER CONTRACT SERVICES	0.00	0.00	2,652.47	0.00	0.00	(2,652.47)
* SUB-CATEGORY TOTAL *		0.00	0.00	2,652.47	0.00	0.00	(2,652.47)
** CATEGORY TOTAL **		0.00	0.00	2,652.47	0.00	0.00	(2,652.47)

FINANCIAL STATEMENT

AS OF: APRIL 30TH, 2020

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	4,200.00	0.00	0.00	0.00	0.00	4,200.00
*	SUB-CATEGORY TOTAL *	4,200.00	0.00	0.00	0.00	0.00	4,200.00
**	CATEGORY TOTAL **	4,200.00	0.00	0.00	0.00	0.00	4,200.00
***	DEPARTMENT TOTAL ***	113,681.00	9,438.99	49,180.78	43.26	0.00	64,500.22
***	TOTAL EXPENSES ***	113,681.00	9,438.99	49,180.78	43.26	0.00	64,500.22
***	TOTAL PROFIT / (LOSS) ***	(113,681.00)	(9,438.99)	(49,180.78)	43.26	0.00	(64,500.22)

*** END OF REPORT ***

Main Street Advisory Board

May 20, 2020

Agenda Item Cover Sheet

Agenda Item 2 – Main Street Manager's Report

Main Street Monthly Report – April 2019

Community Outreach:

- Community Foundation Meetings for SBSR Grant – April 6th, 7th, 14th, 21st, 22nd, 29th, 30th
- Texas Main Street Managers' COVID Calls – 1st, 8th, 15th
- Proctored Taylor Police Dept. Entrance Exams and PT Tests – 4/28/2020
- Governor's Small Business Webinar – 4/16/2020
- DowntownTX.org additional training meeting – 4/9/2020
- Issued 3 Downtown Matters e-newsletters to downtown stakeholders

Local Business / Owner Visits:

Event Planning:

Other Duties:

- Development Team Meetings – Every Monday at 10am
- Development Team Check-In Meetings – Daily at 4 pm
- Public Arts Advisory Board Meeting – Cancelled
- Main Street Advisory Board Meeting – 4/15/2020
- FY 2020-2021 Budget Meeting – 4/30/2020
- Updating Taylor property database on DowntownTX.org - ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed

Upcoming Projects:

- Developing a Power Point presentation for downtown businesses considering online presences to augment their brick & mortar stores. Working with Megan Randig as a co-presenter.

DOWNTOWN MATTERS E-BLAST REPORT

March-May 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Time Sent	Campaign Name	Sends	Opens	Open Rate	Mobile Open Rate	Desktop Open Rate	Clicks	Click Rate	Bounces	Bounce Rate	Unsubscribes	
2	5/6/2020 15:03	Wilco Forward Small Business Grant website launched today at 5.30 pm!	370	143	41.10%	26.70%	73.30%	18	12.60%	22	5.90%	0	
3	5/4/2020 14:37	\$25M Grand Fund Available for Wilco Small Businesses	329	155	50%	30.90%	69.10%	25	16.10%	19	5.80%	2	
4	4/17/2020 15:37	DT Matters - GREAT NEWS FOR SMALL RETAIL BUSINESSES!	367	189	54.50%	30.70%	69.30%	3	1.60%	20	5.40%	0	
5	4/14/2020 15:58	DT Matters -Governor's Small Business Assistance Webinar 4/14/2020	368	191	54.60%	35.10%	64.90%	39	20.40%	18	4.90%	1	
6	4/2/2020 13:43	DT Matters - Small Business Survey - 4/2/2020	111	62	58.50%	36.40%	63.60%	27	43.50%	5	4.50%	0	
7	3/28/2020 18:58	DT Matters - COVID-19- 3/28/2020	327	197	63.10%	43.60%	56.40%	24	12.20%	15	4.60%	2	
8	3/20/2020 14:25	DT Matters - COVID-19 - 3.20.2020	319	181	59.30%	33.30%	66.70%	13	7.20%	14	4.40%	1	
9	3/17/2020 14:48	DT Matters - COVID-19	330	162	54.50%	32.50%	67.50%	6	3.70%	33	10%	0	

Main Street Advisory Board

May 20, 2020

Agenda Item Cover Sheet

Agenda Item 3 – Farmers' Market Update

FARMERS' MARKET ON MAIN - 2020 SEASON

	A	B	C	D	E	F	G	H	I	J
1	Market Date	# Vendors on Roster	Total # Vendors Present	# Vendors Submitting Data	# Cottage Food Vendors	# Farmer/Growers	# of Artisans	# of Transactions	Total Sales \$\$	Market
2	3/6/2020	18	9	9	9	3.5	3.5	133	\$1,970.52	
3	3/14/2020	18	7	7	3	2	2	59	\$1,173.50	
4	3/21/2020	18	4	4	2	2	0	97	\$2,436.54	COVID-19 Market
5	3/28/2020	18	4	4	2	3	0	79	\$1,668.54	COVID-19 Market
6	MARCH	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Total	Total	Total
7	TOTALS	18	6	6	2.25	2.625	1.375	368	\$7,249.10	4
8	4/4/2020	20	7	6	2.5	4.5	0	76	\$833.68	COVID-19 Market
9	4/11/2020	20	4	4	2	2	0	33	\$244.00	COVID-19 Market
10	4/18/2020	20	5	5	2	3	0	108	\$1,653.51	COVID-19 Market
11	4/25/2020	20	6	6	2.5	3	0.5	63	\$1,920.17	COVID-19 Market
12	APRIL	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Total	Total	Total
13	TOTALS	20	5.5	5.25	2.25	3.125	0.125	280	\$4,701.36	4
14	5/2/2020	20	8	8	3	4	1	148	\$2,457.50	COVID-19 Market
15	5/9/2020	13	11	8	4	5	2	92	\$1,506.41	COVID-19 Market

Main Street Advisory Board

May 20, 2020

Agenda Item Cover Sheet

Agenda Item 4 – Upcoming Special Events



MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, CMSM
RE: Upcoming Special Events – Memorial Day and July 4th
DATE: 5/13/2020

Zoom meeting of City Staff/Administration/City Council Mbrs. including Brian LaBorde (CM), Jeff Jenkins (Ass't CM), Dwayne Ariola (MPT), Robert Garcia (CM), Chief Baum (TFD), Chief Fluck(TPD), Bobby Copeland (TFD), Larry Foos (P&R), Stacey Osborne (PIO), Kendra Dubee (Comm Spec), and Jan Harris (MS) for the purpose of reporting on upcoming special events.

MEMORIAL DAY:

Scott Dean is compiling a list of Taylor combat veterans who were KIA during wartime. A video of their photographs will be created.

JULY 4TH:

1. Fireworks: Fireworks have been ordered and fundraising efforts to raise money to cover the costs are ongoing. Policies for restrictions on groups gathering to view the fireworks will be developed closer to the event. It was determined that vehicles will be allowed to park on the grass in Murphy Park during the fireworks.
2. Parade and Car Show: The parade will begin at 10 am this year. Because of COVID-19, the event will be limited to local participation of 40 cars or fewer. Rather than a full-blown parade with a closed route, it will be a rolling event like a funeral procession. A route will be developed that will take the parade through neighborhoods in all districts. Participants will ride inside their own cars (not on the back of convertibles, etc.). They will be asked to wear masks and remain in their vehicles.

Main Street Advisory Board

May 20, 2020

Agenda Item Cover Sheet

Agenda Item 5 – Update on COVID-19's Impact on DT Businesses



MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, CMSM
RE: Taylor SBSR Grant
DATE: 5/13/2020

As of today, the All In Campaign has raised \$92,000 for small business grants – that is \$8,000 from our goal of \$100,000. There have been 2 rounds of grant awards issued totaling 45 grants awarded. A bit less than \$63,000 has been paid out to cover the bills of the grant awardees. (Not all applicants applied for the full \$1,500 grant.) The first round had 23 applicants receive grants – 14 are located within the Main Street District. The 2nd round had 19 grants awarded (2 applications were rejected – one was from a non-profit and the other had employees exceeding the number allowed). Ten are located within the Main Street District.

The 3rd Round of grants will be reviewed on May 19th.

TAYLOR SMALL BUSINESS SUPPORT RECOVERY GRANT
Grant Recipients

BUSINESS NAME:	GRANT ROUND #/AWARD DATE	LOCATED IN MAIN STREET DISTRICT (YES/NO)	BUSINESS TYPE
Sweet & Southern Finds	Round 1/April 22nd	Yes	Retail
Amy's Attic	Round 1/April 22nd	Yes	Retail
Moose's Brake & Tune Up	Round 1/April 22nd	No	Service
Trouvaille Antiques	Round 1/April 22nd	Yes	Retail
Fourth Street Grind	Round 1/April 22nd	Yes	Restaurant
Vintage Mall	Round 1/April 22nd	No	Retail
The Loose Screw	Round 1/April 22nd	No	Retail-consumables
Great Effect Salon	Round 1/April 22nd	No	Personal Care
Netta's Nook	Round 1/April 22nd	Yes	Service
Hair Unique	Round 1/April 22nd	No	Retail
Wellness League	Round 1/April 22nd	Yes	Personal Care
Ricoco's	Round 1/April 22nd	Yes	Service
Black Sparrow Music Park	Round 1/April 22nd	Yes	Restaurant
Liberty Consignments	Round 1/April 22nd	Yes	Retail
Zapatas	Round 1/April 22nd	No	Entertainment
Cherry Tree Creative	Round 1/April 22nd	Yes	Retail
Pecan Manor B&B	Round 1/April 22nd	No	Restaurant
Frills	Round 1/April 22nd	Yes	Retail
Red Cap Cigar Lounge	Round 1/April 22nd	Yes	Hospitality/Lodging
Tangles Hair Salon	Round 1/April 22nd	Yes	Retail
Curves	Round 1/April 22nd	No	Personal Care
Charlie's Painting Company	Round 1/April 22nd	No	Service
True Barbershop	Round 1/April 22nd	Yes	Service
Hawt Spot	Round 2/May 5th	Yes	Personal Care
Main Avenue Printing	Round 2/May 5th	Yes	Service
Tex Fit	Round 2/May 5th	No	Service
5th & Vance	Round 2/May 5th	Yes	Service
Turning Heads Salon	Round 2/May 5th	Yes	Entertainment
BJ Nails	Round 2/May 5th	No	Personal Care
Relax & Heal	Round 2/May 5th	Yes	Service
Roznovak Services (ETJ)	Round 2/May 5th	No	Service
Friends of the Bride	Round 2/May 5th	Yes	Service
Alliance Chemical	Round 2/May 5th	No	Retail
Concept Brazillian Jiu Jits	Round 2/May 5th	Yes	Service
Regency Inn	Round 2/May 5th	No	Service
Luigi's	Round 2/May 5th	No	Hospitality/Lodging
Taylor Cleaners	Round 2/May 5th	No	Retail
Renegade Film Studios	Round 2/May 5th	Yes	Service
			Entertainment

TAYLOR SMALL BUSINESS SUPPORT RECOVERY GRANT

Grant Recipients

BUSINESS NAME:	GRANT ROUND #/AWARD	LOCATED IN MAIN STREET DISTRICT (YES/NO)	BUSINESS TYPE
Marie Williams State Farm	Round 2/May 5th	No	Service
Rhinestone Cowgirl	Round 2/May 5th	Yes	Retail
Mustang Creek Golf Course	Round 2/May 5th	No	Entertainment
Texas Dirt Road Salvage	Round 2/May 5th	Yes	Retail



MEMORANDUM

TO: Main Street Advisory Board
FROM: Jan Harris, CMSM
RE: WILCO Forward Small Business Grants
DATE: 5/13/2020

Williamson County had received \$93 million from the federal government to help with COVID-19 relief. On May 1st, \$25 million was placed in a grant program to assist both for- and not-for-profit businesses with fewer than 100 employees within Williamson County.

As of 5/12/2020, over 2,400 applications have been received and \$2.8 million in relief funds have been distributed to local businesses.

Grant Program Overview:

- Maximum amount per business up to \$30,000
- Grants will be processed and funded in order received until budgeted funds are exhausted
- Includes for profit and non-profit businesses headquartered and located in Williamson County (excluding ineligible entities listed below).
- Recipients must be a sole proprietor or small business with 100 or fewer Full Time Equivalents (FTE). Business is expected to maintain consistent total FTEs during the program.
- For Eligible uses incurred from March 27, 2020 to September 30, 2020
- Eligible amount of grant is the higher of:
 - 1x the average monthly payroll costs for 2019 (same calculation as PPP, including gross payroll, retirement costs and health insurance costs ; if not in business in 2019, use 2020, through March 14 to calculate average); if sole proprietor can use average monthly amount of 2019 net income; OR
 - 2x fixed costs (rent, lease or mortgage payment of real and business property, real property taxes, business personal property taxes, and utilities) calculated on 2019 average (if not in business in 2019, use 2020, through March 14 to calculate average)
- Amount received will be based on % of closure during COVID-19 Stay Home Stay Safe:
 - Business operations completely closed can get 100% of eligible grant
 - Business operations partially closed can get 75% of eligible grant

- Business operations that stayed open can get 50% of eligible grant
- If owner has more than one business, the owner is eligible for application for up to three businesses (all businesses must reside in Williamson County). Ownership defined as 20% or more. Application will include disclosure of all 20% or more owners.
- Online fill-in Application on www.wilco.org.
- Applications reviewed by assigned Wilco Auditors based on Commissioners Court approved program criteria
- Checks are to be issued to qualifying applicants by Williamson County Accounts Payable. A weekly list will be sent to Commissioners Court for information purposes.
- Deadline for application for Phase I is June 30, 2020.
- Applying businesses must have no outstanding tax liens or legal judgments.
- Applying businesses must have been in business since February 15, 2020

Eligible Uses of Grant Proceeds:

- Payroll costs for employees
- Contract labor
- Supplier payments
- Rent, lease or mortgage payment (for real property used for business purposes, like storefront or warehouse)
- Rent, lease or purchase payment for business property (e.g., delivery vehicle; food truck; kitchen equipment; technology, payment, and communications systems and equipment)
- New or expanded technology applications and Wi-Fi services
- Utility payments for business properties
- Cost of critical business operations (raw materials, marketing expenses, etc. payments)
- PPE and sanitation supplies and equipment
- Interest on other debt obligations incurred before February 1, 2020

Documentation required:

- Included with Application - documentation of going concern or business: Secretary of State Texas File number; State of Texas License number; DBA, 2018 or 2019 tax return (return only, schedules not required); Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number
- Signature on Application required
- Good Faith Certification as to truth and accuracy of information provided
- That the grant request is necessary due to conditions caused by COVID-19
- Agreement to audit of the use of grant funds received
- Agreement to Claw-back provisions if funds are used for ineligible purposes
- Documentation required with application and for proof of fund uses by September 30, 2020:
- Proof of payment of eligible expenses including Form W-3, Form 941, utility statements, cancelled checks/receipts or bank statements

Ineligible Businesses:

- National Franchises – But Wilco-based franchises will be eligible

- Real Estate developers/Investors
- Home-based businesses WILL be eligible, but mortgage payments are not eligible.
- Governmental/taxing agencies/departments
- Businesses considered hobbies as defined by federal law
- Pyramid concerns
- Gambling Concerns, including casinos, racing operations or other activities whose purpose involves gambling
- Political/Lobbying
- Sexually Oriented Businesses (live performances, product sales, items or materials)
- Businesses primarily engaged in lending, investments, or to an otherwise eligible business engaged in financing or factoring.
- Pawn Shops
- An individual who employs household employees such as nannies or housekeepers
- A business where a 20% or more equity owner is incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony within the last five years;
- Concerns engaged in illegal activities under federal, state or local laws
- A business that is otherwise prohibited by federal law

The County expects the Wilco Forward website, where businesses can apply for funding, to go live this week, possibly as early as Tuesday. When it does go live, the website will be:

www.wilco.org/forward

Main Street Advisory Board

May 20, 2020

Agenda Item Cover Sheet

**Agenda Item 6 – 2020 Wilco Property Taxes' Potential Impact on Small
Businesses**

Main Street Advisory Board

May 20, 2020

Agenda Item Cover Sheet

Agenda Item 7 – Items for Upcoming Agendas